

Heart of Texas Council of Governments

Executive Committee Meeting

**Thursday
March 24, 2022
10:00 AM**

The meeting will be held at the:

***Heart of Texas
Council of Governments
Offices
1514 South New Road
Waco, Texas***



Councilmember Jim Holmes
President

Judge Jay Elliott
Vice-President

Heart of Texas
Council of Governments

Mayor Geary Smith
Secretary/Treasurer

Russell Devorsky
Executive Director

EXECUTIVE COMMITTEE

THE STATE OF TEXAS
COUNTY OF MCLENNAN

TO ALL PERSONS INTERESTED

NOTICE IS HEREBY GIVEN in accordance with Chapter 551, Texas Government Code, as amended, the Executive Committee of the Heart of Texas Council of Governments will meet on Thursday, the 24th Day of March 2022, at 10:00 a.m. at the Heart of Texas Council of Governments, 1514 South New Road, Waco, Texas at which time the following subjects will be considered.

AGENDA

- I. Call to Order and Determination of a Quorum
- II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.
- III. Introduction of Guests
- IV. Consideration of and/or action on the following:
 - A. 1. Approval of the January 27, 2022 meeting minutes
 - B. New Business
 - 1. FY2021 Audit Report, Auditors Communication Letter to those charged with governance and HOTCOG's comments
 - 2. Heart of Texas Rural Transit District (HOTRTD) Fleet Rehabilitation Rebranding and painting of vehicles
 - 3. HOTRTD - Camera and Video System Upgrade
 - 4. HOTRTD – Scheduling and Dispatching Software from Shah Transportation
 - 5. Updated Heart of Texas Regional Coordinated Transportation Plan (RCTP)
 - 6. Emergency Preparedness Advisory Committee Appointments
 - 7. 2022 State Homeland Security Program (SHSP) HOTCOG Regional Projects
 - 8. Approval of Resolution for Radio Infrastructure Grant Award
 - 9. Approval of Homeland Security expenditures for three Tait VHF P25 Repeaters for Limestone County

10. Approval of Statewide Radio Infrastructure Grant Contract and expenditures for construction of communication tower in Marlin, Texas
11. Approval of Memorandum of Understanding (MOU) between HOTCOG and Freestone County
12. Appointment of representative to the Unified Scoring Committee for the Texas Community Development Block Grant Program 2022-2203
13. Information on Anticipated action required by the Executive Committee for the USC priority project scoring ranking for the upcoming 2022-2023 Community Development fund from Texas Department of Agriculture

C. Executive Session

In accordance with Chapter 551.071, Texas Government Code, as amended, the Heart of Texas Council of Governments Executive Committee will convene into Executive Session to discuss legal matters.

Return to Open Session to consider decisions and/or take action relating to legal matters.

Returned to Open Session at _____ on March 24, 2022.

D. Report of the Executive Director and Staff

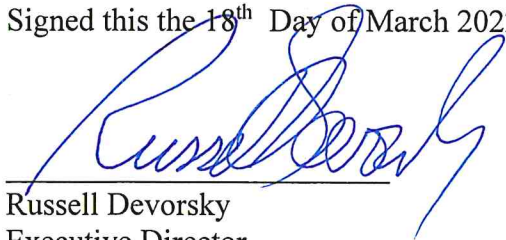
1. Department of Administration
 - a. Financial and Personnel Report
2. Health & Human Services
 - a. Department Activities Report
3. Regional Services
 - a. Department Activities Report
4. Executive Director's Report

V. Other Reports

VI. Public Comment

VII. Adjournment

Signed this the 18th Day of March 2022.



Russell Devorsky
Executive Director



Councilmember Jim Holmes
President

Judge Jay Elliott
Vice-President

Mayor Geary Smith
Secretary/Treasurer

Russell Devorsky
Executive Director

Heart of Texas Council of Governments

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Heart of Texas Council of Governments' Executive Committee, in accordance with Chapter 551, Texas Government Code, as amended, met in regular session, on Thursday, the 27th Day of January 2022, at 10:00 a.m. at the Waco Hilton Hotel, 113 South University Parks Drive, Waco, Texas, at which time the following subjects will be considered. (The meeting can also be accessed by using telephone conferencing, as approved by the Texas Attorney General: Dial in by using your phone: 1-866-899-4679, Access Code: 765-507-701)

Members Present

Councilmember Jim Holmes, *Vice-President*
Judge Justin Lewis
Judge Richard Duncan
Judge Scott Felton
Co. Treasurer Jeannie Keeney
Commissioner Jim Smith
Councilmember Jimmy Rogers
Judge Cindy Vanlandingham
Commissioner Nita Wuebker
Councilmember Andrea Barefield
Mayor Geary Smith

City of Waco
Hill County
Limestone County
McLennan County
Freestone County
McLennan County
City of Robinson
Bosque County
Falls County
City of Waco
City of Mexia

Members Absent

Judge Linda Grant, *President*
Judge Jay Elliott, *Secretary-Treasurer*
Mr. Calvin Rueter
Mayor Andy Smith
Mayor Dillon Meek

Freestone County
Falls County
Special Districts
City of Hillsboro
City of Waco

Staff Present

Russell Devorsky
John C. Minnix
Gary Luft
Mary McDow
Dorothy Jackson
Tim Jeske
Amy Derrick
Rep Pledger
Harold Ferguson

Executive Director
Dep. Exec. Director of Administration
Dep. Exec. Director of HHS
Personnel Manager
Regional Economic Development Manager
Homeland Security Manager
Emergency Preparedness Planner
Transportation Manager
Economic Development Planner

- I. Call to Order and Determination of a Quorum
The meeting was called to order at 10:00 a.m., Thursday, January 27, 2022.
- II. Proof of Posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act.

Proof of posting of the January 27, 2022 Executive Committee meeting was provided by Mary McDow.
- III. Introduction of Guests – Guests and staff were introduced.
- IV. Consideration of and/or action on the following:
 - A. 1. Approval of the October 28, 2021 meeting minutes
The October 28, 2021 minutes were presented for approval. A motion was made by Commissioner Jim Smith and seconded by Judge Justin Lewis the October 28, 2021 minutes be approved as presented. Motion passed.
 - B. New Business
 1. Recommendation and Approval of Officers and Executive Committee members for 2022

Representing the Nominating Committee, Judge Justin Lewis presented a list of recommended Officers and Executive Committee members for 2022.

Officers:

President: Jim Holmes, Councilmember, City of Waco

Vice President: Jay Elliott, Falls County Judge

Secretary-Treasurer: Geary Smith, Mayor, City of Mexia

Members:

Linda Grant, Freestone County Judge

Jeannie Keeney, County Treasurer, Freestone

Justin Lewis, Hill County Judge

Andy Smith, Mayor, City of Hillsboro

Nita Wuebker, Commissioner, Falls County

Cindy Vanlandingham, Bosque County Judge

Josh Thayer, Mayor, City of Valley Mills

Richard Duncan, Limestone County Judge

Scott Felton, McLennan County Judge

Jim Smith, Commissioner, McLennan County

Jimmy Rogers, Councilmember, City of Robinson

Dillon Meek, Mayor, City of Waco

Andrea Barefield, Councilmember, City of Waco

Calvin Rueter, Member, Special Districts

A motion was made by Judge Justin Lewis and seconded by Judge Scott Felton to approve the list of recommendations of Officers and members to be appointed to the Executive Committee as presented. Further, to recommend the list of Officers and members to the Council Representatives as their annual meeting. Motion passed.

2. Heart of Texas Rural Transit District – Approval of Drug and Alcohol Policy Revisions

Mr. Gary Luft noted that the Heart of Texas Rural Transit District Drug and Alcohol Program went through a TXDOT Drug and Alcohol compliance review performed by RLS & Associates, Inc. RLS noted six findings in policy during the one day audit. The six findings were minor in nature and administrative in function. The findings were reviewed by the rural transit district staff and corrected as instructed by RLS. The policy with findings and corrections was available for review by the executive committee in the meeting.

A motion was made by Judge Justin Lewis and seconded by County Treasurer Jeannie Keeney to approve the recommended corrections and updates to the Heart of Texas Rural Transit District Drug and Alcohol Policy. Motion passed.

3. Resolutions for Approval of Criminal Justice Grant Applications:

- (a) Heart of Texas Sexual Assault Response Team
- (b) Juvenile Justice Alternatives

Mr. Russell Devorsky presented two applications and resolutions for the Criminal Justice Grant Program: (1) Heart of Texas Sexual Assault Response Team and (2) Juvenile Justice Alternatives for approval.

A motion was made by Judge Justin Lewis and seconded by Councilmember Andrea Barefield to approve the Heart of Texas Sexual Assault Response Team and Juvenile Justice Alternatives application and resolutions for submission to the Office of the Governor's Public Safety Office. Motion passed.

4. Everbridge Emergency Notification System (ENS) Service

Mr. Devorsky noted that Everbridge has been the provider for the Emergency Notification System (ENS) Service for the past six years and HOTCOG staff and the Emergency Preparedness Advisory Committee recommend to continue with the current provider. The pricing is from a current GSA purchasing agreement and has remained steady for the mass notification service. The Annual contract period will be for services from 1/1/22 to 12/31/22.

A motion was made by Mayor Geary Smith and seconded by County Treasurer Jeannie Keeney to authorize the HOTCOG Executive Director to sign an agreement and purchase emergency notification services in the amount of

\$68,200.00 from Everbridge for the annual renewal agreement for emergency notifications for our six county Region. Motion passed.

5. Resolutions for Approval of HOTCOG Homeland Security Grant Applications:
 - (a) HOTCOG Regional Planning
 - (b) HOTCOG Regional Citizen Corps Program
 - (c) HOTCOG ENS Information Sharing

Mr. Devorsky presented three grant applications and resolutions for the Homeland Security Grant program: (1) HOTCOG Regional Planning; (2) HOTCOG Regional Citizen Corps Program, and (3) HOTCOG ENS Information Sharing.

A motion was made by County Treasurer Jeannie Keeney and seconded by Judge Cindy Vanlandingham to approve the three grant applications and resolutions presented for (1) HOTCOG Regional Planning; (2) HOTCOG Regional Citizen Corps Program, and (3) HOTCOG ENS Information Sharing for submission to the Office of the Governor's Public Safety Office. Motion passed.

6. Emergency Preparedness Advisory Committee Appointments

Mr. Devorsky presented recommended nominations for the Emergency Preparedness Advisory Committee:

- Sargent Michael Graham, McLennan County
- Phillip Cantrell, Hill County
- Brian Messman, Falls County

A motion was made by Commissioner Jim Smith and seconded by Mayor Geary Smith to approve the recommended nominations, Sargent Michael Graham, Phillip Cantrell and Brian Messman to serve on the Emergency Preparedness Advisory Committee. Motion passed.

7. Approval of Policy regarding "Recording Devices in the Workplace"

Mr. Devorsky presented a policy on "Recording Devices in the Workplace" to be added to the current Personnel Policies Manual. Mr. Devorsky noted that HOTCOG's general counsel has reviewed the policy. The policy includes prohibiting employee use of cameras, camera phones, tape recorders or other recording devices in the workplace as a preventive step to secure employee privacy, trade secrets, and other business information. Mr. Devorsky noted that HOTCOG may place security cameras in common areas of the workplace, including at or near exits and in the front waiting area.

A motion was made by Judge Justin Lewis and seconded by County Treasurer Jeannie Keeney to approve the recommended Policy on "Recording Devices in

the Workplace” to be added to the HOTCOG Personnel Policies Manual.
Motion passed.

C. Report of the Executive Director and Staff

1. Department of Administration
 - a. Financial, Personnel and Investment Reports

Mr. John Minnix presented the Financial, Personnel and Investment Reports to the Committee for review. Mr. Minnix noted the outside Auditors, Pattillo, Brown & Hill, were inhouse in November and the 2021 audit should be presented at the February or March meeting. There were no findings or questioned costs.

2. Health & Human Services
 - a. Department Activities Report

Department Activities Report – Mr. Luft gave a summary of the activities of the Health and Human Services programs -Area Agency on Aging, HOT Aging and Disability Resource Center, HOT 2-1-1 Call Center and the Rural Transit District. Mr. Luft noted that all programs are on track to meet all contract deliverables and requirements.

3. Regional Services
 - a. Department Activities Report

Mrs. Dorthy Jackson gave an activity report of the Economic and Community Development programs.

4. Executive Director’s Report

Mr. Devorsky noted that former Mayor John Keefer of the City of Marlin passed away recently. He served on the Executive Committee during his tenure as Mayor of the City of Marlin. It was noted that a former employee, who had been with HOTCOG for about 10 years had passed away recently. Mr. Devorsky stated that the new HOTCOG website has been nominated by the International Economic Development Council for an award for the best website for economic development information. Mr. Devorsky noted that staff continues to attend chamber of commerce meetings in the region.

V. Other Reports – None.

VI. Public Comment – None.

VII. Adjournment – A motion and second was made to adjourn the meeting.

Jim Holmes, President
Councilmember, City of Waco

Geary Smith, Secretary-Treasurer
Mayor, City of Mexia

ACTION MEMORANDUM

HEART OF TEXAS
COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT: FY 2021 Audit Report, Auditors Communication Letter to those charged with governance and HOTCOG's comments

INFORMATION:

The Heart of Texas Council of Governments Fiscal Year 2021 Audit Report and the Auditors Communication Letter to those charged with governance received from Pattillo, Brown and Hill will be presented for your information and review. As a part of the audit process, HOTCOG is required to respond to audit findings and/or recommendations, if any, as noted in the Audit and the Auditors Communication Letter to those charged with governance. It should be noted that HOTCOG did not have any findings or questioned costs.

RECOMMENDED ACTION:

That the Heart of Texas Council of Governments Executive Committee accept the FY2021 Audit Report and the Auditors Communication Letter to those charged with governance and authorize the Executive Director to forward copies of said reports to the appropriate Federal and State agencies.

HEART OF TEXAS COUNCIL OF GOVERNMENTS

1. Audit Report Findings and Questioned Costs (page 42)

None.

2. The Auditors Communication Letter to those charged with governance, Audit Findings or Issues

None.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT: Heart of Texas Rural Transit District Fleet Rehabilitation –
Rebranding and painting of vehicles – Acapulco Blue

INFORMATION:

HOTCOG RTD has \$351,319.50 available in capital funds to be used for the rehabilitation of twenty-one (21) vehicles currently making up our fleet. These funds do not require a local match to be used.

The recent up-date of the Regional Transportation Coordination Plan by KFH Group includes a recommendation to rebrand our vehicle fleet including a name and color change of the vehicles. It is the recommendation of the Regional Transportation Coordination Council (RTCC) and desire of RTD staff to make the vehicles more recognizable to potential clients. The plan is to paint each of the 21 vehicles in the fleet with a standard color of **Acapulco Blue** with appropriate signage displaying our name and appropriate contact information. Acapulco Blue is eye catching, pleasing to the eye, and will distinguish our vehicles quickly from other transit providers.

Marketing and appropriate branding are critical to transit and can be simple and low cost to implement. Our current fleet has no HOTRTD name, system identifiers, or distinguishing branding. Our vehicles are currently painted white with a red stripe and the words "Rural Public Transit". They lack crucial identifiers such as the organization name and phone number.

The recommended change is to create attractive looking buses with a vibrant paint scheme and logo that riders and the public can quickly recognize.

An RFP will be released to third party automotive paint shops to paint our entire existing fleet of twenty-one (21) vehicles at an estimated total cost not to exceed \$176,000. In addition, we will order future vehicles directly from the factory with the specified paint scheme to ensure professionalism and name identification.

ACTION:

The Heart of Texas Council of Governments RTD staff is requesting the approval to proceed with the release of an RFP and proceed with the rebranding of our current fleet by repainting them Acapulco Blue at a projected cost not to exceed \$176,000.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT: Heart of Texas Rural Transit District Fleet Rehabilitation –
Camera and Video System Up-grade

INFORMATION:

HOTCOG RTD has \$351,319.50 available in capital funds to be used for the rehabilitation of twenty-one (21) vehicles currently making up our fleet. These funds do not require a local match to be used.

HOTCOG RTD staff desires to spend \$110,319.50 of the capital funds to upgrade the security and video system on our existing fleet of twenty-one (21) vehicles so that it will match the level of surveillance that is required for the safety and protection of the riders, the drivers and HOTCOG. The current system is adequate but not optimal.

A functioning and reliable security system on buses plays a vital role in logging and monitoring bus activity. The upgraded security system will allow continuous monitoring of the driver, passengers, and exterior road views from 3 sides of the bus. It will also enable staff to monitor trips in real-time, which is useful in making sure both the driver and passengers are following all safety rules. Another feature of the updated security system is allowing a higher quality recording of the videos. This is a necessity when there are instances of concerns with driver or passenger conduct. We will also have the crucial documentation needed in cases of accidents.

ACTION:

The Heart of Texas Council of Governments RTD staff is requesting the approval to proceed with the release of an RFP and proceed with the rehab of the onboard surveillance and security system on our current fleet at a projected cost not to exceed \$110,319.50.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT: Heart of Texas Rural Transit District Fleet Rehabilitation –
Scheduling and Dispatching Software from Shah Transportation

INFORMATION:

HOTCOG RTD has \$351,319.50 available in capital funds to be used for the rehabilitation of twenty-one (21) vehicles currently making up our fleet. These funds do not require a local match to be used.

The recent up-date of the Regional Transportation Coordination Plan by KFH Group includes a recommendation to implement an **in-town on-demand or micro transit service strategy**.

These strategies are designed to make local service easier and give customers reason to shop locally instead of venturing outside of the county. On-Demand service is now becoming the norm in smaller rural communities. Instead of having to schedule the day before the trip, customers can access the service in as little as one hour or less. Using the existing vehicles in all the cities and towns in the service area, in-town service can become real time on-demand. That is, the vehicle will arrive within 15 minutes to an hour of the call or by using the app. Service can be door-to-door, curb-to-curb, or corner-to-corner. This service is generically called micro transit and before the development of the automated apps, was called "Dial a Ride."

The plan is to procure a micro transit app and deploy a "pilot" in several of the largest cities in the service area. Staff and the Regional Transportation Coordination Council (RTTC) recommend the City of Marlin as the most logical place to set up the initial pilot program based on the existing schedules of clients. From there, the program would move out to Hillsboro and other locations to be identified after the bugs are worked out and the system perfected. This type of service is quite compatible with senior trips to the meal sites, or any other in-town service currently provided.

HOT RTD utilizes Shah Transportation Manager Software for scheduling and dispatching services in Bosque, Falls, Freestone, Hill, and Limestone County. The current software does not have the capacity to support a complete micro transit operation. However, Shah Software will have their micro transit app operational by April 2022 and it is recommended that we purchase the software at an approximate cost of \$65,000 with the capital funds.

ACTION:

The Heart of Texas Council of Governments RTD staff is requesting the approval to proceed with the purchase of SHAH's micro transit software application at a projected cost not to exceed \$65,000.

ACTION ITEM

HEART OF TEXAS COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT: Updated Heart of Texas Regional Coordinated Transportation Plan (RCTP)

INFORMATION:

During the past year, members of the Regional Transportation Coordinating Council - RTCC (made up of stakeholders in the five-county service area plus McLennan) have worked closely with KFH Group to develop a **Five-Year Transportation Plan** as required by TxDOT. On February 22, 2022, the stakeholders voted to approve the final plan for submission to the HOTCOG Executive Committee for final approval and submission to TxDOT by the end of March 2022. The previous transportation plan has been updated with three major changes outlined below.

The goal and objective of the revised plan is for the HOTCOG Rural Transit program to provide better, more efficient public transportation to clients residing in Bosque, Falls, Freestone, Hill, and Limestone counties including an enhanced coordination and partnering relationship with McLennan County Transit and Waco Transit to accommodate public transportation throughout the entire HOTCOG service area of six counties.

1. Organizational and Coordination Strategies
 - a. Designate the service area boundaries for each public transit provider service of Medicaid transportation.
 - b. Re-organize Advisory Committee.
 - c. Establish urban/rural mobility management functions.
2. Operating Strategies for the Future
 - a. Establish In-town on-demand service, micro transit. (SHAH App)
 - b. Provide fixed schedule service.
 - c. Provide intercounty service.
 - d. Rebranding of HOT RTD transportation fleet.
3. Sustainability and Financial Strategies
 - a. Secure additional federal funding.
 - b. Secure local funding.

ACTION:

Staff recommends approval of the Five-Year Transportation Plan prepared by KFH Group in collaboration with the Regional Transportation Coordinating Council (RTCC) with submission to TxDOT to follow.

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

March 24th, 2022

SUBJECT:

Emergency Preparedness Advisory Committee Appointments

INFORMATION:

The below individuals have been nominated by a county judge, mayor or executive director to fill a position on the Emergency Preparedness Advisory Committee (EPAC). The nominated individual has agreed to serve on the committee if their nomination is approved.

| Name | Position | Agency | Representing | Nominated By | Term Expiration |
|------------------|--------------------------|--|---------------------|---------------------------|------------------------|
| Trace Hendricks | Sheriff | Bosque County SO | Bosque County | Judge Cindy Vanlandingham | 12/31/23 |
| Jeremy Shipley | Sheriff | Freestone County SO | Freestone County | Judge Linda Grant | 12/31/23 |
| Eric Garrety | City Manager | City of Mexia | Limestone County | Judge Richard Duncan | 12/31/23 |
| Leonard Smith | County EMC | Freestone County | Freestone County | Judge Linda Grant | N/A |
| Shane McLellan | County Extension Agent | Texas AgriLife Extension | Agriculture | Mr. Russell Devorsky | 12/31/23 |
| Heather Wheeler | School Safety Specialist | ESC Region 12 | Education | Mr. Russell Devorsky | 12/31/23 |
| Chermaene Mathis | Preparedness Coordinator | Waco/McLennan County Public Health Dist. | Public Health | Mr. Russell Devorsky | 12/31/23 |

ACTION:

That the Heart of Texas Council of Governments Executive Committee approve the appointments of the above nominees to fill a term on the Emergency Preparedness Advisory Committee as a representative of our region.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT:

2022 State Homeland Security Program (SHSP) HOTCOG Regional Projects

INFORMATION:

HOTCOG staff requested local and regional projects for the 2022 State Homeland Security Grant cycle from all local jurisdictions. Allowable projects address one of the following areas: intelligence and information sharing, interoperable communications, sustaining special response teams and first responder capabilities, regional or local planning, border security, critical infrastructure related to terrorist threats, and homeland security. Also, the region was required to spend certain amounts of its anticipated funding on five national priority areas. These areas include enhancing cybersecurity, domestic violent extremism, addressing emerging threats, information and intelligence sharing, and protection of soft targets.

On March 2nd, the Emergency Preparedness Advisory Committee (EPAC) reviewed 7 applications and ranked 7 of the submitted projects. The Texas Office of the Governor (OOG) provided HOTCOG with a Reasonable Budget Expectation (RBE) amount of \$355,592.84 for this coming cycle which is a 21% reduction from previous years funding. The committee ranked the projects from 1 to 7 on the attached list. The committee considered the project eligibility, threat and risk protection, existing or new, and a nexus to terrorism for all projects in the ranking priority.

After the ranking list was determined, the committee reviewed the requested funds for each project and determined the recommended funding amount for each project. The decision was based on the HOTCOG Operational Policy and Application Guidelines. The committee voted to approve the funding of the applications for the requested amount in the ranking order on the attached scored list with 10 yea votes, zero nay votes and one abstention to fund the applications for the requested amount in the ranking order on the attached scored list.

ACTION:

That the Heart of Texas Council of Governments Executive Committee approves the attached 2022 SHSP Project List in scored, ranked, and recommended funding order by the Emergency Preparedness Advisory Committee for submission by COG staff to the OOG for the regional distribution recommendation.

EMERGENCY PREPAREDNESS ADVISORY COMMITTEE

FY2023 FUNDING RECOMMENDATION

Wednesday, March 2nd, 2022

| Average Score | Project | LETPA ? | National Priority | Requested Funding | Recommended Funding | Ranking (by Score) |
|---------------------------|---|---------|------------------------------------|-------------------|---------------------|--------------------|
| 98.10 | HOTCOG - Regional Planning (10:45) | N | | \$163,640.31 | \$163,640.31 | 1 |
| 97.44 | HOTCOG ENS - Information Sharing (9:45) | Y | Information & Intelligence Sharing | \$70,000.00 | \$68,800.00 | 2 |
| 94.38 | City of Waco CBRNE Equipment (10:00) | Y | Addressing Emerging Threats | \$19,950.00 | \$19,950.00 | 3 |
| 85.11 | HOTCOG - Regional Citizens Corps Program (11:15) | N | | \$23,941.00 | \$23,941.00 | 4 |
| 77.00 | Limestone County P25 Fire-EMS Radio Project (11:30) | N | | \$99,900.00 | \$61,481.89 | 5 |
| 72.33 | City of Clifton Wastewater Sector Security (10:15) | N | Protection of Soft Targets | \$38,696.68 | \$17,779.64 | 6 |
| 42.66 | Morgan VFD Emergency Siren (11:00) | N | | \$25,950.00 | \$0.00 | 7 |
| TOTAL | | | | \$442,077.99 | \$355,592.84 | |
| LETPA Funding Requirement | | | | | | |
| | National Priority - Addressing Emerging Threats (5.0%) | | | \$88,750.00 | \$ | 88,750.00 |
| | National Priority - Information & Intelligence Sharing (5.0%) | | | \$17,779.64 | \$ | 19,950.00 |
| | National Priority - Protection of Soft Targets (5.0%) | | | \$17,779.64 | \$ | 68,800.00 |
| | | | | \$17,779.64 | \$ | 17,779.64 |

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

March 24, 2022

SUBJECT:

Resolution for Radio Infrastructure Grant Award

INFORMATION:

HOTCOG has applied on behalf of the region for a \$606,859.80 grant under the State Radio Infrastructure (SERI) grant program. If awarded, this grant would help public safety communications tremendously by allowing for voter system additions and microwave replacement in Limestone County, the addition of VHF voting in Marlin for Falls County, the replacement of NSPAC repeaters for McLennan County / City of Waco and the replacement of two dispatch consoles in Freestone County. As part of the terms and conditions, the Office of the Governor requires a resolution from the governing body noting the grant title, application number, designates the grant authorized official, notes the requirement for repayment of grant funds for loss or misuse, and approval of the resolution.

ACTION:

That the Heart of Texas Council of Governments' Executive Committee approve the attached resolution for the Radio Infrastructure Grant #4559401 for submission to the Office of the Governor's Public Safety Office.



Councilmember Jim Holmes
President

Judge Jay Elliott
Vice-President

Mayor Geary Smith
Secretary/Treasurer

Russell Devorsky
Executive Director

Heart of Texas Council of Governments

Heart of Texas Council of Governments

Executive Committee Resolution

WHEREAS, The Heart of Texas Council of Governments finds it in the best interest of the citizens of the Heart of Texas Council of Governments Region that the HOTCOG Regional Communication Infrastructure project in the amount of **\$606,859.80** be operated for **2022-24**; and

WHEREAS, The Heart of Texas Council of Governments agrees that in the event of loss or misuse of the Office of the Governor funds, the Heart of Texas Council of Governments assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The Heart of Texas Council of Governments designates Russell Devorsky, Executive Director, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RÉSOLVED that the Heart of Texas Council of Governments Executive Committee approves submission of the grant application for the HOTCOG Regional Communication Infrastructure to the Office of the Governor.

Signed by: _____
Honorable Jim Holmes, President
Councilmember, City of Waco

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Number: 4559401

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

March 24th, 2022

SUBJECT:

Authorizing Approval of Homeland Security expenditures for three Tait VHF P25 Repeaters for Limestone County

INFORMATION:

Homeland Security staff is requesting authorization to approve expenditure Tait P25 Repeaters from Nalcom Communications. This project is out of the Radio Infrastructure grant and will upgrade two City of Mexia and one Limestone County VHF radio system to APCO P25 standard. All items are quoted under HGAC contract and a listing of the equipment and cost will be provided at the meeting.

ACTION:

Staff recommends that the Heart of Texas Council of Governments' Executive Committee approve the authorization for the Executive Director to sign an Equipment Proposal with Nalcom Wireless Communications and issue a Purchase Order for Tait P25 Repeaters expenditure.

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

March 24th, 2022

SUBJECT:

Authorizing Approval of Statewide Radio Infrastructure Grant Contract and expenditures for the construction of a communications tower in Marlin, Texas not to exceed \$400,000.

INFORMATION:

Homeland Security staff is requesting authorization to approve a contract and expenditure for the Construction of a 180' communications tower in Marlin, Texas. This project is out of the Radio Infrastructure grant and will allow for the relocation of City of Marlin Public Safety Radio equipment from their existing tower that is in disrepair and was constructed in 1972.

ACTION:

Staff recommends that the Heart of Texas Council of Governments' Executive Committee approve the attached contract and the authorization for the Executive Director to issue a Purchase Order for the amount not to exceed \$400,000 as stated in the contract for the construction of the Marlin Communications Tower.

CONTRACT AGREEMENT

THIS AGREEMENT made as of the ____ day of _____ in the year _____ by and between Heart of Texas Council of Governments located at 1514 S. New Road, Waco, Texas 76711, hereinafter called HOTCOG and _____ with legal address and place of business at _____, hereinafter called CONTRACTOR. HOTCOG and CONTRACTOR in consideration of the mutual covenants hereinafter set forth agree as follows:

ARTICLE 1. PROJECT DESCRIPTION

1.1 CONTRACTOR shall perform the work specified in the HOTCOG RFP 2022-001 HOTCOG Marlin Tower request for proposal, including general terms and conditions thereof, and the RFP 2022-001 HOTCOG Marlin Tower submission for such by the CONTRACTOR to build a 180' communication tower, shelter, related equipment, and labor.

ARTICLE 2. PROJECT CONSTRUCTION TERMS

2.1 The project will be completed by August 31, 2022. HOTCOG will issue the notice to proceed after execution of this agreement. The project shall be deemed complete only upon final project acceptance by HOTCOG.

2.2 Contractor agrees that the work shall be prosecuted regularly, diligently, and at such a rate as will ensure full completion of the Project Construction Timeline noted above. It is expressly understood and agreed by and between Contractor and HOTCOG that the Project Construction Timeline is reasonable for the completion of the work, includes allowance for inclement weather, and takes into consideration the average climatic range and usual conditions prevailing in this locality.

2.3 CONTRACTOR agrees to provide written status reports on the first of every month to the HOTCOG Project Manager after the execution of this agreement.

2.4 CONTRACTOR shall notify HOTCOG Project Manager immediately of any findings that affect the substantial completion or cost on the project. No such findings shall be deemed to alter the time or cost terms set forth in this section unless or until they are approved as part of a change order, as provided for in 2.6, below.

2.5 Payment for equipment received and completed work under this contract shall be made as follows. Following the receipt of a request for payment by HOTCOG in accordance with 3.2 listed below, the proposal submitted by the CONTRACTOR for RFP 2022-001 HOTCOG Marlin Tower, and the attached itemized price list of \$_____, HOTCOG Project Manager shall inspect and may approve the request for payment. No equipment purchased or work performed shall be considered complete until acceptance by HOTCOG. An amount greater than or equal to 15% of the full value of this contract or \$_____ shall be reserved as the final payment. Final payment shall be made within thirty (30) days of final project acceptance by HOTCOG or of HOTCOG's receipt of payment of liquidated damages (if applicable,) whichever is later.

2.6 Any request for change in the contract scope or terms by the contractor shall be submitted in writing by the contractor, shall include cost and time specifications for the change, and shall be approved only by written acceptance by the Project Manager. Any request for change by the Project Manager shall be recognized in writing by the CONTRACTOR following price and time negotiations.

2.7 CONTRACTOR and HOTCOG agree that, unless an extension is granted, any delay in completion of the Project beyond August 31, 2022 constitutes a damage to HOTCOG. Such a delay will therefore occasion payment by CONTRACTOR to HOTCOG of \$250.00 per day, for every day completion is so delayed. Payment of such liquidated damages, if incurred, shall be made prior to the release by HOTCOG of payment to CONTRACTOR for the project. CONTRACTOR may request an extension for delays beyond its control, such as but not limited to FCC Licensing and Frequency Coordination. HOTCOG will review request, determine whether a request is justified and causes no harm to HOTCOG, and approve as appropriate.

ARTICLE 3. APPLICATION FOR PAYMENT

3.1 The request for payment/invoice must be submitted to the HOTCOG Project Manager.

3.2 CONTRACTOR agrees that the payment for work will be for completed work and/or equipment after inspection and acceptance by HOTCOG.

ARTICLE 4. PERFORMANCE BOND

4.1 Simultaneous with the agreement, CONTRACTOR agrees to provide a surety bond as security for faithful performance of this agreement and for payment of all persons performing labor on this project and furnishing equipment or materials in connection with this project for 100% of the agreement amount. The surety of such bond shall be a duly authorized surety company satisfactory to and subject to investigation by HOTCOG.

ARTICLE 5. INSURANCE CERTIFICATE

5.1 CONTRACTOR shall provide HOTCOG with a copy of a certificate of liability insurance for CONTRACTOR'S company in an amount not less than \$500,000 and showing HOTCOG as an additional insured.

ARTICLE 6. SUBCONTRACTORS

6.1 CONTRACTOR shall provide company names and individual worker names of all sub-contractors who will work on this project.

ARTICLE 7. ASSURANCE

7.1 CONTRACTOR has familiarized himself with the nature and extent of the Agreement Documents, project requirements, locality, and with all local conditions and Federal, State and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or completion of the project.

7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the Marlin site or otherwise affecting costs, progress and performance of the work which were provided with the project request for proposals.

7.3 In addition to the studies outlined in 7.2, CONTRACTOR has made or caused to be made examinations, investigations, tests and studies of the site and of such reports and related data as CONTRACTOR deems necessary for the performance of the work within the price and timeline herein specified, and in compliance with other terms and conditions set forth in the RFP 2022-001 HOTCOG Marlin Tower. CONTRACTOR holds that no additional examinations, investigations, tests, reports, or similar data are or will be required to ascertain that the aforementioned conditions can be met.

7.6 CONTRACTOR agrees that the RFP 2022-001 HOTCOG Marlin Tower site documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for completion of the project.

7.7 CONTRACTOR will perform its work under this contract in a good and workmanlike manner.

ARTICLE 8. AGREEMENT DOCUMENTS

8.1 The Agreement Documents which comprise the Contract between OWNER and CONTRACTOR are attached hereto and made a part hereof and consist of the following:

8.1.1 Request for Proposal and addenda (RFP 2022-001 HOTCOG Marlin Tower)

8.1.2 Proposal Form.

8.1.3 This Agreement

8.1.4 Performance and Payment Bonds

8.1.5 Certificate of Insurance

8.1.6 CONTRACTOR's Proposal.

8.1.7 CONTRACTOR will provide a final tower design which shall be sealed and certified by a Professional Engineer licensed in the State of Texas.

8.1.8 The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

1. Future Written Amendment(s);
2. Future Change Orders

8.1.9 Conflict of Interest Form (CIQ)

8.1.10 Example Certificate of Interested Parties – Must be filed online

8.1.11 Texas Government Code Certificate 2270.001 – Israel Boycott

8.1.12 Texas Government Code Certificate 2252.151 – Iran, Sudan & Foreign Terrorist

8.1.13 Suspension and Debarment Form

ARTICLE 9. PROJECT SITE

9.1 The site for the tower and shelter is 218 Depot Street, Marlin, Falls County, Texas; 31.304474N -96.895451W

ARTICLE 10. LICENSES/AUTHORIZATION

10.1 HOTCOG and Bosque County is responsible for filing or modifying any license or other authorization by the Federal Communication Commission for complying with FCC rules for VHF radio communications, microwave transmissions, and narrowband emitter designee. CONTRACTOR shall ensure all equipment operating at the site is in FCC compliance.

ARTICLE 11. MISCELLANEOUS

11.1 Neither HOTCOG nor CONTRACTOR shall, without the prior written consent of the other, assign in whole or in part any interest under any of the Agreement Documents; and, specifically but without limitation, CONTRACTOR shall not assign any monies due or to become due without the prior written consent of HOTCOG. In case CONTRACTOR assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that payment is only due from HOTCOG upon completion of the project in accordance with contract documents and final acceptance by HOTCOG, and it is agreed that the right of the assignee in and to any monies due or to become due to CONTRACTOR shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the completion of the project called for in this Contract.

11.2 HOTCOG and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Agreement Documents.

11.4 The Agreement Documents constitute the entire contract between HOTCOG and CONTRACTOR and may only be altered, amended or repealed by a written modification.

11.5 Any provisions or part of the Agreement Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon HOTCOG and CONTRACTOR. The Agreement Documents shall be reformed to replace such stricken provisions or part thereof with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision.

11.6 Should HOTCOG transfer ownership of this tower, shelter, and related equipment, CONTRACTOR agrees that the one year warranty on workmanship and equipment shall remain in effect and transfer to the new owner.

11.7 Contractor and Owner agree that venue shall lie exclusively in McLennan County, Texas for any legal action.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in triplicate, two copies for the HOTCOG and one copy for the CONTRACTOR. All portions of the Contract Documents have been signed or identified by HOTCOG and CONTRACTOR on their behalf.

This Agreement shall become effective on _____, 2022.

HOTCOG

CONTRACTOR

Heart of Texas Council of Governments

Executive Director

Printed Title

Printed Title

Russell Devorsky

Printed Name

Printed Name

Signature

Signature

Attest

Attest

Printed Name

Printed Name

Signature

Signature

Address for giving notices

Address for giving notices

1514 S. New Road

Waco, Texas 76711

Note: If CONTRACTOR is a corporation, an affidavit giving the principal the right to sign the Agreement must accompany the executed agreement.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

| 4 Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable) | |
|-------------------------------|---|---------------------------------------|--------------|
| | | Controlling | Intermediary |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address: _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(print name)

ADJ

ARY

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**CERTIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION
2270.001**

By signing below, Company hereby certifies the following:

1. Company does not boycott Israel; and
2. Company will not boycott Israel during the term of the contract.

PRINT COMPANY NAME:

SIGNED BY:

Print Name & Title:

Date Signed:

The following definitions apply to this state statute:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

State law requires certification from a Company for contracts (which includes contracts formed through purchase orders) involving goods or services regardless of the amount.

**CERTIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION
2270.001**

By signing below, Company hereby certifies the following:

1. Company does not do business with Iran, Sudan, or a
foreign terrorist organization; and
2. Company will not do business with Iran, Sudan, or a
foreign terrorist organization during the term of the
contract.

PRINT COMPANY NAME:

SIGNED BY:

Print Name & Title:

Date Signed:

The following definitions apply to this state statute:

(1) "Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.; and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

State law requires certification from a Company for contracts (which includes contracts formed through purchase orders) involving goods or services regardless of the amount.

SUSPENSION AND DEBARMENT FORM

The Contractor, to the best of its knowledge and belief, that the Contractor and/or any of its Principals:

- (a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (b) Are not listed on the Excluded Parties List System (EPLS) maintained by the General Service Administration (GSA). Note: McLennan County Purchasing Department will check the Excluded Parties List before award of any contract.
- (c) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- (d) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.
- (e) The Bidder has not, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

Printed Name / Title

Signature

STATE OF TEXAS DEBARRED VENDOR LIST

The Offeror certifies that they are not in the list of vendors debarred from doing business with the State of Texas.

Printed Name / Title

Signature

ACTION MEMORANDUM

**HEART OF TEXAS COUNCIL OF GOVERNMENTS'
EXECUTIVE COMMITTEE**

March 24, 2022

SUBJECT:

Approval of Memorandum of Understanding between HOTCOG and Freestone County

INFORMATION:

In 2020, HOTCOG applied for a \$100,000 grant under the Homeland Security grant program for VHF radios for the region. HOTCOG successfully executed the grant and distributed new Kenwood P25 VHF radios to Freestone County. As part of the terms and conditions, the Office of the Governor requires a Memorandum of Understanding between HOTCOG and the receiving agency to transfer the equipment.

ACTION:

That the Heart of Texas Council of Governments' Executive Committee approve the attached Memorandum of Understanding between HOTCOG and Freestone County.

MOU

Between
Heart of Texas Council of Governments
Sub-Recipient
and
Freestone County, Texas
Receiving Jurisdiction/Agency

Purpose

This Memorandum of Understanding (MOU) sets forth the terms, conditions and understanding between the Heart of Texas Council of Governments and the Freestone County, Texas in regard to transferring and receiving equipment purchased with State and/or Federal grant funds.

Duration

This MOU shall become effective upon signature by the authorized officials from each party and may be modified, and/or terminated, upon mutual consent of both authorized officials.

Certification

This is to certify that the equipment being transferred was acquired by the expenditure of grant funds awarded to the Sub-recipient.

The Receiving Jurisdiction/Agency certifies that they have received a copy of the Grantee Conditions and Responsibilities Memo (Attachment A) and have knowledge of, and are in compliance with the laws, rules and regulations of the grant, including compliance with all state and federal grant eligibility requirements.

The Receiving Jurisdiction/Agency further certifies that they have received a copy of the Sub-Recipient's Grant Award (Attachment B) and agrees to be bound by all the contract covenants and exhibits to the Sub-Recipient's award and any modifications or amendments to that award. Sub-Recipient certifies that all Grant Award documents and amendments are included in Attachment B.

The Sub-Recipient and Receiving Jurisdiction/Agency further certify that they are duly authorized and empowered by their governing body to enter into this agreement.

Equipment being transferred:

See Equipment List (Attachment C)

Sub-recipient Responsibilities:

The Sub-recipient agrees to:

Notify receiving jurisdiction/agency of any known modifications to applicable award requirements within 15 business days of receipt.

Receiving Jurisdiction/Agency Responsibilities:

The Receiving Jurisdiction/Agency agrees to:

- Maintain compliance with the requirements of federal and state granting agencies;
- Maintain all aspects of the asset including property records, physical inventory, control system, maintenance procedures, records retention, disposition, and comply with all grant requirements;
- Make available to federal and state granting agencies or the Texas State Auditor's Office, or designees of these agencies, any equipment items and related records upon request;
- Ensure the Sub-recipient is notified Homeland Security Manager and via telephone at 254-292-1800 when pass-through equipment is disposed of by the receiving entity in accordance with 2 CFR 200.313 (e) and the Uniform Grant Management System (UGMS), Subpart C, Section .32 (e) Disposition;
- Ensure the equipment is maintained in good working order;
- Ensure a physical inventory is conducted every 2 years;
- Ensure the equipment is used only as allowable under the grant; and

- Ensure any deployable equipment will be made available during an event requiring a regional, statewide, or national response.

Certified & Agreed by:

Heart of Texas Council of Governments

Street/Mailing Address, City, County, Zip

Printed Name and Title

Signature

Date

Certified & Agreed by:

Freestone County, Texas

115 E Commerce St Rm 205 Fairfield, TX 75840

Street/Mailing Address, City, County, Zip

Linda K Grant, Freestone Co. Judge

Printed Name and Title

Linda K Grant

Signature

3/16/2022

Date

Date of Transfer:

2/1/22

Sub-Recipient Signature

Receiving Jurisdiction Signature

Timothy Jack Hays

Printed Name and Title

Leonard Smith EMC

Printed Name and Title

Attachment C: Equipment / Inventory List



5A4VTXDP5 Fcma 06-G05(10/13)

1/2

- Conduct physical inventory at least once every two years
- Control system must ensure adequate safeguards to prevent loss, damage or theft
- Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles



SAATXDPS Form 05-025(10/13)

- Conduct physical inventory at least once every two years
- Control system must ensure adequate safeguards to prevent loss, damage or theft
- Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles

- Ensure adequate equipment maintenance procedures
- Disposition - see procedures in OJP Financial Guide

$$\frac{2}{2}$$



SAV7XDP5 FAIM 05-005(10/13)

3/6

- Ensure adequate equipment maintenance procedures
- Disposition - see procedures in QJP Financial Guide



SAA/TXDP5 Form 05-005(10/13)

Conduct physical inventory at least once every two years
Control system must ensure adequate safeguards to prevent loss, damage or theft
Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles

- Ensure adequate equipment maintenance procedures
- Disposition - see procedures in OJP Financial Guide



5A4TXDPS Form 08-005 (10/13)

- Ensure adequate equipment maintenance procedures
- Disposition - see procedures in OJP Financial Guide

- Conduct physical inventory at least once every two years
- Control system must ensure adequate safeguards to prevent loss, damage or theft
- Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles

$$\frac{7}{5}$$



SA-TXDP-S Form 05-105(10/15)

2/2

- Conduct physical inventory at least once every two years
- Control systems must ensure adequate safeguards to prevent loss, damage or theft
- Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE

March 24, 2022

SUBJECT:

Appointment of representative to the Unified Scoring Committee (USC) for the upcoming Texas Community Development Block Grant Program (TxCDBG) 2022-2023 Community Development (CD) Fund application cycle.

INFORMATION:

The governing body for the region is responsible for the nomination of a representative to the USC that is eligible in accordance with TDA's criteria. The representative must:

- Currently serve as an elected or appointed official of a non-entitlement community;
- Able to pass a basic background check; and
- Available to travel to the USC meeting and related training in Corpus Christi on May 5th, 2022 at 9:00am.

Last cycle the appointment was Councilmember Mike Thompson from the City of Groesbeck. Mr. Thompson resigned due to moving out of the region.

ACTION:

The Heart of Texas Council of Governments Executive Board appoint a qualified elected official to be a representative on the Unified Scoring Committee or grant authorization to the Executive Director to appoint a member to the USC for the TxCDBG 2022-2023 Community Development (CD) Fund application cycle.

INFORMATION MEMORANDUM

HEART OF TEXAS EXECUTIVE BOARD OF DIRECTORS

March 24, 2022

SUBJECT:

Upcoming action required by the Executive Board for the USC priority project scoring ranking for the upcoming 2022-2023 CD Fund from Texas Department of Agriculture (TDA).

INFORMATION:

Texas Department of Agriculture has provided list of priorities that is attached for the Executive Board to review. A public hearing will be held for the discussion of these priorities with community members. The Executive Board will vote on setting the priorities in the May Executive meeting. The Executive Board of Directors is encouraged to review the priorities prior to the May meeting. The Executive Board may want to choose the TDA default priority scoring criteria. In the past the local Regional Review Committee made projects only for Water and Sewer improvements. The default priorities will allow for other projects to be eligible but will make Water and Sewer projects along with street improvements, Flood and Drainage Improvements and Housing rehabilitation a higher priority score. Please see the default project priorities below:

Default Project Priorities

Pursuant to 4 TAC §30.50 (f) (3) (A) - For any region for which no project priorities are submitted, applications will be scored according to the priorities identified below:

Methodology: Table 1 will be reviewed to determine the appropriate project type category based on TxCDBG funds requested and points will be assigned.

Projects that include multiple priority levels must be prorated based on the percentage of all TxCDBG dollars. First, subtract TxCDBG funds allocated to administration. Based on the figure calculated, a percentage of the TxCDBG dollars for each activity is calculated. Then, the percentage of the total TxCDBG funds for each activity is then multiplied by the appropriate score and the sum of those calculations determines the score.

| Project Types | Points |
|---|---------------|
| Water Improvements, Wastewater Improvements, Street Improvements, Flood and Drainage Improvements, and Housing Rehabilitation | 50 Points |
| All other eligible project types | 30 Points |

Instructions to State Planning Region Directors and Staff
2022-2023 CD Fund

Unified Scoring Committee (USC) Representative

The adopted rule calls for one representative from each state planning region.

- The governing body for the region is responsible for this nomination.
- Nominations shall be submitted in the form of a completed *Application for Appointment to the USC* and must be received by TDA no later than April 15, 2022. If no nomination is received by that date, TDA staff will make an alternate recommendation to the Commissioner in order to ensure regional representation for the Committee. A region may request an extension to this date to accommodate a schedule meeting of the governing body.
- The governing body may elect to renominate the region's 2021-2022 USC Member, so long as they still meet the nomination criteria and are available to travel to the Unified Scoring Committee meeting on May 5, 2022.
 - o The region's Executive Director may notify TDA staff via email of the governing body's intent to pursue renomination and provide written confirmation from the Member of their willingness to participate.
 - o Renominated members will not be required to resubmit an Application for Appointment to TDA and will not be subject to additional background checks.
- TDA has not specified any particular process for making this decision - we recommend following your normal practices for similar decisions. If the governing body opts to delegate the decision to a subcommittee, executive director, or other party, please contact TDA.
- The nominee must meet the following criteria:
 - o Currently serving as an elected or appointed official of a non-entitlement community;
 - o Able to pass a basic background check; and
 - o Available to travel to the Unified Scoring Committee meeting and related training:
Corpus Christi, Texas
Committee Meeting: May 5, 2022, 9:00am
- The governing body may also consider appointing a proxy to represent the region in discussions of scoring criteria, however proxy members are NOT permitted to vote. Proxy appointments do not require the submittal of an *Application for Appointment* form.
- TDA does not have a budget to reimburse USC members for travel costs, however, we are willing to amend CEDAF contracts to allow for these costs.
 - o Travel costs must adhere to TDA travel policies, using the most cost effective method as determined by TDA travel staff:
 - Hotel, air travel, or vehicle rental must be reserved through TDA staff and will be direct billed to the TDA;
 - Personal Vehicle Mileage will be reimbursed at 58.5¢ per mile;
 - Meals may be reimbursed for actual costs (please retain receipts) not to exceed the daily maximum reimbursement rate (varies by travel schedule, with a maximum of \$56 per day);
 - o The amendments will be processed after the actual costs are calculated:
 - Standard language for the performance statement will be provided,
 - Costs will be deducted from the General TA budget line item of the CEDAF contract by the amount of eligible travel costs incurred.
 - o To request travel funding, the appointee must contact Julie Rodriguez at julie.rodriguez@TexasAgriculture.gov no later than April 1, 2022.

Instructions to State Planning Region Directors and Staff
2022-2023 CD Fund

Project Priorities

The adopted rule also calls for each state planning region to establish project priorities.

- The governing body for the region is responsible for this determination; the governing body may appoint a separate committee to establish these priorities.
- Project priorities should be received by TOA no later than **July 1, 2022**. Grant applications in regions for which no project priorities are received by July 1 will be scored according to the priorities identified on the last page of the Verified Scoring Guide, as posted to the TOA website prior to the Unified Scoring Committee meeting.
- The region's decision must be established during a public meeting, subject to the Texas Open Meetings Act.
 - o The region must directly notify each non-entitlement community within the region of the meeting in writing (please retain copies of this notification).
 - o The region must notify the public of the meeting by publishing the information in a regional newspaper or using similar media - please contact TOA to confirm if you are planning to use an alternate media type.
 - o The region must notify Aubrey-Ann.Gilmore@.TexasAgriculture.gov of the date of the public meeting. If sufficient notice is provided, TOA will post the meeting information on the agency website and make our best efforts to be available by phone for technical assistance as needed.
 - o The meeting must include opportunity for public comment.
 - o The region will document the established project priorities using the attached form.
- Regions that intend to prepare grant applications and/or administer contracts that may result from the 2023-2024 Community Development Fund application process must ensure that actual or perceived conflicts of interest are addressed.
 - o Staff that will be responsible for preparing applications or administering contracts must not participate in the planning or coordination of the public meeting in any way. This includes sending notices to communities, coordinating newspaper publications, discussing past or future priorities with members of the governing body (or committee) prior to the meeting, presenting a staff recommendation for project during the meeting, or documenting and submitting the decision to TOA. These duties should be assigned to staff not otherwise involved in TxCDBG grants.
 - o Staff responsible for preparing applications or administering contracts are encouraged to participate in the public discussion of project priorities, in the same manner in which other grant administrators are permitted to participate.
- For reference, TOA has compiled and included in this document:
 - o A table identifying the project priorities adopted by each planning region in the 2021-2022 application cycle can be found here: [2021-2022 Regional Project Priorities](#)
 - o A table of eligible TxCDBG activities using the definitions established by HUD. Please review these definitions carefully, as HUD's project descriptions may differ from the assumptions of those not as familiar with the CDBG program. For example:
 - Drainage Improvements do not include storm drains, curb and gutter, or other improvements along a roadway - to prioritize this type of project, use Street Improvements.
 - First-time public water connections are not automatically included by selecting Water Improvements as a priority - to ensure this type of project is prioritized, either specifically list "First-Time Water Service" or include Housing Rehabilitation in the priorities.

Instructions to State Planning Region Directors and Staff
2022-2023 CD Fund

Recommended Public Discussion

Although not required, TOA recommends that state planning regions use the public meeting called to establish project priorities to also discuss with the regional nominee the local communities' primary goals for the scoring committee. The draft Verified Scoring Guide that will be provided to members of the Committee is included as a reference. Example discussions:

- TDA has described the primary goals of scoring criteria in past years as 1) ensure all communities have an opportunity to receive funding, 2) help communities with few resources, and 3) help communities that are using the resources they do have. Which of these is most important to you?
- Of the criteria previously used by your RRC, which should your nominee advocate most strongly for?
- Of the criteria previously used by your RRC, did any have unintended consequences?
- Of the criteria previously used by your RRC, is it most important that these ideas are generally reflected in the Committee's decisions? Are there criteria where the specific calculation is very important to your communities?
- Are there objective, verifiable criteria your region has not previously used that could be valuable to the Committee? (if not included in the draft Verified Scoring Guide these must be submitted to TOA by April 15, 2022, to be considered.)

2023-2024 Community Development Fund

Regional Project Priority Scoring

| | |
|--|--|
| State Planning Region | |
| Date of Public Meeting | |
| List Names of Persons Responsible for Establishing Priorities (if a standing committee, identify name of committee or group rather than list individuals) | |

For each category of Project Priority, list the activities that qualify for the category, and the number of points assigned.

- Up to three categories may be identified, which may include "all other eligible activities".
- All activities within a category will receive the same number of points.
- First Priority Activities will receive the full 50 points available for this scoring element.
- Second and/or Third Priority should receive less than 50 points.

| Category | Activities | Number of Points (maximum 50 points) |
|-----------------|------------|---|
| First Priority | | 50 Points |
| Second Priority | | |
| Third Priority | | |

As Presiding Officer of the [State Planning Region], I certify that the above Regional Project Priorities were established in accordance with 4 TAC 4 TAC §30.50(e)(1) for the 2021-2022 TxCDBG Community Development Fund.

[Name, Title]

Date

Reference: TxCDBG Activity Codes

| Code | De_scription |
|------------|--|
| 01 | <p>Acquisition of Real Property Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p>When CDBG funds are used to:</p> <ul style="list-style-type: none"> • acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code. • acquire housing that will be rehabilitated, use code 14G. |
| 02 | <p>Disposition of Real Property Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p> |
| 03A | <p>Senior Centers Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead. For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</p> |
| 03D | <p>Youth Centers Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p> |
| 03E | <p>Neighborhood Facilities Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or multiple purposes (including recreational). Such facilities may include libraries and public schools.</p> |
| 03F | <p>Parks, Recreational Facilities Development of open space areas or facilities intended primarily for recreational use.</p> |
| 03G | <p>Parking Facilities Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking. If parking improvements are only part of a larger street improvement activity, use 03K.</p> |
| 03I | <p>Flood Drainage Improvements Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins.</p> |

| | |
|------------|---|
| | Do not use 031 for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 031 for storm sewers and 03K for street and storm drains. |
| 03J | <p>Water/Sewer Improvements</p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 031.</p> <p>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> • more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks). • a housing rehabilitation activity, use the appropriate 14* matrix code. <p>For construction or rehabilitation of flood drainage facilities, use 031.</p> |
| 03K | <p>Street Improvements</p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.</p> <p>Also use 03K:</p> <ul style="list-style-type: none"> • for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • if sidewalk improvements (see code 03L) are part of more extensive street improvements. |
| 03L | <p>Sidewalks</p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p> |
| 03M | <p>Child Care Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q. For the construction or rehabilitation of facilities for teenagers, use 03D.</p> |
| 030 | <p>Fire Stations/Equipment</p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p> |
| 03P | <p>Health Facilities</p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</p> |
| 03 | <p>Other Public Facilities and Improvements</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p> |

| | |
|------------|--|
| 04 | Clearance and Demolition Clearance or demolition of buildings/improvements, or the movement of buildings to other sites. |
| | |
| 05D | Youth Services Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N. |
| 05L | Child Care Services Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N. |
| 05M | Health Services Services addressing the physical health needs of residents of the community. For mental health services, use 05O. |
| 05R | Homeownership Assistance (not direct) Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity. Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by an 105(a)(15) entity in a CRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a 105(a)(15) in a CRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households). For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13. |
| 05U | Housing Counseling Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity). |
| 05 | Other Public Services Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services). |
| 06 | Interim Assistance Only for activities undertaken either to: <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm. |
| 08 | Relocation Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms. |

| | |
|------------|---|
| 14A | Rehab: Single-Unit Residential Rehabilitation of privately owned, single-unit homes. |
| 14A | Rehab: Single-Unit Residential Water Services First-time yardlines/service connections. |
| 14A | Rehab: Single-Unit Residential Sewer Services First-time yardlines/service connections and on-site sewage facilities. |
| 14B | Rehab: Multi-Unit Residential Rehabilitation of privately owned buildings with two or more permanent residential units. For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C. |
| 14C | Rehab: Public Housing Modernization Rehabilitation of housing units owned/operated by a public housing authority (PHA). |
| 14D | Rehab: Other Publicly Owned Residential Buildings Rehabilitation of permanent housing owned by a public entity other than a PHA. For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C. |
| 14H | Rehab: Administration All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site, and utility plans; application processing; and other fees. Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling). For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21. |
| 15 | Code Enforcement Salaries and overhead costs associated with property inspections and followup actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. For the correction of code violations, use the appropriate rehabilitation code. |
| 16A | Residential Historic Preservation Rehabilitation of historic buildings for residential use. |
| 16B | Non-Residential Historic Preservation Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society. |

| | |
|------------|--|
| 18A | Economic Development: Direct Financial Assistance to For-Profits Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.483(b)(4)(vi), for which job aggregation is allowed. |
| 19C | CDBG Non-Profit Organization Capacity Building Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible community revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. |
| 20 | Planning Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans. |
| 21A | General Program Administration Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. Also use 21A to report the use of CDBG funds to administer Federally designated Empowerment Zones or Enterprise Communities. For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I. |

For a more comprehensive list of activity codes, go to:
(http://archives.hud.gov/offices/cpd/systems/idis/library/refmanual/ref_man_b.pdf)

Reference: Text of Rule as Adopted
Text discussed above highlighted for convenience

Subchapter A.

Division 3.

§30.50. Community Development (CD) Fund.

(a) Eligibility. In addition to meeting the application threshold requirements in §30.25 of this subchapter (relating to Application Threshold Requirements), in order to be eligible to apply for community development funds, a community must document that at least 51.00% of the persons who would directly benefit from the implementation of each activity and target area proposed in the application are of low to moderate income.

(b) Application cycle. Applications are accepted on a biennial basis and selected for award pursuant to regional competitions held during the first year of the biennial cycle. An eligible community may submit one application per cycle as prescribed in the most recent application guide for this fund.

(c) Regional allocations. Each state planning region is provided with a regional CD Fund allocation for each program year of the biennial cycle once HUD releases the state's annual CDBG allocation.

(d) Selection procedures.

(1) Initial review. Upon receipt of an application, the department performs an initial review for application completeness and eligibility in accordance with §30.29 of this subchapter (relating to Application Review). Only the department may disqualify an application from consideration.

(2) Scoring process. During the first program year of the application cycle, eligible applications are scored and ranked by the department using criteria determined by the state planning region, the Unified Scoring Committee, and the department as described in subsection (e) of this section.

(3) Awards. After the department determines the final rankings of applications, awards are made based on each region's allocation and awarded until funds allocated to the region are depleted. If the program year allocation is insufficient to completely fund the next highest ranked application in the region, projects may be funded using TxCDBG deobligated funds or other funds, to the extent available. The department may also pool the remaining funds from each region to maximize the total number of applications to be fully funded.

(e) Scoring criteria.

(I) Regional project priority category. Each state planning region, as defined by Chapter 391 of the Local Government Code, is responsible for establishing the project types that will be considered first, second, or third priority projects.

(A) The governing body of the state planning region shall establish the priorities and communicate the decision to the department or may appoint a committee to carry out these tasks.

(B) Public meeting. The public must be given an opportunity to comment on the project priorities to be considered. The designated committee must convene in an open meeting for discussion and action to adopt project priorities.

(i) Notice of the public meeting must be advertised to the general public through a regional newspaper or other similar media. Each community eligible to participate in the application cycle must also be contacted directly with written notice of the public meeting.

(ii) The public meeting is subject to the Texas Open Meetings Act.

(C) The department will provide a format for establishing the criteria and a deadline for submitting the regional decision to the department to be incorporated into the application guide.

(D) State planning regions that use internal staff to prepare applications and administer CDBG grants must address the potential conflicts of interest of regional participation in selecting project priorities. For these regions, staff responsible for any part of the grant application process:

(i) may not participate in the planning or administration of the public meeting or committee duties, including distributing public meeting notices, explaining public meeting requirements to committee members, conducting the committee meeting, or submitting the results of the committee to the department; and

(ii) may attend the public meeting but may not present recommendations to the committee except during the public comment portion of the meeting, subject to the same time limits applied to other commenters.

(E) Twenty-five percent of the total available points will be determined by regional project priority categories.

(2) Department scoring criteria. The following factors are considered by the department when scoring CD Fund applications (detailed application and scoring information are available in the application guidelines):

(A) past performance--the department will consider a community's performance on all previously awarded TxCDBG contracts within the past 4 years preceding the application deadline. Evaluation of a community's past performance will include the following:

(i) completion of contract activities within the original contract period;

(ii) submission of environmental review requirements within prescribed deadlines;

(iii) submission of the required close-out documents within the period prescribed for such submission; and

(iv) maximum utilization of grant funds awarded.

(B) other programmatic priorities--the department may establish other scoring criteria to meet programmatic goals, so long as the application cycle allows sufficient time after the publication of such scoring criteria for communities to take action to maximize their score.

(C) Ten percent of the total available points will be determined by department scoring criteria.

(3) Unified Scoring Committee (USC) criteria. The USC is responsible for determining objective scoring factors for all regions in accordance with the requirements of this section and the current TxCDBG Action Plan. The USC must establish the numerical value of the points assigned to each scoring factor as described in the Committee Guidelines provided by the department.

(A) USC composition. The Agriculture Commissioner will appoint each member of the USC, to serve at the discretion of the Commissioner.

(i) Twenty-four (24) members shall be appointed to the USC. The Commissioner shall ensure geographic representation for each state planning region when appointing members.

(ii) Each member must be either an elected or appointed official of a non-entitlement community at the time of appointment.

(iii) The governing body of each state planning region may nominate one individual to be considered for appointment. The department will establish a timeline for such nominations.

(B) Public hearing. The public must be given an opportunity to comment on the scoring criteria considered. The department will convene a public hearing for the USC to discuss and select the objective scoring criteria that will be used to score and rank applications within each region.

(i) Notice of public hearing. USC proceedings are subject to the Texas Open Meetings Act. The department will publish notice of the hearing in the Texas Register, post the notice on its website, and announce the hearing details through the CDBG email listserv that is available for all stakeholders.

(ii) Attendance at meetings. A quorum is required for the USC public meeting. A USC member may designate a proxy to attend the meeting. Proxies are counted for purposes of determining the presence of a quorum and may participate in the discussion regarding potential scoring criteria but may not vote on matters before the USC.

(C) Requirements for scoring criteria.

(i) All scoring criteria selected by the USC must be in compliance with 24 CFR §91.320(k)(1)(i), which states in relevant part, "The statement of method of distribution must provide sufficient information so that units of general local government will be able to understand and comment on it, understand what criteria and information their application will be judged, and be able to prepare responsive applications."

(ii) Prior to the scheduled USC public hearing, the department will publish a list of previously approved scoring criteria that comply with objective scoring requirements. The department will also provide an opportunity for USC members, communities, and other stakeholders to submit additional scoring criteria to the department to be reviewed for compliance prior to the public hearing.

(iii) The USC may not adopt scoring factors that directly negate or offset the department's scoring factors.

(D) Final selection of scoring criteria.

(i) The final selection of the scoring criteria is the responsibility of the USC and must be consistent with the requirements of the current TxCDBG Action Plan.

(ii) The department will review the scoring factors selected to ensure that all scoring factors are objective and publish the approved scoring methodology in the application guide. The department may provide further details or elaboration on the objective scoring methodology, data sources, and other clarifying details without the necessity of a subsequent USC meeting.

(E) Sixty-five percent of the total available points will be determined by USC scoring criteria.

(f) Other department responsibilities. The department may:

(1) establish the maximum number of USC scoring factors that may be used in order to improve review and verification efficiency, or exclude certain scoring factors if the data is not readily available or verifiable in a timely manner. To ensure consistency, the department may determine the acceptable data source for a particular scoring factor;

(2) establish a deadline for each state planning region to select and submit to the department its project type priorities and nomination for the USC;

(3) publish Committee Guidelines to assist the USC in selecting scoring criteria that meet federal, state and program requirements:

(A) For any region for which no project priorities are submitted, applications will be scored according to the priorities published in the Committee Guidelines.

(B) In the event the USC fails to approve an objective scoring methodology to the satisfaction of the department consistent with the requirements in the current TxCDBG Action Plan, the department will establish scoring factors using the scoring factors identified in the Committee Guidelines; and

(4) make a site visit to recommended application localities.

ACTION MEMORANDUM

HEART OF TEXAS COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

June 25, 2020

SUBJECT:

Establish Project Priority scoring for various project types for the upcoming Texas Community Development Block Grant Program (TxCDBG) 2021-2022 Community Development (CD) Fund application cycle. On May 28, 2020 the Executive Board established the three priorities as follows, but points were not set.

| Category | Activities | Number of Points (maximum 50 points) |
|-----------------|------------------------------------|---|
| First Priority | 03J Water/Sewer Improvements | |
| Second Priority | 03F Parks, Recreational Facilities | |
| Third Priority | 03L Sidewalks | |

INFORMATION:

The Executive Board needs to score the points for each priority. Staff suggests scoring 50 for first, 40 for second, and 30 for third, but the Board can choose to score differently.

ACTION:

The Heart of Texas Council of Governments Executive Board selects first priority points as _____, second _____, and third _____ for consideration to the State Planning Region Directors as set out by the Texas Department of Agriculture for the Texas Community Development Block Grant Program (TxCDBG) 2021-2022 Community Development (CD) Fund application cycle.

Administrative Services Department

Financial / Personnel Reports

Executive Committee Meeting

March 24, 2022

**Heart of Texas Council of Governments
Combined Balance Sheet
February 28, 2022**

Assets

Current

| | |
|--------------------------------|------------------|
| Cash | \$ 18,506 |
| Investments | 605,604 |
| Due (to)/from Grantor Agencies | 1,161,764 |
| Membership Dues Receivables | 56,656 |
| Aging Match Receivables | 247 |
| Other Receivables | - |
| Pre-Paid Items | 19,227 |
| | <u>1,862,004</u> |

Fixed Assets

| | |
|--------------------------------|--------------------|
| Building | 2,810,000 |
| Land | 690,000 |
| Furniture & Equipment | 2,504,018 |
| Less: Accumulated Depreciation | <u>(3,331,114)</u> |
| | 2,672,904 |

Total Assets

\$ 4,534,908

Liabilities

Current

| | |
|------------------|------------------|
| Accounts Payable | 325,190 |
| Due to HOTEDD | 492,697 |
| Accrued Vacation | 149,585 |
| Deferred Revenue | 224,313 |
| | <u>1,191,785</u> |

Long-term Liabilities

| | |
|---------------|----------------|
| Notes Payable | 600,060 |
| | <u>600,060</u> |

Total Liabilities

\$ 1,791,845

Fund Equity

| | |
|--|----------------|
| Investments in Fixed Assets, net of related debt | 2,072,844 |
| Nonspendable-prepaid items | 19,227 |
| Restricted for Building Maintenance | 9,130 |
| Restricted for Emergency Notification System | 618 |
| Restricted for Federal & State programs | 96,813 |
| Unassigned | 544,431 |
| | <u>544,431</u> |

Total Fund Equity

\$ 2,743,063

Total Liabilities & Fund Equity

\$ 4,534,908

Heart of Texas Council of Governments
Combined Statement of Revenues, Expenditures
& Changes in Fund Balance
For Five Months Ended February 28, 2022

| Revenues | Year To Date | YTD Budget | YTD Budget Variance | 12 Month Budget | Annual Budget Remaining |
|---|---------------------|---------------------|------------------------|----------------------|----------------------------|
| Grants administered from State/Federal | \$ 2,909,114 | \$ 4,571,605 | \$ (1,662,491) | \$ 10,971,852 | \$ 8,062,738 |
| Rent-WF Bldg | 162,500 | 162,500 | - | 390,000 | 227,500 |
| Local Funds/Mgt. Fees | 31,833 | 22,105 | 9,728 | 53,051 | 21,218 |
| Membership Dues | - | 23,750 | (23,750) | 57,000 | 57,000 |
| Inkind Match/Program Income | 10,089 | 342,652 | (332,563) | 822,364 | 812,275 |
| Interest Income | 107 | 208 | (101) | 500 | 393 |
| Miscellaneous Income | 6,642 | 1,250 | 5,392 | 3,000 | (3,642) |
| Total Revenues | \$ 3,120,285 | \$ 5,124,070 | \$ (2,003,785) | \$ 12,297,767 | \$ 9,177,482 |
| Expenditures | | | | | |
| Salaries | 404,601 | 438,248 | 33,647 | 1,051,794 | 647,193 |
| Fringe Benefits | 199,723 | 227,554 | 27,831 | 546,129 | 346,406 |
| Travel | 7,181 | 16,032 | 8,851 | 38,476 | 31,295 |
| Equipment | 333,103 | 827,371 | 494,268 | 1,985,690 | 1,652,587 |
| Supplies | 12,182 | 9,938 | (2,245) | 23,850 | 11,668 |
| Other Expenses | 137,367 | 155,201 | 17,834 | 372,483 | 235,116 |
| Delegate Agency/Contractual Costs | 1,510,613 | 2,622,333 | 1,111,720 | 6,293,598 | 4,782,985 |
| Indirect Costs | 337,110 | 361,771 | 24,661 | 868,251 | 531,141 |
| Insurance/Maintenance-WF Bldg | 25,367 | 20,833 | (4,534) | 50,000 | 24,633 |
| Debt Service-WF Bldg | 199,124 | 112,212 | (86,912) | 269,309 | 70,185 |
| Inkind Match/Program Income | - | 307,652 | 307,652 | 738,364 | 738,364 |
| Total Expenditures | \$ 3,166,371 | \$ 5,099,143 | \$ 1,932,772 | \$ 12,237,944 | \$ 9,071,573 |
| Changes in Fund Balance | | | | | |
| Excess (Deficiency) of revenues over (under) expenditures | (46,086) | | | 59,823 | |
| Transfers-Due (to)/from HOTEDD | 78,706 | | | (30,573) | |
| Net Change in Fund Balances | 32,620 | | | 29,250 | |
| Fund Balances as of October 1, 2021 | 591,513 | | | | |
| Fund Balances as of February 28, 2022 | \$ 624,133 | | | | |

Heart of Texas Council of Governments
Monthly Report of Cash Transactions and Condition
As of February 28, 2022

| | <u>Operating Account</u> | <u>Short Term Investments</u> | <u>Total Cash</u> |
|--------------------------|------------------------------|-----------------------------------|--------------------------|
| Beginning Balance 2/1/22 | \$ 19,498 | \$ 605,575 | \$ 625,073 |
| Transactions | | | |
| Cash In | 701,622 | 29 | 701,651 |
| Cash (Out) | <u>(702,614)</u> | <u>-</u> | <u>(702,614)</u> |
| Net Income (Outlay) | (992) | 29 | (963) |
| Net Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Total Transactions | <u>(992)</u> | <u>29</u> | <u>(963)</u> |
| Ending Balance 2/28/22 | <u><u>\$ 18,506</u></u> | <u><u>\$ 605,604</u></u> | <u><u>\$ 624,110</u></u> |

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
PERSONNEL STATUS SUMMARY
AS OF MARCH 18, 2022**

NUMBER OF POSITIONS AUTHORIZED BY GRANT/FUND BUDGETS 30

NUMBER OF PEOPLE EMPLOYED 30

As of March 18, 2022, HOTCOG had no vacancies as referenced by the number of positions authorized and filled. The following is a departmental breakout of the above figures:

PEOPLE EMPLOYED

| <u>Department</u> | <u>Positions Authorized</u> | <u>Regular Fulltime</u> | <u>Temporary Fulltime</u> | <u>Regular & Temporary Part-Time</u> | <u>Vacant</u> |
|-------------------------------|--|------------------------------------|--------------------------------------|---|----------------------|
| Executive/ Admin. Services | 6 | 6 | 0 | 0 | 0 |
| Regional Services | 8 | 7 | 0 | 1 | 0 |
| Health and Human Services | 16 | 16 | 0 | 0 | 0 |
| <u>Totals</u> | 30 | 29 | 0 | 1 | 0 |

Health and Human Services Division - HOTCOG

Monthly Report for January and February 2022

The following is a summary of the activities for January and February 2022 of the programs in the Health and Human Services Division of the Heart of Texas Council of Governments.

General Description of Services Provided by Health and Human Services Division

Gary W. Luft – Director

The Health and Human Services Division (HHS) is one of two operational divisions of the Heart of Texas Council of Governments. The HHS division is made up of four different and distinct program areas that primarily serve and work with individuals and family members who need assistance through either information or services.

Area Agency on Aging (AAA)

- Provides access to needed social services, effective screening and assessment of individual needs, and advocacy for the older persons (age 60 and older), their family members or other caregivers.
- Directly administers services including benefits counseling, care coordination, caregiver support coordination, and long term care ombudsman services.
- Contracts with service providers throughout the region to provide nutrition (congregate and home delivered meals), homemaker care, respite care, personal assistance, minor home repairs, health education classes and caregiver counseling to caregivers and their loved ones.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.
- 1 of 28 Area Agency on Aging contractors designated by the Texas Health and Human Services Commission (HHSC).

Heart of Texas Aging and Disability Resource Center (ADRC)

- Provides information and assistance to individuals (including those with multiple, complex needs) about local programs and resources as they relate to aging or living with a disability, to older individuals, individuals of any age with disabilities, family caregivers, veterans, and families with children with special needs, all without regard to income levels.
- Primary purpose is to provide information to help individuals live within their community if possible.
- Operating broad-based coalition consisting of Area Agency on Aging, local Health and Human Services, Department of Assistive and Rehabilitation Services, Heart of Central Texas Independent Living Center, Heart of Texas 2-1-1, and Heart of Texas Region MHMR Center.
- HOTCOG serves as the Lead Agency/Fiscal Agent and has responsibility as contract administrator.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.

- 1 of 28 designated ADRCs by the Texas Health and Human Services Commission (HHSC).

Heart of Texas 2-1-1 Call Center (2-1-1)

- Provides referral information about health and human services to all callers regardless of age, ethnicity, gender, disability, or any other criteria.
- “Free” social service help line answered by trained specialists who can assess caller’s social service needs and connect them to the people and services that can best assist them.
- Answered 24 hours a day, 7 days a week by Information-Referral Specialists.
- Part of a national initiative to make information about health and human services readily available to all callers regardless of age, ethnicity, gender, disability, or any other criteria.
- Calls relate to requests for assistance for food, clothing, shelter, utility bill payment assistance, medical assistance, affordable childcare, eldercare, disaster relief, etc.
- Serves six counties including Bosque, Falls, Freestone, Hill, Limestone and McLennan.
- 1 of 25 Area Information Centers designated by the Texas Information and Referral Network (TIRN).

Heart of Texas Rural Transit District (RTD)

- Provides demand response transportation to the public including transportation for seniors age 60 and older and to the disabled of any age utilizing a contracted services business model.
- Shared ride service is considered “curb to curb” meaning the vehicle comes to the passenger instead of the passenger going to the vehicle and multiple riders may be on the vehicle.
- Services are provided Monday through Friday in the rural counties of Bosque, Falls, Freestone, Hill, and Limestone.
- Transportation into or out of McLennan County can be provided if the trip originates from or terminates into one of our five rural counties.
- Service is primarily provided using a fleet of 27 HOTCOG owned vans and small buses operated by two different sub-contractors.
- 1 of 36 Rural Transit Districts designated by the Texas Department of Transportation (TxDOT).

Specific Activities for January and February 2022 – Monthly Report

Area Agency on Aging - (AAAHOT)

Gary W. Luft – Director

Highlights for the two-month period included:

- Technical assistance was provided to our providers via email and telephone calls. We will provide hands-on assistance as needed and appropriate.

- We continue to work with the United Way of Tarrant County on the FIE2 grant which includes assistance in providing A Matter of Balance classes throughout our service area.
- Our FY21 Aging closeout review was completed by HHSC.
- We continue to provide our core services as required by contract.

Aging Program Development – (AAAHOT)

Jan Enders – Manager

Aging Program Development focuses on the identification and development of new programs/services and the establishment of partnering relationships in the community that allows the AAA to be more successful in meeting the needs of our seniors and clients. The scope of the initiative strategically strengthens our efforts, programs, and services across the entire AAA with no restrictions to specific program areas.

- Legal Awareness: (Outreach into six-county area) -- includes monthly, multiple Zoom contacts, Team Meetings, in-person outreach, publications promoting services, organizations utilizing AAA materials, and direct seminars, Resource Guides, etc.).

Project Homeless Connect was held on January 25, 2022, at the Convention Center. Multiple agencies were involved, and it was very successful and well organized.

Outreach increased in February and was conducted by 2-1-1 Staff into Bosque and Hill Counties. ADRC had 27 events live and via zoom. Benefits Counseling outreach included multiple events – “Health Fair in a Bag,” Medicare 101, etc.

**Total numbers of contacts for January and February 2022 – 247,721
(including
Resource Guides, PSAs, person-to-person meetings, Zoom, Team)**

Senior Medicare Patrol – Fraud Detection, Prevention and Reporting continues as part of the Benefits Counseling function. The outreach and educational services previously performed by the Senior Medicare Patrol have been merged into other services of the HHS Division.

New to Medicare – In-office public meetings on Medicare –

Public Medicare meetings are offered twice a month in HOTCOG’s training room and will continue throughout the year.

Collaboration with Benefits Counseling – Jan Enders continues to assist the Benefits Counseling Program as it strives to serve all the clients. With increased advertising and promotions, more people are contacting AAA for services. Future programs are planned in rural areas as the objective remains for us to contact Medicare beneficiaries and caregivers in these regions on a more frequent basis.

Open Enrollment for Medicare Advantage Plans – *begins January 2022 – March 31, 2022.* There are multiple MA Plans through private insurance companies in our six-county area. Includes A-Hospital, B-Doctor, and C – Prescription Drugs.

Continued outreach remains viable to educate the public about Medicare. As a result of the additional outreach, more calls came into the ADRC for assistance. Events that are in the works for the New Year include twice monthly Medicare Informational Meetings, Caregiver Forum for Bosque County, increased partnership with the Alzheimer Association, Baylor Scott & White, Texas Legal Services, outreach to all hospitals regarding new Caregiver Programs.

Benefits Counseling – (AAAHOT)

Donnis Cowan – Manager

Jan Enders – Manager of Special Programs, Benefits Counselor II

Rose Contreras – Sr. Benefits Counselor

The Benefits Counseling program primarily provides financial related assistance and Medicare/Medicaid related services to clients through Legal Assistance (one-on-one) and Legal Awareness (groups) events. We continue to see a growing need for Benefits Counseling for the senior population and added emphasis has been placed on expanding the services of this program.

The following services were provided:

- Legal Assistance services provided counseling to individuals assisting them with Medicare Part D, Medicare benefits, Medicare Advantage Appeals, Social Security questions, and other benefit-related questions.
 - Legal Assistance serving age 60 and older
 - 77 people were served
 - 302.68 hours were provided
- Legal Awareness service provided CMS Mailings which includes Medicare information such as Medicare Part D, Medicare A&B explanation, Medicare Preventative Services, Social Security updates, and other Medicare benefit-related information.
 - Legal Awareness serving age 65 and older
 - 14,236 people were provided the Community Resource Guides

Care Coordination & Caregiver Support Programs – (AAAHOT)

Donnis Cowan – Manager

Destiny Zavalla – Sr. Care Coordinator

Tiffany Soto – Program Coordinator

The Care Coordination and Caregiver Support programs empower senior citizens age 60 and older and their family caregivers to maintain their independence, freedom, and dignity by identifying needs and arranging social services required for living independently. These programs are broad based and includes a variety of related

service opportunities. Staff continues to be extremely active, efficient, and productive in providing an assortment of care related services to clients.

- Care Coordination serving age 60 and older a case manager assesses the needs with the client and plans, arranges, coordinates, and follows-up on needed services. Services that can be provided are personal assistance, homemaker services, home repairs/modifications, and health maintenance services.
117 clients were assisted with Care Coordination
202.71 units or hours of service were provided
- Caregiver Support Coordination serving caregivers who care for someone age 60 and older or someone with Alzheimer's disease of any age the case manager provides support services to reduce the stress and burdens of caregiving through respite, education, and support groups.
53 caregivers were assisted with Caregiver Support Coordination
168.11 units or hours of service were provided
- Information, Referral and Assistance – Caller's age 60 and older and their caregivers call inquiring about Area Agency on Aging and/or community resources.
250 callers were assisted with IR&A Services
- Health Maintenance services – Provides durable medical equipment that will enable clients to be more independent and assist them with their daily activities.
9 clients were assisted with Health Maintenance
9 units of service were provided
- Homemaker – Provides assistance which may include light house cleaning, meal preparation and shopping.
10 clients were assisted with Homemaker Services
62 units of service were provided
- Personal Assistance – Provides assistance which may include bathing, dressing, toileting, light house cleaning, meal preparation
13 clients were assisted with Personal Assistance Services
157.75 units or hours of service were provided
- Home Repair/Modification services - Primary focus is on repairs/modifications that improve accessibility, structure, safety, and weatherization of the home for low-income homeowners age 60 and older that are living in unsafe and/or unhealthy environments.

7 homes were repaired or modified.

Nutrition Program – (AAAHOT)

Donnis Cowan – Manager

The nutrition program is our single largest program and impacts the greatest number of individuals in the greatest geographical coverage in our service area. We have four

nutrition contractors that serve the nutrition needs of the elderly in the six-county service area.

- Bosque County Senior Services – serves Bosque County
- Central Texas Senior Ministry – serves Falls, Hill, and McLennan Counties
- Freestone County Senior Services – serves Freestone County
- Limestone County Senior Services – serves Limestone County

| Nutrition Program - Meals Served by County | | | |
|--|--------------------------------|------------------------------------|---------------------------|
| Provider | Congregate Meals Served | Home Delivered Meals Served | Total Meals Served |
| Central Texas Senior Ministries - serves three counties | | | |
| Falls County | | | |
| HHS funding | 50 | 1,324 | 1,374 |
| Other funding | 7 | 366 | 373 |
| Total | 57 | 1,690 | 1,747 |
| Hill County | | | |
| HHS funding | 328 | 2,272 | 2,600 |
| Other funding | 78 | 593 | 671 |
| Total | 406 | 2,865 | 3,271 |
| McLennan County | | | |
| HHS funding | 1,563 | 5,866 | 7,429 |
| Other funding | 214 | 14,128 | 14,342 |
| Total | 1,777 | 19,994 | 21,771 |
| Subtotal for Central Texas Senior Ministries - three counties | | | |
| HHS funding | 1,941 | 9,462 | 11,403 |
| Other funding | 298 | 15,087 | 15,385 |
| Total | 2,240 | 24,549 | 26,789 |
| Bosque County Senior Services | | | |
| HHS funding | 18 | 1,158 | 1,176 |
| Other funding | 5 | 944 | 949 |
| Total | 23 | 2,102 | 2,125 |
| Freestone County Senior Services | | | |
| HHS funding | 528 | 1,106 | 1,634 |
| Other funding | 1,130 | 1,467 | 2,597 |
| Total | 1,658 | 2,573 | 4,231 |
| Limestone County Senior Services | | | |
| HHS funding | 438 | 1,104 | 1,542 |

| | | | |
|--|--------------|---------------|---------------|
| Other funding | 287 | 1,207 | 1,494 |
| Total | 725 | 2,311 | 3,036 |
| Grand Totals for Nutrition Program - includes all contractors | | | |
| HHS funding | 2,925 | 12,830 | 15,755 |
| Other funding | 1,720 | 18,705 | 20,425 |
| Grand Total | 4,646 | 31,535 | 36,181 |

Miscellaneous Contract Services – (AAAHOT)

Donnis Cowan – Manager

Tiffany Soto – Program Coordinator

Evidence-Based Programs – Evidence-based programs are based on research. They offer proven ways to promote health and prevent disease among older adults. These programs are tested models or interventions into practical, effective community programs that can provide proven health benefits to participants.

The AAA contracts with several facilitators to conduct programs such as: A Matter of Balance, Caregiver Stress Busting and Chronic Disease Self-Management and Diabetes Self-Management Programs to age 60 and older and their caregivers if the caregivers meet the eligibility criteria.

14 clients were assisted with Evidence-Based classes.

Long Term Care Ombudsman Program – (AAAHOT)

Susan McCombs – Manager

Lynda Mitchell – P. T. Staff Ombudsman

Through direct advocacy the Long-Term Care Ombudsman Program utilizes 4 volunteers, and 2 staff to achieve the best possible quality of life for approximately 4,500 residents in 35 nursing homes and 22 assisted living facilities in our service area.

Beginning in October, the first of the new fiscal year, visitations by both Staff and Certified Volunteers began again. Caution was the upmost prevalent action taken with all the visits. The first quarter more facilities getting cases of COVID. Some facilities were trying to go back to the “lockdown” phase from 2020. As the 2nd quarter has shown, facilities are still having cases of COVID but on a lesser basis. As usual, some facilities are still holding onto “old” rules while others are now trying to return to “life” for the residents with precautions.

Another issue created by the Federal Government’s Vaccination Mandate for Healthcare Workers was a critical staffing shortage for all facilities. Many of the complaints we are receiving boils down to staffing issues.

During the months of January and February Staff and Volunteer Ombudsmen:

- Completed 44 visits to Long Term Care facilities, including both nursing homes and Assisted Living Facilities.

- Shared information on 5 state surveys and investigations.
- Provided information and consultations to 44 individuals and 15 facility staff on specific issues or subjects.

Complaints:

- The 2 staff Ombudsmen and 4 CVOs handled 33 complaints and concerns January and February and resolved or partially resolved 94.6% of the issues. The complaints related to such issues as discharge, autonomy, failure to respond to requests for assistance, activities, food, environment, Medicaid or financial issues and family conflicts. Some of the phone calls and concerns expressed by the callers were regarding COVID-19, new visitations rules, HHSC, CMS, and the CDC and staffing issues

Activities:

- The MLO and the SO listen to the HHS webinars that keep us informed with new rules and any updates.
- Facilities are fluctuating with some new COVID-19 cases. We are continuing to watch that the facilities do not “shutdown” against HHSC visitation rules.
- The State Office has monthly CEU training offered to all Ombudsman.

Heart of Texas Aging and Disability Resource Center (ADRC)

Donnis Cowan – Manager of Aging and ADRC Programs

Eric Hobbs – Housing Accessibility Navigator

Debbie Jones – Resource Navigator

The ADRC model is a “way of doing business” that is intended to respond more effectively and efficiently to the needs of individuals looking for long term services and supports. ADRC’s provide older individuals, individuals of any age with disabilities, family caregivers, veterans, and families with children with special needs, all without regard to income levels, *information and assistance* about local programs and resources as they relate to aging or living with a disability. ADRC’s help those in need navigate through a complicated and complex network of available support services with the primary purpose of helping individuals live within their community as long as possible.

ADRCs provide visible, trusted, comprehensive and streamlined access to long-term services and supports by establishing a “virtual no wrong door” model of information exchange, person and family-centered planning, and service provision.

The Heart of Texas ADRC is made up of a broad-based operating partner’s coalition consisting of six (6) operating partners:

- Area Agency on Aging (AAAHOT)
- Heart of Texas Region MHMR Center (HOTRMHMR)
- Heart of Central Texas Independent Living Center (HOCTIL)
- Health and Human Services (HHS) – Local Long-Term Services and Supports
- Workforce Solutions Vocational Rehabilitation (formerly known as DARS)
- Heart of Texas 2-1-1 (HOT 2-1-1)

Referrals are made to appropriate agencies or service providers based on the needs of the caller. Multiple and complex cases may involve several service providers rather than just one. When more than one provider is involved the Resource, Navigator assists with coordination of services provided between the agencies.

The ADRC staff is responsible for handling the “walk-ins” at the front lobby who come in with no appointment. An ADRC staff member will meet with the individual, obtain pertinent information, and connect them to the appropriate state agency and/or community resources.

All calls to the Heart of Texas ADRC terminate into 254-292-1855. This includes local calls as well as any calls originating in our six-county service area placed to the statewide toll-free line for ADRC’s.

537 callers and walk-ins were assisted with Information, Referral and Assistance during the months of January and February.

| ADRC Calls, Walk-ins, Emails, Fax | | | |
|--|---------------------------------|-------------------------------|---------------------------------|
| Current Month Calls/Walk-ins | Previous Year Comparison | Increase or (Decrease) | % Increase or (Decrease) |
| 537 | 620 | (83) | -13.39% |

ADRC staff were involved, prepared, or participated in the following activities:

- Submitted FY22 Quarterly Performance Reports
- Submitted FY22 Covid-19 NWD & MFP Quarterly Report
- Submitted FY22 Budgets
- Participated in FY22 ADRC “State Office” Calls/Webinars

Note: The ADRC is currently being routinely monitored by HHSC for activities and expenditures during the months of October and November 2021. All requested documentation and appropriate explanations have and are being provided by HOTCOG staff to HHSC monitors.

Heart of Texas Area Information Center (AIC) – (HOT 2-1-1)

Karen Pettit – Manager
 Belinda Arocha – Information & Referral Specialist
 Joanna Whitehouse – Information & Referral Specialist
 Marcy Whiddon – Information & Referral/Community Database Specialist

The 2-1-1 program is a “free” social service help line answered by trained specialists who assess caller’s social service needs and connect them to the people and services that can best assist them. 2-1-1 provides referral information about health and human services to all callers regardless of age, ethnicity, gender, disability, or any other criteria.

HOT 2-1-1 (HT) continues to take traditional calls for local social service needs including food pantries, utility bills, rent, childcare, and medication assistance, etc. for the six-county service area. In addition, we take disaster related calls when such an event occurs.

- For the period of January 3,908 calls were taken by HOT 2-1-1 staff compared to 4,784 in the same month for the previous year.
- The decrease of 876 calls was an 18.3% decrease.
- For the period of February 3,384 calls were taken by HOT 2-1-1 staff compared to 4,400 in the same month for the previous year.
- The decrease of 1,016 calls was an 23.1% decrease.

Houston-Galveston 2-1-1 and routed afterhours AICs answered and provided information to HOT “after hour and weekend callers”:

- For the month of January 203 calls were taken by Houston-Galveston staff compared to 284 in the same month for the previous year.
- The decrease of 81 calls was a 28.5% decrease
- For the month of February 177 calls were taken by Houston-Galveston staff compared to 382 in the same month for the previous year.
- The decrease of 205 calls was a 53.67% decrease.

Projection of annual calls:

We are able to predict the total fiscal year call volume based on using %’s for the previous three (3) years and activity through the most recent month. Using the model predicts the total fiscal year call volume (includes HOT and Houston-Galveston and other after-hours routed calls) to be 45,684 calls compared to the previous fiscal year total of 51,273 calls. The decrease of 5,589 total calls represents a projected decrease of 10.90% for the year. We will continue to watch the trend on a month-to-month basis and adjust as needed.

| PROJECTION of CALLS | |
|---------------------|--------------------|
| 51,273 | Actual FY21 Total |
| 45,684 | Projection FY22 |
| -5,589 | Decrease Projected |
| -10.90% | Decrease Projected |

| HOT 2-1-1 Number of Calls and Yearly Projection | | | | | | | | | |
|---|-------|-------|-------|-------|------------------------------|----|-------|-------|--|
| Heart of Texas 2-1-1 staff only | | | | | GC + Routed afterhours 2-1-1 | | | | |
| | FY 19 | FY 20 | FY 21 | FY 22 | | FY | FY 21 | FY 22 | |

| | | | | | | | | | |
|------------|--------|--------|--------|----------|--------------------------------|-----------|--------|---------|--------------------------------|
| | | | | | | 20 | | | |
| October | 3,013 | 2,917 | 4,549 | 3,386 | | 188 | 260 | 165 | |
| November | 2,354 | 2,988 | 2,949 | 3,130 | | 149 | 270 | 161 | |
| December | 2,183 | 2,264 | 4,373 | 3,032 | | 161 | 225 | 120 | |
| January | 2,461 | 3,713 | 4,784 | 3,908 | | 161 | 284 | 203 | |
| February | 2,074 | 2,648 | 4,400 | 3,384 | | 153 | 382 | 177 | |
| March | 2,246 | 4,384 | 5,021 | | | 137 | 275 | | |
| April | 2,394 | 5,835 | 3,336 | | | 104 | 207 | | |
| May | 2,377 | 3,828 | 2,977 | | | 97 | 226 | | |
| June | 2,639 | 4,573 | 3,779 | | | 86 | 217 | | |
| July | 3,175 | 4,673 | 3,552 | | | 60 | 198 | | |
| August | 3,059 | 4,904 | 4,444 | | | 83 | 265 | | |
| September | 3,180 | 3,606 | 4,079 | | | 77 | 221 | | |
| Total | 31,155 | 46,333 | 48,243 | 16,840 | | 1,456 | 3,030 | 826 | |
| | | 15,178 | 1,910 | (31,403) | FY 22 Yearly Projection | | 1,574 | (2,204) | FY 22 Yearly Projection |
| % Increase | | 48.7% | 4.1% | -65.1% | 44,396 | | 108.1% | -72.7% | 1,288 |

Roll-over of calls:

Due to the volume of calls and staffing schedules during work hours, all calls cannot be answered in a timely manner in any one specific 2-1-1 operation. To reduce long waits there is a roll-over after two (2) minutes of unanswered calls to available I & R staff in 2-1-1s across the state. Heart of Texas calls that cannot be answered in the allotted time of two minutes are also routed to other call centers just as HOT receives unanswered calls rolled to us from other call centers based on the same two-minute wait time. Because of the "roll overs" between 2-1-1s, familiarity with the state-wide data base of taxonomy and how to search service providers is critical. All 2-1-1 staff must be able to make referrals using the data base for any location in Texas.

Tracking of calls since early 2020 has revealed changes in the allocation of the origination of calls. During this past month approximately 63% of the calls received by HOT 211 came from outside our service area with 37% of the calls coming from within our service area. During the height of COVID-19 call received from out of our area were as high as 75%. The trend is downward and now is coming closer to the historical pattern of approximately 50% from inside and 50% from outside the six counties in our service area. With the impact of COVID-19 the percentage had dramatically shifted to a heavier percentage coming from outside our service area which we hypothesized were due to the increase in calls being received from coastal areas which were affected by multiple hurricanes as well as by calls coming in from large metropolitan areas such as Houston, Dallas, and San Antonio where the effects of COVID-19 impacted larger populations.

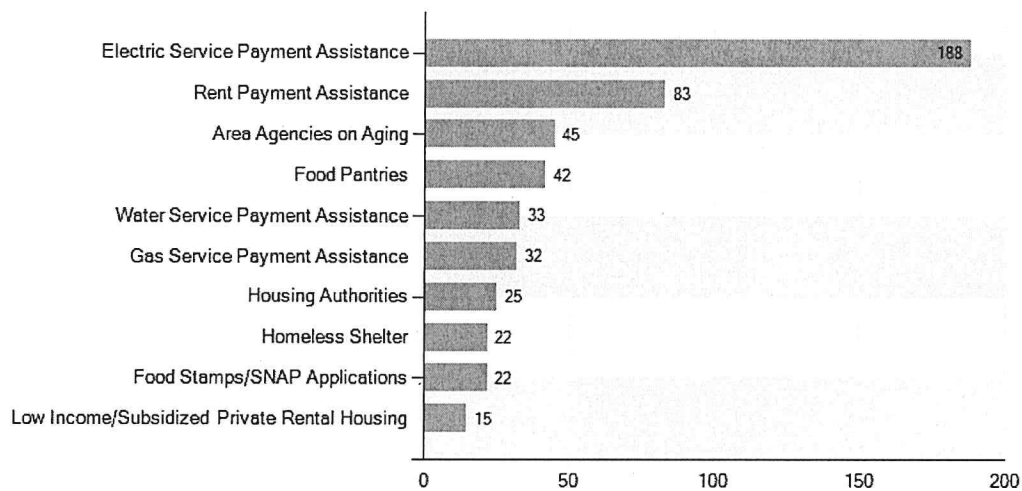
Although COVID-19 calls continue to come in on a regular basis, with increases and decreases in volume dependent on numerous factors, we are experiencing a leveling off and return to more "normal" call volume, as reflected in the charts above.

Most requested services for HOT Counties:

February, 2022

Needs by taxonomy - 2/1/2022 to 2/28/2022

As of 3/16/2022



HOT Counties Calls Transferred to “Your Texas Benefits” in February:

| | | | |
|-----------------------------|----------------------------|--------------------------|-----|
| Call Type - Transfer | Benefit(s) (Transfer Call) | CHIP | 11 |
| | | Food Stamps/SNAP | 911 |
| | | Medicaid | 296 |
| | | Medicare Savings Program | 30 |
| | | Not specified | 31 |
| | | TANF | 4 |

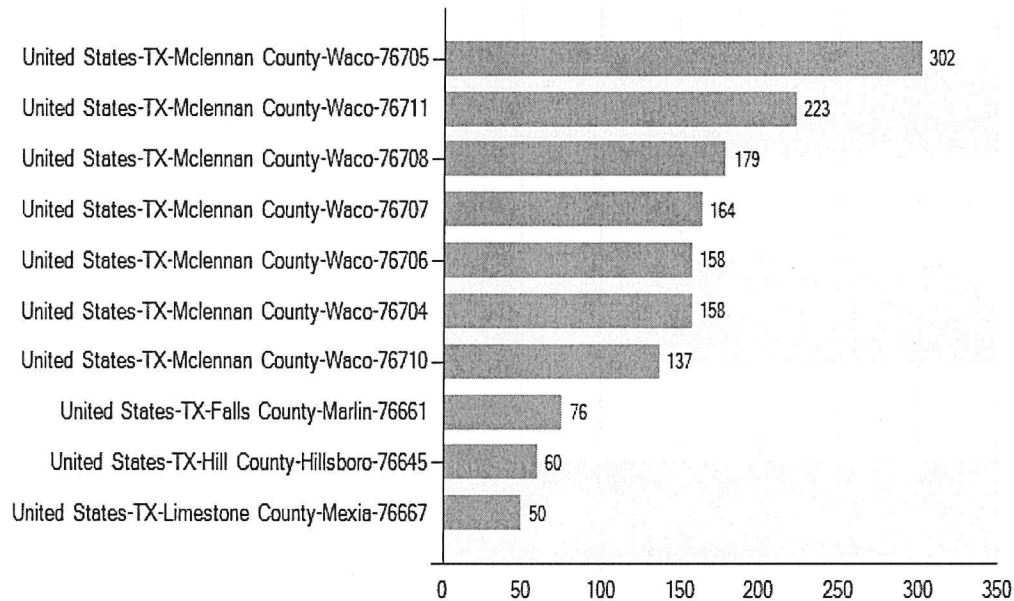
| | | |
|---|---|----|
| "Can I ask how you heard about 2-1-1?" | 2-1-1 Agency/Caseworker Referral Source (First-Time User) | 12 |
| | Community Presentation | 2 |
| | Friend/Family Member | 19 |
| | HHSC Field Office/TX Health & Human Services/Medicaid | 29 |
| | Internet | 14 |
| | Media (Newspaper, Radio, TV): English | 3 |
| | Media (Newspaper, Radio, TV): Spanish | 1 |
| | Other | 4 |
| | Previous User | 1 |
| | Undetermined | 2 |
| | Unemployment Office | 3 |
| | Utility Company | 19 |

Calls by HOT Counties Zip Code:

Most calls originating from our six counties came from McLennan County and the city of Waco rather than from the surrounding lower populated rural counties. This pattern is expected because the largest concentration of people living in our service area reside in McLennan County, the city of Waco, or the surrounding suburbs of Waco.

List of locations - 2/1/2022 to 2/28/2022

As of 3/16/2022



Heart of Texas Rural Transit District

Ronald E. "Rep" Pledger - Manager

Frances Ramirez – Transportation Specialist

Misty Hendon – Transportation Admin

General Information:

Transportation continues to work diligently during this time of uncertainty and continue to follow local and state guidelines regarding Covid-19. We are doing everything necessary to ensure our clients are safe and feel secure in the services we provide. Our drivers are continuing their disinfecting efforts and cleaning their buses after each trip as well as providing logs for those cleanings. We have made sure each bus is equipped with disinfecting solutions, sprays, and wipes. Our drivers have also been provided with masks to further our safety efforts in keeping them, as well as our clients, safe.

Staff is continually reaching out to current and previous clients to see if there is anything, we can do to get them to keep using the service or start using the service again. We hope that our continued efforts to provide safe and reliable transportation to our riders will help get us back to normal quickly.

Funding

Vehicle Revenue Miles (VRM) funds - \$264,019.00

Regional Transportation Coordination Plan funds - \$130,000.00

Trainings/Meetings

February 15 – RTCC meeting

Regional Transportation Coordination Council - (RTCC)

RTCC has reached the final stage of getting the 5-year plan, presented by KFH Group, finalized. We received feedback from TxDOT and KFH Group and incorporated the recommended changes to the plan, as well as making minor corrections. The RTCC recently met and voted to support the recommended changes with the final plan to be submitted to the Executive Committee for approval at the March 24th Executive Committee meeting. After Executive Committee approval the plan will be submitted to TxDOT in compliance with the end of March deadline.

HOTCOG RTD will begin implementing the first 3 action items.

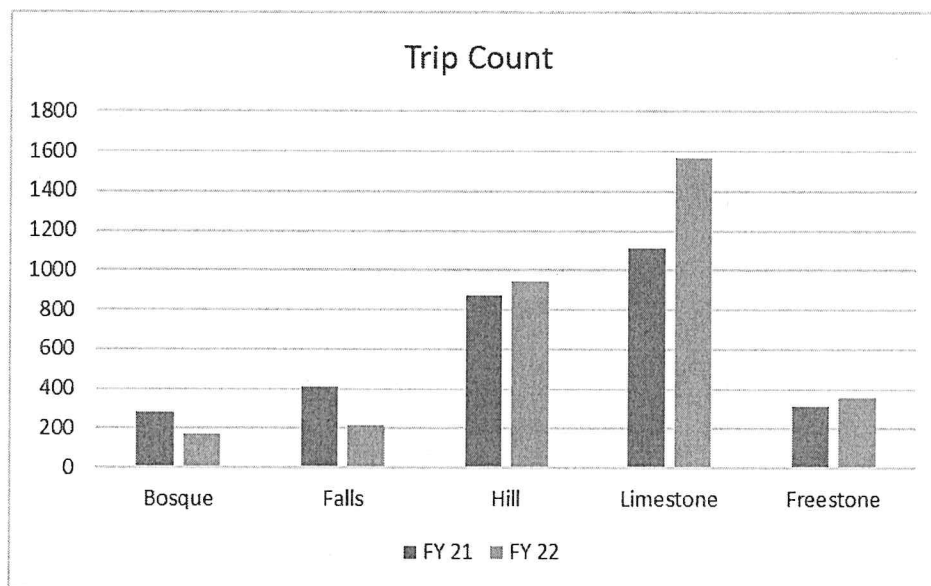
- The first item will be to purchase the software needed to execute a micro transit / on-demand service. This software will be purchased from Shah, who is the existing provider of our transportation application. This service will allow quicker access to transportation within our cities with a population of 20-30k. The rides can be requested by both phone calls and the software program. Not only will this provide a needed service in those areas, but we also hope to see an increase in residents staying local for their purchases, which will help with county growth.
- An update to our bus security system on the existing buses would be our second task. With board approval we would issue an RFP for that purchase. This will help with ensuring all safety measures are being followed by both riders and drivers. It will further provide video from the driver's point-of-view, rear point-of-view, and handicap entrance of the bus. This is a vital part of transportation security in showing what is always happening with our bus while it is in use.
- The third task enact would be to issue an RFP to update the paint schemes on the buses to ensure they are noticeable and reflect helpful contact information for potential riders. Our current buses are plain white with a red stripe and have no identifiable contact information, which causes them to blend into their surroundings. With a vibrant paint scheme and updated advertising, we will be able to catch their eye and in turn hope to see increased ridership.

Rural Transit District – (Operations)

Staff is constantly calling clients that have previously cancelled and is assuring them that we are taking every precaution for their safety.

Trip activities for January and February combined are as follows:

| Transportation Services – One Way Trips | | |
|---|---------|---------|
| Transportation Provider | FY 2021 | FY 2022 |
| Bosque County | 278 | 172 |
| Falls County | 410 | 213 |
| Hill County | 873 | 944 |
| Limestone County | 1110 | 1568 |
| Freestone County | 312 | 361 |
| Total - All 5 Counties | 2983 | 3258 |



| Trip Type by County | | | | | | |
|---------------------|-------------|------------|------------|------------|------------|-------------|
| Trip Type | Limestone | Hill | Freestone | Falls | Bosque | Grand Total |
| Dialysis | 495 | 497 | 129 | 48 | 28 | 1197 |
| Medical | 271 | 91 | 59 | 58 | 69 | 548 |
| Work | 432 | 129 | 47 | 32 | 0 | 640 |
| Shopping | 128 | 108 | 61 | 16 | 8 | 321 |
| Personal | 170 | 28 | 24 | 12 | 2 | 236 |
| MHMR | 6 | 68 | 8 | 0 | 37 | 119 |
| Recreation | 45 | 0 | 32 | 0 | 0 | 77 |
| Education | 1 | 4 | 1 | 35 | 28 | 69 |
| Parole | 7 | 0 | 0 | 0 | 0 | 7 |
| Veteran | 0 | 19 | 0 | 12 | 0 | 31 |
| Foster Grandparents | 13 | 0 | 0 | 0 | 0 | 13 |
| Grand Total | 1568 | 944 | 361 | 213 | 172 | 3258 |

Report submitted: March 18, 2022

A handwritten signature in black ink, appearing to read "Gary W. Luft". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gary W. Luft – Deputy Executive Director for Health and Human Services

REGIONAL SERVICES REPORT

March 2022

9-1-1

HOTCOG 9-1-1 IP Network (Next-Generation 9-1-1)

Members of the TriCOG 9-1-1 Alliance (BVCOG, CTCOG and HOTCOG) continue to collaborate with network consultants and equipment vendors to maintain a robust network. The TriCOG Alliance renewed its partnership with Mission Critical Partners (MCP) for NextGen Core Services (NGCS) Consulting and Cybersecurity Support. MCP follows a scope of work that was provided to the TriCOG identifying 5 tasks to assist the TriCOG in technical issues to include Project/Task Management, Geospatial Call Routing, Text Over ESInet and Cybersecurity Support. Members of the TriCOG participate in regularly scheduled conference calls to discuss NGCS projects and planning for the future of the regional networks.

The last phase of planning for the implementation of NGCS in the HOTCOG Region came to fruition on September 22, 2021, with the migration of all PSAPs to VESTA Router for NextGen911 routing. This migration is 4 years in the making with the original Request for Proposal being written in 2017. After countless conference calls, face-to-face and virtual meetings we've gotten steps closer to a system that does not rely on the legacy 9-1-1 system that is slowly being decommissioned. Project planning calls will continue with Vesta Solutions, Inc. as we migrate all the telephone carriers to the VESTA router so we can decommission the legacy network. Calls continue to be held weekly, and discussions include ongoing project deliverables and discussions for upcoming activities.

Enterprise Geospatial Database Management System (EGDMS)

In NG9-1-1 systems, an EGDMS (GIS map data) replaces the traditional Master Street Address Guide (MSAG) for location-based 9-1-1 call routing and location validation. An EGDMS is crucial for the transition to NG9-1-1 because it provides a means to create and maintain data critical to NG9-1-1 success. Staff participated in the Customer Focus Group (CFG) for this project. The CFG was responsible for assisting with development of the Quality Assurance/Quality Control plan, participating in GIS Data Management collaboration meetings, and assisting in GIS data management workflow development. 9-1-1 staff exceeded the 99% data match rate as recommended by the National Emergency Number Association (NENA) with a match rate of 99.99% with no critical errors remaining. HOTCOG has completed the transition to an EGDMS, and staff is a participant in a focus group for continued implementation across the state.

Text-to-9-1-1

Text-to-9-1-1 is available in the HOTCOG Region as an alternate means of communicating with 9-1-1 for people with a hearing and/or speech disability, or when speaking out loud would put the individual in danger. Text-to-9-1-1 also provides a silent alternative in cases such as child abduction, active shooter, or domestic abuse.

LTE Backup (IP network wireless backup)

The wireless backup for the Region's 9-1-1 internet protocol (IP) network continues to operate as an alternate path to routing 9-1-1 calls during an outage.

Public Education

There were 2,150 public education items distributed to the Region for public education events.

Meetings/Training/Conference Calls and Site Visits

- CSEC Touchpoint conference call, HOTCOG – March 2nd
- NGCS Web Portal Product Webinar, HOTCOG – March 8th
- MVP NGCS project discussion conference call, HOTCOG – March 14th
- MVP NGCS project discussion conference call, HOTCOG – March 21st
- RPC Workshop – Strategic Planning, Austin – March 22nd
- TriCOG/NCTCOG 9-1-1 Networking meeting, HOTCOG – March 25th
- MVP NGCS project discussion conference call, HOTCOG – March 28th

Criminal Justice

Planning Grant

CJ Planner, Lana Gudgel, conducted one Grant workshop in February. CJ Planner completed the member list for the SART Subcommittee. CJ Planner assist with City of Rosebud grant application revisions. CJ Planner held a special CJAC board meeting review the scoring process with new board members before the April 8, 2022, scoring meeting. The Criminal Justice program has received a total of 24 grant applications over four funding programs. CJ Planner completed the CJAC scoring meeting schedule and notified the applicants of the presentation schedule.

Regional Law Enforcement Training Academy Grant

Criminal Justice Planner, Lana Gudgel hosted the Intermediate Crime Scene class 17 officers attended this class. The new registration training software for the Law Enforcement training program has registered 196 officers since October 2021. The training program has collected \$1000.00 in out of region fees. CJ Planner revised the Law Enforcement Academy Training Grant at the request of the OOG to receive the second half of the two-year grant funds. CJ Planner attended the Advanced Instructor Course, once the Advanced Instructor certification is received CJ Planner will begin offering this course once per year. CJ Planner held the LETAC board meeting to review the training program progress and plan the coming cycle training classes.

425 students attended HOTCOG training since January 2021.

Homeland Security/Emergency Preparedness

Grant/COG Projects

- Staff attended the monthly Homeland Security conference calls with the Office of the Governor (OOG).
- Staff attended the Texas Association of Regional Councils (TARC) conference in Austin to get firsthand updates from various government partners on grant issues and funding.
- Staff continues to work on the \$1.6M Radio Infrastructure grant:

- A Request for Proposal (RFP) has been completed for the 180' Marlin Radio Tower with Contract sent to Executive Committee for Approval.
- A Request for Proposal (RFP) is has been issued for the 200' Woodway Tower.
- The VHF System upgrade in Bosque, Hill, Limestone, Freestone and Falls County continues with equipment deliveries scheduled through April with installation to be phased. Staff is coordinating with EMCs to ensure a smooth transition and install.
- Staff has attended several meetings with the Texas Youth Preparedness Council and is an advisor for the Council.
- Staff facilitated the rankings of 7 applications by the Emergency Preparedness Advisory Committee (EPAC) for Homeland Security funds in the FY 2023 grant cycle.
- Staff attended a presentation by the Texas Water Development Board (TWDB) about grant opportunities for critical infrastructure mitigation.
- Staff held a Emergency Manager meeting with the Executive Director to discuss regional Emergency Management issues and concerns.
- Staff attended a CERT planning meeting with the City of Waco as we partner with them to rebuild the Waco CERT program.

Technical Assistance

- Staff continues to work with the Capital Area Regional Trauma Advisory Council (CATRAC) on radio issues between healthcare facilities in our region.
- Staff gave an educational talk to students at Chilton ISD about careers in Emergency Management.
- Staff assisted 5 jurisdictions with their grant applications, ensuring they had complete and competitive grant applications.
- Staff continues to work on the creation of a regional Cybersecurity advisory committee under EPAC. This is an urgent need as the threat of cyber attacks remains high across the Country.
- Staff had a conference call with the Texas Department of Information Resources (DIR) Chief Information Security Officer to discuss ways we can partner to provide our region cyber security resources and response to a cyber attack.

Economic & Community Development Department Staff Report

REVOLVING LOAN FUND

HOTEDD currently administers two revolving loan funds: One through USDA (United States Department of Agriculture) and one through TDA (Texas Department of Agriculture).

The USDA fund is to support our local businesses so that they can grow, create jobs, and diversify our regional economy. Specifically, the HOTEDD RBEG RLF Program seeks to assist qualified small and emerging businesses in the rural Heart of Texas including Bosque, Falls, Freestone, Hill, Limestone, and rural McLennan Counties. Any private business that will employ 50 or fewer new employees and has less than \$1 million in projected gross revenues located in the rural (as defined by USDA) Heart of Texas region including Bosque, Falls, Freestone, Hill, Limestone and rural McLennan Counties (McLennan County communities that are not contiguous to the City of Waco). On a case by case basis, the Loan Committee may waive this requirement and provide loan funds to a business located outside the region if the committee determines doing so will have a positive economic impact on the community to be assisted with RLF funds. The project will create or retain one full-time job per each \$10,000.00 in loan funding. At least 51 percent of the interest in the business (applicant) must be owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence certifiable by HOTEDD and USDA. HOTEDD RLF's financial assistance is necessary to the viability of the project: There must be evidence presented by the applicant that demonstrates that the projects financial requirements cannot be met from owner resources or a commercial financial institution.

Texas CDBG funds provided under the TCF SMRF program are required to comply with the national objective of principally benefiting persons of low and moderate income. The objective of the program is to expand economic opportunities that create or retain jobs, principally for low- and moderate-income persons. The SMRF program provides resources for an eligible applicant to support qualified small and microenterprise business(es) (a for-profit entity) to create or retain jobs for Texans. The CDBG regulations provide the following definitions: **Microenterprise Definition**, A "microenterprise" is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. "Persons developing microenterprises" means persons who have expressed interests in and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed. 24 CFR §570.201(o)(3): **Small Enterprise Definition** is an enterprise" or "small business" is a commercial enterprise that has 25 or fewer employees, one or more of whom owns the enterprise. Falls County is the only county under the SMRF fund. The funding period through TDA and regulations is over but once TDA closes out the contract with Falls County then HOTEDD can lend the revolving funds back into Falls County without the stricter requirements of TDA. At this time Falls County has not received closeout information.

HOTEDD is currently seeking applicants for approximately \$245,240.79 in USDA revolved funds.

SMRF has \$40,327.08

Currently loans are out to:

Net1 is behind in payments. He has not responded to invoices or email to give request for deferment in writing to us.

KNV Investments is current.

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS

EDA prefers to use HOTCOG as the grant administrator of all projects within the HOTCOG region. EDA helps fund the Economic planning division of HOTCOG. All EDA funding projects must support the HOTCOG regions CEDS (Comprehensive Economic Development Strategies). Dorthy Jackson administers all of the grants at this time. This includes help with applications and once grant has been award then all financial reports and special conditions are fielded through Dorthy Jackson and then submitted to EDA.

EDA is seeking new public works grants. Please contact Dorthy Jackson if you have a need that we can fit into the national objective of the EDA.

EDA received disaster funds for Covid-19. These funds have been allocated. They are now doing continuum of the regular public works grants. They expect those funds to be expended by end of this month and the coal community funds to be expended by end of February.

Current EDA funding opportunities:

FISCAL YEAR 2021 AMERICAN RESCUE PLAN ACT

Under the American Rescue Plan, EDA was allocated \$3 billion in supplemental funding to assist communities nationwide in their efforts to build back better by accelerating the economic recovery from the coronavirus pandemic and building local economies that will be resilient to future economic shocks.

American Rescue Plan funding enables EDA to provide larger, more transformational investments across the nation while utilizing its greatest strengths, including flexible funding to support community-led economic development.

With an emphasis on equity, EDA investments made under the American Rescue Plan will directly benefit previously underserved communities impacted by COVID-19.

EDA is making a Coal Communities Commitment, allocating \$300 million of its \$3 billion American Rescue Plan appropriation to ensure support for these communities as they recover from the pandemic and create new jobs and opportunities, including through the creation or expansion of a new industry sector. This commitment will be fulfilled through \$100 million in Build Back Better Regional Challenge grants and \$200 million in Economic Adjustment Assistance grants.

EDA has published the following funding opportunities: **EDA reported all funding has been allocated.**

- Economic Adjustment Assistance (funding will end January)
- Travel, Tourism and Outdoor Recreation (no deadline but EDA strongly advises no later than 1/31/22)
- Indigenous Communities (Deadline 9/30/22)
- Build Back Better Regional Challenge (Closed and funded)
- Statewide Planning, Research and Networks (Original closing was 10/31/21 but extended to 9/30/22)
- Good Jobs Challenge (Deadline 2/10/22)

Deadlines: Varies based on program.

Economic Adjustment Assistance: Rolling. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance.

While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications no later than March 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by March 31, 2022, is not a guarantee of funding. Any award is subject to the availability of funds. See Section E of this ARPA EAA NOFO regarding EDA's review process.

Travel, Tourism and Outdoor Recreation: Rolling (Competitive Tourism Grants). EDA encourages eligible applicants to submit their applications as soon as possible.

For EDA Competitive Tourism Grants, there are no application submission deadlines. While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications no later than January 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by January 31, 2022, is not a guarantee of funding. Any award is subject to the availability of funds. See Section E of this ARPA Tourism NOFO regarding EDA's review process.

Indigenous Communities: Rolling. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance.

While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications at least by March 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. Submission by March 31, 2022 is not a guarantee of funding. Any award is subject to the availability of funds. EDA strongly encourages all applicants to start early and contact their EDA representative for assistance. See section E of this Indigenous Communities NOFO regarding EDA's review process and section G of the NOFO for EDA Regional Office Point of Contact (POC) information.

Current Projects HOTCOG is administrating

TSTC Project: Scope of work on this EDA project is to provide COVID responsive renovations in the Technical Studies and Electronics Centers. The renovations are estimated at \$6,113,594.00. TSTC was asking for \$4,800,000.00. EDA came back and approved to give \$3,500,000. TSTC accepted that amount. The final approval letter was issued on April 15, 2021, for project award. Authorized scope of work includes the renovation of building space within the 30,887-SF Technical Studies Center (TSC) building and 41,223-SF Electronics Center (EEC) building. Other major components for both buildings include Conduct abatement; conduct demolition; installation of electrical, plumbing and IT infrastructure; renovate interior lab and classroom space; and equipment purchase of technology equipment to support on-line lecture distribution. This is the largest project for HOTCOG to administrate under HOTEDD to date. Project paperwork is moving forward. The proper lien filings have been completed and approved by EDA.

EDA has approved TSTC's engineering contract and now TSTC is working on plans and design.

Fairfield Project: This project has been officially awarded for \$950,000.00 September 16, 2021. The Fairfield Economic Development Corporation is making improvements to Old-Mexia Fairfield Road to accommodate the expected increase in commercial and industrial traffic in the area. The improvements are to construct 3,750 linear feet of industrial grade roadway with a pavement section of 7-inches of concrete pavement and 10-inches of chemically treated subgrade.

Engineering contract has been approved by EDA. Work on site certificates are currently being done.

EDA Disaster funds in response to COVID-19

EDA opened up grant for Regional Council of Governments and Planning Commissions for extra funding in response to Covid-19. HOTEDD was awarded \$400,000.00 that covers next two years for this specific grant. Due to the fact that Covid-19 has totally changed the trajectory of the CEDS for all of the United States they understand the need for planning in regard to such disasters. The following is their scope of Work.

Scope of Work for EDA Economic Development Districts and EDA Indian Tribe Planning Grant Recipients

Under this EDA's CARES Act Recovery Assistance letter invitation for application, an EDA-designated Economic Development District (EDD) or an Indian Tribe that is a current EDA partnership planning grant recipient (Indian Tribe) may apply for funding under one or more of the following Scope of Work elements that has been pre-approved by EDA, based on past planning- and disaster-related grant awards: An EDA Award to an EDD or Indian Tribe shall support authorized activities to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic, or respond to economic injury as a result of coronavirus, and shall include one or more of the following pre-approved grant activities that shall focus on the geographic region within the EDD or Tribal territory:

1. Short-term and long-term economic development planning and coordination to develop or update a disaster recovery and resiliency economic development plan, focused on pandemic recovery and resiliency, consistent with the approved CEDS maintained by the recipient. Alternatively, rather than a separate plan, the CEDS itself can be updated to include a focus on pandemic recovery or resiliency based on the existing or anticipated COVID-19 impact, general needs, and capacities of the EDD or Indian Tribe;
2. Funding for one or more regional disaster economic recovery coordinators for a two-year period to serve the communities and local governments across the geographic region within the EDD or Tribal territory. Disaster recovery coordinators will also serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in the disaster-impacted areas. Additional work elements of the position will include but not be limited to the following:
 - i. Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization's region;
 - ii. Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities;
 - iii. Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities;
 - iv. Identify and foster private and non-profit partnership opportunities;
 - v. Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction; and
 - vi. Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan;

3. Technical Assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by coronavirus; and/or
4. Organizational capacity support for coronavirus response, including technology costs and personnel costs for staff members directly working on or supporting the work of the organization's coronavirus-related economic development response, including additional hiring as needed.

HOTEDD has received grant of \$400,000.00 for the next two year period to address needs within the stated above parameters. Retired Homeland Security Manager, Harold Ferguson, has agreed to work with Dorothy Jackson for the next two years on this project and has come on board as of July 1, 2020. Training, restructuring CEDS & HOTCOG website, and HOTCOG equipment is part of the plan.

Staff reviewed two contractors of website design that submitted proposals. Golden Shovel is the contractor approved and staff is working with them.

Website development complete and the equipment for the board room is installed and at use. Now staff is evaluating the option to make training room available for instructors to hold in class instruction and same time do digital instruction. Staff is looking at different options for spending the remaining funds. Equipment for air purification and Covid tests are part of the planned expenditures.

Training

Staff attended TARC biannual training Feb 8-10 in Austin. EDA did report that all grant funds have been allocated at this time and will let us know if more is allocated to them for disbursement in the future. TDA is reporting that some regions are not expending allocated funds like they should. They are open to suggestions on how to carry forward, such as changing how the State CDBG Board operates.

COMMUNITY DEVELOPMENT

Staff is forwarding information to the community that comes down from Federal partners on upcoming grants.

Texas State offices are still working remotely.

Texas Department of Housing and Community Affairs (TDHCA)

Announced a second Notice of Funding Availability (NOFA) of \$3 million in Community Development Block Grant CARES Act (CDBG-CV) funds for cities, counties, local and regional nonprofits, and regional organizations to provide mortgage assistance through the Texas Emergency Mortgage Assistance Program (TEMAP) to areas not currently covered under the initial TEMAP NOFA earlier this year.

The TEMAP program provides mortgage assistance to homeowners at or below 80% of the Area Medium Income who have been economically impacted by COVID-19 to help provide housing stability during the pandemic. The program can pay up to six consecutive months of an eligible household's mortgage payments, including mortgage arrears, with at least one of those months covering a month of future mortgage. The maximum assistance to homeowners must be at or below 150% of the Small Area Fair Market Rent or 150% of the Fair Market Rent – whichever is applicable. For areas where no Small Area Fair Market rent is available, Fair Market Rent must be used.

Through the initial TEMAP NOFA mortgage assistance is available to Texas homeowners in 223 Texas counties. This Round 2 TEMAP NOFA targets the remaining 31 Texas counties (see Table below) to ensure geographic distribution is achieved throughout the state and make assistance available to all COVID-19 impacted Texas homeowners struggling with their mortgage due to loss of job, reduced income, or

increased living expenses. Eligible applicants are cities and counties in areas not having TEMAP coverage from the initial NOFA awards or local and regional nonprofits, including community action agencies and regional organizations such as councils of governments, willing to serve areas not covered.

Target County Areas

| | | | | |
|------------|-----------|-----------|----------|-----------|
| Bosque | Brazos | Brewster | Burleson | Culberson |
| El Paso | Falls | Fannin | Fayette | Freestone |
| Grayson | Grimes | Hamilton | Hill | Hudspeth |
| Jeff Davis | Limestone | Llano | Lee | Leon |
| Lubbock | Madison | Mason | McLennan | Milam |
| Mills | Presidio | Robertson | San Saba | Travis |
| Washington | | | | |

HOTCOG applied for all 6 Counties to make sure that there was coverage for everyone in the Region. The EOAC applied also to cover McLennan County and Lazarus House Initiative applied for Limestone County. Following chart is the allocations that is recommended by TDHCA.

| | | | |
|--|---|----|------------------|
| Economic Opportunities Advancement Corporation | McLennan County | 67 | \$ 300,000.00 |
| Heart of Texas Council of Governments | Counties of Hill, Bosque, Falls, and Limestone | 63 | \$ 200,000.00 |
| Alliance of Border Collaboratives | City of El Paso and west El Paso County including all the cities of Anthony, TX, Vinton, TX and Canutillo, TX. | 61 | \$ 500,000.00 |
| Travis County | Travis County (Excluding the City of Austin) | 60 | \$ 415,000.00 |
| Lazarus House Initiative | Freestone County | 60 | \$ 85,000.00 |
| Hudson County Latino Foundation | Counties of Brazos, Falls, Limestone, and McLennan | 56 | \$ - |

Staff is taking applications for the TEMAP program. Currently we have approved 7 applications and are working on 1 more. We need more applications to come through. **We have approximately \$127,000 left to spend. Our contract has been extended to June. If funds are not expected to be obligated by then the remaining amounts will be de-obligated and returned to TDHCA.**

TDA (Texas Department of Agriculture)

TDA items in separate report.

TECHNICAL ASSISTANCE

Community and economic development technical assistance was provided to:

- City of West/EDC
- Fairfield EDC
- TSTC
- City of Abbott
- City of Mexia
- Groesbeck EDC
- Freestone County
- Hill County

SOLID WASTE

The SWAC meet in on July 22, 2021 and determined that the next Biennium will be split with COG managed projects in FY 22 and Implementation projects starting in FY 23. The 2022/2023 biennium will begin October 1st with new funding opportunities for all 6 counties in the HOTCOG region. The City of Gholson was able to conduct a very successful community collection event that involved both roll-off dumpsters and tire trailers. The City of Mart was also able to complete a community collection event. They were able to fill up several dumpsters and a tire trailer. Freestone County utilized 2 tire trailers for their event that started on March 11th. Falls, Bosque, Limestone and Hill still have projects that need to be completed. Hill County is next, with an event starting at the end of March or early April. HOTCOG is still trying to schedule events for Bosque, Falls, and Limestone.

AIR QUALITY

Ramboll completed the final report to end the FY 20/21 biennium. They have created a Scope of Work to be turned into TCEQ for the new biennium. After TCEQ reviews and accepts the SOW, Ramboll will continue working with HOTCOG to conduct further studies to keep our region in compliance with the ozone standards.