

**HEART OF TEXAS  
COUNCIL OF GOVERNMENTS**

**FY 2019-2020 BUDGET**

**Indirect Cost and Release  
Time Benefits Calculations**

**HOTCOG**  
**FY 2019-2020 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 17% decrease in funding from the current year is due to the increased funding for capital expenditures in the 9-1-1 and TxDOT programs in FY2018-2019. Currently a \$29,750 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 56.08%. For fiscal year 2019-2020, HOTCOG’s federal cognizant agency, the Economic Development Administration will review and acknowledge the indirect cost rate that is computed on salaries and release time/benefits only. HOTCOG’s current rate is 59.12%. In addition, HOTCOG’s Release Time and Benefit rate is projected to be 51.03%, up from the current year’s rate of 43.95%. The increase in the rate is due to the \$97,821 prior period carry-forward from fiscal years 2017 and 2018.
- (3) Under General Budget Notes on page 12, the proposed budget contains a 2.8% cost of living adjustment (COLA) increase for all employee and selected merit increases. The COLA is figured as measured by the Department of Labor’s Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

**Heart of Texas  
Council of Governments**

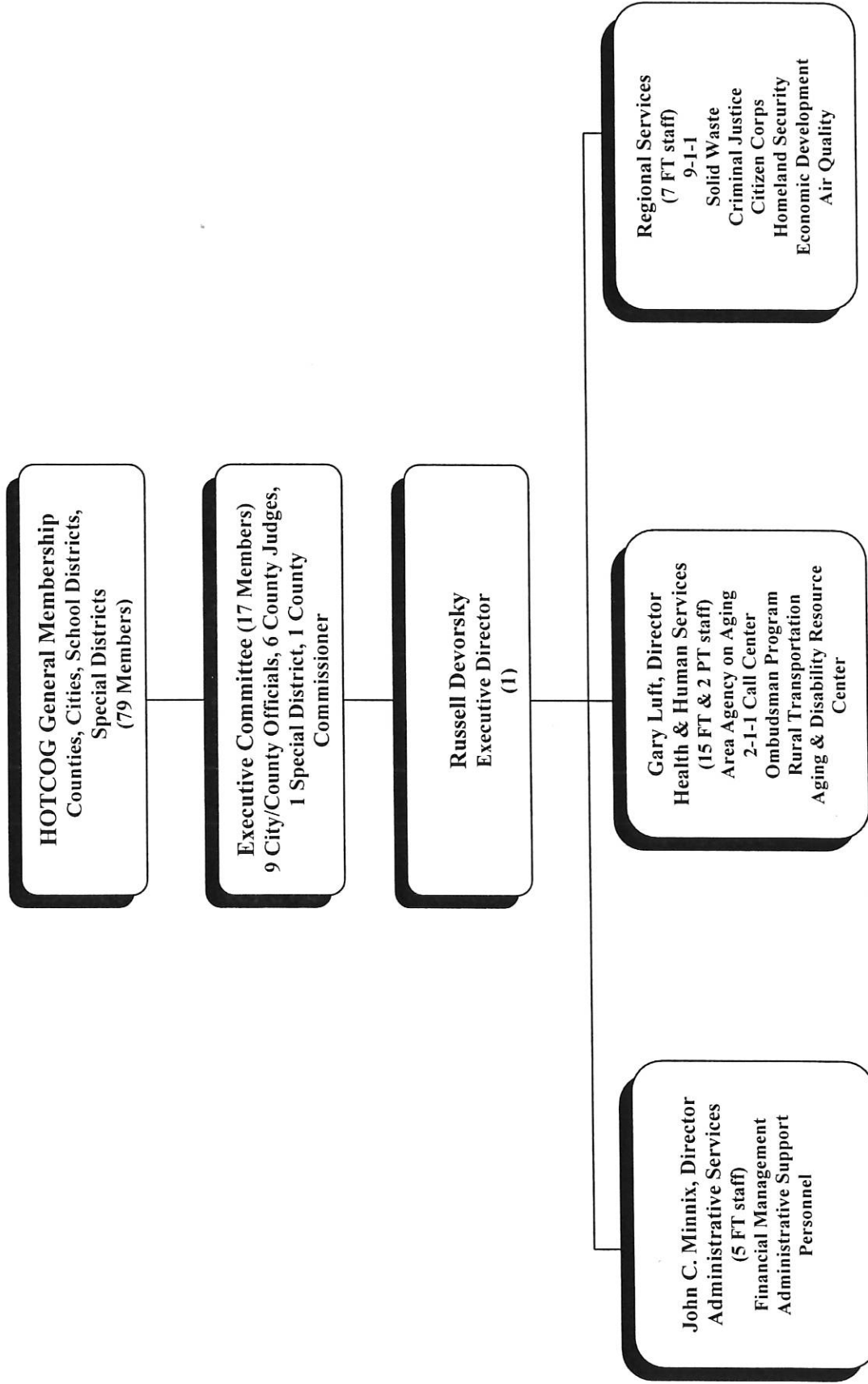
**FY 2019-2020 Budget**

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, 2019 through September 30, 2020. 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 2019-2020 HOTCOG Revenue**  
And Comparison with Fiscal Year 2018-2019 Revenue

<u>Grant / Contract</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2018-2019</u>	<u>Gain/ (Loss)</u>
<u>Texas Department Of Health &amp; Human Services (HHSC)</u>			
AgingServices-Title III/ADRC	1,981,298	2,047,354	-3%
<u>Texas Department Of Health &amp; Human Services (HHSC)</u>			
211/Childcare	11,427	11,427	0%
211/Operations	389,000	389,000	0%
<u>Texas Commission on Environmental Quality</u>			
Solid Waste Planning	115,000	115,000	0%
Air Quality Planning	140,000	-	100%
<u>Texas Department of Agriculture</u>			
TxCDBG-Community & Economic Development	11,350	11,350	0%
<u>Commission on State Emergency Communications</u>			
9-1-1 Emergency Communications Operations/Program	1,219,048	2,361,983	-48%
<u>Texas Department of Transportation</u>			
Section 5311 Transportation - Federal	657,540	553,125	19%
Section 5311 Transpotation-State	440,885	429,382	3%
Section 5310 Purchase of Service	128,425	128,425	0%
Bus and Bus Facilities Purchasing Program	-	622,000	-100%
<u>Governor's Division of Criminal Justice</u>			
Criminal Justice - Planning/Coordination	37,551	37,551	0%
Criminal Justice - Juvenile Justice Alternatives	54,605	54,316	1%
Criminal Justice- Regional Law Enforcement Trng	65,275	65,275	0%
<u>Economic Development Administration</u>			
Economic Development Fund	70,000	70,000	0%

Governor's Division of Emergency Management

Homeland Security Planning	147,000	147,000	0%
HL Security Enhanced Communications/ENS	70,000	75,000	-7%
Citizens Corp Planning	15,000	25,000	-40%

**Total Federal/State Administered Grants**

\$	5,553,404	\$	7,143,188	-22%
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Local Revenue

Miscellaneous Income	3,000	3,000	0%
Interest Income	5,000	5,000	0%
Membership Dues	57,000	57,000	0%
Rent-Workforce Building	390,000	390,000	0%
HOTEDD Management Fee	15,126	14,685	3%
Local Govt. Program Match	37,004	37,004	0%
Local Govt. Program Income and Inkind Match	1,140,256	991,665	15%

**Sub-total Local Revenue**

\$	1,647,386	\$	1,498,354	10%
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**Total Estimated Revenue**

\$	7,200,790	\$	8,641,542	-17%
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**HOTCOG**  
**Fiscal Program Summary**  
**For Fiscal Year 2019-2020**

**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 2019-2020 are (1) **Local Revenues** (\$1,647,386) which accounts for 22.87%; and (2) **Federal/State Administered Grants** (\$5,553,404) which accounts for 77.13% of total revenue.

**1) Local Revenues - (\$1,647,386)**

(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 79 member governments - 6 counties, 54 cities, 16 school districts, 2 institutions of higher education and 1 special districts.

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

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

(d) HOTEDD Management Fee (\$15,126)

(e) Interest Income (\$5,000)

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

(g) Local Governments Program Income and Inkind Match (\$1,140,256)

**2) Federal/State Administered Grants (\$5,553,404)**

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, Solid Waste Planning and Air

Quality 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 56.08% 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 \$52,941 that will be charged in lieu of the indirect rate.

HOTCOG’s Federal Cognizant Agency, the Department of Economic Development (EDA) will acknowledge our Indirect Cost Rate Certificate for FY2020. HOTCOG, as a unit of state or local government that receives less than \$35 million in annual direct Federal funding is not required to submit an indirect cost rate proposal to EDA as in accordance with 2 C.F.R. part 200 of the Federal circulars. HOTCOG is required to develop an indirect proposal and retain it with related supporting documentation for audit. EDA reserves the right to review the indirect cost rate proposal to ensure conformity with the requirements of 2 C.F.R. part 200. In addition, HOTCOG will provide a cop 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 2019-2020 Indirect Costs as a percentage of total expenditures is projected at 12.01% as seen in the computation below:

Total Expenditures	\$8,041,338
Less Adjusted Indirect Cost	(850,233)
Less Equipment	<u>(113,000)</u>
Total Expenditures	7,079,105
 Total Expenditures	 7,079,105
Adjusted Indirect Cost	850,233
 Indirect Costs as a % of Total Expenditures	  12.01%

**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 2019-2020 Program Expenditures**

**Fund Availability**

**Local**

HOTCOG Dues	\$ 57,000	
Local Govt./HOTEDD Program Match	121,004	
Rent-Workforce Building	390,000	
HOTEDD Management Fee	15,126	
Interest Income	5,000	
Miscellaneous Income	3,000	
Local Govt. Program Income and Inkind Match	<u>1,056,256</u>	
		1,647,386

**Federal/State**

Federal/State Administered Grants	5,553,404	
		<u>5,553,404</u>

**Total Available Funds**

		7,200,790
Less: Program Income/Inkind Match		<u>1,056,256</u>

**Net Available Funds for FY 2019-2020**

Less: Delegate Agency/Contractual Costs		6,144,534
		<u>2,835,376</u>

**Net Available Operating Funds FY 2019-2020**

\$ 3,309,158

**Program Expenditures**

Council Management and Administration	1,310,673
Aging Services	4,701,835
Regional Services	2,028,829

**Total Proposed Dept. Expenditures**

Less: Transfers to Indirect Cost Pool	8,041,337
	<u>903,173</u>

**Total Proposed Expenditures**

Less: Program Income/Inkind Match	7,138,164
	<u>1,056,256</u>

**Net Proposed Expenditures for FY 2019-2020**

Less: Delegate Agency/Contractual Costs	6,081,908
	<u>2,835,376</u>

**Net Proposed Operating Expenditures FY 2019-2020**

\$ 3,246,532

**Transfers Out-(Due to HOTEDD)**

(32,876)

**Net Surplus**

\$ 29,750

**Heart of Texas Council of Governments**  
**Summary of Revenues and Expenditures**  
**Proposed FY 2019-2020 Line Item Expenditures**

**Revenue**

Local	\$ 1,639,386
Federal/State Administered	5,553,404
Other	<u>8,000</u>

<b>Total Revenue</b>	<u>\$ 7,200,790</u>
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**Line Item Expenditures**

Salaries	1,403,222
Benefits	716,041
Travel	63,762
Equipment	113,000
Supplies	21,280
Space	298,809
Communications	34,455
Copier/Printing	12,283
Computer	50,800
Postage	16,687
Audit	33,000
Other	163,884
Indirect	850,232
Debt Service-WF Bldg	269,309
Insurance/Maintenance/Other-WF Bldg	50,000
Management Fees	52,941
Program Income/Inkind Match	1,056,256
Delegate Agency/Contractual Costs	<u>2,835,376</u>

<b>Total Proposed Expenditures</b>	8,041,338
Less: Transfers for Indirect Cost Pool	<u>903,173</u>

<b>Net Proposed Expenditures</b>	<u>\$ 7,138,164</u>
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<b>Transfers Out-(Due to HOTEDD)</b>	(32,876)
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<b>Net Surplus</b>	<u><u>\$ 29,750</u></u>
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Number of Employees: 30



## **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 2.8% 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.

### **Holidays**

HOTCOG observes 11 holidays per year. Those holidays are:

New Year's Day  
Martin Luther King, Jr., Day  
President's Day  
Good Friday  
Memorial 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 is \$611 per

month. The employee may add dependents to the medical/dental and vision plan at his or her own expense. (It should be noted HOTCOG will experience a 6.6% increase in health insurance premiums). Monthly dependent premiums are as follows:

	<u>Health</u>	<u>Dental</u>	<u>Vision</u>
* Child(ren)	\$530	\$28	\$7
* Spouse	\$530	\$28	\$7
* Family	\$1,060	\$75	\$12

The medical plan is with Blue Cross Blue Shield; the dental and vision plan is with MetLife Insurance Company. The medical plan is an HMO-Primary Care Physician (PCP) 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 \$30.00. There is a \$6,000 deductible per covered person or a maximum deduction of \$12,000 per family per calendar year. Out of pocket maximum is \$6,000 for individuals and \$12,000 for family. 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 a life insurance policy on each employee which includes accidental death and dismemberment. 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 employee contribution rate is 7.15%. 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, 2019 to September 30, 2020

**Heart of Texas Council of Governments**

**Job Classification Schedule**

[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, 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	15,126
Interest Income	5,000
Miscellaneous	<u>3,000</u>

<b>Total Revenue</b>	<b><u>\$ 507,130</u></b>
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**Expenditures**

Supplies	250
Equipment	3,000
Semi and Annual Meetings	7,000
Executive Director Expenses	6,000
Executive Committee Travel	3,000
Grant Matching Contributions	37,004
Public Relations	1,000
Other Costs	15,000
Debt Service-WF Bldg	269,309
Insurance/Maintenance/Other-WF Bldg	50,000
Management Fees	<u>52,941</u>

<b>Total Expenditures</b>	<b><u>\$ 444,504</u></b>
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<b>Transfers Out-(Due to HOTEDD)</b>	<b><u>\$ (32,876)</u></b>
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<b>Net Surplus</b>	<b><u><u>\$ 29,750</u></u></b>
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**Heart of Texas Council of Governments**  
Indirect Cost Pool Budget

**Revenue**

Indirect Cost Grant Contributions	\$ 850,232
HOTEDD Admin/Fiscal Contracts	<u>52,941</u>

**Total Revenue** \$ 903,173

**Expenditures**

Salaries	399,499
Benefits	203,846
Travel	7,478
Supplies	4,000
Legal Fees	1,000
Audit	33,000
Space Costs	115,000
Communications	3,800
Copies/Printing	7,200
Computer Costs	50,800
Postage	8,400
Insurance/Bonding	3,500
Dues/Subscriptions/Publications	15,000
Other Costs/Miscellaneous	3,000
Prior Period Carry Forward	<u>47,651</u>

**Total Expenditures** \$ 903,173

Number of Employees: 6

### Notes on Indirect Cost Pool Revenue

The Indirect Cost rate for Fiscal Year 2019-2020 has been computed as follows:

Adjusted Gross Salaries	\$ 1,403,303	
Release Time/Benefits	<u>716,041</u>	
Total Salaries and RT/Benefits	2,119,344	
Less: Indirect Salaries & RT/Benefits	<u>603,344</u>	
Adjusted Salaries & RT/Benefits	1,516,001	(B)
Total Indirect Revenue	903,173	
Less: HOTEDD Admin/Fiscal Contracts	(52,941)	
Adjusted Indirect Contributions	\$ 850,232	(A)
Indirect Cost Rate: (A) divided by (B)	56.08%	

**\*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.

## **Notes on Indirect Cost Pool Expenditures**

### **Salaries/Benefits - \$603,345**

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

### **Travel - \$7,478**

- 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 - \$1,000**

To cover costs for legal counsel throughout the fiscal year.

### **Audit - \$33,000**

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

### **Space Costs - \$115,000**

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 - \$3,800**

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

**Copier/Printing - \$7,200**

Based on a .02 cents per copy charge for 260,000 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 - \$50,800**

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

**Postage - \$8,400**

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

**Insurance/Bonding - \$3,500**

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

**Policy Amt.**

	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 - \$15,000**

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 - \$3,000**

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

**PRIOR PERIOD INDIRECT COST POOL ADJUSTMENT - \$47,651**

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

FY2017	Under (over) recovery Carry-forward to FY2018	\$ 34,449
FY2018	Indirect Cost Pool Net expenses	736,626
FY2018	Recoverable Indirect Costs	(723,424)
FY2018	Under (over) recovery Carry-forward to FY2020	<u>47,651</u>

**Heart of Texas Council of Governments**  
Release Time/Benefit Pool

**Revenue**

Release Time/Benefit Contributions	<u>\$ 716,041</u>
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<b>Total Revenue</b>	<u><u>\$ 716,041</u></u>
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**Expenditures**

Release Time	
Sick Leave	42,136
Vacation	66,214
Holidays	65,096
Administrative Leave	<u>5,918</u>

Total Release Time	179,364
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Benefits	
F.I.C.A.	121,074
Health/Dental/Vision/Life/AD&D	182,592
Disability Ins.	10,047
Workman's Compensation	7,122
Unemployment Insurance	4,860
Retirement Contributions	113,161
Prior Period Carry Forward	<u>97,821</u>

Total Benefits	<u>536,677</u>
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<b>Total Expenditures</b>	<u><u>\$ 716,041</u></u>
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### Notes on Release Time/Benefits Pool Revenue

The Release Time/Benefits rate for Fiscal Year 2019-2020 has been computed as follows:

Gross Salaries	\$ 1,582,667
Less: Release Time	\$ (179,364)
Adjusted Gross Salaries	\$ 1,403,303 (B)
Total RT/Benefits Contributions	\$ 716,041 (A)

Employee Release Time and Benefit rate: (A) divided by (B) 51.03%

**\*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.

## **Notes on Release Time/Benefits Pool Expenditures**

### **Sick Leave - \$42,136**

Based on an average of 7 days taken per employee.

### **Vacation - \$66,214**

Based on an average of 11 days taken per employee.

### **Holidays - \$65,096**

Based on HOTCOG observing 11 holidays per year.

### **Administrative Leave - \$5,918**

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

### **F.I.C.A. - \$121,074**

F.I.C.A. taken on gross salaries of \$1,582,667. HOTCOG will pay 7.65% for the employer's portion of F.I.C.A. for fiscal year 2019-2020.

### **Health/Dental/Vision/Life/AD&D Insurance - \$182,592**

Based on \$582 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 - \$10,047**

Based on .653 cents per \$100 of gross wages on \$1,538,637. 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 - \$7,122**

Based on .45 cents per \$100 of gross wages on \$1,582,667. All HOTCOG employees are determined to be Clerical-Office in nature.

### **Unemployment Insurance - \$4,860**

Based on 1.8% of the first \$9,000 of the employees gross wages.



**Retirement Contributions - \$113,161**

Based on HOTCOG contributing 7.15% of gross wages on \$1,582,667 into TCDRS for each employee.

**Prior Period Benefit Pool Adjustment – \$97,821**

This amount is from the carry-forward as adjusted when using a fixed benefit rate percentage and is computed as follows:

FY2017	Under (over) recovery Carry-forward to FY2018	\$ 2,724
FY2018	Fringe Benefit expenses	610,866
FY2018	Fringe Benefits recovered	<u>(515,769)</u>
FY2018	Under (over) recovery Carry-forward to FY2010	<u>97,821</u>

## Health and Human Services Division

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

The Health and Human Services Division of the Heart of Texas Council of Governments coordinates and develops programs and services in the six-county HOTCOG region. Services are provided to seniors of all ages, persons with disabilities, caregivers, and the general 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.

<b>Area Agency on Aging of the Heart of Texas (AAAHOT)</b>
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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
- Long-Term Care Ombudsman services
- Evidence Based classes
- 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 needed 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 - Durable medical equipment that enables 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.
- 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 routinely utilizes 8 to 12 volunteers and 2 staff in direct advocacy to achieve the best possible quality of life for approximately 4,500 residents in 38 nursing homes and 24 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 Program***

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

- A Matter of Balance
- Caregiver Stress Busting - General
- Caregiver Stress Busting - Dementia
- Texercise Select

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.

### ***Income Support Program***

The Income Support program provides school clothing (uniforms only) at no cost for grandchildren being raised by grandparents age 55 and older.

- Uniforms are purchased by AAAHOT and distributed at no cost to eligible families.
- Purchase and distribution of the uniforms is coordinated by HOTCOG staff.
- Eligibility is limited to kindergarten through high school age grandchildren being raised by grandparents age 55 and older.
- Only official school uniforms are included in the program.

### ***Contracted Services***

AAAHOT contracts with providers in the community, AAAHOT 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 subcontracts with Howard Gruetznier, PLLC, to provide Caregiver Education and Training and Caregiver Information Services in the HOTCOG service area.

- Mr. Gruetznier provides 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.

<b>Heart of Texas Aging and Disability Resource Center (HOT ADRC)</b>
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The Heart of Texas Aging and Disability Resource Center (HOT ADRC) is 1 of 22 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 over whelmed.



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), and
- 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.

<b>Heart of Texas 2-1-1 “Call Center” (HOT 2-1-1)</b>
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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 in excess of 35,000 calls per year from those seeking assistance with approximately half of the calls coming from outside the HOTCOG 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. RTD's provide demand response transportation to the general public including transportation for seniors age 60 and older and to the disabled of any age. RTD's traditionally utilize a contracted services business model.

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.

The HOTRTD operates a combination model of self-operated and subcontractor operated services to provide transit service in our five-county service area.

- Transit services in Limestone and Freestone counties are subcontracted to Limestone County Senior Services.

- Transit services in Bosque, Falls, and Hill counties are self-operated by the HOT RTD.
- Shared ride service in both operations and the entire service area 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 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.

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

**Revenue**

Title III	\$ 1,981,298
211/Childcare	11,427
211/Operations	389,000
Section 5311 Transportation-Federal	657,540
Section 5311 Transportation-State	440,885
Section 5310 Capital-Purchase of Service	128,425
Local Match	37,004
Local Govt. Program Income and Inkind Match	<u>1,056,256</u>

**Total Revenues**

\$ 4,701,835

**Expenditures**

Salaries	701,392
Benefits	357,929
Travel	33,319
Equipment	-
Supplies	8,523
Space	105,605
Communications	21,816
Copier/Printing	3,842
Postage	8,056
Other Costs	49,905
Indirect Costs	594,154
Program Income/Inkind Match	1,056,256
Delegate Agency/Contractual Costs	<u>1,761,038</u>

**Total Expenditures**

\$ 4,701,835

Number of Employees: 17

## **REGIONAL SERVICES DIVISION**

**Responsibility: Russell Devorsky – Executive Director**

### **9-1-1 Emergency Communications**

**Responsibility: Kristine Hill (19 years), Sarah Wines (19 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). An IP network structure to enable expanded functionality, allowing the sending and receiving of digital information beyond the caller's name and location information, continues to function efficiently processing regional 9-1-1 calls. In addition, a 4G LTE wireless backup was installed to function as an alternate path to routing 9-1-1 calls during an outage. 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. In addition, HOTCOG has transitioned to 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;
- Deploy 9-1-1 IP Network 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 (2 months)**

HOTCOG is responsible for coordinating 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 needs of the region. 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);
- Participate in related planning throughout the region including mental health, substance abuse, and law enforcement issues;
- Provide technical assistance to CJD grantees and potential applicants throughout the year;
- Meet with the Criminal Justice Advisory Committee 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 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;
- Pursuant to 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;
- Facilitate the development of county community plans and a regional strategic plan;
- Meet with 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 the 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 training program.

Recent improvements to the Criminal Justice program include:

- meeting the leaders and individuals of regional law enforcement agencies to determine their departmental needs and ways to meet those needs;
- providing courses for dispatcher certification training;

- offering to host law enforcement and dispatch training in locations throughout the region.

### **Homeland Security and Emergency Preparedness Planning**

**Responsibility: Harold Ferguson (11 years), Amy Derrick (1 year)**

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 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 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 agencies with 2019 Homeland Security Grant Applications.
- Developed a Tornado Table Top Exercise with Falls County.
- Hosting a Community Emergency Response Team Basic Training class in Meridian.

**Community Development/ Regional Review Committee/ Economic Development**  
**Responsibility: Dorthy Jackson (3 year), Falen Bohannon (2 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 Heart of Texas Regional Review Committee, which is appointed by the Governor;
- 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.
- Coordinate a possible Regional Public Software System for those communities who wish to participate.
- 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.

### **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 HOTEDD, 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:

- 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; Net 1 Connect in Moody, McLennan County; and Moody Hardware 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.

- Administer three EDA (U.S. Economic Development Administration) grants. City of Bellmead, Tirey Road Project, for \$1.9 million; City of Mexia, Industrial Park Improvement Project, for \$1.2 million; and City of Hillsboro, Industrial District Water Improvements project, for \$1.4 million.

### **Solid Waste Management and Planning**

**Responsibility: Falen Bohannon (5 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 (6 years)**

In July 2019, the Rider 7 Air Quality Program received funding. HOTCOG, along with all its entities, will begin the process of implementing and maintaining the Air Quality program the Biennium of 2020/2021. Once HOTCOG receives the air quality contract, HOTCOG will begin the task of hiring a consulting firm to conduct the air quality studies that TCEQ is requiring reports on. When work begins, TCEQ will get quarterly report depicting the work that has been performed. Environ will be conducting a series of studies over the next fiscal year that will be used to report to TCEQ on behalf of our regional goals.

**Heart of Texas Council of Governments**  
Regional Services Department Budget

**Revenue**

Community Emergency Response Teams (Citizen Corp)	\$ 15,000
Solid Waste Planning	115,000
Air Quality Planning	140,000
Community Economic Development	11,350
9-1-1 Emergency Communications Operations/Program	1,219,048
Criminal Justice - Planning/Coordination	37,551
Criminal Justice - Juvenile Justice Alternatives	54,605
Criminal Justice-Regional Law Enforcement Trng	65,275
Homeland Security Planning	147,000
Homeland Security Mobile Voice/Data System	70,000
Economic Development Fund	70,000
HOTEDD Program Match	84,000
Local Govt. Program Income and Inkind Match	-

**Total Revenues**

\$ 2,028,829

**Expenditures**

Salaries	302,332
Benefits	154,266
Travel	22,965
Equipment	110,000
Supplies	8,507
Space	78,204
Communications	8,839
Copier/Printing	1,241
Postage	231
Other Costs	11,828
Indirect Costs	256,078
Program Income/Inkind Match	-
Delegate Agency/Contractual Costs	1,074,338

**Total Expenditures**

\$ 2,028,829

Number of Employees: 7