

# texoma council of governments

fye 2015 approved budget





## TEXOMA COUNCIL OF GOVERNMENTS

### APPROVED ANNUAL BUDGET

FISCAL YEAR 2014 - 2015

MAY 1, 2014 – APRIL 30, 2015

### GOVERNING BOARD

The Honorable Creta L. Carter, II  
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VICE PRESIDENT

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City of Gainesville

The Honorable Roy Floyd  
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Pottsboro ISD

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Mayor Jeffrey Stanley  
City of Howe

Mayor Cary Wacker  
City of Sherman

Patsy Wilson  
North Central Texas College

**Susan B. Thomas, PhD**  
EXECUTIVE DIRECTOR

### PREPARED BY THE ADMINISTRATION & FINANCE OFFICE

Stacey Sloan, Finance Director

Mindi Jones, Sr. Financial Analyst

Sean Norton, Executive Assistant

February 12, 2014

Honorable Judge Carter and Board Members:

Texoma Council of Governments (TCOG) is pleased to present the Proposed Budget for Fiscal Year Ending (FYE) 2015, May 1, 2014 – April 30, 2015. This budget is presented in accordance with fiduciary responsibility of federal, state, and other funds; while promoting efficient program operations and a competitive workforce. TCOG's budgetary goal is to continue to promote the growth and stability of TCOG programs while operating within available fiscal resources.

Approval of TCOG's Proposed FYE 2015 Budget will be on the Governing Board Member's agenda scheduled for February 20, 2014 at 5:30 pm. A copy of the proposed FYE 2015 budget is attached for your review prior to the board meeting.

### **Budget Highlights**

- \$8.5 Million in estimated revenue; 0.03% reduction from prior year of \$8.8 Million
- 2% Cost of Living Adjustment (COLA) for all regular employees, elimination of 1 full-time employee and 1 part-time employee; reduction in salary of \$57,843 or -2.28%
- Employee Benefit Rate of 49.2%, -6.8 percentage point change from prior year
- Total Indirect Rate of 37.01%, 3.66 percentage point change from prior year
  - General & Administrative rate of 15.45%, 3.71 percentage point change from prior year
  - On-site rate of 14.01%, -0.17 percentage point change from prior year
  - Central Information Technology rate of 7.55%, 0.12 percentage point change from prior year

### **Proposed Revenue**

TCOG's proposed revenue estimates were generated conservatively to conform to federal and state funding levels. Revenue estimates include active funding TCOG is currently awarded. As part of the 2015 Strategic Goals, TCOG staff will work to expand the base of agency funding sources to offset the slight reduction of conservative revenue estimates.

### **Proposed FTE and Salary Budget Authority**

The proposed FTE count and Salary Budget Authority is in excess of the salary base used to calculate the indirect and employee benefit rates by two full-time employees and merit raises totaling \$76,161. The contingent FTE and Salary Budget Authority items would be granted upon TCOG being awarded funding for programs to support the positions and salary levels. While we want to allow management to make these mid-year adjustments if additional funding comes through, it is important not to overestimate the salary base used for rate calculation, as this can pose negative consequences in expense recovery throughout the year.

TCOG's staff salary comparison with the State of Texas comparable positions is included in the budget document for your review.





### Indirect Cost Rate Proposal

TCOG is responsible for the administration and delivery of a variety of programs funded through federal and state grants, awards, and special funds. Both direct and indirect costs are incurred in the administration of these programs. Direct costs can be specifically identified with a program cost objective. Indirect costs are costs necessary for the efficient operation of programs, that cannot be specifically identified to a program.

In accordance with generally accepted accounting principles (GAAP), TCOG establishes indirect cost rates to recover indirect costs incurred. The rate is calculated by dividing OMB A-87 allowable indirect costs by a cost base of salaries and fringe benefits.

Historically, calculation of the cost rates included **audited over/under applied allocation amount** to the overall indirect and benefits expense lines. In the FYE 2015 budget, the calculation does not include **audited** over/under applied allocations, but rather a more current and accurate **projection** of the over/under allocated amount. Modifying the carry over/under amount will allow for TCOG to accurately calculate rates based on current salary bases rather than two year old amounts that do not consider over/under applied costs recovered during the current year.

Modifying the method of calculating indirect rates by using a projection, TCOG anticipates a smaller over/under allocation amount at year end, allowing for a more constant rate in coming years. This alternate calculation method will resolve the significant swings in rates the organization has experienced in the past, allowing for programs to be managed with budgetary confidence.

### Statement of Proposed Indirect Cost Allocation Rates

TCOG proposes a total indirect cost rate of 37.01%, up from 33.35% last year. The total indirect rate is made up of three indirect cost rate components to appropriately and effectively allocate necessary costs; general & administrative, on-site, and central information technology. Based on FYE 2014 projections, the total indirect will be under-applied by \$67,934. Rather than applying the full under application of the indirect rate to FYE 2015, management will spread the amount evenly over the next two budget years. Total indirect cost rate details are as follows:

General & Administrative Rate - 15.45%, up from 11.74% last year

The general & administrative rate is applied to all programs organization wide. The rate increase is largely due to over applied expenses included in the FYE 2014 budget which artificially deflated the rate for 2014 as well as the projected under applied expenses anticipated at year end.

On-site Rate – 14.01%, down from 14.18% last year

The on-site rate is applied to all programs where employees office out of the Sherman Administration Building on a pro-rated basis. The rate decrease is largely due to the reduced costs in the Gallagher building.

Central Information Technology (CIT) Rate – 7.55%, up from 7.43% last year

The central technology rate is applied to all programs organization wide. The rate increase is largely due to all telephone, data processing, and technology expenses moved to CIT. Contracted information technology employee on-site days were reduced to from 3 days per week to 2 days per week.



### **Statement of Employee Benefit Programs**

The proposed Employee Benefit Rate for FYE 2015 is 49.20%, down from 56.00% last year. The employee benefit rate covers all employee benefit costs to include, but not limited to, insurance, dental, vision, retirement, holiday pay, sick pay, and annual leave. The rate decrease is largely due to the modified method of calculating the benefit rate, which is now based on FYE 2014 projected over/under applied rates.

TCOG's proposed holiday schedule includes ten (10) major holidays and one (1) personal day. The complete proposed holiday schedule is included in the budget document.

### **Proposed Membership Dues Schedule**

Membership dues were calculated at the rate of \$0.1964 per capita. These rates have not increased in 9 years. Total estimated FYE 2015 municipality dues are \$38,298, while school district dues are \$6,452, and other associations \$3,245; for a total of \$47,995.

A complete listing of TCOG membership dues is included in the budget document.

### **Summary**

The following FYE 2015 Budgetary actions are recommended:

1. Approve Proposed Revenue Schedule
2. Approve Proposed FTE and Salary Budget Authority
3. Set Indirect Cost Allocation Rates as follows :
  - General & Administrative Rate at 15.45%
  - On-site Rate at 14.01%
4. Set Central Service Information Technology Rate at 7.55%
5. Set Employee Benefit Rate at 49.2%
6. Approve the State Salary Comparison
7. Approve the Holiday Schedule
8. Approve Membership Dues Schedule

Should you desire additional information regarding the proposed FYE 2015 budget, please contact myself or Dr. Susan Thomas. We will be happy to meet with you to discuss in further detail.

Kindest regards,

A handwritten signature in black ink that reads "Stacey Sloan". The signature is written in a cursive, flowing style.

Stacey Sloan

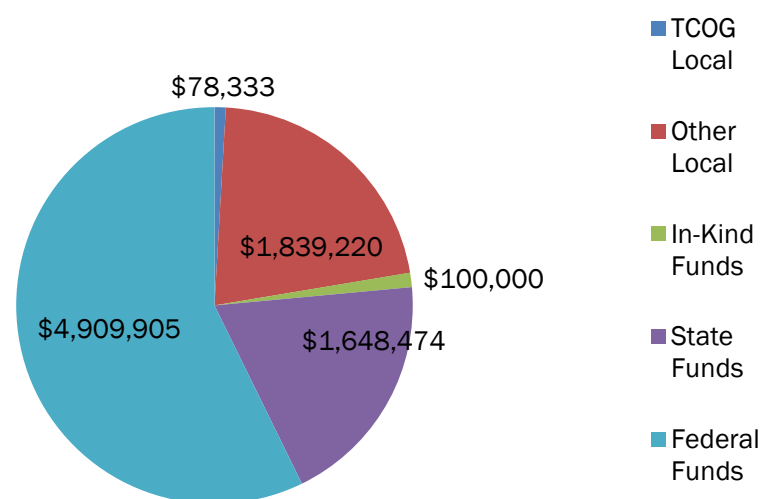
TCOG Finance Director



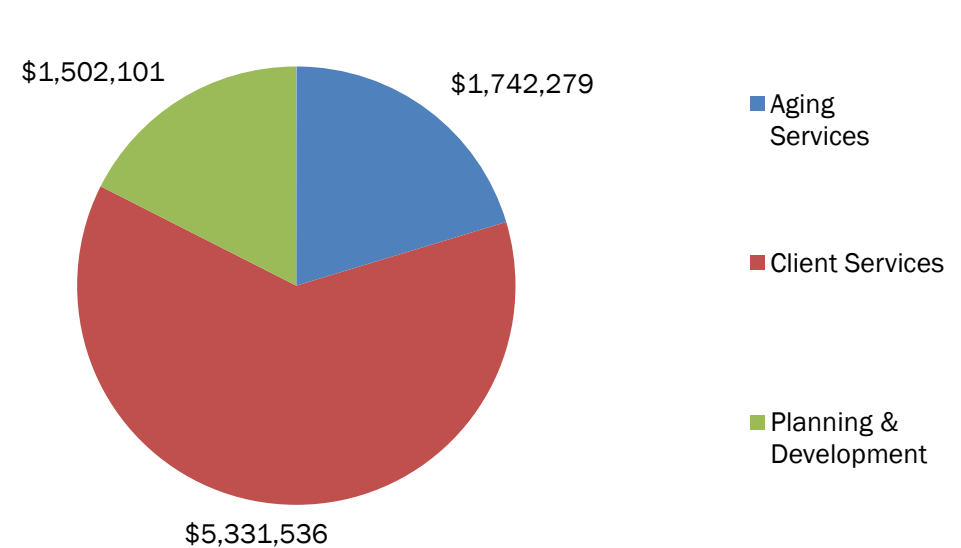
# Texoma Council of Governments Approved Revenue Schedule FYE 2015

	FYE 2015 TCOG Local	FYE 2015 Other Local	FYE 2015 In-Kind Funds	FYE 2015 State Funds	FYE 2015 Federal Funds	FYE 2015 Total Revenue	FYE 2014 Total Revenue	Total Change + / -
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ 9,161	\$ -	\$ 9,161	\$ -	\$ 9,161
PROGRAM REVENUE								
Aging Services								
Aging Programs	\$ 28,333	\$ 269,407	\$ -	\$ 97,800	\$ 947,646	\$ 1,343,186	\$ 1,449,456	\$ (106,270)
Livengood/Sr. Foundati	-	-	-	-	-	-	135,000	(135,000)
Foster Grandparent	-	10,500	50,000	5,000	198,993	264,493	245,230	19,263
RSVP	-	1,000	50,000	24,621	58,979	134,600	99,649	34,951
Total	\$ 28,333	\$ 280,907	\$ 100,000	\$ 127,421	\$ 1,205,618	\$ 1,742,279	\$ 1,929,335	\$ (187,056)
Client Services								
Community Services Blc	\$ -	\$ -	\$ -	\$ -	\$ 198,856.00	\$ 198,856.00	\$ 222,453	\$ (23,597)
Comprehensive Energy	-	-	-	-	610,558	610,558	698,064	(87,506)
Weatherization	-	-	-	-	635,261	635,261	975,000	(339,739)
ONCOR TACCA	-	190,000	-	-	-	190,000	96,750	93,250
Utility Assistance Funds	-	90,000	-	-	-	90,000	-	90,000
Section 8 Housing	-	-	-	-	2,145,612	2,145,612	2,145,612	-
Public Housing	-	1,064,213	-	-	-	1,064,213	1,042,177	22,036
211 TIRN	-	-	-	397,052	-	397,052	390,695	6,357
Total	\$ -	\$ 1,344,213	\$ -	\$ 397,052	\$ 3,590,287	\$ 5,331,552	\$ 5,570,751	\$ (239,199)
Planning & Development								
Economic Development	\$ 50,000	\$ 10,000	\$ -	\$ -	\$ 60,000	\$ 120,000	\$ 120,000	\$ -
Community & Economic	-	-	-	-	-	-	10,076	(10,076)
Municipal Solid Waste F	-	2,800	-	115,000	-	117,800	166,809	(49,009)
911 Planning	-	-	-	940,343	-	940,343	659,365	280,978
Geographic Information	-	201,300	-	-	-	201,300	240,700	(39,400)
Criminal Justice Progar	-	-	-	68,658	-	68,658	42,873	25,785
Homeland Security	-	-	-	-	54,000	54,000	102,894	(48,894)
Total	\$ 50,000	\$ 214,100	\$ -	\$ 1,124,001	\$ 114,000	\$ 1,502,101	\$ 1,342,717	\$ 159,384
TOTAL REVENUES	\$ 78,333	\$ 1,839,220	\$ 100,000	\$ 1,648,474	\$ 4,909,905	\$ 8,575,932	\$ 8,842,803	\$ (266,871)

TCOG Revenue by Source  
FYE 2015



TCOG Revenue by Dept.  
FYE 2015



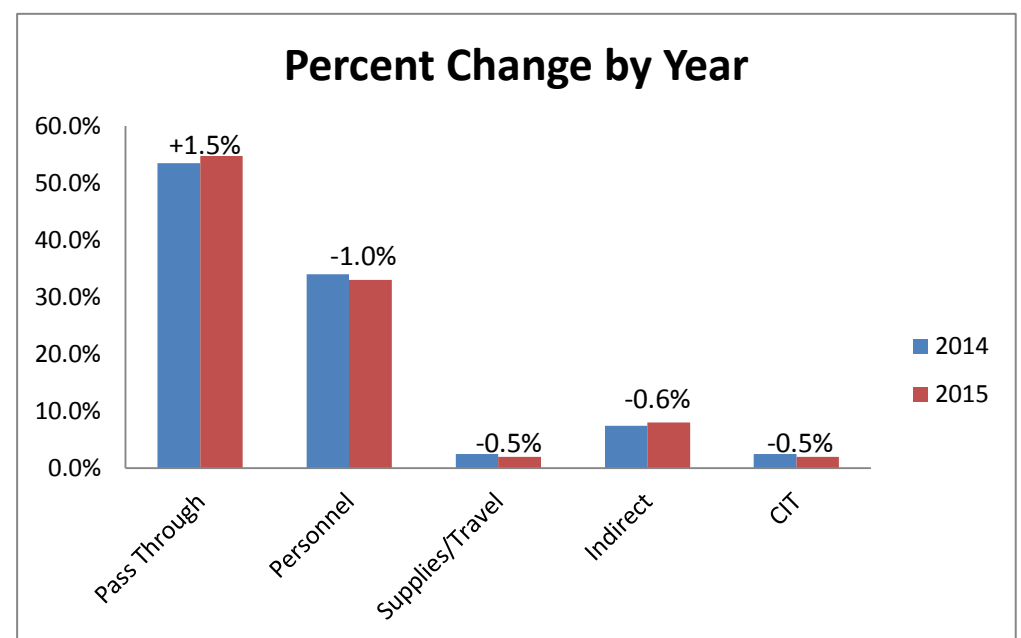
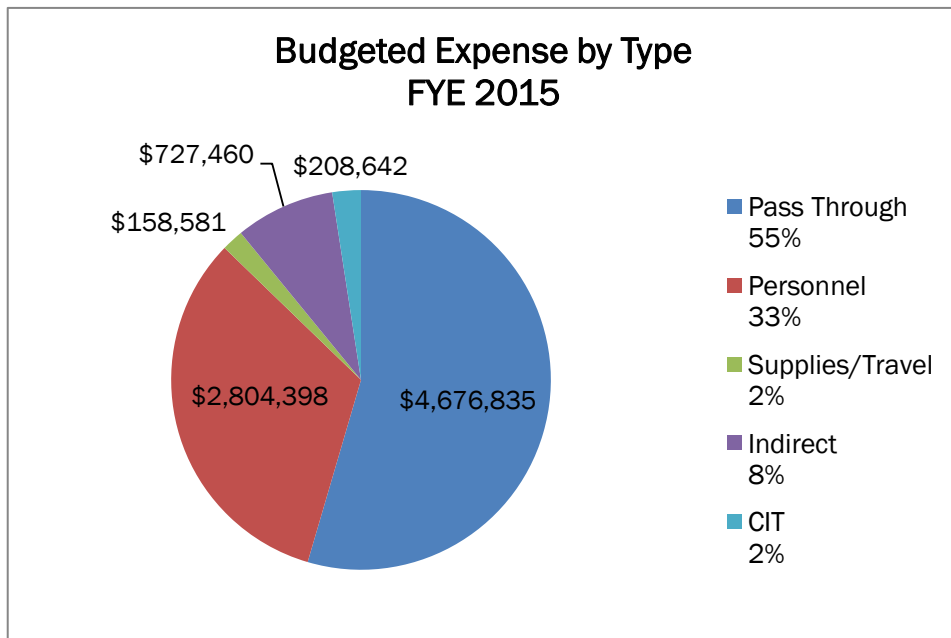


# Texoma Council of Governments

## Revenue & Cost Allocation Summary

### FYE 2015

	FYE 2015 Aging Services	FYE 2015 Client Services	FYE 2015 Planning & Development	FYE 2015 Total	FYE 2014 Total	Total Change + / -
<b>REVENUE</b>						
Local, TCOG	\$ 28,333	\$ -	\$ 50,000	\$ 78,333	\$ 50,000	\$ 28,333
Local, Income	280,907	1,344,197	214,100	1,839,204	1,965,391	(126,187)
In-Kind	100,000	-	-	100,000	104,797	(4,797)
State	127,421	397,052	1,124,001	1,648,474	1,417,722	230,752
Federal	1,205,618	3,590,287	114,000	4,909,905	5,304,893	(394,988)
<b>Total Revenue</b>	<b>\$ 1,742,279</b>	<b>\$ 5,331,536</b>	<b>\$ 1,502,101</b>	<b>\$ 8,575,916</b>	<b>\$ 8,842,803</b>	<b>\$ (266,887)</b>
<b>COSTS</b>						
<b>Personnel</b>						
Direct Salaries	\$ 400,912	\$ 1,155,730	\$ 322,981	\$ 1,879,623	\$ 1,928,545	\$ (48,922)
Employee Benefits	197,249	568,618	158,908	924,775	1,079,986	(155,211)
<b>Total Personnel Costs</b>	<b>\$ 598,161</b>	<b>\$ 1,724,348</b>	<b>\$ 481,889</b>	<b>\$ 2,804,398</b>	<b>\$ 3,008,531</b>	<b>\$ (204,133)</b>
<b>Program</b>						
General & Admin	\$ 92,415	\$ 266,411	\$ 74,452	\$ 433,278	\$ 353,200	\$ 80,078
On Site Programs	80,907	145,762	67,513	294,182	303,881	(9,699)
Central Service IT	45,161	130,188	33,293	208,642	223,534	(14,892)
Travel	37,681	29,018	26,651	93,350	98,918	(5,568)
Supplies & Printing	18,584	32,423	14,224	65,231	61,587	3,644
Contracted Services	-	324,250	39,777	364,027	43,135	320,892
Equipment	-	5,179	326,416	331,595	20,600	310,995
Other Direct Costs	89,051	321,796	409,628	820,475	311,980	508,495
In-Kind Services	104,758	-	28,258	133,016	104,797	28,219
Support Services Costs	675,561	2,352,161	-	3,027,722	4,312,640	(1,284,918)
<b>Total Program Costs</b>	<b>\$ 1,144,118</b>	<b>\$ 3,607,188</b>	<b>\$ 1,020,212</b>	<b>\$ 5,771,518</b>	<b>\$ 5,834,272</b>	<b>\$ (62,754)</b>
<b>TOTAL BUDGETED COSTS</b>	<b>\$ 1,742,279</b>	<b>\$ 5,331,536</b>	<b>\$ 1,502,101</b>	<b>\$ 8,575,916</b>	<b>\$ 8,842,803</b>	<b>\$ (266,887)</b>







# Texoma Council of Governments

## Revenue & Cost Allocation Plan - Aging Services

### FYE 2015

#### Revenue

	Aging	Aging Off-Site	Foster Grandparent (FGP)	Retired & Senior Volunteer Program (RSVP)	Total
Local, TCOG	\$ 28,333	\$ -	\$ -	\$ -	28,333
Local, Income	269,407	-	10,500	1,000	280,907
In-Kind	-	-	50,000	50,000	100,000
State	97,800	-	5,000	24,621	127,421
Federal	922,231	25,415	198,993	58,979	1,205,618
<b>Total Revenue</b>	<b>1,317,771</b>	<b>25,415</b>	<b>264,493</b>	<b>134,600</b>	<b>1,742,279</b>

#### EXPENDITURES

##### Personnel

Direct Salaries	\$ 329,555	\$ 13,849	\$ 28,754	\$ 28,754	400,912
Employee Benefits	162,141	6,814	14,147	14,147	197,249
<b>Total Personnel</b>	<b>\$ 491,696</b>	<b>\$ 20,663</b>	<b>\$ 42,901</b>	<b>\$ 42,901</b>	<b>598,161</b>

##### Program

General & Admin	\$ 75,967	\$ 3,192	\$ 6,628	\$ 6,628	92,415
On Site Programs	68,887	-	6,010	6,010	80,907
Central Service IT	37,123	1,560	3,239	3,239	45,161
Travel	31,501	-	2,180	4,000	37,681
Supplies & Printing	15,262	-	2,070	1,252	18,584
Contracted Services	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Costs	51,202	-	6,261	31,588	89,051
In-Kind Services	75,193	-	17,565	12,000	104,758
Support Services Costs	470,940	-	177,639	26,982	675,561
Transfers In/Out	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,317,771</b>	<b>\$ 25,415</b>	<b>\$ 264,493</b>	<b>\$ 134,600</b>	<b>1,742,279</b>





# Texoma Council of Governments

## Revenue & Cost Allocation Plan - Client Services

### FYE 2015

#### Revenue

	Comm. Svcs. Block Grant (CSBG)	Comp. Energy Assistance Program (CEAP)	Weatherization	Section 8	211 Texoma Area Information	Public Housing Authority (PHA)	Public Housing Authority Off-Site	Total
Local, TCOG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local, Income	-	90,000	190,000	-	-	222,959	841,238	1,344,197
In-Kind	-	-	-	-	-	-	-	-
State	-	-	-	-	397,052	-	-	397,052
Federal	198,856	610,558	635,261	2,145,612	-	-	-	3,590,287
<b>Total Revenue</b>	<b>\$ 198,856</b>	<b>\$ 700,558</b>	<b>\$ 825,261</b>	<b>\$ 2,145,612</b>	<b>\$ 397,052</b>	<b>\$ 222,959</b>	<b>\$ 841,238</b>	<b>\$ 5,331,536</b>

#### EXPENDITURES

##### Personnel

Direct Salaries	\$ 76,401	\$ 69,303	\$ 108,037	\$ 152,791	\$ 181,728	\$ 109,070	\$ 458,400	\$ 1,155,730
Employee Benefits	37,589	34,097	53,154	75,173	89,410	53,662	225,533	568,618
<b>Total Personnel</b>	<b>\$ 113,990</b>	<b>\$ 103,400</b>	<b>\$ 161,191</b>	<b>\$ 227,964</b>	<b>\$ 271,138</b>	<b>\$ 162,732</b>	<b>\$ 683,933</b>	<b>\$ 1,724,348</b>

##### Program

General & Admin	\$ 17,611	\$ 15,975	\$ 24,904	\$ 35,220	\$ 41,891	\$ 25,142	\$ 105,668	\$ 266,411
On Site Programs	15,970	14,486	22,583	31,938	37,986	22,799	-	145,762
Central Service IT	8,606	7,807	12,170	17,211	20,471	12,286	51,637	130,188
Travel	3,714	4,700	11,123	5,544	3,937	-	-	29,018
Supplies & Printing	4,800	5,965	8,700	5,514	7,444	-	-	32,423
Contracted Services	1,375	-	320,000	2,875	-	-	-	324,250
Equipment	5,179	-	-	-	-	-	-	5,179
Other Direct Costs	27,611	90,000	190,000	-	14,185	-	-	321,796
In-Kind Services	-	-	-	-	-	-	-	-
Support Services Costs	-	458,225	74,590	1,819,346	-	-	-	2,352,161
Transfers In/Out	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 198,856</b>	<b>\$ 700,558</b>	<b>\$ 825,261</b>	<b>\$ 2,145,612</b>	<b>\$ 397,052</b>	<b>\$ 222,959</b>	<b>\$ 841,238</b>	<b>\$ 5,331,536</b>



# Texoma Council of Governments

## Revenue & Cost Allocation Plan - Planning & Development

### FYE 2015

#### REVENUE

	Economic Development	Solid Waste	911 Emergency Services	GIS	Criminal Justice	Homeland Security	Total
Local, TCOG	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Local, Income	10,000	2,800	-	201,300	-	-	214,100
In-Kind	-	-	-	-	-	-	-
State	-	115,000	940,343	-	68,658	-	1,124,001
Federal	60,000	-	-	-	-	54,000	114,000
<b>Total Revenue</b>	<b>\$ 120,000</b>	<b>\$ 117,800</b>	<b>\$ 940,343</b>	<b>\$ 201,300</b>	<b>\$ 68,658</b>	<b>\$ 54,000</b>	<b>\$ 1,502,101</b>

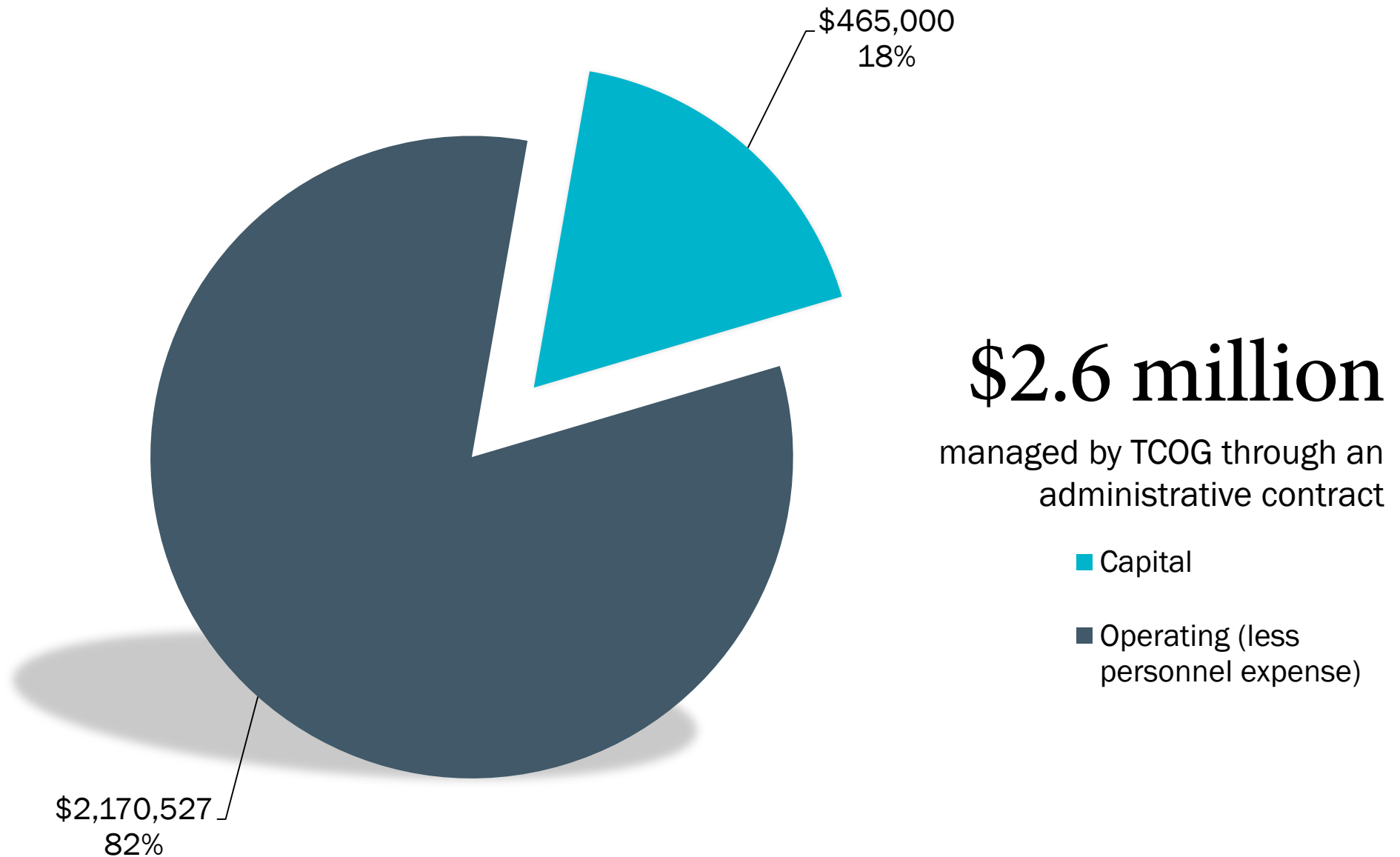
#### EXPENDITURES

##### Personnel

Direct Salaries	\$ 30,849	\$ 41,729	\$ 109,719	\$ 84,098	\$ 31,918	\$ 24,668	\$ 322,981
Employee Benefits	15,178	20,531	53,982	41,376	15,704	12,137	158,908
<b>Total Personnel</b>	<b>\$ 46,027</b>	<b>\$ 62,260</b>	<b>\$ 163,701</b>	<b>\$ 125,474</b>	<b>\$ 47,622</b>	<b>\$ 36,805</b>	<b>\$ 481,889</b>

##### Program

General & Admin	\$ 7,111	\$ 9,619	\$ 25,292	\$ 19,386	\$ 7,358	\$ 5,686	\$ 74,452
On Site Programs	6,448	8,723	22,935	17,579	6,672	5,156	67,513
Central Service IT	3,475	4,701	9,270	9,473	3,595	2,779	33,293
Travel	3,000	3,436	12,000	4,600	1,815	1,800	26,651
Supplies & Printing	4,500	1,117	3,233	3,000	600	1,774	14,224
Contracted Services	4,700	-	16,869	17,708	500	-	39,777
Equipment	4,000	-	318,920	3,000	496	-	326,416
Other Direct Costs	12,481	27,944	368,123	1,080	-	-	409,628
In-Kind Services	28,258	-	-	-	-	-	28,258
Support Services Costs	-	-	-	-	-	-	-
Transfers In/Out	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 120,000</b>	<b>\$ 117,800</b>	<b>\$ 940,343</b>	<b>\$ 201,300</b>	<b>\$ 68,658</b>	<b>\$ 54,000</b>	<b>\$ 1,502,101</b>





Texoma Council of Governments  
Approved FTE and Salary Budget Authority  
FYE 2015

APPROVED COMPARISON	Current Approved FTE Count	Proposed FTE Count	Proposed FTE Change	Current Approved Budget Authority	Proposed Salary Budget Authority	Proposed \$ Change	Proposed % Change
ADMINISTRATION & FINANCE DEPARTMENT	5.0	5.0	0.0	320,672	316,358	-4,314	-1%
AGING SERVICES DEPARTMENT	13.1	12.8	-0.3	510,516	501,322	-9,194	-2%
CLIENT SERVICES DEPARTMENT	33.0	32.0	-1.0	1,320,730	1,293,185	-27,545	-2%
PLANNING & DEVELOPMENT	7.8	8.8	1.0	392,121	442,230	50,109	13%
ORGANIZATION TOTAL	58.9	58.6	-0.3	2,544,039	2,553,095	9,056	0.36%

ACTUAL COMPARISON	Current Actual FTE Count	Proposed FTE Count	Proposed FTE Change	Current Actual Budget Authority	Proposed Salary Budget Authority	Proposed \$ Change	Proposed % Change
ADMINISTRATION & FINANCE DEPARTMENT	5.0	5.0	0.0	316,856	316,358	-498	0%
AGING SERVICES DEPARTMENT	11.8	12.8	1.0	458,684	501,322	42,638	9%
CLIENT SERVICES DEPARTMENT	31.0	32.0	1.0	1,232,660	1,293,185	60,525	5%
PLANNING & DEVELOPMENT	7.8	8.8	1.0	383,756	442,230	58,474	15%
ORGANIZATION TOTAL	55.6	58.6	3.0	2,391,956	2,553,095	161,139	6.74%



**TEXOMA COUNCIL OF GOVERNMENTS**  
**2014-2015 COMPARISON WITH STATE OF TEXAS SALARY SCHEDULE**

FY 2015 TCOG Functional Job Title	State Class Title	Proposed Annualized Salary	State Class Code	State Salary Sched	State Salary Group	State Min	State Mid	State Max
<b>ADMINISTRATION</b>								
Executive Director		101,110	Exmpt	Exmpt	Exmpt			
Executive Assistant	Executive Assistant I	42,224	0160	B	B17	36,251	46,055	55,858
Finance Director	Director I	84,660	1110	B	B26	68,054	90,171	112,288
Program Manager	Financial Analyst II	60,364	1080	B	B21	47,331	61,424	75,517
Program Assistant	Accounting Technician I	28,000	1000	A	A11	25,732	32,644	39,555
<b>AGING SERVICES</b>								
Aging Services Director	Director I	76,371	1620	B	B26	68,054	90,171	112,288
AAA Program Manager	Program Specialist IV	54,334	1573	B	B20	44,273	57,425	70,577
AAA Program Specialist	Case Manager II	42,268	5229	B	B17	36,251	46,055	55,858
AAA Program Specialist	Customer Service Rep III	29,416	0134	A	A13	28,839	36,605	44,370
AAA Program Manager	Case Manager III	33,916	5228	B	B15	32,329	41,055	49,780
AAA Program Specialist	Case Manager II	33,297	5227	B	B13	28,839	36,605	44,370
AAA Program Specialist	Case Manager II	32,640	5227	B	B13	28,839	36,605	44,370
AAA Program Specialist	Case Manager III	44,202	5228	B	B15	32,329	41,055	49,780
AAA Program Specialist	Ombudsman I	32,424	3660	B	B17	36,251	46,055	55,858
AAA Caregiver Manager	Case Manager IV	42,268	5229	B	B17	36,251	46,055	55,858
AAA Program Specialist	Case Manager II	29,116	5227	B	B13	28,839	36,605	44,370
AAA Program Specialist	Case Manager II	29,416	5227	B	B13	28,839	36,605	44,370
AAA Program Specialist - Cooke County	Case Manager I	28,000	0053	A	A09	23,181	28,262	33,342
AAA Program Specialist - Fannin County	Case Manager I	28,419	0053	A	A09	23,181	28,262	33,342
Senior Corps Program Manager	Case Manager IV	38,760	5229	B	B17	36,251	46,055	55,858
Senior Corps Program Specialist RSVP	Case Manager I	28,560	5226	B	B11	25,732	32,644	39,555
<b>CLIENT SERVICES</b>								
Client Services Department Director	Director I	80,867	1620	B	B26	68,054	90,171	112,288
Energy Services Program Manager	Manager I	64,272	1600	B	B22	50,602	65,703	80,803
Energy Services Specialist	Program Specialist I	40,092	1570	B	B17	36,251	46,055	55,858
Energy Services Specialist	Program Specialist I	30,600	0134	A	A13	28,839	36,605	44,370
Energy Services Specialist	Program Specialist I	30,600	0134	A	A13	28,839	36,605	44,370
Energy Services Specialist	Program Specialist I	33,843	0134	A	A13	28,839	36,605	44,370
Energy Services Inspector	Inspector IV	35,000	1323	B	B15	32,329	41,055	49,780
Energy Services Assistant	Administrative Asst. II	28,000	0152	A	A11	25,732	32,644	39,555
Public Housing Manager	Manager I	63,212	1600	B	B22	50,602	65,703	80,803
Public Housing Specialist	Program Specialist I	44,862	1570	B	B17	36,251	46,055	55,858
Public Housing Social Services Coordinator	Social Worker II	42,448	5402	B	B17	36,251	46,055	55,858
Public Housing Specialist	Program Specialist I	38,482	0134	A	A13	28,839	36,605	44,370
Public Housing Specialist	Program Specialist I	37,454	0134	A	A13	28,839	36,605	44,370
Public Housing Specialist	Program Specialist I	39,083	1570	B	B17	36,251	46,055	55,858
Public Housing Maintenance Manager	Maintenance Supervisor V	59,262	9056	A	A19	41,416	53,688	65,959
Public Housing Maintenance Manager	Maintenance Supervisor V	41,616	9056	A	A19	41,416	53,688	65,959
Public Housing Maintenance Mechanic	Maintenance Specialist IV	36,626	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Specialist IV	35,785	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Specialist IV	34,097	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Specialist IV	34,097	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Specialist IV	34,097	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Specialist IV	34,097	9044	A	A13	28,839	36,605	44,370
Public Housing Maintenance Mechanic	Maintenance Assistant	24,970	9004	A	A6	20,706	25,095	29,484
2-1-1 Program Manager	Manager I	53,604	1600	B	B22	50,602	65,703	80,803
2-1-1 Data Management Specialist	Database Administrator I	39,450	0210	B	B18	38,746	50,195	61,644
2-1-1 I & R Specialist	Customer Service Representative II	29,945	0132	A	A11	25,732	32,644	39,555
2-1-1 I & R Specialist	Customer Service Representative II	27,946	0132	A	A11	25,732	32,644	39,555
2-1-1 I & R Specialist	Customer Service Representative II	26,530	0132	A	A11	25,732	32,644	39,555
2-1-1 I & R Specialist	Customer Service Representative II	25,496	0132	A	A11	25,732	32,644	39,555
Section 8 Program Manager	Manager I	62,428	1600	B	B22	50,602	65,703	80,803
Section 8 Specialist	Program Specialist I	36,433	0134	A	A13	28,839	36,605	44,370
Section 8 Specialist	Program Specialist I	34,311	0134	A	A13	28,839	36,605	44,370
FSS Specialist	Social Worker II	41,616	5402	B	B17	36,251	46,055	55,858
<b>PLANNING &amp; DEVELOPMENT</b>								
Planning & Development Director	Director I	72,828	1620	B	B26	68,054	90,171	112,288
Public Safety Program Manager	Manager I	63,459	1600	B	B22	50,602	65,703	80,803
Public Safety Program Specialist	Program Specialist I	36,400	1570	B	B17	36,251	46,055	55,858
Public Safety Program Specialist	Program Specialist III	50,000	1572	B	B19	41,416	53,688	65,959
Public Safety Program Specialist	Program Specialist I	36,251	1570	B	B17	36,251	46,055	55,858
Environmental/MSW Program Manager	Manager I	50,970	1572	B	B22	50,602	65,703	80,803
GIS Program Manager	Manager I	52,620	1600	B	B22	50,602	65,703	80,803
GIS Mapping Specialist	Geographic Information Specialist I	41,612	0272	B	B22	50,602	65,703	80,803
CED Planner	Planner II	40,510	0517	B	B19	41,416	53,688	65,959



# Texoma Council of Governments

## Statement of Proposed Indirect and Central Service IT Cost

### FYE 2015

MAY 1, 2013 TO APRIL 30, 2014

<i>FYE 2015 PROPOSED INDIRECT BUDGET</i>	<i>FYE 2015 PROPOSED GENERAL &amp; ADMIN</i>	<i>FYE 2015 PROPOSED ON-SITE</i>	<i>FYE 2015 PROPOSED ENTERPRISE FUND</i>	<i>FYE 2015 PROPOSED CENTRAL SERVICE IT</i>
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#### PERSONNEL EXPENSES

Indirect Salaries	\$	235,832	\$	235,832
Employee Benefits		116,029		116,029
<b>Total Personnel Cost</b>	<b>\$</b>	<b>351,861</b>	<b>\$</b>	<b>351,861</b>

#### BUDGETED EXPENSES

Advertising	\$	300	\$	300	\$	-	\$	-	\$	-
Audit Services		26,500		26,500		-		-		-
Legal Services		3,000		3,000		-		-		-
Postage		4,000		4,000		-		-		-
Printing		2,000		2,000		-		-		-
Travel, Indirect Staff		13,400		13,400		-		-		-
Depreciation Expense		137,177		-		119,968		17,209		-
Insurance & Bonding - General		11,000		-		9,020		1,980		-
Interest on Mortgage Payment		42,000		-		34,440		7,560		-
Repair & Maintenance		38,000		-		31,160		6,840		-
Copy Center Costs		44,900		4,500		-		40,400		-
Sanitation Services		1,500		-		1,230		270		-
Utilities		112,500		-		90,000		22,500		-
Property Taxes		6,840		-		-		6,840		-
Supplies, Office		5,500		4,000		-		-		1,500
Technology Hardware/Software		25,000		-		-		-		25,000
Telephone Service		29,364		-		-		-		29,364
Contracted Services		173,854		-		10,660		2,340		160,854
<b>Gross Indirect Costs</b>	<b>\$</b>	<b>1,028,696</b>	<b>\$</b>	<b>409,561</b>	<b>\$</b>	<b>296,478</b>	<b>\$</b>	<b>105,939</b>	<b>\$</b>	<b>216,718</b>

#### REIMBURSEMENTS

Senator Estes Rent @ \$450.00	\$	(5,400)	\$	-	\$	(5,400)	\$	-	\$	-
<b>Total Reimbursements</b>	<b>\$</b>	<b>(5,400)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(5,400)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

Indirect Costs - Net	\$	1,023,296	\$	409,561	\$	291,078	\$	105,939	\$	216,718
Less over applied Indirect Cost from prior periods		33,967		33,967		-		-		-
<b>Net Indirect Costs from Roll Forward Method</b>	<b>\$</b>	<b>1,057,263</b>	<b>\$</b>	<b>443,528</b>	<b>\$</b>	<b>291,078</b>	<b>\$</b>	<b>105,939</b>	<b>\$</b>	<b>216,718</b>

Basis for Allocation of Indirect Costs										
Direct Chargeable Salary Costs	\$	1,943,568	\$	1,943,568	\$	1,411,757			\$	1,943,568
Less Management Adjustment: -1.0%		(19,436)		(19,436)		(19,436)				-19,436
Release Time & Benefit Program		946,673		946,673		685,022				946,673
<b>Total Direct Personnel Costs</b>	<b>\$</b>	<b>2,870,805</b>	<b>\$</b>	<b>2,870,805</b>	<b>\$</b>	<b>2,077,343</b>			<b>\$</b>	<b>2,870,805</b>

Indirect Cost Rate (Line 35/Line 41)	37.01%	15.45%	14.01%	7.55%
Prior Year Rates	33.35%	11.74%	14.18%	7.43%
Change from Prior Year	3.66%	3.71%	-0.17%	0.12%





TEXOMA COUNCIL OF GOVERNMENTS  
INDIRECT COST COMPARISON

	FYE 2014 Approved Budget	FYE 2015 Proposed Budget	Increase / (Decrease)
<b>PERSONNEL EXPENSES</b>			
Indirect Salaries	\$ 237,349	\$ 235,832	\$ (1,517)
Employee Benefits	132,915	116,029	(16,886)
Total Personnel	\$ 370,264	\$ 351,861	\$ (18,403)
<b>OPERATION EXPENSES</b>			
Advertising	\$ 1,000	\$ 300	\$ (700)
Audit Services	25,775	26,500	725
Data Processing/Technology	9,400	25,000	15,600
Contracted Services	190,008	173,854	(16,154)
Depreciation Expense	137,177	137,177	0
Insurance & Bonding	7,353	11,000	3,647
Legal Services	2,500	3,000	500
Postage	5,354	4,000	(1,354)
Printing	2,600	2,000	(600)
Property Taxes	6,840	6,840	0
Mortgage Interest	46,296	42,000	(4,296)
Building Maintenance & Repair	63,651	38,000	(25,651)
Copy Center Costs	44,900	44,900	0
Sanitation Services	1,500	1,500	0
Office Supplies	13,000	5,500	(7,500)
Telephone Service	29,364	29,364	0
Travel Indirect Staff	25,400	13,400	(12,000)
Utilities	117,204	112,500	(4,704)
Total Operations	\$ 729,322	\$ 676,835	\$ (52,487)
Total Indirect Expenses	\$ 1,099,586	\$ 1,028,696	\$ (70,890)



February 11, 2014

**TEXOMA COUNCIL OF GOVERNMENTS  
CERTIFICATE OF INDIRECT COSTS  
FYE 2015**

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

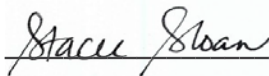
(1) All costs included in this proposal to establish billing or indirect costs rate(s) for the period of May 1, 2014 through April 30, 2015 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments." 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(s) calculated within the proposal are: General & Administrative 15.45% of total direct personnel cost (direct salary plus fringe benefits), On-site 14.01% of total direct personnel cost (direct salary plus fringe benefits) for programs with offices at our headquarters location, Central Service Information Technology (CIT) 7.55% of total direct personnel cost (direct salary plus fringe benefits), which were calculated using an indirect cost rate base type of total direct cost (direct salary plus fringe benefits). The calculations were based on estimated costs for fiscal year ending April 30, 2014 to obtain a federal indirect cost billing rate for fiscal year ending April 30, 2015. 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.

Governmental Unit: Texoma Council of Governments (TCOG)

Signature: \_\_\_\_\_



Name of Authorized Official: Stacey Sloan

Title: Finance Director

Date of Execution: February 20, 2014





# Texoma Council of Governments

## Statement of Employee Benefit Programs

### FYE 2015

MAY 1, 2014 TO APRIL 30, 2015

FYE2015  
Proposed  
Budget

#### RELEASE TIME

Annual Leave - calculated amount .051	\$ 123,877
Holidays - 4.23% of Gross Salaries* (11 days)	104,819
Sick Leave - 2.5% of Gross Salaries*	61,938
Admin Leave - * reduced to \$4000	4,000
Funeral Leave	3,500
	<hr/>
Total Release Time	\$ 298,134

#### BENEFIT PROGRAM

FICA - 7.65% X Payroll	\$ 189,531
Retirement Plan Contr - 7.0% of Eligible Payroll	172,190
Retirement Plan Forfeitures	(25,000)
Group Medical Insurance (Avg \$533/mo p/emp)	364,572
Group Life Insurance (\$8.38 p/emp)	5,732
Group Dental Insurance (\$31.14/mo p/emp)	21,300
Group Vision (\$9/mo p/emp)	6,156
Group Air Amb Ins (\$40 p/emp)	2,280
Workers Comp Ins (Excludes PHA)	7,500
Unemployment Insurance (\$225 per employee)	12,825
Employee Assistance Program (\$30 p/emp)	1,710
	<hr/>
Net Employee Benefit Programs	\$ 1,056,930
Plus underapplied Empl Ben Costs from prior periods	15,409
	<hr/>
Net Empl Ben Costs (Roll Forward Method)	\$ 1,072,339

#### Basis for Allocation of Benefit Programs

Gross Salaries	\$ 2,477,534
Less Release Time	298,134
	<hr/>
Chargeable Time	\$ 2,179,400
	<hr/>
Employee Benefit Rate (Line 24/Line 30)	49.20%
	<hr/>
Prior Year Rate	56.00%
	<hr/>
Increase from Prior Year	-6.80%

\*Regular Employees



TEXOMA COUNCIL OF GOVERNMENTS  
EMPLOYEE BENEFIT PROGRAM COST COMPARISON

	FYE 2014 Approved Budget	FYE 2015 Proposed Budget	Increase / (Decrease)
<b>RELEASE TIME</b>			
Sick Leave	\$ 76,321	\$ 61,938	\$ (14,383)
Annual Leave	124,521	123,877	(644)
Holidays	107,632	104,819	(2,813)
Funeral Leave	4,000	3,500	(500)
Admin Leave	5,088	4,000	(1,088)
Total Paid Leave	<b>\$ 317,562</b>	<b>\$ 298,134</b>	<b>\$ (19,428)</b>
<b>OTHER BENEFITS</b>			
Payroll Taxes	\$ 194,619	\$ 189,531	\$ (5,088)
Retirement Plan	150,374	172,190	21,816
Retirement Plan Forfeitures	(20,000)	(25,000)	(5,000)
Workers Compensation	8,500	7,500	(1,000)
Unemployment Insurance	12,250	12,825	575
Group Medical Insurance	368,333	364,572	(3,761)
Group Life Insurance	5,832	5,732	(100)
Group Dental Insurance	22,490	21,300	(1,190)
Group Vision Insurance	6,264	6,156	(108)
Employee Assistance Program	1,830	1,710	(120)
Air Ambulance Membership	2,440	2,280	(160)
Total Other Benefits	<b>\$ 752,932</b>	<b>\$ 758,796</b>	<b>\$ 5,864</b>
Total Employee Benefit Program	<b>\$ 1,070,494</b>	<b>\$ 1,056,930</b>	<b>\$ (13,564)</b>



**TEXOMA COUNCIL OF GOVERNMENTS  
PROPOSED HOLIDAY SCHEDULE FOR  
FISCAL YEAR MAY 1, 2014 THROUGH APRIL 30, 2015**

The recommended FY2015 Budget includes the following paid holidays for eligible TCOG staff for the fiscal year of May 1, 2014 through April 30, 2015:

Memorial Day, Monday, May 26, 2014  
Independence Day, Friday, July 4, 2014  
Labor Day, Monday, September 1, 2014  
Veteran's Day, Tuesday, November 11, 2014  
Thanksgiving Day, Thursday, November 27, 2014  
Day after Thanksgiving, Friday, November 28, 2014  
Christmas Eve, Wednesday, December 24, 2014  
Christmas Day, Thursday, December 25, 2014  
New Year's Day, Thursday, January 1, 2015  
Martin Luther King Jr. Day, Monday, January 19, 2015  
Personal Day – Eligible after 1 year of service



## PROPOSED MEMBERSHIP DUES SCHEDULE FYE 2015

### MEMBERS

Membership is open to counties; incorporated cities, towns, and villages; independent school districts; consolidated school districts; community colleges districts; and any other political subdivision of the State which is geographically situated in the Texoma Region who petitions for and is granted membership.

#### Municipalities

Cooke County	\$ 3,748.00	Town of Lindsay	\$ 200.00
Fannin County	\$ 2,992.00	City of Muenster	\$ 334.00
Grayson County	\$ 6,453.00	Town of Oak Ridge *	\$ 100.00
City of Bells	\$ 262.00	City of Pottsboro	\$ 452.00
City of Bonham	\$ 2,089.00	Town of Ravenna	\$ 100.00
City of Callisburg	\$ 100.00	City of Sadler	\$ 100.00
City of Collinsville	\$ 320.00	City of Savoy	\$ 171.00
City of Denison	\$ 4,840.00	City of Sherman	\$ 7,738.00
City of Dodd City	\$ 100.00	City of Southmayd	\$ 215.00
City of Ector	\$ 135.00	City of Tioga	\$ 190.00
City of Gainesville	\$ 3,310.00	City of Tom Bean	\$ 203.00
City of Gunter	\$ 352.00	City of Trenton	\$ 223.00
City of Honey Grove	\$ 366.00	City of Valley View	\$ 175.00
City of Howe	\$ 582.00	City of Van Alstyne	\$ 555.00
City of Knollwood	\$ 100.00	City of Whitesboro	\$ 826.00
City of Ladonia	\$ 140.00	City of Whitewright	\$ 333.00
City of Leonard	\$ 394.00	Town of Windom	\$ 100.00

#### School Districts

Bells ISD *	\$ 155.00	Leonard ISD	\$ 176.00
Bonham ISD	\$ 378.00	Muenster ISD	\$ 100.00
Collinsville ISD *	\$ 112.00	Muenster Sacred Heart *	\$ 100.00
Denison ISD	\$ 880.00	N Central Tx College (CC Campus only)	\$ 451.00
Dodd City ISD	\$ 100.00	Pottsboro ISD	\$ 246.00
Ector ISD	\$ 100.00	Sam Rayburn ISD	\$ 100.00
Era ISD	\$ 100.00	Savoy ISD	\$ 100.00
Fannindell ISD	\$ 100.00	Sherman ISD	\$ 1,333.00
Gainesville ISD	\$ 632.00	Tom Bean ISD	\$ 156.00
Grayson County College	\$ 746.00	Van Alstyne ISD	\$ 267.00
Honey Grove ISD	\$ 120.00		

#### Associate Members

Bonham Chamber of Commerce *	\$ 175.00
Denison Chamber of Commerce	\$ 100.00
Texoma Housing Partners	\$ 2,970.00

\* FYE 2014 not received

#### Summary

Municipalities	\$ 38,298.00
School Districts	\$ 6,452.00
Associate Members	\$ 3,245.00
<b>Total Membership Revenue</b>	<b>\$ 47,995.00</b>

### NON-MEMBERS

Past member entities whose membership dues have not been received in the last three (3) years have been removed from FYE 2015 revenue forecast.

#### Municipalities

City of Bailey

#### School Districts

Callisburg ISD  
Gunter ISD  
Howe ISD  
Lindsay ISD  
Sadler-Southmayd ISD

Sivells Bend ISD  
Tioga ISD  
Valley View ISD  
Walnut Bend ISD  
Whitewright ISD



TEXOMA COUNCIL OF GOVERNMENTS  
FYE 2015 LEASE SCHEDULE

**OFFICE SPACE**

	Lease Expires	Square Feet	Monthly Rental Income		Annual Rental Income	
Dr Harris	8/31/2016	992	\$	3,461	\$	41,532
Dr Harris	8/31/2016	896				
Dr. Laing	7/31/2017	1008		1,120		13,440
Dr. Bernath	8/31/2016	1227		1,744		20,930
Senator Estes	11/30/2014	-		450		5,400
MARJEN	CIT price reduction in lieu of rent totalling \$15,492 annually					
			<b>Total</b>	<b>\$ 6,775</b>	<b>\$</b>	<b>81,302</b>

**PARKING SPACE**

Dr Harris	8/31/2016		\$	75	\$	900
Dr. Laing	7/31/2017			75		900
Dr. Laing	7/31/2017			75		900
Jacqueline Bohman	4/30/2014			75		900
			<b>Total</b>	<b>\$ 300</b>	<b>\$</b>	<b>3,600</b>

**PROGRAM NAME:** Aging Programs

**REVENUE SOURCE:** Department of Aging and Disability Services (DADS)

**CONTRACT YEAR:** October 1, 2013 through September 30, 2014

**PROGRAM YEAR BUDGET:**

Aging Programs	
Direct Salaries	\$329,051
Employee Benefits	\$161,893
General & Admin	\$75,851
On Site Programs	\$68,830
Central Service IT	\$37,066
Travel	\$31,501
Supplies & Printing	\$15,262
Contracted Services	
Equipment	
Other Direct Costs	\$51,202
In-Kind Services	\$75,193
Support Services Costs	\$471,922
Transfers In/Out	
<b>Total</b>	<b>\$1,317,771</b>

**PROGRAM DESCRIPTION:**

**AAA Administration**

Responsibilities include providing advocacy and outreach, being the focal point for a comprehensive system of services for older individuals in their service area. Administration develops and implements an area plan based on the Older Americans Act (OAA), and procurement of OAA services funded with federal and state funds. Responsibilities also include contract negotiation, reporting, reimbursement, accounting, auditing, monitoring, and quality assurance.

**PROGRAM STAFF:**

Karen Bray, Department Director  
Rodrigo Muyschondt, Program Manager

**Ombudsman Services**

Identifies, investigates, and resolves complaints made by, or on behalf of, residents of nursing facilities and assisted living facilities. These complaints relate to action, inaction, or decisions, which may adversely affect the health, safety, welfare, or rights of the residents, providers, or representatives of providers, of long-term care services, public agencies, or health and social service agencies.

**PROGRAM STAFF:**

Ina Miller, Local Ombudsman Specialist



### **Money Management**

The Money Management Program provides bill payer and representative payee services to individuals in danger of losing their independence because of their inability to manage their finances.

#### **PROGRAM STAFF:**

Janice Thorne, Money Management Specialist

### **Information & Referral Services**

Consists of activities such as assessing the needs of the inquirer, evaluating appropriate resources, assessing appropriate response modes, indicating organizations capable of meeting those needs, and providing enough information about each organization to help inquirers make an informed choice. Also assists inquirers for whom services are unavailable by locating alternative resources, when necessary and actively participating in linking the inquirer to needed services, and following up on referrals to ensure the service was provided.

#### **PROGRAM STAFF:**

Judy Hunt, AAA Information & Referral Specialist

### **Caregiver/Care Management**

An ongoing process to include assessing the needs of an older individual and effectively planning, arranging, coordinating and following-up on services. These services most appropriately meet the identified needs as mutually defined by the older individual, the access and assistance staff, and where appropriate, a family member(s) or other caregiver(s).

- Provides counseling to caregivers to assist in making decisions and solving problems related to their caregiver roles. This includes providing counseling to individuals and support groups; and caregiver training for individual caregivers and families.
- The dissemination of accurate, timely and relevant information for informal caregivers, grandparents or relatives caring for children 18 years of age and under; and the public through publications, large group presentations, seminars, health fairs and mass media. Developing a resource library and other informational resources for use in the dissemination of caregiver information is a component of this service.
- An ongoing process to include assessing the needs of a caregiver and care recipient, effectively planning, arranging, coordinating and following-up on services which most appropriately meet the identified needs as mutually defined by the caregiver, the care recipient, and the access and assistance staff.

#### **PROGRAM STAFF:**

Judy E. Conner, C.P.G. Program Manager

Susie McQueen, RN/Case Manager

Mandy Krebs/Case Manager

Holly Booth/Case Manager

### **Benefits Counseling**

- Assist persons with the day-to-day complexities of public benefits, including benefit awareness, eligibility determination, application process, and advocacy.
- Advice/Counseling - a recommendation made to an older individual regarding a course of conduct, or how to proceed in a matter, given either on a brief or one-time basis, or on an ongoing basis. May be given by telephone or in person.
- Document Preparation - personal assistance given to an older individual which helps the preparation of necessary documents relating to public entitlements, health care/long term care, individual rights, planning/protection options, and housing and consumer needs.
- Representation - advocacy on behalf of an older individual in protesting or complaining about a procedure, or seeking special considerations by appealing an administrative decision, or representation by an attorney of an older individual or class of older individuals in either the state or federal court systems.
- Services identified as “Legal Assistances Services” are: Benefits Counseling, Money Management, Representative Payee, and Guardianship.
- The dissemination of accurate, timely, and relevant information, eligibility criteria, requirements, and procedures to older individuals about public entitlements, health/long-term care services, individual rights, planning/protection options, and housing and consumer needs.

#### **PROGRAM STAFF:**

Janet Karam, Benefits Counseling Program Manager, Grayson County

### **Data Management**

Responsible for reporting and maintaining financial records for the Aging department. This includes activities directly related to reporting for non-direct services, purchase and maintenance of required tracking and reporting software. Included are activities directly related to direct purchase of service, service authorization and document verification to support the provision, tracking and reporting of vendored Congregate Meals, Home Delivered meals and Transportation services.

#### **PROGRAM STAFF:**

Rodrigo Muyschondt, AAA Program Manager

### **Nutrition**

The preparation and delivery of a hot meal, a frozen (weekend meal) or a shelf stable meal (for emergencies) to a client at a Senior Center or to a client who is homebound to their home. The service provider is Tri County Nutrition, aka – Meals on Wheels of Texoma.

#### **PROGRAM STAFF:**

Rodrigo Muyschondt, AAA Program Manager

### **Community Based Outreach Program**

Responsible for dispensing information about the Children's Health Insurance Program and to assist families determine their eligibility to receive these services and to assist them in filling out an application to receive those services.

#### **PROGRAM STAFF:**

Janet Karam, Benefits Counseling Program Manager, Grayson County

Vicky Hestand, RSVP Specialist

Virginia Rhodes, Foster Grandparent Program Manager

**PROGRAM NAME:** Aging Off-Site

**REVENUE SOURCE:** Department of Aging and Disability Services (DADS)

**CONTRACT YEAR:** October 1, 2013 through September 30, 2014

**PROGRAM YEAR BUDGET:**

<b>Aging (Field)</b>	
Direct Salaries	\$13,879
Employee Benefits	\$6,814
General & Admin	\$3,192
On Site Programs	
Central Service IT	\$1,560
Travel	
Supplies & Printing	
Contracted Services	
Equipment	
Other Direct Costs	
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$25,415</b>

**PROGRAM DESCRIPTION:**

**Benefits Counseling (Field) – See Benefits Counseling description above**

**PROGRAM STAFF:**

Bill McCormick, Benefits Counseling Specialist, Fannin County

**PROGRAM NAME:** Foster Grandparent Program (FGP)

**REVENUE SOURCE:** Senior Corps/Corporation for National & Community Service

**CONTRACT YEAR:** October 1, 2013 through September 30, 2014

**PROGRAM YEAR BUDGET:**

<b>Foster Grandparent</b>	
Direct Salaries	\$28,754
Employee Benefits	\$14,147
General & Admin	\$6,628
On Site Programs	\$6,015
Central Service IT	\$3,239
Travel	\$2,180
Supplies & Printing	\$2,070
Contracted Services	
Equipment	
Other Direct Costs	\$6,256
In-Kind Services	\$17,565
Support Services Costs	\$177,639
Transfers In/Out	
<b>Total</b>	<b>\$264,493</b>

**PROGRAM DESCRIPTION:**

**FGP** – is a part of Senior Corps and is administered by the Corporation for national and Community Service that supports service and volunteering programs to improve lives. Foster Grandparents are role models and mentors to help children learn to read, provide one-on-one tutoring, for children in schools, day cares and other youth facilities.

**PROGRAM STAFF:**

Virginia Rhodes, Senior Corps Program Manager

**PROGRAM NAME:** Retired Senior Volunteer Program (RSVP)

**REVENUE SOURCE:** Senior Corps/Corporation for National & Community Service

**CONTRACT YEAR:** October 1, 2013 through September 30, 2014

**PROGRAM YEAR BUDGET:**

<b>RSVP</b>	
Direct Salaries	\$28,754
Employee Benefits	\$14,147
General & Admin	\$6,628
On Site Programs	\$6,015
Central Service IT	\$3,239
Travel	\$4,000
Supplies & Printing	\$1,252
Contracted Services	
Equipment	
Other Direct Costs	\$31,588
In-Kind Services	\$12,000
Support Services Costs	\$26,977
Transfers In/Out	
<b>Total</b>	<b>\$134,600</b>

**PROGRAM DESCRIPTION:**

**RSVP** – is a part of Senior Corps and is administered by the Corporation for national and Community Service that supports service and volunteering programs to improve lives. The program coordinates the efforts and has placed over 800 volunteers in the Texoma Region.

**PROGRAM STAFF:**

Virginia Rhodes, Senior Corps Program Manager  
Vicky Hestand, RSVP Specialist

**PROGRAM NAME:** Texoma Area Information Center 2-1-1 Texas

**REVENUE SOURCE:** Texas Health and Human Services Commission

**CONTRACT YEAR:** September 1, 2013 through August 31, 2014

**PROGRAM YEAR BUDGET:**

<b>2-1-1</b>	
Direct Salaries	\$181,728
Employee Benefits	\$89,410
General & Admin	\$41,891
On Site Programs	\$38,014
Central Service IT	\$20,471
Travel	\$3,937
Supplies & Printing	\$7,444
Contracted Services	
Equipment	
Other Direct Costs	\$14,157
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$397,052</b>

**PROGRAM DESCRIPTION:**

Texoma Area Information Center maintains current information about the full range of human services available in Cooke, Fannin and Grayson Counties and serves as the primary source of contact information to citizens living in the tri-county area.

Qualified Applicants: Callers residing in Cooke, Fannin and Grayson Counties

Projected Beneficiaries: 30,000 Citizens throughout the Tri-County area

Networking: Texoma Area Information Center provides referrals to all TCOG Client Services programs as well as community and faith based organizations and health and human service agencies in the tri-county area.

**PROGRAM STAFF:**

Judy Fullylove, 2-1-1 Manager	903-813-3549
Mary Browning-Alquist, 2-1-1 Data Management Specialist	903-813-3582
Shawnee Bartlett, 2-1-1 I & R Specialist	903-813-3546
Jennifer Holland, 2-1-1 I & R Specialist	903-813-3533
Melinda Sinor, 2-1-1 I & R Specialist	903-813-3571
Anita Haliburton, 2-1-1 I & R Specialist	903-813-3548



**PROGRAM NAME:** Energy Services Program

**REVENUE SOURCE:** Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG) passed through the Texas Department of Housing and Community Affairs (TDHCA), Oncor funds passed through Texas Association of Community Action Agencies (TACAA) and utility payment assistance funding provided through several local Electric Companies.

**CONTRACT YEAR:** January 1, 2014 through December 31, 2014  
LIHEAP, CEAP and CSBG funding

**PROGRAM YEAR BUDGET:**

Energy Services	
Personnel	\$253,741
Benefits	\$124,840
G&A Indirect	\$58,490
On Site Indirect	\$53,039
Central Service IT	\$28,583
Travel	\$19,537
Supplies & Printing	\$19,454
Contracted Services	\$321,375
Equipment	\$5,179
Other Direct Costs	\$307,600
In-Kind Services	
Support Services Costs	\$532,799
Transfers In/Out	
<b>Total</b>	<b>\$1,724,675</b>

**PROGRAM DESCRIPTION:**

The Energy Services Program includes the Comprehensive Energy Assistance Program (CEAP), the Weatherization Assistance Program (WAP), and the Community Services Block Grant (CSBG) Program.

The CEAP Program provides energy assistance up to pre-determined amounts for low income households in Cooke, Grayson, and Fannin Counties. The three components of the program are Energy Crisis, Co-payment and Elderly/Disabled Assistance.

The WAP Program provides for repairs which reduce utility costs by minimizing the infiltration of air. The program can be provided to both owner occupied and renter occupied units and provides such energy improvements as insulation in the attic, walls, and floors; caulking; weather-stripping; replacement of exterior doors and windows; and repair or replacement of heating and air conditioning units. All improvements must be verified as necessary in accordance with the required WAP energy audit. The WAP program serves the following 15 counties: Bowie, Camp, Cass, Cooke, Delta, Fannin, Franklin, Grayson, Hopkins, Lamar, Marion, Morris, Rains, Red River, and Titus.

The Community Services Block Grant (CSBG) Program provides support for a range of services and activities which address the causes of poverty. TCOG utilizes the CSBG funds to provide staff support for activities such as utility assistance, case management and the provision of services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

Qualified Applicants: Household's with verified energy need must have annual income below 125% of the Federal Poverty Income Index based on household size.

Projected Beneficiaries: Over 3,600 individuals

Networking: Direct pass through funds from the energy providers, when available, are spent in conjunction with the CEAP and WAP expenditures.

**PROGRAM STAFF:**

Brenda Smith, Energy Services Program Manager	903-813-3537
Terri Carr, Energy Specialist	903-813-3528
Kathy Steed, Energy Specialist	903-813-3501
Vacant, Energy Assistant	903-813-3348
Jennie Roberts, Energy Assistant	903-813-3563
Vacant, WAP Inspector	903-813-3532
Randy Ellis, WAP Inspector	903-813-3553

**PROGRAM NAME:** Public Housing Program – TCOG Administrative Contract

**REVENUE SOURCE:** US Department of Housing and Urban Development

**CONTRACT YEAR:** April 1, 2014 through March 31, 2015

**PROGRAM YEAR BUDGET:**

	HQ-PHA	FLD-PHA	Total PHA
Personnel	\$181,728	\$458,400	\$567,470
Benefits	\$53,662	\$225,533	\$279,195
G&A Indirect	\$25,142	\$105,668	\$130,810
On Site Indirect	\$22,815		\$22,815
Central Service IT	\$12,286	\$51,637	\$63,923
Travel			
Supplies & Printing			
Contracted Services			
Equipment			
Other Direct Costs			
In-Kind Services			
Support Services Costs			
Transfers In/Out			
<b>Total</b>	<b>\$22,975</b>	<b>\$841,238</b>	<b>\$1,064,213</b>

**PROGRAM DESCRIPTION:**

The Public Housing Program provides affordable housing and educational and social services to low income families in Fannin, Grayson, Collin, and Hunt Counties. TCOG administers the public housing program for Texoma Housing Partners Consortium and is responsible for the fiscal oversight and management of over \$23 million dollars of fixed assets in 494 units of brick duplex properties and over \$2 million dollars of operating and capital funding. The consortium is comprised of the following small housing authorities: Bells, Bonham, Celeste, Ector, Farmersville, Gunter, Honey Grove, Howe, Ladonia, Pottsboro, Princeton, Savoy, Tioga, Tom Bean, Trenton, Van Alstyne, Whitewright, and Windom.

Qualified Applicants: Household annual income must fall at or below the Federal Income Poverty Limits based on household size. Applicants must meet application criteria including positive rental history and criminal background screening.

Projected Beneficiaries: Over 1,000 individuals

Networking: Public Housing residents are afforded access to many other TCOG programs such as: Energy Assistance, Weatherization, Section 8, Elder Watch, Ombudsman services and Social Services.

**PROGRAM STAFF:        Administrative/Program Staff**

Susan Ensley, Public Housing Manager	903-583-3336
Doris Kirk, PHA Housing Specialist	903-583-3336
Jan Knight, PHA Program Specialist	903-583-3336
Melody Mechaud, PHA Program Specialist	903-583-3336
LouAnn Taylor, PHA Social Services Specialist	903-583-1264

**Maintenance Staff**

Gary Edwards, Maintenance Manager	903-815-4586
Mike Hayes, Lead Maintenance Mechanic	
David Ryon, Maintenance Mechanic	
Scott Strouse, Maintenance Mechanic	
Joey Welch, Maintenance Mechanic	
Weston Bush, Maintenance Mechanic	
Robert Dickson, Maintenance Mechanic	
Steven Cammack, Maintenance Mechanic	
Jackie Chumley, Maintenance Aide	

**PROGRAM NAME:** Section 8 Housing Choice Voucher Program

**REVENUE SOURCE:** US Department of Housing and Urban Development

**CONTRACT YEAR:** January 1, 2014 through December 31, 2014

**PROGRAM YEAR BUDGET:**

Section 8	
Direct Salaries	\$152,791
Employee Benefits	\$75,173
General & Admin	\$35,220
On Site Programs	\$31,961
Central Service IT	\$17,211
Travel	\$5,544
Supplies & Printing	\$5,514
Contracted Services	\$2,875
Equipment	
Other Direct Costs	
In-Kind Services	
Support Services Costs	\$1,819,323
Transfers In/Out	
<b>Total</b>	<b>\$2,145,612</b>

**PROGRAM DESCRIPTION:**

The Section 8 Housing Choice Voucher Program provides rental assistance payments to private landlords. This program offers eligible participants the ability to rent safe affordable housing and pay no more than 40% of their income for rent. There are subsidies available for one, two, three, and four bedroom homes including apartments, mobile homes, duplexes or any kind of dwelling that meets the standards set by the program.

The Section 8 HCV Program also includes the following supportive programs: The Family Self-Sufficiency (FSS) Program designed to assist households in becoming self-sufficient; the Homeownership (HO) Program which provides participants the opportunity to apply their rental voucher toward a mortgage; the Mainstream Program designed to assist persons with disabilities; the VASH program designed to assist homeless Veterans; and the Family Unification Program which in coordination with Child Protective Services provides supportive services aimed at keeping families together in the home. The Section 8 HCV Program provides services to 600+ families living in Grayson and Fannin Counties.

Qualified Applicants: Household income must fall at or below 50% of the median income.

Beneficiaries: Maximum of 617 very low-income households.

Networking: The Section 8 Program coordinates referrals with all TCOG Client Services programs and coordinates with the TCOG Community Services Block Grant Program to provide services for FSS participants.

**PROGRAM STAFF:**

Rayleen Bingham, Section 8 Manger	903-813-3521
Delano Smith, Section 8 FSS Program Manager	903-813-3525
Jeannie Davis, Section 8 Specialist	903-813-3538
Carolyn George, Section 8 Specialist	903-813-3535

**PROGRAM NAME:** 9-1-1 Planning

**REVENUE SOURCE:** Commission on State Emergency Communications (CSEC)

**CONTRACT YEAR:** September 1, 2013 through August 31, 2014

**PROGRAM YEAR BUDGET:**

<b>9-1-1</b>	
Direct Salaries	\$109,719
Employee Benefits	\$53,982
General & Admin	\$25,292
On Site Programs	\$22,951
Central Service IT	\$9,270
Travel	\$12,000
Supplies & Printing	\$3,233
Contracted Services	\$16,869
Equipment	\$318,920
Other Direct Costs	\$368,107
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$940,343</b>

**PROGRAM DESCRIPTION:**

The 9-1-1 Program provides funding and management services on behalf of Public Safety Answering Points (PSAPs) at six locations: Cooke County Sheriff's Office, Gainesville Police Department, Grayson County Sheriff's Office, Whitesboro Police Department, Fannin County Sheriff's Office and Bonham Police Department. TCOG's 9-1-1 Program provides services and funding primarily up to delivery of the 9-1-1 call at the PSAP and is responsible for the planning, implementation and administration of the program and serves as the local point of contact and support between the local PSAP and CSEC. Program staff provides support, training and implementation of new technologies and equipment so that agencies may better support their citizens in need of emergency services and comply with local, state and federal requirements that apply to 9-1-1 and emergency communications services.

**PROGRAM STAFF:**

CJ Durbin-Higgins, Manager	903-813-3552
Beth Eggar, Specialist	903-813-9551



**PROGRAM NAME:** Criminal Justice

**REVENUE SOURCE:** US Dept. of Justice through the Office of the Texas Governor, Division of Criminal Justice

**CONTRACT YEAR:** September 1, 2013 through August 31, 2014

**PROGRAM YEAR BUDGET:**

<b>Criminal Justice</b>	
Personnel	\$31,918
Benefits	\$15,704
G&A Indirect	\$7,358
On Site Indirect	\$6,677
Central Service IT	\$3,595
Travel	\$1,815
Supplies & Printing	\$600
Contracted Services	\$500
Equipment	\$491
Other Direct Costs	
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$68,658</b>

**PROGRAM DESCRIPTION:**

The Criminal Justice Program administers the regional criminal justice grant program and provides overall regional criminal justice planning support and technical assistance. With input from the local regional Criminal Justice Advisory Committee, the Office of the Governor-Criminal Justice Division, the Criminal Justice Program facilitates grant awards that fund criminal justice programs in support of law enforcement, victim's advocacy and assistance and juvenile justice.

**PROGRAM STAFF:**

CJ Durbin-Higgins, Manager	903-813-3552
Stephanie Davidson, Specialist	903-813-3509

**PROGRAM NAME:** Emergency Planning

**REVENUE SOURCE:** US Dept. of Homeland Security through the Office of the Texas Governor,  
Division of Emergency Management

**CONTRACT YEAR:** September 1, 2013 through August 31, 2014

**PROGRAM YEAR BUDGET:**

Emergency Planning	
Personnel	\$24,668
Benefits	\$12,137
G&A Indirect	\$5,686
On Site Indirect	\$5,160
Central Service IT	\$2,779
Travel	\$1,800
Supplies & Printing	\$1,770
Contracted Services	
Equipment	
Other Direct Costs	
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$54,000</b>

**PROGRAM DESCRIPTION:**

Working with the Governor's Office of Homeland Security and the Governor's Division of Emergency Management, with guidance from the local Homeland Security Advisory Committee, the primary focus of the Emergency Planning Program is to carry out the goals and objectives of the Texas Homeland Security Strategic Plan at the local level and to expand/enhance/increase capacity in the area of emergency planning and preparedness. Since the inception of this program at the Texoma Council of Governments in 2002, State Homeland Security Grant awards have been administered to the benefit of our member governments, providing a tremendous increase in capacity to respond to potential threats from all hazards to our jurisdictions and citizens.

**PROGRAM STAFF:**

CJ Durbin-Higgins, Manager	903-813-3552
Stephanie Davidson, Specialist	903-813-3509

**PROGRAM NAME:** Economic Development Planning

**REVENUE SOURCE:** US Dept. of Commerce, Economic Development Administration

**CONTRACT YEAR:** January 1, 2014 through December 31, 2014

**PROGRAM YEAR BUDGET:**

	<b>EDA</b>
Personnel	\$30,849
Benefits	\$15,178
G&A Indirect	\$7,111
On Site Indirect	\$6,453
Central Service IT	\$3,475
Travel	\$3,000
Supplies & Printing	\$4,500
Contracted Services	\$4,700
Equipment	\$4,000
Other Direct Costs	\$12,481
In-Kind Services	\$28,253
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$120,000</b>

**PROGRAM DESCRIPTION:**

The TCOG Economic Development Program is the U.S. Department of Commerce Economic Development Administration (EDA) designated Texoma Economic Development District (EDD) that coordinates region-wide economic development planning efforts in Cooke, Fannin, and Grayson Counties. The function of the District is to assist distressed communities in achieving long-term competitive development in economic and community development through investments in human and natural resources, with the ultimate goal of improvement in the quality of life. The goals and objectives of this program are detailed in the Texoma Comprehensive Economic Development Strategy (CEDS).

**PROGRAM STAFF:**

Uttara Nilawar, Planner

903-813-3527

**PROGRAM NAME:** Geographic Information Services (GIS)

**REVENUE SOURCE:** Contracts with Local Governments

**CONTRACT YEAR:** Varies by Contract

**PROGRAM YEAR BUDGET:**

	<b>GIS</b>
Personnel	\$84,098
Benefits	\$41,376
G&A Indirect	\$19,386
On Site Indirect	\$17,591
Central Service IT	\$9,473
Travel	\$4,600
Supplies & Printing	\$3,000
Contracted Services	\$17,696
Equipment	\$3,000
Other Direct Costs	\$1,080
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$201,300</b>

**PROGRAM DESCRIPTION:**

One of the most powerful opportunities in an increasingly complex world involves the use of geographic information systems. By using GIS, we can quickly and rapidly understand relationships and trends that might not otherwise be obvious. Our strategic location between Dallas-Ft. Worth and Lake Texoma allows for an ideal opportunity to benefit from more GIS services and planning. With that in mind the TCOG GIS Program set out to administer GIS applications and to assist in the creation of highly accurate base map data. The GIS Program works to coordinate services between multiple local government and other parties using the best technology and standards available, so that informed decisions are made. Like anything, GIS data is only as good as the information and facts upon which it is built. Program staff leads the regional effort to encourage a spirit of cooperation among all local GIS professionals through a Users Working Group. Participants and local governments benefit from advanced training opportunities, sharing of data, reduction of duplicate work efforts as well as many others. Using TCOG GIS resources local communities can realize a savings of up to 70% of the cost for doing it themselves.

**PROGRAM STAFF:**

Michael Schmitz, Manager	903-813-3565
Nathan Voight, Specialist	903-813-3557

**PROGRAM NAME:** Municipal Solid Waste (MSW)

**REVENUE SOURCE:** Texas Commission on Environmental Quality

**CONTRACT YEAR:** September 1, 2013 through August 31, 2015

**PROGRAM YEAR BUDGET:**

<b>MSW</b>	
Personnel	\$41,729
Benefits	\$20,531
G&A Indirect	\$9,619
On Site Indirect	\$8,729
Central Service IT	\$4,701
Travel	\$3,436
Supplies & Printing	\$1,117
Contracted Services	
Equipment	
Other Direct Costs	\$27,938
In-Kind Services	
Support Services Costs	
Transfers In/Out	
<b>Total</b>	<b>\$117,800</b>

**PROGRAM DESCRIPTION:**

The Municipal Solid Waste Grant Program provides funding in the form of pass through grants to cities, counties, law enforcement districts, and Councils of Governments for projects related to municipal solid waste. The funding cycle is based upon a two year period (biennium). Texoma Council of Governments (TCOG) executes a contract with the Texas Commission on Environmental Quality (TCEQ) for each biennium. The funding directly supports implementation of the goals, objectives, and recommendations in the Regional Solid Waste Management Plan. Typical projects include Local Enforcement, Litter and Illegal Dumping and Community Collection Events, Source Reduction and Recycling, Local Solid Waste Management Plans, Citizens Collection Stations and "Small" Registered Transfer Stations, Household Hazardous Waste (HHW), Technical Studies, and Educational and Training Projects.

**PROGRAM STAFF:**

David Trout, Manager

903-813-3550