

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2021

**October 1, 2020
Through
September 30, 2021**



ARK-TEX COUNCIL OF GOVERNMENTS

ANNUAL STRATEGIC WORK PROGRAM AND FINANCIAL PLAN FOR FY 2021

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September 24, 2020

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 24, 2020
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Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2021 Strategic Work Program and Financial Plan as developed by the staff. The 2021 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental and regional projects.

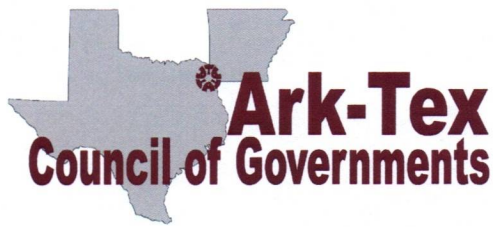
From a human resource standpoint, the 2021 Strategic Work Program and Financial Plan calls for 85 full-time and 17 part-time employees.

I am pleased to present the Board with the 2021 Strategic Work Program and Financial Plan that allows ATCOG to aggressively conduct a wide range of programs and projects benefiting the citizens of Northeast Texas. Should you have any questions regarding this document, please call.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Brown", is positioned above the printed name.

Chris Brown
Executive Director



September 24, 2020

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, 2021. Detailed information relating to both the anticipated revenue and proposed expenditures is included in this document. This Financial Plan presents balanced program budgets.

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

The ATCOG mileage reimbursement rate will continue to follow the current IRS standard rate as allowable per ATCOG policy.

Hotel reimbursement and out-of-town meal allowances will continue to follow the General Appropriations Act, Senate Bill 1, Article IX. The Act requires agencies to use the General Services Administration federal travel rates to determine the maximum lodging and meal reimbursement rates.

The ATCOG employee benefit rate is calculated to 47.85% up from 35.2% in FY '20. The indirect rate, based on total direct expenses, is 4.22% down from 6.0% in FY '20. 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 2020-2021 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,

Melinda Tickle
Finance Director

FY 2021 Budget Summary

- This is a Work Plan and Financial Plan combined. It is not technically a budget because ATCOG does not have taxing or oversight authority.
 - As required by legislation, it presents each grant's objectives, work tasks, performance measures, implementation schedules, human resource requirements and budget information.
 - Within each State or Federal grant that ATCOG administers, the funding agency regulates the categories in which we are allowed to spend funds. The funding source has complete oversight for the individual grant programs.
1. This Plan includes recommended merit step increases for several staff along with many position reclassifications. Funding is provided for the Salary Schedule effective October 1, 2020.
 2. Overall, ATCOG's revenues will increase by \$3,641,812. Changes in funding from the prior year include:
 - Transportation revenues will increase by over \$200,000. Vehicle purchases have caused some fluctuation in total revenue amounts the past couple of years and there are funds rolling forward due to CARES funding in FY '20. CARES funding for FY '21 is currently unknown.
 - Housing Program revenues will increase by \$1,047,171. CARES funding in the HVC and ESG programs along with Project Based Vouchers are having a positive impact.
 - AAA revenues will see an additional \$780,910 based on current projections. This is primarily CARES funding and actual funding amounts from HHSC have not yet been released.

- Criminal Justice and Homeland Security did see a slight reduction in their contract amounts for FY '21. Environmental remains fairly stable.
 - 9-1-1 Emergency Communications program revenues will remain consistent for this next year.
 - Regional and Economic Development Programs have seen large boosts due to EDA CARES funding, the absorption of the CTEDD RLF portfolio, and a focus to bring in new grant administration and 504 loans.
3. ATCOG's health care provider continues to be Texas Municipal League (TMLIEBP). Premiums for our basic medical plan increased again this year. ATCOG will increase its defined contribution amount from \$743.30 per month for each employee's basic medical coverage to \$773.04, which is 100% of the employee premium. Employees have the option to "buy up" to a medical plan with a lower deductible and/or out of pocket costs and to make extra contributions to their HSA. Additional premium costs over the defined employer contribution of \$773.04 per month will be paid by the employee. Employee dental insurance premiums will remain at \$28.44 per month. Rates for life and AD&D did not change.
 4. The published Indirect rate will fall slightly to 25.16% based on Total Direct Personnel Cost.
 5. The Benefit rate will increase to 47.85%. The previous reserve has been depleted, causing this rate to reflect much closer to the actual.
 6. We are requesting to utilize \$75,459 of ATCOG Unrestricted Funds for Aging match and dues payments.
 7. Housing is budgeted to maintain a three month reserve balance and ATRDC will maintain a \$20,000 reserve balance per contract.

Strategic Work Program Summary

The FY 2021 Ark-Tex Council of Governments Strategic Work Program and Financial Plan establishes an overall goal for each general programmatic area to be addressed by the Council of Governments. The following program areas are addressed in this document:

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

Within each of the program areas, specific project-by-project work programs are delineated for 2020-2021. Each project is assigned an objective, work tasks, performance measures, an implementation schedule and human resource requirement. There are over 30 such individual project work programs contained in the FY2021 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

**ATCOG Financial Plan - FY 2021
LINE ITEM COST DISTRIBUTION BY COST CENTER**

Line Item CST #	DESCRIPTION	Total Line Item Cost	%	Cost Center									
				Housing	Economic Dev.	Regional Dev	Spec. Projects	Rural Transit	Aging	9-1-1	Criminal Justice	Enviro	Homeland Security
	Salaries	2,574,643	11.33%	439,923	82,581	111,453	24,765	1,100,066	370,043	299,755	49,495	50,068	46,493
	Benefits	1,231,948	5.42%	210,500	39,514	53,330	11,850	526,374	177,063	143,431	23,683	23,957	22,247
	Contract Labor	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Contract Labor II	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Office Space	21,162	0.09%	4,949	1,291	1,840	448	-	5,151	5,049	498	1,426	510
	Depreciation	27,337	0.12%	6,393	1,668	2,377	579	-	6,654	6,522	643	1,842	659
	Interest	14,932	0.07%	3,394	885	1,262	307	420	3,532	3,462	341	978	350
	Utilities	51,957	0.23%	5,358	1,398	1,993	485	29,045	5,577	5,466	539	1,544	552
	Building	5,915	0.03%	-	-	-	-	5,915	-	-	-	-	-
	Telephone / Internet	33,586	0.15%	8,000	2,500	1,879	120	6,660	7,400	2,000	2,442	1,585	1,000
	Copier	11,667	0.05%	3,500	300	900	-	2,350	2,200	2,000	275	42	100
	Rent/Field Office	6,800	0.03%	-	-	-	-	6,800	-	-	-	-	-
	Utilities/Field Office	1,000	0.00%	1,000	-	-	-	-	-	-	-	-	-
	Storage Rent	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Cell phone	25,804	0.11%	7,444	-	-	-	-	4,161	13,164	579	456	-
	Audit and Accounting Fees	18,700	0.08%	-	16,200	1,000	-	-	1,500	-	-	-	-
	Insurance and Bonding	91,200	0.40%	700	-	-	-	89,000	1,500	-	-	-	-
	Staff Travel	133,044	0.59%	42,500	3,324	2,200	1,000	5,500	44,055	20,000	3,015	2,250	9,200
	Non-Staff Travel	1,675	0.01%	-	-	-	-	-	1,675	-	-	-	-
	Registration / Training	37,840	0.17%	10,500	3,000	6,000	1,000	600	5,740	9,200	-	1,800	-
	Office Supplies	63,882	0.28%	6,000	1,200	600	-	11,690	12,242	20,000	6,469	481	5,200
	Office Equipment	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Postage	13,975	0.06%	9,500	200	450	250	480	1,800	1,000	225	60	10
	Reproduction and Printing	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Periodicals and Publications	1,400	0.01%	300	-	-	-	-	500	-	600	-	-
	Membership dues	34,597	0.15%	1,500	3,000	8,000	15,000	2,095	3,472	1,500	30	-	-
	Advertising/Marketing	25,419	0.11%	1,000	3,791	424	1,500	1,740	6,964	10,000	-	-	-
	Computer Software Maintenance	45,152	0.20%	15,000	-	4,500	5,000	20,195	-	300	100	57	-
	Annual Board Meeting	-	0.00%	-	-	-	-	-	-	-	-	-	-
	Other Operations	179,418	0.79%	8,690	12,649	5,331	14,489	35,708	55,348	36,333	3,042	-	7,828
	Equipment Maintenance	179,469	0.79%	-	-	-	-	134,041	-	45,428	-	-	-
	Other Direct	1,659,610	7.31%	159,618	-	19,862	39,231	550,161	476,584	377,712	8,045	8,621	19,776
	Capital Equipment	2,400,000	10.57%	-	-	-	-	1,940,000	-	460,000	-	-	-
	Contract Services	12,865,891	56.64%	8,084,501	35,533	151,395	1,180,000	512,985	1,594,498	1,055,554	78,491	14,685	158,249
	Indirect	957,678	4.22%	163,636	30,717	41,457	9,212	409,187	137,643	111,499	18,410	18,624	17,294
	TOTAL EXPENDITURES	22,715,701	100.00%	9,193,906	239,753	416,254	1,305,237	5,391,011	2,925,303	2,629,375	196,921	128,475	289,467
	%		100.0%	40.5%	1.1%	1.8%	5.7%	23.7%	12.9%	11.6%	0.9%	0.6%	1.3%

ATCOG Budget FY '21
Line Item Cost Distribution

Line Item CST #	DESCRIPTION	Total Line Item Cost	%	Type of Cost	
				Direct	Indirect
	Salaries	3,073,672	13.53%	2,574,643	499,029
	Benefits	1,471,112	6.48%	1,231,948	239,164
	Contract Labor	800	0.00%	-	800
	Contract Labor II	-	0.00%	-	-
	Office Space	29,802	0.13%	21,162	8,640
	Depreciation	38,498	0.17%	27,337	11,161
	Interest	20,856	0.09%	14,932	5,925
	Utilities	61,312	0.27%	51,957	9,354
	Building	5,915	0.03%	5,915	-
	Telephone / Internet	50,601	0.22%	33,586	17,015
	Copier	14,117	0.06%	11,667	2,450
	Rent/Field Office	6,800	0.03%	6,800	-
	Utilities/Field Office	1,000	0.00%	1,000	-
	Storage Rent	-	0.00%	-	-
	Cell phone	27,804	0.12%	25,804	2,000
	Audit and Accounting Fees	56,700	0.25%	18,700	38,000
	Insurance and Bonding	91,200	0.40%	91,200	-
	Staff Travel	154,044	0.68%	133,044	21,000
	Non-Staff Travel	9,175	0.04%	1,675	7,500
	Registration / Training	65,840	0.29%	37,840	28,000
	Office Supplies	70,632	0.31%	63,882	6,750
	Office Equipment	-	0.00%	-	-
	Postage	17,875	0.08%	13,975	3,900
	Reproduction and Printing	250	0.00%	-	250
	Periodicals and Publications	1,400	0.01%	1,400	-
	Membership dues	34,597	0.15%	34,597	-
	Advertising/Marketing	25,419	0.11%	25,419	-
	Computer Software Maintenance	59,652	0.26%	45,152	14,500
	Annual Board Meeting	-	0.00%	-	-
	Other Operations	190,418	0.84%	179,418	11,000
	Equipment Maintenance	179,469	0.79%	179,469	-
	Other Direct	1,664,610	7.33%	1,659,610	5,000
	Capital Equipment	2,400,000	10.57%	2,400,000	-
	Contract Services	12,865,891	56.64%	12,865,891	-
	Indirect (Over)/Under	26,240	0.12%		26,240
TOTAL EXPENDITURES		22,715,701	100.00%	21,758,022	957,678
%				96%	4%

ATCOG Financial Plan - FY 2021
Income/Expenditure Analysis by Cost Center

Cost Center Number	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 Expenditure	%	Difference
	Housing	8,330,893	150,000	-	713,013				9,193,906	9,193,906	40.47%	
	Economic Dev	25,000					214,753		239,753	239,753	1.06%	
	Regional Dev	270,000	10,651	133,093			2,510		416,254	416,254	1.83%	
	Rural Transit	3,822,551	712,000	113,919	240,741	-	501,800		5,391,011	5,391,011	23.73%	
	AAA	2,357,124	365,150			152,570		50,459	2,925,303	2,925,303	12.88%	
	9-1-1		2,629,375						2,629,375	2,629,375	11.58%	
	Criminal Justice		196,922						196,922	196,921	0.87%	
	Environmental		128,475						128,475	128,475	0.57%	
	Homeland Security		289,466						289,466	289,467	1.27%	
	Special Projects			1,280,237				25,000	1,305,237	1,305,237	5.75%	
	Total Funds	14,805,568	4,482,039	1,527,249	953,754	152,570	719,063	75,459	22,715,703	22,715,701	100%	
	%	65.18%	19.73%	6.72%	4.20%	0.67%	3.17%	0.33%	100%			

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

ANTICIPATED REVENUES BY SOURCE

Health and Human Services (HHS)	\$	1,941,374
ATCOG Match	\$	50,449
In-kind	\$	152,570
Total Anticipated Revenue	\$	2,144,393

EXPENDITURE BUDGET

Personnel	\$	461,379
Admin	\$	104,459
Operating Expense	\$	56,504
Direct Services	\$	154,811
Contract Services	\$	1,232,544
Indirect	\$	134,696
Total Anticipated Expenditures	\$	2,144,393

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

EXPENDITURE BUDGET

Personnel	\$	96,310
Admin	\$	30,714
Operating Expense	\$	13,565
Direct Services	\$	2,138
Contract Services	\$	-
Indirect	\$	28,117
Anticipated Expenditures	\$	170,844

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

AREA AGENCY ON AGING GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Develop FY20 Area Agency on Aging budget
- 2 Coordinate activities and provide administrative support to the Area Agency on Aging Advisory Council, ensuring adherence to regulations
- 3 Compile and submit all required reports to funding sources
- 4 Coordinate Area Agency on Aging outreach and advocacy efforts
- 5 Provide technical assistance to senior groups and their initiatives
- 6 Monitor Area Agency on Aging contractors and sub-recipients

PRINCIPLE PERFORMANCE MEASURES

- 1 Completion of Area Agency on Aging budget
- 2 Conduct a minimum of four Area Agency on Aging Advisory Council meetings
- 3 Submission of 15 required reports
- 4 Presentation of Area Agency on Aging program services to a minimum of 12 area organizations per year
- 5 Provision of technical assistance to a minimum of 14 senior centers
- 6 Maintain and coordinate Direct Purchase of Services for Aging programs
- 7 Complete and submit the FY21-22 Area Plan

HUMAN RESOURCE REQUIREMENT

- 1.84 Full Time Equivalent

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

EXPENDITURE BUDGET

Personnel	\$	5,610
Admin	\$	-
Operating Expense	\$	590
Direct Services	\$	-
Contract Services	\$	771,019
Indirect	\$	1,638
Anticipated Expenditures	\$	778,856

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

OBJECTIVE

To provide one meal a day for five days a week in a congregate setting to persons 60 years of age or older, which meets the 1/3 RDA requirements.

PRIMARY WORK TASKS

- 1 Promote wellness education to prevent illness
- 2 Monitor the effectiveness of nutrition providers of the congregate meal program
- 3 Provide transportation services to nutrition programs
- 4 Provide congregate meals during FY 2020 as funding and local support allow

PRINCIPLE PERFORMANCE MEASURES

- 1 Conduct media campaigns and information and assistance to a minimum of 600 congregate meal clients.
- 2 Monitor all contracted and/or sub-recipient nutrition meal providers at least annually for quality and adherence to HHS' nutritional standards. Complete ongoing desk reviews to ensure that all assessments and reports are completed.
- 3 Establish or maintain a provider agreement with a minimum of one transportation provider.
- 4 A total of 48,000 congregate meals provided to the elderly in this region.

HUMAN RESOURCE REQUIREMENT

0.13 Full Time Equivalent

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

EXPENDITURE BUDGET

Personnel	\$	5,973
Admin		
Operating Expense	\$	121
Direct Services		
Contract Services	\$	791,657
Indirect	\$	1,744
Anticipated Expenditures	\$	799,494

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

OBJECTIVE

To provide one meal a day for five days a week to persons 60 years of age or older living in their home and are unable to go to the congregate sites, except in a rural area where it is not cost effective to deliver meals five days a week, which meets the 1/3 RDA requirements.

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 2020 as funding and local support allow.

PRINCIPLE PERFORMANCE MEASURES

- 1 Assess, through providers, 500 clients a minimum of every 12 months to determine if they meet the requirement for a home delivered meal.
- 2 Monitor all providers at least annually to ensure that all meals meet the 1/3 RDA requirements.
- 3 Renew and/or create provider agreements with all providers in this region.
- 4 A total of 80,000 home delivered meals provided to the elderly in the Ark-Tex region.

HUMAN RESOURCE REQUIREMENT

0.14 Full Time Equivalent

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

EXPENDITURE BUDGET

Personnel	\$	353,487
Admin	\$	73,745
Operating Expense	\$	42,228
Direct Services		
Contract Services	\$	1,055,085
Indirect	\$	103,198
Anticipated Expenditures	\$	1,627,742

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

7.06 Full Time Equivalent

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

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Continually update referral database.
- 2 Develop information and assistance brochure.
- 3 Provide information and assistance services via phone and outreach.

PRINCIPLE PERFORMANCE MEASURES

- 1 Hold monthly staff meetings and provide updated resources to the staff.
- 2 Completion and distribution of 1500 brochures.
- 3 Staff and maintain a minimum of one employee for the toll-free telephone number.
- 4 Assistance provided to a minimum 1,600 callers.

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

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Provide a staff person who is computer competent and qualified to perform the functions of the SPURS system to input all caller information in as well as documentation for direct services.
- 2 Work with case managers to ensure proper client information is entered into the HHS and SPURS database to comply with HHS unit tracking & NAPIS documentation 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 are trained on the SPURS system and serve as administrators.
- 2 Maintain the HHS SPURS database with case managers' input.
- 3 Ensure accurate and timely reports for local service providers' services are submitted to HHS.

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

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Ensure the elderly and/or primary caregiver are aware of services available, and make referrals, if needed.
- 2 Aid Medicare and Medicaid-eligible individuals to obtain assistance.
- 3 Assist individuals with enrollment in Medicare Part D or supplemental Plans.
- 4 Administer the State Health Insurance Assistance Program (SHIP).

PRINCIPLE PERFORMANCE MEASURES

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

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

- 1 All referrals processed by all case managers.
- 2 Completion of 360 assessments.
- 3 Completion of 180 care plans.
- 4 Identification of services for 180 clients.
- 5 Reassessment of 180 clients' needs every 6 months, or more often as needed.
- 6 Maintain records of 180 clients.
- 7 Maintenance of a minimum of 180 client records in SPURS client tracking system.

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

- 1 Recruitment of four new volunteers to meet state requirements.
- 2 Provision of a minimum of one quarterly training session.
- 3 Assignments to 31 area nursing homes and 26 assisted living communities.
- 4 Visits conducted quarterly to long-term care communities as set forth by the State Ombudsman Office.
- 5 Resolution of 85% of complaints either totally or partially resolved.
- 6 Participate 100% in annual HHS survey resident meetings, when notified in a timely manner, of nursing home and assisted living homes.
- 7 Create and present a minimum of four in-service training sessions.

**ECONOMIC DEVELOPMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Commerce – Economic Development Administration Loan Interest	\$	140,548
Total Anticipated Revenue	\$	140,548

EXPENDITURE BUDGET

Personnel	\$	64,924
Admin	\$	12,124
Operating Expense	\$	24,546
Direct Services	\$	20,000
Contract Services	\$	-
Indirect	\$	18,954
Total Anticipated Expenditures	\$	140,548

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

ANTICIPATED REVENUES BY SOURCE

U.S Small Business Administration Loan Servicing Fees	\$	95,260
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Total Anticipated Revenue

EXPENDITURE BUDGET

Personnel	\$	38,361
Admin	\$	6,500
Operating Expense	\$	19,200
Direct Services	\$	20,000
Contract Services	\$	-
Indirect	\$	11,199

Anticipated Expenditures	\$	95,260
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ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)

TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ATRDC GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.72 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	11,640
Total Anticipated Revenue	\$	11,640

EXPENDITURE BUDGET

Personnel	\$	5,578
Admin	\$	1,900
Operating Expense	\$	2,533
Direct Services	\$	-
Contract Services	\$	-
Indirect	\$	1,629
Anticipated Expenditures	\$	11,640

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

NETEDD RLF GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.11 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	15,096
Total Anticipated Revenue	\$	15,096

EXPENDITURE BUDGET

Personnel	\$	9,406
Admin	\$	2,574
Operating Expense	\$	370
Direct Services	\$	-
Contract Services	\$	-
Indirect	\$	2,746
Anticipated Expenditures	\$	15,096

CHAPMAN REVOLVING LOAN FUND TOTAL PROGRAM BUDGET AND GOALS STATEMENT

CHAPMAN RLF GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.18 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Loan Servicing Fees	\$	18,552
Total Anticipated Revenue	\$	18,552

EXPENDITURE BUDGET

Personnel	\$	11,578
Admin	\$	1,150
Operating Expense	\$	2,443
Direct Services	\$	-
Contract Services	\$	-
Indirect	\$	3,380
Anticipated Expenditures	\$	18,552

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

ETRAP RLF GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.22 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

U.S Department of Housing and Urban Development (HUD)	\$	8,146,735
Total Anticipated Revenue	\$	8,146,735

EXPENDITURE BUDGET

Personnel	\$	563,287
Admin	\$	97,045
Operating Expense	\$	23,500
Direct Services	\$	300,899
Contract Services	\$	7,026,751
Indirect	\$	135,253
Total Anticipated Expenditures	\$	8,146,735

RENTAL ASSISTANCE PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

RENTAL ASSISTANCE PROGRAM GOALS STATEMENT

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

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

- 1 Issue approximately 100 new Housing Choice Vouchers and add approximately 50 new families to Rental Assistance Program.
- 2 Add at least six property owners to potential landlord list.
- 3 Payment of approximately \$6.9 million to landlords in form of rental payments for eligible families.
- 4 Maintain high performer status for FY20 by timely reporting to DHUD.
- 5 Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY20.

HUMAN RESOURCE REQUIREMENT

9.10 Full Time Equivalent

**EMERGENCY SOLUTIONS GRANT PROGRAM
TOTAL PROGRAM BUDGET AND GOALS STATEMENT**

ANTICIPATED REVENUES BY SOURCE

Texas Department of Housing and Community Affairs	\$	150,000
Total Anticipated Revenue	\$	150,000

EXPENDITURE BUDGET

Personnel	\$	37,226
Admin	\$	-
Operating Expense	\$	-
Direct Services	\$	-
Contract Services	\$	101,906
Indirect	\$	10,868
Anticipated Expenditures	\$	150,000

EMERGENCY SOLUTIONS GRANT PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

EMERGENCY SOLUTIONS GRANT PROGRAM GOALS STATEMENT

The goal of the Emergency Solutions Grant (ESG) Program is to help individuals or families by providing housing relocation and stabilization services and rental assistance as necessary to prevent homelessness.

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 services availability.
- 2 Provide housing search assistance to HP applicants.
- 3 Coordinate activities to assure continued eligibility of RRH and HP program participants.
- 4 Compile and submit all required reports to THN and TDHCA.
- 5 Perform computer matching of clients with HMIS online systems.

PRINCIPLE PERFORMANCE MEANSURES

- 1 Assist approximately 75 new families with Homeless Prevention services.
- 2 Add at least three new property owners to potential landlord list for RRH clients.
- 3 Payment to landlords in form of rental payments for eligible HP families.
- 4 Maintain consistency within the Housing Priority list and the HMIS data online reporting.
- 5 Utilize the HMIS online system to reduce fraud and maintain program integrity for FY20.

HUMAN RESOURCE REQUIREMENT

0.75 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Office of the Governor, Criminal Justice Division	\$	196,922
Total Anticipated Revenue	\$	196,922

EXPENDITURE BUDGET

Personnel	\$	65,189
Admin	\$	14,891
Operating Expense	\$	11,210
Direct Services	\$	8,100
Contract Services	\$	78,500
Indirect	\$	19,031
Total Anticipated Expenditures	\$	196,922

REGIONAL CRIMINAL JUSTICE PLANNING TOTAL PROGRAM BUDGET AND GOALS STATEMENT

REGIONAL CRIMINAL JUSTICE PLANNING GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.58 Full Time Equivalent

REGIONAL LAW ENFORCEMENT TRAINING TOTAL PROGRAM BUDGET AND GOALS STATEMENT

REGIONAL LAW ENFORCEMENT TRAINING GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

0.33 Full Time Equivalent

PURCHASE OF JUVENILE SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

PURCHASE OF JUVENILE SERVICES GOALS STATEMENT

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

0.14 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Commission on State Emergency Communications	\$	2,629,375
Total Anticipated Revenue	\$	2,629,375

EXPENDITURE BUDGET

Personnel	\$	388,601
Admin	\$	126,820
Operating Expense	\$	145,133
Direct Services	\$	832,309
Contract Services	\$	1,023,064
Indirect	\$	113,449
Total Anticipated Expenditures	\$	2,629,375

9-1-1 PROGRAM

TOTAL PROGRAM BUDGET AND GOALS STATEMENT

9-1-1 PROGRAM GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

- 8 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Texas Department of Transportation	\$	676,501
Federal Funds	\$	3,184,520
Local Funds	\$	422,865
Program Income	\$	78,916
In-Kind	\$	575,236
Transportation Development Credits	\$	267,000
Total Anticipated Revenue	\$	5,205,038

EXPENDITURE BUDGET

Personnel	\$	1,807,206
Admin	\$	65,119
Operating Expense	\$	164,131
Direct Services	\$	2,652,626
Contract Services	\$	-
Indirect	\$	515,956
Total Anticipated Expenditures	\$	5,205,038

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

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

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

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Provide rural public transportation in the none-county area.
- 2 Provide transportation to people age 60+, the general public and disabled persons.
- 3 Coordinate rural program with Texarkana Urban Transportation (TUTD) System.
- 4 Implement the ATCOG 5-Year Regional Transportation Coordination Plan.
- 5 Continue operations of a full-service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5310 and 5311 vehicle fleet.
- 6 Attend required local and state meetings.
- 7 Promote training and staff development programs for all personnel.
- 8 Diversify funding sources for more program flexibility and stability.

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

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provide 150,000 passenger trips annually.
- 2 Coordinate with Area Agency on Aging, various educational institutions, workforce centers and other health & human service agencies.
- 3 Attend TUTD meetings and provide information on rural programs to maximize coordination.
- 4 Expand ridership with Greyhound Connect and market program to increase utilization.
- 5 Conduct Stakeholder meetings throughout the service area; identify projects to implement the plan.
- 6 Assess fleet for salvage and institute pro-active fleet management to ensure longevity of vehicles utilizing RTAP funding for development and implementation of a Fleet Maintenance Plan.
- 7 Attend semi-annual TxDOT and ArDOT meetings.
- 8 Continue to develop and implement programs and timing of required certifications.
- 9 Expand advertising/sponsorship program throughout all nine counties. Identify private foundation grant opportunities and apply for same.

HUMAN RESOURCE REQUIREMENT

53.31 Full Time Equivalent

ENVIRONMENTAL PROGRAM

TOTAL PROGRAM BUDGET AND GOALS STATEMENT

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality (TCEQ) Water Quality	\$	13,475
Solid Waste Management	\$	115,000
Total Anticipated Revenue	\$	128,475

EXPENDITURE BUDGET

Personnel	\$	65,952
Admin	\$	9,346
Operating Expense	\$	57
Direct Services	\$	9,205
Contract Services	\$	24,661
Indirect	\$	19,254
Total Anticipated Expenditures	\$	128,475

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

ENVIRONMENTAL PROGRAM GOALS STATEMENT

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

SOLID WASTE OBJECTIVE

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

PRIMARY WORK TASKS

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

ENVIRONMENTAL PROGRAMS
SOLID WAST MANAGEMENT
TOTAL PROGRAM BUDGET AND GOALS STATEMENT (cont.)

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

0.94 Full Time Equivalent

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

WATER QUALITY PROGRAM OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

0.12 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

State Homeland Security Program	\$	241,976
Interlocal Cooperation Agreement	\$	25,000
Total Anticipated Revenue	\$	266,976

EXPENDITURE BUDGET

Personnel	\$	55,246
Admin	\$	21,045
Operating	\$	13,879
Direct	\$	7,429
Contract	\$	153,249
Indirect	\$	16,129
Total Anticipated Expenditures	\$	266,976

HOMELAND SECURITY GRANT PROGRAM TOTAL PROGRAM BUDGET AND GOALS STATEMENT

HOMELAND SECURITY PROGRAM GOALS STATEMENT

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

OBJECTIVE

Continue the expanded planning effort begun under the State Homeland Security Planning Grant.

PRIMARY WORK TASKS

- 1 Facilitate the development of the regional homeland security implementation plan and state preparedness report. Facilitate the development of the regional homeland security implementation plan and state preparedness report.
- 2 Aid local jurisdictions in meeting training requirements.
- 3 Aid local jurisdictions in meeting grant eligibility requirements.
- 4 Facilitate the scheduling of local/regional exercises.
- 5 Program reporting to the Office of the Governor.

PRINCIPLE PERFORMANCE MEASURES

- 1 Submission of the ATCOG homeland security strategy implementation plan and state preparedness report to Office of the Governor Homeland Security Grants Division by the set deadline.
- 2 Provision of one in-region training opportunity.
- 3 Provision of one staff member to monitor and assist with the eligibility of jurisdictions.
- 4 Successful conduct one local/regional homeland security exercise.
- 5 Submission of 2 bi-annual progress reports by the set deadline.

HUMAN RESOURCE REQUIREMENT

- 0.8 Full Time Equivalent

HOMELAND SECURITY GRANT PROGRAM ICA TOTAL PROGRAM BUDGET AND GOALS STATEMENT

HOMELAND SECURITY PROGRAM GOALS STATEMENT

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

OBJECTIVE

Complete the tasks as outlined in the Office of the Governor Interlocal Cooperation Agreement.

PRIMARY WORK TASKS

- 1 Maintain the ATCOG Homeland Security Advisory Committee (HSAC).
- 2 Facilitate the distribution of homeland security program funding.
- 3 Coordinate regional homeland security efforts with the Office of the Governor Homeland Security Grants Division.
- 4 Notify entities within ATCOG region of available HSGD funding.
- 5 Program reporting to the Office of the Governor.
- 6 Conduct grant application workshops, workgroups, or subcommittees to provide assistance to potential applicants for funding opportunities.
- 7 Establish a regional risk-informed methodology and allocation process.

HOMELAND SECURITY GRANT PROGRAM ICA TOTAL PROGRAM BUDGET AND GOALS STATEMENT (cont.)

PRINCIPLE PERFORMANCE MEANSURES

- 1 Provision of staff support for four HSAC meetings.
- 2 Distribute region's homeland security funding in the amount of \$153,976 to projects in the region.
- 3 Participate in 9 OOG conference calls.
- 4 Update the notification list annually and distribute funding opportunities by the set deadline.
Submission of the notification list to the OOG by the set deadline.
- 5 Submission of 2 bi-annual progress reports, and 4 quarterly reports to the Office of the
- 6 Conduct 1 grant application workshop 30 calendar days prior to the HSGD application submission deadline.
- 7 Submission of risk-informed methodology to the Office of the Governor by set deadline.

HUMAN RESOURCE REQUIREMENT

0.25 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Economic Development Administration	\$	99,260
Grant Administration	\$	86,058
Technical Assistance	\$	5,373
Special Projects	\$	24,737
Total Anticipated Revenue	\$	215,428

EXPENDITURE BUDGET

Personnel	\$	118,078
Admin	\$	20,824
Operating Expense	\$	27,950
Direct Services	\$	14,105
Indirect	\$	34,472
Total Anticipated Expenditures	\$	215,428

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

NETEDD GOAL STATEMENT

The goal of the North East Texas Economic Development District (NETEDD) is to promote economic and community development and opportunity, foster effective infrastructure systems including transportation and broadband systems, develop an agricultural food hub to benefit producers and provide healthy food alternatives to residents, provide training opportunities to small businesses, write and administer economic and community development grants, write and administer hazard mitigation grants and balance resources through sound management throughout the 9 county NETEDD area. The goal of the VISTA program is to build capacity in the region by determining areas that need improvement and seeking solutions through grants, partnerships and local initiatives.

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

- 1.41 Full Time Equivalent

**REGIONAL TECHNICAL ASSISTANCE GRANT
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
WORK PROGRAM AND EXPENDITURE**

REGIONAL TECHNICAL ASSISTANCE GRANT GOAL STATEMENT

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

OBJECTIVE

Provide technical assistance services not related to a specific CDBG program contract 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 and the TDA website, particularly as it pertains to the TxCDBG and community and economic development.
- 5 Participate in implementation manual training.
- 6 Check TDA website and review for program information.

PRINCIPLE PERFORMANCE MEASURES

- 1 Prepare, or provide, census and income data as requested.
- 2 Provide updated information about TDA programs at monthly ATCOG Board meetings.
- 3 Provide information about TDA programs to 30 organizations.
- 4 Prepare information for 10 non-project specific community and economic development program areas.
- 5 Attend one Implementation Manual Training.
- 6 Check TDA website regularly and review for program information.

HUMAN RESOURCE REQUIREMENT

0.05 Full Time Equivalent

REGIONAL GRANT ADMINISTRATION SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

OBJECTIVE

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

PRIMARY WORK TASKS

- 1 Administer TxCDBG/Texas Capital Fund (TCF) and Economic Development Administration (EDA) Grants.
- 2 Prepare and/or review applications and/or grants to federal and/or state agencies.
- 3 Provide research & strategic planning for ATCOG region.
- 4 Provide communication avenues between all member entities and the public.

PRINCIPLE PERFORMANCE MEASURES

- 1 Perform all administrative duties to ensure the TxCDBG/TCF and EDA grants are in compliance.
- 2 Preparation and completion of 8 RFP for TxCDBG administrative services.
- 3 Completion of quarterly reports for programs as required.
- 4 Completion of Semi & Annual Reports for programs as required.
- 5 Update and distribute brochures for ATCOG program areas along with posting in social media outlets any information releases.

HUMAN RESOURCE REQUIREMENT

- 0.5 Full Time Equivalent

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

OBJECTIVE

Provide staff support to administer special projects for ATCOG.

PRIMARY WORK TASKS

- 1 Administer weatherization program contracts with various utility companies.
- 2 Review applications for providing health premium assistance.
- 3 Assist City of Avery with financial support

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

0.07 Full Time Equivalent

REGIONAL HAZARD MITIGATION TOTAL PROGRAM BUDGET AND GOALS STATEMENT

OBJECTIVE

Complete preparation of 5-year updates of Hazard Mitigation Plans for Red River, Titus, Delta and Texarkana, TX.

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

HUMAN RESOURCE REQUIREMENT

0.28 Full Time Equivalent

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

ANTICIPATED REVENUES BY SOURCE

Revenue from all Fund Groups	\$	1,007,194
Accounting Admin (Local Funds)	\$	25,000
Carry-over	\$	(171,900)
Total Anticipated Revenue	\$	860,294

EXPENDITURE BUDGET

Personnel	\$	608,355
Admin	\$	118,339
Operating Expense	\$	128,600
Direct Services	\$	5,000
Contract Services		
Anticipated Expenditures	\$	860,294

EXECUTIVE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEANSURES

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

HUMAN RESOURCE REQUIREMENT

3.00 Full Time Equivalent

ADMINISTRATIVE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

- 1 Administration of Personnel Policies and Integrated Personnel Classification & Pay Plan.
- 2 Maintenance of personnel records and files for approximately 110 employees.
- 3 Administration of approximately eight benefit programs.
- 4 Take calls from incoming lines.
- 5 Respond to general requests for ATCOG information.
- 6 Greet and direct visitors on a daily basis.
- 7 Opening & daily distribution of mail to approximately 50 employees.
- 8 Maintenance of ATCOG web site.
- 9 Maintenance of ATCOG building, grounds, and computer equipment.

HUMAN RESOURCE REQUIREMENT

2.90 Full Time Equivalent

FINANCE INDIRECT SERVICES TOTAL PROGRAM BUDGET AND GOALS STATEMENT

INDIRECT SERVICES GOALS STATEMENT

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

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

- 1 Update policies and procedures as needed.
- 2 Assist in preparation of approximately 30 program budgets.
- 3 Completion of approximately 60 Cash requests.
- 4 Generate approximately 2,800 payroll direct deposits, 6800 vendor direct deposits and 4,600 accounts payable checks.
- 5 Review of general ledger balances monthly.
- 6 Assist in completion of approximately 200 financial reports.
- 7 Assist in completion of approximately four monitoring visits.
- 8 Assist in physical inventory of ATCOG property and equipment.
- 9 Assistance to monitoring/audit teams.

HUMAN RESOURCE REQUIREMENT

2.95 Full Time Equivalent

ATCOG Financial Plan - FY 2021
INDIRECT COST RATE CALCULATION

Indirect Cost Pool

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
17001	Aging	\$ 133,872	14%	
17002	ATRDC - Eco. Dev.	\$ 29,876	3%	
17003	HUD - Section 8	\$ 159,153	17%	
17004	Criminal Justice Dept.	\$ 17,906	2%	
17005	CSEC - 911	\$ 108,444	12%	
17006	Spec. Projects	\$ 8,959	1%	
17007	Regional Transportation Systems	\$ 397,975	43%	
17008	TCEQ - Environmental	\$ 18,113	2%	
17009	Homeland Security	\$ 16,820	2%	
17010	Regional Development	\$ 40,321	4%	
TOTAL INDIRECT COST ALLOCATED		931,438	100%	
INDIRECT COST ALLOCATION				
	Total Indirect Cost	931,438		> FY '19 Audited Indirect Cost Under (Over) Allocation
	Less: Prior Period Under Allocations	26,240		
	Less: Earned Contract Fees			
	Less: Earned Acctng Fees			
	Plus: Current Period Over Allocations			
TOTAL TO BE ALLOCATED		957,678		
ALLOCATION BASE CALCULATION				
	Total Allocated Indirect Cost	957,678		> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Div by: Total Direct Personnel Cost	3,806,591		
ALLOCATION BASE			25.16%	
INDIRECT RATE CALCULATION				
	Total Allocated Indirect Cost	957,678		> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177
	Div by: Total Direct Expenses	22,715,701		
INDIRECT RATE			4.22%	less capital expenditures and pass-thru funds

**ATCOG Financial Plan FY - 2021 EMPLOYEE
BENEFIT RATE COMPUTATION**

LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				
0220	Paid Holidays	\$177,474	5.09	14 days average estimated. 5 days average estimated. 12 days average > Allows for net changes to release time liability.
0221	Sick Leave	63,383	1.82	
0222	Vacation	149,830	4.30	
0223	Liability Differential	1,000	0.03	
SUB-TOTAL		\$391,687	11.23	
OTHER BENEFITS				
0230	FICA	\$266,763	7.65	> Includes benefits for all staff. > For employees working 30 hours or more. > Includes benefits for all staff. > Includes benefits for all staff. > Includes benefits for all staff. > (Included in Health/Life) > \$3.00 each month of tenure (eligibility beginning on the 37th month).
0231	Health/Life Insurance	601,332	17.24	
0232	Worker's Compensation	86,836	2.49	
0234	Retirement Program	139,484	4.00	
0234	Unemployment Insurance	34,871	1.00	
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	22,641	0.65	
SUB-TOTAL		\$1,151,926	33.03	
0212	Plus: Prior Period Over Allocation	(62,484)	-1.79	> FY '19 Audited Under/(Over)-Allocation.
0212	Plus: Current Period Over Allocation		0.00	
SUB-TOTAL		\$1,089,442	31.24	
TOTAL BENEFIT PROGRAM COST		\$1,481,130	42.47	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	\$3,487,095	100.00	
	Less: Release Time	391,687		
CHARGEABLE SALARIES		\$3,095,407		
BENEFIT RATE CALCULATION				
	Employee Benefits	1,481,130		
	Div by: Chargeable Salaries	3,095,407		
BUDGETED BENEFIT RATE			47.8	

Release Time Rate (for calculation):

0.1123

Benefit Rate (for calculation):

0.4785

CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this proposal dated 10/1/2020 [identify date indirect cost rate proposal was finalized] to establish indirect costs rate(s) for 10/1/20-9/30/21 [identify start/end dates for the fiscal year covered by the indirect cost rate] are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(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.

(3) The indirect cost rate calculated within the proposal is 25.16% [identify rate(s)], which was calculated using a direct cost base type of salary & benefits [identify type of direct cost base – Salary & Fringe, MTDC, etc.]. The calculations were based on actual costs from fiscal year 2019 to obtain a federal indirect cost billing rate for fiscal year 2021.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Ark-Tex Council of Governments

Signature: 

Name of Authorized Official: Chris Brown

Title: Executive Director

Email Address and Phone: cbrown@atcog.org 903-832-8636

Date of Execution: 9/30/2020

FY 2021 Membership Dues

MEMBER	2010 POPULATION		FY '21 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
BOWIE COUNTY	92,565			
DeKalb		1,699	340	0.6%
Hooks		2,769	554	0.9%
Leary		495	100	0.2%
Maud		1,056	211	0.3%
Nash		2,960	592	1.0%
New Boston		4,550	910	1.5%
Red Lick		1,008	202	0.3%
Redwater		1,057	211	0.3%
Texarkana, Texas		36,411	7,282	12.0%
Wake Village		5,492	1,098	1.8%
Sub-Total Member Cities		57,497	11,499	18.9%
Bowie County (Net)		35,068	5,260	8.6%
Texarkana College			100	0.2%
Texarkana ISD			100	0.2%
Liberty-Eylau ISD			100	0.2%
TexAmerica Center			100	0.2%
TOTAL COUNTY		92,565	17,160	28.2%
CASS COUNTY	30,464			
Atlanta		5,675	1,135	1.9%
Avinger		444	100	0.2%
Bloomburg		404	100	0.2%
Domino		93	100	0.2%
Hughes Springs		1,760	352	0.6%
Linden		1,998	400	0.7%
Queen City		1,476	295	0.5%
Sub-Total Member Cities		11,850	2,482	4.1%
Cass County (Net)		18,614	2,792	4.6%
Good Shepard Medical Center			100	0.2%
TOTAL COUNTY		30,464	5,374	8.8%
DELTA COUNTY	5,231			
Cooper		1,969	394	0.6%
Sub-Total Member Cities		1,969	394	0.6%
Delta County (Net)		3,262	489	0.8%
Delta County MUD			100	0.2%
TOTAL COUNTY		5,231	983	1.6%

FY 2021 Membership Dues

MEMBER	2010 POPULATION		FY '21 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
FRANKLIN COUNTY	10,605			
Mt. Vernon		2,662	532	0.9%
Sub-Total Member Cities		2,662	532	0.9%
Franklin County (Net)		7,943	1,191	2.0%
Franklin County Water District			100	0.2%
TOTAL COUNTY		10,605	1,823	3.0%
HOPKINS COUNTY	35,161			
Como		702	140	0.2%
Cumby		777	155	0.3%
Sulphur Springs		15,449	3,090	5.1%
Sub-Total Member Cities		16,928	3,385	5.6%
Hopkins County (Net)		18,233	2,735	4.5%
Sulphur Springs I.S.D.			100	0.2%
Como-Pickton C.I.S.D.			100	0.2%
N.E. TX. Rural Rail District			100	0.2%
TOTAL COUNTY		35,161	6,420	10.5%
LAMAR COUNTY	49,793			
Blossom		1,494	299	0.5%
Deport		578	116	0.2%
Paris		25,171	5,034	8.3%
Reno		3,166	633	1.0%
Roxton		650	130	0.2%
Sub-Total Member Cities		31,059	6,212	10.2%
Lamar County (Net)		18,734	2,810	4.6%
Lamar SWCD			100	0.2%
Northeast Texas RC & D			100	0.2%
North Lamar ISD			100	0.2%
Paris ISD			100	0.2%
Paris Junior College			100	0.2%
Chisum ISD			100	0.2%
TOTAL COUNTY		49,793	9,622	15.8%

FY 2021 Membership Dues

MEMBER	2010 POPULATION		FY '21 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MORRIS COUNTY	12,934			
Daingerfield		2,560	512	0.8%
Lone Star		1,581	316	0.5%
Naples		1,378	276	0.5%
Omaha		1,021	204	0.3%
Sub-Total Member Cities		6,540	1,308	2.1%
Morris County (Net)		6,394	959	1.6%
Paul Pewitt ISD			100	0.2%
Northeast Texas MWD			100	0.2%

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

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

TOTAL COUNTY		32,334	5,955	9.8%
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FY 2021 Membership Dues

MEMBER	2010 POPULATION		FY '21 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
MILLER COUNTY, ARK.	43,462			
Garland		242	100	0.2%
Texarkana, Arkansas		29,919	5,984	9.8%
Fouke		859	172	0.3%
Sub-Total Member Cities		31,020	6,256	10.3%
Miller County (Net)		12,442	1,866	3.1%
TOTAL COUNTY		43,462	8,122	13.3%
OTHER	N/A			
Red River Appraisal District			100	0.2%
Red River Authority			100	0.2%
N.E. Tx. Reg. Advisory Council			100	0.2%
TOTAL OTHER			300	0.5%
AGENCY TOTAL		325,409	60,893	100.00%

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

Salary Schedule

SALARY RANGE										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GRADE 01	15,643	16,596	17,094	17,607	18,135	18,678	19,239	19,816	20,411	21,023
GRADE 02	21,043	21,601	22,173	22,760	23,364	23,982	24,618	25,270	25,940	26,628
GRADE 03	23,332	23,951	24,585	25,237	25,905	26,592	27,296	28,020	28,763	29,525
GRADE 04	25,874	26,560	27,264	27,986	28,728	29,489	30,270	31,073	31,896	32,741
GRADE 05	28,690	29,450	30,230	31,032	31,854	32,698	33,564	34,453	35,367	36,304
GRADE 06	31,803	32,646	33,512	34,400	35,311	36,247	37,207	38,193	39,205	40,244
GRADE 07	35,266	36,201	37,160	38,145	39,156	40,193	41,259	42,351	43,474	44,627
GRADE 08	38,569	39,591	40,640	41,717	42,822	43,957	45,122	46,318	47,545	48,805
GRADE 09	42,762	43,896	45,058	46,252	47,478	48,737	50,028	51,354	52,715	54,111
GRADE 10	47,418	48,674	49,964	51,288	52,648	54,043	55,475	56,945	58,455	60,004
GRADE 11	52,575	53,969	55,399	56,867	58,375	59,921	61,509	63,139	64,812	66,530
GRADE 12	58,299	59,843	61,429	63,057	64,728	66,444	68,205	70,012	71,867	73,772
GRADE 13	63,738	65,427	67,160	68,940	70,767	72,643	74,568	76,544	78,572	80,654
GRADE 14	70,673	72,546	74,468	76,443	78,468	80,547	82,682	84,873	87,122	89,430
GRADE 15	78,361	80,438	82,569	84,758	87,003	89,309	91,676	94,105	96,599	99,159
GRADE 16	86,883	89,186	91,549	93,975	96,465	99,022	101,645	104,340	107,105	109,943
GRADE 17	96,238	98,788	101,406	104,093	106,851	109,683	112,589	115,573	118,636	121,780
GRADE 18	106,707	109,534	112,437	115,417	118,475	121,615	124,837	128,146	131,541	135,027