

**HEART OF TEXAS
COUNCIL OF GOVERNMENTS**

FY 2022-2023 BUDGET

**Indirect Cost and Release
Time Benefits Calculations**

HOTCOG
FY 2022-2023 BUDGET HIGHLIGHTS

- (1) Please note HOTCOG has not received all of the “official” funding level notices from state and federal agencies. The estimated revenues on pages 4 and 5 are based on a combination of official funding notices and estimated planning figures. Please note the projected 25% decrease in funding from the current year is due to the decreased funding for COVID-19 and CARES Act funding. In addition, we had a large bus purchase in the current fiscal year that we won’t have next year. Currently a \$24,850 General Fund Net Surplus is being projected for the year.
- (2) On page 9 under Indirect Costs, HOTCOG’s indirect cost rate is projected to be 52.36%. For fiscal year 2022-2023, HOTCOG’s Federal Cognizant Agency, U.S. Department of Commerce, Economic Development Administration (EDA), and U.S. Department of Interior, Washington, D.C. will review and approve the indirect cost rate that is computed on salaries and release time/benefits only. HOTCOG’s current rate is 51.91%. In addition, HOTCOG’s Release Time and Benefit rate is projected to be 44.02%, down from the current year’s rate of 49.21%. The decrease in the rate is due to the past years carryforward computation.
- (3) Under General Budget Notes on page 12, the proposed budget contains a 4.0% cost of living adjustment (COLA) increase for all employees. Normally HOTCOG’s COLA is figured as measured by the Department of Labor’s Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) and is the same increase that was received by Social Security recipients in 2022 which was 5.9%. However, because of grant and contract funding limitations, HOTCOG can only budget a 4.0% increase.

**Heart of Texas
Council of Governments**

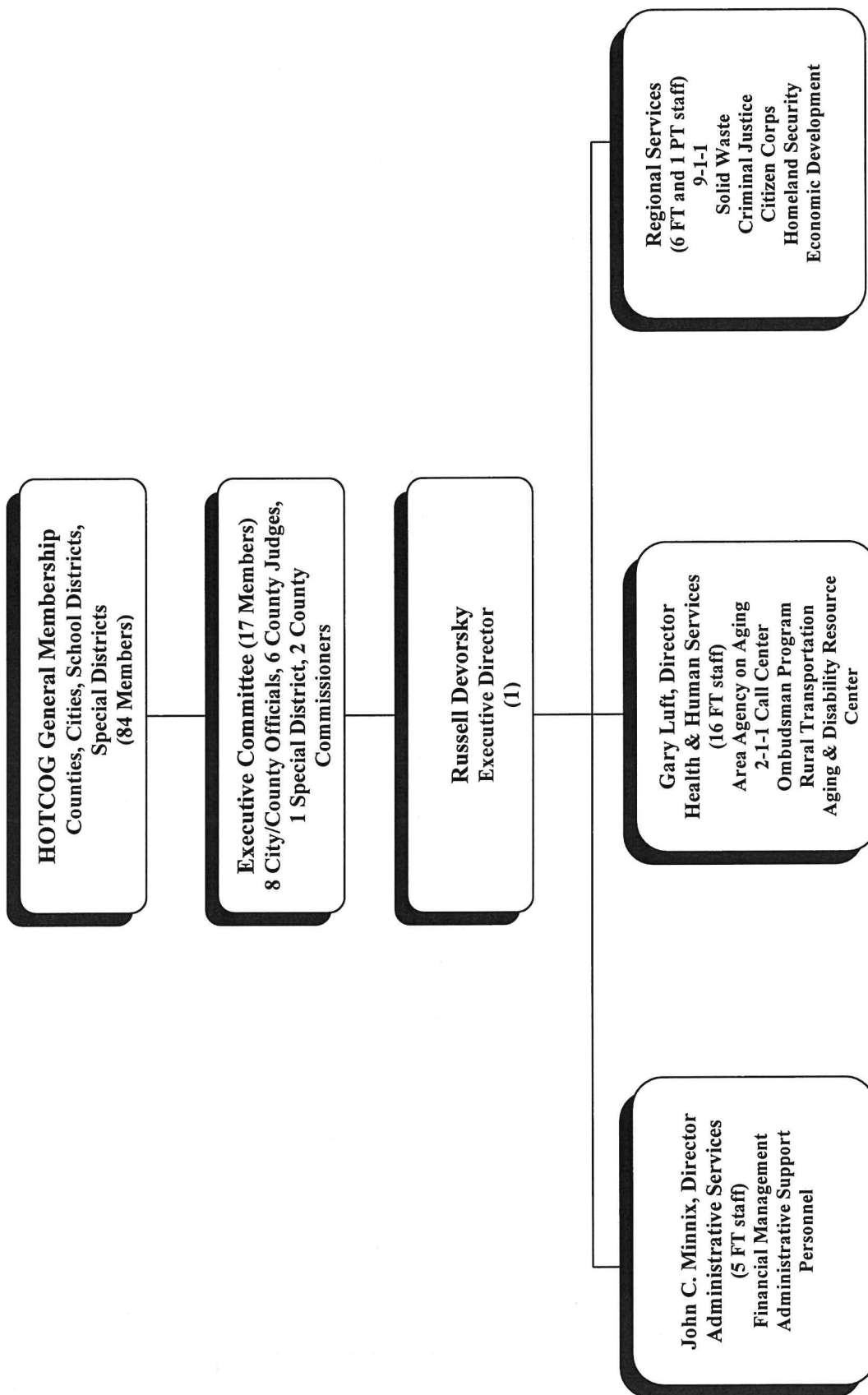
FY 2022-2023 Budget

The Heart of Texas Council of Governments (HOTCOG) annual budget is a fiscal and program plan designed to guide the operations of the staff from October 1, 2022 through September 30, 2023. The annual budget process is intended to allow for the review of existing agency operations based on levels of service, regional objectives and board policies as well as plans for serving our member governments in the future.

The budget process for HOTCOG is inherently different than that for local governments because of the unpredictability of agency revenues. Federal and state grants have traditionally adjusted throughout the program year requiring continual change to respond to the budget demands. This problem of resource funding creates a situation of “dynamic budgeting,” requiring a flexible and responsive budget process.

HOTCOG’s financial plan is controlled at the fund and grant level with management authorized to make transfers of budgeted amounts between object class levels within a fund or grant, within restrictions imposed by grantor agencies. The Executive Committee approves the financial plan for revenue and expenditures in all funds. The financial plan for the Special Revenue Funds is made on a project (grant) basis, spanning more than one year. Appropriations for all projects in the Special Revenue Funds lapse at the end of a contract period which may not coincide with the fiscal year-end of HOTCOG. The appropriations for the General Fund lapse at the fiscal year-end. Although the financial plans are reviewed and approved by HOTCOG’s Executive Committee, they are not considered legally adopted annual budgets or appropriations.

HEART OF TEXAS COUNCIL OF GOVERNMENTS ORGANIZATIONAL CHART



Estimated Fiscal Year 2022-2023 HOTCOG Revenue
And Comparison with Fiscal Year 2021-2022 Revenue

<u>Grant / Contract</u>	<u>Fiscal Year 2022-2023</u>	<u>Fiscal Year 2021-2022</u>	<u>Gain/ (Loss)</u>
<u>Texas Department Of Health & Human Services (HHSC)</u>			
Aging Services-Title III	2,888,407	2,640,473	9%
Aging Services-ADRC	208,616	208,616	0%
<u>Texas Department Of Health & Human Services (HHSC)</u>			
211/Childcare	6,014	6,014	0%
211/Operations	398,789	398,789	0%
<u>Texas Commission on Environmental Quality</u>			
Solid Waste Planning	115,000	115,000	0%
Air Quality Planning	274,559	-	NA
<u>Texas Department of Agriculture</u>			
TxCDBG-Community & Economic Development	11,406	11,030	3%
<u>Commission on State Emergency Communications</u>			
9-1-1 Emergency Communications Operations/Program	1,576,228	2,110,617	-25%
<u>Texas Department of Transportation</u>			
Section 5311 Transportation - Federal	654,906	1,023,668	-36%
Section 5311 Transpotation-State	751,649	824,917	-9%
Short Range Planning	52,500	70,000	-25%
Bus and Bus Facilities Purchasing Program	-	562,690	-100%
Section 5311-CARES Act	-	814,165	-100%
<u>Governor's Division of Criminal Justice</u>			
Criminal Justice - Planning/Coordination	33,796	33,796	0%
Criminal Justice - Juvenile Justice Alternatives	29,602	35,877	-17%
Criminal Justice- Regional Law Enforcement Trng	65,275	65,275	0%
<u>Economic Development Administration</u>			
Economic Development Fund	70,000	70,000	0%
COVID-19 Supplemental Planning	-	200,000	-100%

Governor's Division of Emergency Management

Homeland Security Planning	181,140	181,140	0%
HL Security Enhanced Communications/ENS	70,000	70,000	0%
Regional Communications Infrastructure	606,860	1,558,000	-61%
Bomb Making Materials Awareness	39,118	-	NA
Citizens Corp Planning	25,000	25,000	0%

Total Federal/State Administered Grants	\$ 8,058,865	\$ 11,025,067	-27%
--	---------------------	----------------------	-------------

Local Revenue

Miscellaneous Income	3,000	30,000	-90%
Interest Income	1,500	500	200%
Membership Dues	57,000	57,000	0%
Rent-Workforce Building	390,000	390,000	0%
HOTEDD Management Fee	16,528	16,047	3%
Local Govt. Program Match	37,004	37,004	0%
Local Govt. Program Income and Inkind Match	721,312	822,364	-12%
Sub-total Local Revenue	\$ 1,226,344	\$ 1,352,915	-9%

<u>Total Estimated Revenue</u>	\$ 9,285,209	\$ 12,377,982	-25%
---------------------------------------	---------------------	----------------------	-------------

HOTCOG
Fiscal Program Summary
For Fiscal Year 2022-2023

Sources of Revenue

The concept of “cooperative federalism” in which all units of governments, Federal, State, and Local, share responsibility in solving regional problems, is evident in the analysis of HOTCOG’s sources of revenue. The primary sources of revenue for HOTCOG budgeted during the coming fiscal year 2022-2023 are (1) **Local Revenues** (\$1,226,344) which accounts for 13.21%; and (2) **Federal/State Administered Grants** (\$8,058,865) which accounts for 86.79% of total revenue.

1) Local Revenues - (\$1,226,344)

(a) Local Government Annual Dues (\$57,000)

Dues for cities and counties are assessed on the basis of \$.16 per capita. School districts pay dues based on student enrollment. With enrollment up to 500, \$40; with enrollment of 500 to 2,500, \$80; with enrollment of 2,500 to 10,000, \$160; with enrollment over 10,000, \$475. Special Districts pay \$160 and subscribing members pay \$50. HOTCOG currently has 84 member governments - 6 counties, 53 cities, 21 school districts, 3 institutions of higher education and 1 special district.

(b) Local Government Program Match (\$37,004)

(c) Rent – Workforce Building (\$390,000)

(d) HOTEDD Management Fee (\$16,528)

(e) Interest Income (\$1,500)

(f) Miscellaneous Income (\$3,000)

(g) Local Governments Program Income and Inkind Match (\$712,312)

2) Federal/State Administered Grants (\$8,058,865)

Federal agencies allocate funds to the State of Texas for reallocation to local governments. These funds are passed through the State to HOTCOG from the U.S. Department of Commerce; Justice; Transportation; Health and Human Services and the Department of Homeland Security. Additionally, funds are received directly from the State as a result of actions taken by the Texas Legislature. The funds are for Criminal Justice Planning, Juvenile Justice Alternatives, Regional Law Enforcement Training, Air Quality and Solid Waste

Planning. Funds are also received from the State for planning and implementation of a Regional 9-1-1 Emergency Communications System, to operate a 2-1-1 answering center and to operate a rural transportation system.

GRANT MANAGEMENT DEFINITIONS

PASS-THROUGH - Funds administered by HOTCOG which are passed through - and are of direct benefit - to local governments, community based organizations and program participants.

INKIND/PROGRAM INCOME - Contributed services provided primarily by governmental entities. These “inkind” contributions do not require the expenditure of cash by HOTCOG. “Program Income” are funds received as donations from participants who participate in the Aging and Transportation programs. Also, program income can be generated from services provided by the various grant programs. These funds are required as local match on grantor funds to carry out the basic work programs.

INDIRECT COSTS - Costs for agency-wide internal administrative services which benefit all of the grant programs (executive management, accounting, personnel, facilities management, insurance, legal fees, audit services, etc.) are included in these funds. A cost pool is used for these expenditures because they are not readily assignable or allocated to any particular grant or contract. These costs are allocated as a percentage of total salaries and release time/benefits to all of HOTCOG’s grant programs.

HOTCOG applies an indirect cost rate to each grant to pay for these costs that are accumulated in an indirect cost pool. This rate is a fixed percentage with a possible carry-forward within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposal plan. That rate is 52.36% and is computed on salaries and benefits. HOTCOG has an agreement with the Heart of Texas Economic Development District (HOTEDD) for the coming fiscal year providing fiscal services for an amount of \$57,849 that will be charged in lieu of the indirect rate.

HOTCOG’s Federal Cognizant Agency, the Department of Economic Development (EDA) through the U.S. Department of Interior, will review and approve our Indirect Cost Rate Certificate for FY2023. HOTCOG is required to develop an indirect proposal and retain it with related supporting documentation for audit. In addition, HOTCOG will provide a copy of the proposal as requested by any state or federal agency for their information and review.

HOTCOG is required annually to certify that its Indirect Costs for the fiscal year do not exceed 15% of total expenditures as defined in Section 391.0115(e) of the State of Texas Local Government Code. For fiscal year 2022-2023 Indirect Costs as a percentage of total expenditures is projected at 9.07% as seen in the computation on the next page:

Total Expenditures	\$10,059,622
Less Adjusted Indirect Cost	(799,363)
Less Equipment	<u>(443,707)</u>
Total Expenditures	8,816,552

Total Expenditures	8,816,552
Adjusted Indirect Cost	(799,363)

Indirect Costs as a % of Total Expenditures	9.07%
--	-------

ADMINISTRATION - It is widely accepted that costs associated with the administration expenses are the executive management of an agency, program or other entity. Therefore, administrative costs are the expenses associated with the management function.

DIRECT COSTS - Direct costs are those that can be identified specifically with a particular grant or cost objective. These costs are charged directly to grants or contracts. Below are the costs and their accepted bases of allocation that HOTCOG currently direct charges to grants or contracts.

- **Salaries/Benefits** - Percent of time and effort devoted specifically to the execution of grant programs.
- **Travel** - Those costs incurred specifically for the execution of grant programs.
- **Supplies** - Those supplies other than desk top supplies, such as pens, pencils, paper clips, etc., needed specifically for the execution of grant programs.
- **Space** - Square feet of space occupied.
- **Telephone Line** - Number of instruments.
- **Long Distance** - Actual costs incurred.
- **Copier/Printing** - Actual copies made and other printing needed specifically for the execution of grant programs.
- **Postage** - Actual costs incurred.

Heart of Texas Council of Governments
Summary of Fund Availability and Proposed
FY 2022-2023 Program Expenditures

Fund Availability

Local

HOTCOG Dues	\$ 57,000	
Local Govt./HOTEDD Program Match	121,004	
Rent-Workforce Building	390,000	
HOTEDD Management Fee	16,528	
Interest Income	1,500	
Miscellaneous Income	3,000	
Local Govt. Program Income and Inkind Match	637,312	
		1,226,344

Federal/State

Federal/State Administered Grants	8,058,865	
		8,058,865

Total Available Funds

9,285,209

Less: Program Income/Inkind Match

637,312

Net Available Funds for FY 2022-2023

8,647,897

Less: Delegate Agency/Contractual Costs

5,090,080

Net Available Operating Funds FY 2022-2023

\$ 3,557,817

Program Expenditures

Council Management and Administration	1,242,440
Aging Services	5,635,197
Regional Services	3,181,984

Total Proposed Dept. Expenditures

10,059,621

Less: Transfers to Indirect Cost Pool

857,212

Total Proposed Expenditures

9,202,409

Less: Program Income/Inkind Match

637,312

Net Proposed Expenditures for FY 2022-2023

8,565,097

Less: Delegate Agency/Contractual Costs

5,090,080

Net Proposed Operating Expenditures FY 2022-2023

\$ 3,475,017

Transfers Out-(Due to HOTEDD)

(57,950)

Net Surplus

\$ 24,850

Heart of Texas Council of Governments
Summary of Revenues and Expenditures
Proposed FY 2022-2023 Line Item Expenditures

Revenue

Local	1,221,844
Federal/State Administered	8,058,865
Other	<u>4,500</u>

Total Revenue \$ 9,285,209

Line Item Expenditures

Salaries	1,491,396
Benefits	656,514
Travel	44,509
Equipment	443,707
Supplies	42,666
Space	306,176
Communications	37,320
Copier/Printing	11,655
Computer	55,100
Postage	9,352
Audit	34,500
Other	51,394
Indirect	799,363
Debt Service-WF Bldg	230,729
Insurance/Maintenance/Other-WF Bldg	60,000
Management Fees	57,849
Program Income/Inkind Match	637,312
Delegate Agency/Contractual Costs	<u>5,090,080</u>

Total Proposed Expenditures 10,059,622
Less: Transfers for Indirect Cost Pool 857,212

Net Proposed Expenditures \$ 9,202,409

Transfers Out-(Due to HOTEDD) (57,950)

Net Surplus \$ 24,850

Number of Employees: 29

HOTCOG General Budget Notes

Salary

The Texas Legislature directed Council of Governments to establish salary classification schedules similar to State Government. HOTCOG has developed a salary range schedule for each position responding to this requirement. That salary schedule is included in this budget document and does include a 4.0% cost of living salary adjustment for the fiscal year.

The Executive Director's salary is established as an exempt position and the salary is set on an annual basis by the HOTCOG Executive Committee. The 4% cost of living adjustment has been included for the Executive Director in this budget.

Holidays

HOTCOG observes 12 holidays per year. Those holidays are:

New Year's Day
Martin Luther King, Jr., Day
President's Day
Good Friday
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Thanksgiving (2)
Christmas (2)

Sick Leave/Vacation

Employees earn 12 days of sick leave per year and can accrue up to 45 days. Employees earn vacation leave as follows:

- One to three years service - 12 days per year
- Three to ten years service - 15 days per year
- Ten or more years service - 20 days per year

Total number of vacation days which may be accrued is 45 days. Employees are compensated for any unused accrued vacation days upon separation from HOTCOG.

Medical/Dental/Visual/Disability and Other Insurance

HOTCOG pays the premium for medical, dental, visual, life, accidental

death/dismemberment and disability insurance for each eligible employee which on average is \$553 per month. The employee may add dependents to the medical/dental and visual plan at his or her own expense. Monthly dependent premiums are as follows:

	<u>Health</u>	<u>Dental</u>	<u>Vision</u>
* Child(ren)	\$396	\$25	\$5
* Spouse	\$484	\$25	\$5
* Family	\$923	\$67	\$10

HOTCOG's health insurance renewal has been moved to 1/1/23 because our current policy with United Health Care (UHC) has a 15 month rate guarantee. HOTCOG should know the renewal rate no later than 11/1/22. The medical plan is a PPO, Preferred Provider Organization plan which provides quality health care through an approved network of medical care facilities and physicians to choose from. Office visit charges are covered at 100% with a per-visit co-payment of \$25.00 for PCP and \$75.00 copayment for specialist. Medical deductible is \$3,500.00 per individual with medical max out of pocket of \$6,000.00. Coinsurance is paid at 100% after deductible and out of pocket expenses are met. In addition, the plan features a prescription card program that enables employees to obtain prescriptions at reduced prices. HOTCOG pays the premium for dental and vision on each employee as well as a life insurance policy which includes accidental death and dismemberment through Guardian Insurance Company. HOTCOG also pays the premium for worker's compensation and unemployment insurance for each employee.

Social Security

HOTCOG employees are covered by the Social Security System. Employees pay the required percentage of gross salary into the system with HOTCOG paying an amount as required by current law which is 7.65% of gross salary.

Retirement

HOTCOG participates in the Texas County & District Retirement System (TCDRS). Employees are required to save and contribute 4% of their gross salary with HOTCOG matching that at 250% or 10% for a total savings rate of 14%. HOTCOG's fiscal year employer contribution rate is 7.99%. TCDRS currently guarantees a 7% return on savings.

Depository of HOTCOG Funds

Extraco Banks, Waco, Texas

General Counsel

Haley & Olson, P.C., Waco, Texas

Auditors

Pattillo, Brown and Hill, Waco, Texas

Fiscal Year

October 1, 2022 to September 30, 2023

Heart of Texas Council of Governments

Job Classification Schedule

HOTCOG JOB CLASSIFICATION	
COMPARISON WITH THE STATE	
FY2022-2023	

[illegible]

**HOTCOG Departmental
Program Descriptions and Budgets**

**Council Management
and
Administrative Services Department**

Council Management

Responsibility: Russell Devorsky, Executive Director

Council Management is the operation of the Executive Director's Office, including staff support to the Executive Committee. The primary mission of the Executive Director's office is to carry out in an efficient and effective manner those programs and policies established by the Executive Committee. To meet the objectives of the Council, the Executive Committee has designated the Executive Director as the chief administrator and executive officer for the Council. The Executive Director's Office develops and maintains overall agency program management, including internal and external processes, procedures and guidelines necessary for the appropriate administration and management of the agency's fiscal and personnel resources. Official minutes, resolutions, bylaws and appointment activities of the Executive Committee are also maintained by the Executive Director's Office.

Administrative Services

Responsibility: John C. Minnix, Deputy Executive Director of Administration

Council Administration is responsible for agency fiscal management and administration of internal activities, including purchasing, personnel, insurance, communications, facilities management, accounting, retirement system, budgeting, grant administration, records maintenance, equipment maintenance, mail, office supply control, computer management and operation of the copier and postage systems.

Heart of Texas Council of Governments
General Fund Budget

Revenue

Membership Dues	\$ 57,000
Local Govt. Program Match	37,004
Rent-Workforce Building	390,000
HOTEDD Management Fee	16,528
Interest Income	1,500
Miscellaneous	<u>3,000</u>

Total Revenue	<u>\$ 505,032</u>
----------------------	-------------------

Expenditures

Supplies	250
Equipment	2,000
Semi and Annual Meetings	10,000
Executive Director Expenses	6,000
Executive Committee Travel	2,400
Grant Matching Contributions	37,004
Public Relations	1,000
Other Costs	15,000
Debt Service-WF Bldg	230,729
Insurance/Maintenance/Other-WF Bldg	60,000
Management Fees	<u>57,849</u>

Total Expenditures	<u>\$ 422,232</u>
---------------------------	-------------------

Transfers Out-(Due to HOTEDD)	<u>\$ (57,950)</u>
--------------------------------------	--------------------

Net Surplus	<u><u>\$ 24,850</u></u>
--------------------	-------------------------

Heart of Texas Council of Governments
Indirect Cost Pool Budget

Revenue

Indirect Cost Grant Contributions	\$ 799,363
HOTEDD Admin/Fiscal Contracts	<u>57,849</u>

Total Revenue	<u><u>\$ 857,212</u></u>
----------------------	---------------------------------

Expenditures

Salaries	431,295
Benefits	189,876
Travel	10,000
Supplies	4,000
Legal Fees	500
Audit	34,500
Space Costs	115,800
Communications	10,800
Copies/Printing	5,700
Computer Costs	55,100
Postage	7,600
Insurance/Bonding	4,500
Dues/Subscriptions/Publications	17,000
Other Costs/Miscellaneous	4,000
Prior Period Carry Forward	<u>(33,459)</u>

Total Expenditures	<u><u>\$ 857,212</u></u>
---------------------------	---------------------------------

Number of Employees: 6

Notes on Indirect Cost Pool Revenue

The Indirect Cost rate for Fiscal Year 2022-2023 has been computed as follows:

Adjusted Gross Salaries	\$ 1,491,396
Release Time/Benefits	<u>656,514</u>
Total Salaries and RT/Benefits	2,147,910
Less: Indirect Salaries & RT/Benefits	<u>621,170</u>
Adjusted Salaries & RT/Benefits	1,526,741 (B)
Total Indirect Revenue	857,212
Less: HOTEDD Admin/Fiscal Contracts	(57,849)
Adjusted Indirect Contributions	\$ 799,363 (A)
Indirect Cost Rate: (A) divided by (B)	52.36%

***Note:**

The indirect cost rate is a fixed percentage, thus from year to year there are possible carry-forwards within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposed plan.

This year HOTCOG's Indirect Cost Proposal was submitted on 7/1/22 in hopes of having the rates approved before the start of the fiscal year (10/1/22). By submitting it early, the budget figures were not available, so the rates were calculated by the Department of the Interior using actual costs from the 2021 audit report. By doing this, the carryforward will be a plug figure to back into the projected fixed rates according to calculations from the Department of the Interiors' spreadsheets.

Notes on Indirect Cost Pool Expenditures

Salaries/Benefits - \$621,171

To budget costs for the salaries and benefits of 6.0 employees in the Executive Director's Office and Administrative Services Department.

Travel - \$10,000

- Three Texas Association of Regional Councils Boards and Executive Directors meetings to be attended by the Executive Director, Administrative staff and COG Officers.
- One National Association of Regional Councils annual Federal Briefing held in Washington, D.C. to be attended by the Executive Director and COG Officers.
- One National Association of Regional Councils regular annual meeting to be held during the year at a location yet to be determined. To be attended by the Executive Director and COG Officers.
- Other trips as required that provide information and training for staff in the Executive Office, Administrative Services Department and COG Officers.

Supplies - \$4,000

This covers such items as pens, pencils, tape, legal pads, staples, paper clips, etc... In addition, it is for stationery, purchase orders, checks and any other miscellaneous items.

Legal Fees - \$500

To cover costs for legal counsel throughout the fiscal year.

Audit - \$34,500

Based on the estimated cost for HOTCOG's annual audit.

Space Costs - \$115,800

This cost center is based on total rent, utilities and janitorial services. The cost for space is 6.0 for employees and other space not directly chargeable to the grant.

Communications - \$10,800

Based on line charge for telephones used, and long distance toll charges and other telephones not directly chargeable to the grants.

Copier/Printing - \$5,700

Based on a .02 cents per copy charge for 185,000 copies estimated to make. The .02 cents charge is based on total estimated HOTCOG copies divided into total copier cost, maintenance, supplies and per copy costs. Outside printing of special jobs such as annual reports, brochures, and other printing needs....\$2,000.

Computer Cost - \$55,100

Based on the estimated cost for computer supplies, maintenance contracts, internet connection and computer training for staff.

Postage - \$7,600

Total estimated from past usage and the yearly rental on the postage machine.

Insurance/Bonding - \$4,500

The following is a list of insurance coverages HOTCOG pays premiums on:

Policy Amts.

	1 Notary Fee
5,000,000	Office Personal Property Form Replacement
5,000,000	Comprehensive General Liability-Personal Injury, Fire, Premises Medical Payments, etc.
1,000,000	Comprehensive Auto Liability-Excess/Coverage
500,000	Public Employees Blanket Bond-Honesty Form
5,000,000	Public Official & Employees Liability Insurance

Dues/Subscriptions/Publications - \$17,000

The following is a list of dues, subscriptions and publications:

- Government Information Services - Subscription
- Single Audit Information Services - Subscription
- National Association of Counties - Subscription
- General Services Commission - Subscription
- Local/State Funding Report - Subscription
- Federal Grant & Contracts Weekly - Subscription
- Texas Register - Subscription
- Federal Register - Subscription

- Newspapers, Periodicals, Publications and other Subscriptions
- National Association of Development Organizations - Dues
- National Association of Regional Councils – Dues
- Texas Association of Regional Councils – Dues
- State of Texas purchasing co-op – Dues
- Texas Municipal League - Dues

Other Costs - \$4,000

Miscellaneous costs such as temporary help and any other out of the ordinary expenditures.

PRIOR PERIOD INDIRECT COST POOL ADJUSTMENT – (\$33,459)

This amount is from the Carry-forward and Indirect Cost Computation when using a fixed indirect cost rate percentage.

Heart of Texas Council of Governments
Release Time/Benefit Pool

Revenue

Release Time/Benefit Contributions	<u>\$ 656,514</u>
------------------------------------	-------------------

Total Revenue	<u><u>\$ 656,514</u></u>
----------------------	---------------------------------

Expenditures

Release Time

Sick Leave	45,536
Vacation	71,557
Holidays	76,477
Administrative Leave	<u>6,373</u>

Total Release Time	199,944
--------------------	---------

Benefits

F.I.C.A.	129,387
Health/Dental/Vision/Life/AD&D	166,338
Disability Ins.	8,280
Workman's Compensation	6,792
Unemployment Insurance	7,560
Retirement Contributions	135,138
Prior Period Carry Forward	<u>3,076</u>

Total Benefits	<u>456,571</u>
----------------	----------------

Total Expenditures	<u><u>\$ 656,514</u></u>
---------------------------	---------------------------------

Notes on Release Time/Benefits Pool Revenue

The Release Time/Benefits rate for Fiscal Year 2022-2023 has been computed as follows:

Gross Salaries	\$ 1,691,340
Less: Release Time	\$ (199,944)
Adjusted Gross Salaries	\$ 1,491,396 (B)
Total RT/Benefits Contributions	\$ 656,514 (A)

Employee Release Time and Benefit rate: (A) divided by (B) 44.02%

***Note:**

The release time/benefit rate is a fixed percentage, thus from year to year there are possible carry-forwards within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposed plan.

This year HOTCOG's Release Time Benefits Proposal was submitted on 7/1/22 in hopes of having the rates approved before the start of the fiscal year (10/1/22). By submitting it early, the budget figures were not available, so the rates were calculated by the Department of the Interior using actual costs from the 2021 audit report. By doing this, the carryforward will be a plug figure to back into the projected fixed rates according to calculations from the Department of Interior's spreadsheets.

Notes on Release Time/Benefits Pool Expenditures

Sick Leave - \$45,536

Based on an average of 7 days taken per employee.

Vacation - \$71,557

Based on an average of 11 days taken per employee.

Holidays - \$76,477

Based on HOTCOG observing 12 holidays per year.

Administrative Leave - \$6,374

Based on average of 1 day taken per employee for jury duty, emergency leave or military leave.

F.I.C.A. - \$129,387

F.I.C.A. taken on gross salaries of \$1,691,340. HOTCOG will pay 7.65% for the employer's portion of F.I.C.A. for fiscal year 2022-2023.

Health/Dental/Vision/Life/AD&D Insurance - \$166,338

Based on \$567 average per covered employee per month. This plan also includes a \$50,000 life insurance policy and a \$50,000 policy for accidental death and dismemberment for eligible employees.

Long-Term Disability Insurance - \$9,445

Based on .57 cents per \$100 of gross wages on \$1,656,998. This coverage starts 91 days after the employee is disabled and pays 66 2/3% of the gross wages at the time of disability up until retirement age based upon year of birth. After retirement age, the benefit is reduced.

Workman's Compensation - \$6,934

Based on .41 cents per \$100 of gross wages on \$1,691,340. All HOTCOG employees are determined to be Clerical-Office in nature.

Unemployment Insurance - \$3,950

Based on 1.5% of the first \$9,000 of the employees gross wages.

Retirement Contributions - \$135,138

Based on HOTCOG contributing 7.99% of gross wages on \$1,691,340 into TCDRS for each employee.

Prior Period Benefit Pool Adjustment – \$5,378

This amount is from the carry-forward as adjusted when using a fixed benefit rate percentage.

Health and Human Services Division

Responsibility: Gary W. Luft, Director of Health & Human Services

The Health & Human Services Division of the Heart of Texas Council of Governments coordinates and develops social service programs in the six-county HOTCOG region. Services are provided to seniors of all ages, persons with disabilities, caregivers, and the public in Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

Services are provided by the following departments:

- Area Agency on Aging of the Heart of Texas (AAAHOT)
- Heart of Texas Aging and Disability Resource Center (HOT ADRC)
- Heart of Texas 2-1-1 Call Center (HOT 2-1-1)
- Heart of Texas Rural Transit District (HOTRTD)

Some services are provided directly by the departments utilizing HOTCOG employees. Other services are provided utilizing sub-recipients and contractors to provide additional services that complement services provided directly by HOTCOG personnel.

Area Agency on Aging of the Heart of Texas (AAAHOT)

The Area Agency on Aging of the Heart of Texas (AAAHOT) is 1 of 28 *designated* Area Agencies on Aging (AAA) by the Texas Health and Human Services Commission (HHSC) to provide advocacy, access, and assistance to *social services* throughout the state. AAAHOT specifically serves a six-county region which includes Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

AAAHOT directly administers the following programs:

- Information, Referral & Assistance
- Benefits Counseling
- Care Coordination
- Caregiver Support Coordination
- Caregiver Education and Training
- Evidence Based classes
- Long-Term Care Ombudsman services
- Income Support assistance

Information, Referral & Assistance Program

Individuals contacting the AAA inquiring about services begin the process of assistance which

- assessing the needs of the inquirer,
- evaluating appropriate resources,
- assessing appropriate response modes,
- identifying organizations capable of meeting those needs, and
- providing information about the organizations to help the inquirer make an informed choice.

When services are unavailable the AAA:

- helps the inquirer locate alternative resources,
- actively participates, when necessary, in linking the inquirer to appropriate service providers; and
- follows up on those referrals to ensure the service was provided.

Benefits Counseling Program

The Benefits Counseling program primarily provides financial related assistance and Medicare/Medicaid related help to clients through Legal Assistance (one-on-one) and Legal Awareness (groups) events.

Legal Assistance - Provides *individualized* “one-on-one” counseling and assistance to persons age 60 and older and Medicare recipients of any age to help them better understand the complexities of specific programs.

- Counseling and assistance are available regarding public and private benefits, legal documents (advance directives), insurance information, preventive health related services, and representation for administrative hearings and appeals.
- The complexities of laws, rules and regulations governing legal, health and financial issues can be overwhelming.
- Legal Assistance provides free individualized help on a variety of matters, including applications for governmental services, choices of health or prescription insurance coverage and choices of how an individual wants to be treated as they near the end of their life.
- Legal Assistance can also provide an advocate to assist or represent an older person in an appeal or hearing when that person believes they have been wrongfully denied a service or benefit.

Legal Awareness - Provides information to groups of people to help them better understand the complexities of Medicare, Medicaid, and other government programs.

- Serves as an information link for all ages through educational events and workshops
- Encourages the establishment of community resource centers
- Fosters the creation of regional community partnerships that encourage and support greater public awareness
- Trains volunteers working throughout our communities to assist with outreach and services

Care Coordination Program

The Care Coordination program empowers senior citizens age 60 and older to maintain their independence, freedom, and dignity by identifying needs and arranging social services required for living independently. The program is broad based and includes a variety of related service opportunities.

Services are provided utilizing a case manager who assesses the social service needs with the client age 60 and older and the caregiver (if applicable) to plan, arrange, coordinate, and follow-

up on needed services.

Services that can be provided for the care recipient (no caregiver involved) are personal assistance, homemaker, home repairs/modifications, and health maintenance.

- Personal Assistance - Assistance which may include bathing, dressing, toileting, transfer, light house cleaning, and meal preparation.
- Homemaker - Assistance which includes light house cleaning, meal preparation, and shopping.
- Home Repair/Modification – Repairs and 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.
- Health Maintenance – Assistive devices (glasses, dentures, hearing aids, etc.) and durable medical equipment that enable the client to be more independent and assists them with their activities of daily living.

Caregiver Support Coordination Program

The Caregiver Support Coordination program empowers senior citizens age 60 and older to maintain their independence, freedom, and dignity by identifying needs and arranging social services required for living independently specifically through the utilization of a caregiver who can be a family member, non-family member, compensated or not compensated. The program is broad based and includes a variety of related service opportunities.

Services are provided utilizing a case manager who assesses the social service needs when a family caregiver or other caregiver is involved to plan, arrange, coordinate and follow-up on services exclusively for the caregiver *in support of the care recipient who is age 60 and older*.

Services that can be provided when a caregiver is involved are home repair/modification, health maintenance, and respite.

- Home Repair/Modification – Repairs and modifications to homes that improve accessibility, structure, safety, and weatherization of the home where a low-income care recipient age 60 and older is living in unsafe and/or unhealthy environments.
- Health Maintenance - Durable medical equipment that enables the age 60 and older client to be more independent and assists them with their activities of daily living. Services provided included vision, dental, and hearing assistance.
- Respite - Short-term relief for caregivers that is provided in the client's home environment on a temporary basis (3 months maximum) while the caregiver is unavailable or needs relief. The service allows the caregiver to take care of themselves, so they are better able to sustain care for their elderly client or loved one over an extended period.

Long-Term Care Ombudsman Program

The Long-Term Care Ombudsman Program *advocates for quality of life and quality of care* for individuals residing in long-term care facilities.

Residents and their families are served by developing and utilizing the talents and efforts of specially trained volunteers, professionals, advocacy and membership organizations, and

regulatory agencies who are interested in long-term care and elder rights issues.

The AAAHOT program utilizes 2 staff and additional volunteers in direct advocacy for over 5,000 residents in 35 nursing homes and 22 assisted living facilities in our six-county service area.

The primary focus of the program is on resolving resident issues and complaints relating to rights, quality of care, and quality of life for the residents.

Each of the nursing facilities and assisted living facilities in the region is visited by a staff Ombudsman or volunteer Ombudsman on a regular basis.

Staff Ombudsmen are required to respond to community generated complaints within two business days of notification. Complaints usually come from family members, community professionals or directly from the facility.

Services provided by the program include:

- Advocacy - An Ombudsman advocates for the rights and quality of care to help protect the health, safety, welfare, and rights of the resident.
- Counseling - Staff Ombudsman will often work with residents and/or their families on a variety of issues outside of the usual complaints. They may assist with Medicare or Medicaid eligibility issues, appeals, end of life issues or assist with appropriate referrals.
- Problem resolution - Using notification, negotiation, mediation or applicable rules and regulations, the Ombudsman can often assist residents, their families, and facilities in resolving differences or issues. When the Ombudsman cannot resolve the problem, or when abuse or complex issues are involved, the Ombudsman will make referrals to appropriate authorities.
- Training – The program provides some training to nursing home staff to help ensure that the residents receive quality of care and life in the facility.
- Empowerment - An Ombudsman may assist with the establishment and development of family and resident councils in the facility. The Ombudsman will assist the resident or family member in becoming effective self-advocates.

Evidence-Based Programs

The following evidence-based classes are coordinated by AAAHOT staff and taught by contracted instructors or facilitators:

- A Matter of Balance – managing falls and preventing risk of falling
- Caregiver Stress Busting – dealing with caregiver stress concerning *general chronic related illness*
- Caregiver Stress Busting – dealing with caregiver stress concerning *Alzheimer's or related dementia illness*
- Reach-TX – *personalized individual* program to manage your health and wellbeing in caring for Alzheimer's diseases or related dementia

The classes are offered to age 60 and older individuals and their caregivers.

The programs are tested models or interventions with practical applications that provide proven health benefits to participants. Each of the programs contribute to a network of strong community

programming specifically designed for seniors and their caregivers to help them retain or regain better health conditions. Reach-TX is a personalized program for individuals as compared to A Matter of Balance and the two Caregiver Stress Busting classes which are group classes.

Income Support Program

The Income Support program provided the purchase of appliances, including refrigerators, washing machines, dryers, microwaves, cook tops, for low-income individuals.

Contracted Services

AAAHOT contracts with providers in the community and ensures that a locally based system of services is provided to maintain personal independence through supportive services, transportation, caregiver education and training, and senior center activities.

AAAHOT administers the following programs through a contracted arrangement:

- Nutrition Services
- Caregiver Education and Training

Nutrition Services

Contractors provide meals in congregate settings and provide home delivered meals to improve the health and well-being of persons age 60 and older within the service area.

In addition to providing meals, the contractors provide:

- Monthly educational sessions concerning nutrition and health safety at all congregate meal sites and for all home-delivered meal recipients.
- In an emergency or during a disaster the nutrition providers ensure that all congregate and home-delivered clients receive a self-stable meal.
- Nutrition providers refer their clients to AAAHOT and/or community-based services for coordination of direct services.

Caregiver Education and Training

AAAHOT provides Caregiver Education and Training and Caregiver Information Services in the HOTCOG service area using AAAHOT staff and/or contractors.

- AAAHOT staff and/or contractors provide individual and family counseling and assists caregivers with coping skills in caring for their loved ones regardless of the nature of the illness, malady, or age.

Heart of Texas Aging and Disability Resource Center (HOT ADRC)

The Heart of Texas Aging and Disability Resource Center (HOT ADRC) is 1 of 25 designated ADRCs by the Texas Health and Human Services Commission (HHSC) to *provide information and assistance to individuals needing assistance and seeking social services throughout the*

state. The HOT ADRC specifically serves Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

The primary purpose of an ADRC is to help individuals live within their community and to remain there if support systems are in place to assist them. The objective is to help the individual understand appropriate and available options, so he/she can make self-directed decisions about his/her personal healthcare, housing, transportation, or other LTSS options without being overwhelmed.

An 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.

An ADRC provides visible, trusted, comprehensive and streamlined access to LTSS options by utilizing a “virtual no wrong door” model of information exchange, person and family-centered planning, and service provision.

The HOT ADRC is part of a “blended” operation in the Health & Human Services Division of HOTCOG. The ADRC takes all incoming calls and personal contacts seeking assistance, reviews the case, and routes them as appropriate to the ADRC, the AAAHOT or the HOT 2-1-1 if the individual can be helped within our organization. If not, the individual is provided information and referred to appropriate coalition partners or community partners/providers based on the need and available resources. The data base used by the ADRC for available services/resources is the statewide data base maintained by each of the 2-1-1’s as part of the Texas Information Referral Network.

The HOT ADRC is part of a five-member broad-based operating partner’s coalition that strengthens existing long-term services and support systems in the Heart of Texas service area. The operating partners in the coalition are:

- Area Agency on Aging of the Heart of Texas (AAAHOT)
- Heart of Texas Region MHMR Center (HOTRMHMR)
- Heart of Central Texas Independent Living Center (HOCTIL)
- Vocational Rehabilitation Services (a program of the Texas WorkForce Commission)
- Heart of Texas 2-1-1 (HOT 2-1-1)

HOTCOG serves as the Lead Agency/Fiscal Agent and has responsibility as contract administrator for the HOT ADRC.

Heart of Texas 2-1-1 “Call Center” (HOT 2-1-1)

The Heart of Texas 2-1-1 “Call Center” is 1 of 25 *designated* call centers by the Texas Information and Referral Network (TIRN) and the Texas Health and Human Services Commission (HHSC) to provide information and referral assistance for social services anywhere in Texas.

HOT 2-1-1 is part of the statewide 2-1-1 network that provides a “free” help line answered by trained specialists who assist callers in their service area regardless of the caller’s age, ethnicity,

gender, disability, or any other criteria by referring them to the community provider and/or agency *that can best meet their social service needs*.

- HOT 2-1-1 annually provides *referral information and assistance* to callers of all ages seeking assistance for food, clothing, shelter, utility bill payment assistance, medical assistance, affordable childcare, eldercare, disaster relief and much more.
- The statewide help line is answered 24 hours a day, 7 days a week by certified Information-Referral Specialists.
- HOT 2-1-1 is operational 5 days per week from 8 to 5 Monday through Friday. Calls received after normal work week hours, weekends and holidays are routed to and answered by Gulf Coast United Way in Houston, Texas.
- All 25 designated call centers that make up the Texas Information Referral Network utilize the same statewide database and have full access to all service information for every county in Texas.
- Calls at each 2-1-1 are received from within the local service area as well as those rolled over from outside the local service area due to heavy statewide calling patterns based on TIRN imposed call queuing parameters.

The HOT 2-1-1 customarily takes between 45,000 – 55,000 calls per year from those seeking assistance with close to half of the calls coming from outside the HOTCOG six-county region.

Heart of Texas Rural Transit District (HOT RTD)

The Heart of Texas Rural Transit District (HOT RTD) is 1 of 39 Rural Transit Districts (RTD) designated by the Texas Department of Transportation (TxDOT) to provide transportation services throughout the state. HOT RTD provides demand response transportation to the public including transportation for seniors age 60 and older and to the disabled of any age. The RTD is operated “in-house” by HOTCOG, administered by COG employees, utilizing contract employee drivers.

The HOT RTD provides public transportation services in Bosque, Falls, Freestone, Hill, and Limestone counties. McLennan County is not part of the HOTRTD service area. Service in McLennan County is provided by the McLennan County Transit District. However, transportation into or out of McLennan County can be provided by HOTRTD if the trip originates from or terminates into one of our five rural counties.

Shared ride service is provided using a fleet of twenty-three (23) vans and small buses assigned by TxDOT to HOTCOG. Shared ride service is considered “origin to destination” meaning the vehicle comes to the passenger instead of the passenger going to the vehicle and multiple riders may be on the same vehicle.

No fixed routes are currently being utilized. The individual calls for transportation services, makes an appointment, and RTD vehicle picks the client up at the appointed time and carries the

rider to their destination. Return transportation is provided in a similar fashion if arranged as part of the trip.

Trips are categorized as General Public or Elderly Persons and/or Persons with Disabilities.

- **General Public – Section 5311**

Section 5311 federal funds through the Rural Public Transportation Grant Program, a federal assistance program administered by TxDOT, are used to enhance the access of persons of any age living in rural areas to health care, shopping, education, recreation, public services, and employment by encouraging the maintenance, development, improvement, and use of passenger transportation systems. A portion of this funding authorizes grants and contracts for transportation research, technical assistance, training, and related support services in non-urbanized areas.

- **Elderly Persons and/or Persons with Disabilities – Section 5310**

Section 5310 funds are used to plan, design, and provide transportation services to meet the special needs of Elderly Persons and/or Persons with Disabilities within our service area.

END

Revised and updated 7-25-2022

Heart of Texas Council of Governments
Health and Human Services Department Budget

Revenue

Aging Services-Title III	\$ 2,888,407
Aging Services-ADRC	208,616
211/Childcare	6,014
211/Operations	398,789
Section 5311 Transportation-Federal	654,906
Section 5311 Transportation-State	751,649
Short Range Planning	52,500
Bus and Bus Facilities Purchasing Program	-
Section 5311 CARES Act	-
Local Match	37,004
Local Govt. Program Income and Inkind Match	<u>637,312</u>

Total Revenues \$ 5,635,197

Expenditures

Salaries	743,232
Benefits	327,172
Travel	15,377
Equipment	-
Supplies	22,000
Space	116,856
Communications	20,492
Copier/Printing	1,205
Postage	1,071
Other Costs	20,000
Indirect Costs	560,437
Program Income/Inkind Match	637,312
Delegate Agency/Contractual Costs	<u>3,170,043</u>

Total Expenditures \$ 5,635,197

Number of Employees: 16

REGIONAL SERVICES DIVISION

Responsibility: Russell Devorsky – Executive Director

9-1-1 Emergency Communications

Responsibility: Kristine Hill (22 years), Sarah Wines (22 years)

HOTCOG is responsible for the 9-1-1 program in five of the six counties within the region (McLennan County provides its own 9-1-1 service). The 9-1-1 system capabilities provided by the COG program include delivery of the call, the caller's name, location information, the responding agencies, and the telephone number, to the appropriate public safety answering point (PSAP). *HOTCOG continues to collaborate with network consultants and equipment vendors to implement a robust network capable of sending and receiving digital information beyond the caller's name and location information. Regularly scheduled conference calls are held to discuss projects and planning for the future of the regional networks to include ongoing project deliverables and discussions for upcoming activities, including migration to NextGen911 routing so the legacy network can be decommissioned.* Text-to-9-1-1 is ~~deployed and~~ available within the region for callers unable to make a regular voice call or as an option for a person with a deaf or speech disability. HOTCOG has an Enterprise Geospatial Management System (EGDMS) allowing for the routing of 9-1-1 calls based on location and derived from our Region's GIS data, a critical component of NG9-1-1 success.

Specific responsibilities of the 9-1-1 program staff include:

- Work closely with local telephone companies, database service providers, and cities/counties that are served by HOTCOG's program to ensure efficient and effective 9-1-1 services in the region;
- Provide technical assistance during addressing maintenance and system/equipment upgrades;
- Provide GIS services and maps used by local governments when responding to emergencies;
- Provide dispatcher training opportunities;
- Educate the public on the proper use of 9-1-1;
- Coordinate 9-1-1 Advisory Committee meetings;
- ~~9-1-1~~ Next Generation 9-1-1 IP technology;
- Process and submit expenditures related to the provision of 9-1-1 service;
- Maintain MSAG and database for each of the 5 counties; and
- Develop biennial Strategic Plan for the Commission on State Emergency Communications.

Criminal Justice Planning

Responsibility: Lana Gudgel (Planner - 3 years) Tim Jeske (Manager – 2 Years)

HOTCOG coordinates criminal justice planning and implementation activities within the six-county region. As part of the coordination, HOTCOG staff assists counties with developing plans and strategies that address the region's needs.

In addition, the HOTCOG Criminal Justice program offers an extensive and TCOLE-certified training program for continuing education of law enforcement personnel.

Specific responsibilities of the Criminal Justice staff include:

- Serve as support to the Criminal Justice Advisory Committee (CJAC), assist them in prioritizing projects for funding, and deliver approved recommendations to the Office of the Governor Criminal Justice Division (CJD);
- Facilitate the development of county community plans and a regional strategic plan addressing mental health, substance abuse, and law enforcement issues.
- Provide technical assistance to Criminal Justice Division (CJD) grantees and potential applicants throughout the year;
- Facilitates meetings of the Criminal Justice Advisory Committee (CJAC) at least two times a year to consider matters pertinent to criminal justice funding and prioritize applications submitted to the Office of the Governor Criminal Justice Division;
- Report activities to Criminal Justice Division (CJD) on a quarterly and biannual basis;
- Prepare and submit grant applications to fund the regional Criminal Justice program, including purchase of services through the Juvenile Justice and Delinquency Prevention program, the regional law enforcement training program, and funding for HOTCOG planning activities;
- Under HOTCOG Juvenile Justice and Delinquency program grant, create and maintain contracts with each of the six counties to reimburse the Juvenile Probation Departments for eligible expenses on a pro-rata basis;
- Facilitates meetings of the Law Enforcement Training Advisory Committee (LETAC) at least two times a year to consider matters pertinent to the training program's content and implementation;
- Develop and maintain law enforcement course offerings for Criminal Justice training;
- Monitor completion of classes and arrange for appropriate TCOLE accreditation of participants; and
- Maintain records and satisfy training requirements to continue TCOLE certification of the training program.
- Meets with the leaders and individuals of regional law enforcement agencies to determine their departmental needs and ways to meet those needs;

- Staff provides courses for dispatcher certification training;
- Host law enforcement and dispatch training in locations throughout the region. – From January 2022 to date, HOTCOG has proved 257 officers, jailers, and telecommunicators TCOLE training classes for a total of 4732 contact hours. How many agencies 56 In Region 31 / Out of Region/ unaffiliated 25

Recent improvements to the Criminal Justice program include:

- Staff assisted the Commissioners Courts of Bosque, Falls, Freestone, Limestone, and Hill Counties in the formation of the Heart of Texas Regional Sexual Assault Response Team (SART);
- Staff assisted the McLennan County SART with writing protocols and election of program leadership.
- Staff began the laborious process of rewriting our Community Plans which inform the Regional Strategic Plan.
- Staff attended the TCOLE Advanced Instructor Course and will add this course to the schedule once per year.
- After performing a needs analysis, leadership training was identified as a training gap. Staff responded by contracting with two specialized training providers to bring new content to our region to help meet this need.
- Training Coordinator Gudgel will be a guest speaker at the 2022 Texas Commission on Law Enforcement (TCOLE) Conference in Corpus Christi. The selection recognizes her quality work here in the region and will help others across the state duplicate our success.
- Staff assisted Texas Commission on Law Enforcement (TCOLE) with a new curriculum for the Basic and Advanced Instructor Courses.
- To help our agencies meet newly mandated emergency telecommunicator training requirements, staff added the new Texas Commission on Law Enforcement (TCOLE) Cardiac Emergency Communications course to the classes offered in our region. This effort included contracting with an instructor to travel to all agencies in the area to provide this training with the mandated CPR class, allowing agencies to certify all telecommunicators without needing to travel to Waco.

Homeland Security and Emergency Preparedness Planning

Responsibility: **Tim Jeske (Manager - 2 years)**
 Harold Ferguson (Planner - 16 years)

HOTCOG receives funds from the Public Safety Office under the Office of the Governor to assist communities in disaster preparedness and grants. The major focus of this program is to assist city and county governments in the six county HOTCOG region in the development and maintenance of emergency plans, implementing and sharing emergency

preparedness programs and resources, and management of grants and other projects that enhance regional emergency preparedness.

Specific responsibilities of the Homeland Security and Emergency Preparedness Program include:

- Serve as support and guidance to the Emergency Preparedness Advisory Committee (EPAC) and its subcommittees, including assisting them in prioritizing projects for Homeland Security Grants and other opportunities;
- Distribute grant and additional information to emergency personnel, officials, and the public regarding emergency management through materials and by visiting locations within the region;
- Assist sub-grantees in administering Homeland Security Grant funded projects and meeting grant eligibility requirements;
- Administer regional projects selected by the Emergency Preparedness Advisory Committee (EPAC) to serve the region as a whole through HOTCOG management, such as the Regional Emergency Notification System and the Citizen Corps Program;
- Contract, manage, and provide user training for the regional emergency notification system (ENS);
- Coordinate, foster, and expand the Citizens Corps of volunteer emergency services support teams by providing training and support of the Citizen Corps Program (CCP) and Community Emergency Response Teams (CERT);
- Assist the six counties and their jurisdictions with development of emergency plans and required annexes;
- Assist jurisdictions in the six counties with the regional threat assessment, implementation plan, and stakeholder preparedness report;
- Develop and maintain an emergency management plan for the HOTCOG's internal functionality;
- Host annual communication focus group meetings to facilitate communication and interoperability protocols, including the development of communication plans so that networks and communications lines are established prior to an event;
- Host basic radio user training classes and communication tabletop exercises;
- Develop and offer, either through train-the-trainer instruction or by creating new training tools, classroom and/or online training in emergency-preparedness related topics, including the administration of emergency preparedness grants, reporting tools, and other mandated coursework.

Recent examples of COG Staff working with the local jurisdictions, emergency managers, and first responders throughout the region to meet their needs and provide assistance are:

- Assisted multiple jurisdictions through the planning process to update their emergency plans;
- Hosted multiple grant workshops to assist agencies with 2022 Homeland Security Grant Applications;

- Developed a Cybersecurity Sub-Committee of EPAC to address this emerging threat that all of our member governments face.
- Supported regional Emergency Operations Centers (EOC) with ongoing operations in response to COVID-19.
- Our regions, Threat and Hazard Identification and Risk Assessment (THIRA) and SPR was submitted and improved in the Statewide rankings to Number 2 overall.
- Expanded the Regional Citizens Corps Program to additional communities including the City of Waco and Waco ISD.
- We expanded the use of the Emergency Notification System (ENS) by training additional jurisdictions on its use.
- Worked with the Texas DPS Intelligence and Counterterrorism Division to review and establish additional Tier 1 & 2 critical infrastructure for our region.
- Staff participated in the Department of Homeland Security National Special Events Data Call (NSEDCC) – giving an accurate picture of our robust regional activities to our State and Federal partners.
- Staff continues to work with our regional partners on the \$1.6M Radio Infrastructure grant. This program will strengthen our regional radio infrastructure and allow for future growth by providing new towers, repeaters, and voter systems.

Community Development/ Regional Review Committee/ Economic Development

Responsibility: Dorthy Jackson (6 year)

Falon Bohannon (5 year)

HOTCOG is responsible for providing community and economic development assistance to units of general local government in non-entitlement areas, coordinating the services of a regional data center as outlined by the Texas State Data Center.

Specific responsibilities of the Community Development staff include:

- Serve as support for the State Planning Regional Directors (that took the place of Regional Review Committee);
- Coordinate the approved TCDBG scoring criteria with Texas Department of Agriculture and score regional applications for the Texas Community Block Grant program;
- Coordinate workshops and training sessions for local government officials in areas of need;
- Coordinate the services of a Census Information Data Center for the Heart of Texas Region;
- Provide administrative and general technical assistance to jurisdictions in the region, including by answering calls for assistance and by providing training opportunities such as annual elected officials' training, planning and zoning officials' training, and other topic-specific workshops;
- Provide information about Texas Community Development Programs; application

requirements and specific program activities; fair housing seminars, infrastructure and finance workshops; elected officials training/seminars; and general needs assessments;

- Supply local government services including strategic planning on a case-by-case basis.
- Research and possible development of broadband grant through USDA for region.
- Provide Open Records and Public Information training as prescribed by the Texas Attorney General's office free for Newly Elected public officials.
- Provide training on Covid-19 human resource regulations, what and what not to do.
- Provide technical assistance to the Region's communities that are under 50,000 that receive funds from the American Rescue Plan Act - Coronavirus Local Fiscal Recovery Funds (CLFRF)
- Administering TEMAP program for mortgage assistance.

Economic Development

The HOTCOG provides staff support to the Heart of Texas Economic Development District, Inc., a stand-alone nonprofit corporation governed by a Board of Directors and serving the same six counties as the HOTCOG. The EDD's purpose is to help coordinate and serve as a resource for regional economic development and marketing activities in the Heart of Texas. On behalf of the HOTCOG, HOTCOG staff prepares and maintains the Comprehensive Economic Development Strategy (CEDS), which analyzes the region's economic indicators and states a plan of action for regional economic development. The CEDS is required by the Economic Development Administration in order for it to fund economic development projects in the region.

Specific responsibilities of the Economic Development staff include:

- Closing out the two year \$400,000 grant funded by the U.S. Economic Development Administration in response to Covid-19.
- Serve as support to the Heart of Texas Economic Development District Board of Directors and its committees;
- Prepare, update, and implement the Comprehensive Economic Development Strategy;
- Maintain federal, state, and local economic development information and participate in area economic development forums and community economic development programs;
- Serve as a community resource by offering technical assistance in grantsmanship, community and economic development, project development, business and industry retention and recruitment, and demographic statistics;
- Research and maintain base studies of the region's demographic, geographic and economic characteristics for analysis and application to the region's development potential;
- Assist counties and communities in pursuit of economic development initiatives that are supportive of desirable regional economic development outcomes, including preparation of applications or proposals for prospects or funding programs;

- Maintain ongoing communication with the region's officials and economic development practitioners;
- Administer the regional marketing program, including social media and web site initiatives;
- Maintain and increase knowledge of economic development practices and strategies through training and education; and
- Offer training and education in economic development topics to regional officials
- In addition to the above duties The Heart of Texas Economic Development District, Inc., established its revolving loan fund and has made four loans up to this point: Red Caboose Winery in Bosque County, (Loan paid in full); Chick-a-doodles in Mexia, Limestone County (Loan paid in full); Net 1 Connect in Moody, McLennan County; and Moody Hardware (closed out) in Moody, McLennan County. Administer SMRF (Small Micro Revolving Fund) granted to Falls County by TDA (Texas Department of Agriculture) to provide funding for small and micro business in Falls County. SMRF Loans to KNV Inc., and Rosebud's Artisan Alley (paid in full).
- Administering EDA grant for TSTC under U.S. EDA Cares Act for the amount of \$3.5 million on a 6 million dollar project.
- Administering Fairfield EDC EDA grant for the amount of \$900,000.

Solid Waste Management and Planning

Responsibility: Falen Bohannon (9 years)

HOTCOG is responsible for assisting local governments and the private sector in implementing and maintaining the goals and objectives set forth in the Regional Solid Waste Management Plan.

Specific responsibilities of the Solid Waste Management staff include:

- Serve as support to the Solid Waste Advisory Committee and assist them in prioritizing Solid Waste projects for funding by the Texas Commission on Environmental Quality (TCEQ);
- Administer the Regional Solid Waste Grant Program and conduct on-site grant performance monitoring;
- Amend the regional plan every four years;
- Provide technical assistance to local governments and the private sector;
- Maintain a solid waste regional resource center;
- Maintain an inventory of closed municipal solid waste landfills in the Heart of Texas region;
- Provide information to landowners and the public record regarding the status of closed landfills;
- Conduct workshops and educational outreach and training programs; and
- Coordinate the review of municipal solid waste facility permit applications.

Air Quality Management and Planning
Responsibility: Falen Bohannon (9 years)

HOTCOG is responsible for implementing and maintaining Air Quality goals and work processes according to our contract with the Texas Commission on Environmental Quality.

Specific responsibilities of the Air Quality staff include:

- Serve as support to the Air Quality Advisory Committee and assist them in implementing the Air Quality Work Plan;
- Maintain relationship with contracted air quality consultants, who will produce much of the work products required by the TCEQ contract;
- Implement a public outreach campaign regarding air quality information; and
- Fulfill TCEQ reporting requirements.

Heart of Texas Council of Governments
Regional Services Department Budget

Revenue

Community Emergency Response Teams (Citizen Corp)	\$ 25,000
Solid Waste Planning	115,000
Air Quality Planning	274,559
Community Economic Development	11,406
9-1-1 Emergency Communications Operations/Program	1,576,228
Criminal Justice - Planning/Coordination	33,796
Criminal Justice - Juvenile Justice Alternatives	29,602
Criminal Justice-Regional Law Enforcement Trng	65,275
Homeland Security Planning	181,140
Homeland Security Mobile Voice/Data System	70,000
HLS Regional Communications Infrastructure	606,860
HLS Radio Upgrades	39,118
Economic Development Fund	70,000
EDA COVID-19 Supplemental Planning	-
HOTEDD Program Match	84,000
Local Govt. Program Income and Inkind Match	-

Total Revenues

\$ 3,181,984

Expenditures

Salaries	316,869
Benefits	139,486
Travel	19,132
Equipment	441,707
Supplies	16,416
Space	73,520
Communications	6,028
Copier/Printing	4,750
Postage	681
Other Costs	4,421
Indirect Costs	238,936
Program Income/Inkind Match	-
Delegate Agency/Contractual Costs	1,920,037

Total Expenditures

\$ 3,181,984

Number of Employees: 8