

**ANNUAL STRATEGIC WORK PROGRAM  
AND FINANCIAL PLAN**

**FY 2015**

**October 1, 2014  
Through  
September 30, 2015**

## ARK-TEX COUNCIL OF GOVERNMENTS

### ANNUAL STRATEGIC WORK PROGRAM AND FINANCIAL PLAN FOR FY 2015

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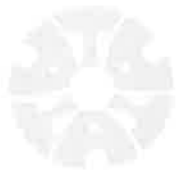
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# ARK-TEX COUNCIL OF GOVERNMENTS

September 30, 2014

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, 2014  
Page 2

Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2015 Strategic Work Program and Financial Plan as developed by the staff. The 2014 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental, special projects and GIS.

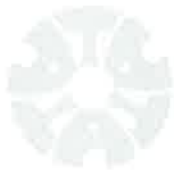
From a human resource standpoint, the 2015 Strategic Work Program and Financial Plan calls for 90 full-time and 3 part-time employees.

I am pleased to present the Board with the 2015 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



# ARK-TEX COUNCIL OF GOVERNMENTS

September 30, 2014

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, 2015. 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 48.2% up from 41.5% in FY '14. The indirect rate, based on total direct expenses, is 5.2% down from 6.9% in FY '14. 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 2014-2015 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,

Linda K. Moore  
Finance Manager

## Budget Summary

The 2015 Ark-Tex Council of Governments Strategic Work Program and Financial Plan reflects anticipated revenues of \$15,669,914 and proposed expenditures of \$15,669,914. The proposed expenditures include \$9,470,331 in contracted funds that are ultimately expended by local entities in the Aging, Criminal Justice, 9-1-1 Emergency Communications, Geographic Information Systems (GIS), Housing, Transportation, Solid Waste, Special Projects and Homeland Security programs.

Anticipated revenues and proposed expenditures for FY 2015 are an increase from the FY 2014 figures by approximately \$87,200. The FY 2015 full-time equivalent (FTE) employees will be 91.5.

All program funds varied from the previous year. Emergency Communications gained the most funds, \$622,280, and Transportation funds were reduced the most, \$476,701.

## Strategic Work Program Summary

The FY 2015 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
- Geographic Information Systems (GIS)
- Homeland Security
- Housing
- Special Projects
- Transportation

Within each of the program areas, specific project-by-project work programs are delineated for 2014-2015. 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 2015 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

**ATCOG Financial Plan - FY 2015**  
**LINE ITEM COST DISTRIBUTION BY COST CENTER**

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	COST CENTER				
				15001 Aging	15002 NETEDD/ATRDC	15003 Housing	15004 CJD	15005 911
0110	Salaries	\$2,076,381	13.3	233,011	89,164	290,161	32,136	194,886
0210	Benefits	1,000,779	6.4	112,307	42,976	139,852	15,489	93,931
0310	Travel	108,771	0.7	25,250	12,220	29,000	1,699	16,000
0311	Non-Staff Travel	250	0.0	250	0	0	0	0
0410	Rent	41,113	0.3	15,672	3,923	16,518	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	50,828	0.3	7,925	1,961	12,093	2,400	9,200
0421	Telephone/Field Office	0	0.0	0	0	0	0	0
0430	Postage	18,601	0.1	1,275	1,200	10,966	300	1,000
0431	Postage/Field Office	0	0.0	0	0	0	0	0
0440	Copier	12,172	0.1	1,445	700	3,000	547	2,000
0441	Copier/Field Office	0	0.0	0	0	0	0	0
0450	Utilities	23,942	0.2	0	2,942	1,000	0	0
0510	Other Direct	1,121,046	7.2	89,736	139,472	69,349	43,236	138,603
0511	Office Supplies	37,992	0.2	2,925	2,500	2,000	3,651	11,036
0512	Reproduction and Printing	0	0.0	0	0	0	0	0
0514	Periodicals and Publications	0	0.0	0	0	0	0	0
0515	Membership dues	4,800	0.0	300	3,500	0	0	0
0516	Advertising	10,174	0.1	2,640	1,500	800	0	0
0520	Audit and Accounting Fees	10,000	0.1	0	10,000	0	0	0
0522	Insurance and Bonding	108,000	0.7	400	0	600	0	0
0523	Computer Software Maintenance	12,000	0.1	0	0	12,000	0	0
0525	Interest	16,755	0.1	5,216	3,923	5,616	0	0
0527	Annual Board Meeting	0	0.0	0	0	0	0	0
0530	Contract Labor	20,000	0.1	10,000	10,000	0	0	0
0610	Equipment	199,420	1.3	0	20,000	0	0	0
0630	Equipment Maintenance	557,607	3.6	0	0	0	0	0
0710	Depreciation	0	0.0	0	0	0	0	0
0810	Contracts (Services)	9,470,331	60.4	1,110,357	5,694	6,426,330	95,000	1,527,752
0910	Indirect	768,950	4.9	86,291	33,020	107,456	11,901	72,172
<b>TOTAL EXPENDITURES</b>		<b>15,669,914</b>	<b>100.0</b>	<b>1,705,000</b>	<b>384,696</b>	<b>7,126,741</b>	<b>206,359</b>	<b>2,066,580</b>
<b>%</b>			<b>100.0</b>	<b>10.9</b>	<b>2.5</b>	<b>45.5</b>	<b>1.3</b>	<b>13.2</b>

(Continued)



**TABLE A (Cont.)**  
**Organizational Summary**

**ATCOG Financial Plan - FY 2015**  
**LINE ITEM COST DISTRIBUTION BY COST CENTER**

LINE ITEM CST #	DESCRIPTION	COST CENTER						
		15006 GIS	15007 Transportation	15008 Environmental	15009 Homeland Sec.	15010 Special Projects	0 0	
0110	Salaries	37,471	1,091,678	39,457	38,543	29,875		
0210	Benefits	18,060	526,169	19,018	18,577	14,399		
0310	Travel	0	19,931	2,000	2,000	671		
0311	Non-Staff Travel	0	0	0	0	0		
0410	Rent	0	5,000	0	0	0		
0411	Rent/Field Office	0	0	0	0	0		
0412	Storage Rent	0	0	0	0	0		
0420	Telephone	0	15,000	0	1,260	989		
0421	Telephone/Field Office	0	0	0	0	0		
0430	Postage	0	3,500	0	250	110		
0431	Postage/Field Office	0	0	0	0	0		
0440	Copier	0	4,000	0	250	230		
0441	Copier/Field Office	0	0	0	0	0		
0450	Utilities	0	20,000	0	0	0		
0510	Other Direct	0	551,946	50,601	18,841	19,263		
0511	Office Supplies	0	15,230	115	250	285		
0512	Reproduction and Printing	0	0	0	0	0		
0514	Periodicals and Publications	0	0	0	0	0		
0515	Membership dues	0	1,000	0	0	0		
0516	Advertising	0	5,234	0	0	0		
0520	Audit and Accounting Fees	0	0	0	0	0		
0522	Insurance and Bonding	0	107,000	0	0	0		
0523	Computer Software Maintenance	0	0	0	0	0		
0525	Interest	0	2,000	0	0	0		
0527	Annual Board Meeting	0	0	0	0	0		
0530	Contract Labor	0	0	0	0	0		
0610	Equipment	0	179,420	0	0	0		
0630	Equipment Maintenance	0	557,607	0	0	0		
0710	Depreciation	0	0	0	0	0		
0810	Contracts (Services)	0	38,439	1,800	221,959	43,000		
0910	Indirect	13,877	404,283	14,612	14,274	11,064		
<b>TOTAL EXPENDITURES</b>		69,408	3,547,439	127,602	316,204	119,885		
<b>%</b>		0.4	22.6	0.8	2.0	0.8	0.0	0.0

**ATCOG Financial Plan - FY 2015**  
**INCOME/EXPENDITURE ANALYSIS BY COST CENTER**

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**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
15001	Aging	1,582,341	104,608	0	0	0	0	18,051	1,705,000	1,705,000	10.9	0
15002	NETEDD & ATRDC	362,876	0	0	0	0	21,820	0	384,696	384,696	2.5	0
15003	HUD - Section 8	7,049,543	0	0	0	0	77,198	0	7,126,741	7,126,741	45.5	0
15004	Criminal Justice Dept.	0	206,359	0	0	0	0	0	206,359	206,359	1.3	0
15005	CSEC - 911	0	2,066,580	0	0	0	0	0	2,066,580	2,066,580	13.2	0
15006	GIS	0	0	58,267	11,141	0	0	0	69,408	69,408	0.4	0
15007	Regional Transportation Systems	1,978,627	637,413	14,170	558,447	358,782	0	0	3,547,439	3,547,439	22.6	0
15008	TCEQ - Environmental	0	127,602	0	0	0	0	0	127,602	127,602	0.8	0
15009	Homeland Security	316,204	0	0	0	0	0	0	316,204	316,204	2.0	0
15010	Special Projects	0	91,252	0	28,633	0	0	0	119,885	119,885	0.8	0
									0		0.0	0
<b>TOTAL FUNDS</b>		<b>11,269,591</b>	<b>3,233,814</b>	<b>72,437</b>	<b>598,221</b>	<b>358,782</b>	<b>99,018</b>	<b>18,051</b>	<b>15,669,914</b>	<b>15,669,914</b>	<b>100.0</b>	<b>0</b>
<b>%</b>		<b>72.0</b>	<b>20.6</b>	<b>0.5</b>	<b>3.8</b>	<b>2.3</b>	<b>0.6</b>	<b>0.1</b>	<b>100.0</b>			

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

**AREA AGENCY ON AGING GOALS STATEMENT**

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

**TOTAL AREA ON AGING BUDGET**

**BUDGETED EXPENDITURES**

Personnel	\$ 345,318
Vendors	\$ 1,110,357
Travel	\$ 25,250
Other Direct	\$ 137,784
Indirect	\$ 86,291
Equipment	\$ 0

**TOTAL BUDGETED  
EXPENDITURES** - \$1,705,000

**ANTICIPATED REVENUES BY SOURCE**

Department of Aging & Disability Services  
(DADS) - \$1,686,949  
ATCOG Match - \$18,051

**TOTAL ANTICIPATED  
REVENUE** - \$1,705,000

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

**2015 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 15 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 14 senior centers.
6. Maintain and coordinate Direct Purchase of Services for 14 services.

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

1.7575 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$65,347
Fringe Benefits	\$31,496

**VENDOR  
SERVICES**

\$0

**TRAVEL**

Costs	\$4,000
-------	---------

**OTHER DIRECT**

Telephone	\$2,150
Postage	\$350
Copy Services	\$1005
Other Expenses	\$32,760
Office Supplies	\$2,300

**INDIRECT**

\$24,200

**EQUIPMENT**

\$0

**TOTAL  
BUDGET**

**\$163,608**

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

**2015 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 2015 as funding and local support allow.

**PRINCIPLE PERFORMANCE MEASURES**

1. Conduct media campaigns and information and assistance to a minimum of 780 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 providers.
4. A total of 48,000 congregate meals provided to the elderly in this region.

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

0 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$0
Fringe Benefits	\$0

**VENDOR SERVICES**

\$375,000

**TRAVEL**

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

**OTHER DIRECT**

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

**INDIRECT**

\$0

**EQUIPMENT**

\$0

**TOTAL BUDGET**

**\$375,000**

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

**2015 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 2015 as funding and local support allow.

**PRINCIPLE PERFORMANCE MEASURES**

1. Assess 481 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 63,500 home delivered meals provided to the elderly in the Ark-Tex region.

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

0 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$0
Fringe Benefits	\$0

**VENDOR SERVICES**

\$400,000

**TRAVEL**

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

**OTHER DIRECT**

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

**INDIRECT**

\$0

**EQUIPMENT**

\$0

**TOTAL BUDGET**

**\$400,000**

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

**2015 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, outreach, in-home respite, homemaker, prescription assistance program, home modifications and repairs, and assistive technology devices.

**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 5,900 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, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

5.18 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$167,664
Fringe Benefits	\$80,811

**VENDOR SERVICES**

\$335,357

**TRAVEL**

Costs	\$21,500
-------	----------

**OTHER DIRECT**

Telephone	\$5775
Postage	\$925
Copy Services	\$440
Other Expenses	\$91,204
Office Supplies	\$625

**INDIRECT**

\$62,091

**EQUIPMENT**

\$0

**TOTAL BUDGET**

**\$766,392**

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

**2015 WORK PROGRAM**

**2015 EXPENDITURE BUDGET**

**OBJECTIVE**

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

**PERSONNEL**

Salaries  
Fringe Benefits

**SEE**

**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 852 callers.

**OTHER DIRECT**

Telephone  
Postage  
Copy Services  
Other Expenses  
Office Supplies

**PAGE 13**

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**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**

**2015 WORK PROGRAM**

**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 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.

**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.

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

Full Time Equivalent - See Page 13

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries  
Fringe Benefits

SEE

**VENDOR  
SERVICES**

OTHER

**TRAVEL**

SUPPORTIVE

Costs

SERVICES

**OTHER DIRECT**

Telephone  
Postage  
Copy Services  
Other Expenses  
Office Supplies

PAGE 13

**INDIRECT**

**EQUIPMENT**

**TOTAL  
BUDGET**

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

**2015 WORK PROGRAM**

**2015 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  
Fringe Benefits

**SEE**

**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 350 individuals.
3. Prepare and perform Outreach and awareness of Medicare Part D to 350 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, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

Full Time Equivalent - See Page 13

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

**2015 WORK PROGRAM**

**2015 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  
Fringe Benefits

**SEE**

**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 210 assessments.
3. Completion of 210 care plans.
4. Identification of services for 210 clients.
5. Reassessment of 210 clients' needs every 6 months, or more often as needed.
6. Maintain approximately 28 service vendor agreements.
7. Maintain records of 210 clients.
8. Completion and distribution of 400 brochures.
9. Maintenance of 210 client records in SPURS client tracking system.

**INDIRECT**

**EQUIPMENT**

**TOTAL BUDGET**

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

Full Time Equivalent - See Page 13

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

**2015 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 32 area nursing and 25 assisted living facilities.
4. Visits conducted monthly to long-term care facilities.
5. Resolution of 80% 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, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

Full Time Equivalent - See Page 13

**2015 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 development and opportunity, foster effective transportation systems, enhance and protect the environment, and balance resources through sound management of development throughout the 11-county NETEDD area.

### TOTAL NETEDD PROGRAM BUDGET

#### BUDGETED EXPENDITURES SOURCE

Personnel	\$ 12,696
Contracts	\$ 0
Travel	\$ 2,220
Other Direct	\$ 31,911
Indirect	\$ 3,173
Equipment	<u>\$ 10,000</u>

TOTAL BUDGETED  
EXPENDITURES - \$60,000

#### ANTICIPATED REVENUES BY

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

TOTAL ANTICIPATED  
REVENUE - \$60,000

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

## 2015 WORK PROGRAM

### OBJECTIVE

To plan, establish and maintain a Comprehensive Economic Development Strategy (CEDS) (5-year term). Coordinate economic development planning with other economic development entities.

### PRIMARY WORK TASKS

1. Work with other economic development entities for economic development planning.
2. Monitor and report potential major economic disruptions in the economic condition of the district.
3. Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district. EDA grant applications to be given priority.
4. Prepare required annual performance reports to the EDA.

### PRINCIPLE PERFORMANCE MEASURES

1. Work with local & state government agencies, chambers of commerce, economic and industrial development corporations, entrepreneurs, EDA-funded entities and other economic development planners to facilitate economic development planning and implementation within the district.
2. Attend a minimum of five NETEDD Roundtables to help foster economic development and planning and stay abreast of potential economic downturns and disruptions within the district.
3. Assist local governments and other eligible non-profit organizations in processing and obtaining a minimum of two EDA grants.
4. Submit and maintain records of economic development activities to provide annual performance report to the EDA as to progress in economic development achievements.

### IMPLEMENTATION SCHEDULE

January 1, 2015 – December 31, 2015

### HUMAN RESOURCE REQUIREMENT

.21 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$8,567
Fringe Benefits	\$4,129

### CONTRACT SERVICES

\$0

### TRAVEL

Costs	\$2,220
-------	---------

### OTHER DIRECT

Telephone	\$196
Postage	\$200
Copy Services	\$100
Other Expenses	\$30,915
Office Supplies	\$500

### INDIRECT

\$3,173

### EQUIPMENT

\$10,000

### TOTAL BUDGET

**\$60,000**

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

**NETEDD RLF GOALS STATEMENT**

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

**TOTAL NETEDD RLF PROGRAM BUDGET**

**BUDGETED EXPENDITURES**

Personnel	\$	13,225
Contracts	\$	0
Travel	\$	0
Other Direct	\$	9,247
Indirect	\$	3,305
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**

**2015 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, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

.22 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$8,924
Fringe Benefits	\$4,301

**CONTRACT SERVICES**

\$0

**TRAVEL**

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

**OTHER DIRECT**

Telephone	\$196
Postage	\$0
Copy Services	\$100
Other Expenses	\$8,951
Office Supplies	\$0

**INDIRECT**

\$3,305

**EQUIPMENT**

\$0

**TOTAL BUDGET**

**\$25,777**



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

**NETEDD 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 NETEDD ETRAP-RLF BUDGET**

**BUDGETED EXPENDITURES**

Personnel	\$ 13,225
Contracts	\$ 0
Other Direct	\$ 5,290
Indirect	\$ 3,305
Equipment	\$ 0

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

**ANTICIPATED REVENUES BY SOURCE**

United States Department of Agriculture -  
\$21,820

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

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

**2015 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, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

.22 Full Time Equivalent

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$8,924
Fringe Benefits	\$4,301

**CONTRACT SERVICES**

\$0

**TRAVEL**

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

**OTHER DIRECT**

Telephone	\$196
Other Expenses	\$5,094

<b><u>INDIRECT</u></b>	\$3,305
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<b><u>EQUIPMENT</u></b>	\$0
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<b><u>TOTAL BUDGET</u></b>	<b>\$21,820</b>
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**CHAPMAN REVOLVING LOAN FUND  
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

**CHAPMAN RLF GOALS STATEMENT**

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

**TOTAL CHAPMAN RLF PROGRAM BUDGET**

**BUDGETED EXPENDITURES**

Personnel	\$ 13,225
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 5,290
Indirect	\$ 3,305
Equipment	\$ 0

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

**ANTICIPATED REVENUES BY SOURCE**

ATCOG Funds - \$21,820

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

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

## **2015 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, 2014 – September 30, 2015

### **HUMAN RESOURCE REQUIREMENT**

.22 Full Time Equivalent

## **2015 EXPENDITURE BUDGET**

### **PERSONNEL**

Salaries	\$8,924
Fringe Benefits	\$4,301

### **CONTRACT SERVICES**

\$0

### **TRAVEL**

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

### **OTHER DIRECT**

Telephone	\$196
Postage	\$0
Copy Services	\$0
Other Expenses	\$5,094
Office Supplies	\$0

### **INDIRECT**

\$3,305

### **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	\$ 79,769
Contracts	\$ 5,694
Travel	\$ 10,000
Other Direct	\$ 129,882
Indirect	\$ 19,934
Equipment	\$ 10,000

**TOTAL BUDGETED  
EXPENDITURES** - \$255,279

**ANTICIPATED REVENUES BY SOURCE**

U.S. Small Business Administration Loan  
Servicing Fees - \$255,279

**TOTAL ANTICIPATED  
REVENUE** - \$255,279

# ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDG) WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 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, 2014 – September 30, 2015

### HUMAN RESOURCE REQUIREMENT

1.328 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$53,826
Fringe Benefits	\$25,943

### CONTRACT SERVICES

\$5,694

### TRAVEL

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

### OTHER DIRECT

Telephone	\$1,177
Postage	\$1,000
Copy Services	\$500
Other Expenses	\$125,205
Office Supplies	\$2,000

<u>INDIRECT</u>	\$19,934
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<u>EQUIPMENT</u>	\$10,000
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<u>TOTAL BUDGET</u>	\$255,279
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## **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	\$ 430,013
Contracts	\$6,422,130
Travel	\$ 29,000
Other Direct	\$ 138,142
Indirect	\$ 107,456
Equipment	\$ <u>0</u>

**TOTAL BUDGETED EXPENDITURES -**  
\$7,126,741

#### **ANTICIPATED REVENUES BY SOURCE**

U.S. Department of Housing and Urban  
Development (USDHUD) - \$7,126,741

**TOTAL ANTICIPATED REVENUE -**  
\$7,126,741

# RENTAL ASSISTANCE PROGRAM WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 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 50 new Housing Choice Vouchers and add approximately 25 new families to Rental Assistance Program.
2. Add at least five property owners to potential landlord list.
3. Payment of approximately \$6.4 million to landlords in form of rental payments for eligible families.
4. Maintain high performer status for FY15 by timely reporting to DHUD.
5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY15

### IMPLEMENTATION SCHEDULE

October 1, 2014 – September 30, 2015

### HUMAN RESOURCE REQUIREMENT

9.30 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$290,161
Fringe Benefits	\$139,852

### CONTRACT SERVICES

\$6,422,130

### TRAVEL

Travel Costs	\$29,000
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### OTHER DIRECT

Telephone	\$12,093
Postage	\$10,966
Copy Services	\$3,000
Other Expenses	\$110,083
Office Supplies	\$2,000

### INDIRECT

\$107,456

### EQUIPMENT

\$0

### TOTAL BUDGET

**\$7,126,741**



## **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	\$ 47,624
Contracts	\$ 95,000
Travel	\$ 1,699
Other Direct	\$ 50,135
Indirect	\$ 11,901
Equipment	\$ <u>0</u>

**TOTAL BUDGETED  
EXPENDITURES** - \$206,359

#### **ANTICIPATED REVENUES BY SOURCE**

Office of the Governor, Criminal  
Justice Division - \$206,359

**TOTAL ANTICIPATED  
REVENUE** - \$206,359

## REGIONAL CRIMINAL JUSTICE PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 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, 2014– August 31, 2015

#### HUMAN RESOURCE REQUIREMENT

- .516 Full Time Equivalent – CJ Coordinator
- .052 Full Time Equivalent – Accounting Specialist

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$22,199
Fringe Benefits	\$10,699

#### CONTRACT SERVICES

\$0

#### TRAVEL

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

#### OTHER DIRECT

Telephone	\$1,750
Postage	\$100
Copy Services	\$300
Other Expenses	\$12,746
Office Supplies	\$2,985

<u>INDIRECT</u>	\$8,221
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#### TOTAL BUDGET

**\$60,000**

# REGIONAL LAW ENFORCEMENT TRAINING WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 WORK PROGRAM

### OBJECTIVE

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

### PRIMARY WORK TASKS

1. Develop, distribute and release Request for Proposal (RFP); select provider.
2. Provide basic, advanced, and specialized training for officers/potential officers.
3. Attend provider meetings to receive updates on training provided.
4. Monitor provider annually for effectiveness.
5. Survey law enforcement departments annually to ascertain effectiveness of providers.
6. Visit regularly with law enforcement departments to determine training needs.
7. 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. Conduct one course evaluation survey designated by course and instructor, for each course completed and funded by grant.
6. Provide five technical assistance contacts to agencies in the 9-county region that are requesting or needing specific training.
7. Complete two reports required by CJD through the e-Grants and PPRI websites.

### IMPLEMENTATION SCHEDULE

September 1, 2014 – August 31, 2015

### HUMAN RESOURCE REQUIREMENT

.212 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$8,360
Fringe Benefits	\$4,029

### CONTRACT SERVICES

\$40,000

### TRAVEL

Costs	\$399
-------	-------

### OTHER DIRECT

	\$300
Telephone	\$100
Postage	\$172
Copy Services	\$191
Office Supplies	\$29,712
Other Expenses	

\$3,096

### INDIRECT

\$86,359

### TOTAL BUDGET

# PURCHASE OF JUVENILE SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 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, 2014 – August 31, 2015

### HUMAN RESOURCE REQUIREMENT

.04 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$1,577
Fringe Benefits	\$760

### CONTRACT SERVICES

\$55,000

### TRAVEL

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

### OTHER DIRECT

Telephone	\$350
Postage	\$100
Copy Services	\$75
Office Supplies	\$475
Other Expenses	\$779

### INDIRECT

\$584

### TOTAL BUDGET

**\$60,000**

## **EMERGENCY COMMUNICATIONS PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

### **EMERGENCY COMMUNICATIONS PROGRAM GOAL STATEMENT**

The goal of the Emergency Communications 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 EMERGENCY COMMUNICATIONS BUDGET**

#### **BUDGETED EXPENDITURES**

Personnel	\$ 288,817
Contracts	\$ 1,527,752
Travel	\$ 16,000
Other Direct	\$ 161,839
Indirect	\$ 72,172
Equipment	\$ 0

**TOTAL BUDGETED EXPENDITURES -**  
\$2,066,580

#### **ANTICIPATED REVENUES BY SOURCE**

Commission on State Emergency  
Communications - \$2,066,580

**TOTAL ANTICIPATED**  
**REVENUE - \$2,066,580**

# REGIONAL 9-1-1 WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 WORK PROGRAM

### 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 TDD/TTY and other call-taker training twice annually.
4. Submission of strategic plan as required.
5. Conduct no less than annual visits to each PSAP (13 visits).
6. Provide maps/books 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

September 1, 2014 – August 31, 2015

### HUMAN RESOURCE REQUIREMENT

6.9 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$194,886
Fringe Benefits	\$93,931

### CONTRACT SERVICES

\$1,527,752

### TRAVEL

Costs	\$16,000
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### OTHER DIRECT

Telephone	\$9,200
Postage	\$1,000
Copy Services	\$2,000
Other Expenses	\$138,603
Office Supplies	\$11,036

### INDIRECT

\$72,172

### EQUIPMENT

\$0

### TOTAL BUDGET

\$2,066,580

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

### **GIS PROGRAM GOAL STATEMENT**

The goal of the GIS Department is to provide geographic analysis and mapping support to all programs of the Ark-Tex Council of Governments and respond to any requests from member and non-member agencies for facilitation of their programs or special projects that require GIS support.

### **TOTAL GIS BUDGET**

#### **BUDGETED EXPENDITURES**

Personnel	\$ 55,531
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 0
Indirect	\$ 13,877
Equipment	<u>\$ 0</u>

#### **ANTICIPATED REVENUES BY SOURCE**

9-1-1 Contract - \$58,267  
Local - \$11,141

**TOTAL BUDGETED EXPENDITURES -**  
**\$69,408**

**TOTAL ANTICIPATED**  
**REVENUE - \$69,408**

## GIS PROGRAM WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 WORK PROGRAM

#### OBJECTIVE

To acquire, provide and maintain accurate GIS data in order to support GIS mapping requests and activities for all departments, members and non-member agencies.

#### PRIMARY WORK TASKS

1. Maintain all current GIS data layers.
2. Provide GIS analysis and mapping support to all departments and programs of ATCOG, members and non-member agencies.
3. Respond to all data and mapping requests, as well as GIS analysis support requests, from member & non-member agencies.
4. Respond to all data and mapping requests from other public and private organizations and provide GIS support as requested.
5. Develop additional GIS applications to support member and non-member entities.

#### PRINCIPLE PERFORMANCE MEASURES

1. Maintenance of 10 GIS data layers.
2. Provision of GIS analysis and one map per county to all programs and departments, members and non-member agencies.
3. Provision of GIS analysis and one map to other member and non-member agencies as requested, meeting or exceeding their expectations.
4. Provision of GIS analysis and one map to other public and private organizations, meeting or exceeding their expectations.
5. Provision of additional GIS applications to member and non-member entities and one map as requested.

#### IMPLEMENTATION SCHEDULE

September 1, 2014 – August 31, 2015

#### HUMAN RESOURCE REQUIREMENT

1 Full Time Equivalent

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$37,471
Fringe Benefits	\$18,060

#### CONTRACT SERVICES

\$0

#### TRAVEL

Costs	\$0
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#### OTHER DIRECT

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

<u>INDIRECT</u>	\$13,877
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	<b>\$69,408</b>
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**PUBLIC TRANSPORTATION FOR NON-URBANIZED AREAS  
SECTIONS 5311, 5310, INTER-CITY BUS, PLANNING  
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 general 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 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	\$ 1,553,302
Contracts	\$ 38,439
Travel	\$ 18,431
Other Direct	\$ 1,287,518
Indirect	\$ 388,154
Equipment	\$ 0
Vehicles	\$ 179,420

**TOTAL BUDGETED  
EXPENDITURES** - \$3,465,264

**ANTICIPATED REVENUES BY SOURCE**

Texas Department of Transportation	- \$637,413
Federal Funds	- \$1,944,625
Local Funds	- \$470,444
Program Income	- \$54,000
In Kind	- \$358,782

**TOTAL ANTICIPATED  
REVENUE** - \$3,465,264

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

**2015 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 public transportation in the nine-county area.
2. Provide transportation to people age 60+, the general public and disabled persons.
3. Make vehicles available to local agencies when needed as Emergency Evacuation System.
4. Coordinate rural program with Texarkana Urban Transportation System.
5. Coordinate Inter-City Bus program within the regional area.
6. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.
7. Continue operations of a full service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5311 and 5310 vehicle fleet.
8. Attend required local and state meetings.

**PRINCIPLE PERFORMANCE MEASURES**

1. Provide 200,000 passenger trips annually.
2. Coordinate with Area Agency on Aging, area education entities, workforce centers and at least two other agencies.
3. Attend at least three meetings and coordinate with Emergency Management Personnel.
4. Work with contractor to ensure coordination of transportation by holding regional public meetings.

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$1,048,125
Fringe Benefits	\$505,177

**CONTRACT SERVICES**

\$38,439

**TRAVEL**

Costs	\$18,431
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**OTHER DIRECT**

Communications	\$50,000
Postage	\$3,500
Copy Services	\$4,000
Other Expenses	\$1,214,788
Office Supplies	\$15,230

<b><u>INDIRECT</u></b>	\$388,154
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<b><u>EQUIPMENT</u></b>	\$0
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<b><u>VEHICLES</u></b>	\$179,420
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<b><u>TOTAL BUDGET</u></b>	<b>\$3,465,264</b>
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**PUBLIC TRANSPORTATION  
WORK PROGRAM AND EXPENDITURE BUDGET  
PAGE 2**

**PRINCIPAL PERFORMANCE MEASURES (CON'T.)**

5. Coordinate with Greyhound Bus Line to provide Inter-City bus services.
6. Continue to update ATCOG Regional Transportation Coordination Plan with public meeting input.
7. Expand the ATCOG fleet of vehicles.
8. Attend two state trainings as required.

**IMPLEMENTATION SCHEDULE**

September 1, 2014 – August 31, 2015

**HUMAN RESOURCE REQUIREMENT**

51.032 Full Time Equivalent

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

### **URBAN TRANSPORTATION GOALS STATEMENT**

The goal of the Urban Transportation Program is to fulfill the Interlocal 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	\$ 64,546
Contracts	\$ 0
Travel	\$ 1,500
Indirect	<u>\$ 16,129</u>

#### **ANTICIPATED REVENUES BY SOURCE**

Federal Transit Authority - \$34,002
Local Funds – \$34,003
Contract - \$14,170

**TOTAL BUDGETED EXPENDITURES -**  
\$82,175

**TOTAL ANTICIPATED**  
**REVENUE - \$82,175**

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

## **2015 WORK PROGRAM**

### **OBJECTIVE**

To fulfill the Interlocal 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, 2014 – August 31, 2015

### **HUMAN RESOURCE REQUIREMENT**

1.255 Full Time Equivalent

## **2015 EXPENDITURE BUDGET**

### **PERSONNEL**

Salaries	\$43,553
Fringe Benefits	\$20,993

### **CONTRACT SERVICES**

\$0

### **TRAVEL**

Costs	\$1,500
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### **OTHER DIRECT**

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

<b><u>INDIRECT</u></b>	\$16,129
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<b><u>TOTAL BUDGET</u></b>	<b>\$82,175</b>
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## **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	\$ 58,475
Contracts	\$ 1,800
Travel	\$ 2,000
Other Direct	\$ 50,715
Indirect	\$ 14,612
Equipment	\$ <u>0</u>

**TOTAL BUDGETED  
EXPENDITURES** - \$127,602

#### **ANTICIPATED REVENUES BY SOURCE**

Texas Commission on Environmental  
Quality (TCEQ)  
Solid Waste Management - \$115,000  
Water Quality - \$12,602

**TOTAL ANTICIPATED  
REVENUE** - \$127,602

# SOLID WASTE MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 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, 2014 – August 1, 2015

### HUMAN RESOURCE REQUIREMENT

.855 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$33,628
Fringe Benefits	\$16,208

### CONTRACT SERVICES

\$1,800

### TRAVEL

Costs	\$1,700
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### OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$49,195
Office Supplies	\$15

<u>INDIRECT</u>	\$12,454
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	<b>\$115,000</b>
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# WATER QUALITY WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 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, 2014 – August 31, 2015

### HUMAN RESOURCE REQUIREMENT

.15 Full Time Equivalent

### PERSONNEL

## 2015 EXPENDITURE BUDGET

Salaries	\$5,829
Fringe Benefits	\$2,809

### CONTRACT SERVICES

\$0

### TRAVEL

Costs	\$300
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### OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$1,406
Office Supplies	\$100

<u>INDIRECT</u>	\$2,158
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	<b>\$12,602</b>
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**STATE HOMELAND SECURITY PROGRAM AND LAW ENFORCEMENT  
TERRORISM PREVENTION ACTIVITIES PROGRAM  
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

**HOMELAND SECURITY PROGRAM GOAL STATEMENT**

The goals of the Homeland Security Program and Law Enforcement Terrorism Prevention Program grants are to continue professional staff activities in regard to updating and implementing the 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	\$ 57,120
Contracts	\$ 221,959
Travel	\$ 2,000
Other Direct	\$ 20,851
Indirect	\$ 14,274
Equipment	\$ <u>0</u>

**TOTAL BUDGETED**  
**EXPENDITURES - \$ 316,204**

**ANTICIPATED REVENUES BY SOURCE**

State Homeland Security Program - \$158,398  
Law Enforcement Terrorism Prevention Activities -  
\$157,806

**TOTAL ANTICIPATED**  
**REVENUE - \$316,204**

**STATE HOMELAND SECURITY PROGRAM AND LAW ENFORCEMENT  
TERRORISM PREVENTION ACTIVITIES PROGRAM  
WORK PROGRAM AND EXPENDITURE BUDGET**

**2015 WORK PROGRAM**

**OBJECTIVE**

Continue the continuity of 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.
3. Facilitate the distribution of homeland security program funding.
4. Facilitate the update or development of the regional state preparedness report.
5. Aid local jurisdictions in meeting training requirements.
6. Aid local jurisdictions in meeting grant eligibility requirements.
7. Facilitate the scheduling of local/regional exercises.
8. Coordinate regional homeland security efforts with the State Administrative Agency (SAA).
9. Compile and submit required grant report to FEMA and the SAA.
10. Maintain the Northeast Texas Preparedness Coalition (NETPC).

**PRINCIPLE PERFORMANCE MEASURES (Cont.)**

1. Provision of staff support for four HSAC meetings.
2. Submission of the ATCOG homeland security strategy implementation plan to DPS by the set deadline.
3. Distribute region's homeland security funding in the amount of \$221,959 to projects in the region.
4. Submission of updates to the State Preparedness Report to the State.
5. Provision and education of one in-region training opportunity.

**2015 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$38,543
Fringe Benefits	\$18,577

**CONTRACT  
SERVICES**

\$221,959

**TRAVEL**

Costs	\$2,000
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**OTHER DIRECT**

Telephone	\$1,260
Postage	\$250
Copy Services	\$250
Other Expenses	\$18,841
Office Supplies	\$250

<b><u>INDIRECT</u></b>	\$14,274
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<b><u>EQUIPMENT</u></b>	\$0
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<b><u>TOTAL BUDGET</u></b>	<b>\$316,204</b>
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**Homeland Security Program  
Work Program and Expenditure Budget  
Page 2**

**PRINCIPLE PERFORMANCE MEASURES (Con't.)**

6. Provision of one staff member to monitor and assist with the eligibility of jurisdictions.
7. Successful conduct of one local/regional homeland security exercise.
8. Participate in 26 DPS conference calls.
9. Submission of four progress reports to FEMA and the SAA through the Texas DPA website.
10. Provision of staff at four NETPC meetings.

**IMPLEMENTATION SCHEDULE**

October 1, 2014 – September 30, 2015

**HUMAN RESOURCE REQUIREMENT**

1.2 Full Time Equivalent

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

**SPECIAL PROJECTS GOAL STATEMENT**

The goal of the Special Projects Division is to provide staff support to administer special projects for ATCOG and prepare grants to federal and/or state agencies.

**TOTAL SPECIAL PROJECTS BUDGET**

**BUDGETED EXPENDITURES**

Personnel	\$ 44,274
Contracts	\$ 43,000
Travel	\$ 671
Other Direct	\$ 0
Indirect	\$ 10,299
Equipment	\$ 0

**ANTICIPATED REVENUES BY SOURCE**

Texas Department of Agriculture - \$5,351  
Division of Emergency Management - \$85,901  
Bowie, Cass, Franklin, Hopkins and Morris  
Counties - \$28,633

**TOTAL BUDGETED**  
**EXPENDITURES** - \$119,885

**TOTAL ANTICIPATED**  
**REVENUE** - \$119,885

## COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 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, community development and economic development.

#### PRINCIPLE PERFORMANCE MEASURES

1. Prepare census and income data for 10 localities requesting data.
2. Provide information about TDA programs to 30 localities.
3. Prepare information for four 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, 2014 – August 31, 2015

#### HUMAN RESOURCE REQUIREMENT

.02555 Full Time Equivalent

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$2,065
Fringe Benefits	\$995

#### CONTRACT SERVICES

\$0

#### TRAVEL

Costs	\$0
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#### OTHER DIRECT

Telephone	\$68
Postage	\$10
Copy Services	\$30
Other Expenses	\$1,333
Office Supplies	\$85

#### INDIRECT

\$765

#### EQUIPMENT

\$0

#### TOTAL BUDGET

**\$5,351**

## HAZARD MITIGATION PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 WORK PROGRAM

#### OBJECTIVE

Begin preparation of 5-year updates of Hazard Mitigation Plans for Bowie, Cass, Hopkins, 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.

#### 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 for five plans.
4. Combine information, format, and complete five plans.
5. Submit six quarterly reports to TDEM.

#### IMPLEMENTATION SCHEDULE

October 1, 2014 – September 30, 2015

#### HUMAN RESOURCE REQUIREMENT

.042874 Full Time Equivalent

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$27,810
Fringe Benefits	\$13,404

#### CONTRACT SERVICES

\$43,000

#### TRAVEL

Costs	\$671
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#### OTHER DIRECT

Telephone	\$921
Postage	\$100
Copy Services	\$200
Other Expenses	\$17,929
Office Supplies	\$200

<u>INDIRECT</u>	\$10,299
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<u>EQUIPMENT</u>	\$0
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#### TOTAL BUDGET

\$114,534

**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	\$	550,638
Contracts	\$	40,000
Travel	\$	40,365
Other Direct	\$	137,947
Indirect	\$	0
Equipment	\$	<u>0</u>

**ANTICIPATED REVENUES BY SOURCE**

Revenue From all Fund Groups - \$725,484  
Grant Writing/Accounting Admin - \$43,466

**TOTAL BUDGETED  
EXPENDITURES** - \$768,950

**TOTAL ANTICIPATED  
REVENUE** - \$768,950

# EXECUTIVE INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 WORK PROGRAM

### 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 14-15 Strategic Work Program and Budget.
8. Distribution of Annual Work Plan and Annual Budget.
9. Maintenance of ATCOG web site.

### IMPLEMENTATION SCHEDULE

October 1, 2014 – September 30, 2015

### HUMAN RESOURCE REQUIREMENT

2 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$103,725
Fringe Benefits	\$49,995

### CONTRACT SERVICES

\$0

### TRAVEL

Staff Travel	\$12,000
Board Travel	\$20,000

### OTHER DIRECT

Telephone	\$4,229
Postage	\$1,858
Copy Services	\$857
Other Expenses	\$26,573
Office Supplies	\$5,000

### INDIRECT

\$0

### EQUIPMENT

\$0

### TOTAL BUDGET

**\$224,240**



## ADMINISTRATIVE INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 WORK PROGRAM

#### 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 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 92 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 60 employees.
8. Receipt and transmission of approximately 40 faxes per day.
9. Maintenance of ATCOG computer equipment.

#### IMPLEMENTATION SCHEDULE

October 1, 2014 – September 30, 2015

#### HUMAN RESOURCE REQUIREMENT

3.75 Full Time Equivalent

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$147,846
Fringe Benefits	\$71,259

#### CONTRACT SERVICES

\$0

#### TRAVEL

Costs	\$4,000
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#### OTHER DIRECT

Telephone	\$2,200
Postage	\$700
Copy Services	\$850
Other Expenses	\$33,901
Office Supplies	\$1,476

#### INDIRECT

\$0

#### EQUIPMENT

\$0

#### TOTAL BUDGET

**\$262,232**

## SPECIAL PROJECTS INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2015 WORK PROGRAM

#### OBJECTIVE

Provide staff support to administer special projects for ATCOG and prepare grants to federal and/or state agencies.

#### PRIMARY WORK TASKS

1. Begin preparation of 5-year updates of Mitigation Action Plans for Bowie, Cass, Hopkins, Franklin and Morris Counties.
2. Administer STEP projects for Caddo Lake Water Supply Corporation (WSC) and Leigh WSC.
3. Prepare applications and/or grants to federal and/or state agencies.
4. Provide technical assistance to cities and counties requesting census data and other information.
5. Administer weatherization programs for utility companies.

#### PRINCIPLE PERFORMANCE MEASURES

1. Preparation of 5-year updates of five Mitigation Action Plans.
2. Completion of eight quarterly reports.
3. Preparation of three applications and grants for ATCOG programs and ATCOG members.
4. Provide data to 10 entities requesting technical assistance.
5. Execute 3 contracts with Frontier Associates, LLC.

#### IMPLEMENTATION SCHEDULE

October 1, 2014 – September 30, 2015

#### HUMAN RESOURCE REQUIREMENT

.64208 Full Time Equivalent

### 2015 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$42,535
Fringe Benefits	\$20,501

#### CONTRACT SERVICES

\$0

#### TRAVEL

Costs	\$1,365
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#### OTHER DIRECT

Telephone	\$1,458
Postage	\$250
Copy Services	\$400
Other Expenses	\$15,474
Office Supplies	\$95

#### INDIRECT

\$0

#### EQUIPMENT

\$0

#### TOTAL BUDGET

**\$82,078**

# FINANCE SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2015 WORK PROGRAM

### 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 2,395 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, 2014 – September 30, 2015

### HUMAN RESOURCE REQUIREMENT

3 Full Time Equivalent

## 2015 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$106,776
Fringe Benefits	\$51,464

### CONTRACT SERVICES

Audit	\$40,000
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### TRAVEL

Costs	\$3,000
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### OTHER DIRECT

Telephone	\$3,600
Postage	\$2,500
Copy Services	\$315
Other Expenses	\$32,957
Office Supplies	\$3,600

### INDIRECT

\$0

### EQUIPMENT

\$0

### TOTAL BUDGET

**\$244,212**

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
<b>ALLOCATION BY COST CENTER</b>				
15001	Aging	\$86,291	11.2	
15002	NETEDD & ATRDC	33,020	4.3	
15003	HUD - Section 8	107,456	14.0	
15004	Criminal Justice Dept.	11,901	1.5	
15005	CSEC - 911	72,172	9.4	
15006	GIS	13,877	1.8	
15007	Regional Transportation Systems	404,283	52.6	
15008	TCEQ - Environmental	14,612	1.9	
15009	Homeland Security	14,274	1.9	
			0.0	
<b>TOTAL INDIRECT COST ALLOCATED</b>		<b>\$768,950</b>	<b>98.6</b>	
<b>INDIRECT COST ALLOCATION</b>				
	Total Indirect Cost	\$812,762		> FY '13 Audited Indirect Cost Under Allocation > Admin Fees earned from administrating STEP programs > Admin Fees earned from acctng fees > FY '14 Anticipated Indirect Cost Over Allocation
	Plus: Prior Period Under Allocations	74,654		
	Less: Earned Admin Fees	33,938		
	Less: Earned Acctng Fees	9,528		
	Less: Current Period Over Allocation	(75,000)		
<b>TOTAL TO BE ALLOCATED</b>		<b>\$768,950</b>		
<b>ALLOCATION BASE CALCULATION</b>				
	Total Allocated Indirect Cost	768,950		> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Div by: Total Direct Personnel Cost	3,077,160		
<b>ALLOCATION BASE</b>			<b>25.0</b>	
<b>INDIRECT RATE CALCULATION</b>				
	Total Allocated Indirect Cost	768,950		> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177
	Div by: Total Direct Expenses	14,701,544		
<b>INDIRECT RATE</b>			<b>5.2</b>	less capital expenditure 199,420 and pass-thru funds

0.24989

Difference between cost and allocation:

(\$0.001)

**ATCOG Financial Plan - FY 2015  
UNRESTRICTED FUND REQUIREMENTS**

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LINE ITEM CST #	DESCRIPTION	BUDGETED FY'15		COMMENTS %
		Amount		
PROGRAM MATCHING AND OTHER REQUIREMENTS				
15001	Aging	18,051	33.4	
15002	NETEDD & ATRDC	0	0.0	
15003	HUD - Section 8	0	0.0	
15004	Criminal Justice Dept.	0	0.0	
15005	CSEC - 911	0	0.0	
15006	GIS	0	0.0	
15007	Regional Transportation Systems	0	0.0	
15008	TCEQ - Environmental	0	0.0	
15009	Homeland Security	0	0.0	
15010	Special Projects	0	0.0	
SUB-TOTAL		\$18,051	33.4	
	Capital Purchases		0.0	
	Debt Service	36,000	66.6	
	Operating Capital		0.0	
	Indirect Cost Support		0.0	
	Interest Expense		0.0	
	Other		0.0	
SUB-TOTAL		\$36,000	66.6	
TOTAL REQUIREMENTS		\$54,051	100.0	
REVENUES (SOURCES OF UNRESTRICTED FUNDS)				
	Member Dues	60,618	66.9	> See APPENDIX I.
	State Funds-Texas		0.0	
	State Funds-Arkansas	30,000	33.1	
	Use Fee/Depreciation		0.0	
	Indirect Allowance	0	0.0	
	Other	0	0.0	>
TOTAL REVENUES		\$90,618	100.0	
BALANCE OF REVENUES		\$36,567		

**ATCOG Financial Plan - FY 2015  
EMPLOYEE BENEFIT RATE COMPUTATION**

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LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				> Calculated at \$10,659 per day average. > 10.0 days average estimated. > 9. days average estimated. > 11.3 days average > Allows for net changes to release time liability.
0220	Paid Holidays	\$106,594	3.80	
0221	Sick Leave	95,935	3.42	
0222	Vacation	124,067	4.42	
0223	Liability Differential	1,000	0.04	
SUB-TOTAL		\$327,596	11.68	
OTHER BENEFITS				> Includes benefits for all staff. > For employees working 30 hours or more. > Includes benefits for all staff. > For employees working 30 hours or more. > Includes benefits for all staff.  > \$3.00 each month of tenure (eligibility beginning on the 37th month).
0230	FICA	\$213,779	7.62	
0231	Health/Life Insurance	564,613	20.13	
0232	Worker's Compensation	49,654	1.77	
0234	Retirement Program	194,936	6.95	
0234	Unemployment Insurance	8,184	0.29	
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	13,344	0.48	
SUB-TOTAL		\$1,044,510	37.24	
0212	Less: Prior Period Over Allocation	(228,108)	-8.13	
0212	Plus: Current Period Under Allocatio	50,000	1.78	> FY '14 Anticipated Under-Allocation.
SUB-TOTAL		\$866,402	30.89	
TOTAL BENEFIT PROGRAM COST		\$1,193,998	42.57	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	\$2,804,862	100.00	
	Less: Release Time	327,596		
CHARGEABLE SALARIES		\$2,477,266		
BENEFIT RATE CALCULATION				
	Employee Benefits	1,193,998		
	Div by: Chargeable Salaries	2,477,266		
BUDGETED BENEFIT RATE			48.2	

Release Time Rate (for calculation):

0.1168

Benefit Rate (for calculation):

0.4820

### 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, 2014, to establish billing or final indirect costs rates for fiscal year 2015 are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments."
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, 2014



## FY 2015 Membership Dues

MEMBER	2010 POPULATION		FY '15 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
<b>BOWIE COUNTY</b>	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	11,299	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%
<b>TOTAL COUNTY</b>		92,565	17,010	28.1%
<b>CASS COUNTY</b>	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%
<b>TOTAL COUNTY</b>		30,464	5,374	8.9%
<b>DELTA COUNTY</b>	5,231			
Cooper		1,969	394	0.6%
Sub-Total Member Cities		2,150	394	0.6%
Delta County (Net)		3,081	462	0.8%
Delta County MUD			100	0.2%
<b>TOTAL COUNTY</b>		5,231	956	1.6%



## FY 2015 Membership Dues

MEMBER	2010 POPULATION		FY '15 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
<b>FRANKLIN COUNTY</b>	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%
<b>TOTAL COUNTY</b>		10,605	1,824	3.0%
<b>HOPKINS COUNTY</b>	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	3,386	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%
<b>TOTAL COUNTY</b>		35,161	6,421	10.6%
<b>LAMAR COUNTY</b>	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%
<b>TOTAL COUNTY</b>		49,793	9,622	15.9%

## FY 2015 Membership Dues

MEMBER	2010 POPULATION		FY '15 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
<b>MORRIS COUNTY</b>	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	2.2%
Morris County (Net)		6,394	959	1.6%
Paul Pewitt ISD			100	0.2%
Northeast Texas MWD			100	0.2%

<b>TOTAL COUNTY</b>	12,934		2,467	4.1%
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<b>RED RIVER COUNTY</b>	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%
Red River County SWCD			100	0.2%
Red River County WCID - No.1			100	0.2%
Clarksville ISD			100	0.2%

<b>TOTAL COUNTY</b>	12,860		2,568	4.2%
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<b>TITUS COUNTY</b>	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%

<b>TOTAL COUNTY</b>	32,334		5,955	9.8%
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## FY 2015 Membership Dues

MEMBER	2010 POPULATION		FY '15 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MILLER COUNTY, ARK.	43,462			
Garland		242	100	0.2%
Texarkana, Arkansas		29,919	5,984	9.9%
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	13.4%
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	60,618	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 BUDGET FY '15**  
**LINE ITEM COST DISTRIBUTION BY TYPE OF COST**

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	TYPE OF COST	
				DIRECT	INDIRECT
0110	Salaries	\$2,477,266	15.8	\$2,076,381	\$400,885
0210	Benefits	1,193,998	7.6	1,000,779	193,219
0310	Travel	149,136	0.9	108,771	40,365
0311	Non-Staff Travel	250	0.0	250	0
0410	Rent	78,563	0.5	41,113	37,450
0411	Rent/Field Office	0	0.0	0	0
0412	Storage Rent	0	0.0	0	0
0420	Telephone	62,315	0.4	50,828	11,487
0421	Telephone/Field Office	0	0.0	0	0
0430	Postage	23,909	0.2	18,601	5,308
0431	Postage/Field Office	0	0.0	0	0
0440	Copier	14,594	0.1	12,172	2,422
0441	Copier/Field Office	0	0.0	0	0
0450	Utilities	23,942	0.2	23,942	0
0510	Other Direct	1,158,732	7.4	1,121,046	37,686
0511	Office Supplies	48,163	0.3	37,992	10,171
0512	Reproduction and Printing	0	0.0	0	0
0514	Periodicals and Publications	2,362	0.0	0	2,362
0515	Membership dues	12,800	0.1	4,800	8,000
0516	Advertising	11,974	0.1	10,174	1,800
0520	Audit and Accounting Fees	50,000	0.3	10,000	40,000
0522	Insurance and Bonding	115,100	0.7	108,000	7,100
0523	Computer Software Maintenance	14,932	0.1	12,000	2,932
0524	Interest	27,330	0.2	16,755	10,575
0527	Annual Board Meeting	0	0.0	0	0
0530	Contract Labor	20,000	0.1	20,000	0
0610	Equipment	199,420	1.3	199,420	0
0630	Equipment Maintenance	558,607	3.6	557,607	1,000
		0	0.0	0	0
0810	Contracts (Services)	9,470,331	60.3	9,470,331	0
0910	Indirect	NA	NA	NA	NA
<b>TOTAL EXPENDITURES</b>		<b>\$15,713,724</b>	<b>100.0</b>	<b>\$14,900,962</b>	<b>\$812,762</b>
<b>%</b>			<b>100.0</b>	<b>94.8</b>	<b>5.2</b>

ARK-TEX COUNCIL OF GOVERNMENTS  
SALARY SCHEDULE  
FY 2015

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