



- A. Call to Order & Declaration of a Quorum
- B. Invocation and Pledges
- C. Welcome Guests
- D. Executive Director's Report
 - 1. Household Hazardous Waste Collection Event results
 - 2. Strategic Plan Update
- E. Approval of Minutes: Approve Meeting Minutes for April 18, 2019 – page 2
- F. Action
 - 1. **Tri-County Senior Nutrition Project, Inc. Budget (AS):** Authorize acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FY 2019-2020.
Judy Conner, MS, CPG, Aging Services Director – page 3
 - 2. **Texoma Foster Grandparent Program (FGP) CNCS Continuation Grant Application (AS):** Authorize submission and, if awarded, acceptance of the Corporation for National and Community Service (CNCS) FGP Continuation Grant for the Texoma Senior Corps program.
Virginia Rhodes, Senior Corps Program Manager – page 10
 - 3. **Encore.org How to Live Forever Fund Grant Application (AS):** Authorize submission and, if awarded, acceptance of the *How to Live Forever* Fund for the Texoma Senior Corps Retired and Senior Corps Volunteer Program (RSVP).
Virginia Rhodes, Senior Corps Program Manager – page 27
 - 4. **Community Services Block Grant (CSBG) (ES):** Authorize changes in line item amounts for the 2018 CSBG contract with the Texas Department of Housing and Community Affairs (TDHCA).
Judy Fullylove, Energy Services Department Director – page 30
 - 5. **FYE 2019 Cost Pool Budgets Update (AF):** Accept recommendation, if any, regarding TCOG's FYE 2019 Cost Pool Budgets.
Mindi Jones, Finance Director – page 32
 - 6. **FYE 2019 Cost Pool Allocations (AF):** Accept recommendation, if any, regarding TCOG's FYE 2019 Cost Pool Budget Rate changes.
Mindi Jones, Finance Director
- G. President's Report
- H. Adjourn

APPROVAL

Eric M. Bridges, Executive Director

Members Present: Jason Brinkley, Ken Keeler, Randy Moore, Debbie Plyler, Teresa Adams, Jeff Whitmire, Dan Busch, Josh Stevenson

- A. Jason Brinkley called the meeting to order and declared a quorum at 5:30 p.m.
- B. Jeff Whitmire provided the invocation followed by Randy Moore who led the pledges.
- C. Welcome Guests & Staff: Eric Bridges, CJ Durbin-Higgins, Judy Conner, Rodrigo Muysshondt, Holly Booth, Sean Norton, Judy Fullylove, Molly Guard, Bill Lindsay, Mindi Jones, Brandon Shelby
- D. Executive Director's Report
 - 1. Eric Bridges provided an update on the strategic plan.
 - 2. Eric also notified the board of an upcoming energy audit to be performed on the building
 - 3. Molly Guard provided an update on the TAPS/TxDOT pilot project.
- E. Jeff Whitmire made a motion to approve Meeting Minutes for March 21, 2019. This motion was seconded by Teresa Adams. Motion carried unanimously.
- F. **Action**
 - 1. A motion was made by Jeff Whitmire to approve the revised Natural Resources Advisory Committee (NRAC) Bylaws. Randy Moore seconded this motion. Motion carried unanimously.
 - 2. A motion was made by Josh Stevenson to authorize the recommendations from the TCOG Criminal Justice Advisory Committee (CJAC) results from the scoring and ranking of applicants for the following funding categories for Funding Year (FY) 2020: Criminal Justice Program, General Juvenile Justice & Delinquency Prevention Program Solicitation, General Victim Assistance Direct Service Program Solicitation and Violent Crimes Against Women Criminal Justice & Training Projects. This motion was seconded by ken Keeler. Motion carried unanimously.
 - 3. No change was recommended regarding TCOG's FYE 2019 Cost Pool Budgets or allocations. No action taken.
 - 4. Josh Stevenson made a motion to accept the report of investments for the period of January 1, 2019 through March 31, 2019. This motion was seconded by Jeff Whitmire. Motion carried unanimously.
 - 5. A motion was made by Jeff Whitmire and seconded by Josh Stevenson to approve the FTE and Salary Budget Authority; authorize change in allocation method for Leave and Fringe Benefits from Benefits Pool to Direct Charge; set General & Administration (G&A) and Central Information Technology (CIT) Allocation Rates; approve the incorporation of under-applied costs to the FYE 2020 Indirect Cost calculation; approve the proposed Holiday Schedule; and approve the proposed Membership Dues Schedule. Motion carried unanimously.
- G. Jason Brinkley adjourned the meeting at 6:22 p.m.



TO: TCOG Governing Board
THRU: Eric M. Bridges, Executive Director *EMB*
FROM: Judy Conner, MS, CPG, AAA Director *JC*
DATE: May 6, 2019
RE: Tri County Senior Nutrition Project, Inc. Budget

RECOMMENDATION

Authorize acceptance of the Tri-County Senior Nutrition Project, Inc., Uniform Rate Negotiation Budget for FY 2019-2020.

BACKGROUND

TCOG's Area Agency on Aging Department (AAA) 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 by providing alternatives in long-term care options through a wide variety of services, including nutritional services. All programs are partially funded by federal, state and local contributions from individuals, businesses and foundations.

DISCUSSION

With State input on rate setting and through TCOG's AAA, the Congregate Meal Program (CMP) and the Home-Delivered Meal Program (HDM), meals are purchased through the Tri-County Senior Nutrition Project, Inc. These services are vital to provide nutritious meals to the elderly population for the region, providing 33 1/3 percent of the approved daily dietary intake for nutrition.

CMP provides a place for older adults residing in the Tri-County area to meet for socialization through games (bingo, dominoes, cards, etc.), physical activity, conversation and a shared nutritious luncheon meal. Congregate meal sites are free and open to anyone age 60 and over. There is no charge for the meal; however, a donation can be made to Meals on Wheels of Texoma. CMP will be providing approximately 36,670 hot nutritional meals to residents in various senior centers throughout our Tri-County area.

HDM is committed to reducing the isolation older homebound adults experience in the Tri-County area. AAA Care Coordination staff provides nutritional education, periodic phone conversations and annual assessments on each client, strictly adhering to eligibility criteria of all Federal and State guidelines. Screened volunteers deliver meals to the eligible, older individuals' homes. Frequently, the volunteer may be the only person the client sees for the day and sometimes for the entire week. This visit provides human contact and a safety net for those living alone. HDM is expected to provide approximately 59,018 hot nutritional meals to residents who are homebound in Grayson, Fannin and Cooke Counties.

BUDGET

The total cost per congregate meal (CMP) is set at \$5.44 with 36,670 meals proposed at a total cost of \$199,484.80.

The total cost per home-delivered meal (HDM) is set at \$4.95 with 59,018 meals proposed at a total cost of \$292,139.

Home Delivered Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas
 Region Number: Region 3

5/10/19 11:08 AM

Most Recent Completed Budget Year 2018

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

Explanation of Variances

Inflation Factor 2018 to 2019	1.0222%
Inflation Factor 2019 to 2020	1.0211%
Combined Inflation Factor	2.0433%

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; and
 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.

Grant writer position which was original part time has now been made full time, doubling that salary. Inflationary adjustments to salaries of 1.5%. Downsizing the number of aides and assistant managers places increased workload on these individuals. We made a few larger than 1.5% adjustments to these positions, which in most cases amounted to \$.25-\$.50 increase per hour.

Materials: Unfortunately, we lost our sponsor who had been paying for the cost of producing, printing, and publishing the newsletter. We have had to assume that cost ourselves, and this amount covers the paper and content needed to produce the nutrition education materials and tools. Salaries; because we now have to do this all in-house, there is a corresponding increase in salary cost to cover the staff time spent producing the nutrition education materials.

CConference: Bottom line is that we did not end up sending everyone we had hoped to send to conference. By the time conference rolled around, we were already \$80,000 behind in Title XX revenue. We did not feel that it was prudent to send as many people to conference. Materials: We intend to send our grant writer to a class at the Center for NonProfit Management to improve her grant writing skills. This is a 6 sessions course which requires the purchase of several textbooks which are expensive. We do not expect this to be a yearly recurring cost.

Raw Food: The projected budget is actually \$60k lower than last year's rate setting document. Still, compared to 2018 document, food costs have gone up due to having added 2 servings of fresh, raw fruit every week and because the slow rate of referrals, particularly for Title XX meals has meant that we have not met our minimum food purchase requirements for some locations which, in spite of the fact that less food was served, caused food costs to go up since we weren't able to take advantage of the "DROP SIZE" incentives through our group purchasing program.

Purchased new freezers and coolers when the stopped working, which added equipment to the depreciation list. This usually happened AFTER spending money on a repair person to try to fix it, and this explains that increase in maintenance cost.

Proposed Budget

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
782704.26	8.14%	
0.00	0.00%	
782704.26	8.14%	44.89%
6741.93	67.71%	
0.00	0.00%	
1092.27	553.23%	
0.00	0.00%	
7834.20	87.10%	0.45%
9644.40	-4.63%	
2495.49	28.70%	
160.74	-58.36%	
12300.63	-1.10%	0.71%
627006.24	16.26%	
16368.00	23.18%	
0.00	0.00%	
0.00	0.00%	
128158.42	13.43%	
3700.00	-57.96%	
775232.66	14.95%	44.46%
1792.25	-66.74%	
0.00	0.00%	
3308.03	6.88%	
2009.25	-45.46%	
7109.53	-41.57%	0.41%

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Personnel					
Salaries, PR Taxes & Benefits	723,802.00	727,728.00	3,926	-0.54%	
Contract staff, Compensation	723,802.00	727,728.00	3,926	-0.54%	46.46%
Total	723,802.00	727,728.00	3,926	-0.54%	46.46%
Nutrition Education					
Salaries, PR Taxes & Benefits	4,020.00	4,075.00	55	-1.35%	
Contract staff, Compensation	167.21	250.00	83	-33.12%	
Materials			0	0.00%	
Conference			0	0.00%	
Total	4,187.21	4,325.00	138	-3.19%	0.27%
Professional Development					
Conference	10,113.00	13,971.00	3,858	-27.61%	
Dues	1,939.00	1,912.00	-27	1.41%	
Materials	386.00	210.00	-176	83.81%	
Total	12,438.00	16,093.00	3,655	-22.71%	0.80%
Meals/Food					
Raw Food	539,334.00	563,989.00	24,655	-4.37%	
Purchased Meals	13,288.00	13,288.00	0	0.00%	
Freight			0	0.00%	
Storage			0	0.00%	
Consumables	112,983.00	105,848.00	-7,135	6.74%	
Other	8,801.00	10,321.00	1,520	-14.73%	
Total	674,406.00	693,446.00	19,040	-2.75%	43.29%
Equipment					
Depreciation	5,388.00	5,098.00	-290	5.69%	
Interest			0	0.00%	
Leasing	3,095.00	2,897.00	-198	6.83%	
Maintenance	3,684.00	8,884.00	5,200	-58.53%	
Total	12,167.00	16,879.00	4,712	-27.92%	0.78%

Home Delivered Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas
 Region Number: Region 3

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Most Recent Completed Budget Year **2018**

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Occupancy/Building					
Rent	8,404.00	12,019.00	3,615	-30.08%	
Utilities	14,463.00	17,796.00	3,333	-18.73%	
Depreciation	635.00	633.00	-2	0.32%	
Mortgage Interest	0.00	0	0	0.00%	
Insurance	2,748.00	2,699.00	-49	1.82%	
Security	1,336.00	3,808.00	2,472	-64.92%	
Janitorial	4,579.00	5,339.00	760	-14.23%	
Repair	5,411.00	2,491.00	-2,920	117.22%	
Taxes	0.00	0	0	0.00%	
Total	37,576.00	44,785.00	7,209	-16.10%	2.41%

Transportation/Travel

Mileage	22,602.00	28,369.00	5,767	-20.33%	
Delivery	4,251.00	7,119.00	2,868	-40.29%	
Gas & Oil	505.00	4,413.00	3,908	-88.56%	
Repairs	440.00	1,068.00	628	-58.80%	
Insurance	4,486.00	4,194.00	-292	6.96%	
Depreciation/Lease	4,814.00	4,794.00	-20	0.42%	
Interest	0.00	0	0	0.00%	
Tags & Licenses	52.00	253.00	201	-79.45%	
Total	37,150.00	50,210.00	13,060	-26.01%	2.38%

Administrative & General

Advertising	1,000.05	10707.00	9,707	-90.66%	
Printing	485.00	4997.00	4,512	-90.29%	
Copying	1,593.00	4640.00	3,047	-65.67%	
Office Supplies	4,770.00	8209.00	3,439	-41.89%	
Contractual	11,065.00	19405.00	8,340	-42.98%	
Agreements	2,812.00	2497.00	-315	12.62%	
Postage	14,634.00	17256.00	2,622	-15.19%	
Telecommunication	5,192.00	6813.00	1,621	-23.79%	
Liability Insurance	0.00	0	0	0.00%	
Legal Fees	1,032.00	1071.00	39	-3.64%	
Accounting Fees	0.00	0	0	0.00%	
Consulting Fees	1,260.00	3569.00	2,309	-64.70%	
Other Fees (Explain)	12,178.00	11777.00	-401	3.40%	
Audit					
Other Misc. (Explain)		7138.00	7,138	100.00%	
Total	56,021.05	98,079.00	42,058	-42.88%	3.60%

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

Cost Area	Proposed Budget		Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost	Explanation of Variances
	Proposed Budget	Actual to Proposed Budget			
	9572.07	13.90%			
Utilities	14559.03	0.66%			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; and 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. Rent: Admin offices informed of rate hike for this building; Depreciation;purchased new freezers and coolers for kitchens when the old units broke. Insurance: increase of \$240 compared to 2019 rate setting budget. ; Security: Surveillance system installed at admin office in response to 3 windows being shot out with a B.B. Gun and both of our 5-ton a/c units were stolen. Repair: We lowered this amount merely to try to reduce the budget cost. It is very likely that we will overspend this, but it is possible we won't. Depreciation and Insurance: Purchased van in 2016; Gas and Oil: Van purchased in 2016; Mileage reimbursements are actually \$1,100 less than 2019 budget; Delivery has increased due to consolidation of food production into fewer kitchens requiring paid staff to deliver bulk food and HDM meals to remote locations for volunteer pickup. Repairs: include maintenance costs for van; insurance for vehicle went up due to the age of our facilities technician (who is in his 20's); tags and licenses expense increased by the state, although this cost is still much less than in metropolitan areas. Contractual Agreements: HHSC's requirements for DUA and SPI required further technology upgrades including VPN secure networking and retaining an I/T security company to monitor servers for vulnerabilities and to alert us in case of a data breach. Additional requirements include implementing multi-factor authentication and implementing changes to backup procedures for compliance. Printing. Copying and Office Supplies: New Meal Software requires more copying, printing, and paper. Contractual Agreements: New Software has an annual Maintenance contract. Accounting Fees for FY 2017 paid in FY 2018. Other Misc: Admin Computer Programming Casual Labor; Technology upgrades and/or replacements of Computers, Printers; Technology Upgrades in all centers; Some need new printers, some new fax machines; some additional memory/speed; Replace Primary Computers in 4 Centers; Audit: Increase in Fee Other Fees: Bank Fees, Service Charges, and License Renewals; Also budgetted for Background Checks employees; Insurance: DUA and SPI require purchasing a cyberliability policy.
Depreciation	714.49	12.52%			
Security	3383.58	0.00%			
Insurance	2089.62	56.41%			
Janitorial	4822.20	5.31%			
Repair	4344.00	-19.72%			
Taxes	0.00	0.00%			
Total	39484.98	5.08%		2.26%	
Mileage	26616.80	17.76%			
Delivery	11894.76	179.81%			
Gas & Oil	1205.55	138.72%			
Repairs	482.22	9.60%			
Insurance	5352.64	19.32%			
Depreciation/Lease	5412.12	12.42%			
Interest	0.00	0.00%			
Tags & Licenses	60.28	15.92%			
Total	51024.37	37.35%		2.93%	
Advertising	1406.48	40.64%			
Printing	1205.55	148.57%			
Copying	602.78	-62.16%			
Office Supplies	4822.20	1.09%			
Contractual	18485.10	67.06%			
Agreements	2129.81	-24.26%			
Postage	16074.00	9.84%			
Telecommunication	6268.86	20.74%			
Liability Insurance	0.00	0.00%			
Legal Fees	401.85	-61.06%			
Accounting Fees	0.00	0.00%			
Consulting Fees	1044.81	-17.08%			
Other Fees (Explain)	13662.90	12.19%			
Audit					
Other Misc. (Explain)	1722.33	100.00%			
Total	67826.65	21.07%		3.89%	

Home Delivered Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas
 Region Number: Region 3

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

Most Recent Completed Budget Year 2018

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Total of all Cost Areas	1,557,747.26	1,651,545.00	93,797.74	-5.68%	100.00%
Total Number of Meals					
Whole Cost per Meal	0.00	0.00			
Approved Meal Rate (Title III & Title XX)	-				
Approved Meal Rate (Title XIX)	-				

Proposed Budget

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
1743517.28	11.93%	100.00%

Explanation of Variances

Inflation Factor 2018 to 2019	Inflation Factor 2019 to 2020	Combined Inflation Factor
1.0222%	1.0211%	2.0433%

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; and
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Funding Source	Proposed Meals
HHS - OAAA	59,018
HHS - Title XX	95,000
Program Income	17
Other Funds - Eligible Meals	125,291
Other Funds - Non-Eligible Meals	
Local Funds - Required Match	NA
Local Funds - Cap Limit Exceeded HHS OAAA & Title XX	NA
Local Funds - Cap Limit Exceeded Title XIX	NA
Total Meals by Funding Source	279,326
Provider Total Budgeted Home Delivered Meals	279,326
Variance (Provider Total Budgeted Home Delivered Meals - Total Meals by Funding Source)	-

Calculated Rate	Revenue
4.95	292,139
4.95	470,250
0.00	-
6.24	106
6.24	781,816
6.24	-
0.55	84,710
0.74	113,973
0.12	-
	1,742,994

Proposed Meals * Calculated Units	
Proposed Meals * Calculated Units	
Proposed Meals * Calculated Units	
Proposed Meals * Calculated Units	
Proposed Meals * Calculated Units	
Proposed Meals * Calculated Units	
HHS OAAA Proposed Meals * Calculated Rate	
HHS OAAA Proposed Meals * Calculated Rate	
HHS Title XIX Proposed Meals * Calculated Rate	

Estimated Number of Nutrition Education Units AAA Clients	950
Nutrition Education Budget - AAA Clients	2,559.48
Calculated Cost per Unit	2.69

Congregate Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas

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Most Recent Completed Budget Year
2018

Explanation of Variances

Proposed Budget

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

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Personnel					
Salaries, PR	129,555.00	137,187.00	7,632	-5.56%	
Taxes & Benefits					
Contract staff,					
Compensation					
Total	129,555.00	137,187.00	7,632	-5.56%	48.59%
Nutrition Education					
Salaries, PR	796.00	0.00	-796	-100.00%	
Taxes & Benefits					
Contract staff,					
Compensation					
Materials					
Conference					
Total	796.00	0.00	-796	-100.00%	0.30%
Professional Development					
Conference	1,670.00	2,669.00	999	-37.43%	
Dues	329.00	365.00	36	-9.86%	
Materials	72.00	43.00	-29	67.44%	
Total	2,071.00	3,077.00	1,006	-32.69%	0.78%
Meals/Food					
Raw Food Purchased	94,416.00	107,511.00	13,095	-12.18%	
Meals					
Freight					
Storage					
Consumables					
Other					
Total	106,409.00	117,258.00	10,849	-9.25%	39.91%
Equipment					
Depreciation	1,044.00	974.00	-70	7.19%	
Interest					
Leasing					
Maintenance					
Total	2,056.00	3,225.00	1,169	-36.25%	0.77%
Occupancy/Building					
Rent	1,558.00	2,297.00	739	-32.17%	
Utilities	2,681.00	3,401.00	720	-21.17%	
Depreciation	117.00	121.00	4	-3.31%	
Proposed Budget					
Proposed Budget	133,796.75				
Percentage Variance - Prior Year Proposed Budget					
Actual to Proposed Budget					
Percentage of Unit Cost					
	133,796.75				49.65%
Explanation of Variances					
Inflation Factor 2018 to 2019					1.022%
Inflation Factor 2019 to 2020					1.021%
Combined Inflation Factor					2.043%
1. 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.					
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Grant writer position which was original part time has now been made full time, doubling that salary. Inflationary adjustments to salaries of 1.5%. Downsizing the number of aides and assistant managers places increased workload on these individuals. We made a few larger than 1.5% adjustments to these positions, which in most cases amounted to \$0.25-\$0.50 increase per hour.					
Materials: Unfortunately, we lost our sponsor who had been paying for the cost of producing, printing, and publishing the newsletter. We have had to assume that cost ourselves, and this amount covers the paper and content needed to produce the nutrition education materials and tools. Salaries, because we now have to do this all in-house, there is a corresponding increase in salary cost to cover the staff time spent producing the nutrition education materials.					
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Purchased new freezers and coolers when the stopped working, which added equipment to the depreciation list. This usually happened AFTER spending money on a repair person to try to fix it, and this explains that increase in maintenance cost.					
Rent: Admin offices informed of rate hike for this building; Depreciation: purchased new freezers and coolers for kitchens when the old units broke. Insurance: increase of \$240 compared to 2019 rate setting budget. ; Security: Surveillance system installed at admin					

Congregate Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas

5/10/19 11:08 AM

Most Recent Completed Budget Year
2018

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

Explanation of Variances

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Mortgage Interest	0.00	0.00	0	0.00%	
Insurance	509.00	516.00	7	-1.36%	
Security	204.00	728.00	524	-71.98%	
Janitorial	849.00	1,020.00	171	-16.76%	
Repair	1,003.00	476.00	-527	110.71%	
Taxes	0.00	0.00	0	0.00%	
Total	6,921.00	8,559.00	1,638	-19.14%	2.60%
Transportation/Travel					
Mileage	4,190.00	5,422.00	1,232	-22.72%	
Reimbursement	1,944.00	1,360.00	-584	42.94%	
Gas & Oil	94.00	843.00	749	-88.85%	
Repairs	82.00	204.00	122	-59.80%	
Insurance	832.00	801.00	-31	3.87%	
Depreciation/Lease	893.00	916.00	23	-2.51%	
Interest	0.00	0.00	0	0.00%	
Tags & Licenses	10.00	48.00	38	-79.17%	
Total	8,045.00	9,594.00	1,549	-16.15%	3.02%
Administrative & General					
Advertising	185.00	2,012.00	1,827	-90.81%	
Printing	90.00	939.00	849	-90.42%	
Copying	295.00	871.00	576	-66.13%	
Office Supplies	884.00	1,541.00	657	-42.63%	
Contractual	1,941.00	3,583.00	1,642	-45.83%	
Postage	521.00	470.00	-51	10.85%	
Telecommunications	2,610.00	3,242.00	632	-19.49%	
Liability	905.00	1,280.00	375	-29.30%	
Insurance	0.00	0.00	0	0.00%	
Legal Fees	188.00	201.00	13	-6.47%	
Accounting Fees	0.00	0.00	0	0.00%	
Consulting Fees	233.00	670.00	437	-65.22%	
Other Fees (Explain)	1,861.00	2,213.00	352	-15.91%	
Audit	1,055.00	1,340.00	285	-21.27%	
Other Misc. (Explain)					

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
-	0.00%	
571.72	12.32%	
353.08	73.08%	
814.80	-4.03%	
734.00	-26.82%	
-	0.00%	
6,671.72	-3.60%	2.48%
-	-100.00%	
2,009.84	3.39%	
203.70	116.70%	
81.48	-0.63%	
904.43	8.71%	
914.48	2.41%	
-	0.00%	
10.19	1.85%	
4,124.11	-48.74%	1.53%
237.65	28.46%	
203.70	126.33%	
101.85	-65.47%	
814.80	-7.83%	
3,123.40	60.92%	
359.87	-30.93%	
2,716.00	4.06%	
1,059.24	17.04%	
-	0.00%	
67.90	-63.88%	
-	0.00%	
176.54	-24.23%	
2,308.60	24.05%	
291.02	-72.42%	

Inflation Factor 2018 to 2019 1.022%
Inflation Factor 2019 to 2020 1.021%
Combined Inflation Factor 2.043%

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; and
 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.

office in response to 3 windows being shot out with a B.B. Gun and both of our 5-ton a/c units were stolen. Repair: We lowered this amount merely to try to reduce the budget cost. It is very likely that we will overspend this, but it is possible we won't.

Depreciation and Insurance: Purchased van in 2016; Gas and Oil: Van purchased in 2016; Mileage reimbursements are actually \$1,100 less than 2019 budget; Delivery has increased due to consolidation of food production into fewer kitchens requiring paid staff to deliver bulk food and HDM meals to remote locations for volunteer pickup. Repairs: include maintenance costs for van; insurance for vehicle went up due to the age of our facilities technician (who is in his 20's); tags and licenses expense increased by the state, although this cost is still much less than in metropolitan areas.

Contractual Agreements: HHSC's requirements for DUA and SPI required further technology upgrades including VPN secure networking and retaining an I/T security company to monitor servers for vulnerabilities and to alert us in case of a data breach. Additional requirements include implementing multi-factor authentication and implementing changes to backup procedures for compliance. Printing, Copying and Office Supplies: New Meal Software requires more copying, printing, and paper. Contractual Agreements: New Software has an annual Maintenance contract. Accounting Fees for FY 2017 paid in FY 2018. Other Misc: Admin Computer Programming Casual Labor: Technology upgrades and/or replacements of Computers, Printers/Technology Upgrades in all centers; Some need new printers, some new fax machines; some additional memory/speed; Replace Primary Computers in 4 Centers; Audit: Increase in Fee Other Fees: Bank Fees, Service Charges, and License Renewals; Also budgetted for Background Checks employees; Insurance: DUA and SPI require purchasing a cyberliability policy.

Congregate Meal Budget Worksheet

Provider Name: Tri County Senior Nutrition Project, Inc
 AAA Name: Area Agency on Aging of Texas

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

5/10/19 11:08 AM

Most Recent Completed Budget Year
2018

Explanation of Variances

Proposed Budget

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Total	10,768.00	18,362.00	7,594	-41.36%	4.04%
Total					
Total of all Cost Areas	266,621.00	297,262.00	30,641.00	-10.31%	100.00%
Total Number of Whole Cost per Approved Meal	49,880	5,96			

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
11,460.57	6.43%	4.25%
269,456.48	1.06%	100.00%

Inflation Factor 2018 to 2019	1.022%
Inflation Factor 2019 to 2020	1.021%
Combined Inflation Factor	2.043%
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; and	
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
HHS OAAA - Match Required	36670
Program Income	3790
Other Funds - Eligible Meals	4778
Other Funds - Non-Eligible Meals	
Local Funds - Required Match	NA
Other Sources 5	
Other Sources 6	
Total Meals by Funding Source	45238
Provider Total Budgeted Congregate Meals	45238
Variance (Provider Total Budgeted Congregate Meals - Total Meals by Funding Source)	0
Estimated Number of Nutrition Education Units AAA Clients	450
Nutrition Education Budget - AAA Clients	415
Calculated Cost per Unit	0.92

Calculated Rate	Revenue
5.44	199484.80
5.96	22588.40
5.96	28476.88
0.00	0.00
0.52	19068.40
5.96	0.00
5.96	0.00
Total Revenue	269618.48

Proposed Meals * Calculated Units	Revenue
Proposed Meals * Calculated Units	199484.80
Proposed Meals * Calculated Units	22588.40
Proposed Meals * Calculated Units	28476.88
Proposed Meals * Calculated Units	0.00
Proposed Meals * Calculated Units	19068.40
Proposed Meals * Calculated Units	0.00
Proposed Meals * Calculated Units	0.00
Total Revenue	269618.48

TO: TCOG Governing Board
THRU: Judy Conner, MS, CPG, AAA Director *JC*
FROM: Virginia Rhodes, Texoma Senior Corps Program Manager *VR*
DATE: May 6, 2019
RE: Texoma Foster Grandparent Program (FGP) CNCS Continuation Grant Application

RECOMMENDATION

Authorize submission and, if awarded, acceptance of the Corporation for National and Community Service (CNCS) Foster Grandparent Program (FGP) Continuation Grant for the Texoma Senior Corps program.

BACKGROUND

Texoma Senior Corps consists of two senior volunteer programs whose specific goal is to connect senior volunteers age 55 and older and their life experiences and skills to specific needs within our community. Our Foster Grandparent program's goal is to provide outreach to at-risk children through senior mentorship. To become an FGP volunteer a participant's income cannot exceed over 200% of the poverty level, they must be willing to serve 15 hours a week, and pass a physical and criminal background check.

CNCS partners with volunteer programs nationwide who share the vision of strengthening communities by identifying critical needs and achieving best possible solutions with the greatest impact. Their funding encourages to senior involvement within our community by partnering life experiences and commitment with community needs. The program is partially funded by federal, state and local contribution.

DISCUSSION

The application is for the FGP continuation grant year 2 of 3. Texoma Senior Corps will use CNCS funds to support Foster Grandparent volunteers in our tri-county area whose primary focus is mentoring at-risk children in our area schools, daycares, and after school programs. Funds will allow transportation assistance, a small hourly stipend, supplies, and recognition. Volunteers commit to serving a minimum of fifteen hours each week and serve approximately 140 children annually. There are currently 41 volunteers and 31 stations.

BUDGET

The budget allocated through this grant is \$201,993 for the Foster Grandparent Program. Grant funding period began July 2018 and runs through June 2021.

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): 05/08/19	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 19SF213660	4. DATE RECEIVED BY FEDERAL AGENCY: 05/08/19	FEDERAL IDENTIFIER: 18SFWTX001

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 470 Sherman TX 75090 - 3108 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
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6. EMPLOYER IDENTIFICATION NUMBER (EIN): 751292195	7. TYPE OF APPLICANT: 7a. Other 7b. Area Agency on Aging
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8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <p style="text-align: center;">Corporation for National and Community Service</p>
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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: 07/01/18 END DATE: 06/30/21	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="TX 04"/> b.Program <input type="text" value="TX 04"/>
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15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 201,993.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 51,408.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 2,267.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 44,141.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 253,401.00</td> </tr> </table>	a. FEDERAL	\$ 201,993.00	b. APPLICANT	\$ 51,408.00	c. STATE	\$ 5,000.00	d. LOCAL	\$ 2,267.00	e. OTHER	\$ 44,141.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 253,401.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372
a. FEDERAL	\$ 201,993.00														
b. APPLICANT	\$ 51,408.00														
c. STATE	\$ 5,000.00														
d. LOCAL	\$ 2,267.00														
e. OTHER	\$ 44,141.00														
f. PROGRAM INCOME	\$ 0.00														
g. TOTAL	\$ 253,401.00														
	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> 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: Mindi Jones	b. TITLE:	c. TELEPHONE NUMBER: (093) 813-3547
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 05/08/19

Narratives

Executive Summary

The Texoma Foster Grandparent Program (FGP) is requesting \$201,993. These funds would allow 41 VSYs to serve at minimum 80 special needs or exceptional needs children in our tri county FGP stations. Thirty four of those volunteers will be placed in outcome based work plans. The program's sponsor, the Texoma Council of Governments (TCOG) is an organization comprised of city and county governments, colleges, school districts, and chambers of commerce determined to build strength through regional cooperation. Its members are served by working together to continually improve the economic, social and educational opportunities for the citizens of Cooke, Grayson and Fannin Counties. Created by the Texas State Legislature in 1968, the Texoma Council of Governments serves governmental membership from the aforementioned tri-county area.

Texoma FGP is a part of the Texoma Area Agency on Aging (AAA). The goal of the agency is to serve as the community catalyst to enhance awareness of the strengths and needs of our older population and to promote the development of a coordinated and comprehensive system of services, programs, and opportunities to ensure their prolonged well-being, independence and dignity.

According to Kids Count Data Center as of 2015, 45,875 children were living in the Texoma area and of those, 10,086 children lived in poverty. The American Communities Survey of 2015 indicated that 7,008 children in the Texoma area (Grayson, Fannin, and Cooke counties) had developmental disabilities which included but not limited to ADHD, autism, learning disabilities and stuttering. As of 2016, there were 1820 children enrolled in Head Start programs within the tri-county area which more than tripled in Grayson County alone since 2014. Childhood education and its associated outcomes are also tied to many of the same stressors as overall health and well-being. The Scientific American article "Poverty Disturbs Children's Brain Development and Academic Performance" stated that students who are economically disadvantaged don't perform as well in school both locally and nationally. It is imperative that children be given every opportunity and support to surpass their circumstances. Mentoring provides that prospect for successful outcomes. We believe and have previously demonstrated the mobiusmentor.org statement that says "Mentoring is a proven strategy for positive youth development. Youth are more likely to succeed in life when they have the additional support of a caring, consistent adult mentor".

Texoma FGP Service Categories include: School Readiness/Head Start, K - 12 Success, and Other

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Community Priorities. Texoma 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 and incarcerated parent(s). FGP volunteers will serve in K - 12 schools, head start programs and other community priority areas such as daycares, therapeutic, and after school programs. FGP volunteers will provide one on one or small group attention to children assigned to volunteers by teachers, directors, supervisors, etc. Pre-service instruction and monthly in-service instruction for volunteers is provided to help them address the specific needs of assigned children. The station teachers/directors will assess improvement according to the assignment designations and specifications initially and at the end of the service period to assess impact. Anticipated impact on participating headstart students is a 75% (six out of eight) improvement in the area of social and emotional support and(forty-eight out of sixty students) approximately 80% improvement for mentored K-12 students. In other community priorities volunteers will focus on improving children's self-esteem, self confidence, and social and motor skills preparing them for next steps.

Strengthening Communities

In keeping with our local sponsor's mission to continually improve the economic, social and educational opportunities for citizens of Cooke, Grayson and Fannin, the Texoma Foster Grandparent Program (FGP) serves children throughout the Tri-County area. Low income seniors are placed as volunteers in day care centers, Head Start Programs, elementary schools and high school special education program. The Tri-County area is comprised of Cooke, Fannin and Grayson Counties. The service area covers about 2000 square miles and is largely rural. According to Texas Demographics the tri-county area has a combined population of approximately 200,000. According to Kidscountdata.com, approximately 46,000 of the Texoma population are children ages 0-17 years. The area of Cooke, Fannin and Grayson counties is predominantly Anglo; however it is made up of diverse races, cultures and socio-economic levels. FGP volunteers will be serving many children who have limited English language skills. They will also serve children who are very low on the socio-economic scale.

Approximately 1/3 of our volunteers are African-American with the majority being Caucasian. We have one Hispanic and one of American Indian descent. Program staff with the support of advisory council members will do outreach by participating in culturally diverse events such as expos, church and school carnivals and community health fairs, etc, to build our volunteer pool of diversity.

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Our volunteers are given tools to assist them when working ESL children as well as how to serve a diverse population by modeling behavior and interacting with them on their level. 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 complete an evaluation form each year evaluating the benefits of the FGP in its endeavors. The program director currently serves on the Area Agency on Aging's Texoma Regional Advisory Council. The program director and coordinator are active in the community, serving on the advisory board for Texoma Community Services formerly MHMR) Volunteer Services Council and on the site based management committee for Fred Douglass Early Childhood Learning Campus. The program The program staff is also active with the Grayson Social Services Association which allows the opportunity to network services as well as learn of community needs. Along with serving on boards, the director and coordinator spread program information within the community by participating in Expos, Health Fairs, and various outreach programs, as well as being on local radio, television and social media. Representatives from various community programs often participate in our monthly in-services.

Volunteers are encouraged to participate in activities and opportunities offered at our partners' events. When possible, FGP volunteers help with various events, giving testimony of their participation in the program. 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. Thirty FGP volunteers will serve children in area K - 12 schools where they will tutor/mentor and nurture approximately 60 special or exceptional needs children/youth of diverse races and cultures. A minimum of four volunteers will help prepare children for school readiness in area Head Start programs. A minimum of seven volunteers will serve in out of school and after school programs year around, while other volunteers will provide loving attention to children in day care centers and therapeutic centers. Texoma FGP will consistently strive to maintain a base of volunteers dedicated to helping 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 AND DEVELOPMENT

Recruitment for the Texoma Foster Grandparent Program (FGP) is ongoing. Because attrition rate

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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 be used periodically to distribute news releases on activities including recognition and training events;
- * Local radio and two television stations will be used periodically as media sources for distribution of program information, 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 and advisory council members will participate in marketing opportunities as made available through activities such as volunteer fairs, fan drives and other partner or program events.
- *Volunteers will be given attire such as smocks, t-shirts, caps and vests that identify the foster grandparent program name that serves strategically for appropriate station attire and advertisement of the program.
- *Project Staff will periodically attend other community related meetings such as city council meetings, community services focus groups, etc in order to broaden awareness of the program services and opportunities.

According to the Michigan State University 4H Recognition Handbook, recognition provides individuals with an opportunity for reflection, increases self-esteem and is an important component of volunteer retention. Volunteers who feel appreciated and important are more likely to feel connected to the program and continue their involvement. 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.

Elementary Schools involve volunteers in their end of school year as well as 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

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other FGP Volunteers have been named volunteers of the year at their respective campuses. Each new 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.

All mandatory examinations (physical and criminal) are provided. Once all requirements are met and the volunteer is accepted into the program, an orientation and training session 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. Training will consist of policy and procedures review, examples of mentoring situations, basic ESL training, forms, time reporting, listening skills, information on children with disabilities, sensitivity training and overall FGP volunteer responsibilities. The first twenty hours at his/her assigned station will be considered hands on training and 90 days 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. FGP supervisors are asked to revisit these assignments to determine progress and impact of the program. Program evaluations are sent to the sites and the volunteers annually to determine where improvement is needed. A mandatory 4 hours in-service training/meeting will be held each month (ten months out of the year) to provide the volunteers with additional training/information to enhance their volunteer skills and to enhance their quality of life.

All techniques utilized to recruit volunteers will be also beneficial in promoting awareness.

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 all financial transactions in regards to proper distribution of grant funding. This includes all bi-monthly stipend check processes

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and all expenditures. The finance department and program manager work closely together to monitor usage of funds.

TCOG offers various trainings and opportunities to attend training from outside resources for its employees. Such trainings include but are not limited to, such as grant research/writing for foundation and community grants, managing volunteers and assistants, time management and organizational skills.

The Foster Grandparent came to the Texoma area in 1997 sponsored by the Texoma Council of Governments as a program of the Texoma Area Agency on Aging. Our organization has been successful in managing Foster Grandparent volunteers addressing designated primary focus areas since that time. The program celebrated 20 years of consistent community service in 2017.

The Program Director and Coordinator through combined efforts have worked hard to insure volunteers associated in primary focus target areas are meeting outputs and outcomes as identified in the grant.

The Program Director and Coordinator will work closely with participating stations. They will also work together to ensure all stations have signed the required paperwork such as the MOU, and that all volunteers are eligible by performing yearly income verifications and physicals.

As schools, day cares and community centers contact the program manager expressing interest in having volunteers on their campus, the program manager sets up an appointment to visit with the principal/director to discuss site needs and expectations from the program. Once a campus is accepted as a volunteer site, a match is made with a volunteer(s), when available. Volunteer supervisors will be given forms to complete to designate assignments of children/youth that each volunteer will serve. These assignments include specific issues/needs that the child has, why the assignor feels that the child/youth could benefit from a Foster Grandparent, what specific areas of need the volunteer will focus on with the child, and the expected outcome of the match.

Site visits will be made by program staff and advisory council to volunteer stations to strengthen communication and relationships between the program staff, the station leaders and volunteers as well as to observe activities being executed. These visits will also serve as a monitor to prevent and identify prohibited activities. Education in the form of verbal and written communication will be shared with volunteers during In-Service trainings and stations periodically throughout the year to serve as reminders of program requirements. A follow-up by program staff on volunteer assignments will insure that goals and objectives are met. Impact statements will be reviewed and follow-ups with volunteer stations will be made if necessary. Teacher observation (assignment) /survey forms will be

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used to measure improvement and performance and then reviewed by program staff to impact results. At the end of the year, program evaluations are sent to station supervisors to rate the impact of both the program and the volunteers.

The Foster Grandparent program director and /or coordinator 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 trainings for volunteers. At times, volunteer station supervisors and advisory council members will be invited to participate in trainings, events and activities scheduled by project staff. Program management will provide reminders to volunteers and their stations in regards to prohibited activities to ensure requirements are met. As needed, the Project Director or Coordinator 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 sheets will include information on how many meals were provided by the station, how many hours the volunteer was at the station for a two week period, and what mileage was used to go to and from the station. It will also indicate how many used public transportation which is paid by the program.

A volunteer recognition event is held to recognize the volunteers for their efforts typically in the spring or early summer. Many of the sites provide a meal for the volunteers who are there during a meal time. Two 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 in support of the program.

Recruitment of volunteers is an ongoing project for program staff, advisory council members and volunteers. The Advisory council will be used as a program resource and support system to assist program staff with the continued effort to build an exhilarating project.

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, GIS Planning, Urban Economic Development, 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

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Program sponsor in 1997.

The Texoma AAA provides grant management of the Foster Grandparent Program, Retired and Senior Volunteer Program, Ombudsman and Care Coordination Programs. Each of these programs thrive through the support of volunteers and have been successful over the past several years. Our local sponsor, TCOG, provides a finance department that oversees all financial transactions in regards to proper distribution of grant funding. This includes all bi-monthly stipend check processes and all expenditures for the volunteers. The TCOG Finance Director and FGP Program Director will work closely together to ensure appropriate grant management of funds in regards to accounting, purchasing and capital assets such as facilities, equipment and supplies needed for a successful program.

Listed below are TCOG staff members who will support effective management of the Foster Grandparent Program grant.

Virginia Rhodes is Foster Grandparent Program Director. Ms. Rhodes will work closely with the TCOG finance director managing the annual budget of approximately \$200,000 which will include regular scheduled meetings. Ms. Rhodes is responsible for developing and implementing policies, procedures and generating required reports. She will work closely with the Program Coordinator, Advisory Council, specific HR management as needed to develop and implement internal policies and procedures to provide governance and risk. The Program Director will also manage program purchases including equipment, supplies, etc., as deemed necessary and appropriate according to the terms of the grant. The Program Director will work closely with the Program Coordinator, Advisory Council, specific TCOG management and the volunteers to provide proper administrative oversight of the Texoma FGP program and ensuring compliance with terms and conditions of the federal grant and applicable federal regulations. The Program Director is responsible for all volunteer trainings. The Program Director attends Senior Corps conference trainings, serves on local non-profit boards and is a member of Grayson County Social Service Association. The Program Director reports to the Area Agency on Aging Director.

Virginia Rhodes attended Grayson College pursuant of a degree in Sociology. She also attended the Denison Chamber of Commerce Leadership Academy. Prior to becoming Program Director with the Texoma Council of Governments, Virginia served as Program Coordinator for Texoma RSVP. She was responsible for assisting the Program Director with program compliance in regards to policies and procedures which also included tracking membership information and volunteer hours. Virginia has twenty years of managerial experience through her previous employer, TrailBlazer Health Enterprises.

Narratives

Virginia worked several years in customer service assisting seniors in a supervisory capacity with Medicare Part B claims, correspondence and appeals. She later worked with medical providers through the Medicare Part B enrollment process from start to finish. Virginia led a team of professionals who were responsible for solving high level inquiries which involved direct contact with the Center of Medicare and Medicaid Services, as well as all Medicare Provider Enrollment congressional inquiries. Virginia is heavily involved in her church charity efforts and is the organizer of food drives and distributions to those in need throughout the year. She also supports through volunteerism other local community non-profits events such as the Addison MS Walk, March of Dimes, The American Heart Association and the American Cancer Association as time and opportunity permits.

Vicky Hestand ¿ Foster Grandparent Program Coordinator. Ms. Hestand will work closely with the Program Director. The Program Coordinator will support the Program Director in executing policies and ensuring the program is in compliance with all applicable rules and regulations. The Program Coordinator will serve as a support for all daily functions of the program to include but not limited to coordination between volunteers and volunteer stations, overseeing program activities, public relations, trainings and communications within the community.

Prior to accepting the position as Program Coordinator, Vicky Hestand previously served as a Benefits Counselor through the Area Agency on Aging (AAA). Ms. Hestand¿s prior work experience includes employment in the Medicaid Division with the Dept of Health and Human Services. Ms. Hestand also worked several years at TrailBlazer Health Enterprises assisting with Medicare Part B correspondence. Ms. Hestand is active with local charities such as Women Rock and the Denison Service League.

Judy Conner ¿ Texoma Area Agency on Aging Director. Ms. Conner will provide administrative oversight support to ensure appropriate grant management.

Mindi Jones ¿ Texoma Council of Governments Finance Director. Ms. Jones responsibilities include completion of financial reports and assisting with budget oversight in regards to the appropriate distribution of grant funds.

Susan Thomas PhD ¿ Texoma Council of Governments Executive Director. Dr. Thomas is responsible for the administrative oversight of the sponsoring agency in its entirety.

The staffing structure is 50% usage of Program Director and Program Coordinator. The purpose of this staffing structure is not cost driven. The primary motivations behind the change include:

Narratives

1. Taking advantage of decades of social service managerial experience by placing the current director in charge of both Senior Corps programs;
2. Making the most efficient and effective use of salary resources, ensuring that our highest paid employees are responsible for the higher level tasks in the program; and
3. Avoiding the payment of management level salary for clerical level duties.

We have studied this matter in great detail, and we believe it is the best structure for our organization and will provide for the best delivery of Senior Corps services to the Texoma Region.

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.

The Foster Grandparent Program Advisory Council meets once each quarter and serves as a resource of information and support for the program staff and volunteers. The advisory council works closely with the Program Director. They review and advise on internal procedures and policies as needed and approve all policy and procedural changes. The Program Director will also work closely with the Advisory Council to establish other fundraising activities such as a 5K walk/run, online auction and/or drawings for door prizes to produce additional funds. Through outreach and partnership the Advisory Council working closely with the Program Director will work with at least two area restaurants such as Texas Roadhouse and Applebee's on program fundraisers.

In regards to sustaining matching funds, the Program Director will build a partnership with United Way and apply for additional funding. Through outreach and partnership the Program Director will request local funds that are available from area organizations, local businesses, area foundations and civic and fraternal organizations such as the Denison and Sherman Service Leagues. Through outreach and partnership, area doctors 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. The Program Director will continue to strengthen the partnership with Hallmark who provides in-kind donations through discontinued product distribution.

Program evaluations will be sent to the volunteer stations and volunteers annually for input and suggestions for improvement. Evaluations will be summarized and reviewed by the program staff and the results are shared with advisory council members. Process improvement suggestions are analyzed and changes are implemented that are deemed appropriate and in the best interest of the program.

Narratives

Volunteers are informed of all updates through In-Service trainings, revised handbooks and written correspondence. Program staff will report to the council regarding implementation of suggestions. The Program Director will make herself available to the volunteers and site supervisors to answer questions and deal with immediate problems.

The Program Director utilizes trainees from the local Workforce Training Program for clerical assistance.

Other

The Texoma Foster Grandparent Program continually assesses community needs on an ongoing basis. Though communities do not often change dramatically, Texoma and its surrounding areas are on a path of growth and expansion, thus pointing toward rapid growth and a need for more schools and day cares and expansion of after school and out of school programs. As this occurs, diversity will increase creating a need for further training and recruitment of volunteers.

As the Foster Grandparent Program becomes better known in the area, and as funding is continues to be a dilemma for schools, as well as other non-profit programs, a greater demand for volunteers will likely be encountered, particularly in the current economy. We will anticipate changes and needs based on growth or expansion within our community and provide appropriate recruiting and training to meet those needs.

We appreciate the opportunity to serve.

PNS Amendment (if applicable)

N/A

Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 83%

% of Unduplicated in the Primary Focus Area: 83%

Performance Measure: 4.1 Other	
Community Need to be Addressed:	
<p>As of 2015 there were 45,875 children living in the Texoma area. In 2016, there were 34,373 children enrolled in grades K-12. It was estimated that 22.4% of those children live in poverty. According to Beyond ABC, 17,815 children are living in single-parent families. Those children are more likely to drop out of school, disengage from the workforce or become you parents. Parents often have fewer opportunities to spend time with their children. According to PIRE-Thompson 2014 Intergeneration mentoring can improve participating youth's attitudes toward aging and older adults, increase academic achievement and social development and decrease substance use and school absences. Youth are more likely to succeed in life when they have the additional support of a caring, consistent adult mentor.</p>	
Focus Area: Other Community Priorities	Objective: Other
	Number of Volunteer Stations: 13
Anticipated Unduplicated Volunteers: 7	
Anticipated Volunteer Contributions: 7	
Service Activity: Other	
Service Activity Description:	Seven volunteers will work one on one or in small groups to provide support an average of three to five days a week in various learning activities with children at daycares, before and after school programs, therapeutic centers, etc.. Volunteers will focus on improving children's self esteem, self confidence, and social and motor skills in order to increase their capacity for further growth and independence.
Anticipated Output:	OT1: SC1Grantee met their target for community priority activity. (Yes/No)
Target: 1	How Measured: Other
Instrument Description	Volunteer hours will be reported using timesheets and entered in the Voltrax system and station assignment plans used to capture mentor to child activity/progress.
Anticipated Outcome:	—No outcome selected—
Target:	How Measured:
Instrument Description	

Performance Measure: 5.1 Mentoring	
Community Need to be Addressed:	
<p>As of 2016, there were 34,373 children enrolled in grades K-12 in the Texoma area with an estimated 22% of those children living in poverty. According to Beyond ABC, poverty is the single greatest threat to a child's well-being, due to its far-reaching effects on education, mental, physical health and behavior. According to the American Communities Survey of 2015, 7008 children in the Texoma area (Grayson, Fannin, and Cooke counties) had developmental disabilities which includes ADHD, autism, learning disabilities and stuttering. The combined negative elements of both poverty and developmental disabilities among affected children support the fact according to The Center on the Developing Child at Harvard University that early intervention is key and has been profoundly affective in regards to quality of life. Therefore exhibiting the need for positive support through mentorship. Center of Evidence Based Social Sciences found that older adult mentors are instrumental in teaching social skills, modeling behavior and assisting with diverse social interaction.</p>	
Focus Area: Education	Objective: K-12 Success
	14

Performance Measure: 5.1 Mentoring		
Anticipated Unduplicated Volunteers:	30	Number of Volunteer Stations:
Anticipated Volunteer Contributions:	30	
Service Activity:	Mentoring	
Service Activity Description:	Thirty FGP volunteers will mentor at minimum sixty assigned youth one on one or in small groups on average of 3-5 days per week throughout the school year focusing on improving overall academics. Volunteers will work closely with teacher identified methods, classroom exercises/assignments, and training tools to improve specific students needs regarding completing assignments, comprehension, classroom behavior, overall academics and/or literacy. Forty-eight of the youth partnered with fgp volunteers will demonstrate improvement in academic engagement by completing assignments, comprehension, classroom behavior, overall academic improvement and/or improved literacy by the end of the school year.	
Anticipated Output:	ED1A: Number of individuals served	
Target:	60	How Measured: Tracking System
Instrument Description:	A teacher assignment/survey form will be used to indicate the volunteer and the number of assigned child/children with specific needs that will be served by the FGP volunteer.	
Anticipated Outcome:	ED27C: Number of students with improved academic engagement or social-emotional skills	
Target:	48	How Measured: Tracking System
Instrument Description:	A teacher survey form will be completed by the teacher at the beginning and end of the school year which will be used to determine the assigned children's level of improvement regarding academic engagement and/or social-emotional skills.	

Performance Measure: 6.1 Social and Emotional Support		
Community Need to be Addressed:		
Established in 1965, Head Start promotes school readiness for children in low-income families by offering educational, nutritional, health, social, and other services. Since its inception, Head Start has served more than 35 million children, birth to age 5, and their families. Head Start aims to bridge the achievement gap between economically disadvantaged children and their more advantaged peers by preparing those from low-income households for school. As of 2016, there were 1820 children enrolled in the Head Start program in the Texoma area. According to Beyond ABC, poverty is the single greatest threat to a child's well-being, due to its far-reaching effects on education, mental, physical health and behavior. According to the American Communities Survey of 2015, 7008 children in the Texoma area (Grayson, Fannin, and Cooke counties) had developmental disabilities which includes ADHD, autism, learning disabilities and stuttering. The combined negative elements of both poverty and developmental disabilities among affected children support the fact according to The Center on the Developing Child at Harvard University that early intervention is key and has been profoundly affective in regards to quality of life. Therefore exhibiting the need for positive support through mentorship. Center of Evidence Based Social Sciences found that older adult mentors are instrumental in teaching social skills, modeling behavior and assisting with diverse social interaction.		
Focus Area:	Education	Objective: School Readiness
Anticipated Unduplicated Volunteers:	4	Number of Volunteer Stations: 3

Performance Measure: 6.1 Social and Emotional Support

Anticipated 4
Volunteer

Contributions:
Service Activity: Social and Emotional Support

Service Activity Description: A minimum of four unduplicated Foster Grandparent volunteers will provide social and emotional support for at least eight assigned children in preparation of school readiness on an average 3-5 days a week throughout the school year. Volunteers will work closely with their assigned students using teacher approved learning tools, charts, methods and positive reinforcements. Six of the children assigned to those volunteers will demonstrate improved social or emotional development through either improved classroom behavior, ability to follow rules, listening skills, and/or positive interaction with peers and adults by the end of the school year.

Anticipated Output: ED1A: Number of individuals served

Target: 8 How Measured: Tracking System

Instrument Description Assignment/survey form will be completed by the teacher or station leaders at the beginning and end of the school year assignment to determine number of children served by assigned FGP volunteers.

Anticipated Outcome: ED23A: Number of children demonstrating gains in school readiness

Target: 6 How Measured: Tracking System

Instrument Description Teacher survey/feedback forms will be completed by the teacher or station leader that will demonstrate gains in school readiness among the children assigned to FGP volunteers.

Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Sent
Articles of Incorporation	Already on File at CNCS
Board of Directors	Sent
CPA Certification	Already on File at CNCS
Community Advisory Group Names and Addresses	Already on File at CNCS
List of the names of any Funding Organizations/Sources	Already on File at CNCS
Negotiated Indirect Cost Agreement	Sent
Organizational Chart	Sent
Project Director's Job Description	Already on File at CNCS
Roster of Volunteer Stations	Already on File at CNCS
Statement of date of last A133 audit	Sent
Statement of whether applicant is subject to A133 audit	Sent



TO: TCOG Governing Board
THRU: Judy Conner, MS, CPG, AAA Director *JC*
FROM: Virginia Rhodes, Texoma Senior Corps Program Manager *VR*
DATE: May 6, 2019
RE: Encore.Org- *How to Live Forever* Fund Grant Application

RECOMMENDATION

Authorize submission and, if awarded, acceptance of the *How to Live Forever* Fund for the Texoma Senior Corps Retired and Senior Volunteer Program (RSVP).

BACKGROUND

Texoma Senior Corps RSVP has a specific goal which is to connect senior volunteers age 55 and older, their life experiences and skills to various needs within our community. Our program outreach strives to provide positive impact among organizations, children, seniors and people with disabilities who are in need of assistance. Texoma RSVP participants have a flexible schedule but must be willing to serve a minimum of one hour per month.

CNCS partners with volunteer programs who share the vision of strengthening our community by identifying critical needs and achieving best possible solutions with the greatest impact. The funding supports senior involvement within our community by partnering those who want to serve with persons who need service. The program is partially funded by federal, state and local contributions.

DISCUSSION

Texoma Senior Corps will use *How to Live Forever* funds to support RSVP volunteers whose primary focus is assisting with various needs within our community. In 2018, Texoma RSVP volunteers served 93,919 hours in areas of transportation, companionship, food pantries, hospitals, crisis centers, and meal deliveries. There are currently 634 volunteers and 57 stations.

BUDGET

The funding of \$250 will be used to purchase miscellaneous supplies for the Texoma Senior Corps Gen2Gen (Generation-to-Generation) project partnering the RSVP's Blossoms of Hope Crochet and Knitting group with children from the Denison Boys and Girls Club afterschool program during the summer of 2019.



**ENCORE.Org - How to Live Forever Fund
(GENERATION2GENERATION (GEN2GEN) GRANT)**

Project Name *

Texoma Senior Corps - RSVP

First Name *

Virginia

Last Name

Rhodes

Organization Name (if applicable)

Texoma Council of Governments

Email *

vrhodes@tcog.com

Phone Number *

903-813-3574

Zip Code *

75090

What is your gender identity?

Female

What is your ethnic/racial identity?

Black/African

What generation do you identify with?

Baby Boomers

How did you hear about the How To Live Forever Fund

CNCS and NAFGPD

What intergenerational activity are you proposing?

Our project will partner a group of our senior volunteers age 55 and older who crochet and knit items for cancer patients, area nursing homes, unwed mothers, with the area Boys and Girls club. The volunteers will hold classes teaching interested children how to crochet/knit certain items.

What are the goals of your project? *

The goals of the project are to connect seniors with children of similar interests to engage in mentor/mentee relationships while learning, forming a bond and building a relationship of confidence, trust and mutual respect. Children in the project will walk away with keepsakes of accomplishment and a new friend. Seniors' quality of life will have improved having planted seeds of compassion, success and confidence into the upcoming generation.

In the proposed project, how many people 50+ will you engage? How many children and youth will you serve? *

The proposed project will engage at least 15 seniors to serve at approximately 15-30 children.

How much money (up to \$250) are you applying for and how will you spend it?

The funds will be used to purchase materials such as yarn, crochet hooks and other training materials needed for the project.

What's your estimated completion date? *

08/01/2019

Tell us how you were inspired by the book excerpt and video linked above, featuring Encore.org CEO Marc Freedman discussing his new book, How to Live Forever. Submit answers in writing below or by uploading a video (max 2 minutes).

The mission for our program is to help and inspire others by connecting seniors who want to serve with people who can benefit from the service. The book and video breathe life into my aspirations to do more as a program director and an individual to inspire seniors to give their valuable gift of support and motivation through the experience, compassion and overall knowledge of life. I truly believe that the legacy of love lives forever.

I understand that Gen2Gen is collecting the information above and will use it to contact me about my application and other Gen2Gen activities. *



TO: TCOG Governing Board
THRU: Eric M. Bridges, Executive Director *EMB*
FROM: Judy Fullylove, Energy Services Department Director *JF*
DATE: May 10, 2019
RE: Community Services Block Grant (CSBG)

RECOMMENDATION

Authorize changes in line item amounts for the 2018 CSBG contract with the Texas Department of Housing and Community Affairs (TDHCA).

BACKGROUND

The 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

A sum total of \$1,038.13 of unspent salary, fringe benefits and indirect costs was moved to direct services for full expenditure of 2018 CSBG contract.

BUDGET

No change in budget.

CSBG Budget Amendment Form

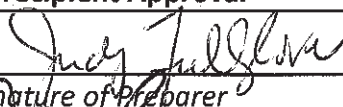
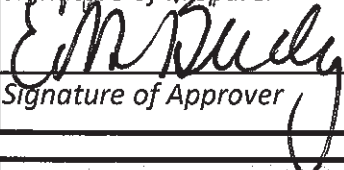
Enter the requested information into the yellow cells and sign below.

Subrecipient Information	
Date Submitted:	April 17, 2019
Subrecipient:	Texoma Council of Governments
Contract Number:	61180002871

Budget Amendment Request			
Categories	Original Budget	Change	New Budget
Personnel	\$70,790.34	-\$509.00	\$70,281.34
Fringe Benefits	\$36,832.23	-\$264.02	\$36,568.21
Travel	\$880.10		\$880.10
General Purpose Equipment			\$0.00
Supplies	\$5,545.40		\$5,545.40
Contractual			\$0.00
Other	\$92,187.44	\$1,038.13	\$93,225.57
Indirect Cost	\$36,871.49	-\$265.11	\$36,606.38
Total*	\$243,107.00	\$0.00	\$243,107.00

*Total Original Budget must equal Total New Budget.

Reason for Amendment Request - Does this budget amendment request impact your current Community Action Plan on file with the Department? Y or N. If Yes, please explain.
No

Subrecipient Approval		
 Signature of Preparer	Judy Fullylove Printed name	April 17, 2019 Date
 Signature of Approver	Eric Bridges Printed name	4/17/19 Date

Notes and Submission Instructions
Please complete the CSBG Budget Amendment form. Print and sign the in the Subrecipient Approval Section. Scan and email to gloria.mitchell@tdhca.state.tx.us .
Questions may be directed to: Gloria Mitchell, Contract Specialist, Community Affairs Division Phone: 512.475.3899 Email: gloria.mitchell@tdhca.state.tx.us



TO: TCOG Governing Board
FROM: Mindi Jones, Finance Director *MJ*
DATE: May 16, 2019
RE: FYE 2019 Cost Pool Budgets Update

RECOMMENDATION

Accept recommendation, if any, regarding TCOG’s FYE 2019 Cost Pool Budgets.

BACKGROUND

Each month the Governing Body is presented with a status update of the prior month and current (unreconciled) 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: prior month and current (unreconciled) updated Statement of Proposed Indirect Cost for FYE 4/30/2019 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, updated Statement of Employee Benefit Programs for FYE 4/30/2019 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, updated Statement of Central Service IT Costs for FYE 4/30/2019 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance.

BUDGET

No rate changes are recommended at this time.

100 - General - 8.3%

10 - Finance and Administration

10000 - Indirect Pool

03/01/2019 - 03/31/2019

	Current Month			% of Budget	
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
INDIRECT SALARY					
Indirect Salary					
Salaries	\$ 225,599.00	\$ 30,206.31	\$ 207,659.10	\$ 17,939.90	7.95%
Employee Benefits	\$ 117,379.00	\$ 15,716.35	\$ 108,074.44	\$ 9,304.56	7.93%
Total INDIRECT SALARY	\$ 342,978.00	\$ 45,922.66	\$ 315,733.54	\$ 27,244.46	7.94%
CONTRACTED SERVICES					
Janitorial	\$ 13,800.00	\$ 1,133.72	\$ 12,470.92	\$ 1,329.08	9.63%
Lawn Service	\$ 3,200.00	\$ 248.86	\$ 2,737.46	\$ 462.54	14.45%
Pest Control	\$ 1,100.00	\$ 147.60	\$ 848.70	\$ 251.30	22.85%
Total CONTRACTED SERVICES	\$ 18,100.00	\$ 1,530.18	\$ 16,057.08	\$ 2,042.92	11.29%
PROFESSIONAL SERVICES					
Audit	\$ 21,880.00	\$ -	\$ 21,880.00	\$ -	0.00%
Consultant	\$ 40,000.00	\$ 1,591.25	\$ 19,000.00	\$ 21,000.00	52.50%
Legal	\$ 8,000.00	\$ -	\$ 5,725.77	\$ 2,274.23	28.43%
Network	\$ 7,965.00	\$ 658.50	\$ 7,907.25	\$ 57.75	0.73%
Total PROFESSIONAL SERVICES	\$ 77,845.00	\$ 2,249.75	\$ 54,513.02	\$ 23,331.98	29.97%
UTILITIES					
Electric	\$ 62,000.00	\$ 4,022.92	\$ 55,979.92	\$ 6,020.08	9.71%
Natural Gas	\$ 23,000.00	\$ 1,747.56	\$ 21,010.95	\$ 1,989.05	8.65%
Sanitation	\$ 1,788.00	\$ 127.47	\$ 1,418.35	\$ 369.65	20.67%
Water	\$ 3,000.00	\$ 242.47	\$ 2,799.84	\$ 200.16	6.67%
Total UTILITIES	\$ 89,788.00	\$ 6,140.42	\$ 81,209.06	\$ 8,578.94	9.55%
OTHER					
Training & Travel	\$ 8,600.00	\$ 883.35	\$ 5,292.78	\$ 3,307.22	38.46%
Advertising	\$ 300.00	\$ -	\$ 20.00	\$ 280.00	93.33%
Bank Fee	\$ 1,440.00	\$ 60.00	\$ 660.00	\$ 780.00	54.17%
Copier Expense	\$ 2,750.00	\$ 38.40	\$ 1,150.90	\$ 1,599.10	58.15%
Depreciation	\$ 77,651.00	\$ 6,470.92	\$ 71,180.08	\$ 6,470.92	8.33%
Dues/Subscriptions	\$ 16,000.00	\$ -	\$ 18,242.04	\$ (2,242.04)	(14.01)%
Insurance	\$ 8,100.00	\$ -	\$ 8,751.60	\$ (651.60)	(8.04)%
IT - Hosting	\$ 840.00	\$ -	\$ -	\$ 840.00	100.00%
Postage	\$ 1,250.00	\$ -	\$ 566.85	\$ 683.15	54.65%
Printed Material	\$ 1,600.00	\$ 263.99	\$ 2,116.78	\$ (516.78)	(32.30)%
Software-Licensing-Maint	\$ 1,442.00	\$ -	\$ 1,622.07	\$ (180.07)	(12.49)%
Travel	\$ -	\$ -	\$ 186.63	\$ (186.63)	0.00%
Building Maintenance	\$ 45,000.00	\$ 1,062.25	\$ 32,318.73	\$ 12,681.27	28.18%
Training & Travel	\$ 8,400.00	\$ 969.24	\$ 6,838.48	\$ 1,561.52	18.59%
Mortgage Interest Expense	\$ 26,680.00	\$ 1,956.09	\$ 24,537.34	\$ 2,142.66	8.03%
Supplies	\$ 10,000.00	\$ 964.48	\$ 13,363.75	\$ (3,363.75)	(33.64)%
Total OTHER	\$ 210,053.00	\$ 12,668.72	\$ 186,848.03	\$ 23,204.97	11.05%
Total INDIRECT	\$ 738,764.00	\$ 68,511.73	\$ 654,360.73	\$ 84,403.27	11.42%
YTD Budget			\$ 677,200.33		
REIMBURSEMENT					
Allocation Indirect Expense	\$ 798,764.00	\$ 91,033.31	\$ 656,354.52	\$ 142,409.48	17.83%
Total REIMBURSEMENT	\$ 798,764.00	\$ 91,033.31	\$ 656,354.52	\$ 142,409.48	17.83%
YTD Budget			\$ 732,200.33		

100 - General - 8.3%

10 - Finance and Administration

11000 - Employee Benefit Pool

03/01/2019 - 03/31/2019

	Current Month			Budget Balance	% of Budget Remaining
	Budget	Actual	Year-to-Date		
PAID LEAVE					
Leave Administrative	\$ 3,000.00	\$ 511.17	\$ 1,634.24	\$ 1,365.76	45.53%
Lave PTO	\$ 178,927.00	\$ 16,395.14	\$ 183,672.09	\$ (4,745.09)	(2.65)%
Leave Bereavement	\$ 3,000.00	\$ 493.75	\$ 2,283.49	\$ 716.51	23.88%
Leave Holiday	\$ 97,408.00	\$ 2,698.86	\$ 91,244.22	\$ 6,163.78	6.33%
Total PAID LEAVE	\$ 282,335.00	\$ 20,098.92	\$ 278,834.04	\$ 3,500.96	1.24%
OTHER BENEFIT EXPENSES					
Insurance Health	\$ 326,779.00	\$ 38,937.62	\$ 288,344.91	\$ 38,434.09	11.76%
Insurance Health Savings Account	\$ 78,764.00	\$ 7,442.01	\$ 59,609.73	\$ 19,154.27	24.32%
Insurance Life	\$ 5,129.00	\$ 489.93	\$ 3,920.37	\$ 1,208.63	23.56%
Air Ambulance Program	\$ 2,805.00	\$ -	\$ 2,353.00	\$ 452.00	16.11%
Employee Assistance Program	\$ 1,224.00	\$ -	\$ 1,128.00	\$ 96.00	7.84%
Fraud Hotline	\$ 500.00	\$ 497.00	\$ 497.00	\$ 3.00	0.60%
Retirement	\$ 159,923.00	\$ 16,086.61	\$ 121,172.88	\$ 38,750.12	24.23%
Total OTHER BENEFIT EXPENSES	\$ 575,124.00	\$ 63,453.17	\$ 477,025.89	\$ 98,098.11	17.06%
PAYROLL TAXES					
FICA/Medicare	\$ 176,164.00	\$ 18,136.53	\$ 145,994.02	\$ 30,169.98	17.13%
Unemployment Insurance	\$ 9,180.00	\$ -	\$ 1,817.96	\$ 7,362.04	80.20%
Workers Compensation	\$ 8,500.00	\$ 1,431.52	\$ 11,773.62	\$ (3,273.62)	(38.51)%
Total PAYROLL TAXES	\$ 193,844.00	\$ 19,568.05	\$ 159,585.60	\$ 34,258.40	17.67%
Total Employee Benefits	\$ 1,051,303.00	\$ 103,120.14	\$ 915,445.53	\$ 135,857.47	12.92%
YTD Budget			\$ 963,694.42		
REIMBURSEMENT					
Allocation Employee Benefit Expense	\$ 1,051,303.00	\$ 120,570.57	\$ 865,470.25	\$ 185,832.75	17.68%
Total REIMBURSEMENT	\$ 1,051,303.00	\$ 120,570.57	\$ 865,470.25	\$ 185,832.75	17.68%
YTD Budget			\$ 963,694.42		

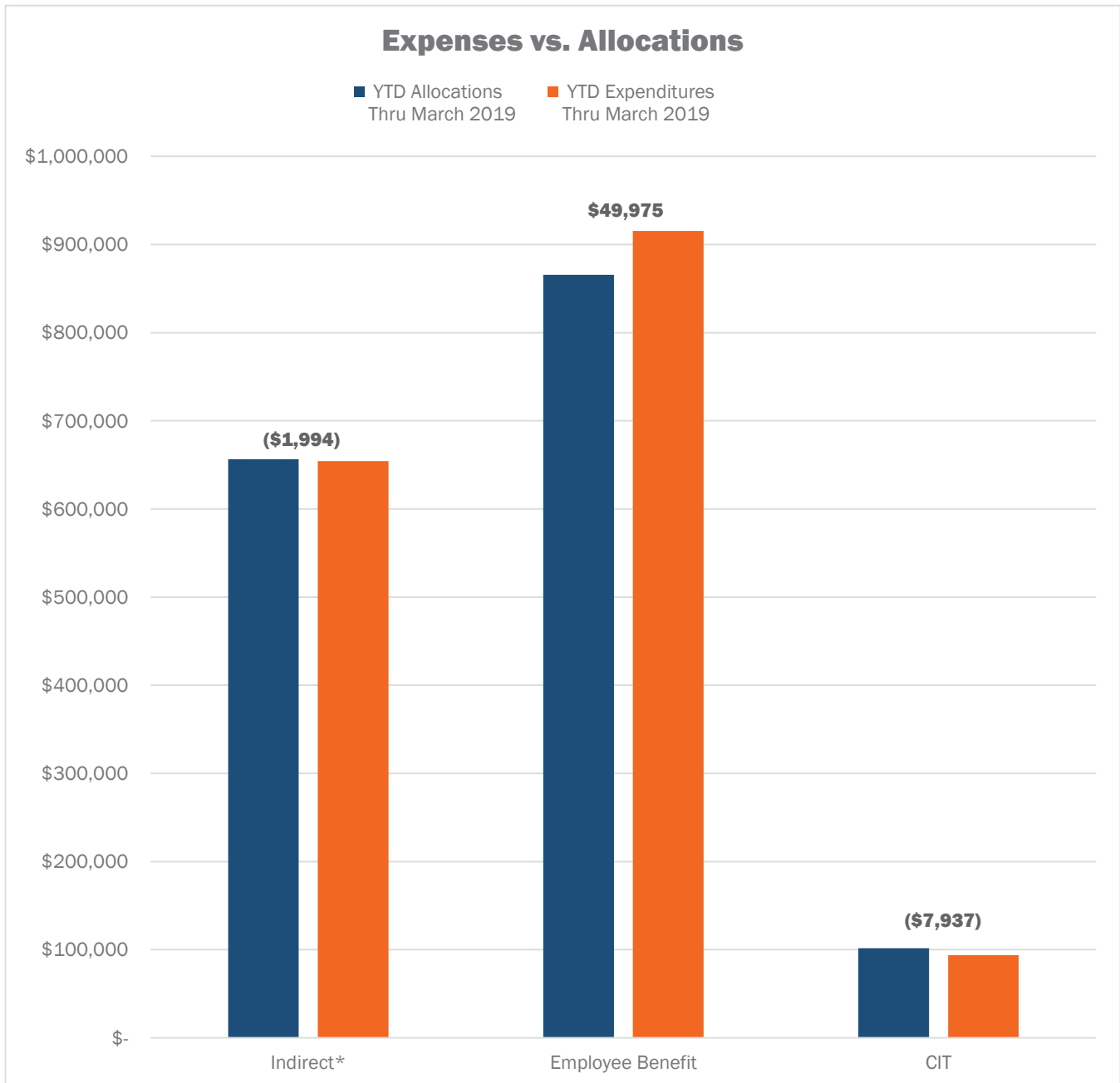
100 - General - 8.3%
 10 - Finance and Administration
 12000 - Central Service IT
 03/01/2019 - 03/31/2019

	Current Month				% of Budget Remaining
	Budget	Actual	Year-to-Date	Budget Balance	
EXPENSES					
IT-Voice & Data Service	\$ 33,383.31	\$ 1,677.10	\$ 30,793.11	\$ 2,590.20	7.76%
IT-Hardware	\$ 15,036.40	\$ -	\$ 5,365.37	\$ 9,671.03	64.32%
Software-Licensing-Maint	\$ 12,977.67	\$ -	\$ 13,127.69	\$ (150.02)	(1.16)%
Network Professional Services	<u>\$ 47,577.25</u>	<u>\$ 3,126.44</u>	<u>\$ 44,446.94</u>	<u>\$ 3,130.31</u>	<u>6.58%</u>
Total EXPENSES	\$ 108,974.63	\$ 4,803.54	\$ 93,733.11	\$ 15,241.52	13.99%
YTD Budget			\$ 99,893.41		
REIMBURSEMENT					
Allocation CIT Expense	<u>\$ 108,974.63</u>	<u>\$ 13,932.65</u>	<u>\$ 101,670.07</u>	<u>\$ 7,304.56</u>	<u>6.70%</u>
Total REIMBURSEMENT	\$ 108,974.63	\$ 13,932.65	\$ 101,670.07	\$ 7,304.56	6.70%
YTD Budget			\$ 99,893.41		



FYE 2019 YTD Indirect, Benefits, and CIT Budgets

	FY 2019 Approved Budget	YTD Allocations Thru March 2019	YTD Expenditures Thru March 2019	Budget Balance	% of Budget Remaining	Under/(Over)
Indirect*	\$ 798,764	\$ 656,355	\$ 654,361	\$ 144,403	18.08%	\$ (1,994)
Employee Benefit	1,051,303	865,470	915,446	135,857	12.92%	49,975
CIT	108,975	101,670	93,733	15,242	13.99%	(7,937)
Total	\$ 1,959,042	\$ 1,623,495	\$ 1,663,539	\$ 295,502	15.08%	\$ 40,045



*Includes Year-to-Date Depreciation Expense Estimate



Approved Membership Fee Schedule

FYE 2019

Member Name (Cities and Counties)	FYE 2019 Member Dues	FYE 2019 Dues Paid	Member Name (Schools)	FYE 2019 Member Dues	FYE 2019 Dues Paid
COOKE COUNTY	\$3,768.00	\$3,768.00	9/13/2018		
Callisburg	\$100.00		Bells ISD	\$151.00	
Gainesville	\$3,204.00		Bonham ISD	\$369.00	\$369.00
Lindsay	\$213.00	\$213.00	Collinsville ISD	\$106.00	
Muenster	\$317.00		Denison ISD	\$900.00	\$900.00
Oak Ridge	\$100.00	\$100.00	Dodd City ISD	\$100.00	\$100.00
Valley View	\$152.00	\$152.00	Ector ISD	\$100.00	\$100.00
GRAYSON COUNTY	\$7,695.00	\$7,695.00	10/4/2018		
Bells	\$283.00	\$283.00	Fannindel ISD	\$100.00	\$100.00
Collinsville	\$329.00		Gainesville ISD	\$562.00	
Denison	\$4,521.00	\$4,521.00	Grayson College	\$811.00	\$811.00
Dorchester*	-		Honey Grove ISD	\$114.00	
Gunter	\$293.00	\$293.00	Leonard ISD	\$171.00	
Knollwood	\$100.00	\$100.00	Lindsay ISD	\$100.00	\$100.00
Pottsboro	\$441.00	\$441.00	Muenster ISD	\$100.00	\$100.00
Sadler	\$100.00	\$100.00	NCTC	\$451.00	
Sherman	\$8,046.00	\$8,046.00	Pottsboro ISD	\$279.00	\$279.00
Southmayd	\$201.00	\$201.00	Sam Rayburn ISD	\$100.00	
Tioga	\$165.00	\$165.00	Savoy ISD	\$100.00	\$200.00
Tom Bean	\$207.00		Sherman ISD	\$1,412.00	
Van Alstyne	\$662.00		Tom Bean ISD	\$136.00	
Whitesboro	\$771.00		Van Alstyne ISD	\$291.00	
Whitewright	\$320.00	\$771.00	Whitesboro ISD	\$310.00	
Howe	\$554.00	\$640.00	TOTAL	\$6,863.00	\$3,159.00
FANNIN COUNTY	\$3,184.00	\$3,184.00	9/6/2018		
Bailey*	-		Bonham Chamber of Commerce	\$175.00	
Bonham	\$2,008.00	\$2,008.00	Denison Chamber of Commerce	\$100.00	
Dodd City	\$100.00	\$200.00	Sherman Chamber of Commerce	\$100.00	
Ector	\$139.00	\$139.00	TOTAL	\$375.00	\$0.00
Honey Grove	\$327.00		* Non-Member		
Ladonia	\$121.00	\$121.00	+ FYE18 & FYE19		
Pecan Gap*	-				
Ravenna	\$100.00	\$100.00	Statements and Invoices Sent 08/28/2018		
Trenton	\$125.00	\$125.00			
Windom	\$100.00	\$200.00			
Leonard	\$392.00				
Savoy	\$168.00	\$168.00			
TOTAL	\$39,306.00	\$34,288.00		\$46,169	\$37,447

Texoma Council of Governments
Financial Information
Balance Sheets for the Fiscal Years Ended:

	Prior Year (03/31/2018)	Prior Month (03/31/2019)	Year-to-Date Change (\$)	Change (%)	Current Month Not Reconciled (04/31/2019)	Notes
ASSETS						
Current Assets						
Cash in Bank General	227,924.00	227,428.00	(496.00)	-0.22%	459,216.00	Better control on CEAP expenses
Cash in Bank TCEQ	1,394.00	31,942.00	30,548.00	2191.39%	31,942.00	SEP Funds
Cash in Bank Local	108,506.00	105,590.00	(2,916.00)	-2.69%	105,590.00	Pd. out lawsuit \$55k
Cash in Bank 911	285,766.00	232,263.00	(53,503.00)	-18.72%	373,793.00	
Cash in Bank FSS	119,925.00	105,639.00	(14,286.00)	-11.91%	110,388.00	Pd. out graduations & forfeitures
Cash in Bank Section 8	205,656.00	150,035.00	(55,621.00)	-27.05%	146,023.00	More in reserves - HUD had us spend down
Cash in Bank Chase LOC	355,990.00	355,985.00	(5.00)	0.00%	355,985.00	
Texpool Investment Acct	990.00	1,011.00	21.00	2.12%	1,011.00	
Accounts Receivable	773,360.00	1,130,186.00	356,826.00	46.14%	259,419.00	TDHCA Programs
Travel Advance	9,363.00	2,565.00	(6,798.00)	-72.60%	(40.00)	
Prepaid Items	8,619.00	13,032.00	4,413.00	51.20%	13,032.00	
Due From	1,518,049.00	1,494,097.00	(23,952.00)	-1.58%	1,581,135.00	
Other Assets	255,785.00	105,354.00	(150,431.00)	-58.81%	105,354.00	Cost Pool Closeout \$165.065
Total Current Assets	3,871,327.00	3,955,127.00	83,800.00	2.16%	3,542,848.00	
Fixed Assets						
Building & Improvements	2,764,453.00	2,764,453.00	0.00	0.00%	2,764,453.00	
Furniture, Vehicles & Other Equipment	2,635,342.00	2,937,875.00	302,533.00	11.48%	2,937,874.85	
Accumulated Depreciation	(2,695,635.00)	(2,951,297.00)	(255,662.00)	9.48%	(2,951,297.00)	
Total Fixed Assets	2,704,160.00	2,751,031.00	46,871.00	1.73%	2,751,030.85	
Total ASSETS	6,575,487.00	6,706,158.00	130,671.00	1.99%	6,293,878.85	
LIABILITIES						
Accounts Payable	480,939.00	499,983.00	19,044.00	3.96%	349,724.00	
Payroll Liability	(14,614.00)	(16,887.00)	(2,273.00)	15.55%	(24,521.00)	
FSS Escrow Liability	88,248.00	104,457.00	16,209.00	18.37%	92,167.00	
Due To Due From Other Funds	1,518,049.00	1,494,097.00	(23,952.00)	-1.58%	1,581,135.00	
Deferred Local Revenue	0.00	17,856.00	17,856.00	0.00%	18,636.00	
Accrued Compensated Absences	107,096.00	118,771.00	11,675.00	10.90%	118,771.00	
Long Term Debt Building Payable	748,561.76	676,622.76	(71,939.00)	-9.61%	676,623.00	
Total LIABILITIES	2,928,279.76	2,894,899.76	(33,380.00)	-1.14%	2,812,535.00	
Fund Balance	3,647,207.24	3,811,258.24	164,051.00	4.50%	3,481,343.85	
Total Liabilities & Fund Balance	6,575,487.00	6,706,158.00	130,671.00	1.99%	6,293,878.85	

Texoma Council of Governments
Financial Information
For the Fiscal and Month-to-Date Periods

	Prior Year Thru November (May 2017 - March 2018)	Current Year Thru November (May 2018- March 2019)	Change Change (\$)	Change (%)	Current Year Not Reconciled (May 2018- April 2019)	Notes
OPERATION REVENUE						
Grant Revenue	10,785,541.97	12,240,853.54	1,455,311.57	13.49%	12,757,763.06	
Program Revenue	2,557,115.04	1,677,732.36	(879,382.68)	-34.39%	1,731,752.11	THP Leaving
Investment Income	196.51	198.55	2.04	1.04%	198.55	
Other Income	<u>137,216.54</u>	<u>377,320.95</u>	<u>240,104.41</u>	<u>174.98%</u>	<u>377,320.95</u>	Close out of Grants from one year to the next
<u>Total OPERATING REVENUE</u>	<u>13,480,070.06</u>	<u>14,296,105.40</u>	<u>816,035.34</u>	<u>6.05%</u>	<u>14,867,034.67</u>	
Total Revenue	<u>13,480,070.06</u>	<u>14,296,105.40</u>	<u>816,035.34</u>	<u>6.05%</u>	<u>14,867,034.67</u>	
EXPENDITURES						
Personnel Expenses	2,766,112.55	2,578,474.37	(187,638.18)	-6.78%	2,796,054.11	THP Leaving
Program Expenses	2,502,331.12	2,166,398.66	(335,932.46)	-13.42%	2,326,715.76	THP leaving - Indirect & Benefits
Direct Services	6,356,886.54	7,965,628.28	1,608,741.74	25.31%	8,349,011.80	
Professional Fees	239,697.76	128,027.06	(111,670.70)	-46.59%	134,529.39	Lawsuit
Interest Expense	33,332.44	29,923.58	(3,408.86)	-10.23%	35,037.61	
Occupancy	283,369.44	262,740.15	(20,629.29)	-7.28%	286,996.29	
Conferences, Conventions, & Meetings	145,055.43	135,959.12	(9,096.31)	-6.27%	151,961.21	
Printing & Publications	458.63	4,008.17	3,549.54	773.94%	4,468.80	
Dues & Subscriptions	18,273.32	23,914.59	5,641.27	30.87%	24,754.59	
Operations	81,586.42	110,377.55	28,791.13	35.29%	118,107.45	TDHCA
Equipment	<u>209,987.57</u>	<u>40,115.16</u>	<u>(169,872.41)</u>	<u>-80.90%</u>	<u>118,772.24</u>	911 Equipment Maint
<u>Total EXPENDITURES</u>	<u>12,637,091.22</u>	<u>13,445,566.69</u>	<u>808,475.47</u>	<u>6.40%</u>	<u>14,346,409.25</u>	
Net Revenue Over Expenditures	<u>842,978.84</u>	<u>850,538.71</u>	<u>7,559.87</u>	<u>0.90%</u>	<u>520,625.42</u>	