



## TCOG Governing Board

### Meeting Agenda

1117 Gallagher Drive, Sherman, Texas

Thursday, July 17, 2014 – 5:30 p.m.

#### A. Call to Order & Declaration of a Quorum

#### B. Invocation and Pledges

#### C. Welcome Guests

#### D. Induct New Governing Board Members for 2014-2015

TCOG Governing Body Pledge:

In accepting this responsibility as a Governing Body member,

Do you pledge:

- To uphold the bylaws of the organization
- To be faithful in attendance
- To strive to achieve the TCOG mission while representing our constituents
- To foster full and active participation of all Governing Body members, and
- To promote our strengths as a region

#### E. Approval of Minutes: Approve Meeting Minutes for June 2014 – page 3

#### F. Executive Director's Report

1. Energy Services Program Presentation, Brenda Smith
2. TxCDBG Proposed Changes Update
3. Regional Review Committee and proposed CDBG Grant Guidelines for Texoma
4. WBD Strategic Plan and Branding
5. SEPA Partnership with Austin College and CROPS
6. Accounting Software Conversion Update
7. Insurance Rerate Preview
8. Planning and Development Projects Update – Dr. Randy McBroom

#### G. Consent

All items on Consent Agenda are considered to be routine by the Council of Governments and will be enacted with one motion. There will not be separate discussion of these items unless a member of the Governing Body or a citizen so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

1. **June 2014 Liabilities (AF):** Authorize the Secretary/Treasurer to make payments in the amounts as listed.  
**Stacey Sloan, Finance Director – page 5**
2. **Community Services Block Grant Supplemental Contract (CS):** Ratify contract with Texas Dept. of Housing and Community Affairs for additional Community Services Block Grant funds.  
**Brenda Smith, Energy Services Program Manager – page 17**

#### H. Action

1. **Congregate and home delivered meals FY2015 budget (AS):** Authorize the congregare and home delivered meal budget totaling \$465,803 for the Tri-County Senior Nutrition Project, Inc. (DBA Meals on Wheels of Texoma).  
**Rodrigo Muyshondt, Data Manager – page 30**

2. **Foster Grandparent Program Grant Continuation Application (AS):** Authorize submission, and acceptance if awarded, of application for continuation (Year 3 of 3) of the Senior Corps Foster Grandparent Program (FGP) grant. Project period: 9/30/2012 – 6/30/2015.  
**Karen Bray, Aging Services Director – page 35**
3. **FY2014 Homeland Security Grant Program Competitive Grant (PD):** Authorize the submission of the FY2014 Homeland Security Competitive Interoperable Communications Grant application.  
**CJ Durbin-Higgins, Public Safety Program Manager – page 60**
4. **VASH Program Application (CS):** Authorize submission and, if awarded, the acceptance of twenty-five (25) Veterans Affairs Supportive Housing (VASH) vouchers.  
**Rayleen Bingham, Section 8 Housing Program Manager – page 67**
5. **FYE 2015 Budget Status Update (AF):** Accept recommendation, if any, regarding TCOG FYE 2015 Budget.  
**Stacee Sloan, Finance Director – page 74**

#### **I. Executive Session**

Announcement by the presiding officer that a closed meeting will take place as authorized by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074, "Personnel Matters; Closed Meeting," for the Board to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

1. **Closed Meeting:** Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074, "Personnel Matters; Closed Meeting," the Board will deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
2. Reconvene into open meeting.
3. Discussion and decision on any action regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

#### **J. President's Report**

#### **K. Adjourn**

AS: Aging Services Department  
AF: Administration & Finance Department  
CS: Client Services Department  
PD: Planning & Development Department

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration & Finance at 903-813-3510 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <http://www.tcog.com> and physically posted at the Texoma Council of Governments offices in a place readily accessible to the public. The Agenda was also faxed to the County Clerk offices in Cooke, Fannin and Grayson Counties, Texas on Friday, July 11, 2014.

**Members Present: Keith Clegg, Cary Wacker, Roy Floyd, Phyllis James, Cecil Jones, Bill McFatridge, John Roane, J.D. Roane, Debbie Smith, Sarah Somers**

- A.** Judge Roane called the meeting to order and declared a quorum at 5:31 p.m.
- B.** Cecil Jones provided the invocation, followed by Bill Lindsay, who led the pledges.
- C.** Welcome Guests & Staff: Judy Fullylove, Sean Norton, CJ Durbin-Higgins, Mary Browning-Alquist, Susan Ensley, Gary Edwards, Janet Karam, Max Karam, Mindi Jones, Brenda Smith, Michael Schmitz, Josh Brummett
- D.** Five new Board Members were installed for the 2014-2015 fiscal year: Phyllis James, Bill McFatridge, J.D. Roane, Debbie Smith, and Sarah Somers. The two remaining new Board Members to be installed are Teresa Adams, Chris Burch, and Kate Whitfield; all of whom were absent from the meeting and therefore unable to take the pledge at this time.
- E.** A report was provided by Roy Floyd from the officer nomination committee on the nominations for 2014-2015 officers. A motion was made by Cecil Jones to elect the following as the officers for 2014-2015: President, Spanky Carter; Vice President, Keith Clegg; Secretary/Treasurer, Cary Wacker. This motion was seconded by Roy Floyd. Motion carried. At this point in time, Judge Roane turned the meeting over to Keith Clegg as newly-elected Vice President.
- F.** A motion was made by John Roane to approve the meeting minutes for May 2014. This motion was seconded by Cary Wacker. Motion carried.
- G.** Executive Director's Report
  - a. Susan Ensley and Gary Edwards provided a presentation on the Public Housing and Public Housing Maintenance programs.
  - b. Dr. Thomas provided an update on and a preliminary outline of the Texoma Wine, Beer, and Distilled Spirits Strategic Plan.
  - c. Dr. Thomas provided an update on the SEPA Project. There are currently 20 fully-funded internships provided by Austin College this year scattered across the region. Dr. Thomas stated the Pottsboro City Library has already been awarded \$17,000 from a grant written by a SEPA intern.
  - d. Dr. Thomas provided an update on the Brownfields grant. The grant was not funded this year. TCOG is still moving forward with the project and will apply for the grant again.
  - e. Dr. Thomas notified the Governing Board of the Planning & Development Department reorganization. The CED and MSW position vacancies will be combined and consolidated under the GIS program, being renamed GIS & Planning.
  - f. Dr. Thomas provided an update of the 2014 TCOG Strategic Plan.
  - g. Dr. Thomas reminded the Board that the Annual Event will take place on September 18, 2014 with our regular board meeting held prior to it at Austin College's Wright Center.
  - h. Dr. Thomas provided an overview of the 2014 Summertastic! Texoma Youth Guide and displayed the winning artwork included in the 2-1-1 publication.
- H.** A motion was made by Roy Floyd to approve the Consent Items. This motion was seconded by Cecil Jones. Motion carried.
  - 1. Authorize the Secretary/Treasurer to make payments in the amounts as listed.
- I.** Action

1. A motion was made by Cary Wacker to approve Business Proposal Response for new RFP initiated by Texas Health and Human Services Commission on behalf of the Department of Aging and Disability Services (DADS) for the establishment of the Aging and Disability Resource Center (ADRC) for Region 2. This motion was seconded by John Roane. Motion carried.
2. A motion was made by Cary Wacker to ratify Executive Director's execution of subcontract agreement between MAXIMUS and TCOG's Area Agency on Aging (AAA). This motion was seconded by Cecil Jones. Motion carried.
3. A motion was made by John Roane to authorize the approval of FY2013 Homeland Security Project Change for City of Denison. This motion was seconded by Roy Floyd. Motion carried.
4. No action was taken regarding the FYE 2015 Budget Status.

**J.** President's Report

**K.** At 6:15 p.m., Keith Clegg adjourned the meeting.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Jeannette Phillips at 903-813-3510 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <http://www.tcog.com> and physically posted at the Texoma Council of Governments offices in a place readily accessible to the public. The Agenda was also faxed to the County Clerk offices in Cooke, Fannin and Grayson Counties, Texas on Friday, June 13, 2014.

**TEXOMA COUNCIL OF GOVERNMENTS**  
Check/Voucher Register - LIABILITY LISTING  
0017 - SECT 8 CASH IN BANK CHASE  
From 6/1/2014 Through 6/30/2014

Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
1600 LA SALLE PARTNERS LLC	81221	6/1/2014	VARIOUS CLIENTS	2,459.00
ALBANNA, REBECCA G.	81180	6/1/2014	G-00954	391.00
ALBANNA, REBECCA G.	81413	6/18/2014	G-01314	0.00
ALEXANDER, TERRY GLENN	81321	6/1/2014	F-00794	241.00
AMBIT TEXAS, LLC	81181	6/1/2014	VARIOUS CLIENTS	320.00
AMBIT TEXAS, LLC	81403	6/18/2014	various clients	187.00
AMLIN, MARSHALL D.	81322	6/1/2014	F-00275	231.00
ARROW WOOD APTS.	81182	6/1/2014	VARIOUS CLIENTS	1,428.00
ATKIN, VERNA	81323	6/1/2014	F-00714	131.00
ATMOS ENERGY CO	81183	6/1/2014	VARIOUS CLIENTS	248.00
BA RESIDENTIAL, L.L.C.	81326	6/1/2014	F-00816	225.00
BACON, JAMES L.	81324	6/1/2014	F-00720	320.00
BARRETT, CARMAN M.	81185	6/1/2014	G-01146	516.00
BARRIER, JEFF N.	81186	6/1/2014	G-01122	570.00
BERUBE, LINDA MARIE	81325	6/1/2014	F-00095	158.00
Billy D. Manhart	81368	6/1/2014	F-00806	525.00
BILLY JOE NELMS	81372	6/1/2014	F-00723	400.00
BLUESTONE PARTNERS LLC	81188	6/1/2014	G-00939	776.00
BOBBIE AYEARS	81184	6/1/2014	G-01313	358.00
BOHNANNAN, RONALD DION	81189	6/1/2014	G-00710	164.00
BONHAM APARTMENTS LTD	81327	6/1/2014	VARIOUS CLIENTS	2,482.00
BONHAM VILLAGE APARTMENTS, LTD.	81328	6/1/2014	VARIOUS CLIENTS	418.00
BOOTH, BRUCE	81247	6/1/2014	VARIOUS CLIENTS	1,435.00
BOOTH, BRUCE / BOOTHE FAMILY TR...	81197	6/1/2014	VARIOUS CLIENTS	0.00
BORJAS, BASILISA	81329	6/1/2014	F-00031	487.00
BOYD, QUENTON	81190	6/1/2014	G-00808	345.00
BRANDANI, JOE	81330	6/1/2014	VARIOUS CLIENTS	1,316.00
BRANDMAN, JOHN D.	81191	6/1/2014	G-01143	370.00
BRISTOL SQUARE APARTMENTS	81331	6/1/2014	VARIOUS CLIENTS	539.00
BROWN, WILLIAM	81192	6/1/2014	G-00940	247.00
BUCHANAN, MARK. A	81332	6/1/2014	F-00108	342.00
BUCKNER, KELVIN	81193	6/1/2014	G-00572	0.00
BURNETT, JOHN W.	81333	6/1/2014	F-00762	275.00
BURNHAM, TINA R	81194	6/1/2014	G-01281	265.00
BURT, WILLIAM RUSSELL	81334	6/1/2014	VARIOUS CLIENTS	643.00
BUTLER, BOBBY L.	81335	6/1/2014	F-00318	274.00
CABRERA, VALENTINA	81195	6/1/2014	G-00959	399.00
CAL SHERM PARTNERS L.P.	81292	6/1/2014	VARIOUS CLIENTS	3,095.00
CALIX PROPERTIES	81196	6/1/2014	VARIOUS CLIENTS	2,610.00
CARAWAY, ROBERT	81336	6/1/2014	F-00239	318.00
CARLILE, JANET	81198	6/1/2014	G-01211	316.00
CARR, SANDRA GAIL	81199	6/1/2014	G-00788	695.00
CARTER II, CRETA LYNN	81201	6/1/2014	G-00406	614.00
CARTER, BOBBIE J.	81200	6/1/2014	VARIOUS CLIENTS	641.00
CASTLE PROPERTIES	81337	6/1/2014	VARIOUS CLIENTS	493.00
CATHEY, BOB	81202	6/1/2014	G-01254	135.00
CHAFFIN, CHRISTEN AND GUILD MORT...	81320	6/1/2014	G-HO-00006	206.00
CHEN, DONNY Y.	81203	6/1/2014	G-00789	577.00
CHICAGO LEGACY GROUP LP	81204	6/1/2014	G-00860	186.00
CIRRO GROUP INC.	81205	6/1/2014	495885-3	145.00
CITY OF BONHAM	81338	6/1/2014	#113100	36.00
CITY OF DENISON	81206	6/1/2014	VARIOUS CLIENTS	60.00
CITY OF SHERMAN	81407	6/18/2014	206229002	55.00
CLONTZ, LOIS A.	81207	6/1/2014	G-01036	321.00

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COKER, ART	81208	6/1/2014	G-01299	750.00
CONCORD VILLAGE APTS	81209	6/1/2014	G-00277	176.00
COTTRELL, WILLIE	81210	6/1/2014	G-01004	0.00
COTTRELL, WILLIE	81411	6/18/2014	G-01004	173.00
COUNTRY VILLAGE OF BONHAM	81339	6/1/2014	VARIOUS CLIENTS	1,593.00
COX, LAWRENCE D.	81187	6/1/2014	G-01105	725.00
CREW, JACK	81211	6/1/2014	VARIOUS CLIENTS	1,449.00
CROCKER, JIM I.	81213	6/1/2014	G-00306	242.00
CUPID PROPERTIES LLC	81214	6/1/2014	G-00862	450.00
DAVIS, JOSEPH	81215	6/1/2014	VARIOUS CLIENTS	964.00
DEAN GILBERT REALTORS	81216	6/1/2014	VARIOUS CLIENTS	1,606.00
DEAN GILBERT JR., THREE AMIGOS JOI...	81217	6/1/2014	G-00075	361.00
DENISON LAKEVIEW PARK	81246	6/1/2014	VARIOUS CLIENTS	4,293.00
DGR MGT CO. INC.	81257	6/1/2014	VARIOUS CLIENTS	1,050.00
DIRECT ENERGY	81218	6/1/2014	VARIOUS CLIENTS	386.00
DIRECT ENERGY	81408	6/18/2014	679585810	76.00
DIXON JR, GENE	81231	6/1/2014	VARIOUS CLIENTS	6,057.00
DIXON JR, GENE	81404	6/18/2014	G-00976	10.00
DOYLE, GARRY D.	81340	6/1/2014	F-00743	425.00
DULANEY, JERRY M.	81341	6/1/2014	F-00706	348.00
DUNCAN CLIFTON WINRIGHT	81342	6/1/2014	F-00726	492.00
DUNLAP, KIM	81219	6/1/2014	VARIOUS CLIENTS	1,310.00
EAST COAST MANAGEMENT LLC	81220	6/1/2014	VARIOUS CLIENTS	2,361.00
Ebby Halliday Inc.	81222	6/1/2014	G-01257	850.00
ELLIOTT, MARY REBECCA	81343	6/1/2014	F-00818	562.00
ENLOW GROUP LLC	81344	6/1/2014	VARIOUS CLIENTS	2,095.00
EVANS, JESSICA M.	81345	6/1/2014	F-00740	336.00
FANNIN CO ELECTRIC CO-OP INC	81346	6/1/2014	#10159710	153.00
FERRELL, TERRI D.	81224	6/1/2014	G-01013	313.00
FIRST CHOICE POWER	81223	6/1/2014	VARIOUS CLIENTS	399.00
GARZA, PAMELA AND CENDERA BANK, ...	81396	6/1/2014	F-HO-00005	445.78
GLASER, GREG	81347	6/1/2014	F-00781	573.00
GLASER, JUDITH	81348	6/1/2014	VARIOUS CLIENTS	701.00
GLASER, RONALD	81349	6/1/2014	F-00809	593.00
GODBAY, JOHN	81350	6/1/2014	F-00701	184.00
GREEN MOUNTAIN ENERGY CO.	81225	6/1/2014	VARIOUS CLIENTS	155.00
GREENE, DAVID P.	81226	6/1/2014	G-00042	424.00
GREER, FRANCES AND USDA RURAL D...	81394	6/1/2014	F-HO-00002	347.00
GUILD MORTGAGE COMPANY AND HO...	81397	6/1/2014	F-HO-00006	252.00
GVD RIDGEVIEW LLC	81280	6/1/2014	VARIOUS CLIENTS	1,823.00
HADDOCK, DAVID	81227	6/1/2014	G-01290	728.00
HAIRO H PENA	81269	6/1/2014	G-01066	143.00
HAIRO H PENA	81405	6/18/2014	G-01066	540.00
HALLFORD, LOUIE A.	81228	6/1/2014	VARIOUS CLIENTS	1,318.00
HAMPTON, KENNETH	81351	6/1/2014	F-00792	450.00
HARDWICK, RANDY	81229	6/1/2014	G-01090	723.00
HARDY, RUSSELL DON	81352	6/1/2014	VARIOUS CLIENTS	701.00
HARVEY, JOHN MILTON	81353	6/1/2014	F-00698	145.00
HERNANDEZ, ANTONIO	81354	6/1/2014	F-00282	550.00
HILLTOP VILLAGE APARTMENTS	81233	6/1/2014	VARIOUS CLIENTS	5,347.00
HOFMANN MRAZ CARE HOME	81355	6/1/2014	VARIOUS CLIENTS	2,505.00
HOGENSON, REGINA COX	81212	6/1/2014	G-01102	456.00
HOLLON, LARRY BRET	81235	6/1/2014	G-01056	347.00
HOMESTEAD ESTATES MHP/ JUSTICE P...	81360	6/1/2014	F-00807	123.00

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HORNER, MELISSA ANN	81239	6/1/2014	G-00458	381.00
HOUSING ASSOICIATES OF HERITAG	81230	6/1/2014	VARIOUS CLIENTS	4,583.00
HUNT, JOE G.	81356	6/1/2014	F-00043	243.00
IOLA DBA TAPPAN ZEE	81237	6/1/2014	VARIOUS CLIENTS	825.00
IWUAGWU,DESMOND E.	81236	6/1/2014	G-01245	537.00
JACOBS, RICHARD	81238	6/1/2014	G-00952	750.00
James E. Perry	81271	6/1/2014	G-01284	422.00
JAYNES, LONNIE J.	81357	6/1/2014	F-00477	234.00
JOHNSON, G.F.	81234	6/1/2014	G-01130	181.00
JONES, MICHELLE D.	81358	6/1/2014	F-00790	214.00
JONSE, TOM	81410	6/18/2014	G-01220	615.00
JPL FAMILY LTD PARTNERSHIP	81359	6/1/2014	F-00771	435.00
JUST ENERGY TEXAS I CORP.	81241	6/1/2014	VARIOUS CLIENTS	27.00
JUST ENERGY TEXAS I CORP.	81416	6/18/2014	6320117	33.00
KARAM, GEORGE	81242	6/1/2014	G-00350	789.00
KATY CREEK RETIREMENT VILLAGE	81361	6/1/2014	VARIOUS CLIENTS	2,290.00
KEENER, ANDREW	81243	6/1/2014	G-01223	463.00
KIGHT FAMILY LIMITED PARTNERSHIP #1	81244	6/1/2014	VARIOUS CLIENTS	1,692.00
KINGSTON PROPERTIES	81363	6/1/2014	VARIOUS CLIENTS	559.00
KIRKPATRICK, JAMES	81245	6/1/2014	G-01190	600.00
LAMB, BILLY J	81248	6/1/2014	G-00321	344.00
LANCET COURT APARTMENTS	81364	6/1/2014	F-00039	290.00
Laqueta Wilson and Carrington Mortgage L...	81318	6/1/2014	G-HO-00001	461.00
LATIMER, JAY	81249	6/1/2014	G-01148	600.00
LAUGHLIN, GLEN	81250	6/1/2014	VARIOUS CLIENTS	911.00
LIPSCOMB, CHAD CARLTON	81365	6/1/2014	F-00243	283.00
LJUNGKULL, JOEL	81251	6/1/2014	VARIOUS CLIENTS	703.00
M&M INVESTMENTS LLC	81253	6/1/2014	G-01274	342.00
MAGGI, DENO TAYLOR	81252	6/1/2014	G-01228	519.00
MALMAY , MICHELLE LYNN	81254	6/1/2014	VARIOUS CLIENTS	2,906.00
MC CORMICK, LARRY W	81367	6/1/2014	FV-XXX-0042	435.00
MCBROOM, DAVID R.	81366	6/1/2014	F-00724	381.00
MCDONNELL, DEE JUANITA	81255	6/1/2014	G-00036	262.00
MILLSAP, BOB L	81256	6/1/2014	VARIOUS CLIENTS	2,301.00
MONROE, MARLENE	81232	6/1/2014	G-01141	362.00
MORRIS, MARY L.	81258	6/1/2014	G-00864	642.00
MORRIS, RANDY K.	81369	6/1/2014	F-00774	193.00
MUJO, LLC	81370	6/1/2014	F-00797	333.00
MURPHY PROPERTIES	81371	6/1/2014	VARIOUS CLIENTS	1,240.00
NATAYENA L.L.C	81259	6/1/2014	G-00661	404.00
NORTH TEXAS RENT HOMES	81261	6/1/2014	G-00487	674.00
NORTHRIDGE DRIVE APARTMENTS	81260	6/1/2014	VARIOUS CLIENTS	4,163.00
NUNNELEE, ROBERT M	81374	6/1/2014	VARIOUS CLIENTS	938.00
NUNNELEE, ROBERT M	81373	6/1/2014	VARIOUS CLIENTS	819.00
NUNNELEE, ROBERT M	81375	6/1/2014	VARIOUS CLIENTS	2,407.00
NUNNELEE, ROBERT M	81376	6/1/2014	VARIOUS CLIENTS	1,880.00
NUNNELEE, ROBERT M	81377	6/1/2014	F-00284	187.00
OAKVIEW RENTALS LP	81262	6/1/2014	G-00960	245.00
OATES, REX A.	81263	6/1/2014	G-01263	600.00
ODOM, RODNEY LEE	81264	6/1/2014	G-00066	399.00
OHC/PARK MANOR LTD	81267	6/1/2014	VARIOUS CLIENTS	5,240.00
OHC/PARK MANOR LTD	81415	6/18/2014	G-01309	238.00
OTTMO, WANDA J	81378	6/1/2014	F-00246	178.00
OWENS, MONA N.	81265	6/1/2014	G-00082	273.00

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0017 - SECT 8 CASH IN BANK CHASE  
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Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
PADILLA, RAYMOND JR AND NATION ST...	81395	6/1/2014	F-HO-00003	165.00
PAGE, JOHN	81266	6/1/2014	G-00938	233.00
PATTERSON, DAVID R.	81268	6/1/2014	G-00953	725.00
PENDERGRASS, RANDY	81379	6/1/2014	F-00562	227.00
PERKINS, GLEN	81270	6/1/2014	G-01155	300.00
PETERSON, TRAVIS AND BANK OF TEX...	81317	6/1/2014	G-HO-00003	508.00
PIERCE, JAMES DEAN	81272	6/1/2014	VARIOUS CLIENTS	1,032.00
PIERCE, WILBURN L.	81273	6/1/2014	G-01099	80.00
PIERCE, WILBURN L.	81406	6/18/2014	G-01099	199.00
PLANT, GLYNA GAYLENE	81380	6/1/2014	F-00811	227.00
POLLARD, TROY LYNN	81274	6/1/2014	G-01133	519.00
POWELL, DERALD	81381	6/1/2014	F-00606	270.00
PROPERTY MANAGEMENT RESOURCE...	81275	6/1/2014	G-01253	579.00
R&M PROPERTIES	81276	6/1/2014	VARIOUS CLIENTS	2,091.00
R&M PROPERTIES	81398	6/1/2014	G-00820	496.00
RELIANT ENERGY	81278	6/1/2014	VARIOUS CLIENTS	269.00
REYNOSO, HECTOR M.	81279	6/1/2014	G-00948	375.00
RONNIE D. ROSS	81281	6/1/2014	G-00415	522.00
ROSS, NORA F.	81382	6/1/2014	F-00717	260.00
ROTENFELSEN INVESTMENTS, LLC	81282	6/1/2014	G-00322	210.00
ROW, BILLY F.	81283	6/1/2014	G-00074	266.00
ROWLAND, DANIEL E.	81284	6/1/2014	G-00181	399.00
RUMSEY, ROBERT	81285	6/1/2014	VARIOUS CLIENTS	1,898.00
S.S. PARTNERS MGMT. L.L.C.	81298	6/1/2014	VARIOUS CLIENTS	5,872.00
S.S. PARTNERS MGMT. L.L.C.	81414	6/18/2014	G-01310	679.00
SALEM, JOHN W.	81383	6/1/2014	F-00796	293.00
SANDIA NORTH APARTMENTS INC	81384	6/1/2014	VARIOUS CLIENTS	2,783.00
SARGENT, BARBARA	81385	6/1/2014	F-00745	165.00
SAUNDERS, LARRY	81286	6/1/2014	G-01262	404.00
SCHILLI, RICHARD R.	81287	6/1/2014	G-01194	650.00
SCHLEY, MARK AND WELLS FARGO HO...	81319	6/1/2014	G-HO-00005	356.00
SCULLY, MICHAEL C.	81288	6/1/2014	G-00438	528.00
SHANNON, DELBRA	81289	6/1/2014	G-00448	142.00
SHARP, MICHAEL L.	81290	6/1/2014	G-00490	349.00
SHEEHAN, CINDY	81291	6/1/2014	G-01168	545.00
SHER DEN REALTY INC	81293	6/1/2014	VARIOUS CLIENTS	4,476.00
SHIRLEY, NANCY S.	81294	6/1/2014	G-00836	800.00
SKYLINE WESTWOOD MANOR LTD	81312	6/1/2014	G-01073	137.00
SMITH, MARK A.	81295	6/1/2014	G-00072	399.00
SOUTHERN URBANE PROPERTIES, LLC	81296	6/1/2014	G-00584	366.00
SOUTHWEST MANAGEMENT	81297	6/1/2014	VARIOUS CLIENTS	2,680.00
SOUTHWEST MANAGEMENT	81399	6/1/2014	G-01255	650.00
SOUTHWEST MANAGEMENT	81409	6/18/2014	G-00880	740.00
STANLEY, JUDY F.	81299	6/1/2014	G-00884	398.00
STEEPLE CHASE FARMS SUMMIT, LP	81300	6/1/2014	VARIOUS CLIENTS	6,113.00
STEEPLE CHASE FARMS SUMMIT, LP	81412	6/18/2014	G-01316	518.00
Stephen's Structural	81301	6/1/2014	G-01285	348.00
STERZER, DALE P	81386	6/1/2014	VARIOUS CLIENTS	2,301.00
STOLL, JOEL	81303	6/1/2014	G-01043	499.00
STREAM GAS & ELECTRIC LTD	81302	6/1/2014	VARIOUS CLIENTS	167.00
SUDDERTH, JACK W.	81387	6/1/2014	F-00221	235.00
SUDDERTH, JOE T.	81388	6/1/2014	F-00725	349.00
SWOVELAND, MARK	81304	6/1/2014	G-01271	897.00
T-PAG LLC	81306	6/1/2014	VARIOUS CLIENTS	2,224.00



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Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
TAUBE, RICHARD P.	81305	6/1/2014	G-00052	683.00
TEXOMA COUNCIL OF GOVERNMENTS	81400	6/1/2014	ESCROW PAYMENT	2,888.00
TEXOMA COUNCIL OF GOVERNMENTS	81401	6/5/2014	ADMIN CHARGES 5/1-5/15/2014	15,959.13
TEXOMA COUNCIL OF GOVERNMENTS	81402	6/12/2014	ADMIN CHGES	12,190.75
TEXOMA HOUSING PARTNERS	81389	6/1/2014	VARIOUS CLIENTS	449.00
TIP, TENG	81390	6/1/2014	F-00420	526.00
TXU ELECTRIC	81307	6/1/2014	VARIOUS CLIENTS	657.22
UNDERWOOD, BILLY MACK	81391	6/1/2014	VARIOUS CLIENTS	747.00
VICKREY, CHRIS A.	81277	6/1/2014	G-01250	560.00
VILLAS OF SHERMAN LIMITED	81308	6/1/2014	VARIOUS CLIENTS	3,710.00
W&W RENTAL PROPERTIES, LLC	81315	6/1/2014	G-01015	343.00
WARDEN, LINDON	81392	6/1/2014	F-00801	614.00
WATERFORD APTS LTD	81309	6/1/2014	G-00104	89.00
WATSON, MICHAEL L.	81310	6/1/2014	VARIOUS CLIENTS	697.00
WEEDEN, SUE G.	81311	6/1/2014	G-00038	146.00
WILLIAMS, MYRTIS BRENEK	81393	6/1/2014	F-00476	500.00
WILSON CHILDRENS TRUST UTD 5/26/06	81313	6/1/2014	G-00555	319.00
WINDSCAPE APARTMENTS, LTD.	81314	6/1/2014	G-00996	404.00
WOOD, KIDNEY WILLIAM	81362	6/1/2014	F-00152	137.00
YOUNG, JENNIFER LYN	81240	6/1/2014	VARIOUS CLIENTS	2,618.00
ZIPPER, CHARLES E.	81316	6/1/2014	G-01033	940.00

**TEXOMA COUNCIL OF GOVERNMENTS**  
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0111 - CASH IN BANK GENERAL CHASE  
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Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
AFLAC	81406	6/9/2014	INV 112120	1,160.53
ALERT RESPONSE INC.	81520	6/19/2014	INV DTD 6/1/14	162.42
AMBIT TEXAS, LLC	81489	6/19/2014	CEAP UTILITIES	951.61
AMBIT TEXAS, LLC	81568	6/26/2014	CEAP UTILITIES	825.77
AMERICAN EXPRESS	81377	6/4/2014	51001	7,733.18
AMERICAN EXPRESS	81378	6/4/2014	51001 MAY	2,622.70
AMERICAN EXPRESS	81404	6/5/2014	AMEX 51002	383.70
AMERICAN EXPRESS	81457	6/12/2014	ACCT 51001 APR	8,316.07
AMERICAN EXPRESS	81458	6/12/2014	ACCT 51001 MAY	8,099.18
AT&T	81319	6/1/2014	ACCT 1795	34.12
AT&T	81322	6/1/2014	ACCT 9078	2,900.00
AT&T	81323	6/1/2014	ACCT 7791	64.40
AT&T	81324	6/1/2014	ACCT 7006	265.36
AT&T	81325	6/1/2014	ACCT 7027	176.73
AT&T	81326	6/1/2014	ACCT 4529	15.40
AT&T	81330	6/1/2014	ACCT 3749	7.28
AT&T	81331	6/1/2014	ACCT 1798	206.96
AT&T	81332	6/1/2014	ACCT 1794	569.86
AT&T	81391	6/5/2014	ACCT 6164	203.38
AT&T	81396	6/5/2014	ACCT 2348	3.27
AT&T	81400	6/5/2014	ACCT 7045	291.48
AT&T	81401	6/5/2014	ACCT 1791	239.25
AT&T	81507	6/19/2014	ACCT 1328	1,303.11
AT&T	81511	6/19/2014	ACCT 7045	239.32
AT&T	81516	6/19/2014	ACCT 9078	2,900.00
AT&T	81518	6/19/2014	ACCT 4529	15.40
AT&T	81540	6/26/2014	21450340343749	7.75
AT&T	81541	6/26/2014	21413001237791	64.40
AT&T	81543	6/26/2014	21450340471798	171.36
AT&T	81544	6/26/2014	21450340427006	212.72
AT&T	81545	6/26/2014	21450340397027	132.38
AT&T	81553	6/26/2014	214503424 2344	1.00
AT&T	81554	6/26/2014	2145034302 7514	13.55
AT&T MOBILITY	81467	6/12/2014	ACCT 287256806622	75.98
AT&T MOBILITY	81471	6/12/2014	ACCT 3705	1,910.21
ATMOS ENERGY	81491	6/19/2014	CEAP	1,909.85
ATMOS ENERGY	81570	6/26/2014	CEAP UTILITIES	1,845.53
ATMOS ENERGY CO	81587	6/26/2014	303191 7997	959.44
AUSTIN COLLEGE	81337	6/1/2014	ANNUAL EV FEE	330.00
AWARDS UNLIMITED	81389	6/5/2014	INV 88498	403.20
AWARDS UNLIMITED	81438	6/12/2014	PO 45169	423.60
AYERS, LINDA	81342	6/1/2014	STIPEND	83.10
AYERS, LINDA	81343	6/1/2014	STIPEND	122.48
AYERS, LINDA	81475	6/12/2014	STIPEND	82.85
AYERS, LINDA	81476	6/12/2014	STIPEND	17.40
AYERS, LINDA	81588	6/26/2014	STIPEND	68.75
BAGBY ELEVATOR COMPANY INC.	81531	6/26/2014	INV SCHED 159981	334.57
BARNES, HEATHER	81547	6/26/2014	TRAINING	500.00
BARNES, SHAWN MICHAEL	81546	6/26/2014	NETWORK DIAGRAM	225.00
BDA ADMINISTRATORS	81527	6/19/2014	MOOP 5/3014	2,905.46
BEST IMAGES SYSTEMS INC.	81339	6/1/2014	INV 10944283	618.95
BINGHAM, RAYLEEN	DD000...	6/12/2014	TRAVEL EXPENSE	217.53
BONHAM HOUSING AUTHORITY	81484	6/19/2014	CEAP UTILITIES	30.13
BONHAM HOUSING AUTHORITY	81616	6/26/2014	CEAP UTILITIES	190.00

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BOOKER, PATSY	81403	6/5/2014	STIPEND	93.81
BRACKEEN, RUBY	81344	6/1/2014	STIPEND	165.36
BRACKEEN, RUBY	81477	6/12/2014	STIPEND	113.95
BRACKEEN, RUBY	81589	6/26/2014	STIPEND	121.90
BROWN, FREDDIE	81368	6/1/2014	STIPEND	135.10
BROWN, FREDDIE	81478	6/12/2014	STIPEND	130.10
BROWN, FREDDIE	81590	6/26/2014	STIPEND	166.90
BUNCH, RUBY	81345	6/1/2014	STIPEND	74.80
BUNCH, RUBY	81479	6/12/2014	STIPEND	132.55
CABLE ONE	81367	6/1/2014	ACCT 6022	317.27
CALSHERM PARTNERS LP/ SHERMAN O...	81578	6/26/2014	CEAP UTILITIES	116.50
CAMERON, FRANCES	81346	6/1/2014	STIPEND	169.20
CAMERON, FRANCES	81480	6/12/2014	STIPEND	160.30
CAMERON, FRANCES	81591	6/26/2014	STIPEND	134.63
CHAPMAN, ROBERT	DD000...	6/1/2014	STIPEND	29.95
CHAPMAN, ROBERT	DD000...	6/26/2014	STIPEND	97.50
CIRRO GROUP INC.	81487	6/19/2014	CEAP UTILITIES	77.10
CIRRO GROUP INC.	81565	6/26/2014	CEAP UTILITIES	101.96
CITY OF SHERMAN	81504	6/19/2014	ACCT 209506003	439.45
CITY OF WHITESBORO	81561	6/26/2014	CEAP UTILITIES	356.16
CLAYTON, MAE	81347	6/1/2014	STIPEND	179.91
CLAYTON, MAE	81481	6/12/2014	STIPEND	207.54
CLAYTON, MAE	81536	6/26/2014	STIPEND	207.56
COLEY, ALICE E.	81348	6/1/2014	stipend	113.95
COLEY, ALICE E.	81482	6/12/2014	STIPEND	132.50
COLEY, ALICE E.	81592	6/26/2014	STIPEND	95.40
COLEY, CHARLES	81349	6/1/2014	STIPEND	63.60
COLEY, CHARLES	81350	6/1/2014	STIPEND	130.45
COLEY, CHARLES	81415	6/12/2014	STIPEND	140.00
COLEY, CHARLES	81416	6/12/2014	STIPEND	47.70
COLEY, CHARLES	81593	6/26/2014	STIPEND	119.40
CONEY, VIRGIE	81351	6/1/2014	STIPEND	210.40
CONEY, VIRGIE	81417	6/12/2014	STIPEND	199.00
CONEY, VIRGIE	81594	6/26/2014	STIPEND	199.55
COOKE COUNTY ELECTRIC CO-OP	81494	6/19/2014	CEAP UTILITIES	102.00
COOKE COUNTY ELECTRIC CO-OP	81574	6/26/2014	CEAP UTILITIES	337.68
CROSS, TOMMIE	81352	6/1/2014	STIPEND	214.58
CROSS, TOMMIE	81418	6/12/2014	STIPEND	208.28
CROSS, TOMMIE	81595	6/26/2014	STIPEND	190.50
CULPEPPER PLBG & A/C INC.	81381	6/5/2014	INV 651582607	165.00
CUNNINGHAM, BUDDY / CUNNINGHAM ...	81398	6/5/2014	V DAVIS	3,280.50
CUNNINGHAM, BUDDY / CUNNINGHAM ...	81461	6/12/2014	WEATHERIZATION	16,857.55
D R PARTNERS DBA	81510	6/19/2014	SUMMERTASTIC GUIDES	1,344.00
DDDS PARTNERSHIP	81445	6/12/2014	RESPIRE CARE	273.00
DE LAGE LANDEN	81470	6/12/2014	INV 41523436	271.05
DEPARTMENT OF INFORMATION RES	81437	6/12/2014	14040390N	10,574.09
DIRECT ENERGY	81488	6/19/2014	CEAP UTILITIES	609.64
DIRECT ENERGY	81567	6/26/2014	CEAP UTILITIES	557.25
DIRECT ENERGY BUSINESS-DALLAS	81340	6/1/2014	ACCT 1017669	5,990.70
DIRECT ENERGY BUSINESS-DALLAS	81584	6/26/2014	ACCT 1017669	7,429.97
DIRECT ENERGY MARKETING INC.	81499	6/19/2014	CEAP UTILITIES	212.49
EGGAR, ELIZABETH	81512	6/19/2014	TRAVEL EXPENSE	70.00
EGNER D.D.S, PAMELA S.	81392	6/5/2014	65;75;90;83	5,600.00
EGNER D.D.S, PAMELA S.	81524	6/19/2014	59;86;94	4,200.00

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EGNER D.D.S, PAMELA S.	81539	6/26/2014	4298; 4304	2,800.00
ENDERBY GAS INC	81495	6/19/2014	CEAP UTILITIES	404.87
ENDERBY GAS INC	81575	6/26/2014	CEAP UTILITIES	459.75
ENERGY CONSERVATORY INC	81341	6/1/2014	INV 119931	172.25
ENTERPRISE RENT-A-CAR	81315	6/1/2014	CAR RENTAL	37.73
ENTERPRISE RENT-A-CAR	81388	6/5/2014	INV2058072	122.19
ENTERPRISE RENT-A-CAR	81451	6/12/2014	RENTAL	205.38
ENTERPRISE RENT-A-CAR	81549	6/26/2014	CAR RENTAL	202.11
ENTERPRISE RENT-A-CAR	81550	6/26/2014	780D9Z	146.88
ENTERPRISE RENT-A-CAR	81556	6/26/2014	7PJ2YZ	40.73
ENTRUST ENERGY INC.	81498	6/19/2014	CEAP UTILITIES	307.71
ENTRUST ENERGY INC.	81579	6/26/2014	CEAP UTILITIES	135.86
EXXON CORPORATION	81338	6/1/2014	acct 1367	531.46
FANNIN CO ELECTRIC CO-OP INC	81496	6/19/2014	CEAP UTILITIES	868.54
FANNIN CO ELECTRIC CO-OP INC	81576	6/26/2014	CEAP UTILITIES	695.33
FEAGLEY, EVA	81353	6/1/2014	STIPEND	219.40
FEAGLEY, EVA	81419	6/12/2014	STIPEND	210.65
FEAGLEY, EVA	81596	6/26/2014	STIPEND	119.15
FEDEX KINKO'S	81523	6/19/2014	261755277	47.52
FIELDS, MARY LOU	81354	6/1/2014	STIPEND	129.08
FIELDS, MARY LOU	81420	6/12/2014	STIPEND	131.55
FIELDS, MARY LOU	81597	6/26/2014	STIPEND	20.40
FIRST CHOICE POWER	81501	6/19/2014	CEAP UTILITIES	1,146.54
FIRST CHOICE POWER	81562	6/26/2014	CEAP UTILITIES	1,082.18
FOUR STAR FABRICATORS	81447	6/12/2014	INV Q10693	86.16
FUGETT, SHARON	81355	6/1/2014	STIPEND	115.33
FUGETT, SHARON	81421	6/12/2014	STIPEND	116.88
FUGETT, SHARON	81598	6/26/2014	STIPEND	146.79
FULCRUM RETAIL ENERGY LLC.	81497	6/19/2014	CEAP UTILITIES	150.93
FULCRUM RETAIL ENERGY LLC.	81577	6/26/2014	CEAP UTILITIES	120.62
FULLYLOVE, JUDY	81390	6/5/2014	TRAVEL EXPENSE	61.80
GEORGE, CAROLYN	DD000...	6/5/2014	TRAVEL EXPENSES	70.06
GERMAINE DESIGNS, INC.	81382	6/5/2014	WAP SHIRTS	100.00
GOLDSTON, SANDRA	DD000...	6/1/2014	STIPEND	189.60
GOLDSTON, SANDRA	DD000...	6/12/2014	STIPEND	196.08
GRAYSON PRO TECH INC.	81505	6/19/2014	INV 149560	36.00
GRAYSON PRO TECH INC.	81585	6/26/2014	INV 150015	672.20
GRAYSON-COLLIN ELECTRIC	81493	6/19/2014	CEAP UTILITIES	776.14
GRAYSON-COLLIN ELECTRIC	81572	6/26/2014	CEAP UTILITIES	486.19
GREEN MOUNTAIN ENERGY CO.	81485	6/19/2014	CEAP UTILITIES	1,200.00
GREEN MOUNTAIN ENERGY CO.	81563	6/26/2014	CEAP UTILITIES	47.72
H.R. DIRECT	81555	6/26/2014	INV 2053538	75.99
HALIBURTON ANITA	81336	6/1/2014	TRAVEL EXPENSE	46.90
HAMILTON, MARY	81356	6/1/2014	STIPEND	176.23
HAMILTON, MARY	81422	6/12/2014	STIPEND	162.98
HAMILTON, MARY	81599	6/26/2014	STIPEND	212.00
HANNAH'S FLORIST	81529	6/19/2014	INV 109064	90.00
HERNANDEZ, MARGARITA S.	81374	6/1/2014	BLDG MAINT	1,383.00
HERNANDEZ, MARGARITA S.	81582	6/26/2014	BLDG MAINT	1,383.00
HESTAND, VICKY	81387	6/5/2014	TRAVEL EXPENSE	135.00
HESTAND, VICKY	81463	6/12/2014	TRAVEL EXPENSE	76.28
HIGGINS-DURBIN, CARRIEJO	81552	6/26/2014	TRAVEL EXPENSE	323.75
HRW FIRE PUMP SERVICES INC.	81444	6/12/2014	INV 9024	350.00
INSITE STRATEGIST, LLC	DD000...	6/26/2014	TRAIN,EVAL	5,100.00

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Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
INTERSTATE GAS SUPPLY, INC. / ACCE...	81500	6/19/2014	CEAP UTILITIES	79.45
INTRADO INC.	81441	6/12/2014	INV 121555	2,458.24
JAMES, CAREY TEXOMA HEARING	81395	6/5/2014	71	1,400.00
JOE KNOWS PROMOS LLC	81328	6/1/2014	INV 2705	482.15
JOE KNOWS PROMOS LLC	81329	6/1/2014	INV 10268	510.65
JOHN ROBINSON	81465	6/12/2014	TRAVEL EXPENSE	200.00
JOHN ROBINSON	81473	6/12/2014	TRAVEL EXPENSE	20.97
JONES, MINDI	DD000...	6/26/2014	MAY CELL BILL	70.00
JORDON, MARY ALICE	81357	6/1/2014	STIPEND	87.80
JORDON, MARY ALICE	81530	6/26/2014	STIPEND	85.15
JORDON, MARY ALICE	81601	6/26/2014	STIPEND	79.35
JUST ENERGY TEXAS I CORP.	81492	6/19/2014	CEAP UTILITIES	749.66
JUST ENERGY TEXAS I CORP.	81571	6/26/2014	CEAP UTILITITES	1,127.56
KING, KEITH G.	81335	6/1/2014	INV 5141400	2,072.00
KREBS, MANDY	DD000...	6/12/2014	TRAVEL EXPENSE	67.23
LAFOLLETT AND ABBOTT PLLC	81448	6/12/2014	AUDIT RETAINER	5,000.00
LANGUAGE LINE SERVICE, INC.	81327	6/1/2014	ACCT 9020904036	30.99
LIFELINE MEDICAL CONSULTING	81560	6/26/2014	CEAP UTILITIES	0.00
LUPER, BARBARA	DD000...	6/1/2014	STIPEND	120.53
LUPER, BARBARA	DD000...	6/12/2014	STIPEND	122.43
LUPER, GLORIA	81358	6/1/2014	STIPEND	129.85
LUPER, GLORIA	81423	6/12/2014	STIPEND	119.25
LUPER, GLORIA	81602	6/26/2014	STIPEND	98.05
MARJEN TECHNOLOGY GROUP LLC	DD000...	6/1/2014	669,670,671,672	17,405.65
MARJEN TECHNOLOGY GROUP LLC	DD000...	6/26/2014	INV 2011699	(500.00)
MARJEN TECHNOLOGY GROUP LLC		6/26/2014	JUNE INVS	17,393.05
MCCORMICK, BILL	DD000...	6/12/2014	TRAVEL EXPENSE	91.53
MCCRAW OIL CO. INC	81566	6/26/2014	CEAP UTILITIES	613.50
MCCULLOUGH, DORIS	81359	6/1/2014	STIPEND	220.75
MCCULLOUGH, DORIS	81424	6/12/2014	STIPEND	212.00
MCCULLOUGH, DORIS	81603	6/26/2014	STIPEND	177.55
MONARCH UTILITIES, INC.	81455	6/12/2014	UTILITIES	360.00
MONARCH UTILITIES, INC.	81472	6/12/2014	UTILITIES	360.00
MONTGOMERY COUNTY HOSPITAL DIS...	81506	6/19/2014	TCOG EMDSERVICE	960.00
MONTGOMERY COUNTY HOSPITAL DIS...	81533	6/26/2014	TCOG EMDSERVICE	1,305.00
MORAVEC, MICHAEL E.	81583	6/26/2014	PO 45182	197.70
MUENSTER TELEPHONE CORP OF TX	81474	6/12/2014	BUS70000049	440.46
MURRAY, MARIAN	81360	6/1/2014	STIPEND	178.88
MURRAY, MARIAN	81425	6/12/2014	STIPEND	165.63
MURRAY, MARIAN	81604	6/26/2014	STIPEND	140.45
NAFGPD	81450	6/12/2014	RENEWAL	100.00
NATIONAL ASSOCIATION OF AREA	81521	6/19/2014	N4A MEMBERSHIP	1,100.00
NAUTILUS SPORT CENTER	81410	6/9/2014	APRIL DUES	203.04
NETSPAN CORPORATION FOREMOST ...	81532	6/26/2014	ACCT 7800	78.00
OFFICE DEPOT	81385	6/5/2014	ACCT 8423	358.97
OFFICE OF ATTORNEY GENERAL	81411	6/9/2014	CHILD SUPPORT	871.44
OFFICE OF ATTORNEY GENERAL	81528	6/19/2014	CHILD SUPPORT	871.44
OWEN, IMOGENE	81361	6/1/2014	STIPEND	134.50
OWEN, IMOGENE	81426	6/12/2014	STIPEND	147.15
OWEN, IMOGENE	81605	6/26/2014	STIPEND	78.85
PENN FOSTER, INC.	81614	6/26/2014	PAYMENT FOR CLIENT	745.00
PERFORMANCE PLUS	81436	6/12/2014	INV 1713	1,440.00
PERRY, RATA	81370	6/1/2014	STIPEND	136.48
PERRY, RATA	81432	6/12/2014	STIPEND	85.98

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PERRY, RATA	81606	6/26/2014	STIPEND	19.35
PHELPS, LOIS	81371	6/1/2014	STIPEND	196.15
PHELPS, LOIS	81433	6/12/2014	STIPEND	194.90
PHELPS, LOIS	81607	6/26/2014	STIPEND	183.60
PINEYWOODS HOSPITALITY LTD.	81513	6/19/2014	INV 681	82.39
PRE-PAID LEGAL SERVICES INC.	81407	6/9/2014	GROUP 0142305	200.45
PRESTON, MARGARET	DD000...	6/1/2014	STIPEND	225.20
PRESTON, MARGARET	DD000...	6/12/2014	STIPEND	201.93
PRESTON, MARGARET	DD000...	6/26/2014	STIPEND	209.30
PROSPERITY BANK	81405	6/5/2014	ACCT 0090340970	15,798.74
PROSTAR SERVICES INC.	81414	6/12/2014	INV 697876	74.87
PUBLICDATA.COM.AI LTD	81449	6/12/2014	#009458352 TX 20140601	9.95
QUILL CORPORATION	81380	6/5/2014	INV 2879846	89.42
QUILL CORPORATION	81439	6/12/2014	C5773423	945.30
QUILL CORPORATION	81548	6/26/2014	INV 3215792	51.94
RATLIFF, JILL	81452	6/12/2014	ALZ RESPITE CARE	524.15
RELIABLE ELECTRIC	81442	6/12/2014	7336&6872	8,680.08
RELIANT ENERGY	81486	6/19/2014	CEAP UTILITIES	649.54
RELIANT ENERGY	81564	6/26/2014	CEAP UTILITIES	1,486.71
RESULTS ENVIRONMENTAL PEST MAN...	81379	6/5/2014	INV 215853	55.00
RHODES, VIRGINIA	81386	6/5/2014	TRAVEL EXPENSE	117.00
RIDEOUT, DALE	81362	6/1/2014	STIPEND	181.50
RIDEOUT, DALE	81427	6/12/2014	STIPEND	161.60
SAMS CLUB DIRECT	81402	6/5/2014	ACCT 040255440 5035	680.60
SEAMSTER, BARBARA	81373	6/1/2014	STIPEND	144.10
SEAMSTER, BARBARA	81435	6/12/2014	STIPEND	139.10
SEAMSTER, BARBARA	81608	6/26/2014	STIPEND	175.90
SMITH, BRENDA	81456	6/12/2014	TRAVEL EXPENSE	140.00
SMITH, DELANO	81466	6/12/2014	TRAVEL EXPENSE	250.86
SMITH, DELANO	81559	6/26/2014	TRAVEL EXPENSE	55.37
SRADER, MICHAEL CHARLES	81459	6/12/2014	WEATHERIZATION	13,720.85
STAPLES BUSINESS ADVANTAGE	81383	6/5/2014	WAP SUPPLIES	29.98
STAPLES BUSINESS ADVANTAGE	81397	6/5/2014	8029901379	26.99
STAR ELECTRICITY INC.	81580	6/26/2014	CEAP UTILITIES	93.97
STREAM GAS & ELECTRIC LTD	81490	6/19/2014	CEAP UTILITIES	1,650.38
STREAM GAS & ELECTRIC LTD	81569	6/26/2014	CEAP UTILITIES	1,770.99
SWANG & ASSOCIATES INC. DBA HOME...	81446	6/12/2014	RESPITE IN HOME	718.25
SWANG & ASSOCIATES INC. DBA HOME...	81537	6/26/2014	RESPITE IN HOME	51.00
T-MOBILE USA, INC.	81535	6/26/2014	INV 3000128009	990.00
TATE, THERESA	81363	6/1/2014	STIPEND	224.50
TATE, THERESA	81428	6/12/2014	STIPEND	223.25
TATE, THERESA	81610	6/26/2014	STIPEND	167.27
TEXAS A&M AGRILIVE EXTENSION SER...	81483	6/19/2014	SPEAKER REIMBURSEMENT	512.73
TEXOMA AREA PARATRANSIT SYSTEM	81509	6/19/2014	MAY2014TCOG	39.00
TEXOMA AREA PARATRANSIT SYSTEM	81615	6/26/2014	PAYMENT FOR CLIENT	240.00
TEXOMA COUNCIL OF GOVERNMENTS	81453	6/12/2014	ALZ RESPITE CARE	175.00
TEXOMA COUNCIL OF GOVERNMENTS	81462	6/12/2014	CFL'S INSTALLED	984.00
TEXOMA COUNCIL OF GOVERNMENTS	81464	6/12/2014	TRAVEL EXPENSE	1,256.56
TEXOMA HOUSING PARTNERS	81503	6/19/2014	BLDG MAINT	6,000.00
TEXOMA PRINT SERVICES	81384	6/5/2014	INV 43535	245.60
TEXOMA PRINT SERVICES	81413	6/12/2014	INV 43152	402.89
TEXOMA PRINT SERVICES	81515	6/19/2014	43561	167.44
TEXOMA WEB OFFSET PRINTING	81399	6/5/2014	INV 18465	5,206.38
THE FANNIN COUNTY LEADER	81318	6/1/2014	INV 6357	1,500.00

**TEXOMA COUNCIL OF GOVERNMENTS**  
Check/Voucher Register - LIABILITY LISTING  
0111 - CASH IN BANK GENERAL CHASE  
From 6/1/2014 Through 6/30/2014

Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
THOMAS JOHN KENNEDY OF TEXAS DD...	81393	6/5/2014	23340	1,400.00
THOMAS JOHN KENNEDY OF TEXAS DD...	81454	6/12/2014	8433;7940;23811	4,100.00
THOMAS JOHN KENNEDY OF TEXAS DD...	81522	6/19/2014	4097	1,400.00
THOMAS JOHN KENNEDY OF TEXAS DD...	81538	6/26/2014	24240	25.00
TML-IEBP	DD000...	6/26/2014	GROUP PTEXOMCO 6/30/14	43,699.43
TOWNSEND, LINDA	81372	6/1/2014	STIPEND	125.10
TOWNSEND, LINDA	81434	6/12/2014	STIPEND	91.20
TOWNSEND, LINDA	81609	6/26/2014	STIPEND	87.85
TRI COUNTY SENIOR NUTRITION	81316	6/1/2014	TITLE 111 C1&C2 MEALS REIMBURSEMENT	32,926.83
TRIEAGLE ENERGY LP	81581	6/26/2014	CEAP UTILITIES	84.21
TXU ELECTRIC	81502	6/19/2014	CEAP UTILITIES	3,497.73
TXU ELECTRIC	81573	6/26/2014	CEAP UTILITIES	8,435.72
UNITED WAY OF GRAYSON COUNTY	81409	6/9/2014	CONTRIBUTIONS	93.30
UNITED WAY OF GREATER HOUSTON	81508	6/19/2014	INV IR211TE0514	500.00
UNUM LIFE INSURANCE	81408	6/9/2014	05783570014	858.12
VERIZON	81320	6/1/2014	ACCT 1230Y	5.62
VERIZON	81514	6/19/2014	0001318310 1230Y	15.41
VERIZON CONFERENCING	81551	6/26/2014	ACCT 4653 X26	50.08
VERIZON SOUTHWEST	81317	6/1/2014	ACCT 6008	238.29
VERIZON SOUTHWEST	81321	6/1/2014	ACCT 1806	109.02
VERIZON SOUTHWEST	81333	6/1/2014	ACCT 7908	121.65
VERIZON SOUTHWEST	81334	6/1/2014	ACCT 6702	89.51
VERIZON SOUTHWEST	81440	6/12/2014	ACCT 5710	2,458.84
VERIZON SOUTHWEST	81468	6/12/2014	ACCT 6400	121.65
VERIZON SOUTHWEST	81469	6/12/2014	ACCT 0404	4,500.00
VERIZON SOUTHWEST	81517	6/19/2014	ACCT 9310	100.60
VERIZON SOUTHWEST	81519	6/19/2014	ACCT 1806	109.02
VERIZON SOUTHWEST	81525	6/19/2014	ACCT 0300	166.73
VERIZON SOUTHWEST	81526	6/19/2014	ACCT 7410	1,040.62
VERIZON SOUTHWEST	81542	6/26/2014	ACCT 6008	238.29
VERIZON SOUTHWEST	81557	6/26/2014	ACCT 6702	121.65
VERIZON SOUTHWEST	81558	6/26/2014	ACCT 7908	121.65
VERNELL, ISABELL	81369	6/1/2014	STIPEND	24.20
VERNELL, ISABELL	81600	6/26/2014	STIPEND	13.85
WAL MART	81443	6/12/2014	ACCT 4272	229.33
WEBB, CATHERINE	81364	6/1/2014	STIPEND	214.03
WEBB, CATHERINE	81429	6/12/2014	STIPEND	214.00
WEBB, CATHERINE	81611	6/26/2014	STIPEND	203.10
WELCH, JAMES J.	81394	6/5/2014	CONTRACT LABOR	544.00
WHITE, FRANCES	81365	6/1/2014	STIPEND	176.01
WHITE, FRANCES	81430	6/12/2014	STIPEND	167.13
WHITE, FRANCES	81612	6/26/2014	STIPEND	24.70
WILLIAMS, BARBARA	81366	6/1/2014	STIPEND	212.00
WILLIAMS, BARBARA	81431	6/12/2014	STIPEND	212.00
WILLIAMS, BARBARA	81613	6/26/2014	STIPEND	190.80
WILLIAMS, SANDRA	81314	6/1/2014	FGP STIPEND	204.00
WILLIAMS, SANDRA	81412	6/12/2014	FGP STIPEND	197.50
WILLKO CONSTRUCTION	81460	6/12/2014	WEATHERIZATION	29,853.60
WORKFORCE SOLUTIONS TEXOMA	81534	6/26/2014	INV RUF0527142	125.00
WORKFORCE SOLUTIONS TEXOMA	81586	6/26/2014	DASHBOARD LIC	110.00
WYATT, RUTHIE	DD000...	6/1/2014	STIPEND	212.00
WYATT, RUTHIE	DD000...	6/12/2014	STIPEND	212.00
WYATT, RUTHIE	DD000...	6/26/2014	STIPEND	201.40

**TEXOMA COUNCIL OF GOVERNMENTS**  
Check/Voucher Register - LIABILITY LISTING  
0111 - CASH IN BANK GENERAL CHASE  
From 6/1/2014 Through 6/30/2014

Vendor Name	Check Number	Check Date	Transaction Description	Check Amount
Report Total				633,205.28





TO: TCOG Governing Board  
THRU: Allison Minton, Client Services Department Director *AM*  
FROM: Brenda Smith, Energy Services Program Manager **BS**  
DATE: June 27, 2014  
RE: Community Services Block Grant Supplemental Contract

#### RECOMMENDATION

Ratify contract with Texas Dept. of Housing and Community Affairs for additional Community Services Block Grant funds.

#### BACKGROUND

The Community Services Block Grant (CSBG) program provides support for a range of services and activities which address the causes of poverty. TCOG provides services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

#### DISCUSSION

TCOG utilizes the CSBG funds to provide support for staff as well as Energy Services activities such as utility assistance and case management. In 2013, fifty families received assistance in pursuing vocational training or continued their education, and over 1,400 families received assistance with utilities payments. Direct payments were made to local vendors such as colleges, utility companies, and other local merchants.

The Texoma Community Services Advisory Committee met previously and approved proposed activities to be provided with the CSBG grants during FY 2014.

#### BUDGET

These are unobligated funds that are awarded to agencies that were successful in completing their 2013 programs in the appropriate time frame. The amount of this award is \$58,170 which will be distributed proportionally across the current year's CSBG budget, based on the 2014 plan of service.

#### APPROVAL

A handwritten signature in black ink, reading "Stacey Sloan", written over a light blue rectangular background.

Stacey L. Sloan, Finance Director

A handwritten signature in black ink, reading "SMT", written over a light blue rectangular background.

Susan B. Thomas, PhD, Executive Director

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**CONTRACT NO. 61130002025 FOR THE**  
**PY 2013 COMMUNITY SERVICES BLOCK GRANT PROGRAM ("CSBG")**  
**CFDA#93.569**

**SECTION 1. PARTIES TO THE CONTRACT**

This CSBG Contract No. **61130002025** (herein the "Contract") is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas, (herein the "Department") and **Texoma Council of Governments** a political subdivision of the State of Texas (herein the "Subrecipient") hereinafter (the "Parties").

**SECTION 2. CONTRACT TERM**

This Contract shall commence on **June 05, 2014**, and, unless earlier terminated, shall end on **September 30, 2014** (herein the "Contract Term").

**SECTION 3. SUBRECIPIENT PERFORMANCE AND SERVICE AREA**

Pursuant to Chapter 106 of the Community Services Block Grant Act (42 U.S.C. §9901 et seq.) (herein the "CSBG Act"), as amended by the "Community Services Block Grant Amendments of 1994" (P.L. 103-252) and the Coats Human Services Reauthorization Act of 1998 (P.L. 105-285); Chapter 2306 of the Texas Government Code (herein the "State Act"); the implementing State regulations under Title 10, Part 1, Chapter 5, Subchapters A (except those sections in Subchapter A that relate to the suspension, reduction, withholding or termination of funding) and B of the Texas Administrative Code, as amended or supplemented from time to time (herein the "CSBG State Rules or 10 TAC"); and the Department's guidance related to CSBG; Subrecipient shall operate on an equitable basis throughout Subrecipient's service area and shall utilize funds for the reduction of poverty, the revitalization of communities, and the empowerment of low-income families and individuals to become fully self-sufficient. Subrecipient shall provide services and activities of the type specified in 42 U.S.C. §§ 9901, 9907 excluding (c), and 9908. Subrecipient agrees to perform all activities in accordance with the annual Community Action Plan (as defined in Section 35 of this Contract); the terms of the performance statement and budget submitted with the annual Community Action Plan approved by the Department as said performance statement and budget may be amended from time to time; the Certifications attached hereto as Exhibit A; all such Exhibits incorporated herein for all relevant purposes; the assurances, certifications, and all other statements made by Subrecipient in its application for funding under this Contract; and with all other terms, provisions, and requirements herein set forth. Subrecipient's service area consists of the following counties:

**COOKE, FANNIN, GRAYSON**

**SECTION 4. DEPARTMENT OBLIGATIONS**

- A. In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse the actual allowable costs incurred by Subrecipient during the Contract Term in an amount up to **\$58,170.00** in accordance with the budget as approved by the Department and the terms of this Contract.
- B. Any decision to obligate additional funds or deobligate funds shall be made in writing by Department in its sole discretion based upon the status of funding under grants to Department and Subrecipient's overall compliance with the terms of this Contract.
- C. Department's obligations under this Contract are contingent upon the actual receipt of adequate CSBG funds from the U.S. Department of Health and Human Services (hereinafter "HHS") and the State of Texas. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract.

- D. Department shall not be liable to Subrecipient for certain costs, including but not limited to costs which:
1. have been reimbursed to Subrecipient or are subject to reimbursement to Subrecipient by any source other than Department;
  2. are not allowable costs, as set forth in the CSBG Act;
  3. are not strictly in accordance with the terms of this Contract, including the exhibits;
  4. have not been reported to Department within forty-five (45) days following termination of this Contract; or
  5. are not incurred during the Contract Term.
- E. Subrecipient shall refund to Department any sum of money which has been paid to Subrecipient by Department, which Department determines has resulted in an overpayment, or which Department determines has not been spent strictly in accordance with the terms of this Contract. Subrecipient shall make such refund within fifteen (15) days after the Department's request.
- F. Department shall not release any funds under this Contract until Department has determined in writing that Subrecipient's fiscal control and fund accounting procedures are adequate to assure the proper disbursement of and accounting for such funds.

#### **SECTION 5. METHOD OF PAYMENT/CASH BALANCES**

- A. Subrecipients may request an advance for up to thirty (30) days. As per the Uniform Grant Management Standards, 34 TAC Chapter 20, Subchapter I (herein "UGMS"), a cash advance must be limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the purpose of this Contract.
- B. In order to request an advance payment, Subrecipient must submit to Department a properly completed Expenditure Report that includes a request for advance funds (Projected Expenses) together with such supporting documentation as the Department may reasonably request.
- C. Subrecipient shall establish procedures to minimize the time elapsing between the transfer of funds from Department to Subrecipient and the disbursement of such funds by Subrecipient.
- D. Subsection 4(A) of this Contract notwithstanding, Department reserves the right to utilize a modified cost reimbursement method of payment, whereby reimbursement of costs incurred by a Subrecipient is made only after the Department has reviewed and approved backup documentation provided by the Subrecipient to support such costs for all funds, if at any time (1) Department determines that Subrecipient has maintained cash balances in excess of need, (2) Department identifies any deficiency in the cash controls or financial management system used by Subrecipient, or (3) Subrecipient fails to comply with the reporting requirements of Section 10 of this Contract.
- E. All funds paid to Subrecipient pursuant to this Contract are for the payment of allowable expenditures to be used for the exclusive benefit of the low-income population of Subrecipient's service area.
- F. Department may offset or withhold any amounts otherwise owed to Subrecipient under this Contract against any amount owed by Subrecipient to Department arising under this Contract.

#### **SECTION 6. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

- A. Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in the UGMS. All references therein to "local government" shall be construed to mean Subrecipient.
- B. Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the uniform cost principles for local, state and Indian tribal governments set forth in OMB Circular A-87, as implemented by 2 C.F.R. Part 225 and uniform administrative requirements for governments set forth in OMB Circular A-102. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," sets forth audit standards for governmental organizations and other organizations expending Federal funds. The expenditure threshold requiring an audit under circular A-133 is \$500,000 of Federal funds or \$500,000 of State funds.
- C. Notwithstanding any other provision of this Contract, Department shall only be liable to Subrecipient for costs incurred or performances rendered for activities specified in the CSBG Act.
- D. Subrecipient may incur costs for activities associated with the closeout of the CSBG contract for a period not to exceed forty-five (45) days from the end of the Contract Term defined in Section 2 of this Contract.

## **SECTION 7. TERMINATION AND SUSPENSION**

- A. As per 10 TAC 5.206, Department may terminate or suspend this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes, but is not limited to, Subrecipient's failure to comply with any term of this Contract or reasonable belief that Subrecipient cannot or will not comply with the requirements of this Contract. If the Department determines that an Subrecipient has failed to comply with the terms of the Contract, or to provide services that meet appropriate standards, goals, or other requirements established by the Department, the Department will notify Subrecipient of the deficiencies to be corrected and require the deficiencies be corrected prior to implementing suspension.
- B. Nothing in this Section shall be construed to limit Department's authority to withhold payment and immediately suspend this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other deficiencies in Subrecipient's performance including but not limited to, Subrecipient's failure to correct any monitoring findings on this or any state contract or on a single audit review. Suspension shall be a temporary measure pending either corrective action by Subrecipient or a decision by Department to terminate this Contract.
- C. Department shall not be liable for any costs incurred by Subrecipient after termination or during suspension of this Contract.
- D. Notwithstanding any exercise by Department of its right of termination or suspension, Subrecipient shall not be relieved of any liability to Department for damages by virtue of any breach of this Contract by Subrecipient.

## **SECTION 8. PROHIBITED USE OF FUNDS**

Subrecipient may not use funds under this Contract for the purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility. This provision may be waived in the Department's sole discretion as outlined in 42 USC 9918(a)(2).

## **SECTION 9. RECORD KEEPING REQUIREMENTS**

- A. Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures made under this Contract in accordance with the UGMS and Section III, Common Rule: State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C -Post Award Requirements, \_42. For purposes of compliance, all associated documentation must be readily available, whether stored electronically or hard copy to justify compliance with program rules and regulations.
- B. Open Records. Subrecipient acknowledges that all information collected, assembled, or maintained by Subrecipient pertaining to this Contract is subject to the Texas Public Information Act, Chapter 552 of Texas Government Code and must provide citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Contract subject to and in accordance with the Texas Public Information Act.
- C. Subrecipient shall give the HHS, the U.S. General Accounting Office, the Texas Comptroller, the State Auditor's Office, and Department, or any of their duly authorized representatives, access to and the right to examine and copy, on or off the premises of Subrecipient, all records pertaining to this Contract. Such right to access shall continue as long as the records are retained by Subrecipient. Subrecipient agrees to maintain such records in an accessible location for the greater of: (i) four (4) years; (ii) if notified by the Department in writing, the date that the final audit is accepted with all audit issues resolved to the Department's satisfaction; (iii) if any litigation claim, negotiation, inspection, or other action has started before the expiration of the required retention period records must be retained until completion of the action and resolution of all issues which arise under it; (iv) a date consistent with any other period required by federal or state law or regulation. Subrecipient agrees to cooperate with any examination conducted pursuant to this Subsection. Upon termination of this Contract, all records are property of the Department.
- D. Subrecipient shall include the substance of this Section 9 in all subcontracts.

## **SECTION 10. REPORTING REQUIREMENTS**

- A. Subrecipient shall submit to Department such reports on the performance of this Contract as may be required by Department including, but not limited to, the reports specified in this Section.
- B. Subrecipient shall electronically submit a Performance Report and Expenditure Report to the Department on or before the fifteenth (15th) day of each month following the reported month in the Contract Term, regardless of whether Subrecipient makes a fund request. Subrecipient must file a monthly Performance and Expenditure report in a timely manner, prior to accessing funds. The failure of Subrecipient to provide a full accounting of all funds expended under this Contract shall result in the automatic suspension of the ability of Subrecipient to request reimbursements and shall be identified as a finding in any monitoring review in accordance with the State CSBG Rules.
- C. Subrecipient shall submit a final Performance Report and a final Expenditure Report to the Department after the end of the Contract Term. Subrecipient must file a final Performance and Expenditure report within forty-five (45) days after the end of the Contract and prior to accessing funds in the subsequent fiscal year. The failure of Subrecipient to provide a full accounting of all funds expended under this Contract shall impact the ability of Subrecipient to request reimbursements and shall be identified as findings in monitoring reviews.
- D. Subrecipient shall annually submit to Department, no later than forty-five (45) days after the termination of this Contract, a cumulative inventory of all equipment acquired, in whole or in part, with funds received under this or previous CSBG contracts. Upon the termination of this Contract, Department may transfer title to any equipment to the Department or to any other entity receiving CSBG funds from the Department.
- E. If Subrecipient fails to submit within forty-five (45) days of its due date, any report or response required by this Contract, including responses to monitoring reports, Department may, in its sole discretion, suspend payments, place Subrecipient on cost reimbursement method of payment, and initiate proceedings to terminate the Contract. If Subrecipient receives CSBG funds from Department over two or more contract terms, termination proceedings may be initiated on this Contract for Subrecipient's failure to submit a report, including an audit report, past due from a prior contract.
- F. Subrecipient shall provide the Department with a Data Universal Numbering System (DUNS) number and a Central Contractor Registration (CCR) System number. The DUNS number must be provided in a document from Dun and Bradstreet and the current CCR number must be submitted from a document retrieved from the <https://www.sam.gov> website. These documents must be provided to the Department prior to the processing first payment to Subrecipient. Subrecipient shall maintain a current DUNS number and CCR number for the entire Contract Term.

## **SECTION 11. CHANGES AND AMENDMENTS**

- A. Any change, addition, or deletion to the terms of this Contract required by a change in state or federal law or regulation is automatically incorporated herein and is effective on the date designated by such law or regulations.
- B. Except as specifically provided otherwise in this Contract, any changes, additions, or deletions to the terms of this Contract shall be in writing and executed by both Parties to this Contract. If any Party returns an executed copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission, to be its original signature.
- C. The Department must receive any Contract amendment requests in writing no later than forty-five (45) days prior to the end of the Contract Term. The Department may consider, in its sole discretion, written contract amendment received within forty-five (45) days of the end of the Contract Term.

## **SECTION 12. PROGRAM INCOME**

Subrecipient shall account for and expend program income derived from activities financed in whole or in part with funds provided under this Contract in accordance with the UGMS, Common Rule, §\_.25 and OMB Circular A-102, Attachment, 2e.

### **SECTION 13. TECHNICAL ASSISTANCE AND MONITORING**

Department may issue technical guidance to explain the rules and provide directions on terms of this Contract. Department or its designee may conduct periodic on-site monitoring and evaluation of the efficiency, economy, and efficacy of Subrecipient's performance of this Contract. Department will advise Subrecipient in writing of any deficiencies noted during such monitoring. Department will provide technical assistance to Subrecipient and will require or suggest changes in Subrecipient's program implementation or in Subrecipient's accounting, personnel, procurement, and management procedures in order to correct any deficiencies noted. Department may conduct follow-up visits to review and assess the efforts Subrecipient has made to correct previously noted deficiencies. Department may place Subrecipient on a cost reimbursement method of payment, suspend or terminate this Contract, or invoke other remedies in the event monitoring or other reliable sources reveal material deficiencies in Subrecipient's performance or if Subrecipient fails to correct any deficiency within the time allowed by federal or state law or regulation or by the terms of this Contract.

### **SECTION 14. INDEPENDENT SUBRECIPIENT**

It is agreed that Department is contracting with Subrecipient as an independent contractor.

### **SECTION 15. PROCUREMENT STANDARDS**

- A. Subrecipient shall comply with 45 C.F.R. §92.36, UGMS, this Contract, and all applicable federal, state, and local laws, regulations, and ordinances for making procurements under this Contract.
- B. Subrecipient may not use funds provided under this Contract to purchase personal property, equipment, goods, or services with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than \$5,000 unless Subrecipient has received the prior written approval of Department for such purchase.
- C. When the Subrecipient no longer needs equipment purchased with CSBG grant funds, regardless of purchase price, or upon the termination of this Contract, Department may take possession and transfer title to any such property or equipment to the Department or to a third party or may seek reimbursement from Subrecipient of the current unit price of the item of equipment, in Department's sole determination. Subrecipient must request permission from the Department to transfer title or dispose of equipment purchased with CSBG grant funds.

### **SECTION 16. SUBCONTRACTS**

- A. Subrecipient may not subcontract the primary performance of this Contract, including but not limited to expenditure and performance reporting and drawing fund through the Community Affairs Contract System, and only may enter into contractual agreements for consulting and other professional services, if Subrecipient has received Department's prior written approval. Subrecipient may subcontract for the delivery of client assistance without obtaining Department's prior approval. Any subcontract for the delivery of client assistance will be subject to monitoring by the Department as per Section 13 of this Contract.
- B. In no event shall any provision of this Section 16, specifically the requirement that Subrecipient obtain Department's prior written approval of a subcontractor, be construed as relieving Subrecipient of the responsibility for ensuring that the performances rendered under all subcontracts are rendered so as to comply with all of the terms of this Contract, as if such performances rendered were rendered by Subrecipient. Department's approval under this Section does not constitute adoption, ratification, or acceptance of Subrecipient's or subcontractor's performance hereunder. Department maintains the right to monitor and require Subrecipient's full compliance with the terms of this Contract. Department's approval under this Section does not waive any right of action which may exist or which may subsequently accrue to Department under this Contract.

### **SECTION 17. AUDIT**

- A. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Contract, subject to the following conditions and limitations:
  - 1. Subrecipient shall have an audit conducted in accordance with 45 C.F.R. §92.26, OMB Circular A-133; and 31 U.S.C. 7501 for any of its fiscal years included within the Contract Term in which Subrecipient has expenses of more than \$500,000 in state funds or \$500,000 in federal financial assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, but does not include direct federal cash assistance to individuals. The term federal financial assistance includes awards of financial assistance received directly from federal agencies, or indirectly through other units of State and local government.

2. At the option of Subrecipient, each audit required by this section may cover Subrecipient's entire operations or each department, agency, or establishment of Subrecipient which received, expended, or otherwise administered federal funds.
  3. Notwithstanding anything to the contrary herein, Subrecipient may utilize funds budgeted under this Contract to pay for that portion of the cost of such audit services properly allocable to the activities funded by Department under this Contract.
  4. Unless otherwise specifically authorized by Department in writing, Subrecipient shall submit one (1) copy of the audit report to the Department's Compliance Division within thirty (30) days after completion of the audit, but no later than nine (9) months after the end of each fiscal period included within the period of this Contract. Audits performed under this section are subject to review and resolution of findings by the Department or its authorized representative.
- B. Notwithstanding anything herein to the contrary, Department reserves the right to conduct an annual financial and compliance audit of funds received and performances rendered under this Contract. Subrecipient agrees to permit Department, or its authorized representative, to audit Subrecipient's records and to obtain any documents, materials, or information necessary to facilitate such audit. Such financial and compliance audits may occur after the close of the Contract Term.
  - C. Subrecipient understands and agrees that it shall be liable to Department for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Subrecipient further understands and agrees that reimbursement to Department of such disallowed costs shall be paid by Subrecipient from funds which were not provided or otherwise made available to Subrecipient under this Contract.
  - D. Subrecipient shall facilitate the performance of such audit or audits conducted pursuant to this section as Department may require of Subrecipient.
  - E. All approved CSBG audit reports shall be made available for public inspection within thirty (30) days after completion of the audit.
  - F. The Subrecipient shall include language in any subcontract that provides the Department the ability to directly review, monitor, and/or audit the operational and financial performance and/or records of work performed under this Contract.
  - G. Department reserves the right to conduct additional audits of the funds received and performances rendered under this Contract. Subrecipient agrees to permit Department or its authorized representative to audit Subrecipient's records and to obtain any documents, materials, or information necessary to facilitate such audit.
  - H. For any fiscal year ending within or immediately after the Contract Term, Subrecipient must submit an "Audit Certification Form" (available from the Department) within sixty (60) days after the Subrecipient's fiscal year end.

## **SECTION 18. TRAVEL**

Subrecipient shall adhere to OMB Circular A-87 and either its board-approved travel policy, or the State of Texas travel policies. Subrecipient's written travel policy shall delineate the rates which Subrecipient shall use in computing the travel and per diem expenses of its board members and employees.

## **SECTION 19. LITIGATION AND CLAIMS**

Subrecipient shall immediately provide Department with written notice of any claim or action filed with a court or administrative agency against Subrecipient arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall provide Department with copies of any and all relevant papers Subrecipient receives with respect to such action or claim.

## **SECTION 20. LEGAL AUTHORITY**

- A. Subrecipient assures and guarantees that it possesses the legal authority to enter into this Contract, to receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform hereunder. The execution, delivery, and performance of this Contract will not violate Subrecipient's constitutive documents or any requirement to which Subrecipient is subject and represents the legal, valid, and binding agreement of Subrecipient, enforceable in accordance with its terms.

- B. The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been duly authorized by Subrecipient's governing board to execute this Contract on behalf of Subrecipient and to validly and legally bind Subrecipient to the terms, provisions and performances herein.
- C. Department shall have the right to terminate this Contract if there is a dispute as to the legal authority of either Subrecipient or the person signing this Contract on behalf of Subrecipient to enter into this Contract or to render performances hereunder. Subrecipient is liable to Department for any money it has received from Department for performance of the provisions of this Contract, if the Department has terminated this Contract for reasons enumerated in this Section 20.

## **SECTION 21. COMPLIANCE WITH LAWS**

- A. FEDERAL, STATE AND LOCAL LAW. Subrecipient shall comply with the CSBG Act, the federal rules and regulations promulgated under the CSBG Act, the State Act, the State CSBG Rules, and all federal, state, and local laws and regulations applicable to the performance of this Contract.
- B. DRUG-FREE WORKPLACE ACT OF 1988. The Subrecipient affirms by signing this Contract that it is implementing the Drug-Free Workplace Act of 1988.
- C. PRO-CHILDREN ACT OF 1994. Subrecipient shall follow the requirements of the Pro-Children Act of 1994, (20 U.S.C. Sec. 6081 et seq.) which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan or loan guarantee.
- D. LIMITED ENGLISH PROFICIENCY (LEP). Subrecipients must provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the service area and in compliance with the requirements in Executive Order 13166 of August 11, 2000. To ensure compliance, the Subrecipient must take reasonable steps to insure that persons with Limited English Proficiency have meaningful access to the program. Meaningful access may entail provide language assistance services, including oral and written translation, where necessary.

## **SECTION 22. PREVENTION OF WASTE, FRAUD, AND ABUSE**

- A. Subrecipient shall establish, maintain, and utilize systems and procedures to prevent, detect, and correct waste, fraud, and abuse in activities funded under this Contract. The systems and procedures shall address possible waste, fraud, and abuse by Subrecipient, its employees, clients, vendors, subcontractors and administering agencies. Subrecipient's internal controls systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for monitoring by Department.
- B. Subrecipient shall give Department complete access to all of its records, employees, and agents for the purpose of monitoring or investigating the CSBG program. Subrecipient shall immediately notify Department of any discovery of waste, fraud, or abuse. Subrecipient shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse.
- C. Subrecipient shall not discriminate against any employee or other person who reports a violation of the terms of this Contract, or of any law or regulation, to Department or to any appropriate law enforcement authority, if the report is made in good faith.

## **SECTION 23. CERTIFICATION REGARDING UNDOCUMENTED WORKERS**

Pursuant to Chapter 2264 of the Texas Government Code, by execution of this Contract, Subrecipient hereby certifies that Subrecipient, or a branch, division, or department of Subrecipient does not and will not knowingly employ an undocumented worker, where "undocumented worker" means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving a public subsidy, Subrecipient or a branch, division, or department of Subrecipient is convicted of a violation under 8 U.S.C. Section 1324a (f), Subrecipient shall repay the public subsidy with interest, at the rate of five percent (5%) per annum, not later than the 120th day after the date the Department notifies Subrecipient of the violation.



## **SECTION 24. CONFLICT OF INTEREST/NEPOTISM**

- A. Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.
- B. No employee, officer, or agent of Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award.
- C. The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.
- D. Subrecipients who are local governmental entities shall, in addition to the requirements of this Section, follow the requirements of Chapter 171 of the Local Government Code regarding conflicts of interest of officers of municipalities, counties, and certain other local governments.
- E. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract and may result in termination of the Contract or deobligation of funds.

## **SECTION 25. POLITICAL ACTIVITY PROHIBITED**

- A. None of the funds provided under this contract shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Subrecipient from furnishing to any member of its governing body upon request, or to any other local or state official or employee or to any citizen, information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.
- B. No funds provided under this contract may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Subrecipient, the State of Texas, or the government of the United States.

## **SECTION 26. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

- A. A person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- B. Subrecipient agrees to carry out an Equal Employment Opportunity Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965.
- C. Subrecipient will include the substance of Section 26 in all subcontracts.

## **SECTION 27. CERTIFICATION REGARDING CERTAIN DISASTER RELIEF CONTRACTS**

The Department may not award a Contract that includes proposed financial participation by a person who, during the five year period preceding the date of this Contract, has been convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or assessed a penalty in a federal, civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

By execution of this Contract, the Administrator hereby certifies that it is eligible to participate in this Program and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

## **SECTION 28. MAINTENANCE OF EFFORT**

Funds provided to Subrecipient under this Contract may not be substituted for funds or resources from any other source or in any way serve to reduce the funds or resources which would have been available to or provided through Subrecipient had this Contract never been executed.

## **SECTION 29. DEBARRED AND SUSPENDED PARTIES**

By signing this Contract, Subrecipient certifies that its principal employees, board members, agents, or contractors agents are not included in the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA). Subrecipient also certifies that it will not award any funds provided by this Contract to any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. Subrecipient agrees that prior to entering into any agreement with a potential subcontractor that the verification process to comply with this requirement will be accomplished by checking the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and including a copy of the results in its project files.

## **SECTION 30. FAITH BASED AND SECTARIAN ACTIVITY**

Funds provided under this Contract may not be used for sectarian or inherently religious activities such as worship, religious instruction or proselytization, and must be for the benefit of persons regardless of religious affiliation. Subrecipient shall comply with the regulations promulgated by the HHS at 45 C.F.R. §87.2.

## **SECTION 31. COPYRIGHT**

Subrecipient may copyright materials developed in the performance of this Contract or with funds expended under this Contract. Department and HHS shall each have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work for government purposes.

## **SECTION 32. NO WAIVER**

Any right or remedy given to Department by this Contract shall not preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department's right to exercise that or any other right or remedy at a later time.

## **SECTION 33. SEVERABILITY**

If any section or provision of this Contract is held to be invalid or unenforceable by a court or an administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

## **SECTION 34. ORAL AND WRITTEN AGREEMENTS**

- A. All oral and written agreements between the parties to this Contract relating to the subject matter of this Contract have been reduced to writing and are contained in this Contract.
- B. The attachments enumerated and denominated below are a part of this Contract and constitute promised performances under this Contract:
  - 1. Exhibit A - Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

## **SECTION 35. COMMUNITY ACTION PLAN**

- A. As a condition of receipt of funding under the Act, each eligible entity shall submit annually to the Department a community action plan that includes:
  - 1. a description of the service delivery system targeted to low-income individuals and families in the service area, including homeless individuals and families, migrants, and the elderly poor;
  - 2. a description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations;
  - 3. a description of how funding under this Act will be coordinated with other public and private resources; and,
  - 4. a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.
- B. As a condition of receipt of funding under the Act, each eligible entity shall submit every five years to the Department a community needs assessment.

### **SECTION 36. USE OF ALCOHOLIC BEVERAGES**

Funds provided under this Contract may not be used for the payment of salaries to any Subrecipient's employees who use alcoholic beverages while on active duty, for travel expenses expended for alcoholic beverages, or for the purchase of alcoholic beverages.

### **SECTION 37. FORCE MAJURE**

If the obligations are delayed by the following, an equitable adjustment will be made for delay or failure to perform hereunder:

- A. Any of the following events: (i) catastrophic weather conditions or other extraordinary elements of nature or acts of God; (ii) acts of war (declared or undeclared), (iii) acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (iv) quarantines, embargoes and other similar unusual actions of federal, provincial, local or foreign Governmental Authorities; and
- B. The non-performing party is without fault in causing or failing to prevent the occurrence of such event, and such occurrence could not have been circumvented by reasonable precautions and could not have been prevented or circumvented through the use of commercially reasonable alternative sources, workaround plans or other means.

### **SECTION 38. TIME IS OF THE ESSENCE**

Time is of the essence with respect to Subrecipient's compliance with all covenants, agreements, terms and conditions of this Contract.

### **SECTION 39. COUNTERPARTS AND FACSIMILE SIGNATURES**

This Contract may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or other electronic transmission, and any such signature shall have the same legal effect as an original.

### **SECTION 40. NUMBER, GENDER**

Unless the context requires otherwise, the words of the masculine gender shall include the feminine, and singular words shall include the plural.

### **SECTION 41. NOTICE**

- A. If notice is provided concerning this Contract, notice may be given at the following (herein referred to as "Notice Address"):

#### **As to Department:**

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
P. O. Box 13941  
Austin, Texas 78711-3941  
Attention: Michael De Young  
Telephone: (512) 475-2125  
Fax: (512) 475-3935  
michael.deyoung@tdhca.state.tx.us

#### **As to Subrecipient:**

Texoma Council of Governments  
1117 Gallagher Drive  
Sherman, TX 75090  
Attention: Susan Thomas, Executive Director  
Telephone: (903) 813-3512 Fax: (903) 813-3511 Email: sthomas@texoma.cog.tx.us

- B. All notices or other communications hereunder shall be deemed given when delivered, mailed by overnight service, or five days after mailing by certified or registered mail, postage prepaid, return receipt requested, addressed to the appropriate Notice Address as defined in the above Subsection A of this Section 41.

### **SECTION 42. VENUE AND JURISDICTION**

This Contract is delivered and intended to be performed in the State of Texas. For purposes of litigation pursuant to this Contract, venue shall lie in Travis County, Texas.

EXECUTED to be effective on **June 05, 2014**

**SUBRECIPIENT:**

**Texoma Council of Governments**  
**a political subdivision of the State of Texas**

By:  
Title:  
Date:

**DEPARTMENT:**

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS,**  
**a public and official agency of the State of Texas**

By:  
Title: Its duly authorized officer or representative  
Date:

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
CONTRACT NO. **61130002025** FOR THE  
PY 2013 COMMUNITY SERVICES BLOCK GRANT PROGRAM ("CSBG")  
CFDA#93.569

**EXHIBIT A**

**CERTIFICATION REGARDING LOBBYING FOR  
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

**Texoma Council of Governments**  
**a political subdivision of the State of Texas**

The undersigned certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact on which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Texoma Council of Governments**  
**a political subdivision of the State of Texas**

By:  
Title:  
Date:



TO: TCOG Governing Board  
THRU: Karen Bray, Director of Aging Services *KB*  
FROM: Rodrigo A. Muyschondt, Data Manager *RAM*  
DATE: July 17, 2014  
RE: Congregate and home delivered meals FY2015 budget

### RECOMMENDATION

Authorize the congregate and home delivered meal budget totaling \$465,803 for the Tri-County Senior Nutrition Project, Inc. (DBA Meals on Wheels of Texoma).

### BACKGROUND

TCOG's Aging Agency on Aging is responsible for the development and coordination of a comprehensive system of services for citizens over the age of 60 and for citizens with a disability residing in Cooke, Fannin, and Grayson Counties. The overall goal is to promote lifelong independence, providing alternatives in long-term care options through a wide variety of services. All programs are funded in part by federal, state and local contributions from individuals, businesses and foundations.

### DISCUSSION

Through TCOG's AAA, the Congregate Meal Program (CMP) and The Home Delivered Meal Program (HDM) are vital to provide nutritional meals to the elderly population for the region.

CMP provides a place for older adults residing in the Tri-County area to promote socialization through games (bingo, dominoes, cards, etc.), physical activity, conversation and a shared nutritious lunchtime meal. Congregate meal sites are FREE for everyone and open to ANYONE age 60 or over. There is no charge for the meal, but a donation can be made to Meals on Wheels of Texoma. CMP provides over 49,000 hot nutritional meals to residents each year in various senior centers.

HDM is committed to reducing the isolation experienced by so many seniors in the Tri-County area. Meals are delivered to seniors' homes by volunteers. Frequently the volunteer may be the only person the senior sees all day, providing human contact and a safety net, particularly for those seniors living alone. HDM provides over 59,000 hot nutritional meals to residents who are home bound across the tri-county area.

### BUDGET

This budget allows for 35,000 meals at a total cost of \$173,600 per year/\$4.96 per unit and 59,030 home delivered meals at a cost of \$292,203 per year/\$4.95 per unit. No match is required.

### APPROVAL

A handwritten signature in black ink, appearing to read "Stacey Sloan", written over a horizontal line.

Stacey L. Sloan, Finance Director

A handwritten signature in black ink, appearing to read "SMT", written over a horizontal line.

Susan B. Thomas, PhD, Executive Director

Provider Name: Tri County Senior Nutrition Project, Inc. AAA Name: Area Agency on Aging of Texoma						Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget					
7/10/14 1:54 PM											
Most Recent Completed Budget Year 2013						Proposed Budget			Explanation of Variances		
Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost	Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost			
Personnel											
Salaries, PR Taxes & Benefits	110,400.00	139,781.73	29,382	-21.02%		135,898.71	23.10%		Inflation Factor 2013 to 2014 1.012%		
Contract staff, Compensation			0	0.00%		-	0.00%		Inflation Factor 2014 to 2015 1.013%		
Total	110,400.00	139,781.73	29,382	-21.02%	45.10%	135,898.71	23.10%	47.43%	Combined Inflation Factor 2.025%		
Nutrition Education									1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.		
Salaries, PR Taxes & Benefits			0	0.00%		473.71	100.00%		2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.		
Contract staff, Compensation			0	0.00%		-	0.00%				
Materials			0	0.00%		-	0.00%		1) In Jan 2012:Exec. Dir & Support Systems Manager positions combined, and Finance Officer & Accounting clerk combined. 2) New position Admin Clerical added to assume some overflow duties. 3) Minimum wage personnel hourly increases given. Head counts may		
Conference			0	0.00%		-	0.00%		Increased Staff Time to Prepare Nutritional Education Materials. Salaries and materials for nutrition education appear to have increased dramatically. This is due to the fact that we failed (in the past) to allocate costs to these line items, even though we did in fact incur these expenses. The duties related to fulfilling nutrition education requirements are performed predominately by our Operations Manager, and we have allocate an amount of her salary		
Total	-	0.00	0	0.00%	0.00%	473.71	100.00%	0.17%			
Professional Development									.1) Conference costs include a costs associated with joining a user group and association related to volunteer management, and for a conference which focuses on training for the Volunteer Management software we have implemented. Five staff are scheduled to attend MOWAT conference because of the benefit and relevance of the conference to their job		
Conference	1,076.00	1,400.00	324	-23.14%		1,781.00	65.52%				
Dues	23.00	70.00	47	-67.14%		197.28	757.74%				
Materials	63.00	150.50	88	-58.14%		68.50	8.73%				
Total	1,162.00	1,620.50	459	-28.29%	0.47%	2,046.78	76.14%	0.71%			
Meals/Food									1.) Purchased meals - We have finally transitioned into preparing all of our own meals - we no longer have to purchase hot meals to serve at any site. We do still purchase shelf-stable meals to be used on snow days or in case of emergency. 2) The cost of our consumables has not increased since we began using the sealed trays. Paper and Plastic consumables include paper towels, napkins, and disposable plates and cups used in congregate locations where we do not have a dishwasher available to clean dishes, such as Honey Grove. Meal Delivery consumables include the plastic dinner tray and sealing film, plastic cups, and paper cups and		
Raw Food	106,852.00	104,745.24	-2,107	2.01%		110,000.00	2.95%		5/2013 Hobart Dishwasher Denison, \$9911.51 7 Yr, \$1415.93; 5/2011 Walk in Freezer/Ref. Bonham \$22800 7 Yr, \$3257.14; 8/2011 Jac Tempstar UP Dishwasher Bonham \$7659 7 Yr, \$1094.14; 1/2010 Vent A Hood Fire Sys Whitewright \$6000. 7 Yr \$285.72; 1/2010 Jackson DWasher Gaines \$15047 7 yr \$ 2,149.71 for a total Depr of \$8,202.64		
Purchased Meals			0	0.00%		-	0.00%				
Freight			0	0.00%		-	0.00%				
Storage			0	0.00%		-	0.00%				
Consumables	1,436.00	889.00	-547	61.53%		3,699.00	157.59%				
Other	1,223.00		-1,223	-100.00%		191.80	-84.32%				
Total	109,511.00	105,634.24	-3,877	3.67%	44.73%	113,890.80	4.00%	39.75%			
Equipment											
Depreciation	1,175.00	988.45	-187	18.87%		1,123.76	-4.36%				
Interest			0	0.00%		-	0.00%				
Leasing	274.00	228.45	-46	19.94%		342.50	25.00%				
Maintenance	1,831.00	1,535.91	-295	19.21%		1,753.60	-4.23%				
Total	3,280.00	2,752.81	-527	19.15%	1.34%	3,219.86	-1.83%	1.12%			
Occupancy/Building									Security - we have needed to re-key the locks in at least one of our senior centers in each of the last two years. We have budgeted to allow for this, should it be necessary. Also Budgetted for Background checks for new employees and volunteers 5) Janitorial: The Pottsboro Library asks that we bear the cost of the janitorial service since they donate the use of their building to us for congregate meal service. Also, we budgeted a monthly fee for Mats for the kitchen in Denison to avoid another injury. Pump Grease Traps, Pest Treatments, Denison Sanitation, Floor and Carpet Maintenance for 16 centers. Install 2 windows Admin		
Rent	1,628.00	1,610.00	-18	1.12%		1,750.86	7.55%				
Utilities	3,011.00	3,370.92	360	-10.68%		3,425.00	13.75%				
Depreciation	133.00	433.44	300	-69.32%		121.79	-8.43%				
Mortgage Interest			0	0.00%		-	0.00%				
Insurance	324.00	339.22	15	-4.49%		369.90	14.17%				
Security	111.00	28.00	-83	296.43%		116.45	4.91%				
Janitorial	1,056.00	770.00	-286	37.14%		1,027.50	-2.70%				
Repair	939.00	1,129.52	191	-16.87%		959.00	2.13%				
Taxes			0	0.00%		-	0.00%				
Total	7,202.00	7,681.10	479	-6.24%	2.94%	7,770.50	7.89%	2.71%			
Transportation/Travel											
Mileage Reimbursement			0	0.00%		2,740.00	100.00%		Mileage Reimbursement cost of transporting prepared food to congregate meal sites in Pottsboro and Honey Grove Senior centers - both sites offer congregate meals and home-delivered meals are delivered from both of these sites. Increase Car Allowance L Jay due to increase site visitations for HDM and Cong. clients		
Delivery			0	0.00%		-	0.00%				
Gas & Oil			0	0.00%		3,151.00	100.00%				
Repairs			0	0.00%		-	0.00%				
Insurance			0	0.00%		-	0.00%				
Depreciation/Lease			0	0.00%		-	0.00%				
Interest			0	0.00%		-	0.00%				
Tags & Licenses			0	0.00%		-	0.00%				
Total	-	0.00	0	0.00%	0.00%	5,891.00	100.00%	2.06%			
Administrative & General									2013 Audit Expenses of \$15,900 inadvertently deleted off of final approved budget.		
Advertising	1,442.00	2,800.00	1,358	-48.50%		2,055.00	42.51%				
Printing	625.00	784.00	159	-20.28%		822.00	31.52%				
Copying	770.00	560.00	-210	37.50%		890.50	15.65%				
Office Supplies	991.00	980.00	-11	1.12%		1,575.50	58.98%				
Contractual Agreements	2,427.00	2,359.28	-68	2.87%		3,836.00	58.06%				
Postage	232.00	462.00	230	-49.78%		479.50	106.68%				
Telecommunications	3,148.00	2,891.42	-257	8.87%		2,877.00	-8.61%				
Liability Insurance	649.00	685.86	37	-5.37%		1,062.16	63.66%				
Legal Fees		210.00	210	100.00%		-	0.00%				
Accounting Fees	334.00	70.00	-264	377.14%		205.50	-38.47%				

Provider Name: [Tri County Senior Nutrition Project, Inc.](#)  
AAA Name: [Area Agency on Aging of Texoma](#)

7/10/14 1:54 PM

Most Recent Completed Budget Year2013

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Consulting Fees		1,596.00	1,596	100.00%	
Other Fees (Explain)	296.00	350.00	54	-15.43%	
Audit	2,100.00		-2,100	-100.00%	
Other Misc. (Explain)	243.00	392.00	149	-38.01%	
Total	13,257.00	14,140.56	884	-6.25%	5.42%
Total					
Total of all Cost Areas	244,812.00	271,610.94	26,798.94	-9.87%	100.00%
Total Number of Meals	53,168	53,463			
Whole Cost per Meal	4.60	5.08			
Approved Meal Rate Title III	4.56	4.56			

Proposed Budget

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
-	0.00%	
520.60	75.88%	
1,986.50	-5.40%	
1,027.50	322.84%	
17,337.76	30.78%	6.05%
286,529.12	17.04%	100.00%

Explanation of Variances

Inflation Factor 2013 to 20141.012%

Inflation Factor 2014 to 20151.013%

Combined Inflation Factor2.025%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.  
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

Funding Source	Proposed Meals
DADS A&I AAA - Match Required	35000
Program Income	6360
Other Funds - Eligible Meals	11440
Other Funds - Non-Eligible Meals	
Local Funds - Required Match	NA
Other Sources 5	
Other Sources 6	
Total Meals by Funding Source	52800
Provider Total Budgeted Congregate Meals	52800
Variance (Provider Total Budgeted Congregate Meals - Total Meals by Funding Source)	0
Estimated Number of Nutrition Education Units AAA Clients	205
Nutrition Education Budget - AAA Clients	474
Calculated Cost per Unit	2.31

Calculated Rate	Revenue
4.96	173600.00
5.43	34534.80
5.43	62119.20
0.00	0.00
0.47	16449.25
5.43	0.00
5.43	0.00
	286703.25

Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Proposed Meals * Calculated Units
Total Revenue

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# Home Delivered Meal Budget Worksheet

Provider Name: [Tri County Senior Nutrition Project, Inc.](#)  
AAA Name: [Area Agency on Aging of Texoma](#)  
Region Number: [Region 3](#)

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## Most Recent Completed Budget Year

**2013**

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
<b>Personnel</b>					
Salaries, PR Taxes & Benefits	660,499.00	686,730.27	26,231	-3.82%	
Contract staff, Compensation			0	0.00%	
Total	660,499.00	686,730.27	26,231	-3.82%	42.73%
<b>Nutrition Education</b>					
Salaries, PR Taxes & Benefits	5,100.00	5,100.00	0	0.00%	
Contract staff, Compensation			0	0.00%	
Materials			0	0.00%	
Conference			0	0.00%	
Total	5,100.00	5,100.00	0	0.00%	0.33%
<b>Professional Development</b>					
Conference	6,100.00	8,600.00	2,500	-29.07%	
Dues	128.00	430.00	302	-70.23%	
Materials	360.00	1,174.50	815	-69.35%	
Total	6,588.00	10,204.50	3,617	-35.44%	0.43%
<b>Meals/Food</b>					
Raw Food	573,688.00	596,952.76	23,265	-3.90%	
Purchased Meals	17,434.00	13,292.00	-4,142	31.16%	
Freight			0	0.00%	
Storage			0	0.00%	
Consumables	112,620.00	116,515.90	3,896	-3.34%	
Other			0	0.00%	
Total	703,742.00	726,760.66	23,019	-3.17%	45.53%
<b>Equipment</b>					
Depreciation	6,656.00	6,071.90	-584	9.62%	
Interest			0	0.00%	
Leasing	1,551.00	1,403.31	-148	10.52%	
Maintenance	10,373.00	9,434.86	-938	9.94%	
Total	18,580.00	16,910.07	-1,670	9.88%	1.20%
<b>Occupancy/Building</b>					
Rent	9,224.00	9,890.00	666	-6.73%	
Utilities	17,060.00	20,707.08	3,647	-17.61%	
Depreciation	756.00	2,662.56	1,907	-71.61%	
Mortgage Interest			0	0.00%	
Insurance	1,836.00	2,083.78	248	-11.89%	
Security	626.00	172.00	-454	263.95%	
Janitorial	5,982.00	4,730.00	-1,252	26.47%	
Repair	5,323.00	6,938.48	1,615	-23.28%	
Taxes			0	0.00%	
Total	40,807.00	47,183.90	6,377	-13.51%	2.64%
<b>Transportation/Travel</b>					
Mileage Reimbursement	14,648.00	16,150.00	1,502	-9.30%	
Delivery			0	0.00%	
Gas & Oil	20,523.00	26,500.00	5,977	-22.55%	
Repairs			0	0.00%	
Insurance			0	0.00%	
Depreciation/Lease			0	0.00%	
Interest			0	0.00%	
Tags & Licenses			0	0.00%	
Total	35,171.00	42,650.00	7,479	-17.54%	2.28%
<b>Administrative &amp; General</b>					
Advertising	8,172.00	17,200.00	9,028	-52.49%	
Printing	3,541.00	4,816.00	1,275	-26.47%	
Copying	4,363.00	3,440.00	-923	26.83%	
Office Supplies	5,615.00	6,020.00	405	-6.73%	
Contractual Agreements	13,756.00	14,492.72	737	-5.08%	

## Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget		
Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
671147.17	1.61%	
0.00	0.00%	
671147.17	1.61%	44.86%
6026.29	18.16%	
0.00	0.00%	
0.00	0.00%	
0.00	0.00%	
6026.29	18.16%	0.40%
9081.80	48.88%	
1005.98	685.93%	
349.30	-2.97%	
10437.08	58.43%	0.70%
509000.00	-11.28%	
12000.00	-31.17%	
0.00	0.00%	
0.00	0.00%	
112012.20	-0.54%	
978.04	100.00%	
633990.24	-9.91%	42.38%
5730.36	-13.91%	
0.00	0.00%	
1746.50	12.60%	
8942.08	-13.79%	
16418.94	-11.63%	1.10%
8928.11	-3.21%	
17465.00	2.37%	
621.06	-17.85%	
0.00	0.00%	
1886.22	2.74%	
593.81	-5.14%	
5239.50	-12.41%	
4890.20	-8.13%	
0.00	0.00%	
39623.89	-2.90%	2.65%
13972.00	-4.61%	
0.00	0.00%	
16067.80	-21.71%	
0.00	0.00%	
0.00	0.00%	
0.00	0.00%	
0.00	0.00%	
0.00	0.00%	
30039.80	-14.59%	2.01%
10479.00	28.23%	
4191.60	18.37%	
4540.90	4.08%	
8033.90	43.08%	
19560.80	42.20%	

## Explanation of Variances

Inflation Factor 2013 to 2014 1.012%  
Inflation Factor 2014 to 2015 1.013%  
Combined Inflation Factor 2.025%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.  
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

1) In Jan 2012:Exec. Dir & Support Systems Manager positions combined, and Finance Officer & Accounting clerk combined. 2) New position Admin Clerical added to assume some overflow duties. 3) Minimum wage personnel hourly increases given. Head counts may

Increased Staff Time to Prepare Nutritional Education Materials. Salaries and materials for nutrition education appear to have increased dramatically. This is due to the fact that we failed (in the past) to allocate costs to these line items, even though we did in fact incur these expenses. The duties related to fulfilling nutrition education requirements are performed predominately by our Operations Manager,

.1) Conference costs include a costs associated with joining a user group and association related to volunteer management, and for a conference which focuses on training for the Volunteer Management software we have implemented. Five staff are scheduled to attend MOWAT conference because of the benefit and relevance

1.) Purchased meals - We have finally transitioned into preparing all of our own meals - we no longer have to purchase hot meals to serve at any site. We do still purchase shelf-stable meals to be used on snow days or in case of emergency. 2) The cost of our consumables has not increased since we began using the sealed trays. Paper and Plastic consumables include paper towels, napkins, and disposable plates and cups used in congregate locations where we do not have a dishwasher available to clean dishes, such as Honey Grove. Meal Delivery

5/2013 Hobart Dishwasher Denison, \$9911.51 7 Yr, \$1415.93; 5/2011 Walk in Freezer/Ref. Bonham \$22800 7 Yr, \$3257.14; 8/2011 Jac Tempstar UP Dishwasher Bonham \$7659 7 Yr, \$1094.14; 1/2010 Vent A Hood Fire Sys Whitewright \$6000. 7 Yr \$285.72; 1/2010 Jackson DWasher Gaines \$15047 7 yr \$ 2,149.71 for a total Depr of \$8,202.64

Security - we have needed to re-key the locks in at least one of our senior centers in each of the last two years. We have budgeted to allow for this, should it be necessary. Also Budgetted for Background checks for new employees and volunteers 5) Janitorial: The Pottsboro Library asks that we bear the cost of the janitorial service since they donate the use of their building to us for congregate meal service. Also, we budgeted a monthly fee for Mats for the kitchen in Denison to avoid another injury. Pump Grease Traps, Pest Treatments, Denison Sanitation, Floor and Carpet Maintenance for 16 centers. Install 2 windows Admin

Mileage Reimbursement cost of transporting prepared food to congregate meal sites in Pottsboro and Honey Grove Senior centers - both sites offer congregate meals and home-delivered meals are delivered from both of these sites. Increase Car Allowance L Jay due to increase site visitations for HDM and Cong. clients

2013 Audit Expenses of \$15,900 inadvertently deleted off of final approved budget.

Home Delivered Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc.

AAA Name: Area Agency on Aging of Texoma

Region Number: Region 3

7/10/14 1:54 PM

Most Recent Completed Budget

Year

2013

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Postage	1,316.00	2,838.00	1,522	-53.63%	
Telecommunications	17,840.00	17,761.58	-78	0.44%	
Liability Insurance	3,679.00	4,213.14	534	-12.68%	
Legal Fees		1,290.00	1,290	100.00%	
Accounting Fees	667.00	430.00	-237	55.12%	
Consulting Fees		9,804.00	9,804	100.00%	
Other Fees (Explain)	1,680.00	2,150.00	470	-21.86%	
Audit	13,125.00		-13,125	-100.00%	
Other Misc. (Explain)	1,379.00	2,408.00	1,029	-42.73%	
Total	75,133.00	86,863.44	11,730	-13.50%	4.86%
Total					
Total of all Cost Areas	1,545,620.00	1,622,402.84	76,782.84	-4.73%	100.00%
Total Number of Meals					
Whole Cost per Meal	0.00	0.00			
Approved Meal Rate (Title III & Title XX)	4.73	4.73			
Approved Meal Rate (Title XIX)	5.18	5.18			

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
2445.10	85.80%	
14670.60	-17.77%	
5416.25	47.22%	
0.00	0.00%	
1047.90	57.11%	
0.00	0.00%	
2654.68	58.02%	
10129.70	-22.82%	
5239.50	279.95%	
88409.93	17.67%	5.91%
1496093.34	-3.20%	100.00%

Explanation of Variances

Inflation Factor 2013 to 20141.012%

Inflation Factor 2014 to 20151.013%

Combined Inflation Factor2.025%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.  
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

Funding Source	Proposed Meals
DADS A&I AAA	59,031
DADS - Title XX	132,549
DADS - Title XIX (CBA)	
Program Income	702
Other Funds - Eligible Meals	55,861
Other Funds - Non-Eligible Meals	
Local Funds - Required Match	NA
Local Funds - Cap Limit Exceeded DADS A&I-AAA & Title XX	NA
Local Funds - Cap Limit Exceeded Title XIX	NA
Total Meals by Funding Source	248,143
Provider Total Budgeted Home Delivered Meals	248,143
Variance (Provider Total Budgeted Home Delivered Meals - Total Meals by Funding Source)	-

Estimated Number of Nutrition Education Units AAA Clients	738
Nutrition Education Budget - AAA Clients	2,226.29
Calculated Cost per Unit	3.02

Calculated Rate	Revenue	
4.95	292,203	Proposed Meals * Calculated Units
4.95	656,118	Proposed Meals * Calculated Units
0.00	-	Proposed Meals * Calculated Units
6.03	4,233	Proposed Meals * Calculated Units
6.03	336,842	Proposed Meals * Calculated Units
6.03	-	Proposed Meals * Calculated Units
0.53	101,537	DADS A&I AAA Proposed Meals +Title XX Proposed Meals *Calculated Rate
0.55	105,369	DADS A&I AAA Proposed Meals +Title XX Proposed Meals *Calculated Rate
0.00	-	DADS Title XIX Proposed Meals *Calculated Rate
	1,496,302	

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TO: TCOG Governing Board  
FROM: Karen Bray, Aging Services Director *kb*  
DATE: July 11, 2014  
RE: Foster Grandparent Program Grant Continuation Application

### RECOMMENDATION

Authorize submission, and acceptance if awarded, of application for continuation (Year 3 of 3) of the Senior Corps Foster Grandparent Program (FGP) grant. Project period: 9/30/2012 – 6/30/2015.

### BACKGROUND

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

The program provides a way for volunteers age 55 and over to stay active by serving children and youth in their communities. Foster Grandparents serve from 15 to 40 hours per week in locations including schools, hospitals, juvenile correctional institutions, daycare facilities or Head Start centers.

### DISCUSSION

This application is for a continuation grant, year 3 of 3. FGP FY 2014 budget year will end on June 30, 2015, representing 9 months of funding. The new permanent start date of the grant will be July 1<sup>st</sup>. Senior Corps is changing the grant period from its current date to July 1 for the following reasons:

- FGP grant will align with a standard fiscal budget cycle used for Senior Corps grants across the country. Moving the grant from a date late in the federal fiscal year to a standard Senior Corps grant cycle of July 1<sup>st</sup> provides a high level of predictability and assurance that Senior Corps can provide the grant funds, regardless of fluctuations or non-standard overall Federal fiscal budget.
- FGP grant will be more closely tracked to school-based programming.

This change results in less than 12 months of federal funding in FY 2014 for this grant. Going forward, beginning in FY 2015 and pending the status of federal appropriations, Senior Corps intent is to provide a full 12 months of funding for the grant.

### BUDGET

FGP budget application is for \$149,384 for continuation (Year 3 of 3) of the Senior Corps grant; Budget period 9/30/2014 – 6/30/2015.

### APPROVAL

A handwritten signature in black ink, appearing to read 'Stacey Sloan', written over a light blue rectangular background.

Stacey L. Sloan, Finance Director

A handwritten signature in black ink, appearing to read 'SMT', written over a light blue rectangular background.

Susan B. Thomas, PhD, Executive Director

# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

14SF163337

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

12SFWTX001

#### 5. APPLICATION INFORMATION

LEGAL NAME: Texoma Council of Governments

DUNS NUMBER: 879884815

ADDRESS (give street address, city, state, zip code and county):

1117 Gallagher Dr  
Ste 200  
Sherman TX 75090 - 3107  
County: Grayson

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Virginia Rhodes

TELEPHONE NUMBER: (903) 813-3574

FAX NUMBER:

INTERNET E-MAIL ADDRESS: vrhodes@texoma.cog.tx.us

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

751292195

7. TYPE OF APPLICANT:

7a. Other

7b. Area Agency on Aging

8. TYPE OF APPLICATION (Check appropriate box).

☐ NEW ☐ NEW/PREVIOUS GRANTEE  
☒ CONTINUATION ☐ AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

A. AUGMENTATION B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.011

10b. TITLE: Foster Grandparent Program

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

AAA Texoma Foster Grandparent Program

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Grayson, Fannin and Cooke Counties of Texas

13. PROPOSED PROJECT: START DATE: 09/30/12 END DATE: 06/30/15

14. CONGRESSIONAL DISTRICT OF: a.Applicant  b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL \$ 149,384.00

b. APPLICANT \$ 55,256.00

c. STATE \$ 5,000.00

d. LOCAL \$ 63,342.00

e. OTHER \$ 0.00

f. PROGRAM INCOME \$ 0.00

g. TOTAL \$ 204,640.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Stacee Sloan

b. TITLE:

c. TELEPHONE NUMBER:

(903) 813-3516

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

## Narratives

### Executive Summary

The Texoma Foster Grandparent Program (FGP) is requesting \$149,384.00 to fund 30 VSYs to serve 24 stations and 155 special or exceptional needs children/youth- Sponsor: The Texoma Council of Governments (TCOG) is a voluntary organization of local governmental units in Cooke, Fannin, and Grayson Counties organized under the authority of the Texas Local Government Code. With the goals of developing better cooperation, reducing duplication of efforts, and increasing efficiencies by taking advantage of the economies of scale, TCOG is organized into four departments:

Administration/Finance, Government Services, Client Services, and Internet Services. Texoma FGP is in the Client Services Department, under the umbrella of the Texoma Area Agency on Aging (AAA).

Texoma FGP Service Categories include: Pre-elementary Day Care, School Readiness/Head Start, Out of School & After school programs, Elementary Education, ESL, and Special Education.

Community Needs include: unemployment/poverty, single parent families, low education of parents, transportation issues, low quality child care, insufficient cognitive stimulation and vocabulary exposure, poor social skills, poor motor function, poor reading function, low standardized test scores, racial diversity, under-funded rural schools, incarcerated parent(s). Senior volunteers will serve in schools, day cares, and community centers' out of school time programs Methods: seniors volunteers will provide one on one or small group attention to children assigned to volunteers by teachers, directors, supervisors, etc. with pre-service instruction and monthly in-service instruction to help them address the needs of assigned children. The station teachers/directors will assess improvement according to the assignment requirements periodically and at the end of the service period to assess impact Impact: At least 90% improvement in all areas -- academic (test scores/ grades), language, reading and comprehension, attendance, social, motor skills, with 2/3 or tutored/mentored students being elevated to the next level.

### Strengthening Communities

In keeping with our sponsor's mission statement "Connecting People to Solutions" the Texoma Foster Grandparent Program (FGP) serves children throughout the Tri-County area, placing low income seniors as volunteers in day care centers, Head Start Programs, elementary schools, community centers and one high school special education program. The Tri-County area is comprised of Cooke, Fannin and Grayson Counties, having a combined population of approximately 200,000, with about 29.8% over age 55. The service area covers about 2000 square miles and is largely rural, with the largest population of senior citizens (many who are rearing their grandchildren) per capita in the state

## Narratives

of Texas and ranks #7 in the nation, according to [Texasdemographics.com](http://Texasdemographics.com). 7.5% of the Texoma population is elementary age or younger. The area of Cooke, Fannin and Grayson counties is predominantly anglo; however, it is made up of diverse races, cultures and socio-economic levels. Fannin County is the second poorest county in Texas. FGP volunteers will be serving many children who have limited English language skills. They will also serve children who have at least one incarcerated parent and those who are very low on the socio-economic scale. Approximately 1/3 of our volunteers are African-American. The rest are white. We are striving to reach the Hispanic community for volunteers; meanwhile we train our volunteers to work with ESL children as well as how to serve a diverse population by modeling behavior and interacting with them on their level. The mentors are coached on how to interact with diversity, preparing them to mentor their assigned children. This Project has an advisory board selected from all three counties in place that advises, counsels and assists the staff, giving unbiased appraisals of project activities. The station supervisors fill out a form each year evaluating the benefits of the FGP in its endeavors. The program director is active in the community, serving on the advisory board for the first Early Head Start program in the area; the board of the Community Service Center of Texoma's (formerly MHMR) Volunteer Services Council; and on the site based management committee for Fred Douglas Early Childhood Learning Campus. Along with serving on boards, the director reaches into the community with displays and presentations at Expos, Health Fairs, Back to School Programs, Retired Teachers Organizations, and by being on local radio and television when opportunities arise. Representatives from these programs often participate in our monthly in-services. Some provide lunches at in-service. Our volunteers are always encouraged to participate in activities and opportunities offered at our partners' events. When possible, FGP volunteers help with the FGP tables at many of the events, giving testimony of their participation in the program. Most of the aforementioned organizations have FGP volunteers placed in their programs. Non-profits in this area are struggling financially, as are the schools. This magnifies the need for FGP volunteers. The one on one attention that the Foster Grandparents give the children/youth in these organizations and institutions enhance the sites' ability to serve clients and make an impact in the area. We partner together to help each other succeed. Need and understanding of each other's activities drive the partnerships. Twenty-six FGP volunteers will serve children in twelve elementary schools where they will tutor/mentor and nurture approximately 135 special or exceptional needs children/youth of diverse races and cultures. Four serve in Community Center after school programs year around while six other volunteers will mentor at these four community centers in "out of school time" on school holidays and in the summer, overlapping to

## Narratives

volunteer for twelve months while four provide loving attention to eighteen to twenty children in day care; one serves in High School Special Education and five help prepare children for school in three Head Start programs; one gentlemen and his wife are serving at Early Head Start, a pilot program for infants zero to 3 years. The FGP volunteer corps in the service area will consist of forty-one (one funded by state dollars) dedicated volunteers to help the children build self-esteem and prepare for academic and social success in school for a more secure future, with the long term goal being that of building productive future citizens.

### Recruitment and Development

Recruitment for the Texoma Foster Grandparent Program (FGP) is ongoing. Although we are currently at our funded level of volunteers, we know that the attrition rate gets higher as volunteers age. Texoma FGP will recruit volunteers from the following:

- \*Each volunteer, advisory council member and volunteer station manager will be aware of the need to recruit and retain volunteers from the community and will be involved in doing so;
- \*Brochures will be distributed to each individual, and
- \*Flyers will be printed and distributed among volunteer stations to encourage awareness of the program to their campus visitors;
- \*There are three major newspapers in the area, one regional and five small newspapers, which will receive news releases on activities including recognition and training events;
- \* Four local radio and two television stations will receive regular notices of volunteer events and invitations to participate in program activities. These media sources have been supportive of the Texoma Area Agency on Aging (AAA) and FGP;
- \*Project staff will participate in activities such as the commodity distribution, and utility assistance programs.
- \*Special efforts will be made to reach participants of Section 8 housing and weatherization programs;
- \*Volunteers will be given attire such as smocks, t-shirts, caps and vests, that bear the program name and they will be encouraged to "talk up" the program when asked.

Volunteers will be recognized by the Foster Grandparent Program, upon completion of training, at any special event or activity in which they participate, and with at least one special recognition event annually. Volunteers will be recognized by the Texoma Council of Governments and AAA. Volunteer Stations recognize their volunteers and generally include them in their pages on school district calendars, etc.

## Narratives

Elementary Schools involve volunteers in presentations to the Denison School Board and recognize them throughout the year. Schools include the volunteers in their yearbooks both in the class pictures and in candid shots with the children. Local media have recognized the volunteers by filming/or photographing them serving and airing the segments on the news and in the annual ISD sections of area newspapers. In previous years a Foster Grandparent volunteer was recognized as Sherman ISD Volunteer of the year, and other FGP Volunteers have been named volunteers of the year at their respective campuses. April 2013 saw one group of volunteers at a particular elementary school recognized as "Team of the Month".

Each applicant will fill out an application which includes permission to do a background check, and at least two non-relative references to be questioned regarding experience with children and general character of the applicant. This gives the director the immediate opportunity to view education and work experience, age preference with whom to volunteer, and health status, as well as whether or not they will need transportation.

After the application process is complete, each prospective volunteer will be interviewed by the Project Director. The interview process provides opportunity to assess ability to interact with others, to express oneself, commitment level to the Program, individual interests as well as physical and mental capabilities to assure that appropriate placement is made.

A federal background check is done, which now includes fingerprinting. Once accepted into the program an orientation and training will be scheduled. Each new volunteer will be issued a Program Handbook, which will be updated as needed. The twenty hours of pre-service orientation and training will serve as an opportunity to observe and become further acquainted with each volunteer. The first twenty hours at his/her assigned station will be considered part of the training and 90 probationary period, offering the opportunity to see if the match is a suitable one.

Once a volunteer/volunteer site relationship is established, teachers and/or directors will fill out a specific assignment form for each child/youth assigned to a Foster Grandparent. At mid-year and end-of-year we ask the FGP supervisors to revisit these assignments to determine progress and impact of the program. We also send program evaluations to the sites and the volunteers annually to



## Narratives

determine where we need improvement. A mandatory 4 hours in-service will be held each month to provide the volunteers with training to enhance their volunteer skills and to enhance their quality of life. Each

August, in-service will include a comprehensive review of the handbook.

All techniques utilized to recruit volunteers will be beneficial in promoting awareness. Public appearances on local television, at area expos and health fairs and radio shows will be made periodically by the Project Director. The television stations and newspapers will be invited to attend all events, trainings and recognitions. Public figures will be invited to participate in all activities and recognitions. Special features on individual volunteers will be run in local newspapers.

### Program Management

The Texoma Council of Government (TCOG) is the sponsor of the Texoma Foster Grandparent Program (FGP) and as such, provides a finance department that oversees the grant draw downs, and helping to distribute the funds turns in the annual FSR, as well as printing the bi-monthly stipend checks for us to send out. TCOG offers extra trainings for the employees, such as grant writing for foundation and community grants, managing volunteers and assistants, time management and organizational skills. As schools, day cares and community centers contact the FGP director expressing interest in having volunteers on their campus, the project manager sets up an appointment to visit with the principal/director to discuss site needs and what they expect from the program. Once a campus is accepted as a volunteer site, a match(es) is made with volunteer(s), when available, with the goal of having no fewer than 2 at each site. Volunteer supervisors will be given forms on which they will make assignments of children/youth that each volunteer will serve. These assignments include issues/needs that the child has, why the assignor feels that the child/youth could benefit from a Foster Grandparent, what activities the Grandparent will participate in with the child, and the expected outcome of the match. Regular visits will be made to volunteer stations for communication with volunteer station supervisors and volunteers and to observe activities being executed.

Communication and follow-up on volunteer assignments will insure that goals and objectives are met.

An annual survey will be distributed to the station supervisors to assess the progress of the goals and objectives. We will review the impact statements and follow-up with volunteer stations to make any necessary adjustments. Throughout the year regular communication with volunteer station supervisors and periodic review of assignments will occur, thus providing necessary data for impact assessment. Children assigned to Foster Grandparents will be monitored and test scores and grades

## Narratives

will be assessed. At the end of the year, program evaluations are sent to station supervisors to rate the impact of both the program and the volunteers. They also update client surveys, which serve to give us data on how the program is impacting the community. One elementary principal tells us that outside the walls of his school, many of the students have difficult living situations. He desires his campus to be a safe haven for children, and grandparent volunteers who contribute to safety and security for their assigned students.

Several volunteers have been able to decrease medication dosages because they are getting out of the house, moving around and feel needed and worthwhile again. The director will take advantage of conferences and seminars held by the Corporation for National Service and will share this information with volunteers and volunteer station supervisors and the advisory council. Community organizations will be invited to present at in-service training for volunteers. Volunteer station supervisors and advisory council members will be invited to participate in all trainings, events and activities scheduled by project staff. When possible, the Project Director will hold trainings for volunteer site staff to provide education regarding expectations for, and restrictions of FGP volunteers.

Service hours will be recorded and monitored using the Voltrax Ultra program. Time sheet will include information on how many meals were provided by the station, how many hours the volunteer was at the station for a 2 week period, and what mileage was used to go to and from the station. It will also indicate how many used public transportation, paid by the program.

In the spring, a volunteer recognition is held to reward the volunteers for their efforts. Many of the sites provide a meal for the volunteers who are there during a meal time. Three physicians in the area donate annual physicals for the volunteers. Texoma Senior Corps has a Hallmark grant through which surplus Hallmark merchandise is received and warehoused to give to volunteers and volunteer stations throughout the year and to use in recognitions. Small grants are written to area foundations, and advisory members recruit donations from area businesses.

### Organizational Capability

Texoma Council of Governments (TCOG) has been in operation since 1968 overseeing the Texoma Area Agency on Aging (AAA), Community Development, Criminal Justice Department, 911, Urban Economic Development, Transportation, Utility Assistance Programs, Section 8 Housing and Public Housing. Each of these departments operates on federal, state and local grants and TCOG provides the fiscal oversight with no exceptions in the audit process. TCOG became a Foster Grandparent

## Narratives

Program sponsor in 1997.

The Texoma AAA provides grant management of: Guardianship/Money Management, Retired and Senior volunteer Program, Ombudsman, the Community Services Advisor, Elder Rights, Alzheimer Caregiver Program and Elder Watch provider program as well as the Foster Grandparent Program. Each of these programs is volunteer based and has been successful over the past 25 years. The AAA also oversees a Parkinson's support group, an Alzheimer's Care-giver support group and a Grandparents as Parents support group.

Job descriptions for each staff position assure that each staff person is aware of his/her individual responsibilities. Staff evaluations are performed annually with on-going reviews from statistical reports keeping the Director of the AAA up to date and informed of the status of each program. Involvement in the advisory council, which meets once each quarter unless a need for another meeting presents itself, and communication with volunteer station supervisors is a source of information for the director and would alert her to problems, if staff has not previously done so.

Program evaluations will be sent to the volunteer stations, advisory council members and volunteers annually for input and suggestions for improvement. Evaluations will be summarized and reviewed by a committee of advisory council members. The committee will then present improvement to the staff the suggestions for improvement. Staff will report to the council regarding implementation of suggestions. The Program Director will make herself available to grandparents, site supervisors and volunteers to answer questions and deal with immediate problems. The Program Director utilizes trainees from the local Workforce Program for clerical assistance.

Local funds will be requested from area organizations such as the from Area Service Leagues, local businesses such as Wal Mart (numerous \$25 & \$50 gift cards), Sams, Target, etc., area foundations, a \$10,000 matching grant United Way in 2013, and civic and fraternal organizations. Sources will be identified and applications made on a timely basis. Hospitals and senior health facilities will be requested to furnish physicals as in-kind value; schools and other volunteer stations will be asked to provide meals for volunteers if they are serving during a mealtime. We also seek out area entities to provide lunches for monthly in-services.

### Other

We continually assess community needs on an ongoing basis. Though communities do not often

## Narratives

change dramatically, the Dallas borders are stretching this direction, thus pointing toward rapid growth and a need for more schools and day cares and expansion of after school and out of school programs. Diversity will increase creating a need for further training and recruitment of volunteers. We will place a strong focus on ESL in our monthly in-services.

As the Foster Grandparent Program becomes better known in the area, and as funding is being cut for schools, community out of school time programs and non-profit day cares, a greater demand for volunteers will likely be encountered, particularly in the current economy. We will anticipate those changes and needs to provide appropriate recruiting and training to meet them.

### **PNS Amendment (if applicable)**

N/A

## Work Plan/Performance Measures

**Total Number of Unduplicated Volunteers: 41**

**Service Category:** School Readiness/Head Start/Early Childhood Education

Total # Stations: 4

Total # Volunteers: 8

Total # Clients: 20

### Part 1: Need

#### Community Need

According to the 2010 census Summary File and the 2007 County-level Poverty Rates for Texas the area of Grayson, Fannin and Cooke Counties, 8 percent of households are headed by a single parent and 20.5 percent of the children in the area are below the poverty level. Over 25% of these parents have a high school diploma or equivalency or less education. Environmental risks may include inadequate nutrition, low quality child care, decreased cognitive stimulation and minimal vocabulary exposure. The U.S. Department of Education's Strong Families and Strong Schools Report based on 30 years of research, states, "the single most important activity to build knowledge required for eventual success is reading aloud to a child". Research has shown that children who receive targeted language and literacy enrichment show increased book knowledge and appreciation and improved basic skills. This can be accomplished by FGP volunteers. According to the Rand Corporation, "High-quality pre-school programs have been demonstrated to advance school readiness, raise achievement, and improve other education outcomes" (The Promise of Preschool for Narrowing Readiness and Achievement Gaps ..., 2007). Head Start is a Federal program for preschool children from low-income families. Children who attend Texoma Head Start are assessed by developmental screening tools that meet standard and norms: First Steps, Brigance, GOAL, OWL and I-Station. These tools address domain areas of : cognitive, language/communication, social/emotional, fine and gross motor function. Texoma Head Start services uses these tools to identify and meet the special needs of children with special or exceptional needs. Most children in Head Start are between the ages of 3 and 5 years old. Services are also available to infants and toddlers in one selected site. Without intervention the identified children will not acquire the skills necessary to be successful in school. Extensive resources and funding for one-on one intervention is unavailable; therefore, Foster

## Work Plan/Performance Measures

Grandparents will provide the needed support.

### Part 2: Action Plan

#### Service Activities

Under the supervision of the classroom teacher, Foster Grandparents will assist 18 children to improve their individual skill development and educational needs by engaging them, one-on-one, in activities such as reading to them, singing childrens' songs, and playing action and rhyming games, and will assist with hygiene needs and meal time needs of the assigned children. These activities will occur at least 3 days per week per child.

#### Anticipated Input

5 Foster Grandparents will receive 20 hours of orientation and pre-service training from the FGP Director and will attend 4 hours of in-service each month to enhance their abilities to mentor 18 head start children averaging 900 hours of service each per school year. Transportation will be provided by the program to those volunteers who do not drive. Meals (during service time) will be provided to the volunteers by most of the volunteer sites. head Start will provide additional training with staff on appropriate classroom practices and language, positive discipline, Head Start philosophy and planning for individual children assigned, and daily supervision.

Anticipated Accomplishments/Outputs	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
Summary		
Indicator: Head Start staff identified children with delays/disabilities will receive one-on one assistance from the Foster Grandparents.		
Indicator: Number of children assigned to Foster Grandparents to receive one-on-one support and assistance		
Target: 18# Head Start staff-identified children will be matched with a Foster Grandparent to receive one-on-one assistance		
How measured: Foster Grandparent Program Assignment Plan/Instrument to be completed by Head Start Staff and acknowledged and signed by Foster Grandparent		

## Work Plan/Performance Measures

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
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Summary

Indicator: Head Start children will master 6 of 8 skills in their IAPs

Target #: 12

How Measured: survey questions addressed by teacher and student report cards

How Measured: Teacher assignment survey and report

Description of Measurement tool: Form filled out by teacher indicating reason for assignment, anticipated activities, anticipated outcome and whether child is performing at or below age appropriateness

Anticipated End Impact/Outcome	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
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Summary

Indicator: Head Start students performing age appropriate tasks that indicate their readiness to move to the next educational level as assessed by classroom teacher

Target #: 12

How Measured: Teacher assignment survey and report

Description of Measurement tool: Form completed by teacher indicating reason for assignment, anticipated activities, anticipated outcome and whether child is performing at or below age appropriateness

**Service Category:** Pre-Elementary Day Care

Total # Stations: 3

Total # Volunteers: 4

Total # Clients: 20

### Part 1: Need

#### Community Need

According to the 2010 census Summary File and the 2007 County-level Poverty Rates for Texas the area of Grayson, Fannin and Cooke Counties, 8 percent of households are headed by a single parent and 20.5 percent of the children in the area are below the poverty level. Over 25% of these parents have a high school diploma or equivalency or less education. The income level is about 25% lower

## Work Plan/Performance Measures

than the national average. Some risks include inadequate nutrition, low quality child care, and decreased cognitive stimulation and vocabulary exposure. Research indicates that children exposed to these risks also receive minimal targeted language and literacy enrichment. One on one support by Foster Grandparent volunteers can lead to increased book knowledge and appreciation and improved basic skills. According to the Rand Corporation, "High-quality pre-school programs have been demonstrated to advance school readiness, raise achievement, and improve other education outcomes" (The Promise of Preschool for Narrowing Readiness and Achievement Gaps ..., 2007).

### Part 2: Action Plan

#### Service Activities

Four Foster Grandparents will serve 20 preschool children who have special or exceptional needs. Foster Grandparents will engage these children one on one giving attention to reaching appropriate levels of motor function, language skills, pre-reading skills, and communication using activities such as games, music and art to reinforce learning concepts.

#### Anticipated Input

4 Foster Grandparents will spend 6 hours per day for a total of 5,100 hours per school year. The Texoma Foster Grandparent Program will provide 20 hours of initial volunteer orientation and pre-service training and 4 hours per month of in-service training, feedback garnered from site visits and input from station directors. Volunteer training, supervision, support and consultation will be provided by area educators, professionals in the community such as directors of other non-profits who deal with pre-elementary children , area librarians, counselors with topics including How to Read to Children, How to Select Age-appropriate Materials. Resources include meals , transportation, professional training, photo IDs, which will be secured through the community to provide operational sustainability. The volunteers will receive at least one annual recognition.

Anticipated Accomplishments/Outputs	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
Summary Summary:Children age 3-6 will receive one on one assistance from Foster Grandparent.		



## Work Plan/Performance Measures

indicator: child beneficiaries

Target 14#

How measured: survey

Description of measurement tool: Survey of teachers referencing emotional, behavior, attendance and academic levels

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
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Summary  
children 3-6 years of age assigned to FGP volunteers will respond to efforts by the volunteers

indicator: # of pre-school children who are matched with FGPs demonstrate age appropriate reading skills

target: 14#

How measured: survey

Description of measurement tool: Texoma Foster Grandparent Program Preschool Assignment

Play/Instrument completed by the teacher, providing below, at or above age level assessment

Anticipated End Impact/Outcome	Period of Accomplishment: 9/30/2013 -9/29/2014	Performance Measure:
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Summary  
Children assigned to a Foster Grandparent will be promoted to the next level.

indicator: number of children promoted to the next level

target: 14#

How measured: survey

Description of measurement tool: preschool assignment plan completed by teacher providing an "below, at, or above" age level response

**Service Category:** Afterschool Programs

Total # Stations: 4

Total # Volunteers: 7

Total # Clients: 20

### Part 1: Need

#### Community Need

8% of the households in Texoma are headed by a single parent and 20.5% of the children live below

## Work Plan/Performance Measures

the poverty line. In the early grades many of these children are "at risk" for poor social skills development and behavioral problems. According to The Center for Evidence Based Social Sciences, older adult mentors "can teach social skills, model behavior, and introduce young people to diverse social interactions. Foster Grandparents can provide advice, emotional support, companionship and opportunities for socialization that at-risk children and youth may not find at home" (Stephen Small and Cailin O'Connor, University of Wisconsin-Madison/Extension, January 2008) In these troubled economic times, Texoma educators, program directors and counseling staff often are unable to provide the individual support and personal interactions needed to create a mentoring atmosphere. Parents of these children utilize community centers for out of school time affordable supervision for their school age children. This program will match Foster Grandparents with children/youth who have been identified as having special or exceptional needs in the area of social and emotional development.

### Part 2: Action Plan

#### Service Activities

Masterkey Ministries, Sherman Boys and Girls Club, Denison Boys and Girls Club and Boys and Girls Club of Cooke Cnty. have requested Foster Grandparent volunteers to serve as positive adult role models for students in the Texoma Region. Seven Foster Grandparents will tutor/mentor at least 20 youth with special or exceptional needs in after school and out of school programs. They will often serve children who will be assigned Foster Grandparents in school as well as out of school time, thus receiving double support. in academic areas. The directors of the centers determine which students demonstrate a need for Foster Grandparent companionship and assign them accordingly. Foster Grandparents will engage these children one on one through activities/approaches including electronic games (which also enhances the technology abilities of the volunteers), jigsaw puzzles, lunching, cooking, story writing, watching movies, field trips to area water parks and zoos, and playing board games such as Boggle or Scrabble. The volunteers will meet with their assigned

## Work Plan/Performance Measures

students each week day during the summer for approximately 5 hours per day throughout the summer and during spring break and Christmas vacation, as well as after school. School volunteers who desire to serve year-round also volunteer at the community centers; therefore, more children's needs can be met.

### Anticipated Input

Seven Foster Grandparents will spend 5 hours per weekday during the summer and out of school time for approximately 900 hours. Texoma Foster Grandparent Program will provide transportation for those who need it as well as training in the form of pre-service orientation and training and monthly in-service and extra in-services during the summer months, with the site directors providing training specific to their programs.

Anticipated Accomplishments/Outputs	Period of Accomplishment: 9/30/2013-9/29/2014	Performance Measure:
Summary		
At least 20 staff-identified youth will receive mentoring at least once a week from 7 Foster Grandparents during the program year. Individual Assignment Plans will identify children matched with mentors.		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: 9/30/2013-9/29/2014	Performance Measure:
Summary		
children assigned to Foster Grandparents will exhibit improved behavior		
Target: 15#		
How Measured: Survey		
Description of Measurement tool: Survey of site supervisors indicating emotional and behavioral levels of assigned children		

Anticipated End Impact/Outcome	Period of Accomplishment: 9/30/2013-9/29/2014	Performance Measure:
Summary		
With the guidance of their tutors/mentors, assigned children will show measurable improvement in ability to focus attention on activities such as books, puzzles, games		
indicator: number of children with increased focus to activities		

## Work Plan/Performance Measures

target: 15#

How measured: survey Description of measurement tool: survey of site supervisors referencing

focus on activities

**Service Category:** Elementary Education

Total # Stations: 12

Total # Volunteers: 26

Total # Clients: 85

### Part 1: Need

#### Community Need

According to the National Assessment of Educational Progress, 2009, only 65 percent of Texas 4th graders read at the basic level or higher. Local research shows that the students do not read well by the 4th grade are at greater risk of educational failure and that good reading skills provide an important foundation for subsequent learning and success. A survey of principals who utilize our program report that students who read for pleasure and who read more frequently score higher than students who read infrequently and do not read for pleasure. In the tri-county area of Cooke, Fannin and Grayson, generally deemed a rural area, an average of only 83 % of all 4th graders who took the Texas Assessment of Knowledge Skills received an acceptable reading rating. Foster Grandparent volunteers are valuable in early elementary grades to assist in improving these reading scores. Texoma's elementary school populations are racially diverse. In Grayson County 71% of elementary school students read at grade level. Foster Grandparents can alleviate some of the stress educators and students by working with at risk and special needs students that require more attention in order to maintain applicable grade levels. Foster Grandparents can satisfy needs by serving children in early elementary diverse classrooms assisting children in reading skills and aptitude.

### Part 2: Action Plan

#### Service Activities

26 Foster Grandparents will work in 16 elementary schools one-on-one with students who have been identified by classroom teachers as needing assistance to improve their reading scores. Foster

## Work Plan/Performance Measures

Grandparent volunteers will increase students' opportunity to read as they assist assigned students one on one and in small groups to improve their reading skills both reading to the children and having the children read to them, focusing on reading and literacy skills. They will use games, flash cards and other teacher-supplied materials, student assignments and comprehension exercises. Teachers will work directly with the volunteers to gauge student progress. Foster Grandparents will assist in comprehension in subjects other than reading as well, as students cannot follow directions or instructions unless they can read and comprehend them.

### Anticipated Input

26 Foster Grandparents will serve no fewer than 15 hours per week averaged over a year in elementary schools serving approximately 105 students. Each Foster Grandparent will receive 40+ hours of pre-service and in-service training throughout the grant year with presentations/discussions on topics that are pertinent toward assisting them in their service to the assigned children, including literacy skill building, child development, and reading recovery.

Anticipated Accomplishments/Outputs	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure: <input checked="" type="checkbox"/>
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#### Summary

Students will be matched with Foster Grandparent volunteers for one on one assistance

#### Indicator:

student beneficiaries

Target: 105#

How Measured Student Grades

#### Description:

Students' report card Grades as reported by teachers and/or updated assignment forms

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: 9/30/2013- 9/29/2014	Performance Measure: <input checked="" type="checkbox"/>
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#### Summary

Children served by Foster Grandparent volunteers demonstrate improved reading and comprehension skills.

#### Indicator:

# of children with improved reading and comprehension skills

Target: 90#

## Work Plan/Performance Measures

How Measured Student Grades

Description:

student grades and/or assignment form/instrument filled out by teacher at mid- term and end of year.

Anticipated End Impact/Outcome	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure: <input checked="" type="checkbox"/>
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Summary

Students will read at grade level.

Indicator:

# of Students will read at grade level.

Target: 90#

How Measured Student Grades

Description:

report card grades as reported by teachers and/or updated assignment form/instrument filled out by teachers

**Service Category:** ESL

Total # Stations: 3

Total # Volunteers: 3

Total # Clients: 6

### Part 1: Need

#### Community Need

According to the 2010 U.S. Census, Texas schools have a 42% Hispanic school population with 8.5% of the children in the Texoma tri-county area being Hispanic. Many are immigrants and some are migrant farm worker families, therefore transient. Academic subjects in Texoma are basically taught in English, putting these students at an immediate academic disadvantage, even though they may have sufficient academic abilities. They often hear/watch Spanish media and read in Spanish in out of school time. Foster Grandparents can improve their odds by spending one on one time during the elementary school years helping them to read and understand English. In order for the kids to succeed academically, they must develop English proficiency. Teachers identify students who are deficient in English skills by pre-school and early education achievement testing. Those who achieve lowest scores in word identification and comprehension are the ones assigned to the Foster Grandparents.

### Part 2: Action Plan

## Work Plan/Performance Measures

### Service Activities

Foster Grandparents will spend quality time with ESL students one on one or in very small groups looking at English books and "picture walk " through them; they will demonstrate phoenetic sounds of English letters and diphthongs; they will listen and speak in terms simple enough to build relationships and respect between the students and themselves.

### Anticipated Input

3 Foster Grandparents will serve in 2 elementary schools and 1 Head Start Program using skills learned in FGP training/in-service and from the ESL teachers to give the non-English speaking or minimal English speaking children someone to converse and interact with in English using tools, guidelines and books provided by the teacher.

Anticipated Accomplishments/Outputs	Period of Accomplishment:	Performance Measure:
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Summary

6 non-English or minimal English speaking children will be served by Foster Grandparent volunteers

Anticipated Intermediate Impact/Outcome	Period of Accomplishment:	Performance Measure:
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Summary

ESL students will begin to interact in English in the mainstream classroom.

Target: 5 #

How Measured: student grades and teacher survey response

Anticipated End Impact/Outcome	Period of Accomplishment:	Performance Measure:
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Summary

students will understand instructions given by the teachers in regular classes and will be able to read simple English books and textbooks appropriate to grade level, improving academic progress.

Indicator:

# of ESL students w ho show improved academic progress

Target: 5#

How Measured:Teacher Observation Form and Log

Description:

w ritten response to survey assessing achievement and/or report card grades

## Work Plan/Performance Measures

**Service Category:** Special Education

Total # Stations: 2

Total # Volunteers: 2

Total # Clients: 4

### Part 1: Need

#### Community Need

According to Sue Watson(Sue has a diploma in Developmental Services Worker. She also has Certification in Crisis Intervention and Prevention, Assistive Technology, Applied Behavior Analysis, Behavior Modification) Students who receive special education through the public school systems struggle with a variety of daily activities, including those that involve fine motor skills, and sensory responses which make common life skills difficult. Under the federal Individuals With Disabilities Education Act and other laws, all children are entitled to free education in an environment that meets their needs. Public education systems serve children with a variety of special needs. Many of the students have a need to develop fine motor skills in order to perform basic life skills. They can benefit from the one-on-one help and encouragement that can be provided by Foster Grandparent volunteers.

### Part 2: Action Plan

#### Service Activities

Foster Grandparents will serve in two stations that serve these special needs students, an area high school and head start campus. Students will be assigned to the volunteers on the instrument provided to the teacher or site supervisor. They will do activities such as teaching them to use eating utensils, manipulate a washcloth and catch a ball to improve small motor function. They will smell varied scents and identify them, do tactile sensory exercises, practice putting things away, helping them to move from one task to another in an organized fashion, listen to music with them, play small instruments, shuffle cards, put puzzles together, and go on field trips with them, and helping them use a computer keyboard when one is available.

#### Anticipated Input

2 Foster Grandparents will spend 600 hours with these students working with them on the skills that professionals have assigned and demonstrated for the volunteers. The Foster Grandparent Program



## Work Plan/Performance Measures

will provide in-services that give them better skills and understand of the children/youth with whom they serve. FGP will provide transportation to the volunteer when necessary.

Anticipated Accomplishments/Outputs	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
Summary		
The special needs children/youth who are served by Foster Grandparents will respond positively to one-on-one support		
indicator: the number of children who are matched with Foster Grandparents.		
target: 6		
How measured: survey		
Description of measurement tool: survey filled out by teacher addressing student needs, volunteer input and results		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: 9/30/2013 - 9/29/2014	Performance Measure:
Summary		
The special needs children/youth will develop fine motor skills. target: 2 students will develop 5 skills each		
How Measured: survey		
Description of measurement tool: survey filled out by teacher utilizing volunteer input and results		

Anticipated End Impact/Outcome	Period of Accomplishment: 9/30/2013-9/29/2014	Performance Measure:
Summary		
The special needs children/youth will have developed life skills.		
indicator: # of students ability to perform basic life skills for themselves		
target: 3		
How measured: survey		
Description of measurement tool: survey filled out by teacher assessing volunteer input and results		

## Required Documents

<b><u>Document Name</u></b>	<b><u>Status</u></b>
Aggregate Dollar Amounts of funding	Not Sent
Articles of Incorporation	Not Sent
Board of Directors	Not Sent
CPA Certification	Not Sent
Community Advisory Group Names and Addresses	Not Sent
List of the names of any Funding Organizations/Sources	Not Sent
Negotiated Indirect Cost Agreement	Not Sent
Organizational Chart	Not Sent
Project Director's Job Description	Not Sent
Roster of Volunteer Stations	Not Sent
Statement of date of last A133 audit	Not Sent
Statement of whether applicant is subject to A133 audit	Not Sent

July 8, 2014 6:12 PM

**AAA Texoma Foster Grandparent Program****Texoma Council of Governments****Application ID:** 14SF163337**Budget Dates:** 09/30/2012 - 09/29/2015

	<b>Total Amt</b>	<b>CNCS Share</b>	<b>Grantee Share</b>	<b>Excess Amount</b>
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	25,245	22,215	0	3,030
B. Personnel Fringe Benefits				
FICA	1,931	1,700	0	231
Health Insurance	9,594	5,962	3,632	0
Retirement	1,555	0	1,555	0
Life Insurance	2,123	0	2,123	0
Total	\$15,203	\$7,662	\$7,310	\$231
C. Project Staff Travel				
Local Travel	504	0	0	504
Long Distance Travel	5,000	0	0	5,000
Total	\$5,504	\$0	\$0	\$5,504
D. Equipment				
E. Supplies	540	0	0	540
F. Contractual and Consultant Services				
I. Other Volunteer Support Costs	720	0	720	0
Criminal Background Check	375	0	225	150
Total	\$1,095	\$0	\$945	\$150
J. Indirect Costs	8,222	0	6,586	1,636
<b>Section I. Subtotal</b>	<b>\$55,809</b>	<b>\$29,877</b>	<b>\$14,841</b>	<b>\$11,091</b>
<b>Section II. Volunteer Expenses</b>				
A. Stipends				
Corporation Funded	83,010	83,010	0	0
Non-Corporation Funded	2,767	0	0	2,767
Non-Stipended				
Total	\$85,777	\$83,010	\$0	\$2,767
B. Other Volunteer Costs				
Meals	15,941	12,191	3,750	0
Uniforms	5,197	1,665	3,532	0
Insurance	488	488	0	0
Recognition	23,978	8,978	15,000	0
Volunteer Travel	14,000	10,500	3,500	0
Physical Examinations	3,450	2,675	775	0
Total	\$63,054	\$36,497	\$26,557	\$0
<b>Section II. Subtotal</b>	<b>\$148,831</b>	<b>\$119,507</b>	<b>\$26,557</b>	<b>\$2,767</b>
<b>Budget Totals</b>	<b>\$204,640</b>	<b>\$149,384</b>	<b>\$41,398</b>	<b>\$13,858</b>
<b>Funding Percentages</b>		<b>78.3%</b>	<b>21.7%</b>	
<b>Required Match</b>		<b>n/a</b>		
<b># of years Receiving CNCS Funds</b>		<b>n/a</b>		



TO: TCOG Governing Board  
THRU: Dr. Randy McBroom, Planning & Development Department Director  
FROM: CJ Durbin-Higgins, Public Safety Program Manager  
DATE: July 9, 2014  
RE: FY2014 Homeland Security Grant Program Competitive Grant

A handwritten signature in black ink, likely belonging to Dr. Randy McBroom, is written over the "THRU" line.

A handwritten signature in blue ink, likely belonging to CJ Durbin-Higgins, is written over the "FROM" line.

### RECOMMENDATION

Authorize the submission of the FY2014 Homeland Security Competitive Interoperable Communications Grant application.

### BACKGROUND

TCOG staff and the TCOG Homeland Security Advisory Committee facilitate and execute the Homeland Security Funding Process with the Texas Department of Public Safety, Texas Homeland Security Administrative Agency. This process includes stakeholders from the counties of Cooke, Fannin, and Grayson. Using state priority guidance, the TCOG HSAC plans and prioritizes projects for the Texoma region. Department of Homeland Security Funding includes the following funding streams: State Homeland Security Program (General use), Law Enforcement & Terrorism Prevention Activities (LETPA).

The TCOG Homeland Security Advisory Committee (HSAC) membership is made up of the three county judges in our region, the mayors of Bonham, Denison, Gainesville, and Sherman, and the emergency management coordinators from these seven jurisdictions. Committee activities and actions are conducted pursuant to published by-laws.

### DISCUSSION

The Texas Homeland Security State Administrative Agency (THSSAA) appropriated \$1.2 million dollars in FY2014 Homeland Security Grant Program funding to support Interoperable Communication Projects in Texas. Each COG is allowed to submit one project with a minimum request of \$25,000 and a maximum request of \$250,000. This is a competitive grant process and there is no guarantee of funding to the region. **The TCOG Homeland Security Advisory Committee will meet on Tuesday, July 15, 2014 to discuss and make a recommendation in regard to the communications project.** Project submission to the THSSAA is due on July 31, 2014. Supplemental information, to include project scope, will be provided at the board meeting.

### BUDGET

No cash match required. No budgetary impact.

### APPROVAL

A handwritten signature in black ink, reading "Stacey Sloan", is written over a horizontal line.

Stacey L. Sloan, Finance Director

A handwritten signature in black ink, reading "SMT", is written over a horizontal line.

Susan B. Thomas, PhD, Executive Director

Texas Homeland Security State Administrative Agency

2014 State Homeland Security Grant Program

Interoperable Communications Project Application Kit

Notification of Intent Deadline:

5:00 pm CDT July 7, 2014

Application Deadline:

5:00 pm CDT July 31, 2014

This Kit contains the following:

1. General Instructions
2. In Scope Activities
3. Application Template

## I. General Instructions

### Purpose

To solicit proposals from eligible entities for potential projects (to be funded under the State Homeland Security Program) in the area of regional interoperable emergency communications in order to improve multi-disciplinary/ multi-regional communications.

### Notification of Intent Deadline:

Eligible Applicants are required to provide notification of the entity's intent to apply by July 7, 2014 by sending an email to that effect to the THSSAA Deputy Assistant Director at [SAA@dps.texas.gov](mailto:SAA@dps.texas.gov). Notification of Intent to apply must be submitted by an authorized representative from the Jurisdiction in accordance with the Jurisdiction's established processes.

### Application Submission – Deadline July 31, 2014

All applications are **required** to be submitted to the [SAA@dps.texas.gov](mailto:SAA@dps.texas.gov) using the prescribed application template

### Funding Levels

Minimum Grant Award - \$25,000

Maximum Grant Award - \$250,000

### Availability of Funds

The source of funding is an appropriation by the Federal Government. The THSSAA makes no commitment that an Application, once submitted, will be funded; nor that a grant, once funded, will receive subsequent funding.

### Grant Contract Period

The term of the grant award will be up to the period from October 1, 2014 through June 31, 2016 subject to and contingent on funding and/or approval by the THSSAA.

### Eligible Applicants

The following entities are eligible to apply for 2014 SHSP funds under this competitive program:

- Councils of Governments (COGs)
- Urban Areas Security Initiative (UASI) regions (Austin, DFWA, El Paso, Houston, San Antonio)

There will be a limit of one application per COG or UASI region.

#### Match Requirements

There are no match requirements for the SHSP Interoperable Communications projects

#### State and Federal Requirements

All Applicants should be familiar with:

- FY 2014 Homeland Security Grant Program (HSGP) Funding Opportunity Announcement
- National Disaster Recovery Framework
- Presidential Policy Directive 8 (PPD-8)
- National Preparedness Goal (NPG)
- 44 C.F.R. Part 13 and 2 C.F.R. Part 215
- Texas Emergency Management Plan, including Annex J
- Comprehensive Preparedness Guide 101 (CPG 101)
- Homeland Security Exercise and Evaluation Program (HSEEP)

#### Contact Information

For questions regarding the grant application and/or process, contact Garry Jones @dps.texas.gov. Email is the preferred method of contact.

#### Review Process

The THSSAA, in coordination with the Statewide Interoperable Communications Coordinator will review each complete Application filed by the deadline by an eligible Applicant. At any time during the review process, a THSSAA staff member may contact the Applicant for additional information

#### Scoring

The Application will be scored on information provided by the Applicant including, but not limited to:

- Alignment with state, national and regional priorities through demonstration of significant improvement in statewide multi-regional/multi-discipline interoperable emergency communications
- Quality identified as the provision of multiple system roaming without modifying subscriber unites and operator roaming capability from Home system into system B with continued communications capability with the Home system console operator.
- Sustainability, based on applicant's plan to continue and build on these activities without additional homeland security funds.
- Breadth of Impact, as indicated by connectivity of multiple radio systems.

### Grant Decisions

The THSSAA is not obligated to make an award. Awards may be made below the requested amounts. THSSAA reserves the right to make awards at amounts above or below the stated funding levels.

All grant decisions including, but not limited to, eligibility, evaluation and review and funding rest within the discretionary authority of the THSSAA. The decisions made by the THSSAA are final and are not subject to appeal.

### Grant Award Notification

The Applicant shall be notified in writing of the THSSAA's decision regarding a grant award. The THSSAA may utilize a grant contract document and/or notice of grant document once a decision is made to award a grant. The Applicant will be given a deadline to act to accept the grant award and to return the appropriate document to the THSSAA within the time prescribed by the THSSAA. An Applicant's failure to return the signed document to the THSSAA within the prescribed time period will be construed as a rejection of the grant award, and the THSSAA may de-obligate the funds.

### Special Conditions

The THSSAA may assign special conditions at the time of the award. Until satisfied, these special conditions may affect the Applicant's ability to receive funds. If special conditions are not resolved, the THSSA may de-obligate funds up to the entire amount of the grant award.

### Reporting Requirements

If an Application is funded, grantees will be required to report to the THSSAA in the manner and schedule as determined by the THSSAA. If Reports are not submitted by



the established dates, this may affect the Applicant's ability to receive reimbursement requests.

## II. In-Scope Activities

- Funding of this project must demonstrate significant improvement in statewide multi-regional/multi-discipline interoperable emergency communications.
- Collaboration and coordination with multiple systems and other stakeholder organizations.
- AAR, Best Practice, Lessons Learned, or White Paper covering the demonstration of improved statewide interoperable emergency communications.
- Allowable expenses:
  - IP Switches and Gateways.
  - Ethernet link.
  - Infrastructure.
  - Backhaul: e.g. Micro-wave, Fiber, Radio links, ISSI, etc.
  - Antenna systems.
  - Installation.
  - Demonstration of improvement in statewide interoperable emergency communications (must be large enough in scope and size to run-through multiple activities and warrant involvement over multiple systems across Texas.)
- Non-allowable expenses:
  - Subscriber equipment.
    - Mobile Communications Vehicles
    - Communications on Wheels / System on Wheels / Cellular on Wheels



TO: TCOG Governing Board  
THRU: Allison Minton, Client Services Department Director *AM*  
FROM: Rayleen Bingham, Section 8 Housing Program Manager *RB*  
DATE: July 8, 2014  
RE: VASH Program Application

### RECOMMENDATION

Authorize submission and, if awarded, the acceptance of twenty-five (25) Veterans Affairs Supportive Housing (VASH) vouchers.

### BACKGROUND

The Section 8 HCV Program is designed to assist low income households pay rent based on their income and family composition. The participant should never pay more than 40% of their adjusted income for rent and utilities and eligible families must meet Federal Income Guidelines. The annual income limit for a family of four is currently \$29,350 in Grayson County and \$28,000 in Fannin County. The Section 8 HCV Program currently administers several sub programs designed to meet special needs within the community including: The Family Self-Sufficiency (FSS) Program designed to assist households become self-sufficient; the Homeownership (HO) Program which allows participants to use their voucher assistance toward mortgage; the Mainstream Program designed to assist persons with disabilities; the Family Unification Program which coordinates with Child Protective Services to keep families together; the HUD-VASH Program which provides housing to homeless veterans; and the Money Follows the Person Demonstration which partners with DADS to assist eligible Texans in moving from nursing facilities to living independently. The Section 8 HCV Program provides services to 500+ households within Grayson and Fannin Counties.

### DISCUSSION

The Department of Housing and Development (HUD) has invited TCOG to apply for twenty-five (25) additional VASH vouchers to be administered in partnership with the Department of Veterans Affairs (VA). The HUD-VASH Program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the VA. Case management, health, and other supportive services will be made available to homeless veterans through the North Texas VA Health Care System/ Sherman CBOC. TCOG will administer the housing portion of the program through referrals from Dallas/Sherman VA offices.

### BUDGET

The budget will be determined by HUD upon award of the vouchers.

### APPROVAL

*Stacey Sloan*  
\_\_\_\_\_  
Stacey L. Sloan, Finance Director

*Susan B. Thomas*  
\_\_\_\_\_  
Susan B. Thomas, PhD, Executive Director



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Washington D.C. 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

July 02, 2014

Susan Thomas  
Executive Director  
TEXOMA COUNCIL OF GOVERNMENTS  
1117 GALLAGHER  
SUITE 320  
SHERMAN, TX 75090

Dear Executive Director:

The purpose of this letter is to invite Texoma Council of Governments to apply for 25 HUD-Veterans Affairs Supportive Housing (VASH) vouchers to be administered in partnership with the Department of Veterans Affairs (VA) facility, North Texas VA Health Care System/Sherman Community-Based Outpatient Clinic. These vouchers are intended to serve Veterans in Sherman.

***Please let us know whether or not you are willing to administer these HUD-VASH vouchers by sending an email to [vash@hud.gov](mailto:vash@hud.gov) no later than July 9, 2014.*** After you have confirmed your willingness to administer the vouchers, please follow the steps below to submit your application.

**Process for applying for and receiving the new HUD-VASH awards:**

1. Contact and discuss with the North Texas VA HCS your intention to apply for these vouchers.
2. Fill out **Section B** of HUD form 52515, **Attachment A** to this letter. In this section, simply enter, under the column "Total Dwelling Units," the number of HUD-VASH vouchers specified in the first paragraph of this letter.

In **Section D** of HUD form 52515, please provide an estimated date when the vouchers from all previous awards will be issued. The effective date of the new award will be the first month following the fully issued date of all previous awards. HUD will not request leasing schedules this year.

3. You do not have to complete sections A, C, or any other parts of HUD form 52515. However, the form must provide the official signature of the Executive Director of your agency, or the Executive Director's designee, at the bottom of page 4.
4. ***Scan and send a PDF copy of your agency's application to [vash@hud.gov](mailto:vash@hud.gov) no later than July 16, 2014.*** This year, HUD will only be accepting applications via email.
5. After processing your application, HUD will send your agency an award letter via email.

## Background information on HUD-VASH:

The HUD-VASH program combines HUD HCV rental assistance for homeless Veterans with case management and clinical services provided by the VA at its medical centers and community clinics. The VA facility will refer all eligible HUD-VASH families to your agency. Nationwide, the VA is focused on increasing the number of chronically homeless Veterans served through HUD-VASH, or Veterans with a disabling condition that have experienced homelessness for at least a year, or an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years. Therefore, many of the Veterans referred to your agency for the HUD-VASH vouchers may be chronically homeless.

The Consolidated and Further Continuing Appropriations Act, 2014 (the Act), Public Law No. 113-76, 128 Stat 5., enacted January 17, 2014, provided approximately \$75 million dollars of funding for HUD-VASH vouchers as authorized under section 8(o)(19) of the United States Housing Act of 1937. Generally, the HUD-VASH program will be administered in accordance with 24 CFR Section 982. However, the Act allowed HUD to waive or specify alternative requirements for any provision of any statute or regulation that HUD administers in connection with this program in order to effectively deliver and administer HUD-VASH assistance.

Waivers and alternative requirements for HUD-VASH are detailed in the Revised Operating Requirements published in the Federal Register on March 23, 2012. Other program requirements can be found in Notice PIH 2011-53, on HUD-VASH reporting and portability requirements, and Notice PIH 2011-50, on project-basing HUD-VASH vouchers. These and other documents pertinent to the program can be found on the HUD-VASH website at

<http://www.hud.gov/offices/pih/programs/hcv/vash/>

In addition, you may receive periodic updates on HUD-VASH notices, webinars, and other program information by signing up for the HUD-VASH listserv on this website:

<http://www.hud.gov/subscribe/signup.cfm?listname=HUD-VASH%20Program&list=HUD-VASH-L>

If you have any questions, you may contact Caroline Crouse at 202-402-4595, Darrin Dorsett at 202-402-7063 or Teresa Palladino at 202-402-3541.

Sincerely

  
Signature  
Valid

Digitally signed  
by Milan M.  
Ozdinec  
DN: cn=Milan M.  
Ozdinec, c=US

Milan Ozdinec  
Deputy Assistant Secretary for  
Public Housing and Voucher Programs

# Funding Application

Section 8 Tenant-Based Assistance  
Rental Certificate Program  
Rental Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 09/30/2014)

Send the original and two copies of this application form and attachments to the local HUD Field Office

Eligible applicants (HAs) must submit this information when applying for grant funding for tenant-based housing assistance programs under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). HUD will use the information to evaluate an application based on selection criteria stated in the Notice of Funding Availability (NOFA). HUD will notify the HA of its approval/disapproval of the funding application. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

Name and Mailing Address of the Housing Agency (HA) requesting housing assistance payments

Texoma Council of Governments  
1117 Gallagher Drive, Suite 100  
Sherman, TX 75090

Do you have an ACC with HUD No ☐ Yes ☐

Date of Application

Legal Area of Operation

(area in which the HA has authority under State and local law to administer the program)

for Section 8 Certificates? ☒ ☐

for Section 8 Vouchers? ☐ ☒

07/08/2014

Grayson County & Fannin County

**A. Area(s) From Which Families To Be Assisted Will Be Drawn.**

Locality (city, town, etc.)

County

Congressional  
District

Units

**B. Proposed Assisted Dwelling Units.**

(Complete this section based on the unit sizes of the applicants at the top of the waiting list)

	0-BR	1-BR	Number of Dwelling 2-BR	Units Below 3-BR	Size 4-BR	5-BR	6+BR	Total Dwelling Units
Certificates								
Vouchers		20	5					25

**C. Average Monthly Adjusted Income.** Complete this section based on actual incomes of current participants by unit size. Enter average monthly adjusted income for each program separately and only for the unit sizes requested in Section B.

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6+BR
Certificates	\$	\$	\$	\$	\$	\$	\$
Vouchers	\$	\$	\$	\$	\$	\$	\$

**D. Need for Housing Assistance.** Demonstrate that the project requested in this application is responsive to the condition of the housing stock in the community and the housing assistance needs of low-income families residing in or expected to reside in the community. (If additional space is needed, add separate pages)

The estimated date when vouchers from previous award will be issued is effective 09/30/2014.

**E. Housing Quality Standards (HQS).** (Check applicable box) HUD's HQS will be used with no modifications Attached for

HUD approval are HQS acceptability criteria variations

**F. New HA Information.** Complete this section if HA currently does not administer a tenant-based certificate or voucher program.

**Financial and Administrative Capability.** Describe the experience of the HA in administering housing or other programs and provide any other relevant information which evidences present or potential management capability for the proposed rental assistance program. Submit this narrative on a separate page.

**Qualification as an HA.** Demonstrate that the applicant qualifies as an HA and is legally qualified and authorized to administer the funds applied for in this application. Submit the relevant enabling legislation and a supporting legal opinion.

**Note:** If this application is approved, the HA must submit for HUD approval a utility allowance schedule and budget documents.

**G. Certifications.** The following certifications are incorporated as a part of this application form. The signature on the last page of this application of the HA representative authorized to sign the application signifies compliance with the terms of these certifications.

### **Equal Opportunity Certification**

The Housing Agency (HA) certifies that:

(1) The HA will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.

(2) The HA will comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.

(3) The HA will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).

(4) The HA will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

(5) The HA will comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.

(6) The Housing Agency will comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

The following provisions apply only to housing assisted with Project-Based Certificates:

(7) The HA will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1) which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity.

(8) The HA will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and regulations issued pursuant thereto (24 CFR Part 135), which require that, to the greatest extent feasible, opportunities for training and employment be given to low-income persons residing within the unit of local government for metropolitan area (or non-metropolitan county) in which the project is located.

### **Certification Regarding Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Instructions for Drug-Free Workplace Requirements Certification:**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All *direct charge* employees; (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees or subrecipients or subcontractors in covered workplaces).

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;



(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

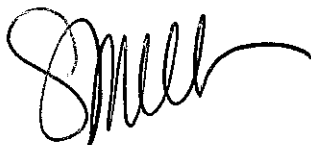
Site #1: 1117 Gallagher Drive, Suite 100, Sherman, Grayson, Texas, 75090

Site #2: Sub-Office - 806 W. 16<sup>th</sup> St., Bonham, Fannin, Texas 75418

Check ☐ if there are workplaces on file that are not identified here.

**Housing Agency Signature**

Signature of HA Representative



Print or Type Name of Signatory

Susan B. Thomas, PhD


Phone No.

(903) 813-3512

Date

07/08/2014



TO: TCOG Governing Board  
FROM: Stacey Sloan, Finance Director   
DATE: July 10, 2014  
RE: FYE 2015 Budget Status Update

#### **RECOMMENDATION**

Accept recommendation, if any, regarding TCOG FYE 2015 Budget.

#### **BACKGROUND**

Each month the Governing Body is presented with a status update of the current fiscal year budgets for the indirect cost allocation pool, the employee benefit pool, and the central service IT pool and afforded the opportunity to make desired changes to the employee benefit rate, the general and administrative indirect cost allocation rate, the on-site indirect cost allocation rate, or the central service IT rate as conditions warrant.

#### **DISCUSSION**

The following documents are attached: updated Statement of Proposed Indirect Cost for FYE 4/30/2015 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, updated Statement of Employee Benefit Programs for FYE 4/30/2015 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, updated Statement of Central Service IT Costs for FYE 4/30/2015 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, Status Report of YTD utility expense, and Status of Local Membership Dues paid fiscal year to date.

#### **BUDGET**

Fiscal year-to-date expenses are in line with year to date budget for Indirect Cost Pool, Employee Benefit Pool, and Central Service IT costs. No rate changes are requested at this time.

#### **APPROVAL**

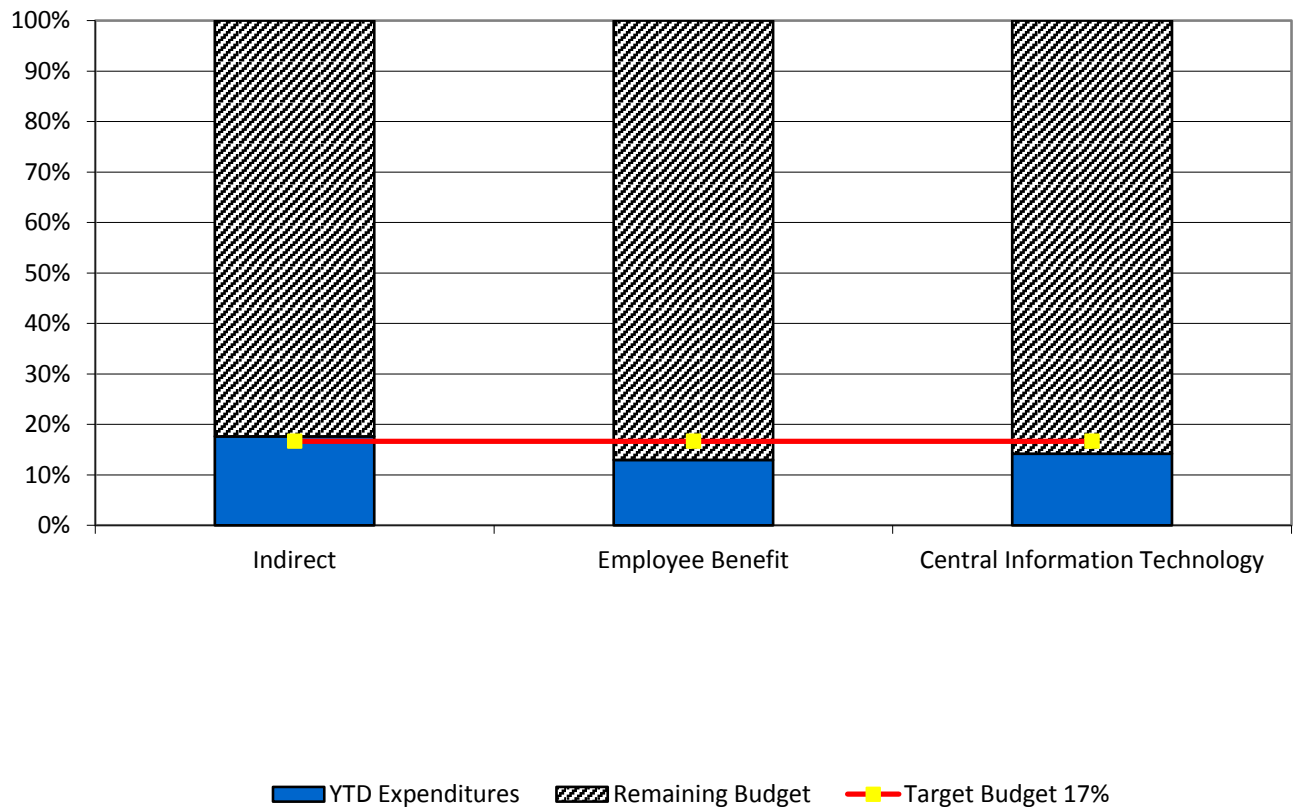
A handwritten signature in black ink, appearing to read "SMT", is written over a horizontal line.

Susan B. Thomas, PhD, Executive Director

### FYE 2015 YTD Indirect Budgets

Fund	FY 2015 Adopted	YTD Expenditures	% of Budget	Budget Balance
Indirect	\$ 740,006	\$ 130,227	17.60%	\$ 609,779
Employee Benefit	1,072,339	139,280	12.99%	933,059
Central Information	216,718	30,700	14.17%	186,018
Total	\$ 2,029,063	\$ 300,206	14.80%	\$ 1,728,857

### FYE 2015 YTD Indirect Expenditures



TEXOMA COUNCIL OF GOVERNMENTS  
Statement of Revenues and Expenditures  
From 6/1/2014 Through 6/30/2014

10 - FINANCE AND ADMINISTRATION

105 - INDIRECT COST POOL 5/1/14 TO 4/30/15

June 2014

			June					
	Budget		Actual	Year-to-Date Actual	Budget Balance			
<b>EXPENSES</b>								
INDIRECT SALARIES	\$	235,832.00	\$	21,475.88	\$	42,376.72	\$	193,455.28
EMPLOYEE BENEFITS		116,029.00		10,566.14		20,849.36		95,179.64
ADVERTISING		300.00		0.00		0.00		300.00
AUDIT SERVICES		26,500.00		0.00		5,000.00		21,500.00
CONTRACTED SERVICES	\$	10,660.00	\$	1,134.06	\$	2,268.12	\$	8,391.88
DEPRECIATION EXPENSE	\$	119,968.00	\$	9,997.33	\$	19,994.67	\$	99,973.33
INSURANCE & BONDING GENERAL		9,020.00		0.00		0.00		9,020.00
LEGAL SERVICES		3,000.00		962.50		962.50		2,037.50
POSTAGE	\$	4,000.00	\$	82.94	\$	258.49	\$	3,741.51
PRINTING		2000		0		0		2000
MORTGAGE INTEREST		34440		1557.66		1557.66		32882.34
REPAIR & MAINTENANCE BUILDING		31160		2717.45		12165.47		18994.53
COPY CENTER EXPENSE		4500		623.85		853.5		3646.5
SANITATION SERVICES		1,230.00		0.00		184.55		1,045.45
SUPPLIES OFFICE		4,000.00		241.30		1,441.38		2,558.62
TRAVEL INDIRECT STAFF		13,400.00		2,114.58		2,814.58		10,585.42
UTILITIES		90,000.00		6,896.86		13,838.35		76,161.65
PRIOR PERIOD INDIRECT CARRYOVER		33,967.00		2,830.58		5,661.16		28,305.84
TOTAL EXPENSES	\$	740,006.00	\$	61,201.14	\$	130,226.51	\$	609,779.49
YTD BUDGET					\$	123,335.00		
<b>REIMBURSEMENTS</b>								
OTHER INDIRECT POOL REIMBURSEMENT	\$	5,400.00	\$	450.00	\$	900.00	\$	4,500.00
INDIRECT COST ALLOCATION		734,606.00		62,351.48		121,645.86		612,960.14
TOTAL REIMBURSEMENTS	\$	740,006.00	\$	62,801.48	\$	122,545.86	\$	617,460.14
YTD BUDGET					\$	123,335.00		
NET INCOME/(LOSS)	\$	-	\$	1,600.34	\$	(7,680.65)	\$	7,680.65

TEXOMA COUNCIL OF GOVERNMENTS  
Statement of Revenues and Expenditures  
From 6/1/2014 Through 6/30/2014

10 - FINANCE AND ADMINISTRATION

107 - CENTRAL SERVICE IT 05/01/14 TO 04/30/15

June 2014

	Budget		June Actual	Year-to-Date	Budget Balance
<b>EXPENSES</b>					
CONTRACTED SERVICES	\$	160,854.00	\$ 13,523.00	\$ 27,537.75	\$ 133,316.25
TECHNOLOGY HARDWARE/SOFTWARE		25,000.00	0.00	0.00	25,000.00
SUPPLIES OFFICE		1,500.00	0.00	0.00	1,500.00
TELEPHONE SERVICE		29,364.00	1,569.52	3,161.89	26,202.11
TOTAL EXPENSES	\$	216,718.00	\$ 15,092.52	\$ 30,699.64	\$ 186,018.36
YTD BUDGET				\$ 36,120.00	
<b>REIMBURSEMENTS</b>					
INDIRECT COST ALLOCATION	\$	216,718.00	\$ 18,496.43	\$ 36,140.72	\$ 180,577.28
TOTAL REIMBURSEMENTS		216718	18496.43	36140.72	180577.28
YTD BUDGET				36120	
NET INCOME/LOSS		0	3403.91	5441.08	-5441.08

TEXOMA COUNCIL OF GOVERNMENTS  
Statement of Revenues and Expenditures  
From 6/1/2014 Through 6/30/2014

10 - FINANCE AND ADMINISTRATION

106 - EMPLOYEE BENEFITS 5/1/14 TO 4/30/15

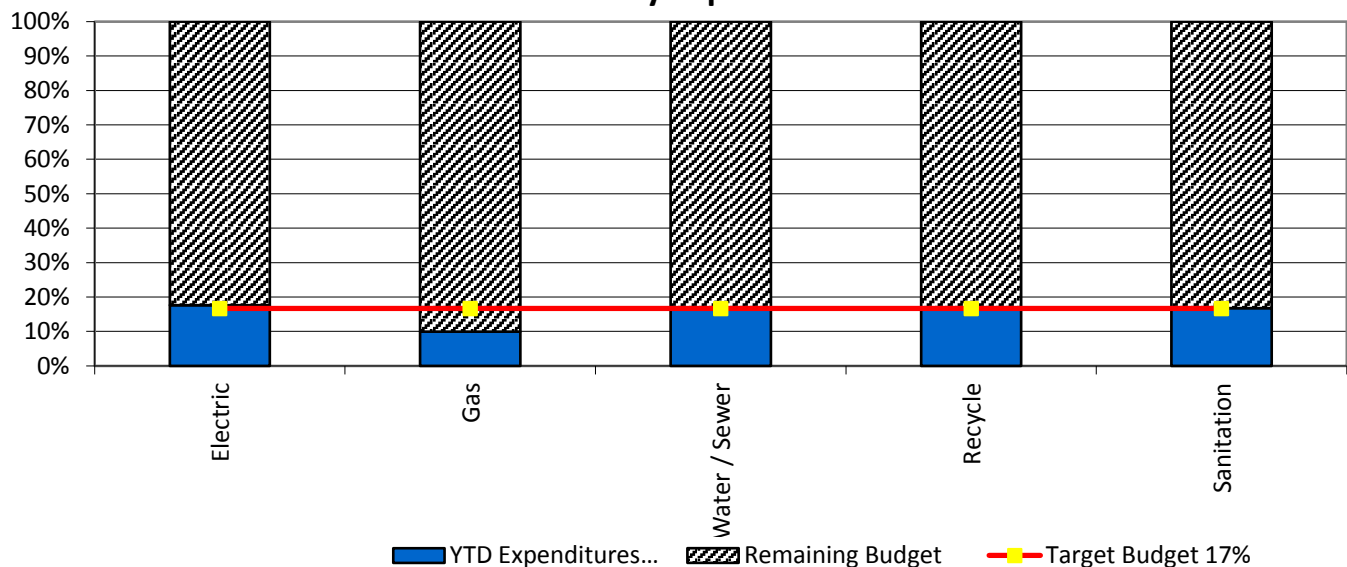
June 2014

	Budget	June Actual	Year-to-Date	Budget Balance
<b>PAID LEAVE</b>				
ADMIN LEAVE	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
FUNERAL LEAVE	3,500.00	283.75	765.35	2,734.65
HOLIDAYS	104,819.00	156.05	8,973.30	95,845.70
ANNUAL LEAVE	123,877.00	8,684.02	17,505.90	106,371.10
SICK LEAVE	\$ 61,938.00	\$ 5,937.16	\$ 10,483.09	\$ 51,454.91
<b>TOTAL PAID LEAVE</b>	<b>\$ 298,134.00</b>	<b>\$ 15,060.98</b>	<b>\$ 37,727.64</b>	<b>\$ 260,406.36</b>
<b>OTHER BENEFITS</b>				
AIR AMBULANCE MEMBERSHIP	\$ 2,280.00	\$ -	\$ -	\$ 2,280.00
EMPLOYEE ASSISTANCE PROGRAM	1710	0	1440	270
GROUP VISION INSURANCE	6156	486	954	5202
GROUP DENTAL INSURANCE	21300	1627.56	3194.84	18105.16
GROUP LIFE INSURANCE	5732	452.52	888.28	4843.72
GROUP MEDICAL INSURANCE	364,572.00	20,962.56	41,151.60	323,420.40
UNEMPLOYMENT INSURANCE	12,825.00	0.00	0.00	12,825.00
WORKERS COMP INSURANCE	7,500.00	0.00	0.00	7,500.00
RETIREMENT	147,190.00	13,401.34	21,658.84	125,531.16
PAYROLL TAXES	189,531.00	14,856.89	29,696.53	159,834.47
PRIOR PERIOD INDIRECT CARRYOVER	\$ 15,409.00	\$ 1,284.08	\$ 2,568.16	\$ 12,840.84
<b>TOTAL OTHER BENEFITS</b>	<b>\$ 774,205.00</b>	<b>\$ 53,070.95</b>	<b>\$ 101,552.25</b>	<b>\$ 672,652.75</b>
<b>YTD BENEFITS EXPENSE</b>	<b>1,072,339.00</b>	<b>68,131.93</b>	<b>139,279.89</b>	<b>933,059.11</b>
<b>YTD BUDGET</b>			<b>\$ 178,724.00</b>	
<b>REIMBURSEMENTS</b>				
EMPLOYEE BENEFITS ALLOCATION	\$ 1,072,339.00	\$ 91,177.67	\$ 178,450.41	\$ 893,888.59
<b>TOTAL REIMBURSEMENTS</b>	<b>1,072,339.00</b>	<b>91,177.67</b>	<b>178,450.41</b>	<b>893,888.59</b>
<b>YTD BUDGET</b>			<b>\$ 178,724.00</b>	
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 23,045.74</b>	<b>\$ 39,170.52</b>	<b>\$ (39,170.52)</b>

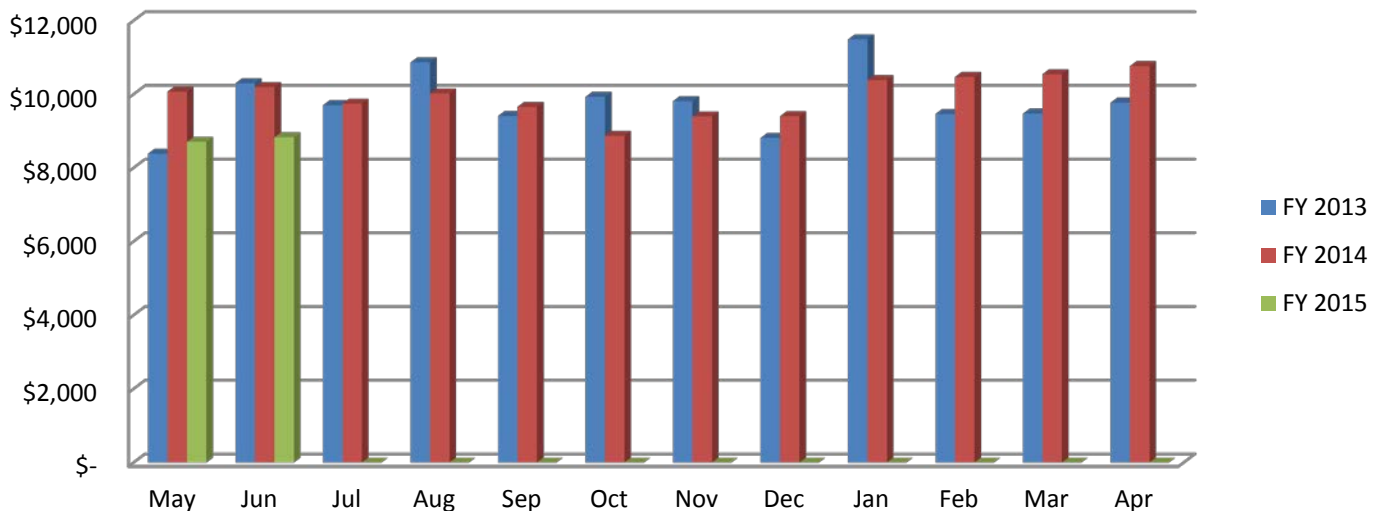
### UTILITY SUMMARY FYE 2015

UTILITY	FY 2015 Adopted	YTD Expenditures Thru June 2014	% of Budget	Budget Balance
Electric	\$76,100	\$ 13,421	17.64%	\$ 62,679
Gas	\$32,500	\$ 3,220	9.91%	29,280
Water / Sewer	\$3,700	\$ 609	16.46%	3,091
Recycle	\$200	\$ 33	16.60%	167
Sanitation	\$1,500	\$ 252	16.80%	1,248
Total	\$ 114,000	\$ 17,535	15.38%	\$ 96,465

#### FYE 2015 YTD Utility Expenditures



#### All Utilities





FYE 2015 MEMBER DUES  
SCHEDULE

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

Municipalities			AMOUNT PAID	BALANCE DUE	CHECK #	DEPOSIT DATE
Cooke County	\$	3,748.00	\$ 3,748.00	\$ -	105853	6/23/2014
Fannin County	\$	2,992.00	\$ 2,992.00	\$ -	109158	5/21/2014
Grayson County	\$	6,453.00	\$ -	\$ 6,453.00		
City of Bells	\$	262.00	\$ -	\$ 262.00		
City of Bonham	\$	2,089.00	\$ 2,089.00	\$ -	26818	5/21/2014
City of Callisburg	\$	100.00	\$ 100.00	\$ -	1937	5/14/2014
City of Collinsville	\$	320.00	\$ -	\$ 320.00		
City of Denison	\$	4,840.00	\$ 4,840.00	\$ -	108925	5/21/2014
City of Dodd City	\$	100.00	\$ 100.00	\$ -	396	5/21/2014
City of Ector	\$	135.00	\$ 135.00	\$ -	7164	6/23/2014
City of Gainesville	\$	3,310.00	\$ 3,310.00	\$ -	144300	6/23/2014
City of Gunter	\$	352.00	\$ -	\$ 352.00		
City of Honey Grove	\$	366.00	\$ 366.00	\$ -	112252	5/14/2014
City of Howe	\$	582.00	\$ 582.00	\$ -	35390	5/21/2014
City of Knollwood	\$	100.00	\$ 100.00	\$ -	1279	5/21/2014
City of Ladonia	\$	140.00	\$ -	\$ 140.00		
City of Leonard	\$	394.00	\$ 394.00	\$ -	31657	6/23/2014
Town of Lindsay	\$	200.00	\$ 200.00	\$ -	14019	5/14/2014
City of Muenster	\$	334.00	\$ 334.00	\$ -	66102	6/23/2014
Town of Oak Ridge *	\$	100.00	\$ -	\$ 100.00		
City of Pottsboro	\$	452.00	\$ 452.00	\$ -	27947	5/21/2014
Town of Ravenna	\$	100.00	\$ -	\$ 100.00		
City of Sadler	\$	100.00	\$ 100.00	\$ -	16030773	6/23/2014
City of Savoy	\$	171.00	\$ 171.00	\$ -	9175	6/23/2014
City of Sherman	\$	7,738.00	\$ 7,738.00	\$ -	448001	6/23/2014
City of Southmayd	\$	215.00	\$ 215.00	\$ -	101824	6/23/2014
City of Tioga	\$	190.00	\$ 190.00	\$ -	26735	5/14/2014
City of Tom Bean	\$	203.00	\$ 203.00	\$ -	16611	5/21/2014
City of Trenton	\$	223.00	\$ -	\$ 223.00		
City of Valley View	\$	175.00	\$ -	\$ 175.00		
City of Van Alstyne	\$	555.00	\$ 555.00	\$ -	24937	5/21/2014
City of Whitesboro	\$	826.00	\$ 826.00	\$ -	75414	6/23/2014
City of Whitewright	\$	333.00	\$ 333.00	\$ -	33616	5/21/2014
Town of Windom	\$	100.00	\$ 100.00	\$ -	3952	6/23/2014



School Districts							
Bells ISD *	\$	155.00	\$	-	\$	155.00	
Bonham ISD	\$	378.00	\$	378.00	\$	-	69396 6/23/2014
Collinsville ISD *	\$	112.00	\$	-	\$	112.00	
Denison ISD	\$	880.00	\$	880.00	\$	-	84331 6/23/2014
Dodd City ISD	\$	100.00	\$	-	\$	100.00	
Ector ISD	\$	100.00	\$	100.00	\$	-	22354 5/14/2014
Era ISD	\$	100.00	\$	-	\$	100.00	
Fannindell ISD	\$	100.00	\$	100.00	\$	-	7628 5/21/2014
Gainesville ISD	\$	632.00	\$	-	\$	632.00	
Grayson County College	\$	746.00	\$	746.00	\$	-	239314 6/23/2014
Honey Grove ISD	\$	120.00	\$	120.00	\$	-	27196 5/21/2014
Leonard ISD	\$	176.00	\$	176.00	\$	-	43515 6/23/2014
MuensterISD	\$	100.00	\$	-	\$	100.00	
Muenster Sacred Heart *	\$	100.00	\$	-	\$	100.00	
N Central Tx College (CC Campus only)	\$	451.00	\$	451.00	\$	-	633342 6/23/2014
Pottsboro ISD	\$	246.00	\$	-	\$	246.00	
Sam Rayburn ISD	\$	100.00	\$	-	\$	100.00	
Savoy ISD	\$	100.00	\$	100.00	\$	-	18992 5/21/2014
Sherman ISD	\$	1,333.00	\$	-	\$	1,333.00	
Tom Bean ISD	\$	156.00	\$	-	\$	156.00	
Van Alstyne ISD	\$	267.00	\$	-	\$	267.00	
Whitesboro ISD		305.00	\$	305.00	\$	-	27917 6/23/2014
Associate Members							
Bonham Chamber of Commerce *	\$	175.00	\$	-	\$	175.00	
Denison Chamber of Commerce	\$	100.00	\$	100.00	\$	-	16307 6/23/2014
Texoma Housing Partners	\$	2,970.00	\$	2,970.00	\$	-	38891 6/23/2014
* FYE 2014 not received							

Summary							
Municipalities	\$	38,298.00					
School Districts	\$	6,757.00					
Associate Members	\$	3,245.00					
<b>Total Membership Revenue</b>	<b>\$</b>	<b>48,300.00</b>	<b>\$</b>	<b>36,599.00</b>	<b>\$</b>	<b>11,701.00</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	Sivells Bend ISD
Gunter ISD	Tioga ISD
Howe ISD	Valley View ISD
Lindsay ISD	Walnut Bend ISD
Sadler-Southmayd ISD	Whitewright ISD