



TCOG Governing Board

Meeting Agenda

1117 Gallagher Drive, Sherman, Texas
Thursday, August 20, 2020 – 5:30 p.m.

- A. Call to Order & Declaration of a Quorum
- B. Invocation and Pledges
- C. Welcome Guests
- D. Induct New Governing Board Members for 2020-2022
TCOG Governing Board Pledge: In accepting this responsibility as a Governing Board member, do you pledge: to uphold the bylaws of the organization, to be faithful in attendance, to strive to achieve the TCOG mission while representing our constituents, to foster full and active participation of all Governing Board members, and to promote our strengths as a region.
- E. Executive Director's Report
 - 1. Strategic Plan Update
- F. Census 2020 Presentation
- G. Approval of Minutes: Approve Meeting Minutes for July 16, 2020 – **page 2**
- H. Action
 - 1. **Sparklight “Up for Any Challenge” Contest (AS):** Authorize acceptance, if awarded, of the Sparklight “Up for Any Challenge” Contest Award.
Virginia Rhodes, Senior Corps Program Manager – page 3
 - 2. **Section 8 Family Self-Sufficiency Specialist Grant (CS):** Authorize submission and acceptance, if awarded, of the annual Section 8 Family Self-Sufficiency Specialist Grant.
Rayleen Bingham, Section 8 Housing Program Manager – page 5
 - 3. **Community Services Block Grant 2020 Budget Amendment (ES):** Ratify and authorize changes to the 2020 CSBG budget with the Texas Department of Housing and Community Affairs (Contract #6120003235).
Judy Fullylove, Energy Services Department Director – page 12
 - 4. **Community Services Block Grant (CSBG) 2021 Community Action Plan (CAP) Budget (ES):** Approve 2021 CSBG CAP budget with the Texas Department of Housing and Community Affairs.
Judy Fullylove, Energy Services Department Director – page 15
 - 5. **US Department of Energy Contract Amendment (ES):** Ratify contract amendment with DOE for Weatherization Assistance Program (WAP) funding.
Evan Brown, Weatherization Program Manager – page 18
 - 6. **TCOG Board Designee to National and State Associations (AF):** Name TCOG Board Designee to National Association of Development Organizations (NADO) and Texas Association of Regional Councils (TARC).
Eric Bridges, Executive Director – page 26
 - 7. **FYE 2021 Cost Pool Budgets Update (AF):** Accept recommendation, if any, regarding TCOG’s FYE 2021 Cost Pool Budgets.
Mindi Jones, Finance Director – page 27
 - 8. **FYE 2021 Cost Pool Allocations (AF):** Accept recommendation, if any, regarding TCOG’s FYE 2021 Cost Pool Budget Rate changes.
Mindi Jones, Finance Director
- I. President's Report
- J. Adjourn

APPROVAL

Eric M. Bridges, Executive Director

AS: Aging Services Department AF: Administration & Finance Department CS: Client Services Department ES: Energy Services RS: Regional Services

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise TCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration & Finance at 903-813-3514 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <https://www.tcog.com> and physically posted at the Texoma Council of Governments offices in a place readily accessible to the public. The Agenda was also emailed to the County Clerk offices in Cooke and Fannin counties, TX on Friday, August 14, 2020.

Members Present: Jeff Whitmire, Ken Keeler, Teresa Adams, Bryan Wilson, Randy Moore, Jason Snuggs, Tony Rodriguez, Sherry Howard (Zoom), Bob Rhoden (Zoom), Nathan Caldwell (Zoom), Scott Neu (Zoom)

Members Absent: Cecil Jones, Josh Stevenson, Stan Thedford

- A. Jeff Whitmire called the meeting to order and declared a quorum at 5:30.
- B. Tony Rodriguez provided an invocation. Ken Keeler led the pledge.
- C. Guests and staff included Judy Fullylove, Molly Guard, Sean Norton, Catherine Krantz, Mindi Jones, Sandra Melton, Eric Bridges
- D. Jason Snuggs was inducted as new Governing Board members for 2020-2022.
- E. Eric Bridges referred the board to the Strategic Plan Update document for updates. He additionally provided an update on member dues collections for FYE 2020.
- F. Ken Keeler made a motion to approve the meeting minutes for June 18, 2020. Teresa Adams seconded the motion. Motion carried unanimously.
- G. **Action**
 - 1. Teresa Adams made a motion to authorize acceptance of the FY2020 Community Services Block CARES Act Community Needs Assessment, Community Action Plan, and Budget. This motion was seconded by Bryan Wilson. Motion carried unanimously.
 - 2. Jason Snuggs made a motion to approve contract with Antero Group for the Regional Solid Waste Management Plan coordination and project management services in the amount of \$30,000. This motion was seconded by Randy Moore. Motion carried unanimously.
 - 3. Jason Snuggs made a motion to table a decision to name a TCOG Board Designee to National and State Associations until we can determine if the designee needs to be an elected official. This motion was seconded by Ken Keeler. This item has been tabled until the next meeting.
 - 4. There was no action taken regarding TCOG's FYE 2021 Cost Pool Budgets or allocation rates.
- H. Jeff Whitmire stated he likes short meetings.
- I. Jeff Whitmire adjourned the meeting at 6:44 p.m.

TO: TCOG Governing Board
THRU: Judy Conner, Area Agency on Aging Director *JC*
FROM: Virginia Rhodes, Texoma Senior Corps Program Manager *VR*
DATE: August 10, 2020
RE: Sparklight “Up for Any Challenge” Contest

RECOMMENDATION

Authorize acceptance, if awarded, of the Sparklight “Up for Any Challenge” Contest Award

BACKGROUND

Texoma Senior Corps is responsible for connecting senior volunteers age 55 and older and their life experiences and skills to specific needs within our community. The Foster Grandparent Program (FGP) consist of senior volunteers who serve as mentors to children with special needs in schools, daycares and/or afterschool programs. Their goal is to provide positive impacts that result in successful outcomes. To become an FGP volunteer a participant’s income cannot exceed over 200% of the poverty level. FGP volunteers currently must be willing to serve 15 hours a week, and pass a physical, and criminal background check. The program is partially-funded by federal, state and local contributions.

DISCUSSION

Texoma Senior Corps will use these funds to support Foster Grandparent volunteers in Texoma whose primary focus is mentoring at-risk children in area schools, daycares, and after school programs. The COVID-19 Pandemic created other opportunities for our program to expand its method of outreach. Funding from this award will support efforts towards virtual senior mentoring outreach. It will help provide supplies, books, software and training for our senior mentors. Our program volunteers commit to serving a minimum of fifteen hours each week and serve approximately 140 children annually. In 2019, forty-eight FGP volunteers served 43,203 hours in thirty-three stations.

BUDGET

\$5,000

Sparklight “Up for Any Challenge” Contest

At-Risk Youth lose Senior Mentor Support due to COVID-19 Pandemic

The Texoma Foster Grandparent program consists of low-income seniors age 55 and older who serve in area schools, daycares and after school programs working with at-risk children ages 0-21, one-on-one and in small groups. Once the COVID 19 pandemic hit, schools closed and senior mentors were sent home as they were no longer able to serve in the same capacity as they had up until mid March.

The new school year will bring new challenges in regards to the ability to support many of the at-risk children returning. The various pandemic protocols that are now in place in regards to health and safety have created challenges for our mentors although the need to support still exists. Some children will attend school virtually while some will be in the classroom.

If awarded these funds, we will use them to create/establish a virtual reading/senior mentoring program. The program will include opportunities for virtual mentoring and also reading videos that will be created and then posted on various sites to run at specific times and made available for children, teachers, parent, and grandparents for educational purposes and/or story time. The funds will help us provide materials such as books, supplies, software and training for our mentors.

Our goal is to continue to work closely with the schools and at-risk children creating another avenue of outreach by providing a virtual alternative way of support.

Virginia Rhodes

Texoma Council of Governments
Foster Grandparent Program Mgr.

1117 Gallagher Dr. Ste 350
Sherman, Texas 75090

vrhodes@tcog.com

903-813-3562 ext. 3

TO: TCOG Governing Board
THRU: Delano Smith, Client Services Director *DS*
FROM: Rayleen Bingham, Section 8 Housing Program Manager *RB*
DATE: August 5, 2020
RE: Section 8 Family Self-Sufficiency (FSS) Specialist Grant

RECOMMENDATION

Authorize submission and acceptance, if awarded, of the annual Section 8 FSS Specialist Grant.

BACKGROUND

The goal of the FSS Program is to provide clients with tools necessary to achieve financial self-sufficiency. Eligible clients are residents in the Section 8 Program who enter into a contract of participation identifying individual goals that result in achieving self-sufficiency.

DISCUSSION

The FSS Program Specialist works one-on-one with each participant to ensure coordination to the supportive services they need to achieve greater economic independence. To date, 117 clients have successfully graduated from the program. Currently there are 84 program participants and TCOG is eligible to request renewal funding for two (2) full-time Specialists. Total award amount is subject to the amount last awarded and number of FSS Specialists supported by PIC data. The contract period is January 1, 2021 – December 31, 2021.

BUDGET

The funding of \$144,000 will provide for the annual salary/fringe benefits for the renewal of two (2) FSS Program Specialists.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

TX542

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

TEXOMA COUNCIL OF GOVERNMENTS

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

75-1292195

*** c. Organizational DUNS:**

8798848150000

d. Address:

*** Street1:**

1117 GALLAGHER DR. SUITE 210

Street2:

*** City:**

SHERMAN

County/Parish:

*** State:**

TX: Texas

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

75090-3107

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

JOYCE

Middle Name:

RAYLEEN

*** Last Name:**

BINGHAM

Suffix:

Title: SECTION 8 PROGRAM MANAGER

Organizational Affiliation:

*** Telephone Number:**

903-893-2161 EXT. 3521

Fax Number:

*** Email:**

rbingham@texoma.cog.tx.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

POLITICAL SUB. OF THE STATE

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.896

CFDA Title:

Family Self-Sufficiency Program

*** 12. Funding Opportunity Number:**

FR-6400-N-04

* Title:

2020 Family Self-Sufficiency - Renewal NOFA

13. Competition Identification Number:

FR-6400-N-04

Title:

2020 Family Self-Sufficiency - Renewal NOFA

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

TEXOMA COUNCIL OF GOVERNMENTS- HOUSING CHOICE VOUCHER FAMILY SELF SUFFICIENCY PROGRAM COORDINATORS

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant TX030

* b. Program/Project TX030

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 01/01/2021

* b. End Date: 12/31/2021

18. Estimated Funding (\$):

* a. Federal	144,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	144,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: ERIC

Middle Name: M.

* Last Name: BRIDGES

Suffix:

* Title: EXECUTIVE DIRECTOR

* Telephone Number: 903-893-2161 EXT. 3512 Fax Number:

* Email: ebridges@texoma.cog.tx.us

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Number: 2510-0011
Expiration Date: 08/31/2022

Applicant/Recipient Information

* Duns Number: 8798848150000

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

USA: UNITED STATES

* Phone:

2. Social Security Number or Employer ID Number:

* 3. HUD Program Name:

Family Self-Sufficiency Program

* 4. Amount of HUD Assistance Requested/Received: \$ 144,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: HOUSING CHOICE VOUCHER FAMILY SELF SUFFICIENCY PROGRAM

* Street1: 1117 GALLAGHER DR. SUITE 210

Street2:

* City: SHERMAN

County:

* State: TX: Texas

* Zip Code: 75090-3107

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes ☒ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☒ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Form HUD-2880 (3/99)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)

* Social Security No. or Employee ID No.

* Type of Participation in Project/Activity

* Financial Interest in Project/Activity (\$ and %)

			\$		%
			\$		%
			\$		%
			\$		%
			\$		%

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

* Signature:

* Date: (mm/dd/yyyy)

Completed Upon Submission to Grants.gov

Completed Upon Submission
to Grants.gov

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director *EMB*
FROM: Judy Fullylove, Energy Services Department Director *JF*
DATE: August 11, 2020
RE: Community Services Block Grant (CSBG) Budget Amendment

RECOMMENDATION

Ratify and authorize changes to the 2020 CSBG budget with the Texas Department of Housing and Community Affairs (Contract #6120003235).

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

The budget amendment is a mid-year adjustment based on 11 months of salary, benefits and indirect costs. Additionally, travel was decreased due to cancellation of State conference.

BUDGET

No change in budget.

CSBG Budget Amendment Form

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

Subrecipient Information

Date Submitted: July 31, 2020

Subrecipient: Texoma Council of Governments

Contract Number: 61200003235

Budget Amendment Request

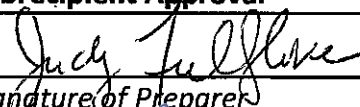

Categories	Original Budget	Change	New Budget
Personnel	\$89,235.36	-\$9,959.77	\$79,275.59
Fringe Benefits	\$31,605.89	-\$4,545.77	\$27,060.12
Travel	\$2,065.50	-\$1,317.47	\$748.03
General Purpose Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$3,054.16	\$2,959.86	\$6,014.02
Contractual	\$3,354.25	-\$1,754.25	\$1,600.00
Other	\$73,069.63	\$18,108.79	\$91,178.42
Indirect Cost	\$41,400.21	-\$3,491.39	\$37,908.82
Total*	\$243,785.00	\$0.00	\$243,785.00

*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 impact to current CAP. However, the budget amendment is a mid-year adjustment based on 11 months of salary, benefits, and indirect costs from February 1 - December 31. Although the contract is for 12 months, TCOG was not able to incur expenses until February on the 2020 contract due to an extension on the 2019 CSBG contract. In addition, travel was adjusted due to TACAA conference

Subrecipient Approval

	Judy Fullylove	July 30, 2020
Signature of Preparer	Printed name	Date
	Eric M. Bridges	July 31, 2020
Signature of Approver	Printed name	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

210 - Texas Dept Housing & Community Affairs

20 - Client Services

25020 - CSBG

61200003235 1/1/20-12/31/20 - Award Number

	Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
Federal Revenue	<u>\$243,785.00</u>	<u>\$ 103,507.43</u>	<u>\$ 103,507.43</u>	<u>\$ (140,277.57)</u>	<u>(57.54)%</u>
	<u>\$243,785.00</u>	<u>\$ 103,507.43</u>	<u>\$ 103,507.43</u>	<u>\$ (140,277.57)</u>	<u>(57.54)%</u>
ENERGY SERVICES SALARIES					
Salaries	\$ 85,464.90	\$ 43,681.27	\$ 43,681.27	\$ 41,783.63	48.89%
OVERTIME	\$ -	\$ 2.33	\$ 2.33	\$ (2.33)	0.00%
Salary Longevity	\$ -	\$ 202.49	\$ 202.49	\$ (202.49)	0.00%
Total ENERGY SERVICES SALARIES	<u>\$ 85,464.90</u>	<u>\$ 43,886.09</u>	<u>\$ 43,886.09</u>	<u>\$ 41,578.81</u>	<u>48.65%</u>
BENEFITS					
Direct Salary					
FICA/Medicare	\$ 6,538.07	\$ 3,280.59	\$ 3,280.59	\$ 3,257.48	49.82%
Unemployment Insurance	\$ 85.46	\$ 0.14	\$ 0.14	\$ 85.32	99.84%
Workers Compensation	\$ 384.59	\$ 197.45	\$ 197.45	\$ 187.14	48.66%
Insurance Health	\$ 5,440.80	\$ 2,877.90	\$ 2,877.90	\$ 2,562.90	47.11%
Insurance Health CoPay Medical	\$ 8,870.75	\$ 4,089.68	\$ 4,089.68	\$ 4,781.07	53.90%
Dental	\$ 564.15	\$ 248.73	\$ 248.73	\$ 315.42	55.91%
Insurance Health Savings Account	\$ 805.54	\$ 412.15	\$ 412.15	\$ 393.39	48.84%
Insurance Heath Reimbursement Account	\$ 954.72	\$ 436.28	\$ 436.28	\$ 518.44	54.30%
Insurance Life	\$ 112.16	\$ 53.29	\$ 53.29	\$ 58.87	52.49%
Employee Assistance Program	\$ 45.10	\$ 44.77	\$ 44.77	\$ 0.33	0.73%
Fraud Hotline	\$ 18.42	\$ 19.67	\$ 19.67	\$ (1.25)	(6.79)%
Retirement	\$ 5,982.54	\$ 3,058.07	\$ 3,058.07	\$ 2,924.47	48.88%
Total Direct Salary	<u>\$ 29,802.30</u>	<u>\$ 14,718.72</u>	<u>\$ 14,718.72</u>	<u>\$ 15,083.58</u>	<u>50.61%</u>
INDIRECT COST					
Indirect G&A	<u>\$ 41,081.64</u>	<u>\$ 20,892.75</u>	<u>\$ 20,892.75</u>	<u>\$ 20,188.89</u>	<u>49.14%</u>
TRAVEL					
Travel	<u>\$ 748.03</u>	<u>\$ 326.12</u>	<u>\$ 326.12</u>	<u>\$ 421.91</u>	<u>56.40%</u>
SUPPLIES					
Copier Expense	\$ 400.00	\$ 90.50	\$ 90.50	\$ 309.50	77.38%
Dues/Subscriptions	\$ 30.00	\$ -	\$ -	\$ 30.00	100.00%
IT Direct Bill	\$ 2,300.00	\$ 454.21	\$ 454.21	\$ 1,845.79	80.25%
Software-Licensing-Maint	\$ 230.00	\$ 180.87	\$ 180.87	\$ 49.13	21.36%
Supplies	\$ 3,054.02	\$ 2,283.09	\$ 2,283.09	\$ 770.93	25.24%
TOTAL SUPPLIES	<u>\$ 6,014.02</u>	<u>\$ 3,008.67</u>	<u>\$ 3,008.67</u>	<u>\$ 3,005.35</u>	<u>49.97%</u>
Dues/Subscriptions	\$ -	\$ 700.00	\$ 700.00	\$ (700.00)	0.00%
Contracted Services	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ -</u>	<u>0.00%</u>
Total CONTRACTUAL	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ -</u>	<u>0.00%</u>
OTHER -DIRECT SERVICES					
Direct Services	<u>\$ 79,074.11</u>	<u>\$ 20,427.73</u>	<u>\$ 20,427.73</u>	<u>\$ 58,646.38</u>	<u>74.17%</u>
	<u>\$243,785.00</u>	<u>\$ 105,560.08</u>	<u>\$ 105,560.08</u>	<u>\$ 138,224.92</u>	<u>56.70%</u>
	\$ -	<u>\$ (2,052.65)</u>	<u>\$ (2,052.65)</u>	<u>\$ (2,052.65)</u>	<u>0.00%</u>

TO: TCOG Governing Board
THRU: Eric Bridges, Executive Director *EMB*
FROM: Judy Fullylove, Energy Services Department Director *JF*
DATE: August 13, 2020
RE: Community Services Block Grant (CSBG) 2021 Community Action Plan (CAP) Budget

RECOMMENDATION

Approve 2021 CSBG Community Action Plan budget 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

The CAP sets the course for CSBG activities for the year. The service area is Cooke, Fannin and Grayson counties. The CAP is submitted once every three (3) years. Annual updates are provided to the TDHCA.

BUDGET

The budget amount of \$243,107 provides 34% of direct services to eligible clients. Other expenses include salary, fringe benefits and indirect costs for staff as well as program costs such as travel, program materials, office supplies, and IT support.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET
PY 2021**

*Please enter the requested information into the yellow highlighted cells
on each page and sign the Summary Page below*

Subrecipient:	Texoma Council of Governments
Service Area:	Cooke, Fannin, Grayson Counties
CSBG Allocation: \$ 243,107.00	

IMPORTANT! This "Summary Page" will self-populate as you complete each of the worksheets (B.1 - B.9):

BUDGET CATEGORIES	AMOUNT
B.1 Personnel	\$ 79,595.14
B.2 Fringe Benefits	\$ 27,658.38
B.3 Travel	\$ 2,075.00
B.4 Equipment	\$ -
B.5 Supplies	\$ 7,550.00
B.6 Contractual	\$ 1,600.00
B.7 Other/B.8 Client Services	\$ 86,392.59
B.9 Indirect Costs (If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on B.9).	\$ 38,235.88
TOTAL BUDGET*	\$ 243,107.00

***TOTAL BUDGET" must equal the "CSBG Allocation" above.**

Diff.: \$ (0.00)

Subrecipient Approval	
	8/10/2020
	8/10/2020

Signature of Preparer *Date*

Signature of Approver *Date*

210 - Texas Dept Housing & Community Affairs

20 - Client Services

25020 - CSBG

61200003235 1/1/20-12/31/20 - Award Number

	Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
Federal Revenue	<u>\$243,785.00</u>	<u>\$ 103,507.43</u>	<u>\$ 103,507.43</u>	<u>\$ (140,277.57)</u>	<u>(57.54)%</u>
	<u>\$243,785.00</u>	<u>\$ 103,507.43</u>	<u>\$ 103,507.43</u>	<u>\$ (140,277.57)</u>	<u>(57.54)%</u>
ENERGY SERVICES SALARIES					
Salaries	\$ 85,464.90	\$ 43,681.27	\$ 43,681.27	\$ 41,783.63	48.89%
OVERTIME	\$ -	\$ 2.33	\$ 2.33	\$ (2.33)	0.00%
Salary Longevity	\$ -	\$ 202.49	\$ 202.49	\$ (202.49)	0.00%
Total ENERGY SERVICES SALARIES	<u>\$ 85,464.90</u>	<u>\$ 43,886.09</u>	<u>\$ 43,886.09</u>	<u>\$ 41,578.81</u>	<u>48.65%</u>
BENEFITS					
Direct Salary					
FICA/Medicare	\$ 6,538.07	\$ 3,280.59	\$ 3,280.59	\$ 3,257.48	49.82%
Unemployment Insurance	\$ 85.46	\$ 0.14	\$ 0.14	\$ 85.32	99.84%
Workers Compensation	\$ 384.59	\$ 197.45	\$ 197.45	\$ 187.14	48.66%
Insurance Health	\$ 5,440.80	\$ 2,877.90	\$ 2,877.90	\$ 2,562.90	47.11%
Insurance Health CoPay Medical	\$ 8,870.75	\$ 4,089.68	\$ 4,089.68	\$ 4,781.07	53.90%
Dental	\$ 564.15	\$ 248.73	\$ 248.73	\$ 315.42	55.91%
Insurance Health Savings Account	\$ 805.54	\$ 412.15	\$ 412.15	\$ 393.39	48.84%
Insurance Heath Reimbursement Account	\$ 954.72	\$ 436.28	\$ 436.28	\$ 518.44	54.30%
Insurance Life	\$ 112.16	\$ 53.29	\$ 53.29	\$ 58.87	52.49%
Employee Assistance Program	\$ 45.10	\$ 44.77	\$ 44.77	\$ 0.33	0.73%
Fraud Hotline	\$ 18.42	\$ 19.67	\$ 19.67	\$ (1.25)	(6.79)%
Retirement	\$ 5,982.54	\$ 3,058.07	\$ 3,058.07	\$ 2,924.47	48.88%
Total Direct Salary	<u>\$ 29,802.30</u>	<u>\$ 14,718.72</u>	<u>\$ 14,718.72</u>	<u>\$ 15,083.58</u>	<u>50.61%</u>
INDIRECT COST					
Indirect G&A	<u>\$ 41,081.64</u>	<u>\$ 20,892.75</u>	<u>\$ 20,892.75</u>	<u>\$ 20,188.89</u>	<u>49.14%</u>
TRAVEL					
Travel	<u>\$ 748.03</u>	<u>\$ 326.12</u>	<u>\$ 326.12</u>	<u>\$ 421.91</u>	<u>56.40%</u>
SUPPLIES					
Copier Expense	\$ 400.00	\$ 90.50	\$ 90.50	\$ 309.50	77.38%
Dues/Subscriptions	\$ 30.00	\$ -	\$ -	\$ 30.00	100.00%
IT Direct Bill	\$ 2,300.00	\$ 454.21	\$ 454.21	\$ 1,845.79	80.25%
Software-Licensing-Maint	\$ 230.00	\$ 180.87	\$ 180.87	\$ 49.13	21.36%
Supplies	<u>\$ 3,054.02</u>	<u>\$ 2,283.09</u>	<u>\$ 2,283.09</u>	<u>\$ 770.93</u>	<u>25.24%</u>
TOTAL SUPPLIES	<u>\$ 6,014.02</u>	<u>\$ 3,008.67</u>	<u>\$ 3,008.67</u>	<u>\$ 3,005.35</u>	<u>49.97%</u>
Dues/Subscriptions	\$ -	\$ 700.00	\$ 700.00	\$ (700.00)	0.00%
Contracted Services	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ -</u>	<u>0.00%</u>
Total CONTRACTUAL	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ 1,600.00</u>	<u>\$ -</u>	<u>0.00%</u>
OTHER -DIRECT SERVICES					
Direct Services	<u>\$ 79,074.11</u>	<u>\$ 20,427.73</u>	<u>\$ 20,427.73</u>	<u>\$ 58,646.38</u>	<u>74.17%</u>
	<u>\$243,785.00</u>	<u>\$ 105,560.08</u>	<u>\$ 105,560.08</u>	<u>\$ 138,224.92</u>	<u>56.70%</u>
	\$ -	<u>\$ (2,052.65)</u>	<u>\$ (2,052.65)</u>	<u>\$ (2,052.65)</u>	<u>0.00%</u>

TO: TCOG Governing Board
THRU: Judy Fullylove, Energy Services Director *JF*
FROM: Evan Brown, Weatherization Program Manager *EB*
DATE: August 5, 2020
RE: U.S. Department of Energy (DOE) Contract Amendment #2

RECOMMENDATION

Ratify contract amendment with DOE for Weatherization Assistance Program (WAP) funding.

BACKGROUND

The DOE WAP Program provides for repairs which reduce utility costs by minimizing the infiltration of air. The program can be provided to both owner-occupied and renter-occupied units and provides such energy improvements as insulation in the attic, walls, and floors, caulking, weather-striping, and repair or replacement of heating and air-conditioning units. All improvements must be verified as necessary in accordance with the required WAP energy audit. The WAP program serves the following 19 counties: Bowie, Camp, Cass, Collin, Cooke, Delta, Denton, Fannin, Franklin, Grayson, Hopkins, Hunt, Lamar, Marion, Morris, Rains, Red River, Rockwall and Titus.

DISCUSSION

Funds will provide weatherization applications to the homes of eligible clients in the 19 county service area and may be combined with other funds to provide maximum weatherization benefits. Contract period is July 1, 2019 through June 30, 2021

BUDGET

Total budget amount is \$817,478 and includes funds for weatherizing homes, mandatory Training & Technical Assistance, outreach and staff support. CPU for DOE shall not exceed \$7,669

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
AMENDMENT NO. 2 TO CONTRACT NUMBER 56190003136
U.S. DEPARTMENT OF ENERGY WEATHERIZATION ASSISTANCE PROGRAM (CFDA#81.042)

EXHIBIT A
BUDGET AND PERFORMANCE STATEMENT

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

DEPARTMENT FINANCIAL OBLIGATIONS

<u>\$ 762,478.00</u>	DOE WAP FUNDS CURRENTLY AVAILABLE
<u>\$ 55,000.00</u>	TRAINING & TECHNICAL ASSISTANCE FUNDS CURRENTLY AVAILABLE
<u>\$ 762,478.00</u>	TOTAL ANTICIPATED DOE WAP FUNDS
<u>\$ 55,000.00</u>	TOTAL ANTICIPATED TRAINING & TECHNICAL ASSISTANCE FUNDS

Additional funds may be obligated via Amendment(s). Funds may only be obligated and expended during the current Contract Term. Unexpended fund balances will be recaptured.

BUDGET FOR AVAILABLE ALLOCATIONS

CATEGORIES	FUNDS
² Administration	\$ 40,874.00
³ Liability / Pollution Occurrence Insurance	\$ 15,828.00
Fiscal Audit	\$ 2,000.00
Materials / Program Support / Labor	\$ 584,134.00
⁴ Health and Safety	\$ 119,642.00
SUB-TOTAL	\$ 762,478.00
⁵ Training and Technical Assistance	\$ 55,000.00
TOTAL	\$ 817,478.00

FOOTNOTES TO BUDGET FOR AVAILABLE ALLOCATIONS:

- ¹ Denotes that the Subrecipient must request in writing any amendment needed to a budget category before TDHCA will make any amendments. The only categories that can be reduced are the Administration, Insurance, Fiscal Audit, Training and Technical Assistance and/or the Health and Safety categories. Subrecipients are limited to two (2) requested budget amendments during the current Contract Term. **Only those written request(s) from the subrecipients received at least forty-five (45) days prior to the end of the Contract Term will be reviewed. TDHCA may decline to review written requests received during the final forty-five (45) days of the Contract Term.**

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
AMENDMENT NO. 2 TO CONTRACT NUMBER 56190003136
U.S. DEPARTMENT OF ENERGY WEATHERIZATION ASSISTANCE PROGRAM (CFDA#81.042)

This Amendment No. 2 to U. S. Department of Energy Weatherization Assistance Program Contract Number 56190003136 by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas ("Department"), and **Texoma Council of Governments**, a political subdivision of the State of Texas ("Subrecipient"), hereinafter collectively referred to as "Parties", is executed on the respective dates indicated to ratify, confirm and acknowledge the execution date of this Amendment to be **June 15, 2020**.

RECITALS

WHEREAS, the Department and Subrecipient, respectively, executed that U. S. Department of Energy Weatherization Assistance Program Contract Number 56190003136 and

WHEREAS, the Parties desire to amend the Contract in the manner provided herein below.

AGREEMENTS

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. The following Contract sections and exhibits are hereby amended as follows:

1. Section 2. Contract Term, of this Contract is hereby amended to read as follows:

"This Contract shall commence on **July 01, 2019** and unless earlier terminated, shall end on **June 30, 2021** (hereinafter the "Contract Term")."

2. Section 4. Department Obligations, Subsection A of this Contract is hereby amended to read as follows:

"In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse Subrecipient for the actual allowable costs incurred by Subrecipient in an amount up to **\$817,478.00** as specified in the "Budget and Performance Statement" attached hereto as Exhibit A and the terms of this Contract."

3. Section 4. Contract Obligations, Subsection B of this Contract is hereby amended to read as follows:

"Department's obligations under this Contract are contingent upon the actual receipt and availability by Department of adequate 2019 and **2020** DOE WAP federal funds. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department may then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract."

4. Section 21. Compliance with Laws, is hereby amended to add a new Subsection F to read as follows:

"Information Security and Privacy Agreement ("ISPA"). As of the date of this amendment, Subrecipient represents it has an effective, fully executed ISPA, as required by 10 TAC §1.24, on file with the Department."

5. Section 48. Limitations on Abortion Funding, is here by deleted in its entirety and replaced in its entirety with the following language:

Pursuant to Chapter 2272 of the Texas Government Code, to the extent allowed by federal and state law, the Department may not enter into this Agreement with an "abortion provider" or an "affiliate" of an abortion provider, as said terms are defined thereunder, if funds under this Agreement are appropriated from state or local tax revenue.

By execution of this Agreement, the Administrator hereby certifies that, as a condition of receipt of any funds under this Agreement from state or local tax revenue, it is eligible to receive said funds, and that it will not utilize said funds in any way contrary to this Section during the Term."

6. Exhibit A. Budget And Performance Statement, of this Contract is hereby deleted and replaced in its entirety with the attached Exhibit A.

SECTION 2.

All of the remaining terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this Amendment No. 2. In the event this Amendment No. 2 and the terms of the Contract are in conflict, this Amendment shall govern, unless it would make the Contract void by law.

SECTION 3.

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

SECTION 4.

This Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

SECTION 5.

If any of the Parties returns a copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

SECTION 6.

By signing this Amendment No. 2, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

SECTION 7.

This Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

SECTION 8.

This Amendment shall be effective and memorializes an effective date of **June 15, 2020**.

WITNESS OUR HAND EFFECTIVE: **June 15, 2020**

SUBRECIPIENT:

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

By:
Title:
Date:

- 2 Denotes maximum dollar amount permitted for administration based on **5.00%** of the total allowable expenditures
- 3 Denotes maximum \$4,000 for liability insurance and the remaining balance for pollution occurrence insurance.
- 4 Denotes the maximum allowed for Health and Safety expenditures.
- 5 Department approved training / travel only. The Department must pre-approve any training and travel expenses.

PERFORMANCE

Subrecipient's service area consists of the following Texas counties:

**BOWIE, CAMP, CASS, COLLIN, COOKE, DELTA, DENTON, FANNIN, FRANKLIN,
GRAYSON, HOPKINS, HUNT, LAMAR, MARION, MORRIS, RAINS, RED RIVER,
ROCKWALL, TITUS**

Work orders must be submitted to weatherization contractors no later than June 30, 2021 for any weatherization activities to be completed under this Contract. All weatherization activities including final inspection must be completed no later than July 31, 2021.

Subrecipient may incur costs associated with the closeout of this Contract. These activities include but are not limited to: payment of invoices, and quality assurance activities for a period no to exceed 45 days from the end of the Contract Term defined in Section 2 of this Contract.

These costs shall be reported on the final report described in Section 10 of this Contract.

Subrecipient shall provide weatherization program services sufficient to expend the Contract funds during the Contract Term. WAP costs per unit (materials, labor, and program support), excluding health and safety expenses, shall not exceed \$7,669.00 total cost per unit without prior written approval from the Department. The cumulative total cost per unit (materials, labor, and program support), shall not exceed the maximum allowable by end of the Contract Term.

Subrecipient has a federally approved indirect cost rate of **35.66%**.

DEPARTMENT:

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

By:

Title: Its duly authorized officer or representative

Date:

210 - Texas Dept Housing & Community Affairs

20 - Client Services

26019 7/1/19 - 6/30/20 - DOE

No Award Number

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	Federal Revenue	817,478.00	334,316.02	334,316.02	(483,161.98)	(59.10)%
Total		817,478.00	334,316.02	334,316.02	(483,161.98)	(59.10)%
Total REVENUES		817,478.00	334,316.02	334,316.02	(483,161.98)	(59.10)%
EXPENSES						
6307	Insurance	15,828.00	7,184.00	7,184.00	8,644.00	54.61%
6540	Software-Licensing-Maintenance	2,500.00	415.23	415.23	2,084.77	83.39%
6614	Insurance	55,000.00	10,108.10	10,108.10	44,891.90	81.62%
Total		73,328.00	17,707.33	17,707.33	55,620.67	75.85%
220	<u>Admin</u>					
5000	Salaries	14,623.01	10,100.63	10,100.63	4,522.38	30.93%
5008	TDHCA Training Hours	0.00	103.06	103.06	(103.06)	0.00%
5010	Salary Longevity	0.00	70.77	70.77	(70.77)	0.00%
5090	FICA/Medicare	1,118.66	761.28	761.28	357.38	31.95%
5100	Unemployment Ins.	14.62	5.97	5.97	8.65	59.17%
5110	Workers Comp	125.17	82.89	82.89	42.28	33.78%
5115	Insurance Health	2,526.11	1,615.25	1,615.25	910.86	36.06%
5120	Dental	109.40	22.74	22.74	86.66	79.21%
5200	Insurance HSA	361.73	284.22	284.22	77.51	21.43%
5210	Insurance Life	19.70	18.02	18.02	1.68	8.53%
5230	Employee Asst Program	7.80	5.80	5.80	2.00	25.64%
5231	Fraud Hotline	3.18	1.66	1.66	1.52	47.80%
5240	Retirement	1,023.61	713.69	713.69	309.92	30.28%
5910	Indirect G&A	7,104.19	4,779.71	4,779.71	2,324.48	32.72%
6314	IT Direct Bill	1,750.00	312.94	312.94	1,437.06	82.12%
6570	Supplies	0.00	0.23	0.23	(0.23)	0.00%
Total Admin		28,787.18	18,878.86	18,878.86	9,908.32	34.42%
400	<u>Direct Salary</u>					
5000	Salaries	2,147.36	789.93	789.93	1,357.43	63.21%
5010	Salary Longevity	0.00	6.73	6.73	(6.73)	0.00%
5090	FICA/Medicare	164.27	54.77	54.77	109.50	66.66%
5100	Unemployment Ins.	2.15	0.00	0.00	2.15	100.00%
5110	Workers Comp	9.66	3.54	3.54	6.12	63.35%
5115	Insurance Health	233.18	86.21	86.21	146.97	63.03%
5120	Dental	10.10	1.86	1.86	8.24	81.58%
5200	Insurance HSA	33.39	12.32	12.32	21.07	63.10%
5210	Insurance Life	1.82	0.67	0.67	1.15	63.19%
5230	Employee Asst Program	0.72	0.75	0.75	(0.03)	(4.17)%
5231	Fraud Hotline	0.29	0.00	0.00	0.29	100.00%

		Total Budget -	Current Period	Project to Date		Percent Total Budget
		Original	Actual	Actual	Budget Balance	Remaining - Original
5240	Retirement	150.32	54.42	54.42	95.90	63.80%
5910	Indirect G&A	<u>981.45</u>	<u>360.27</u>	<u>360.27</u>	<u>621.18</u>	<u>63.29%</u>
Total Direct Salary		3,734.71	1,371.47	1,371.47	2,363.24	63.28%
435	<u>Equipment</u>					
6325	Maintenance	<u>0.00</u>	<u>369.08</u>	<u>369.08</u>	<u>(369.08)</u>	<u>0.00%</u>
Total Equipment		0.00	369.08	369.08	(369.08)	0.00%
496	<u>Health & Safety</u>					
6560	Subcontract	<u>119,642.00</u>	<u>52,645.28</u>	<u>52,645.28</u>	<u>66,996.72</u>	<u>56.00%</u>
Total Health & Safety		119,642.00	52,645.28	52,645.28	66,996.72	56.00%
540	<u>Labor</u>					
6560	Subcontract	<u>193,422.29</u>	<u>78,583.65</u>	<u>78,583.65</u>	<u>114,838.64</u>	<u>59.37%</u>
Total Labor		193,422.29	78,583.65	78,583.65	114,838.64	59.37%
641	<u>Material</u>					
6560	Subcontract	<u>278,339.40</u>	<u>117,181.75</u>	<u>117,181.75</u>	<u>161,157.65</u>	<u>57.90%</u>
Total Material		278,339.40	117,181.75	117,181.75	161,157.65	57.90%
685	<u>Program Support</u>					
5000	Salaries	49,428.60	17,676.97	17,676.97	31,751.63	64.24%
5008	TDHCA Training Hours	0.00	3,987.04	3,987.04	(3,987.04)	0.00%
5010	Salary Longevity	0.00	58.67	58.67	(58.67)	0.00%
5090	FICA/Medicare	3,781.29	1,656.04	1,656.04	2,125.25	56.20%
5100	Unemployment Ins.	49.43	230.54	230.54	(181.11)	(366.40)%
5110	Workers Comp	446.61	156.61	156.61	290.00	64.93%
5115	Insurance Health	9,871.25	4,361.27	4,361.27	5,509.98	55.82%
5120	Dental	427.48	134.47	134.47	293.01	68.54%
5200	Insurance HSA	1,413.51	684.43	684.43	729.08	51.58%
5210	Insurance Life	76.96	39.95	39.95	37.01	48.09%
5230	Employee Asst Program	45.36	14.34	14.34	31.02	68.39%
5231	Fraud Hotline	18.53	3.62	3.62	14.91	80.46%
5240	Retirement	3,460.00	1,570.79	1,570.79	1,889.21	54.60%
5910	Indirect G&A	24,589.40	10,776.59	10,776.59	13,812.81	56.17%
6000	Advertising	3,300.00	539.50	539.50	2,760.50	83.65%
6135	Copier Expense	1,540.00	468.60	468.60	1,071.40	69.57%
6314	IT Direct Bill	3,500.00	905.61	905.61	2,594.39	74.13%
6420	Postage	330.00	210.02	210.02	119.98	36.36%
6570	Supplies	8,000.00	2,607.11	2,607.11	5,392.89	67.41%
6614	Travel	9,946.00	3,163.99	3,163.99	6,782.01	68.19%
7000	Equipment	<u>0.00</u>	<u>5,917.60</u>	<u>5,917.60</u>	<u>(5,917.60)</u>	<u>0.00%</u>
Total Program Support		<u>120,224.42</u>	<u>55,163.76</u>	<u>55,163.76</u>	<u>65,060.66</u>	<u>54.12%</u>
Total Administration		<u>817,478.00</u>	<u>341,901.18</u>	<u>341,901.18</u>	<u>475,576.82</u>	<u>58.18%</u>
Total EXPENSES		<u>817,478.00</u>	<u>341,901.18</u>	<u>341,901.18</u>	<u>475,576.82</u>	<u>58.18%</u>
NET INCOME/LOSS		<u>0.00</u>	<u>(7,585.16)</u>	<u>(7,585.16)</u>	<u>(7,585.16)</u>	<u>0.00%</u>

TO: TCOG Governing Board
FROM: Eric M. Bridges, Executive Director *EMB*
DATE: July 16, 2020
RE: TCOG Board Designee to National and State Associations

RECOMMENDATION

Name TCOG Board Designee to National Association of Development Organizations (NADO) and Texas Association of Regional Councils (TARC).

BACKGROUND

The National Association of Development Organizations (NADO) provides advocacy, education, research and training for the nation's regional development organizations and councils of governments. The association provides TCOG access to a variety of services and benefits which are designed to enhance our ability to develop regional solutions to meet the needs of local governments, businesses and the community at large. TCOG has maintained a general membership with NADO for over twenty years.

The Texas Association of Regional Councils (TARC) is a statewide association of councils of governments, regional planning commissions, development councils and area councils. TARC provides education, research, and training for Texas COGs.

DISCUSSION

National and state associations provide essential support, training, and staff development for TCOG. It is critical for program staff and executive leadership to stay engaged in state and national discussions related to funding and program development for the services we provide.

BUDGET

NA

TO: TCOG Governing Board
FROM: Mindi Jones, Finance Director *MJ*
DATE: August 20, 2020
RE: FYE 2021 Cost Pool Budgets Update

RECOMMENDATION

Accept recommendation, if any, regarding TCOG's FYE 2021 Cost Pool Budgets.

BACKGROUND

Each month the Governing Board is presented with a status update of the prior month and current (unreconciled) fiscal year budgets for the indirect cost allocation pool and the central service IT pool and afforded the opportunity to make desired changes to the general and administrative indirect cost allocation rate or the central service IT rate as conditions warrant.

DISCUSSION

The following documents are attached: prior month updated Statement of Proposed Indirect Cost for FYE 4/30/2021 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, Statement of Central Service IT Costs for FYE 4/30/2021 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance.

BUDGET

No rate changes are recommended at this time.

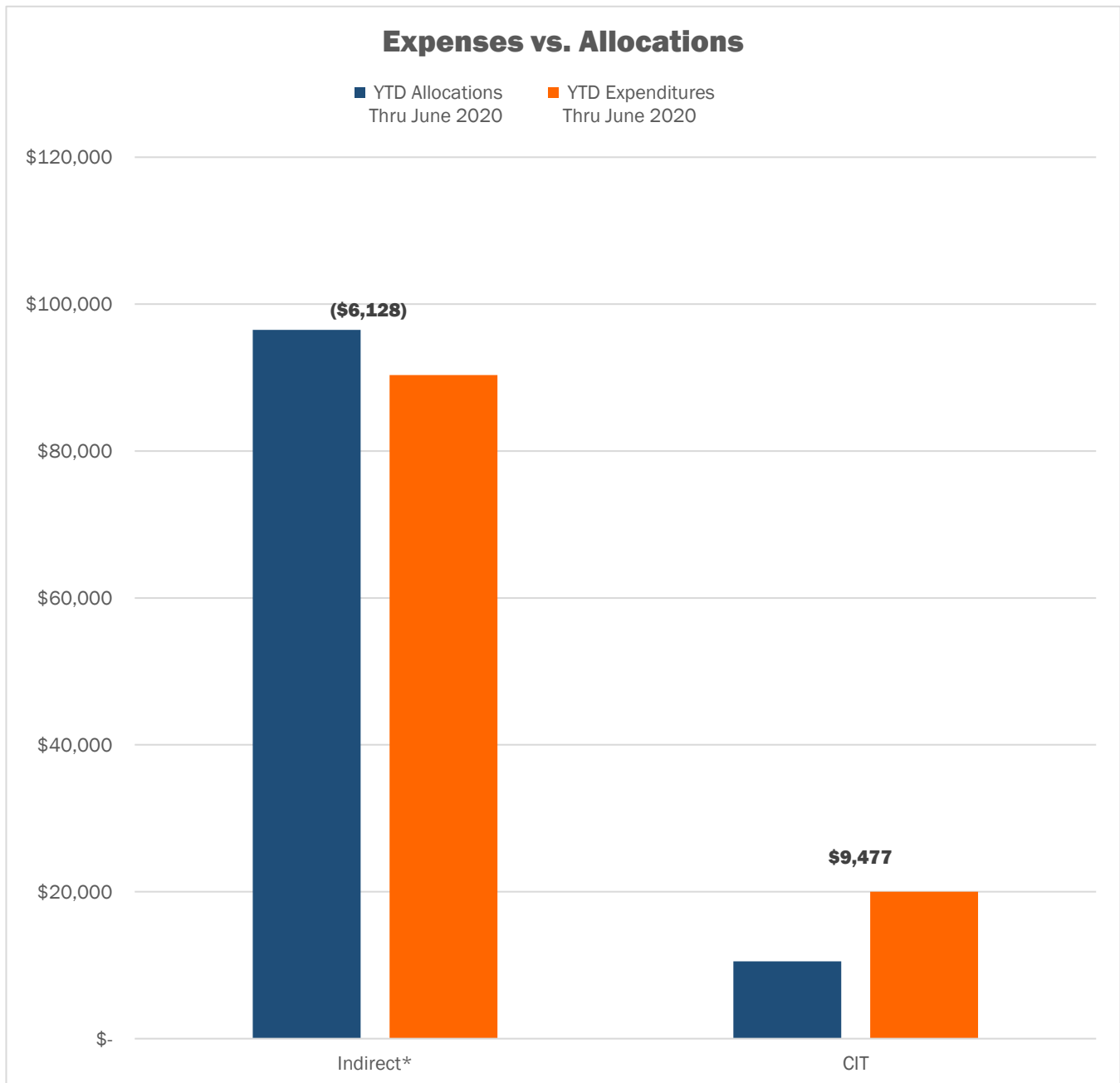
100 - General - 83.3%
 10 - Finance and Administration
 10000 - Indirect Pool
 06/01/2020 - 06/30/2020

	Current Month				% of Budget
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
REVENUE					
Mortgage					
Interest Income	\$ -	\$ 48.56	\$ 110.81	\$ 110.81	0.00%
Total INDIRECT SALARY	\$ -	\$ 48.56	\$ 110.81	\$ 110.81	0.00%
INDIRECT SALARY					
Indirect Salary					
Salaries	\$ 342,709.76	\$ 26,598.99	\$ 40,156.62	\$ 302,553.14	88.28%
FICA/Medicare	\$ 26,217.30	\$ 2,047.45	\$ 3,098.04	\$ 23,119.26	88.18%
Unemployment Insurance	\$ 342.71	\$ -	\$ -	\$ 342.71	100.00%
Workers Compensation	\$ 1,542.19	\$ 119.70	\$ 180.98	\$ 1,361.21	88.26%
Insurance Health	\$ 21,530.21	\$ 1,099.29	\$ 1,379.50	\$ 20,150.71	93.59%
Insurance Health Copay Medical	\$ 16,044.48	\$ 1,234.20	\$ 1,866.45	\$ 14,178.03	88.37%
Dental	\$ 1,346.40	\$ 103.60	\$ 156.66	\$ 1,189.74	88.36%
Insurance Health Savings Account	\$ 3,083.01	\$ 241.23	\$ 365.15	\$ 2,717.86	88.16%
Insurance Health Retirement Accou	\$ 1,726.80	\$ 132.84	\$ 200.90	\$ 1,525.90	88.37%
Insurance Life	\$ 289.06	\$ 22.45	\$ 33.97	\$ 255.09	88.25%
Employee Assistance Program	\$ 116.77	\$ -	\$ 114.48	\$ 2.29	1.96%
Fraud Hotline	\$ 47.70	\$ -	\$ -	\$ 47.70	100.00%
Retirement	\$ 23,989.69	\$ 1,852.85	\$ 2,797.21	\$ 21,192.48	88.34%
Total INDIRECT SALARY	\$ 438,986.08	\$ 33,452.60	\$ 50,349.96	\$ 388,636.12	88.53%
CONTRACTED SERVICES					
Janitorial	\$ 13,610.00	\$ 1,133.72	\$ 2,267.44	\$ 11,342.56	83.34%
Lawn Service	\$ 3,000.00	\$ 248.86	\$ 497.72	\$ 2,502.28	83.41%
Pest Control	\$ 550.00	\$ 45.10	\$ 90.20	\$ 459.80	83.60%
Total CONTRACTED SERVICES	\$ 17,160.00	\$ 1,427.68	\$ 2,855.36	\$ 14,304.64	83.36%
PROFESSIONAL SERVICES					
Audit	\$ 24,200.00	\$ -	\$ -	\$ 24,200.00	100.00%
Employee Benefit Consultant	\$ 6,450.00	\$ -	\$ -	\$ 6,450.00	100.00%
Consultant	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	100.00%
Legal	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	100.00%
Total PROFESSIONAL SERVICES	\$ 53,650.00	\$ -	\$ -	\$ 53,650.00	100.00%
UTILITIES					
Electric	\$ 63,000.00	\$ 5,305.90	\$ 10,563.74	\$ 52,436.26	83.23%
Natural Gas	\$ 21,000.00	\$ 1,657.38	\$ 2,476.46	\$ 18,523.54	88.21%
Sanitation	\$ 1,750.00	\$ 153.01	\$ 306.02	\$ 1,443.98	82.51%
Water	\$ 3,000.00	\$ 556.41	\$ 806.90	\$ 2,193.10	73.10%
Total UTILITIES	\$ 88,750.00	\$ 7,672.70	\$ 14,153.12	\$ 74,596.88	84.05%
OTHER					
Training & Travel	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	100.00%
Copier Expense	\$ 1,100.00	\$ 172.25	\$ 225.25	\$ 874.75	79.52%
Depreciation	\$ 77,700.00	\$ 6,475.00	\$ 12,950.00	\$ 64,750.00	83.33%
Dues/Subscriptions	\$ 10,750.00	\$ -	\$ -	\$ 10,750.00	100.00%
Insurance	\$ 7,950.00	\$ -	\$ -	\$ 7,950.00	100.00%
Postage	\$ 650.00	\$ 50.00	\$ 50.00	\$ 600.00	92.31%
Printed Material	\$ 1,250.00	\$ 513.75	\$ 939.70	\$ 310.30	24.82%
Building Maintenance	\$ 43,500.00	\$ 1,061.89	\$ 1,915.97	\$ 41,584.03	95.60%
Elevator Maintenance	\$ 5,700.00	\$ 531.04	\$ 845.84	\$ 4,854.16	85.16%

	Current Month				% of Budget
	Budget	Actual	Year-to-Date	Budget Balance	Remaining
Training & Travel	\$ 8,400.00	\$ 646.16	\$ 1,292.32	\$ 7,107.68	84.62%
Mortgage Interest Expense	\$ 20,076.00	\$ 1,814.70	\$ 3,594.25	\$ 16,481.75	82.10%
Supplies	\$ 13,000.00	\$ 283.11	\$ 1,179.22	\$ 11,820.78	90.93%
Total OTHER	\$ 193,576.00	\$ 11,547.90	\$ 22,992.55	\$ 170,583.45	88.12%
Total INDIRECT	\$ 792,122.08	\$ 54,100.88	\$ 90,350.99	\$ 701,771.09	88.59%
YTD Budget			\$ 132,020.35		
REIMBURSEMENT					
Allocation Indirect Expense	\$ 822,066.00	\$ 63,210.89	\$ 96,479.35	\$ 725,586.65	88.26%
Total REIMBURSEMENT	\$ 822,066.00	\$ 63,210.89	\$ 96,479.35	\$ 725,586.65	88.26%
YTD Budget			\$ 137,011.00		
CENTRAL IT					
IT-Voice & Data Service	\$ 9,216.00	\$ 1,166.58	\$ 1,948.26	\$ 7,267.74	78.86%
Network Professional Services	\$ 58,428.00	\$ 4,598.00	\$ 8,267.00	\$ 50,161.00	85.85%
Software-Licensing-Maint	\$ 22,207.00	\$ 9,618.00	\$ 9,773.34	\$ 12,433.66	55.99%
Total EXPENSES	\$ 89,851.00	\$ 15,382.58	\$ 19,988.60	\$ 69,862.40	77.75%
YTD Budget			\$ 14,975.17		
REIMBURSEMENT					
Allocation CIT Expense	\$ 89,851.00	\$ 6,861.01	\$ 10,511.75	\$ 79,339.25	88.30%
Total REIMBURSEMENT	\$ 89,851.00	\$ 6,861.01	\$ 10,511.75	\$ 79,339.25	88.30%
YTD Budget			\$ 14,975.17		

FYE 2021 YTD Indirect and CIT Budgets

	FY 2021 Approved Budget	YTD Allocations Thru June 2020	YTD Expenditures Thru June 2020	Budget Balance	% of Budget Remaining	Under/(Over)
Indirect*	\$ 822,066	\$ 96,479	\$ 90,351	\$ 731,715	89.01%	\$ (6,128)
CIT	89,851	10,512	19,989	69,862	77.75%	9,477
Total	\$ 911,917	\$ 106,991	\$ 110,340	\$ 801,577	87.90%	\$ 3,348



*Includes Year-to-Date Depreciation Expense Estimate

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

	Prior Year (06/30/2019)	Prior Month (06/30/2020)	Year-to-Date Change (\$)	Change (%)	Current Month Not Reconciled (07/31/2020)	Notes
ASSETS						
Current Assets						
Cash in Bank General	280,961.00	489,225.00	208,264.00	74.13%	489,360.00	
Cash in Bank TCEQ	100.00	7,375.00	7,275.00	7275.00%	7,375.00	HHW Event Money from SEP and other sources
Cash in Bank Local	107,554.00	154,936.00	47,382.00	44.05%	154,935.00	
Cash in Bank 911	46,796.00	454,005.00	407,209.00	870.18%	454,001.00	Sent 2 quarters instead of one
Cash in Bank FSS	92,508.00	103,212.00	10,704.00	11.57%	103,211.00	
Cash in Bank Section 8	177,225.00	293,916.00	116,691.00	65.84%	293,913.00	Received 63346.00 for CARES act/ FORT \$
Cash in Bank Chase LOC	355,985.00	0.00	(355,985.00)	-100.00%	-	
Texpool Investment Acct	1,017.00	333,085.00	332,068.00	32651.72%	333,026.00	Closed out Loc to TexPool
Accounts Receivable	960,371.00	1,074,959.00	114,588.00	11.93%	119,725.00	
Travel Advance	(139.00)	0.00	139.00	-100.00%	-	No travel advances open
Prepaid Items	13,772.00	8,558.00	(5,214.00)	-37.86%	10,438.00	
Due From	886,802.00	981,823.00	95,021.00	10.72%	981,823.00	Close Out of Grants
Other Assets	88,749.00	45,130.00	(43,619.00)	-49.15%	45,130.00	Cost Pool closeout
Total Current Assets	3,011,701.00	3,946,224.00	934,523.00	31.03%	2,992,937.00	
Fixed Assets						
Building & Improvements	2,764,453.00	2,791,012.00	26,559.00	0.96%	2,791,012.00	
Furniture, Vehicles & Other Equipment	2,892,773.00	3,061,714.00	168,941.00	5.84%	3,061,714.00	
Accumulated Depreciation	(3,209,772.00)	(3,473,148.00)	(263,376.00)	8.21%	(3,473,148.00)	Yearend Depreciation applied
Total Fixed Assets	2,447,454.00	2,379,578.00	(67,876.00)	-2.77%	2,379,578.00	
Total ASSETS	5,459,155.00	6,325,802.00	866,647.00	15.88%	5,372,515.00	
LIABILITIES						
Accounts Payable	489,321.00	614,585.00	125,264.00	25.60%	342,619.00	
Payroll Liability	(26,513.00)	(28,272.00)	(1,759.00)	6.63%	(27,393.00)	
FSS Escrow Liability	92,508.00	111,598.00	19,090.00	20.64%	111,597.00	
Due To Due From Other Funds	886,802.00	981,823.00	95,021.00	10.72%	981,823.00	Close out of grants and year-end
Deferred Local Revenue - AAA	14,301.00	36,364.00	22,063.00	154.28%	36,364.00	
Accrued Compensated Absences	118,146.00	113,289.00	(4,857.00)	-4.11%	113,289.00	Yearend adjustment
Long Term Debt Building Payable	600,951.00	521,427.00	(79,524.00)	-13.23%	521,427.00	Yearend adjustment
Total LIABILITIES	2,175,516.00	2,350,814.00	175,298.00	8.06%	2,079,726.00	
Fund Balance	3,283,639.00	3,974,988.00	691,349.00	21.05%	3,292,789.00	
Total Liabilities & Fund Balance	5,459,155.00	6,325,802.00	866,647.00	15.88%	5,372,515.00	

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

	Prior Year Thru May (2019)	Current Year Thru 06/30/2020	Change (\$)	Change (%)	Current Year Not Reconciled (07/31/2020)	Notes
OPERATION REVENUE						
Grant Revenue	2,404,539.31	2,989,587.05	585,047.74	24.33%	3,186,194.09	
Program Revenue	442,177.52	271,823.09	(170,354.43)	-38.53%	337,237.85	HDM down by \$78,844 - Local down -AR Def down, last year \$104, 585 this year \$42,072- changed utility companies to diff funding source
Investment Income	28.48	150.79	122.31	429.46%	150.79	Up due to TexPool Interest
<u>Total OPERATING REVENUE</u>	<u>2,846,745.31</u>	<u>3,261,560.93</u>	<u>414,815.62</u>	<u>14.57%</u>	<u>3,523,582.73</u>	
Total Revenue	<u>2,846,745.31</u>	<u>3,261,560.93</u>	<u>414,815.62</u>	<u>14.57%</u>	<u>3,523,582.73</u>	
EXPENDITURES						
Personnel Expenses	383,776.01	347,702.95	(36,073.06)	-9.40%	689,479.01	
Program Expenses	117,424.69	151,566.04	34,141.35	29.08%	166,063.80	Difference in in-kind \$44,721 up from prev yr
Direct Services	1,488,296.76	1,508,285.77	19,989.01	1.34%	2,313,027.64	
Professional Fees	6,577.66	4,647.88	(1,929.78)	-29.34%	16,434.12	
Interest Expense	5,058.40	4,383.23	(675.17)	-13.35%	6,496.53	Interest down paying more on principle
Occupancy	55,963.40	42,726.07	(13,237.33)	-23.65%	63,291.20	
Conferences, Conventions, & Meetings	29,931.84	7,755.09	(22,176.75)	-74.09%	10,246.25	Down due to COVID-19
Printing & Publications	4,636.59	2,078.94	(2,557.65)	-55.16%	2,478.94	
Dues & Subscriptions	0.00	0.00	0.00	0.00%	804.00	
Operations	41,714.25	19,829.93	(21,884.32)	-52.46%	29,892.80	Down due to COVID-19
Equipment	<u>134,626.13</u>	<u>0.00</u>	<u>(134,626.13)</u>	<u>-100.00%</u>	<u>-</u>	Have not purchased equipment in new FY
<u>Total EXPENDITURES</u>	<u>2,268,005.73</u>	<u>2,088,975.90</u>	<u>(179,029.83)</u>	<u>-7.89%</u>	<u>3,298,214.29</u>	
Net Revenue Over Expenditures	<u>578,739.58</u>	<u>1,172,585.03</u>	<u>593,845.45</u>	<u>102.61%</u>	<u>225,368.44</u>	
Depreciation	<u>12,942.00</u>	<u>12,942.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>12,942.00</u>	Estimated amount of depreciation for year- end entry
	<u>565,797.58</u>	<u>1,159,643.03</u>	<u>593,845.45</u>	<u>102.61%</u>	<u>212,426.44</u>	