

texoma councilTM
of governments

fye 2017 proposed budget



TEXOMA COUNCIL OF GOVERNMENTS

Proposed Annual Budget

Fiscal Year 2016 – 2017

May 1, 2016 – April 30, 2017

Governing Board

The Honorable Keith Clegg
President

The Honorable Creta L. Carter, II
Vice President

The Honorable Teresa Adams
Treasurer

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Van Alstyne ISD

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Community Rep. – Cooke County

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North Central Texas College

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City of Pottsboro

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Ms. Sarah Somers
Community Rep. Grayson County

The Honorable Jason Brinkley
Cooke County

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City of Leonard

Mayor Francis West
City of Callisburg

Mayor Roy V. Floyd
City of Bonham

The Honorable Tammy Johnson
City of Sherman

The Honorable Jeff Whitmire
Grayson County

Executive Leadership Team

Susan B. Thomas, PhD, Executive Director
Randy McBroom, PhD, Deputy Executive Director
Allison Minton, Client Services Director
Raj Croager, IT Director

Budget Compiled and Prepared by

Rodrigo A. Muyshondt, Senior Financial Analyst
Sean Norton, Executive Assistant

March 17, 2016

Honorable Keith Clegg and Board Members:

Texoma Council of Governments (TCOG) is pleased to present the Proposed Budget for Fiscal Year Ending (FYE) 2017, May 1, 2016 – April 30, 2017. This budget is presented in accordance with TCOG's fiduciary responsibility for federal, state, and other funds and is structured to promote efficient program operations and a competitive workforce. TCOG's budgetary goal is to encourage growth and stability in TCOG programs while operating within available fiscal resources.

Approval of TCOG's Proposed FYE 2017 Budget will be on the Governing Board Member's agenda scheduled for April 21, 2016 at 5:30 pm. A copy of the proposed FYE 2017 budget is attached for your review prior to the board meeting.

Budget Highlights

- \$9,845,596 in estimated revenue; \$60,255 increase from prior year estimates of \$9,785,341
- 2% salary increase for all regular employees, increase of 1 full-time employees
- Total Indirect Rate of 40.63%, 3.84 percentage point increase from prior year (36.78%)
 - General & Administrative rate of 18.34%, 1.42 percentage point increase from prior year (16.92%)
 - On-site rate of 11.80%, 0.51 percentage point reduction from prior year (12.32%)
 - Central Information Technology rate of 10.48%, 2.93 percentage point increase from prior year (7.55%)
- Employee Benefit Rate of 45.00%, 2.20 percentage point decrease from prior year (47.20%)

Proposed Revenue

TCOG's proposed revenue estimates were calculated conservatively and include revenue amounts already awarded as well as additional anticipated federal, state and local funding.

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 3 full-time employees. 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. This schedule has already been approved by the Board.



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 and cannot be specifically attributed 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 allowable indirect costs as defined by 2 CFR 225 by a cost base of salaries and fringe benefits.

Statement of Proposed Indirect Cost Allocation Rates

TCOG proposes a total indirect cost rate of 40.63%, increased from 36.78% last year. The total indirect rate is made up of three indirect cost rate components; general & administrative, on-site, and central information technology. Total indirect cost rate details are as follows:

General & Administrative Rate – 18.34%, increase from 16.92% last year.

The general & administrative rate is applied to all programs organization wide.

On-site Rate – 11.80%, decrease from 12.32% 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.

Central Information Technology (CIT) Rate – 10.48%, increase from 7.55% last year.

The central technology rate is applied to all programs organization wide.

Statement of Employee Benefit Programs

The proposed Employee Benefit Rate for FYE 2016 is 45.00%, representing a 2.20 percentage point decrease from 47.20% last year. The employee benefit rate covers all employee benefit costs including, but not limited to, insurance, retirement, holiday pay, sick pay, and annual leave.

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 remained constant for more than 10 years. Total estimated FYE 2017 municipality dues are \$38,298, while school district dues are \$6,757, and other associations \$275; for a total of \$45,330.

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



Summary

The following FYE 2017 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 18.34%
 - On-site Rate at 11.80%
 - Set Central Service Information Technology Rate at 10.48%
4. Set Employee Benefit Rate at 45%
5. Approve the Holiday Schedule
6. Approve Membership Dues Schedule

Should you desire additional information regarding the proposed FYE 2017 budget, please free contact me. I will be happy to meet with you to discuss in further detail.

Sincerely,

Susan B. Thomas, PhD

Executive Director

Texoma Council of Governments

Proposed Revenue Schedule FYE 2017

Program Revenue

Aging Services

	FY 2017 TCOG Local	FY 2017 Other Local	FY 2017 In-Kind	FY 2017 State Funds	FY 2017 Federal Funds	FY 2017 Total Revenue	FYE2016 Total Revenue	Total Change + / -
Aging Programs	\$ 28,333	\$ 159,804	\$ 75,000	\$ 105,464	\$ 1,042,543	\$ 1,411,144	\$ 1,529,140	(117,996)
ADRC HHSC	-	10,282	-	123,169	98,188	231,639	211,961	19,678
Foster Grandparent	-	24,175	20,000	5,000	198,993	248,168	282,019	(33,851)
RSVP	-	1,772	20,000	24,621	60,479	106,872	147,890	(41,018)
Aging Services Total	\$ 28,333	\$ 196,033	\$ 115,000	\$ 258,254	\$ 1,400,203	\$ 1,997,823	\$ 2,171,010	(173,187)

Client Services

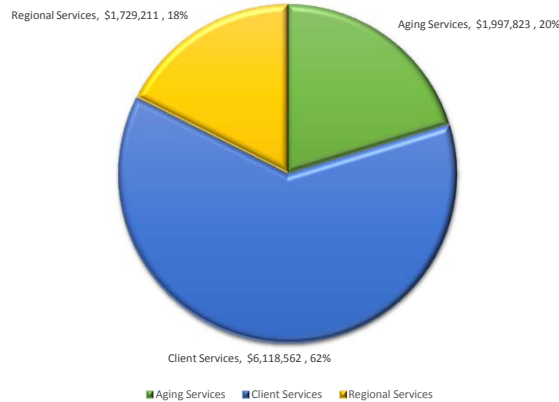
Community Services Block Grant	\$ -	\$ -	\$ -	\$ -	\$ 231,981	231,981	168,153	63,828
Comprehensive Energy Assistance Program (CEAP)	-	-	-	-	651,221	651,221	668,708	(17,487)
Weatherization (LIHEAP, DOE)	-	162,000	-	-	473,183	635,183	603,050	32,133
Section 8 Housing	-	-	-	-	2,984,598	2,984,598	2,824,781	159,817
Public Housing	-	1,212,501	-	-	-	1,212,501	1,176,694	35,807
2-1-1 TIRN	-	6,293	-	396,784	-	403,078	396,855	6,223
Client Services Total	\$ -	\$ 1,380,794	\$ -	\$ 396,784	\$ 4,340,983	\$ 6,118,562	\$ 5,838,241	\$ 280,321

Regional Services

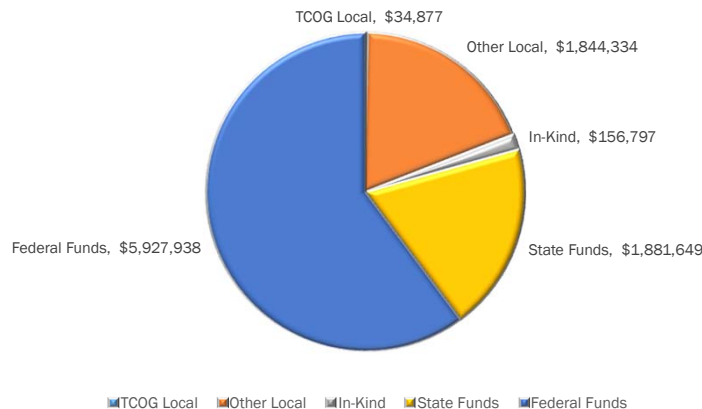
Economic Development	\$ 6,544	\$ 34,389	\$ 41,797	\$ -	\$ 60,000	\$ 142,730	\$ 138,919	\$ 3,811
Municipal Solid Waste Planning	-	47,512	-	115,000	-	162,512	219,157	(56,645)
9-1-1 Program	-	-	-	1,048,340	-	1,048,340	1,048,340	-
Geographic Information Services (GIS)	-	173,300	-	-	-	173,300	179,900	(6,600)
Criminal Justice Programs	-	-	-	63,271	-	63,271	59,436	3,835
Emergency Planning	-	12,306	-	-	63,271	75,577	66,857	8,720
Community Services Block Grant	-	-	-	-	63,481	63,481	63,481	-
Regional Services Total	\$ 6,544	\$ 267,507	\$ 41,797	\$ 1,226,611	\$ 186,752	\$ 1,729,211	\$ 1,776,090	\$ (46,879)

Total Revenue	\$ 34,877	\$ 1,844,334	\$ 156,797	\$ 1,881,649	\$ 5,927,938	\$ 9,845,596	\$ 9,785,341	\$ 60,255
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**TCOG Revenue by Department
FYE 2017**



**TCOG Revenue By Source
FYE 2017**

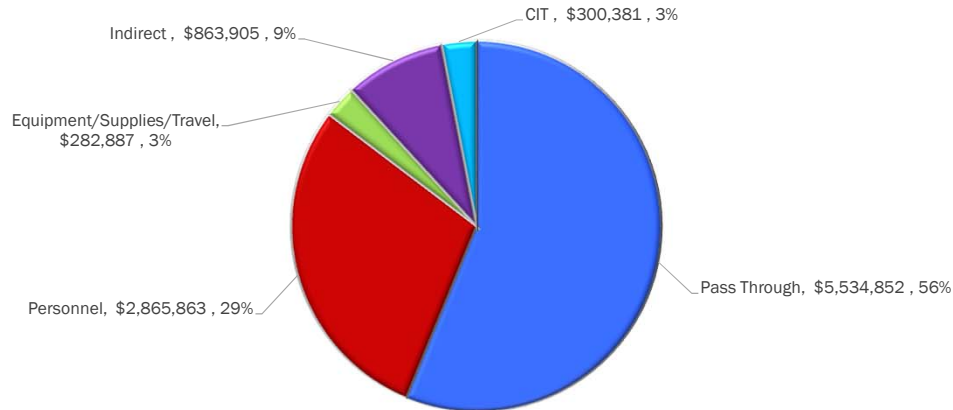


Revenue & Cost Allocation Summary

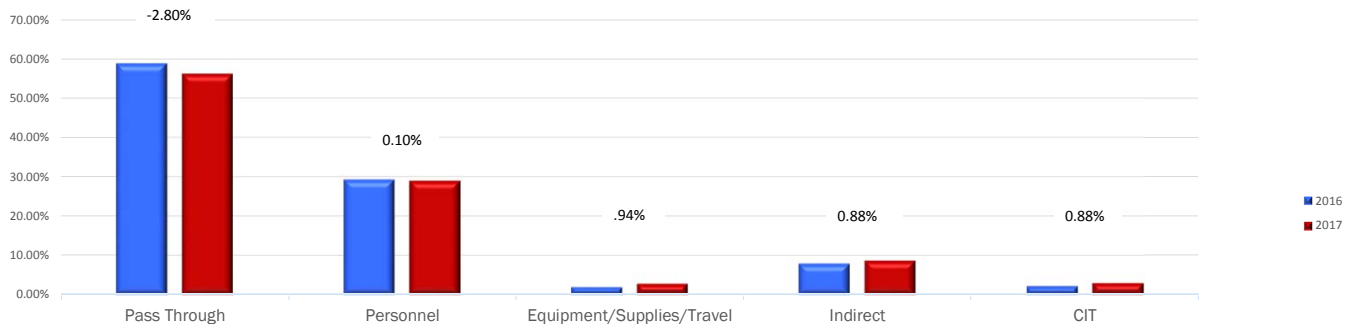
FYE 2017

	FYE 2017 Aging Services	FYE 2017 Client Services	FYE 2017 Regional Services	FYE 2017 Total	FYE 2016 Total	Total Change +/-
Revenue						
Local, TCOG	\$ 28,333	\$ -	\$ 6,544	\$ 34,877	\$ 45,454	\$ (10,577)
Local, Income	196,033	1,380,794	267,507	1,844,334	1,636,684	207,650
In-Kind	115,000	-	41,797	156,797	341,798	(185,001)
State	258,254	396,784	1,226,611	1,881,649	1,400,486	481,163
Federal	1,400,203	4,340,983	186,752	5,927,938	6,360,919	(432,981)
Total Revenue	\$ 1,997,823	\$ 6,118,562	\$ 1,729,211	\$ 9,845,596	\$ 9,785,341	\$ 60,255
Costs						
Personnel						
Direct Salaries	\$ 498,897	\$ 1,177,974	\$ 299,581	\$ 1,976,452	\$ 1,941,650	\$ 34,802
Employee Benefits	\$ 224,505	\$ 530,092	\$ 134,814	\$ 889,411	\$ 916,459	\$ (27,048)
Total Personnel Costs	\$ 723,402	\$ 1,708,066	\$ 434,395	\$ 2,865,863	\$ 2,858,109	\$ 7,754
Program						
General & Administrative	\$ 132,685	\$ 313,288	\$ 79,677	\$ 525,650	\$ 483,602	\$ 42,048
On-Site Programs	85,383	201,599	51,273	338,255	287,680	50,575
Central Service IT	75,822	179,026	45,533	300,381	212,618	87,763
Travel	48,411	33,988	34,386	116,785	117,830	(1,045)
Supplies & Printing	20,651	28,464	20,167	69,282	71,596	(2,314)
Contracted Services	39,705	162,875	35,369	237,949	241,274	(3,325)
Equipment	-	2,500	94,320	96,820	99,520	(2,700)
Other Direct Costs	112,252	181,641	672,140	966,033	1,113,732	(147,699)
In-Kind Services	215,000	-	41,797	256,797	341,798	(85,001)
Supportive Service Costs	544,512	3,307,983	221,578	4,074,073	3,957,582	116,491
Total Program Costs	\$ 1,274,421	\$ 4,411,364	\$ 1,296,240	\$ 6,982,025	\$ 6,927,232	\$ 54,793
Total Budgeted Costs	\$ 1,997,823	\$ 6,119,430	\$ 1,730,635	\$ 9,847,888	\$ 9,785,341	\$ 62,547

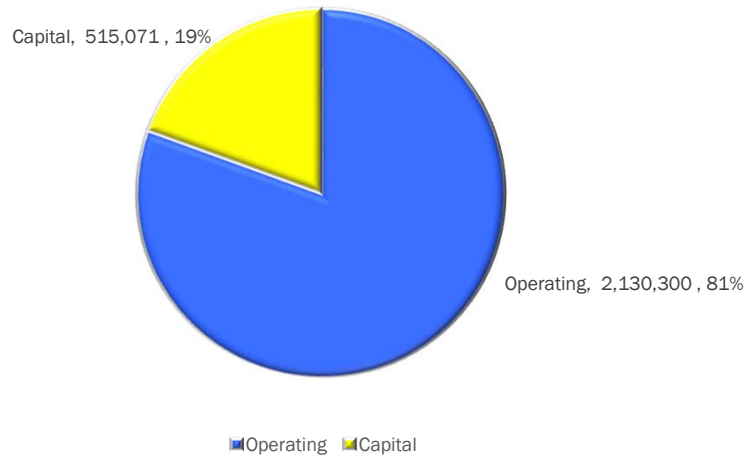
Budgeted Expense by Type FYE 2017



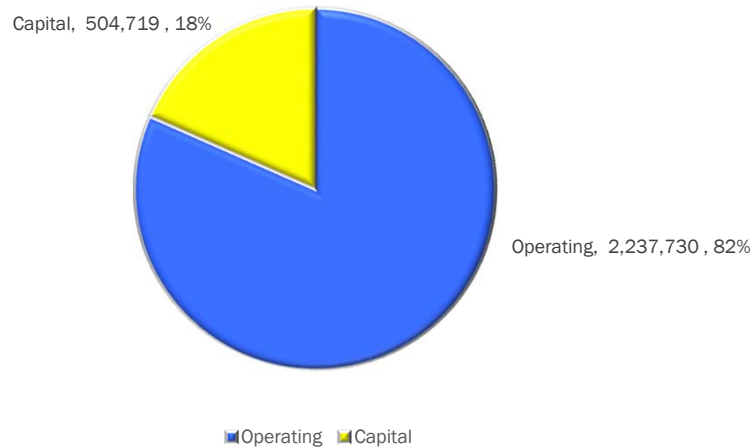
**Cost Percent Change from
FY 2016 & FY 2017**



FYE 2017 THP Operating and Capital Budget*
\$2,645,371



FYE 2016 THP Operating and Capital Budget
\$2,742,449



* Managed by TCOG via administrative contract with THP

Revenue & Cost Allocation Plan - Aging Services

FYE 2017

	Aging Programs	ADRC HHSC	Foster Grandparents Program (FGP)	RSVP	Total
Revenue					
Local, TCOG	\$ 28,333	\$ -	\$ -	\$ -	28,333
Local, Income	159,804	10,282	24,175	1,772	196,033
In-Kind	75,000	-	20,000	20,000	115,000
State	105,464	123,169	5,000	24,621	258,254
Federal	1,042,543	98,188	198,993	60,479	1,400,203
Total Revenue	\$ 1,411,144	\$ 231,639	\$ 248,168	\$ 106,872	\$ 1,997,823

Expenditures					
Personnel					
Direct Salaries	\$ 355,562	\$ 82,916	\$ 29,593	\$ 30,826	498,897
Employee Benefits	160,003	37,313	13,317	13,872	224,505
Total Personnel	\$ 515,565	\$ 120,229	\$ 42,910	\$ 44,698	\$ 723,402

Program					
General & Administrative	\$ 94,563	\$ 22,052	\$ 7,871	\$ 8,199	132,685
On-Site Programs	60,851	14,191	5,065	5,276	85,383
Central Service IT	54,037	12,602	4,498	4,685	75,822
Travel	30,606	12,037	2,000	3,768	48,411
Supplies & Printing	3,900	13,390	2,070	1,291	20,651
Contracted Services	15,000	24,705	-	-	39,705
Equipment	-	-	-	-	-
Other Direct Costs	93,606	12,433	6,213	-	112,252
In-Kind Services	175,000	-	20,000	20,000	215,000
Supportive Service Costs	368,016	-	157,541	18,955	544,512
Transfers In/Out	-	-	-	-	-
Total Program	\$ 895,579	\$ 111,410	\$ 205,258	\$ 62,174	\$ 1,274,421
Total Expenditures	\$ 1,411,144	\$ 231,639	\$ 248,168	\$ 106,872	\$ 1,997,823

Revenue & Cost Allocation Plan - Client Services

FYE 2017

	Community Services Block Grant	Comprehensive Energy Assistance Program (CEAP)	Weatherization (LIHEAP, DOE)	Section 8 Housing	Public Housing	2-1-1 TIRN	Total
Revenue							
Local, TCOG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local, Income	-	-	162,000	-	1,212,501	6,293	1,380,794
In-Kind	-	-	-	-	-	-	-
State	-	-	-	-	-	396,784	396,784
Federal	231,981	651,221	473,183	2,984,598	-	-	4,340,983
Total Revenue	\$ 231,981	\$ 651,221	\$ 635,183	\$ 2,984,598	\$ 1,212,501	\$ 403,078	\$ 6,118,562

Expenditures							
Personnel							
Direct Salaries	\$ 32,725	\$ 50,485	\$ 158,839	\$ 158,703	\$ 594,635	\$ 182,587	\$ 1,177,974
Employee Benefits	14,727	22,719	71,478	71,417	267,586	82,165	530,092
Total Personnel	\$ 47,452	\$ 73,204	\$ 230,317	\$ 230,120	\$ 862,221	\$ 264,752	\$ 1,708,066

Program							
General & Administrative	\$ 8,704	\$ 13,427	\$ 42,244	\$ 42,208	\$ 158,145	\$ 48,560	\$ 313,288
On-Site Programs	5,601	8,640	27,184	27,161	101,765	31,248	201,599
Central Service IT	4,974	7,673	24,140	24,120	90,370	27,749	179,026
Travel	8,142	4,700	11,123	5,544	-	4,479	33,988
Supplies & Printing	2,498	5,965	8,700	5,514	-	5,787	28,464
Contracted Services	-	-	160,000	2,875	-	-	162,875
Equipment	2,500	-	-	-	-	-	2,500
Other Direct Costs	6,822	90,000	63,448	-	-	21,371	181,641
In-Kind Services	-	-	-	-	-	-	-
Supportive Service Costs	145,288	447,612	68,027	2,647,056	-	-	3,307,983
Transfers In/Out	-	-	-	-	-	-	-
Total Program	\$ 184,529	\$ 578,017	\$ 404,866	\$ 2,754,478	\$ 350,280	\$ 139,194	\$ 4,411,364
Total Expenditures	\$ 231,981	\$ 651,221	\$ 635,183	\$ 2,984,598	\$ 1,212,501	\$ 403,946	\$ 6,119,430

Revenue & Cost Allocation Plan - Regional Services FYE 2017

Revenue	Economic Development	Municipal Solid Waste Planning	9-1-1 Program	Geographic Information Services (GIS)	Criminal Justice Programs	Emergency Planning	Community Services Block Grant	Total
Local, TCOG	\$ 6,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,544
Local, Income	34,389	47,512	-	173,300	-	12,306	-	267,507
In-Kind	41,797	-	-	-	-	-	-	41,797
State	-	115,000	1,048,340	-	63,271	-	-	1,226,611
Federal	60,000	-	-	-	-	63,271	63,481	186,752
Total Revenue	\$ 142,730	\$ 162,512	\$ 1,048,340	\$ 173,300	\$ 63,271	\$ 75,577	\$ 63,481	\$ 1,729,211

Expenditures

Personnel								
Direct Salaries	\$ 36,366	\$ 47,715	\$ 89,860	\$ 42,954	\$ 27,987	\$ 24,837	\$ 29,862	\$ 299,581
Employee Benefits	16,365	21,472	40,437	19,330	12,595	11,177	13,438	134,814
Total Personnel	\$ 52,731	\$ 69,187	\$ 130,297	\$ 62,284	\$ 40,582	\$ 36,014	\$ 43,300	\$ 434,395

Program

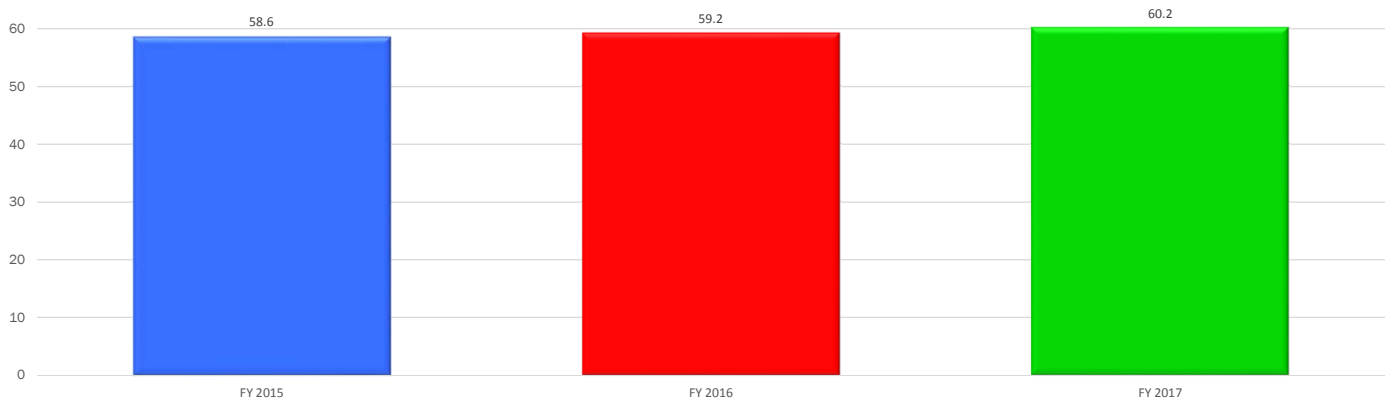
General & Administrative	\$ 9,672	\$ 12,690	\$ 23,899	\$ 11,424	\$ 7,444	\$ 6,606	\$ 7,942	\$ 79,677
On-Site Programs	6,224	8,166	15,379	7,352	4,790	4,251	5,111	51,273
Central Service IT	5,527	7,252	13,657	6,529	4,254	3,775	4,539	45,533
Travel	3,000	4,000	15,000	7,500	1,815	1,571	1,500	34,386
Supplies & Printing	1,500	1,000	6,800	5,000	600	4,767	500	20,167
Contracted Services	-	-	16,869	18,000	500	-	-	35,369
Equipment	2,000	-	80,000	10,000	496	1,824	-	94,320
Other Direct Costs	-	17,155	645,614	9,371	-	-	-	672,140
In-Kind Services	41,797	-	-	-	-	-	-	41,797
Supportive Service Costs	20,452	43,289	101,252	36,044	2,923	16,887	731	221,578
Transfers In/Out	-	-	-	-	-	-	-	-
Total Program	\$ 90,172	\$ 93,552	\$ 918,470	\$ 111,220	\$ 22,822	\$ 39,681	\$ 20,323	\$ 1,296,240
Total Expenditures	\$ 142,903	\$ 162,739	\$ 1,048,767	\$ 173,504	\$ 63,404	\$ 75,695	\$ 63,623	\$ 1,730,635

Proposed FTE and Salary Budget Authority

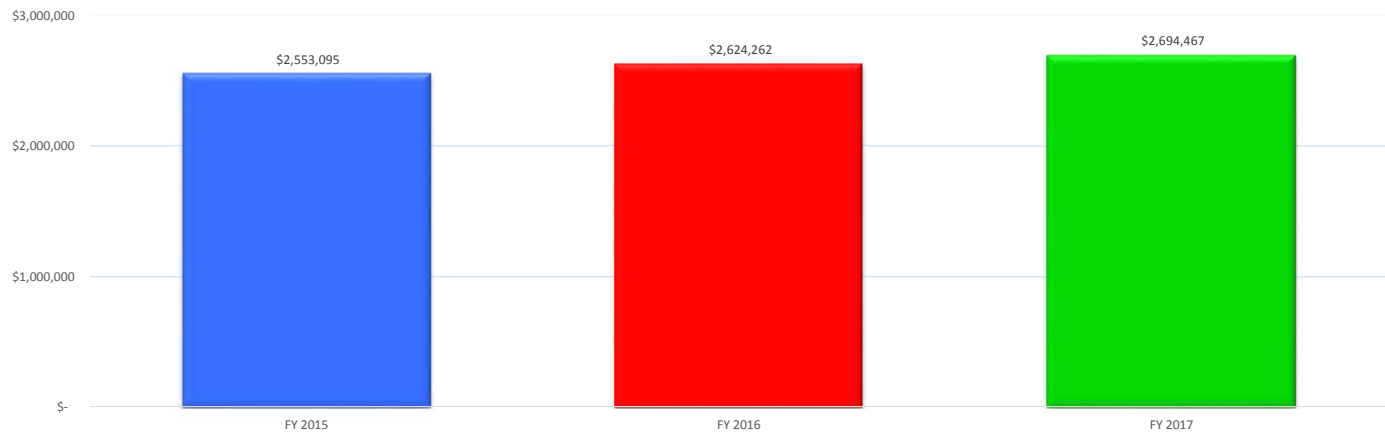
FYE 2017

	FTE COUNT				BUDGET AUTHORITY				
	Current Actual FTE Count	FYE 2016 Approved FTE Count	FYE 2017 Proposed FTE Count	FYE 2017 Proposed Change	Current Actual Salaries	FYE 2016 Approved Budget Authority	FYE 2017 Proposed Salary Budget Authority	FYE 2017 Proposed \$ Change	FYE 2017 Proposed % Change
ADMINISTRATION & FINANCE	5.0	6.0	6.0	0.0	317,751	415,151	425,009	9,858	2.4%
AGING SERVICES	12.4	12.4	13.4	1.0	454,176	456,641	492,054	35,413	7.8%
CLIENT SERVICES	33.0	32.0	32.0	0.0	1,300,112	1,309,793	1,325,638	15,845	1.2%
REGIONAL SERVICES	6.8	8.8	8.8	0.0	378,765	442,677	451,766	9,089	2.1%
ORGANIZATION TOTAL	57.2	59.2	60.2	1.0	\$ 2,450,804	\$ 2,624,262	\$ 2,694,467	\$ 70,205	2.7%

Approved FTE by Fiscal Year



Approved Salaries by Fiscal Year



2016-2017 COMPARISON WITH STATE OF TEXAS SALARY SCHEDULE

State Class Title	Proposed Annualized Salary	State Class Code	State Salary Schedule	State Salary Group	State Minimum	State Midpoint	State Maximum	% Min	% Mid	% Max
ADMINISTRATION										
Executive Director	129,652	Exmpt	Exmpt	Exmpt						
Executive Assistant III	56,778	164	B	B21	48,278	63,616	78,953	117.6%	89.3%	71.9%
Director I	83,100	1620	B	B26	69,415	93,406	117,397	119.7%	89.0%	70.8%
Financial Analyst II	63,397	1082	B	B22	51,614	68,047	84,479	122.8%	93.2%	75.0%
Financial Analyst I	59,123	1080	B	B20	45,158	59,473	73,788	130.9%	99.4%	80.1%
Accounting Technician II	30,559	1002	A	A13	29,439	37,914	46,388	103.8%	80.6%	65.9%
AGING SERVICES										
Manager I	56,700	1600	B	B22	51,614	68,047	84,479	109.9%	83.3%	67.1%
Customer Service Representative I	29,131	130	A	A09	23,781	29,320	34,859	122.5%	99.4%	83.6%
Case Manager IV	32,525	5229	B	B17	36,976	47,688	58,399	88.0%	68.2%	55.7%
Case Manager II	33,959	5227	B	B13	29,439	37,914	46,388	115.4%	89.6%	73.2%
Customer Service Representative I	34,642	130	A	A09	23,781	29,320	34,859	145.7%	118.2%	99.4%
Customer Service Representative I	30,000	130	A	A09	23,781	29,320	34,859	126.2%	102.3%	86.1%
Case Manager III	43,954	5228	B	B15	32,976	42,511	52,045	133.3%	103.4%	84.5%
Case Manager II	32,908	5227	B	B13	29,439	37,914	46,388	111.8%	86.8%	70.9%
Ombudsman I	30,600	3660	B	B17	36,976	47,688	58,399	82.8%	64.2%	52.4%
Case Manager IV	40,326	5229	B	B17	36,976	47,688	58,399	109.1%	84.6%	69.1%
Case Manager I	30,600	5226	B	B11	26,332	33,844	41,355	116.2%	90.4%	74.0%
Program Specialist V	50,526	1574	B	B21	48,278	63,616	78,953	104.7%	79.4%	64.0%
Case Manager II	33,293	5227	B	B13	29,439	37,914	46,388	113.1%	87.8%	71.8%
CLIENT SERVICES										
Director I	87,231	1620	B	B26	69,415	93,406	117,397	125.7%	93.4%	74.3%
Maintenance Specialist IV	37,975	9044	A	A13	29,439	37,914	46,388	129.0%	100.2%	81.9%
Maintenance Specialist IV	38,506	9044	A	A13	29,439	37,914	46,388	130.8%	101.6%	83.0%
Maintenance Specialist IV	38,011	9044	A	A13	29,439	37,914	46,388	129.1%	100.3%	81.9%
Maintenance Specialist IV	38,011	9044	A	A13	29,439	37,914	46,388	129.1%	100.3%	81.9%
Maintenance Specialist IV	37,231	9044	A	A13	29,439	37,914	46,388	126.5%	98.2%	80.3%
Manager I	67,044	1600	B	B22	51,614	68,047	84,479	129.9%	98.5%	79.4%
Customer Service Representative III	41,439	134	A	A13	29,439	37,914	46,388	140.8%	109.3%	89.3%
Maintenance Supervisor II	51,473	9053	A	A15	32,976	42,511	52,045	156.1%	121.1%	98.9%
Program Specialist I	47,571	1570	B	B17	36,976	47,688	58,399	128.7%	99.8%	81.5%
Customer Service Representative III	40,763	134	B	A13	29,439	37,914	46,388	138.5%	107.5%	87.9%
Customer Service Representative III	39,747	134	A	A13	29,439	37,914	46,388	135.0%	104.8%	85.7%
Customer Service Representative III	33,293	134	A	A13	29,439	37,914	46,388	113.1%	87.8%	71.8%
Maintenance Specialist IV	38,831	9044	A	A13	29,439	37,914	46,388	131.9%	102.4%	83.7%
Maintenance Specialist IV	38,011	9044	A	A13	29,439	37,914	46,388	129.1%	100.3%	81.9%
Social Worker II	45,646	5402	B	B17	36,976	47,688	58,399	123.4%	95.7%	78.2%
Manager I	52,500	1600	B	B22	51,614	68,047	84,479	101.7%	77.2%	62.1%
Data Base Administrator I	41,019	210	B	B18	39,521	51,985	64,449	103.8%	78.9%	63.6%
Customer Service Representative II	26,858	132	A	A11	26,332	33,844	41,355	102.0%	79.4%	64.9%
Customer Service Representative II	29,675	132	A	A11	26,332	33,844	41,355	112.7%	87.7%	71.8%
Customer Service Representative II	28,538	132	A	A11	26,332	33,844	41,355	108.4%	84.3%	69.0%
Customer Service Representative II	28,009	132	A	A11	26,332	33,844	41,355	106.4%	82.8%	67.7%
Manager I	60,600	1600	B	B22	51,614	68,047	84,479	117.4%	89.1%	71.7%
Inspector III	33,293	1322	B	B13	29,439	37,914	46,388	113.1%	87.8%	71.8%
Customer Service Representative III	36,462	134	A	A13	29,439	37,914	46,388	123.9%	96.2%	78.6%
Program Specialist I	42,508	1570	B	B17	36,976	47,688	58,399	115.0%	89.1%	72.8%
Administrative Assistant II	28,800	152	A	A11	26,332	33,844	41,355	109.4%	85.1%	69.6%
Customer Service Representative III	33,397	134	A	A13	29,439	37,914	46,388	113.4%	88.1%	72.0%
Customer Service Representative III	30,600	134	A	A13	29,439	37,914	46,388	103.9%	80.7%	66.0%
Manager I	64,926	1600	A	B22	51,614	68,047	84,479	125.8%	95.4%	76.9%
Social Worker I	42,500	5400	B	B15	32,976	42,511	52,045	128.9%	100.0%	81.7%
Customer Service Representative III	37,881	134	B	A13	29,439	37,914	46,388	128.7%	99.9%	81.7%
Customer Service Representative IV	32,000	136	A	A15	32,976	42,511	52,045	97.0%	75.3%	61.5%
REGIONAL SERVICES										
Director I	91,800	1620	B	B26	69,415	93,406	117,397	132.2%	98.3%	78.2%
Manager I	68,591	1600	B	B22	51,614	68,047	84,479	132.9%	100.8%	81.2%
Program Specialist III	43,810	1572	B	B19	42,244	55,602	68,960	103.7%	78.8%	63.5%
Program Specialist I	42,529	1570	B	B17	36,976	47,688	58,399	115.0%	89.2%	72.8%
Manager I	60,943	1600	B	B22	51,614	68,047	84,479	118.1%	89.6%	72.1%
Geographic Information Specialist II	43,293	271	B	B20	45,158	59,473	73,788	95.9%	72.8%	58.7%
Program Specialist I	40,800	1570	B	B17	36,976	47,688	58,399	110.3%	85.6%	69.9%



TEXOMA COUNCIL OF GOVERNMENTS
Statement of Proposed Indirect Cost
FYE 2017

May 1, 2016 to April 30, 2017

FYE 2017 Proposed General & Admin	FYE 2017 Proposed On-Site	FYE 2017 Proposed Central Service IT	FYE 2017 Proposed Indirect Total	FYE 2017 Proposed Enterprise	FYE 2017 Grand Total
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PERSONNEL EXPENSES

Indirect Salaries	297,897		297,897		297,897
Indirect Employee Benefits	134,053		134,053		134,053
Total Personnel	\$ 431,950		\$ 431,950		\$ 431,950

OPERATION EXPENSES

Property Taxes	-	-	-	12,000	12,000
Telephone/Internet Service	-	-	32,260	-	32,260
IT Contracted Services	-	-	224,931	-	224,931
Technology Hardware/Software	-	-	13,132	-	13,132
Janitorial Services	-	11,808	-	2,900	14,708
Lawn care Services	-	2,592	-	650	3,242
Dues & Subscription	10,000	-	-	-	10,000
Bank Fees	100	410	-	-	510
Pest Control Services	-	574	-	100	674
Advertising	300	-	-	-	300
Audit Services	32,500	-	-	-	32,500
Depreciation Expense	-	98,292	-	20,000	118,292
Insurance & Bonding	7,400	-	-	2,000	9,400
Legal Services	15,000	-	-	-	15,000
Postage	1,200	-	-	-	1,200
Printing	500	-	-	-	500
Mortgage Interest	-	32,213	-	7,100	39,313
Mortgage Note	-	-	-	12,300	12,300
Repair & Maintenance	-	30,340	-	6,250	36,590
Copy Center Costs	3,300	-	-	12,500	15,800
Sanitation Services	-	1,804	-	400	2,204
Supplies Office	7,000	-	1,500	1,400	9,900
Training and Travel	17,000	-	-	-	17,000
Utilities	-	93,234	-	21,000	114,234
Total Operations	\$ 94,300	\$ 271,267	\$ 271,823	\$ 637,390	\$ 98,600 \$ 723,990
Total Indirect Expenses	\$ 526,250	\$ 271,267	\$ 271,823	\$ 1,069,340	\$ 98,600 \$ 1,155,940

Roll Forward Method

Total Indirect Costs	526,250	271,267	271,823	1,069,340
Plus under applied Indirect Cost from prior periods	32,929	-	47,715	80,644
Net Indirect Costs	\$ 559,179	\$ 271,267	\$ 319,538	\$ 1,149,984

Basis for Allocation of Indirect Costs

Total Direct Personnel Costs Method

Gross Salaries and Fringe	3,762,881	2,951,688	3,762,881	3,762,881
Less Indirect Salaries and Fringe	431,950	431,950	431,950	431,950
Less Vacancy Adjustment	282,216	221,377	282,216	282,216
Total Direct Personnel Costs/Base	\$ 3,048,715	\$ 2,298,361	\$ 3,048,715	\$ 3,048,715

Indirect Cost Rate	18.34%	11.80%	10.48%	40.63%
Prior Period Rate	16.92%	12.32%	7.55%	36.78%
Change from Prior Year	1.42%	-0.51%	2.93%	3.84%

* Part of Expenses covered in Enterprise

TEXOMA COUNCIL OF GOVERNMENTS
Indirect Cost Comparison

May 1, 2016 to April 30, 2017

	FYE 2016 Approved Budget	FYE 2017 Proposed Indirect Total	Increase / (Decrease)
PERSONNEL EXPENSES			
Indirect Salaries	\$ 262,375	\$ 297,897	\$ 35,522
Employee Benefits	123,841	134,053	10,212
Total Personnel	\$ 386,216	\$ 431,950	45,734
OPERATION EXPENSES			
Telephone/Internet Service	43,200	32,260	(10,940)
IT Contracted Services	170,163	224,931	54,768
Technology Hardware/Software	19,240	13,132	(6,108)
Janitorial Services *	11,808	11,808	-
Lawn care Services *	3,936	2,592	(1,344)
Dues & Subscription	7,000	-	(7,000)
Bank Fees	9,799	510	(9,289)
Pest Control Services *	574	574	-
Advertising	300	300	-
Audit Services	34,000	32,500	(1,500)
Depreciation Expense	90,200	98,292	8,092
Insurance & Bonding	9,020	7,400	(1,620)
Legal Services	3,000	15,000	12,000
Postage	3,200	1,200	(2,000)
Printing	500	500	-
Mortgage Interest	39,360	32,213	(7,147)
Repair & Maintenance *	31,160	30,340	(820)
Copy Center Costs	4,500	3,300	(1,200)
Sanitation Services *	2,050	1,804	(246)
Supplies Office *	19,000	8,500	(10,500)
Training and Travel	17,000	17,000	-
Utilities *	101,000	93,234	(7,766)
Total Operations	\$ 620,010	\$ 637,390	\$ 17,380
Total Personnel and Operations	\$ 1,006,226	\$ 1,069,340	\$ 63,114

* Partially paid by enterprise funds

March 17, 2016

**TEXOMA COUNCIL OF GOVERNMENTS
CERTIFICATE OF INDIRECT COSTS
FYE 2017**

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, 2016 through April 30, 2017 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 225, "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 18.34% of total direct personnel cost (direct salary plus fringe benefits), On-site 11.80% of total direct personnel cost (direct salary plus fringe benefits) for programs with offices at our headquarters location, Central Service Information Technology (CIT) 10.48% 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, 2016 to obtain a federal indirect cost billing rate for fiscal year ending April 30, 2017. 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: Susan B. Thomas, PhD

Title: Executive Director

Date of Execution: "Insert Date upon Board approval"



Statement of Proposed Employee Benefit Programs

FYE 2017

May 1, 2016 to April 30, 2017

FY 2017 Proposed
Budget

Release Time

Annual Leave	134,753
Holidays	114,022
Sick Leave	67,377
Admin Leave	4,000
Funeral Leave	3,500
Total Release Time	323,652

Benefit Program

FICA	206,173
Retirement Plan Contribution	189,286
Retirement Plan Forfeitures	(25,000)
Group Medical Insurance	289,119
Group Life Insurance	5,752
Health Savings Account	85,800
Group Vision & Dental	-
Group Air Ambulance Insurance	2,288
Workers Comp Insurance	11,500
Unemployment Insurance	15,142
Fraud, Waste, and Abuse Hotline	500
Employee Assistance Program	1,716
Total Employee Benefit Program	1,105,927

Roll Forward Method

Total Employee Benefit Program	1,105,927
Less over applied Empl Ben Costs from prior periods	(38,113)
Net Empl Ben Costs (Roll Forward Method)	1,067,814

Basis for Allocation of Benefits Programs

Gross Salaries	2,695,067
Less Release Time	323,652
Chargeable Time	2,371,415
Employee Benefit Rate	45.00%
Prior Period Rate	47.20%
Change from Prior Period	-2.20%

*Regular Employees

EMPLOYEE BENEFIT PROGRAM COST COMPARISON

	FYE 2016 Approved Budget	FYE 2017 Proposed Budget	Increase / (Decrease)
RELEASE TIME			
Annual Leave	\$ 133,188	\$ 134,753	\$ 1,566
Holidays	112,697	114,022	1,325
Sick Leave	66,594	67,377	783
Admin Leave	4,000	4,000	-
Funeral Leave	3,500	3,500	-
Total Paid Leave	\$ 319,978	\$ 323,652	\$ 3,674
OTHER BENEFITS			
FICA	\$ 203,777	\$ 206,173	\$ 2,396
Retirement Plan Contribution	183,612	189,286	5,674
Retirement Plan Forfeitures	(25,000)	(25,000)	-
Group Medical Insurance	296,874	289,119	(7,755)
Group Life Insurance	6,097	5,752	(345)
Health Savings Account	90,945	85,800	(5,145)
Group Vision & Dental	-	-	-
Group Air Ambulance Insurance	2,400	2,288	(112)
Workers Comp Insurance	11,500	11,500	-
Unemployment Insurance	15,142	15,142	-
Fraud, Waste, and Abuse Hotline	-	500	500
Employee Assistance Program	1,800	1,716	(84)
Total Other Benefits	\$ 787,146	\$ 782,275	\$ (4,871)
Total Employee Benefit Program	\$ 1,107,124	\$ 1,105,927	\$ (1,198)

The approved FY2017 Budget includes the following paid holidays for eligible TCOG staff for the fiscal year of May 1, 2016 through April 30, 2017.

Holiday	Date
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 04, 2016
Labor Day	Monday, September 05, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016
New Year's Day	Monday, January 02, 2017
Martin Luther King, Jr Day	Monday, January 16, 2017
Presidents Day	Monday, February 20, 2017
Personal Day	Eligible after 1 year of Service

COMBINED LOCAL FUNDS

	Enterprised Fund	Local Fund	Motorpool Fund	Capital Fund	Combined
FYE 2015 AUDITED LOCAL FUNDS BALANCE	\$ -	\$ 478,266	\$ -		\$ 478,266
2016 YEAR END PROJECTIONS					
Revenue	83,609	129,170	13,500	535,253	761,532
Reimbursements (copy center)	19,491				19,491
Expenses	(74,300)	(158,046)	(750)	(127,264)	(360,360)
Repay Line of Credit Draw Down		(350,000)			(350,000)
ENDING BALANCE	28,800	99,390	12,750	407,989	548,929
	FYE 2017 Proposed Enterprised Fund	FYE 2017 Proposed Local Fund	FYE 2017 Proposed Motorpool Fund	FYE 2017 Proposed Capital Fund	FYE 2017 Proposed Combined Budget
BEGINNING BALANCE	\$ 28,800	\$ 99,390	\$ 12,750	\$ 407,989	\$ 548,929
REVENUE / REIMBURSEMENTS					
Annual Event		15,000			15,000
Copy Center Reimbursement	20,000				20,000
Interest		50			50
Lease Income	75,900				75,900
Membership Dues		45,330			45,330
Motor Pool			13,500		13,500
Parking Income	2,700				2,700
THP Management		32,300			32,300
Utility Local		32,400			32,400
Total Revenue	\$ 98,600	\$ 125,080	\$ 13,500	\$ -	\$ 237,180
EXPENSES					
OPERATIONAL EXPENSES					
AAA Cash Match	\$ -	\$ 28,300	\$ -	\$ -	\$ 28,300
Annual Event	-	15,000	-	-	15,000
Annual Report	-	2,000	-	-	2,000
Board Travel & Expense	-	2,000	-	-	2,000
Copy Center	12,500	-	-	-	12,500
Depreciation Expense	20,000				20,000
EDA Cash Match	-	6,500	-	-	6,500
Insurance & Bonding	2,000		-	-	2,000
Janitorial Services	2,900		-	-	2,900
Lawn Care Services	650		-	-	650
Membership Dues	-	5,000	-	-	5,000
Mortgage Interest	7,100	-	-	-	7,100
Mortgage Note	12,300	56,100	-	-	68,400
Motor Pool Expense	-	-	750	-	750
Repair & Maintenance Building	6,250	-			6,250
Office Supplies	1,400	1,700			3,100
Pest Control Services	100		-	-	100
Property Taxes	12,000	-	-	-	12,000
Sanitation Services	400	-	-	-	400
Staff Recognition	-	5,000	-	-	5,000
Utilities	21,000	-	-	-	21,000
Total Operational Expenses	\$ 98,600	\$ 121,600	\$ 750	\$ -	\$ 220,950
ENDING BALANCE	\$ 28,800	\$ 102,870	\$ 25,500	\$ 407,989	\$ 565,159
CHANGE IN FUND BALANCE	\$ -	\$ 3,480	\$ 12,750	\$ -	\$ 16,230

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 (34)

Cooke County	\$ 3,748	Town of Lindsay	\$ 200
Fannin County	\$ 2,992	City of Muenster	\$ 334
Grayson County	\$ 6,453	Town of Oak Ridge	\$ 100
City of Bells	\$ 262	City of Pottsboro	\$ 452
City of Bonham	\$ 2,089	Town of Ravenna	\$ 100
City of Callisburg	\$ 100	City of Sadler	\$ 100
City of Collinsville	\$ 320	City of Savoy	\$ 171
City of Denison	\$ 4,840	City of Sherman	\$ 7,738
City of Dodd City	\$ 100	City of Southmayd	\$ 215
City of Ector	\$ 135	City of Tioga	\$ 190
City of Gainesville	\$ 3,310	City of Tom Bean	\$ 203
City of Gunter	\$ 352	City of Trenton	\$ 223
City of Honey Grove	\$ 366	City of Valley View	\$ 175
City of Howe	\$ 582	City of Van Alstyne	\$ 555
City of Knollwood	\$ 100	City of Whitesboro	\$ 826
City of Ladonia	\$ 140	City of Whitewright	\$ 333
City of Leonard	\$ 394	Town of Windom	\$ 100

School Districts (22)

Bells ISD	\$ 155	Leonard ISD	\$ 176
Bonham ISD	\$ 378	Muenster ISD	\$ 100
Collinsville ISD	\$ 112	Muenster Sacred Heart	\$ 100
Denison ISD	\$ 880	N Central Tx College (CC Campus only)	\$ 451
Dodd City ISD	\$ 100	Pottsboro ISD	\$ 246
Ector ISD	\$ 100	Sam Rayburn ISD	\$ 100
Era ISD	\$ 100	Savoy ISD	\$ 100
Fannindell ISD	\$ 100	Sherman ISD	\$ 1,333
Gainesville ISD	\$ 632	Tom Bean ISD	\$ 156
Grayson County College	\$ 746	Van Alstyne ISD	\$ 267
Honey Grove ISD	\$ 120	Whitesboro ISD	\$ 305

Associate Members (2)

Bonham Chamber of Commerce	\$ 175
Denison Chamber of Commerce	\$ 100

Summary (58)

Municipalities	\$ 38,298
School Districts	\$ 6,757
Associate Members	\$ 275
Total Membership Revenue	\$ 45,330

Lease Schedule

FYE 2017

	Lease Expires	Square Feet	Monthly Rental Income	Annual Rental Income
Office Space				
Dr. Harris	8/31/2017	992	\$ 3,461	\$ 41,532
Dr. Harris	8/31/2017	896		
Vacant	7/31/2017	1008	1,120	13,440
Dr. Bernath	8/31/2017	1227	1,744	20,930
	Total		<u>\$ 6,325</u>	<u>\$ 75,902</u>
Parking Space				
Dr. Harris	8/31/2017		\$ 75	\$ 900
Vacant	7/31/2017		75	900
Jacqueline Bohman	4/30/2017		75	900
	Total		<u>225</u>	<u>2,700</u>

Program Name: Aging Programs

Revenue Sources: Department of Aging and Disability Services (DADS)

Contract Services: October 1, 2015 through September 30, 2016

Programs Descriptions:

- **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.
- **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).
- **Caregiver Education and Training** – Counseling to caregivers to assist in decision-making and problem-solving related to the caregiver role. Includes providing counseling to individuals and support groups; and caregiver training for individual caregivers and families.
- **Caregiver Information Services** - 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.
- **Caregiver Respite Programs** - Temporary relief for caregivers including an array of services provided to dependent older individuals who need supervision. These services include Respite Care Institution, Respite Care In-Home, and Respite Care Non-Residential.
- **Congregate Meals** - A hot or other appropriate meal served to an eligible older individual which meets 33½ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and which is served in a congregate setting. The objective is to reduce food insecurity and promote socialization of older individuals.
- **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 vendor Congregate Meals, Home Delivered meals and Transportation services.
- **Evidence-Based Intervention** - Providing an intervention to an older individual based upon the principles of Evidence-Based Disease Prevention programming.
- **Health Maintenance** - Provision of medications, nutritional supplements, glasses, dentures, hearing aids or other devices necessary to promote or

maintain the health and/or safety of the older individual. Note: this also includes the provision of dosage alert systems and the purchase of software, technical support, and materials that connects eligible older individuals to free or reduced cost prescription medication services.

- **Home Delivered Meals** - Hot, cold, frozen, dried, canned, fresh, or supplemental food (with a satisfactory storage life) which provides a minimum of 33⅓ percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and complies with the most recent Dietary Guidelines for Americans, published by the Secretary of Agriculture, and is delivered to an eligible participant in their place of residence. The objective is to reduce food insecurity, help the recipient sustain independent living in a safe and healthful environment.
- **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.
- **Benefits Counseling** - Assist persons with the day-to-day complexities of public benefits, including benefit awareness, eligibility determination, application process, and advocacy. 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 with 30+ clients and annual revenue from Social Security Administration fees of approximately \$10,000.
- **Nutrition Education** - The provision of information to older individuals to promote nutritional well-being and to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.
- **Ombudsman Services** - Services that identify, investigate, and resolve complaints made by, or on behalf of, residents of nursing facilities and assisted living facilities, and which relate to action, inaction, or decisions, that 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.
- **Transportation Demand Response** - transportation designed to carry older individuals from specific origin to specific destination upon request. Older individuals request the transportation service in advance of their need, usually twenty-four to forty-eight hours prior to the trip.

Program Name:	Aging and Disability Resource Center of Texoma (ADRC)
Revenue Source:	Texas Health and Human Services Commission
Contract Year:	September 1, 2015 through August 31, 2016
Program Description:	The ADRC of Texoma provides a “no wrong door” system of access to information and referrals for individuals seeking long-term services and supports. The program is supported by a toll-free number and a State-wide portal that enables ADRC staff to generate multiple referrals through a single system.
Qualified Applicants:	Callers residing in Bowie, Cass, Cooke, Delta, Fannin, Franklin, Grayson, Hopkins, Lamar, Morris, Red River, and Titus Counties
Projected Beneficiaries:	Older adults, persons of any age with disabilities, caregivers and Veterans.
Networking	ADRC of Texoma maintains a strong network of partnerships via designated liaisons at stakeholder agencies who collaborate with ADRC on case-specific work, community event planning and participation in monthly ADRC Stakeholder Meetings. Provides referrals to all TCOG Client Services programs as well as community and faith based organizations and health and human service agencies in the 12-county region.
Statistics	ADRC Texoma provides over 400 referrals per month and organizes at least one community event and one roving stakeholder meeting with ADRC network partners each month.

Program Name:	Texoma Area Information Center 2-1-1 Texas
Revenue Source:	Texas Health and Human Services Commission
Contract Year:	September 1, 2015 through August 31, 2016
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.
Call Volume Statistics:	44,490 January – December 2015

Program Name:	Energy Services Program
Revenue Source:	Comprehensive Energy Assistance Program (CEAP), funding through Texas Department of Housing and Community Affairs (TDHCA); Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance Program (WAP), funding through TDHCA; Department of Energy (DOE) Weatherization Assistance Program (WAP), funding through the Department of Energy; Community Services Block Grant (CSBG), funding through TDHCA; Texas Association of Community Action Agencies (TACAA), funding through Oncor Electric; additional utility assistance funding through several local electric and natural gas companies.
Contract Year:	January 1, 2016 through December 31, 2016
Program Description:	<p>Energy Services includes the CEAP, LIHEAP-WAP, DOE-WAP, and the CSBG programs.</p> <p>The CEAP Program provides energy assistance up to pre-determined amounts for low income households in Cooke, Grayson, and Fannin Counties. The two components of the program are Crisis Assistance and Utility Assistance.</p> <p>The LIHEAP-WAP and DOE-WAP Programs provide 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; 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.</p> <p>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.</p>
Qualified Applicants:	Household's with verified energy need must have annual income below 150% of the Federal Poverty Income Index based on household size.
Projected Beneficiaries:	<p>Over 1,000 households/3,600 individuals receive utility assistance</p> <p>Over 100 homes are weatherized.</p> <p>At least 10 families benefit from job training or education opportunities.</p>
Networking:	Direct pass though funds from the energy providers, when available, are spent in conjunction with the CEAP expenditures.

Program Name:	Public Housing Program – TCOG Administrative Contract
Revenue Source:	US Department of Housing and Urban Development (HUD)
Contract Year:	April 1, 2016 through March 31, 2017
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 483 units of brick duplex properties and over \$2.7 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 Name:	Section 8 Housing Choice Voucher Program
Revenue Source:	US Department of Housing and Urban Development (HUD)
Contract Year:	January 1, 2016 through December 31, 2016
Program Description:	<p>The Section 8 Housing Choice Voucher Program provides rental subsidy to clients seeking housing with private landlords. The 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 HUD.</p> <p>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 over 600 families living in Grayson and Fannin Counties.</p>
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 Name:	Economic Development Planning
Revenue Source:	US Dept. of Commerce, Economic Development Administration
Contract Year:	January 1, 2015 through December 31, 2017
Program Description:	<p>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).</p>
Program Statistics:	<p>The TCOG Economic Development Program over the last 5 years have; assisted in creating or retaining 8 regional jobs as a result of local EDA projects, facilitated projects that generated more than \$350,000 in public sector investments and facilitated projects that generated in excess of \$300,000 of private sector investments in the Texoma region.</p>

Program Name:	Geographic Information Services (GIS)
Revenue Source:	Contracts with Local Governments
Contract Year:	Varies by Contract
Program Description:	<p>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 User's 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.</p>
Program Statistics:	<p>The TCOG GIS Program manages spatial data for 6 Public Safety Answering Points (PSAP'S) in the Texoma Region, which includes more than 83,000 points, 24,000 Road Centerline segments and 200 Polygons.</p> <p>The GIS Program has also assigned in excess of 3,000 addresses across the region and created more than 120 custom layers that have been used by municipalities, emergency management officials, and public citizens so that they can make informed decisions.</p>

Program Name:	Municipal Solid Waste (MSW)
Revenue Source:	Texas Commission on Environmental Quality
Contract Year:	September 1, 2015 through August 31, 2017
Program Description:	<p>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.</p>
Program Statistics:	<p>The MSW Program organizes a bi-annual region wide Household Hazardous Waste Cleanup event that on average redirects more than 20,000 lbs. of Hazardous materials, tires and electronics from being disposed of improperly or in our area landfills.</p>

Program Name:	9-1-1 Planning
Revenue Source:	Commission on State Emergency Communications (CSEC)
Contract Year:	September 1, 2015 through August 31, 2016
Program Description:	<p>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 service and infrastructure for delivery of 9-1-1 calls to the PSAP. The TCOG 9-1-1 Program 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.</p>
Program Statistic:	<p>TCOG 9-1-1 Program delivered 101,082 emergency calls for an average of 276/day. The TCOG 9-1-1 Program is committed to Public Education and outreach to our citizens. 11,450 pieces of Public Education materials were distributed throughout the region.</p>

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, 2015 through August 31, 2016
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 Statistic:	TCOG Criminal Justice Program supports an annual process to identify issues and possible solutions as related to criminal justice in our region.

Program Name:	Emergency Planning
Revenue Source:	US Dept. of Homeland Security through the Office of the Governor's, Homeland Security Grant Division
Contract Year:	September 1, 2015 through August 31, 2016
Program Description:	Working with the Office of the Governor's, Homeland Security Grant Division 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 Statistic:	Communications equipment for our first responders is critical. \$225,584 in Homeland Security Funding was awarded to the Region for Communication Projects.