

**2022 STRATEGIC WORK  
PROGRAM AND BUDGET**



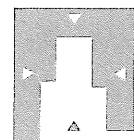
**2022 STRATEGIC WORK**

**PROGRAM AND BUDGET**

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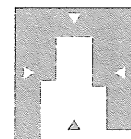
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August 26, 2021

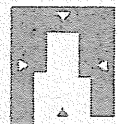
Board of Directors  
Panhandle Regional Planning Commission

Dear Board Members:

This document constitutes the 2022 Strategic Work Program and Budget of the Panhandle Regional Planning Commission (PRPC) that is required to be presented to the Board of Directors in the fourth quarter of each fiscal year by the organizational bylaws. According to the bylaws, the document and any associated amendments are to be reviewed by the Board of Directors and considered for recommendation to the general membership for formal consideration at the Annual Meeting. This ensures that PRPC's governance structure has the opportunity to review, edit, and ultimately consider for approval the organization's finances, project objectives, performance measures, goals, and human resource requirements in a consolidated document.

The Strategic Work Program and Budget allows PRPC to meet multiple statutory requirements and practical needs in one place. The document serves as a required salary comparison as required by Chapter 391 of the Texas Local Government Code and establishes the performance targets required by the Office of the Governor and State Comptroller. At the same time, it ties the organization's funding, program goals, and staffing requirements together in an easy to understand format. While an extensive amount of information is entailed in this document, it is important to recognize that much more extensive detail on each program is contained in the grants, contracts, and agreements that constitute the legal background for each of PRPC's programs.

Councils of Governments in the State of Texas are not statutorily or contractually required to develop an organizational budget annually in the same manner that political subdivisions with taxing authority in the State must do. However, it is a wise business practice to go through a formal budgeting process with stakeholder input on an annual basis. To this end, PRPC has traditionally developed an annual Strategic Work Program and Budget. Please note that this document is not a legally required or adopted "budget" that the general public would expect from a City or County. Another difference in this financial document and a City or County budget is the fact that variances in funding streams from local, state, and federal funding streams are not as easy to predict as tax and utility revenues over an entire fiscal year. Because of this, minor deviations in revenues and expenditures can be reasonably anticipated over the course of the fiscal year, but major fiscal changes could possibly require an amendment during the year.



It is appropriate at this time that the PRPC Board of Directors consider this 2022 Strategic Work Program and Budget developed with extensive input from the Department Directors and the Finance staff. The document includes separate tags for each of the organization's major programs including: Aging, Criminal Justice, Dispute Resolution, Economic Development, Local Government Services, Regional 9-1-1, Regional Emergency Preparedness, Regional Services, Solid Waste Management, and Workforce Development. Utilizing a balanced budget method, both the organizational revenues and expenditures for the operation of all programs totals: \$33,432,792 for FY22.

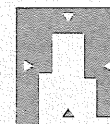
This budget number represents a \$6,976,948 (26%) increase over the 2021 fiscal year. This increase is largely based on additional funding to the Workforce Development program, mainly in additional Child Care following a large increase from the previous year. Changes in COVID related funding will affect the funding going forward. The staffing requirement for 2022 will be 46.425 full time equivalent employees, and this is an increase of 3.1 person over last year. The Board of Directors and the Panhandle communities have expressed the importance of PRPC retaining high quality staff members. As a result of the increase in funding and related work duties, along with no raises for the previous fiscal year, I am respectfully requesting a 2.5% COLA increase and a possible 2.5% increase based upon merit is built into the budget.

I humbly submit the 2022 Strategic Work Program and Budget as prepared by PRPC staff to the PRPC Board of Directors for consideration. I believe that this budget will allow us to continue delivering the quality services that the region is accustomed to while continuing to expand into new program areas in the coming fiscal year. The budget also anticipates no increase to regional membership dues for FY22. As with all things, please feel free to call me at any time with any questions, thoughts, or suggestions.

Sincerely,



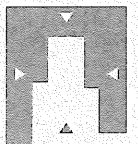
Kyle G. Ingham  
Executive Director



## **PANHANDLE REGIONAL PLANNING COMMISSION**

### **MISSION STATEMENT:**

**... "TO BENEFIT THE CITIZENS OF THE TEXAS PANHANDLE BY SERVING AS THE VEHICLE FOR THEIR LOCAL GOVERNMENTS TO COOPERATIVELY IDENTIFY NEEDS, DEVELOP RESPONSES, IMPLEMENT SOLUTIONS, ELIMINATE DUPLICATION AND PROMOTE THE EFFICIENT AND ACCOUNTABLE USE OF PUBLIC RESOURCES" . . .**

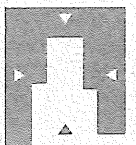


## **STRATEGIC WORK PROGRAM SUMMARY:**

**THE 2022 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET ESTABLISHES AN OVERALL GOAL FOR EACH GENERAL PROGRAMMATIC AREA TO BE ADDRESSED BY THE PLANNING COMMISSION IN 2021-2022. THE FOLLOWING 12 PROGRAM AREAS ARE ADDRESSED IN THIS DOCUMENT:**

- |                             |                                    |
|-----------------------------|------------------------------------|
| ▶ AREA AGENCY ON AGING      | ▶ REGIONAL EMERGENCY PREPAREDNESS  |
| ▶ CRIMINAL JUSTICE          | ▶ REGIONAL SERVICES                |
| ▶ DISPUTE RESOLUTION CENTER | ▶ REGIONAL TRANSPORTATION PLANNING |
| ▶ ECONOMIC DEVELOPMENT      | ▶ REGIONAL WATER PLANNING          |
| ▶ LOCAL GOVERNMENT SERVICES | ▶ SOLID WASTE MANAGEMENT           |
| ▶ REGIONAL 9-1-1 NETWORK    | ▶ WORKFORCE DEVELOPMENT            |

**WITHIN EACH OF THE 12 PROGRAM AREAS, SPECIFIC PROJECT BY PROJECT WORK PROGRAMS ARE DELINEATED FOR 2021-2022. EACH PROJECT IS ASSIGNED AN OBJECTIVE, WORK TASKS, PERFORMANCE MEASURES, AN IMPLEMENTATION SCHEDULE AND HUMAN RESOURCE REQUIREMENT. THERE ARE 55 SUCH INDIVIDUAL PROJECT WORK PROGRAMS CONTAINED IN THE 2022 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET.**

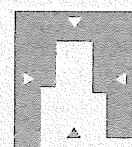




## **BUDGET SUMMARY:**

**THE 2022 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET REFLECTS ANTICIPATED REVENUES OF \$33,552,211 AND PROPOSED EXPENDITURES OF \$33,432,792. THE PROPOSED EXPENDITURES INCLUDE \$27,091,997 IN PASS-THROUGH FUNDS ULTIMATELY EXPENDED BY AND ON BEHALF OF LOCAL ENTITIES IN THE AGING, CRIMINAL JUSTICE, REGIONAL 9-1-1 NETWORK, REGIONAL EMERGENCY PREPAREDNESS, REGIONAL TRANSPORTATION PLANNING, REGIONAL WATER PLANNING, SOLID WASTE MANAGEMENT, AND WORKFORCE DEVELOPMENT PROGRAMS.**

**ANTICIPATED REVENUES AND PROPOSED EXPENDITURES FOR 2022 REFLECT AN APPROXIMATE 26% OR \$6,976,948 INCREASE FROM CORRESPONDING 2021 FIGURES. THE OVERALL INCREASE CAN BE ATTRIBUTED TO INCREASES IN COVID RELATED FUNDING, ESPECIALLY IN THE CHILD CARE PROGRAMS IN WORKFORCE DEVELOPMENT, OFFSET BY INCREASES AND DECREASES IN FUNDING FOR THE OTHER 11 PROGRAM AREAS.**



**SECTION I**

**2022 OVERALL BUDGET**

August 26, 2021

Honorable Board of Directors  
Panhandle Regional Planning Commission  
Amarillo, Texas

Dear Board Members:

The Finance Department of the Panhandle Regional Planning Commission (PRPC) is pleased to present the 2022 Strategic Work Program and Budget. This budget is designed to provide information about the operating activities of PRPC for the upcoming fiscal year. Although the budget was prepared with the latest available information, it is expected that variances of funds available will occur as the fiscal year progresses.

The 2022 Strategic Work Program and Budget is divided into six sections as follows:

**Section One** presents an overview of PRPC's expenditures and revenues summarized by different program areas. This section includes a summary of expenditures and revenues by line item categories and includes an explanation of what comprises each category.

**Section Two** provides the detail of each program of PRPC divided into its objectives, primary work tasks, principle performance measures and the budget required to accomplish these goals.

**Section Three** provides the detail of the internal services that benefit all programs of PRPC. These services are divided into objectives, primary work tasks, principle performance measures and budgets.

**Section Four** provides the detail of the indirect cost plan for PRPC. This section includes the indirect work program and budget as well as the detail of the expenditure categories and an explanation of what comprises each category.

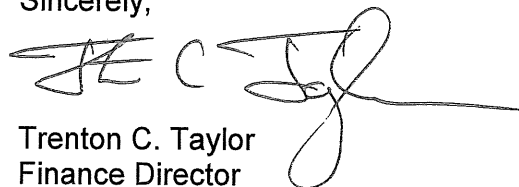
**Section Five** provides an organizational chart of the personnel that will be used to accomplish the goals of the programs and the employee pay groups and job titles.

**Section Six** includes a map of the PRPC region and a table of its member entities, population and dues.

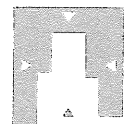
Significant highlights in the 2022 budget are as follows:

- Overall the total budgeted expenditures increased \$6,976,948 from the 2021 Strategic Budget.
- Increases of \$4,218,417 in Workforce Development, \$1,422,689 in the Regional 9-1-1 Network, \$680,601 in Regional Water Planning and \$574,076 in Regional Emergency Preparedness are expected.
- The unrestricted fund balance is budgeted to increase approximately \$3,275.

Sincerely,



Trenton C. Taylor  
Finance Director

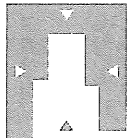


**PANHANDLE REGIONAL PLANNING COMMISSION  
2022 BUDGET  
SUMMARY OF EXPENDITURES**

For the Year Ending  
September 30, 2022

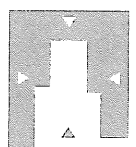
	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
PERSONNEL	\$3,003,456	\$297,586	\$663,783	\$3,964,825	\$0	\$3,964,825
CONTRACT SERVICES	68,497	65,750	55,426	189,673	-	189,673
TRAVEL	158,878	28,000	8,750	195,628	-	195,628
DIRECT INTERNAL SERVICES	1,035,102	51,364	111,810	1,198,259	(1,198,259)	-
OTHER DIRECT PROGRAM EXPENSES	735,560	133,371	246,916	1,115,848	-	1,115,848
INDIRECT PROGRAM EXPENSES	570,071	-	6,000	576,071	(576,071)	-
EQUIPMENT EXPENSES	874,821	-	-	874,821	-	874,821
PASS THROUGH EXPENSES	27,091,997	-	-	27,091,997	-	27,091,997
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$33,538,382</b>	<b>\$576,071</b>	<b>\$1,092,668</b>	<b>\$35,207,139</b>	<b>(\$1,774,330)</b>	<b>\$33,432,792</b>

Note : Portions of this schedule may reflect rounding differences. 2



**2022 BUDGET  
BY EXPENDITURE CATEGORY  
FOR THE YEAR ENDING  
SEPTEMBER 30, 2022**

<b>PERSONNEL</b>	<b>\$3,964,825</b>
The personnel costs include salaries for forty four full-time employees and four part-time employees. This category also includes the fringe benefits of: leave time, medical, dental, disability, survivors and term life insurance; and contributions into the defined contribution retirement plan. PRPC does not participate in the Social Security System except as required for Medicare.	
<b>CONTRACT SERVICES</b>	<b>\$189,673</b>
This category includes contracts with consultants as needed in various programs, licensing of software, and the costs for the single audit as required by OMB A-133.	
<b>TRAVEL</b>	<b>\$195,628</b>
The travel costs include: mileage paid for travel in the 26-county region to the PRPC Board of Directors, advisory board members, and the PRPC staff; out of region travel for various advisory board members and staff; and travel required to meet with grantor agencies and to represent member entities.	
<b>DIRECT INTERNAL SERVICES</b>	<b>\$1,198,259</b>
Direct internal services include accounting services, clerical support, copy services, human resources management, information technology, office space, receptionist services and vehicle pool costs. Internal services are charged on a fee for service basis to each grant and are eliminated in the financial statements as these costs are a reallocation of other line item charges.	
<b>OTHER DIRECT PROGRAM EXPENSES</b>	<b>\$1,115,848</b>
Other direct program expenses include such items as equipment maintenance, office supplies, printing, insurance, postage and freight, costs to operate the Texas Workforce Centers, and maintenance and repairs for the PRPC building.	
*In accordance with Section I Chapter 140.0045, Local Government Code, advertising expenditures for notices required by law to be published in a newspaper by PRPC are included in the Other Direct Program Expenses categories and is budgeted to be \$33,058.	
<b>INDIRECT PROGRAM EXPENSES</b>	<b>\$576,071</b>
The indirect program expenses are for payments for all or a portion of salary and fringe benefits of the executive director, an executive assistant, and an administrative assistant. Other expenses are for contract services, travel, internal services, and other program expenses. The indirect costs are allocated to all grants on a modified direct basis at a rate of 11.5%.	
<b>EQUIPMENT EXPENSES</b>	<b>\$874,821</b>
The costs in this category are for equipment for the PANCOM network and the Regional 9-1-1 network.	
<b>PASS THROUGH EXPENSES</b>	<b>\$27,091,997</b>
This category includes funds received by PRPC which are passed through to entities such as: subcontractors or vendors for delivery of various services; to clients for benefits; to colleges or employers for training purchased; to telephone companies for the operation of the 9-1-1 network; to cities and counties to purchase recycling equipment; or for regional emergency preparedness initiatives.	

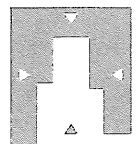


**PANHANDLE REGIONAL PLANNING COMMISSION  
2022 BUDGET  
SUMMARY OF REVENUES**

For the Year Ending  
September 30, 2022

	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
<b>GRANTS AND GOVERNMENTAL CONTRACTS</b>						
Federal Grants	\$270,000	\$0	\$0	\$270,000	\$0	\$270,000
Federal Grants Through State	25,899,373	-	-	25,899,373	-	25,899,373
Texas State Grants	2,750,892	-	-	2,750,892	-	2,750,892
Texas 9-1-1 Contracts	3,106,628	-	-	3,106,628	-	3,106,628
Total Grants and Governmental Contracts	32,026,893	-	-	32,026,893	-	32,026,893
<b>REGIONAL FUNDS</b>						
Potter-Randall ADR Court Fees	60,000	-	-	60,000	-	60,000
Contract Service Fees	1,066,743	-	10,554	1,077,297	-	1,077,297
Membership Dues	68,500	-	-	68,500	-	68,500
Local Funds	289,040	-	-	289,040	-	289,040
Interest & Miscellaneous	30,481	-	-	30,481	-	30,481
Total Regional Funds	1,514,764	-	10,554	1,525,318	-	1,525,318
<b>PRPC MATCH</b>						
Required Grant Match	-	-	-	-	-	-
Non-Required Match	-	-	-	-	-	-
Reserve Contributions	(3,275)	-	(116,144)	(119,419)	-	(119,419)
Total PRPC Match	(3,275)	-	(116,144)	(119,419)	-	(119,419)
<b>REVENUE FROM ALL FUND GROUPS</b>						
	-	576,071	1,198,259	1,774,347	(1,774,330)	-
<b>TOTAL ANTICIPATED REVENUE</b>	<b>\$33,538,382</b>	<b>\$576,071</b>	<b>\$ 1,092,668</b>	<b>\$ 35,207,139</b>	<b>(1,774,330)</b>	<b>\$ 33,432,792</b>

Note : Portions of this schedule may reflect rounding differences.



**2022 BUDGET  
BY REVENUE CATEGORY  
FOR THE YEAR ENDING  
SEPTEMBER 30, 2022**

**GRANTS AND GOVERNMENTAL CONTRACTS**

**FEDERAL GRANTS \$270,000**

The Federal Grants received by PRPC are from the United States Department of Commerce through the Economic Development Administration.

**FEDERAL GRANTS THROUGH STATE OF TEXAS \$25,899,373**

Federal Grants through State of Texas are the largest source of funding received by PRPC. These funds originate from the United States Department of Health and Human Services through the Texas Department of Aging and Disability Services, and the Texas Workforce Commission; from the United States Department of Labor through the Texas Workforce Commission; from the United States Department of Agriculture through the Texas Workforce Commission; from the U.S. Department of Homeland Security through the Texas Department of Public Safety - Division of Emergency Management and the Office of the Governor – Homeland Security Grants Division; and from the U.S. Department of Justice through the Office of the Governor Criminal Justice Division; and from the U.S. Department of Transportation Federal Transit Administration through the Texas Department of Transportation.

**TEXAS STATE GRANTS \$2,750,892**

Texas State Grants include funds from the Texas Department of Aging and Disability Services, the Texas Water Development Board, the Texas Commission on Environmental Quality, the Texas Workforce Commission, and the Office of the Governor - Criminal Justice Division.

**TEXAS 9-1-1 CONTRACTS \$3,106,628**

9-1-1 Contract funds come from fees and surcharges levied on standard and wireless telephone service. These funds are remitted to the Office of the Comptroller of Public Accounts and are contracted by the Commission on State Emergency Communication with PRPC to operate the regional 9-1-1 system.

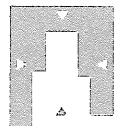
**REGIONAL FUNDS**

**POTTER-RANDALL ADR COURT FEES \$60,000**

Potter-Randall ADR Court Fees are collected by Potter County and Randall County court systems and paid to the PRPC to help fund the Dispute Resolution Center.

**CONTRACT SERVICE FEES \$1,077,297**

Contract Service fees include the class fees from the Law Enforcement Academy, fees collected for the administration of local community and economic development projects, fees for services rendered to Home Care participants through the Area Agency on Aging, fees from participants for mediation services through the Dispute Resolution Center, fees from the rental of office space to third parties, and fees from contracts with various state agencies.



**REVENUE CATEGORY (cont.)**

<b>MEMBERSHIP DUES</b>	<b>\$68,500</b>
------------------------	-----------------

Membership Dues are budgeted from governmental entities in the Panhandle region at a rate of \$.085 per capita. The membership in the Commission is voluntary. These dues are used for required grant match and regional projects.

<b>LOCAL FUNDS</b>	<b>\$289,040</b>
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Local funds are provided by local entities to assist in the development of the Regional Water Plan, the Low-Income Childcare Program, the Area Agency on Aging Meal Programs, leased space on PRPC owned towers and for the PANCOM Interoperable Communications System.

<b>INTEREST AND MISCELLANEOUS</b>	<b>\$30,981</b>
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Interest income is earned on the investments of PRPC and on loans disbursed through Economic Development Programs. Miscellaneous income is received principally from retirement fund forfeitures. These funds are used to match various federal and state programs as well as fund general commission expenses.

<b>RESERVE CONTRIBUTIONS</b>	<b>\$119,419</b>
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Reserve contributions represent financial resources that will be available to PRPC in current or future years and are primarily assigned to the program from where they originated.





**SECTION II**

**2022 WORK PROGRAMS AND BUDGETS  
BY PROGRAM AND PROJECT**



## AREA AGENCY ON AGING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### AREA AGENCY ON AGING PROGRAM GOAL STATEMENT

The goal of the Area Agency on Aging of the Panhandle is to be a visible advocate and leader in the planning, development and implementation of a system of comprehensive and coordinated services which promote dignity, independence and quality of life for older individuals and their caregivers of the Panhandle region.

### TOTAL AREA AGENCY ON AGING PROGRAM BUDGET

#### BUDGETED EXPENDITURES

Personnel	\$844,061
Contract Services	0
Travel	28,375
Direct Internal Services	197,460
Other Direct Program Exp.	56,045
Indirect Costs	129,484
Equipment	0
Pass Through	<u>1,428,304</u>

**TOTAL BUDGETED  
EXPENDITURES ..... \$2,683,729**

#### ANTICIPATED REVENUES BY SOURCE

##### GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$2,371,028
Texas State Grants	139,981

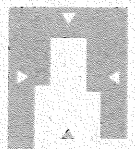
##### REGIONAL FUNDS

Contract Service Fees	7,368
Local Funds	129,100

##### PRPC Match

Required Grant Match	<u>36,252</u>
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**TOTAL ANTICIPATED  
REVENUE ..... \$2,683,729**



# ADMINISTRATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide the administrative support necessary to ensure that Area Agency on Aging program performance and accountability are maintained at the highest possible standard.

### PRIMARY WORK TASKS

1. Implement the approved FY21-22 Area Plan through 2022.
2. Develop the FY22 Area Agency on Aging working budget.
3. Analyze and develop performance measures for services provided by the Area Agency.
4. Compile and submit all required reports to funding sources.
5. Develop, negotiate and maintain subcontractor agreements with service providers.
6. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory council.
7. Provide technical assistance to senior groups and their initiatives.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of area plan progress report as required by DADs
2. Submission of the FY22 Area Agency on Aging working budget.
3. Submission of performance standards to the Health and Human Services Commission.
4. Completion and submission of 36 agency wide program reports.
5. Maintenance of minimum of 12 service provision subcontractor agreements.
6. Conduct two Area Agency on Aging Advisory council meetings.
7. Provision of technical assistance as needed to senior groups.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.900 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$73,874
Fringe Benefits	33,021

### CONTRACT SERVICES

0

### TRAVEL

Out-of-Region Travel	3,000
Conference Registration	250

### DIRECT INTERNAL SERVICES

Accounting Services	22,786
Clerical Support	527
Copy Services	24
Human Resources Management	1,484
Information Technology	1,489
Office Space	6,813
Reception/Telecommunications	1,779

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	150
Membership Fees/Dues	1,800
Postage & Freight	150
Other Expense	840

#### INDIRECT PROGRAM EXPENSES

Indirect	17,019
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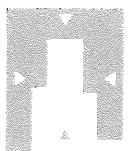
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$165,006**



# AGING CONTRACTOR SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

**OBJECTIVE**

To authorize, as funds allow, resources for seniors throughout the Panhandle area to obtain nutrition, transportation, health maintenance, and income support services through contractor agreements with regional providers.

**PRIMARY WORK TASKS**

1. Obtain intake, functional and nutritional assessments of clients needing support services.
2. Purchase nutrition services.
3. Purchase transportation services.

**PRINCIPLE PERFORMANCE MEASURES**

1. Maintain client database and authorize services to 2,500 regional clients.
2. Purchase of 150,000 congregate and home delivered meals.
3. Purchase of 3,100 one-way trips.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

1.350 Full-time equivalent

## 2022 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$57,067
Fringe Benefits	31,020

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	1,668
Clerical Support	791
Copy Services	1,733
Human Resources Management	2,226
Information Technology	2,234
Office Space	4,444
Reception/Telecommunications	2,669
Vehicle Pool	3,207

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	300
Postage & Freight	250
Other Expense	120

**INDIRECT PROGRAM EXPENSES**

Indirect	12,389
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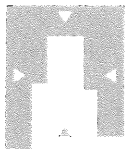
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	1,098,611
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**TOTAL PROJECT BUDGET .....\$1,218,729**



# BENEFITS COUNSELING WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To educate and assist the senior and “disabled on Medicare” population of the Panhandle and their caregivers in obtaining client-specific advice, counseling and representation on matters involving insurance, public/private benefits, consumer problems and other legal issues.

**PRIMARY WORK TASKS**

1. Educate Panhandle seniors and their caregivers of the public/private benefits available to them as funding allows.
2. Provide client specific legal related advice/counseling and document preparation assistance.
3. Recruit and provide Benefits Counselor Level 1 certification training to volunteers.
4. Provide specific education to Medicare Beneficiaries on Part D Medication options prior to and during open enrollment as funding allows.
5. Provide Medicare Fraud and Abuse education as funding allows.

**PRINCIPLE PERFORMANCE MEASURES**

1. Education of available services to seniors on benefits counseling services through presentations, public service announcements, advertising and distribution of literature as funding allows.
2. Provision of legal related assistance to 600 seniors.
3. Recruitment, certification and retention of two volunteers.
4. Provision of six Medicare Part D specific outreach sessions as funding allows.
5. Provision of 10 Medicare Fraud/Abuse outreach sessions as funding allows.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

3.583 Full-time equivalent

**PERSONNEL**

Salaries	\$158,097
Fringe Benefits	87,101

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	5,250
Out-of-Region Travel	11,000
Conference Registration	775

**DIRECT INTERNAL SERVICES**

Accounting Services	4,121
Clerical Support	2,185
Copy Services	5,930
Human Resources Management	6,151
Information Technology	6,173
Office Space	17,911
Reception/Telecommunications	7,374
Vehicle Pool	12,558

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	4,500
Printing	8,000
Membership Fees/Dues	100
Postage & Freight	2,000
Advertisements	9,500
Other Expense	1,192

**INDIRECT PROGRAM EXPENSES**

Indirect	40,241
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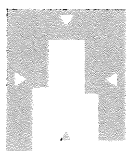
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$390,159**



# CAREGIVER SUPPORT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To identify caregivers and provide support to assist them in maintaining their caregiver roles.

**PRIMARY WORK TASKS**

1. Develop Caregiver Newsletter.
2. Compile resources to assist the role of caregivers.
3. Develop, negotiate and maintain contractor agreements for respite care.
4. Provide respite care services to caregivers.
5. Coordinate Caregiver Support Groups.
6. Provide individual in-depth counseling to caregivers.
7. Coordinate annual caregiver workshop during National Caregiver Month in November.

**PRINCIPLE PERFORMANCE MEASURES**

1. Distribute 11 monthly newsletters.
2. Maintain and provide additional resources to 5 caregiver libraries across the Panhandle.
3. Maintenance of three respite care service provision contractor agreements.
4. Provision of 6,000 hours of respite care.
5. Provision of monthly support group meetings.
6. Provision of support coordination to 60 caregivers.
7. Provision of regional caregiver workshop.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

1.035 Full-time equivalent

**PERSONNEL**

Salaries	\$41,623
Fringe Benefits	23,516

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	100
Out-of-Region Travel	1,100
Conference Registration	275

**DIRECT INTERNAL SERVICES**

Accounting Services	4,025
Clerical Support	609
Copy Services	586
Human Resources Management	1,715
Information Technology	1,721
Office Space	4,429
Reception/Telecommunications	2,056
Vehicle Pool	760

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	2,500
Printing	3,000
Membership Fees/Dues	50
Subscriptions	350
Postage & Freight	3,000
Advertisements	6,000
Other Expense	3,024

**INDIRECT PROGRAM EXPENSES**

Indirect	11,550
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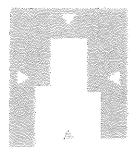
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>91,630</u>
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**TOTAL PROJECT BUDGET .....\$203,619**





# CASE MANAGEMENT (HOMECARE OPTIONS) WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide comprehensive care plan development to include in-home assistance and access to other community programs for elderly clients in the Panhandle in order that they may remain at home in a safe environment for as long as possible.

**PRIMARY WORK TASKS**

1. Complete assessment document on clients qualifying for assistance.
2. Develop individualized care plans and arrange for services as identified.
3. Reassess client needs.
4. Administer the provision of in-home assistance services, including homemaker and personal assistance as funding allows.
5. Develop, negotiate and maintain contractor agreements with service providers.
6. Coordinate minor home repairs and modifications as funding allows.

**PRINCIPLE PERFORMANCE MEASURES**

1. Completion of 100 full assessments.
2. Completion of care plans and arrangements for services to 75 clients.
3. Reassessment of client needs every 180 days as necessary.
4. Manage over 1,500 hours of assistance.
5. Maintenance of 10 contractor agreements.
6. Provision of residential repair to 10 households as funding allows.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

1.754 Full-time equivalent

**PERSONNEL**

Salaries	\$91,057
Fringe Benefits	50,268

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	1,000
Conference Registration	275

**DIRECT INTERNAL SERVICES**

Accounting Services	7,410
Clerical Support	1,107
Copy Services	1,430
Human Resources Management	3,117
Information Technology	3,128
Office Space	7,523
Reception/Telecommunications	3,736

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	500
Printing	250
Membership Fees/Dues	25
Postage & Freight	900
Other Expense	62

**INDIRECT PROGRAM EXPENSES**

Indirect	19,756
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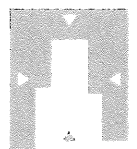
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	238,063
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**TOTAL PROJECT BUDGET .....\$429,607**



# EVIDENCE BASED INTERVENTION SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide intervention services utilizing Administration for Community Living approved evidence based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals and caregivers.

**PRIMARY WORK TASKS**

1. Complete initial intake, and assessments of clients participating in evidence based services.
2. Coordinate with Matter of Balance Master Trainers and laycoaches to oversee Matter of Balance classes in the region.
3. Coordinate with Powerful Tools for Caregivers Master Trainers and Class Leaders to oversee the classes in the region.

**PRINCIPLE PERFORMANCE MEASURES**

1. Conduct 50 intakes.
2. Completion of 10 Matter of Balance classes region wide.
3. Completion of 1 Powerful Tools for Caregivers class in the region.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.242 Full-time equivalent

**PERSONNEL**

Salaries	\$7,206
Fringe Benefits	5,417

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	250
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**DIRECT INTERNAL SERVICES**

Accounting Services	225
Clerical Support	182
Human Resources Management	511
Information Technology	513
Office Space	1,234
Reception/Telecommunications	613
Vehicle Pool	1,232

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	175
Printing	3,000
Postage & Freight	50
Advertisement	500
Other Expense	500

**INDIRECT PROGRAM EXPENSES**

Indirect	2,485
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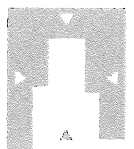
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$24,093**



# INFORMATION, REFERRAL AND ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide information and assistance to older individuals, their family members and caregivers in the Panhandle.

### PRIMARY WORK TASKS

1. Provide free access to information and assistance services.
2. Promote staff awareness of senior issues.
3. Provide one-on-one information, referral and assistance services.
4. Participate in regional access coordination.
5. Identify and become familiar with potential senior related programs and resources.

### PRINCIPLE PERFORMANCE MEASURES

1. Maintenance and staffing of local and toll free telephone numbers
2. Provision of 6 staff meetings and/or review of publications relating to senior issues.
3. Provision of assistance to 3,000 callers.
4. Attend monthly SAC meeting.
5. Maintenance of senior resources and their eligibility criteria.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.891 Full-time equivalent

### PERSONNEL

Salaries	\$37,379
Fringe Benefits	20,852

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	1,501
Clerical Support	533
Copy Services	3,637
Human Resources Management	1,501
Information Technology	1,506
Office Space	3,268
Reception/Telecommunications	1,799

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	500
Printing	500
Postage & Freight	400
Other Expense	62

#### INDIRECT PROGRAM EXPENSES

Indirect	8,445
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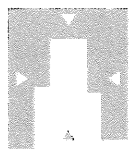
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$81,883**



## LONG TERM CARE OMBUDSMAN WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

#### OBJECTIVE

To provide advocacy for the rights of individuals residing in Panhandle assisted-living and nursing facilities.

#### PRIMARY WORK TASKS

1. Locate volunteers to serve as Ombudsmen for residents of nursing homes and assisted living facilities.
2. Provide initial and recertification training for volunteers and area agency staff.
3. Identify and provide assistance to new nursing or assisted living facilities as they are developed.
4. Assign certified Ombudsmen to regional long-term care facilities.
5. Identify complaints and issues.
6. Coordinate activities with the Long Term Care Regulatory Division of the Texas Health and Human Services Commission.
7. Compile all required reports and enter data into statewide ombudsman database.

#### PRINCIPLE PERFORMANCE MEASURES

1. Recruitment and training of two new volunteers.
2. Provision of biannual training sessions.
3. Conduct formal meetings with staff of new facilities within 30 days of opening.
4. Assignments to all certified long-term care facilities.
5. Resolution of 60 complaints or issues.
6. Provision of facility information as requested from Regulatory Staff.
7. Submission of 12 reports via statewide ombudsman database.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

1.870 Full-time equivalent

#### PERSONNEL

Salaries	\$83,188
Fringe Benefits	43,375

#### CONTRACT SERVICES

0

#### TRAVEL

In-Region Travel	2,000
Out-of-Region Travel	3,000
Conference Registration	100

#### DIRECT INTERNAL SERVICES

Accounting Services	1,085
Clerical Support	1,095
Copy Services	2,406
Human Resources Management	3,084
Information Technology	3,095
Office Space	5,114
Reception/Telecommunications	3,697

#### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	100
Printing	300
Membership Fees/Dues	25
Postage & Freight	250
Advertisements	200
Other Expense	920

#### INDIRECT PROGRAM EXPENSES

Indirect	17,599
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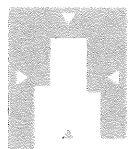
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$170,633**





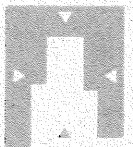
## CRIMINAL JUSTICE PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### CRIMINAL JUSTICE PROGRAM GOAL STATEMENT

The goal of the Criminal Justice Program is to plan, develop and implement local/regional projects or initiatives which serve to improve the Panhandle's criminal justice systems.

### TOTAL CRIMINAL JUSTICE PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$86,036	GRANTS & GOVERNMENTAL CONTRACTS	
Contract Services	5,400	Federal Grants Through State	\$30,797
Travel	2,250	Texas State Grants	110,543
Direct Internal Services	16,321	REGIONAL FUNDS	
Other Direct Program Exp.	993	Contract Service Fees	<u>85,866</u>
Indirect Costs	12,763		
Equipment	0		
Pass Through	<u>103,443</u>		
<b>TOTAL BUDGETED EXPENDITURES .....</b>	<b><u>\$227,206</u></b>	<b>TOTAL ANTICIPATED REVENUE.....</b>	<b><u>\$227,206</u></b>



# CRIMINAL JUSTICE PLANNING AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To satisfy contractual obligations with the Criminal Justice Division (CJD) and to facilitate the Panhandle's criminal justice planning process in order to identify and prioritize local and regional needs; identify and secure resources to meet those needs; and assist in implementing projects to meet such needs.

### PRIMARY WORK TASKS

Notify potential Criminal Justice Division (CJD) applicants of the availability of funding opportunities through the CJD. Organize and conduct grant application workshops to provide technical assistance to potential applicants on the process to be used in applying for the CJD funding opportunities.

Serve as staff support to the Regional Criminal Justice Advisory Committee (CJAC).

Facilitate the CJAC's development of the annual grant program's operating guidelines to include the process to be used in prioritizing CJD grant requests.

Support the development of a Regional Strategic Plan for prioritizing the Panhandle's criminal justice needs

Facilitate the CJAC's prioritization of the FY22 CJD grants.

Participate in trainings and workshops as required by CJD

Compile and submit all required reports to the appropriate funding sources.

### PRINCIPLE PERFORMANCE MEASURES

Distribution of approximately 500 notices regarding the availability of funding opportunities through the CJD.

Conduct of at least two (2) workshops to explain the CJD grant application process(es) to potential applicants in the region.

Coordination and staffing of a minimum of two (2) CJAC meetings.

PRPC Board approval of the CJAC's annual program operating procedures.

PRPC Board approval of an FY22 Regional Criminal Justice Strategic Plan.

Submission of PRPC Board-approved CJD grant prioritization forms to CJD.

Attendance, either remotely or in person, at CJD-mandated trainings and/or workshops.

Submission of progress reports and quarterly Financial Status Reports.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.510 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$35,001
Fringe Benefits	16,949

### CONTRACT SERVICES

Contract Services	400
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### TRAVEL

In-Region Travel	1,200
Out-of-Region Travel	750
Conference Registration	300

### DIRECT INTERNAL SERVICES

Accounting Services	3,870
Clerical Support	299
Copy Services	155
Human Resources Management	841
Information Technology	844
Office Space	2,129
Reception/Telecommunications	1,008

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	100
Membership Fees/Dues	30
Postage & Freight	200
Other Expense	613

#### INDIRECT PROGRAM EXPENSES

Indirect	7,439
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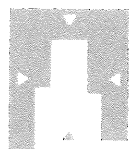
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

<b>TOTAL PROJECT BUDGET .....</b>	<b><u>\$72,128</u></b>
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# PANHANDLE ELECTRONIC WARRANTS SYSTEM (PEWS) WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To maintain a system of electronically exchanging criminal warrants and/or criminal complaints between the region's law enforcement agencies, prosecutor offices and judicial system to create efficiencies and enhance public safety; as allowed by the E-Sign Act of 2000 (PL 106-299).

### PRIMARY WORK TASKS

1. Maintain the regional contract for the e-signature services.
2. Maintain the templates used by law enforcement and prosecutors to process warrants and/or complaints on a portal accessible to the PEWS user group.
3. Update and supplement the PEWS templates on the portal as requested.
4. Provide PEWS user training, as requested, to participating agencies.
5. Invoice participating agencies in accordance with the PEWS Interlocal Cooperation Agreements.
6. Maintain coordination with the judicial system.
7. Increase awareness of the PEWS system in areas of the region outside of Potter and Randall Counties.

### PRINCIPLE PERFORMANCE MEASURES

1. Renewal of the annual contract for e-signature services on or about October 15.
2. Maintenance of the PEWS templates on a PRPC-managed portal that can be accessed and searched by the region's law enforcement and prosecutorial agencies.
3. Supplement the templates on the PEWS portal as the need for additional warrant/criminal complaint forms arises or as the need to revise existing templates is determined.
4. Provision of user training or technical assistance with the PEWS system on an as-requested basis throughout the year.
5. Invoicing of each PEWS participating agency on two occasions during the year; on the dates specified in the Interlocal Agreements.
6. Ensuring the distribution of the on-call Judges rotation to the dispatchers in the participating counties.
7. Promotion of the PEWS system; through speaking engagements or demonstrations as opportunities arise during the year.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by Criminal Justice Planning and Coordination Work Program and Expenditure Budget)

### PERSONNEL

\$ 0

### CONTRACT SERVICES

Contract Services 5,000

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services 97

### OTHER DIRECT PROGRAM EXPENSES

Other Expenses 50

### INDIRECT PROGRAM EXPENSES

Indirect 11

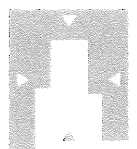
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$5,738**





# PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY (PRLEA) WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To ensure the effective, efficient delivery of high quality in-service and basic training to the local peace officers of the Panhandle.

**PRIMARY WORK TASKS**

1. Develop an executable contract for law enforcement training services.
2. Assist PRLEA in developing relevant curriculum of training.
3. Provide management oversight of the law enforcement training services contract.
4. Monitor the relevancy and quality of training.
5. Collect and redistribute tuition co-pays to support out of region training.
6. Assist with the identification of Basic Academy Scholarship recipients.
7. Provide non-PRLEA funded, in-region training opportunities to the region's law enforcement community.
8. Serve as a representative on the PRLEA Advisory Board.
9. Compile and submit reports to CJD.

**PRINCIPLE PERFORMANCE MEASURES**

1. Approval and acceptance by the affected parties of the FY22 LEA Training Services contract.
2. Provision of two basic certification classes and a minimum of 50 in-service trainings.
3. Verification of contract expenditures and proper administration of the LEA Training Services contract.
4. Evaluation of basic certification classes and in-service training.
5. Provision of out-of-region training for 3 area peace officers.
6. Conferring of approximately 5 scholarships to the PRLEA's Basic Academy
7. Maintenance of the regional law enforcement training bulletin board on the Panhandle Law Enforcement Training Site (PLETS) website.
8. Participation in the PRLEA Advisory Committee's meeting.
9. Submission of semi-annual reports.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.405 Full-time equivalent

**PERSONNEL**

Salaries	\$21,386
Fringe Benefits	10,718

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	2,288
Clerical Support	237
Copy Services	15
Human Resources Management	668
Information Technology	670
Office Space	1,648
Reception/Telecommunications	801

**OTHER DIRECT**

**PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

Indirect	4,419
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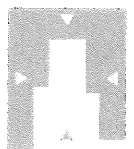
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>75,693</u>
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**TOTAL PROJECT BUDGET .....\$118,543**



# FY21 JUSTICE ASSISTANT GRANT (JAG) REGIONAL TRAINING PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To utilize funding made available through the Criminal Justice Division (CJD) of the Office of the Governor under the FY2021 Edward Byrne Memorial Justice Assistance Grant (JAG) to conduct a series of regional trainings aimed at enhancing cross-discipline coordination between the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies in addressing the Panhandle's substance abuse, mental health and sexual assault issues.

### PRIMARY WORK TASKS

1. Develop an executable contract for the JAG training services.
2. Assist with the development of a relevant training.
3. Delivery of the training services.
4. Provide management oversight of the training services contract.
5. Monitor the relevancy and quality of training.
6. Compile and submit all required reports to CJD.

### PRINCIPLE PERFORMANCE MEASURES

1. Execution of a contract for the training services to be provided under this project.
2. Conduct of a survey of the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies stakeholders to obtain specific training course suggestions.
3. Provide a minimum of three (3) regional trainings; open to the Panhandle's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies, on topics related to preventing substance abuse, mental health and sexual assault and providing recovery assistance to individuals who are being adversely impacted by these issues.
4. Verification of contract expenditures and proper administration of the JAG training services contract(s).
5. Obtain course evaluations for each course delivered under this project; solicit and obtain feedback from the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies.
6. Submission of required reports to CJD.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.025 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$ 1,320
Fringe Benefits	662

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	503
Clerical Support	15
Human Resources Management	41
Information Technology	41
Office Space	102
Reception/Telecommunications	49

### OTHER DIRECT

### PROGRAM EXPENSES

0

### INDIRECT PROGRAM EXPENSES

Indirect	314
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### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	27,750
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<b>TOTAL PROJECT BUDGET .....</b>	<b><u>\$30,797</u></b>
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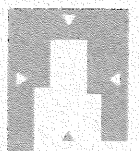
## DISPUTE RESOLUTION CENTER PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### DISPUTE RESOLUTION CENTER PROGRAM GOAL STATEMENT

The goal of the Dispute Resolution Center is to provide conflict resolution services to the residents and institutions of the Panhandle.

### TOTAL DISPUTE RESOLUTION CENTER BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$106,601	REGIONAL FUNDS	
Contract Services	0	Potter-Randall ADR Court Fees	\$60,000
Travel	1,000	Contract Service Fees	77,000
Direct Internal Services	17,311	PRPC MATCH	
Other Direct Program Exp.	4,300	Non-Required Match	<u>7,071</u>
Indirect Costs	14,859		
Equipment	0		
Pass Through	<u>0</u>		
<b>TOTAL BUDGETED</b>		<b>TOTAL ANTICIPATED</b>	
<b>EXPENDITURES .....</b>	<b><u>\$144,071</u></b>	<b>REVENUE .....</b>	<b><u>\$144,071</u></b>



# DISPUTE RESOLUTION CENTER WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To plan, develop, maintain and administer the activities necessary to support the operations of the Dispute Resolution Center (DRC).

### PRIMARY WORK TASKS

1. Market DRC services to the legal community and the judiciary.
2. Coordinate scheduling of calendars and mediators for pending cases.
3. Provide information and referral services for various types of disputes.
4. Provide family law update workshop as needed.
5. Compile and submit performance reports to the Office of Court Administration.
6. Coordinate needed continuing education opportunities for mediators as needed.
7. Support the activities of the DRC Advisory Board.
8. Represent DRC to the region.

### PRINCIPLE PERFORMANCE MEASURES

1. Conduct annual visits with 3 referral sources.
2. Provision of mediation for 176 cases.
3. Assistance to 2,300 Panhandle residents through DRC services.
4. Provision of 1 family law update workshop as needed.
5. Submission of 12 monthly reports.
6. Provision of 1 continuing education workshop in fall as needed.
7. Conduct 2 Advisory Board meetings.
8. Make 3 presentations to regional civic and educational organizations.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

1.000 Full-time equivalent

### PERSONNEL

Salaries	\$73,325
Fringe Benefits	33,276

### CONTRACT SERVICES

Contract Services	0
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### TRAVEL

Out of Region Travel	1,000
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### DIRECT INTERNAL SERVICES

Accounting Services	2,671
Clerical Support	586
Human Resources Management	1,649
Information Technology	1,655
Office Space	8,773
Reception/Telecommunications	1,977

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	300
Membership Fees/Dues	50
Subscriptions	150
Postage & Freight	600
Other Expense	3,200

#### INDIRECT PROGRAM EXPENSES

Indirect	14,859
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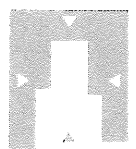
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$144,071**





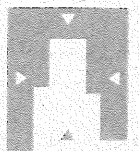
## ECONOMIC DEVELOPMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### ECONOMIC DEVELOPMENT PROGRAM GOAL STATEMENT

The goal of the Economic Development Program is to assist units of local government and area businesses in enhancing the economic environment and encouraging the sustainable development of the Panhandle.

### TOTAL ECONOMIC DEVELOPMENT PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$221,380	GRANTS & GOVERNMENTAL CONTRACTS	
Contract Services	0	Federal Grants	\$270,000
Travel	12,600	REGIONAL FUNDS	
Direct Internal Services	49,049	Contract Service Fees	46,667
Other Direct Program Exp.	5,265	Interest and Miscellaneous	<u>5,981</u>
Indirect Costs	33,154		
Equipment	1,200		
Pass Through	<u>0</u>		
<b>TOTAL BUDGETED EXPENDITURES .....</b>	<b><u>\$322,648</u></b>	<b>TOTAL ANTICIPATED REVENUE .....</b>	<b><u>\$322,648</u></b>



# AMARILLO MSA MICRO LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

**OBJECTIVE**

To provide businesses located in Potter and Randall Counties increased access to capital to start or enhance their businesses through loans with reasonable rates and terms.

**PRIMARY WORK TASKS**

1. Inform businesses, banks, and other appropriate entities in the service area of program availability.
2. Package Amarillo MSA Micro-Loan applications.
3. Coordinate the activities and provide administrative support to the Amarillo MSA Micro-Loan Committee.
4. Provide administrative actions and servicing actions required by existing loan portfolio.
5. Compile and submit an annual report to all investment partners.

**PRINCIPLE PERFORMANCE MEASURES**

1. Distribution of 1 marketing piece to banking and business interests.
2. Completion of a minimum of 1 MSA Micro-Loan application.
3. Provision of administrative actions and loan servicing on loan portfolio consisting of a minimum of 5 loans.
4. Provision of program report to all investment partners as requested.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.000 Full-time equivalent (tasks conducted under this project supported by Economic Development Administration Work Program and Expenditure Budget).

## 2022 EXPENDITURE BUDGET

**PERSONNEL**

0

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services 3,448

**OTHER DIRECT PROGRAM EXPENSES**

Postage & Freight 25  
Other Expense 50

**INDIRECT PROGRAM EXPENSES**

Indirect 405

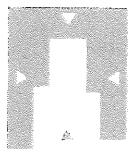
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$3,928**





# ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To plan and implement local and regional economic development projects and programs designed to create or retain jobs in the Panhandle.

**PRIMARY WORK TASKS**

1. Update the Comprehensive Economic Development Strategy for the Panhandle as needed.
2. Coordinate activities and provide administrative support to the Economic Development Advisory Committee.
3. Serve as a technical resource for area local economic development interests.
4. Assist local governments in the development of EDA grant projects.
5. Assist local governments in developing Texas Capital Fund: Downtown Revitalization/Main Street and other economic development applications.
6. Participate in and support regional initiatives dedicated to economic development.
7. Compile and submit all required reports to EDA.
8. Promote microloan programs

**PRINCIPLE PERFORMANCE MEASURES**

1. Submit 1 updated Comprehensive Economic Development Strategy.
2. Conduct a minimum of 4 Economic Development Advisory Committee meetings.
3. Sponsor or participate in 2 workshops on regional economic development issues.
4. Completion and submission of EDA grant applications for local projects as requested.
5. Completion and submission of Texas Capital Fund: Downtown Revitalization/Main Street or other grant application as appropriate.
6. Participate in 2 High Ground of Texas and Panhandle Tourism and Marketing Council meetings.
7. Submission of 2 reports to EDA.
8. Submit 2 microloan proposals

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.885 Full-time equivalent

**PERSONNEL**

Salaries	\$53,294
Fringe Benefits	24,908

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	3,000
Out-of-Region Travel	1,500
Conference Registration	600

**DIRECT INTERNAL SERVICES**

Accounting Services	6,564
Clerical Support	518
Copy Services	262
Human Resources Management	1,459
Information Technology	1,465
Office Space	4,672
Reception/Telecommunications	1,750
Vehicle Pool	259

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	100
Membership Fees/Dues	3,000
Postage & Freight	100
Advertisements	800
Other Expense	383

**INDIRECT PROGRAM EXPENSES**

Indirect	12,033
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**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$116,667**



# ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) SUPPLEMENTAL WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To plan and implement local and regional economic development plans and project designed to assist local governments and regional economic development stakeholders with planning and executing strategies to overcome the economic challenges from the COVID-19 Pandemic.

**PRIMARY WORK TASKS**

1. Create and add an economic disaster recovery and resiliency chapter to the Comprehensive Economic Development Strategy for the Panhandle.
2. Coordinate activities and provide administrative support to the Economic Development Advisory Committee and lead supplemental COVID-19 recovery strategic planning sessions.
3. Implement projects and plans that result from the COVID-19 strategic planning sessions.
4. Add an Economic Disaster Recovery Specialist to orchestrate a response to the COVID-19 Pandemic.

**PRINCIPLE PERFORMANCE MEASURES**

1. Submit annual update of the Panhandle Region Comprehensive Economic Development Strategy (CEDS), that includes a Pandemic Recovery chapter based on input from Economic Development Advisory Committee.
2. Successful conduct two (2) strategic planning sessions with the Economic development Advisory Committee to create strategies for recovery from COVID-19 pandemic.
3. Completion and submission of EDA grant applications for local projects as requested, including seeking out projects for EDA CARES Act funding.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

2.218 Full-time equivalent

**PERSONNEL**

Salaries	93,367
Fringe Benefits	49,811

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	6,500
Conference Registration	1,000

**DIRECT INTERNAL SERVICES**

Accounting Services	5,269
Clerical Support	1,299
Human Resources Management	3,657
Information Technology	3,670
Office Space	8,532
Reception/Telecommunications	4,384

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	300
Printing	300
Other Expense	207

**INDIRECT PROGRAM EXPENSES**

Indirect	20,504
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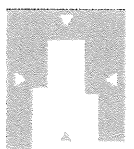
**EQUIPMENT EXPENSES**

Equipment	1,200
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**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$200,000**



# RURAL MICRO-LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide businesses located in the rural 24 counties of the Texas Panhandle increased access to capital to start or enhance their businesses through loans with reasonable rates and terms.

### PRIMARY WORK TASKS

1. Inform businesses, banks, and other appropriate entities in the service area of program availability.
2. Package Rural Micro-Loan applications.
3. Coordinate the activities and provide administrative support to the Rural Micro-Loan Committee.
4. Provide administrative actions and servicing actions required by existing loan portfolio.

### PRINCIPLE PERFORMANCE MEASURES

1. Distribution of 1 marketing piece to banking and business interests.
2. Completion of a minimum of 1 Rural Micro-Loan application.
3. Provision of administrative actions and loan servicing on loan portfolio consisting of a minimum of 6 loans.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by Economic Development Administration Work Program and Expenditure Budget).

### PERSONNEL

0

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services 1,841

### OTHER DIRECT PROGRAM EXPENSES

0

### INDIRECT PROGRAM EXPENSES

Indirect 212

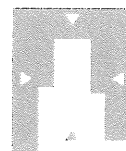
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$2,053**





# LOCAL GOVERNMENT SERVICES PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

## LOCAL GOVERNMENT SERVICES PROGRAM GOAL STATEMENT

The goal of the Local Government Services Program is to assist the Panhandle's local governments in identifying, obtaining and managing resources to address local community needs and to provide technical assistance on governmental issues to the region.

## TOTAL LOCAL GOVERNMENT SERVICES BUDGET

### BUDGETED EXPENDITURES

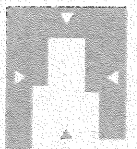
Personnel	\$134,130
Contract Services	8,000
Travel	6,400
Direct Internal Services	68,903
Other Direct Program Exp.	19,789
Indirect Costs	27,280
Equipment	0
Pass Through	0

**TOTAL BUDGETED  
EXPENDITURES .....** **\$264,502**

### ANTICIPATED REVENUES BY SOURCE

REGIONAL FUNDS	
Contract Service Fees	<u>\$264,502</u>

**TOTAL ANTICIPATED  
REVENUE .....** **\$264,502**



# COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide staff support necessary to implement the Panhandle's Texas Community and Economic Development Assistance Program.

### PRIMARY WORK TASKS

1. Assist eligible localities with the collection and analysis of necessary data in order to assist in their access of Texas Community Development Block Grant Program (TxCDBG) funds.
2. Facilitate participation among localities in TxCDBG meetings and hearings, and provide information on TxCDBG requirements.
3. Conduct activities to further fair housing within the region as appropriate.
4. Compile and submit all required reports to the Texas Department of Agriculture.

### PRINCIPLE PERFORMANCE MEASURES

1. Distribution of requested data to 15 localities seeking TxCDBG funds.
2. Distribution by mail of 3 notices regarding TxCDBG programs, deadlines and hearings.
3. Approval of 1 fair housing proclamation by PRPC Board of Directors
4. Prepare annual invoice detailing project activities and programmatic requirements.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.045 Full-time equivalent

### PERSONNEL

Salaries	\$4,314
Fringe Benefits	1,794

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	524
Clerical Support	26
Human Resources Management	74
Information Technology	74
Office Space	226
Reception/Telecommunications	89

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	54
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### INDIRECT PROGRAM EXPENSES

Indirect	825
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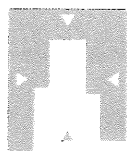
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$8,000**



# CONSULTING MANAGEMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

Pursuant to interlocal agreements provide consulting management services for area entities.

### PRIMARY WORK TASKS

1. Prepare agendas and attend governing body meetings for contracted localities.
2. In accordance with interlocal agreement work tasks, assist in preparation of budget(s).
3. As contracted, serve as entity's Chief Administrative Officer or Technical Advisor.
4. Develop and submit relevant policies and procedures for governing body consideration as appropriate to jurisdictions.
5. In accordance with interlocal agreement work tasks, supervise entity employees.
6. Recommend as necessary ordinances, resolutions, and contracts to the governing body.
7. Recommend, as appropriate and needed, personnel actions.
8. In accordance with interlocal agreement work tasks, prepare and submit required reports and plans.
9. Maintain availability for municipalities in transition.

### PRINCIPLE PERFORMANCE MEASURES

1. Successfully perform consulting management functions as appropriate to 2 interlocal agreements.
2. Prepare 12 agendas per municipality and attend associated governing body meetings.
3. As appropriate, assist in preparation of two FY21-22 city budgets in accordance with interlocal agreements.
4. Prepare and submit a minimum of six necessary policies and procedures to governing bodies as directed.
5. Recommend appropriate personnel actions in accordance with interlocal agreements as needed.
6. Develop at least 5 resolutions, ordinances, and contracts as directed per jurisdiction.
7. Represent entities in requested matters with various state and federal agencies a minimum of 2 times per entity.
8. Represent entities in requested matters regarding franchise agreements 1 time per entity.
9. Contact at least one entity in a City Manager transition.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.295 Full-time equivalent

### PERSONNEL

Salaries	\$16,366
Fringe Benefits	7,752

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	426
Clerical Support	173
Copy Services	223
Human Resources Management	486
Information Technology	488
Office Space	1,320
Reception/Telecommunications	583

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	165
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### INDIRECT PROGRAM EXPENSES

Indirect	3,218
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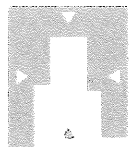
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET .....	<b><u>\$31,200</u></b>
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# LOCAL PROJECTS MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

Pursuant to interlocal agreements, provide project management services for Panhandle local governments receiving state/federal funds to implement local projects.

### PRIMARY WORK TASKS

1. Prepare grant applications on behalf of area local governments for a variety of project funds.
2. Administratively manage Texas Community Development Block Grant (TxCDBG) projects for Panhandle localities.
3. Establish and maintain required project files for each PRPC-managed project.
4. Facilitate the invitations for bids on PRPC-managed construction activities.
5. Assist in the award of bids on PRPC-managed construction activities.
6. Administratively manage construction contracts.
7. Direct each PRPC-managed project to timely completion.
8. Compile and submit all required reports on behalf of local governments in a full and timely manner.
9. Provide specialized assistance services to local governments.
10. Administer EDA and Economic Development projects.

### PRINCIPLE PERFORMANCE MEASURES

1. Preparation of approximately 20 grant applications as appropriate to funding cycles.
2. Successfully manage a minimum of 12 on-going TxCDBG contracts.
3. Production and preservation of dual sets of complete project files for at least 12 managed projects in TxCDBG required format.
4. Issue a minimum of 5 invitations for bids for managed projects.
5. Execution of a minimum of 5 construction services contracts for managed projects.
6. Inspection of each construction project site on at least 2 occasions.
7. Closure and auditing of at least 5 managed projects annually.
8. Submission of at least 5 reports annually as required or requested by funding agencies.
9. Provision of at least 2 specialized assistance service events to area local governments per request.
10. Administer at least 2 EDA or economic development projects

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

1.115 Full-time equivalent

### PERSONNEL

Salaries	\$65,128
Fringe Benefits	30,458

### CONTRACT SERVICES

Contract Services	8,000
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### TRAVEL

In-Region Travel	400
Out-of-Region Travel	5,000
Conference Registration	1,000

### DIRECT INTERNAL SERVICES

Accounting Services	10,983
Clerical Support	653
Copy Services	10,729
Human Resources Management	1,839
Information Technology	1,845
Office Space	7,088
Reception/Telecommunications	2,204
Vehicle Pool	26,890

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	1,000
Printing	200
Membership Fees/Dues	300
Subscriptions	150
Postage & Freight	1,500
Advertisements	16,000
Other Expense	320

#### INDIRECT PROGRAM EXPENSES

Indirect	22,044
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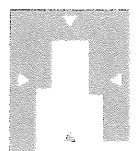
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET..... \$213,731**





## TEXAS REVENUE RECOVERY ASSOCIATION WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide staff support necessary to serve as the administrative agent of the Texas Revenue Recovery Association (TRRA) for its member cities through interlocal agreements in collecting delinquent utility bills.

**PRIMARY WORK TASKS**

1. Maintain current membership and billing documentation for all TRRA member cities.
2. Facilitate the addition of new TRRA member cities.
3. Keep all account information current and updated in the TRRA system.
4. Maintain and host TRRA hardware and software.
5. Provide notice of and coordination to TRRA meeting activities.

**PRINCIPLE PERFORMANCE MEASURES**

1. Provide two reports to TRRA Board over membership and billing status.
2. Assist at least 2 new entities in joining TRRA annually.
3. Host and notice a minimum of 2 TRRA Board meeting annually.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.120 Full-time equivalent

**PERSONNEL**

Salaries	\$ 5,502
Fringe Benefits	2,816

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	573
Clerical Support	70
Copy Services	224
Human Resources Management	198
Information Technology	199
Office Space	459
Reception/Telecommunications	237

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	100
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**INDIRECT PROGRAM EXPENSES**

Indirect	1,193
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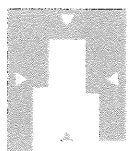
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$11,571**





## REGIONAL 9-1-1 NETWORK PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### REGIONAL 9-1-1 NETWORK PROGRAM GOAL STATEMENT

The goal of the Panhandle Regional Planning Commission Regional 9-1-1 Network program is to protect lives and save property in 24 Panhandle counties through the design, development, implementation and maintenance of the 9-1-1 communications system.

### TOTAL REGIONAL 9-1-1 NETWORK BUDGET

#### BUDGETED EXPENDITURES

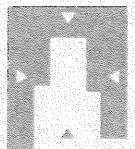
Personnel	\$440,248
Contract Services	15,100
Travel	18,500
Direct Internal Services	128,229
Other Direct Program Exp.	31,610
Indirect Costs	72,874
Equipment	793,750
Pass Through	<u>1,606,317</u>

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas 9-1-1 Contracts	<u>\$3,106,628</u>

**TOTAL BUDGETED  
EXPENDITURES .....** **\$3,106,628**

**TOTAL ANTICIPATED  
REVENUE.....** **\$3,106,628**



# REGIONAL 9-1-1 NETWORK CONNECTIVITY WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide resources to support the equipment and network operations for the delivery of 9-1-1 service in 24 Panhandle counties.

### PRIMARY WORK TASKS

1. Maintain 9-1-1 equipment, circuits, and database services to ensure proper call delivery.
2. Contract with appropriate provider for translation services to assist non-English speaking 9-1-1 callers.
3. Maintain Redundant Network Links using PANCOM.
4. Ensure text connectivity.
5. Update aging power backup equipment at Regional 9-1-1 call centers.
6. Replace aging front room call-taking equipment.
7. Replace aging battery backup equipment.
8. Replace aging call recording equipment

### PRINCIPLE PERFORMANCE MEASURES

1. Ensure 99% 9-1-1 call delivery in 24 Panhandle counties.
2. Provision of 500 minutes of translation services.
3. Maintain and test backup functionality at all 23 9-1-1 locations.
4. Provide text connectivity to 21 call centers.
5. Replace 4 public safety answering point generators pending funding.
6. Replace front room call-taking equipment at 21 centers pending funding.
7. Replace at least 21 battery backup units at 21 call centers pending funding.
8. Replace at least 21 emergency call recorders at 21 call centers pending funding.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by Regional 9-1-1 Network Operations Work Program and Expenditure Budget)

### PERSONNEL

\$ 0

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

0

### OTHER DIRECT PROGRAM EXPENSES

0

### INDIRECT PROGRAM EXPENSES

0

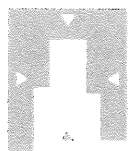
### EQUIPMENT EXPENSES

Equipment 793,750

### PASS THROUGH EXPENSES

Pass Through 1,606,317

**TOTAL PROJECT BUDGET ..... \$2,400,067**



# REGIONAL 9-1-1 NETWORK OPERATIONS WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

**OBJECTIVE**

To provide the 24 county area with reliable emergency communication systems through the effective stewardship of the 9-1-1 Network equipment, training, mapping, and telephone data.

**PRIMARY WORK TASKS**

1. Administer and oversee agreements with vendors of the 9-1-1 Network's equipment and database services.
2. Maintain interlocal agreements with local governments.
3. Monitor 9-1-1 answering point operations to ensure compliance with State guidelines and provide quarterly reports to the Commission on State Emergency Communications (CSEC).
4. Coordinate activities and provide administrative support to the Regional 9-1-1 Network Advisory Committee.
5. Maintain mapping and address data to provide information to emergency service providers, local governments, utility providers and CSEC.
6. Monitoring of telephone customer and cellular tower records for accuracy.
7. Provide rural road signs to the 24 program counties as needed.
8. Improve mapping data accuracy with CSEC's data contractor.

**PRINCIPLE PERFORMANCE MEASURES**

1. Administration and oversight of vendors for 9-1-1 services and equipment.
2. Maintenance of 21 interlocal agreements with local governments.
3. Conduct biannual monitoring visits to all 21 9-1-1 answering points and provide quarterly reports to CSEC.
4. Conduct and assist with a minimum of four advisory committee meetings.
5. Distribute at least 500 county maps annually and provide address assistance for 24 counties.
6. Compliance with CSEC's error percentage thresholds and quarterly testing.
7. Provide at least 200 road signs.
8. Improve mapping data accuracy with CSEC's data contractor from prior year.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

5.300 Full-time equivalent

## 2022 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$290,634
Fringe Benefits	149,614

**CONTRACT SERVICES**

Contract Services	15,100
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**TRAVEL**

In-Region Travel	5,000
Out-of-Region Travel	12,000
Conference Registration	1,500

**DIRECT INTERNAL SERVICES**

Accounting Services	55,326
Clerical Support	3,105
Copy Services	311
Human Resources Management	8,740
Information Technology	8,771
Office Space	37,926
Reception/Telecommunications	10,478
Vehicle Pool	3,572

**OTHER DIRECT PROGRAM EXPENSES**

Equipment Lease/Maintenance	7,500
Office Supplies	20,000
Insurance & Bonding	850
Printing	100
Membership Fees/Dues	500
Postage & Freight	600
Advertising	1,000
Other Expense	1,060

**INDIRECT PROGRAM EXPENSES**

Indirect	72,874
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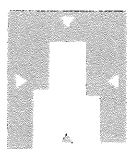
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$706,561**





# REGIONAL EMERGENCY PREPAREDNESS GOAL STATEMENT AND TOTAL PROGRAM BUDGET

## REGIONAL EMERGENCY PREPAREDNESS PROGRAM GOAL STATEMENT

The goal of the Regional Emergency Preparedness Program is to develop and implement local and regional plans and projects to improve the Panhandle's ability to defend against/respond to large-scale, man-made and natural disasters and to facilitate the utilization of available resources to support the implementation of those plans/projects.

### TOTAL EMERGENCY PREPAREDNESS PROGRAM BUDGET

#### BUDGETED EXPENDITURES

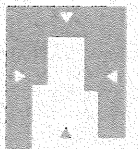
Personnel	\$280,707
Contract Services	0
Travel	14,250
Direct Internal Services	68,361
Other Direct Program Exp.	19,516
Indirect Costs	44,026
Equipment	79,871
Pass Through	<u>1,576,605</u>

#### ANTICIPATED REVENUES BY SOURCE

<u>GRANTS &amp; GOVERNMENTAL CONTRACTS</u>	
Federal Grants Through State	\$1,993,402
<u>REGIONAL FUNDS</u>	
Contract Service Fee	23,500
Local Funds	<u>66,434</u>

**TOTAL BUDGETED  
EXPENDITURES ..... \$2,083,336**

**TOTAL ANTICIPATED  
REVENUE ..... \$2,083,336**



# LOCAL EMERGENCY OPERATIONS PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To use FY22 State Homeland Security Program (SHSP) funding, supplied through the Office of the Governor's Homeland Security Grants Division (HSGD), to assist Panhandle counties which are not receiving federal Emergency Management Performance Grant (EMPG) funding for this purpose, to keep their Emergency Operations Plans (EOPs) current to standards set by the Texas Division of Emergency Management (TDEM).

### PRIMARY WORK TASKS

1. Coordinate with local planning teams to facilitate update discussions.
2. Confirm TDEM's receipt of the jurisdictional plan update submissions.
3. Ensure that TDEM's Preparedness Planning Assessment rating for each of the non-EMPG jurisdictions in the region is maintained at or above the Intermediate level.
4. Compile and submit all required reports to HSGD.

### PRINCIPLE PERFORMANCE MEASURES

1. Conduct of 21 local planning team meetings to discuss and complete plan updates.
2. Monitor the monthly TDEM Profile reports to check the status of the agency's receipt of the planning documents being submitted for review.
3. Maintenance of the 21 non-EMPG county-level and 1 single jurisdiction EOPs at the Intermediate level or above, as recognized by TDEM.
4. Submission of quarterly progress reports to HSGD.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.268 Full-time equivalent.

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$ 12,485
Fringe Benefits	6,278

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	0
------------------	---

### DIRECT INTERNAL SERVICES

Accounting Services	187
Clerical Support	157
Human Resources Management	349
Information Technology	443
Office Space	755
Reception/Telecommunications	129
Vehicle Pool	1,389

### OTHER DIRECT

### PROGRAM EXPENSES

Office Supplies	193
Other Expense	321

### INDIRECT PROGRAM EXPENSES

Indirect	2,609
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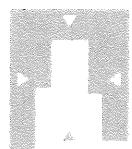
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$25,295**





# PANCOM INTEROPERABLE COMMUNICATIONS SYSTEM OPERATIONS AND MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

**2022 WORK PROGRAM**

**OBJECTIVE**

To utilize State Homeland Security Program (SHSP) grant funds, as administered by the Office of the Governor’s Homeland Security Grant Division (HSGD), funds provided by the region’s cities and counties and other regional funds to maintain the operation of the regional interoperable communications system, PANCOM, on behalf of the public safety agencies in the region.

**PRIMARY WORK TASKS**

1. Ensure that the annual lease payments on privately-owned towers used in support of PANCOM are paid.
2. Provide 24/7/365 support for the maintenance of the PANCOM system.
3. Arrange for system repairs, as needed, on a timely basis.
4. Work to further improve radio/pager coverage areas in the region.
5. Provide insurance coverage on the critical elements of the PANCOM system.
6. Ensure that all PANCOM-related Federal Communications Commission (FCC) licenses are kept current
7. Compile and submit required reports to the HSGD.

**PRINCIPLE PERFORMANCE MEASURES**

1. Leases are maintained on the 29 privately-owned communications towers which are now part of the PANCOM infrastructure.
2. Accessibility to PRPC staff to address system issues is provided nights, days, weekends and holidays with appropriate the PRPC staff contact numbers posted in all dispatch centers in the region.
3. System issues are quickly diagnosed and as necessary, a repair team is dispatched to correct the problem within 12 hours of the receipt of issue notice by PRPC staff.
4. Refinements and equipment adjustments are made, as part of the on-going system planning process, to further improve reception in radio-challenged areas of the Panhandle.
5. Maintenance of an up-to-date PANCOM equipment inventory log with insurance carried on the major components of the system.
6. Monitoring of the PANCOM FCC license log; activating scheduled renewals on a timely basis and applying for new licenses as necessary
7. Submission of required reports to the HSGD.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

1.287 Full-time equivalent

**2022 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$98,480
Fringe Benefits	46,583

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	8,334
Clerical Support	754
Human Resources Management	2,123
Information Technology	2,130
Office Space	5,964
Reception/Telecommunications	2,545

**OTHER DIRECT PROGRAM EXPENSES**

Equipment Lease/Maintenance	1,705
Insurance & Bonding	11,805
Other Expense	2,045

**INDIRECT PROGRAM EXPENSES**

Indirect	20,984
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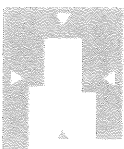
**EQUIPMENT EXPENSES**

Equipment	45,883
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**PASS THROUGH EXPENSES**

Pass Through	<u>72,636</u>
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**TOTAL PROJECT BUDGET..... \$321,971**



# PANHANDLE RESIDENTIAL SAFE ROOM REBATE PROGRAM PHASE 4 WORK PROGRAM AND EXPENDITURE BUDGET

**2022 WORK PROGRAM**

**2022 EXPENDITURE BUDGET**

**OBJECTIVE**

To utilize funding provided under the Hazard Mitigation Grant Program (HMGP) by the Federal Emergency Management Agency (FEMA) through the Texas Division of Emergency Management Panhandle (TDEM) to implement the Residential Safe Room (SR) as funding becomes available.

**PRIMARY WORK TASKS**

1. Receive and process applications.
2. Ascertain National Environmental Policy Act (NEPA) compliance
3. Notify residents of rebate awards.
4. Facilitate timely installation of shelters.
5. Confirm compliance with FEMA-320 standards.
6. Process rebate payments.
7. Issue rebate payment checks.
8. Submit quarterly reports.

**PRINCIPLE PERFORMANCE MEASURES**

1. Verification of application completeness; then recording of each application in the order received.
2. Confirmation that homes proposed for rebate are not in a flood hazard area nor historically vulnerable per the National Historic Preservation Act.
3. Issuance of award letters to residents selected for rebates on a first-come basis.
4. Corresponding appropriately with rebate recipients to maintain focus on completing the installation of their shelter.
5. Verification that rebate shelters have been built and installed per FEMA's residential shelter standards.
6. Compilation and submission of the documents needed to verify a rebate-approved shelter(s) has been installed per FEMA standards as part of the request for payment by TDEM.
7. Payment is made to rebate-approved residents for properly installed shelters; with approximately 300 or more shelters installed under this on-going program.
8. Submission of quarterly reports to TDEM.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.020 Full-time equivalent.

**PERSONNEL**

Salaries	\$1,056
Fringe Benefits	529

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	9,675
Clerical Support	12
Copy Services	389
Human Resource Management	33
Information Technology	33
Office Space	81
Reception/Telecommunications	40
Vehicle Pool	80

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	500
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**INDIRECT PROGRAM EXPENSES**

Indirect	1,429
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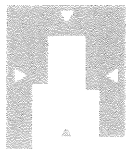
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>1,336,143</u>
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**TOTAL PROJECT BUDGET ..... \$1,350,000**



# REGIONAL EMERGENCY MANAGEMENT SPECIAL INITIATIVES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

**OBJECTIVE**

To utilize State Homeland Security Program (SHSP) funding provided through the Office of the Governor’s Homeland Security Grant Division (HSGD) to support the implementation of programs and projects designed to enhance preparedness and response capabilities in the Panhandle.

**PRIMARY WORK TASKS**

1. Maintain the Panhandle Area Regional Information System (PARIS).
2. Provide user training on the PARIS system with periodic tests to reinforce training
3. Confirm the agencies receiving the FY22 Automated Fingerprint Identification System (AFIS).
4. Obtain bids/quotes for the AFIS equipment being purchased in FY22.
5. Ensure the FY22 AFIS equipment is received by the recipient agencies.
6. Transfer ownership of the FY22 AFIS equipment to the recipient agencies.
7. Submit required reports to the HSGD.

**PRINCIPLE PERFORMANCE MEASURES**

1. Payment of the annual renewals on the 50 PARIS system licenses maintained on behalf of the region’s Emergency Management officials.
2. Provision of user instruction of the PARIS system and the conduct of 6 bi-monthly regional tests to exercise user skills.
3. Designation of the 5 agencies that will be receiving upgraded AFIS workstations in FY22.
4. Award of bid/quote for the AFIS equipment being purchased in FY22.
5. Verification of receipt by the designated agencies of the FY22 AFIS equipment; along with the vendor-supplied training on the new equipment.
6. Execution of an agreement with each designated agency, transferring title to the FY22 AFIS equipment they’ve received over to them.
7. Submission of required reports to the HSGD.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.042 Full-time equivalent.

## 2022 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$1,984
Fringe Benefits	997

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	5,691
Clerical Support	25
Human Resources Management	70
Information Technology	70
Office Space	720
Reception/Telecommunications	84

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	250
Other Expense	51

**INDIRECT PROGRAM EXPENSES**

Indirect	1,143
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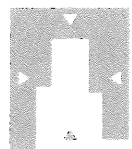
**EQUIPMENT EXPENSES**

33,988

**PASS THROUGH EXPENSES**

Pass Through	<u>167,826</u>
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**TOTAL PROJECT BUDGET ..... \$212,899**



# REGIONAL HOMELAND SECURITY PLANNING AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To utilize State Homeland Security Program (SHSP) funding, provided by the US Department of Homeland Security through the Office of the Governor’s Homeland Security Grant Division (HSGD) to implement, maintain and enhance a regional homeland security strategy to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards and help to support achievement of the National Preparedness Goal in the Panhandle.

**PRIMARY WORK TASKS**

1. Maintain the Panhandle Regional Emergency Management Advisory Committee (PREMAC).
2. Facilitate the development of the annual regional homeland security plans.
3. Maintain the regional mutual aid plan.
4. Assist Panhandle jurisdictions in meeting the annual requirements for SHSP funding.
5. Maintain a current, typed inventory of assets available for regional response within the asset inventory of the Panhandle Area Regional Information System (PARIS).
6. Facilitate the delivery of preparedness training.
7. Coordinate, as requested, the scheduling and conduct of local or regional preparedness exercises.
8. Submit required project progress reports to the HSGD.

**PRINCIPLE PERFORMANCE MEASURES**

1. Staffing of a minimum of four PREMAC meetings.
2. Submission of a PRPC-approved FY22 Implementation Plan, Threat and Hazard Identification and Risk Assessment and State Preparedness Report to the HSGD.
3. Promoting awareness by local response agencies of purpose and value of the regional response and regional mutual plan.
4. Achieving FY22 SHSP-eligible status for 99% of the region’s cities and counties.
5. Actively manage the PARIS system to keep asset information up-to-date.
6. Conduct of the annual regional preparedness conference and providing staff support for the quarterly training meetings of the Panhandle Emergency Management Association.
7. Coordination of local, regional, state or federally-sponsored exercises as requested.
8. Submission of quarterly progress reports to the HSGD.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.497 Full-time equivalent

**PERSONNEL**

Salaries	\$44,434
Fringe Benefits	20,890

**CONTRACT SERVICES**

Contract Services	0
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**TRAVEL**

In-Region Travel	3,300
Out-of-Region Travel	8,850
Conference Registration	900

**DIRECT INTERNAL SERVICES**

Accounting Services	1,647
Clerical Support	291
Copy Services	397
Human Resources	820
Information Technology	823
Office Space	3,430
Reception/Telecommunications	984
Vehicle	827

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	269
Printing	100
Membership Fees/Dues	250
Postage & Freight	100
Other Expense	685

**INDIRECT PROGRAM EXPENSES**

Indirect	10,235
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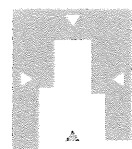
**EQUIPMENT EXPENSES**

	0
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**PASS THROUGH EXPENSES**

	<u>0</u>
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**TOTAL PROJECT BUDGET ..... \$99,232**



# REGIONAL HOMELAND SECURITY PROGRAM FUNDING PRIORITIZATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To work through the Panhandle Regional Emergency Management Advisory Committee (PREMAC) to determine how the Panhandle's 2022 allocation of State Homeland Security Program (SHSP) funds will be used to meet the critical goals and objectives of the region's 2021 Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan and support the priority Core Capability targets of the Panhandle's 2021 Threat and Hazard Identification & Risk Assessment (THIRA).

### PRIMARY WORK TASKS

1. Identify a potential list of regional projects based on the Elements of Preparedness found in the Panhandle's 2021 THSSP Implementation Plan.
2. Distill the potential list down to a final prioritized list based on the critical Core Capability Targets identified in the region's 2021 THIRA.
3. Develop and present a recommended, final prioritized project funding list to the PRPC Board of Directors for consideration of approval.
4. Submit a PRPC Board-approved FY22 SHSP project list to the Office of the Governor's Homeland Security Grant Division (HSGD).
5. Provide FY22 grantees with technical assistance on the use of the HSGD's grant management system – eGrants.
6. Coordinate regional SHSP program with the HSGD.
7. Compile and submit required reports to the HSGD.

### PRINCIPLE PERFORMANCE MEASURES

1. Identification by the PREMAC of a preliminary FY22 SHSP project list.
2. Completion by the PREMAC of a final prioritized FY22 SHSP project list.
3. Presentation of the PREMAC's FY22 SHSP project recommendations to the PRPC Board.
4. Submission of the Panhandle's FY22 SHSP project list to the HSGD.
5. Provision of assistance to FY22 SHSP grantees, as requested, on the use of the HSGD's eGrants electronic grants management system.
6. Participate in monthly calls with the HSGD.
7. Submission of required reports to the HSGD.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.048 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$4,904
Fringe Benefits	2,282

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	5,312
Clerical Support	28
Human Resources Management	170
Information Technology	79
Office Space	6,674
Reception/Telecommunications	1,301

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	326
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### INDIRECT PROGRAM EXPENSES

Indirect	2,424
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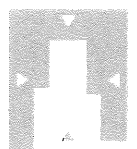
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET .....	<b><u>\$23,500</u></b>
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# REGIONAL CYBERSECURITY PLANNING PROJECT WORK PROGRAM AND EXPENDITURE REPORT

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To use FY22 State Homeland Security Program (SHSP) funding, supplied through the Office of the Governor's Homeland Security Grants Division (HSGD), to assist Panhandle jurisdictions in developing a local cybersecurity plan to harden their networks and systems against attacks and intrusions.

**PRIMARY WORK TASKS**

1. Develop a basic planning template, following the guidance of the Multi-State Information Sharing & Analysis Center (MS-ISAC), the National Institute of Standards and Technology (NIST), the Department of Homeland Security (DHS), and other leaders in the Nation's Cybersecurity protection efforts.
2. Establish local Cybersecurity Planning Teams in the participating jurisdictions.
3. Identify the list of assets being protected in each of the participating jurisdictions.
4. Prioritize local Assets, Risks, and Threats.
5. Identify means of protecting prioritized assets and mitigating risk and threats
6. Set achievable goals and establish milestones.
7. Ensure that cybersecurity policies are properly distributed across the participating jurisdiction.
8. Submit required reports to the HSGD.

**PRINCIPLE PERFORMANCE MEASURES**

1. Creation of a standardized template for a basic local cyber security plan.
2. Establishment of local Cybersecurity Planning Teams.
3. Development of a list of each participating jurisdiction's Key Assets, Risks and Threats.
4. Creation of a prioritized list of local computer assets and digital risks and threats.
5. Construction of a local Action Plan for protecting prioritized assets and addressing chief risks and threats.
6. Establishment of a timeline for implementing the Action Plan.
7. Distribution of established cybersecurity policies to members of the jurisdiction as appropriate.
8. Submission of required reports to the HSGD.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.567 Full-time equivalent

**PERSONNEL**

Salaries	\$26,486
Fringe Benefits	13,319

**TRAVEL**

In-Region Travel	1,200
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**DIRECT INTERNAL SERVICES**

Clerical Support	332
Human Resources Management	936
Information Technology	939
Office Space	794
Reception/Telecommunications	315

**OTHER DIRECT PROGRAM EXPENSES**

Supplies	235
Other Expense	681

**INDIRECT PROGRAM EXPENSES**

Indirect	5,202
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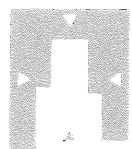
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$50,439**





## REGIONAL SERVICES PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### REGIONAL SERVICES PROGRAM GOAL STATEMENT

The goal of the Regional Services Program is to provide a variety of planning, coordination, training, technical assistance, grant development/review and other services in response to the needs of Panhandle local governments.

### TOTAL REGIONAL SERVICES PROGRAM BUDGET

#### BUDGETED EXPENDITURES

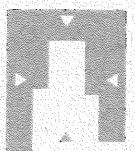
Personnel	\$ 4,422
Contract Services	0
Travel	1,410
Direct Internal Services	7,803
Other Direct Program Exp.	42,775
Indirect Costs	1,387
Equipment	0
Pass Through	<u>0</u>

#### ANTICIPATED REVENUES BY SOURCE

REGIONAL FUNDS	
Membership Dues	\$68,500
Interest & Miscellaneous	24,500
Local Funds	13,456
PRPC MATCH	
Required Grant Match	(36,252)
Non-Required Match	(9,132)
Reserve Contributions	<u>(3,275)</u>

**TOTAL BUDGETED  
EXPENDITURES .....** **\$57,797**

**TOTAL ANTICIPATED  
REVENUE .....** **\$57,797**





# PRPC-OWNED PANCOM TOWER SITE OPERATIONS WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To maintain the PANCOM towers, titled in the name of the PRPC, ensuring that the sites are kept in good working order and being properly managed for the benefit of the entire PANCOM system.

**PRIMARY WORK TASKS**

1. Maintain agreements with tenants leasing space on the PRPC-owned PANCOM tower sites.
2. Manage the PRPC-titled PANCOM tower site lease agreements.
3. Maintain the utilities at each PRPC-owned PANCOM tower site.
4. Ensure the tower sites are operated in accordance with the rules set by the agencies governing the operations of radio communications towers (e.g., FCC, FAA).
5. Remain in communications with the tenants leasing space on a PANCOM tower site.
6. Keep the PRPC-owned PANCOM tower sites insured.
7. Account for all revenues generated off the leases on the PRPC-owned PANCOM tower sites; applying them to the maintenance of the site or to the general benefit of the entire PANCOM system.
8. Submit reports as required.

**PRINCIPLE PERFORMANCE MEASURES**

1. Ensuring that a current, valid lease agreement is in place with each tenant leasing space on a PRPC-owned, PANCOM tower site.
2. Receipt of lease payments from each PANCOM tower lessee, in accordance with the terms of the lease agreement(s), on a timely basis.
3. Payment of monthly electrical utilities supplied to each PRPC-owned PANCOM tower site.
4. Adherence with the state and federal rules applying to the operation of radio communications towers.
5. Maintenance of current point of contact information for each PANCOM tower lessee with a request for POC verification sent to each lessee on at least an annual basis.
6. Payment of premiums, ensuring that the PRPC-owned PANCOM tower sites are appropriately insured.
7. Recording of lease payments; payment of PRPC-owned PANCOM tower site operational costs.
8. Submit reports and documents per the rules set by the state/federal agencies governing the operations of radio communications towers.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.000 Full-time equivalent (task conducted under this project supported by Homeland Security Planning and Coordinator Program and Expenditure Budget).

**PERSONNEL**

\$ 0

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services 1,745

**OTHER DIRECT PROGRAM EXPENSES**

Other Expense 3,150  
Utilities 7,174

**INDIRECT PROGRAM EXPENSES**

Indirect 1,387

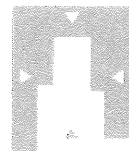
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$13,456**



# REGIONAL PLANNING AND ASSISTANCE ACTIVITIES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide support necessary to encourage/nurture intergovernmental planning and cooperation and to deliver training/education, technical assistance and coordination services to area local governments and state agencies.

### PRIMARY WORK TASKS

1. Promote intergovernmental planning and coordination with member governments, nonmember governments and relevant state agencies.
2. Provide assistance to local governments.
3. Facilitate the work of the Texas Panhandle Inspectors Association.
4. Facilitate the activities of the Texas Municipal League – Region 2.
5. Assist State Agencies in planning, implementing and coordinating state programs at the regional level.

### PRINCIPLE PERFORMANCE MEASURES

1. Regular interaction with 88 Panhandle area local governments (26 counties, 62 cities) and a variety of relevant state agencies.
2. Conduct approximately 12 workshops, seminars and hearings for local government officials and deliver grant writing assistance to local governments as requested.
3. Conduct quarterly meetings of the Texas Panhandle Inspectors Association.
4. Coordination of 3 regional meetings of the Texas Municipal League.
5. Coordination with State Agencies in the delivery of state programs at the regional level as necessary.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.035 Full-time equivalent

### PERSONNEL

Salaries	\$3,091
Fringe Benefits	1,331

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	310
Out-of-Region Travel	1,100

### DIRECT INTERNAL SERVICES

Clerical Support	21
Copy Services	358
Human Resources Management	58
Information Technology	58
Office Space	4,991
Reception/Telecommunications	69
Vehicle Pool	503

### OTHER DIRECT

### PROGRAM EXPENSES

Communications	76
Membership Fees/Dues	7,000
Subscriptions	150
Other Expense	25,225

### INDIRECT PROGRAM EXPENSES

0

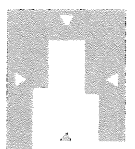
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$44,341**





## REGIONAL TRANSPORTATION PLANNING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### REGIONAL TRANSPORTATION PLANNING PROGRAM GOAL STATEMENT

The goal of the Regional Transportation Planning Program is to develop plans to address the public transportation needs of the area on an ongoing basis.

### TOTAL REGIONAL TRANSPORTATION SERVICES BUDGET

#### BUDGETED EXPENDITURES

Personnel	\$41,324
Contract Services	0
Travel	1,500
Direct Internal Services	15,482
Other Direct Program Exp.	299
Indirect Costs	6,741
Equipment	0
Pass Through	<u>49,215</u>

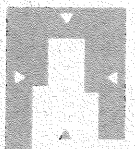
**TOTAL BUDGETED  
EXPENDITURES .....\$114,561**

#### ANTICIPATED REVENUES BY SOURCE

##### GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$112,500
PRPC MATCH	
Non-Required Match	<u>2,061</u>

**TOTAL ANTICIPATED  
REVENUE .....\$114,561**



# REGIONAL PUBLIC TRANSPORTATION PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide planning and coordination services in the region that will provide increased capacity of transportation, generate efficiencies in operations, enhance customer satisfaction and encourage cooperation and coordination of public transportation providers.

### PRIMARY WORK TASKS

1. Provide direct support to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) by facilitating public hearings and meetings to allow for input and coordination between the Texas Department of Transportation (TxDOT), transportation providers, transportation stakeholders and citizens.
2. Provide communication between the PROMPT and Panhandle cities, counties and health and human services providers.
3. Manage Rural Planning Organizations in the region.
4. Develop Comprehensive Regional Coordinated Transportation Plan in coordination with PROMPT.

### PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of 4 PROMPT committee meetings and sub-committee meetings as necessary.
2. Maintain and update the PROMPT website quarterly (4x) and provide notice to each panhandle city and county of the PROMPT meetings.
3. Conduct at least 2 Rural Planning Organization meetings annually.
4. Coordinate and develop Comprehensive Regional Transit Plan.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.390 Full-time equivalent

### PERSONNEL

Salaries	\$22,849
Fringe Benefits	10,655

### CONTRACT SERVICES

0

### TRAVEL

Out-of-Region Travel	1,500
----------------------	-------

### DIRECT INTERNAL SERVICES

Accounting Services	5,149
Clerical Services	228
Copy Services	602
Human Resources Management	643
Information Technology	645
Office Space	1,760
Reception/Telecommunications	771

### OTHER DIRECT

#### PROGRAM EXPENSES

Postage & Freight	5
Other Expense	36

#### INDIRECT PROGRAM EXPENSES

Indirect	5,157
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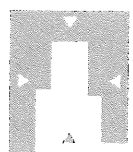
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$50,000**



# REGIONAL TRANSPORTATION PLANNING DEMONSTRATION PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide planning and coordination services to deliver a public information campaign related to transit in the Panhandle region that will provide enhanced customer satisfaction, and encourage cooperation and coordination of public transportation providers.

### PRIMARY WORK TASKS

1. Develop comprehensive research narrative regarding public information dissemination in the region.
2. Coordinate information gathering from regional transportation providers and direct content creation for regional public information campaign.
3. Develop comprehensive website for access to all public information created through the public information campaign.
4. Conduct information distribution, conference for service providers, conference for riders, and educational presentations related to transportation availability in the region.
5. Evaluate effectiveness of public information campaign against baseline data.

### PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of 2 public meetings regarding public transportation information.
2. To secure contractual services for and develop public information campaign for public transportation information.
3. Coordination and staffing of 2 conferences for riders and service providers on public information campaign.
4. Maintain and update public information materials associated with the public information campaign quarterly.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.065 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$4,212
Fringe Benefits	1,912

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	4,866
Clerical Support	38
Human Resources Management	107
Information Technology	108
Office Space	299
Reception/Telecommunications	129

### OTHER DIRECT

#### PROGRAM EXPENSES

Advertisements	225
Other Expense	18

### INDIRECT PROGRAM EXPENSES

Indirect	1,371
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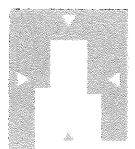
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	49,215
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**TOTAL PROJECT BUDGET ..... \$62,500**



# RURAL TRANSPORTATION PLANNING ORGANIZATIONS WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide ongoing administrative support necessary to facilitate the collaboration of area local governments with the Region's Texas Department of Transportation (TXDOT) District Offices through the state recognized mechanism of Rural Planning Organizations.

**PRIMARY WORK TASKS**

1. Serve as staff support to the Rolling Plains Organization for Rural Transportation (RPORT).
2. Serve as staff support to the Panhandle Rural Planning Organization (PRPO).
3. Provide coordination between the region's Rural Planning Organizations (RPO) and their respective TXDOT District offices.
4. Serve as the primary point of contact between the RPO's and appropriate state agencies.
5. Serve as the fiduciary agent for the RPO's as funds potentially come available
6. Prepare and post agendas for each RPO in accordance with the Texas Open Meetings Act.
7. Monitor and report on state developments relating to RPO's.

**PRINCIPLE PERFORMANCE MEASURES**

1. Coordination and staffing of 1 RPORT meetings annually.
2. Coordination and staffing of 1 PRPO meetings annually.
3. Execution of 6 coordination calls with District TXDOT offices.
4. Attendance in person or via teleconference with Austin TXDOT once annually.
5. Establishment and maintenance of the accounting controls needed to properly manage any funds associated with RPO activities.
6. Posting of at least 2 RPO meetings in the region.
7. Provide 2 state updates to RPO's as appropriate.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.013 Full-time equivalent

**PERSONNEL**

Salaries	\$ 1,198
Fringe Benefits	498

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	7
Human Resources Management	21
Information Technology	21
Office Space	63
Reception/Telecommunications	25

**OTHER DIRECT**

**PROGRAM EXPENSES**

Other Expense	15
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**INDIRECT PROGRAM EXPENSES**

Indirect	213
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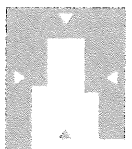
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$2,061**







## REGIONAL WATER PLANNING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### REGIONAL WATER PLANNING PROGRAM GOAL STATEMENT

The goal of the Regional Water Planning Program is to develop long-range plans to address the water needs of the 21 area counties within the Panhandle Water Planning Area on an ongoing basis and to coordinate those efforts with the regional water planning processes effecting the remaining 5 Panhandle counties.

### TOTAL REGIONAL WATER PLANNING BUDGET

#### BUDGETED EXPENDITURES

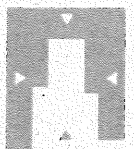
Personnel	\$89,201
Contract Services	0
Travel	19,568
Direct Internal Services	17,075
Other Direct Program Exp.	3,782
Indirect Costs	14,907
Equipment	0
Pass Through	<u>765,568</u>

**TOTAL BUDGETED  
EXPENDITURES .....\$910,101**

#### ANTICIPATED REVENUES BY SOURCE

<b>GRANTS &amp; GOVERNMENTAL CONTRACTS</b>	
Texas State Grants	\$830,051
<b>REGIONAL FUNDS</b>	
Local Funds	<u>80,050</u>

**TOTAL ANTICIPATED  
REVENUE .....\$910,101**



## 2026 REGIONAL WATER PLAN DEVELOPMENT WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide services directly necessary in the development of the 2026 Regional Water Plan for the Panhandle Water Planning Area (TWDB Designated "Region A").

#### PRIMARY WORK TASKS

1. Execute tasks delineated in 2026 Plan Development Contract with the Texas Water Development Board (TWDB).
2. Procure and coordinate contractors and subcontractors.
3. Provide direct support to the Panhandle Water Planning Group (PWPG) by facilitating input and coordination between PWPG, TWDB, consultants, subcontractors and interested parties.
4. Coordinate and conduct required public hearings and meetings.
5. Conduct public information activities.
6. Provide communication between PWPG and area cities and counties.
7. Represent PWPG as requested.

#### PRINCIPLE PERFORMANCE MEASURES

1. Successful progress on each of 12 tasks (as chronologically appropriate).
2. Establish lines of communication between PWPG, TWDB and consultants with a minimum of 24 direct contact instances.
3. Successful completion of required annual and/or appropriate public hearings or meetings.
4. Conduct at least 6 public information activities.
5. Update to PWPG website at least 6 times annually or as appropriate.
6. Respond to at least 6 requests and inquiries annually for information regarding PWPG throughout plan development.
7. Development of Round VI Water Plan as identified in planning contract schedule.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.040 Full-time equivalent

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$ 3,027
Fringe Benefits	1,324

#### CONTRACT SERVICES

0

#### TRAVEL

In-Region Travel	1,000
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#### DIRECT INTERNAL SERVICES

Clerical Support	23
Human Resources Management	66
Information Technology	66
Office Space	199
Reception/Telecommunications	79

#### OTHER DIRECT

#### PROGRAM EXPENSES

Postage & Freight	184
Advertisements	1,500
Other Expenses	124

#### INDIRECT PROGRAM EXPENSES

Indirect	873
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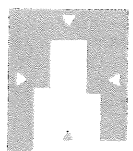
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>65,436</u>
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**TOTAL PROJECT BUDGET .....\$73,901**



# GROUNDWATER MANAGEMENT AREA #1 (GMA#1) WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide the administrative support necessary to facilitate the Groundwater Management Area #1's (GMA#1) establishment of Desired Future Conditions in the major aquifers in the GMA#1 planning area. Additionally, to provide the daily management, fiscal activities, and record keeping duties necessary for GMA#1 to meet all legislative requirements laid out in Texas Administrative Code Chapter 356 and Texas Water Code Chapter 36.

### PRIMARY WORK TASKS

1. Develop and distribute administratively complete agendas for public meetings and public hearings as directed by GMA#1 membership.
2. Conduct public information activities and serve as the point of contact for media news releases relating to the GMA process.
3. Serve as primary point of contact between the GMA#1 and the Texas Water Development Board (TWDB).
4. Assist GMA#1 in securing a contractor to provide advisory services for development and adoption of desired future conditions.
5. Develop and maintain comprehensive and complete files of all meeting records, minutes, and postings as required by law.
6. Issue billings to the four groundwater conservation districts comprising the GMA#1.

### PRINCIPLE PERFORMANCE MEASURES

1. Documented receipt of at least one agenda packet annually with additional agendas issued as needed as determined by GMA#1 membership.
2. Include applicable GMA#1 information on the PanhandleWater.org website, updated at least annually or as needed and respond to 100% of media inquiries.
3. Distribution and coordination of planning related reports and information among groundwater conservation districts, TWDB, PWPG, and GMA#1 with at least four pieces of formal correspondence issued.
4. As requested by GMA#1 membership, serve as a POC for subcontractor procured to develop Desired Future Condition as required by TAC 31-Section 356.34.
5. Establishment and maintenance of posting, record, and minute filing system needed to appropriately meet TWDB guidelines and all applicable open meetings regulations with a minimum of one meeting annually.
6. Receipt of payment from each of four GMA#1 groundwater conservation districts annually.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.015 Full-time equivalent

### PERSONNEL

Salaries	\$1,438
Fringe Benefits	598

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Clerical Support	9
Human Resources Management	25
Information Technology	25
Office Space	75
Reception/Telecommunications	30

### OTHER DIRECT

### PROGRAM EXPENSES

Postage & Freight	24
Other Expense	18

### INDIRECT PROGRAM EXPENSES

Indirect	258
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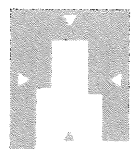
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	7,550
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**TOTAL PROJECT BUDGET ..... \$10,050**



# REGIONAL WATER PLANNING ADMINISTRATION AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide the administrative support necessary to facilitate the Panhandle Regional Water Plan development responsibilities of the Panhandle Water Planning Group (PWPG) and to oversee the daily management and fiscal activities associated with that planning process.

### PRIMARY WORK TASKS

1. Provide coordination and direct support to the PWPG by facilitating public hearings and meetings to allow for planning, implementation and coordination of the development of the 2022 Regional Water Plan.
2. Conduct public information activities and serve as the point of contact for media news releases relating to water planning.
3. Serve as the primary point on contact between the PWPG, the contractors and the Texas Water Development Board (TWDB).
4. Serve as the fiduciary agent for the PWPG and provide quarterly financial status reports; submit the required reports to the TWDB and the PWPG in a full and timely manner as requested.
5. Provide oversight and coordination for all aspects of contracts awarded from TWDB.

### PRINCIPLE PERFORMANCE MEASURES

1. Successful completion of organizing and staffing approximately 4 PWPG and PWPG sub-committee meetings.
2. Maintain and update website at least 4 times annually and respond to any media request for information.
3. Distribution and coordination of planning related reports and information among contractors, TWDB and the PWPG at least 4 times per year.
4. Establishment and maintenance of the accounting controls needed to properly manage the TWDB and local planning funds; submission of quarterly reports of financial statements that detail the receipt and use of these funds to the TWDB and the PWPG.
5. Coordinate and facilitate the activities of the contractors to maintain performance toward the completion of all water related contracts administered by PRPC with at least 24 instances of direct phone or email correspondence.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.460 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$34,407
Fringe Benefits	15,087

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	7,975
Clerical Services	269
Copy Services	36
Human Resources Management	759
Information Technology	761
Office Space	2,293
Reception/Telecommunications	909

### OTHER DIRECT

### PROGRAM EXPENSES

Postage & Freight	20
Other Expense	264

### INDIRECT PROGRAM EXPENSES

Indirect	7,220
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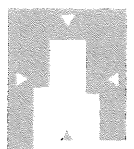
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$70,000**



# REGIONAL FLOOD PLANNING ADMINISTRATION AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide the administrative support necessary to facilitate the Regional Flood Planning Group (RFPG) development responsibilities and to oversee the daily management and fiscal activities associated with that planning process.

### PRIMARY WORK TASKS

1. Provide coordination and direct support to the RFPG by facilitating public hearings and meetings to allow for planning, implementation and coordination of the first 2023 Regional Flood Plan.
2. Conduct public information activities and serve as the point of contact for media news releases relating to flood planning.
3. Serve as the primary point on contact between the RFPG, the contractors and the Texas Water Development Board (TWDB).
4. Serve as the fiduciary agent for the RFPG and provide quarterly financial status reports; submit the required reports to the TWDB and the RFPG in a full and timely manner as requested.
5. Provide oversight and coordination for all aspects of contracts awarded from TWDB.

### PRINCIPLE PERFORMANCE MEASURES

1. Successful completion of organizing and staffing for the Regional Flood Planning Group.
2. Distribution and coordination of planning related reports and information among contractors, TWDB and the RFPG at least 4 times per year.
3. Establishment and maintenance of the accounting controls needed to properly manage the TWDB and local planning funds; submission of quarterly reports of financial statements that detail the receipt and use of these funds to the TWDB and the RFPG.
4. Assist the RFPG to secure an appropriate subcontract to provide the necessary technical input for the flood planning process.
5. Successfully progress through each of the 10 tasks as outlined in the Flood Planning Contract.
6. Completion of contract deliverables as directed in the Flood Planning Funding Contract to include as chronologically appropriate: Technical Memorandum; Draft Flood Plan; Final Flood Plan.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.340 Full-time equivalent

### PERSONNEL

Salaries	22,855
Fringe Benefits	10,465

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	18,568
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### DIRECT INTERNAL SERVICES

Clerical Services	199
Human Resources Management	561
Information Technology	563
Office Space	1,481
Reception/Telecommunications	672

### OTHER DIRECT

#### PROGRAM EXPENSES

Postage & Freight	344
Advertisements	1,000
Other Expense	304

#### INDIRECT PROGRAM EXPENSES

Indirect	6,556
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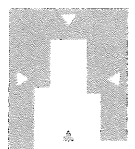
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass-Through	<u>692,582</u>
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TOTAL PROJECT BUDGET .....	<u><b>\$756,150</b></u>
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## SOLID WASTE MANAGEMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### SOLID WASTE MANAGEMENT PROGRAM GOAL STATEMENT

The goal of the Solid Waste Management Program is to maintain the Panhandle Regional Solid Waste Management Plan and to support the development, funding and implementation of local/regional projects designed to achieve the goals and objectives of the Plan.

### TOTAL SOLID WASTE MANAGEMENT BUDGET

#### BUDGETED EXPENDITURES

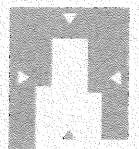
Personnel	\$35,521
Contract Services	0
Travel	5,700
Direct Internal Services	8,330
Other Direct Program Exp.	2,156
Indirect Costs	5,946
Equipment	0
Pass Through	<u>112,664</u>

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas State Grants	<u>\$170,317</u>

**TOTAL BUDGETED  
EXPENDITURES .....** **\$170,317**

**TOTAL ANTICIPATED  
REVENUE.....** **\$170,317**



# REGIONAL SOLID WASTE MANAGEMENT COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To facilitate the fair and orderly distribution of Texas Commission on Environmental Quality (TCEQ) solid waste grant funds, coordinate local/regional solid waste planning efforts to improve the region's solid waste management system(s), and to maintain and make publicly accessible, the region's Closed Landfill Inventory (CLI).

### PRIMARY WORK TASKS

1. Serve as support staff to the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC).
2. Assist applicants with the development of their FY22 solid waste grant program applications.
3. Facilitate the RSWMAC's review of Municipal Solid Waste permit applications and registrations.
4. Coordinate the pick-up of recyclable materials from jurisdictions participating in the Panhandle Environmental Partnership (PEP).
5. Ensure proper payment for recyclable materials sold by PEP members is received.
6. Promote recycling throughout the region.
7. Maintain a current inventory of all equipment funded under the SW Grant Program.
8. Maintain the accuracy of the Panhandle's CLI.
9. Complete and submit all required reports to the TCEQ.

### PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of a minimum of 2 RSWMAC meetings.
2. Provision of a complete set of properly prepared applications to the RSWMAC for prioritization under the FY22 SW Grants Program.
3. Submission to TCEQ of a RSWMAC-developed comment on each permit application/ registration received consistent with the regional solid waste management plan.
4. Arrange for the shipment of recyclable material loads from PEP locations on a timely basis.
5. Process pass-through payments to jurisdictions that have sold recyclable materials through the PEP; estimated at 1,000 tons recycled/sold with \$85,000 in proceeds passed-through.
6. Issue monthly newsletters to PEP members and conduct the FY22 Annual PEP Regional Recycling Award program.
7. Submission of an Updated Regional Equipment Inventory Report to the TCEQ.
8. Addition of new or updated information to the CLI as it is received.
9. Submission of semi-annual SW Program progress reports.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.330 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$23,983
Fringe Benefits	11,538

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	2,000
Out-of-Region Travel	3,000
Conference Registration	700

### DIRECT INTERNAL SERVICES

Accounting Services	4,847
Clerical Support	193
Copy Services	161
Human Resources Management	544
Information Technology	546
Office Space	1,387
Reception/Telecommunications	652

### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	100
Membership Fees/Dues	500
Postage & Freight	200
Advertisements	300
Other Expense	1,056

### INDIRECT PROGRAM EXPENSES

Indirect	5,946
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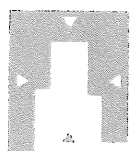
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET .....	<u>\$57,653</u>
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# REGIONAL SOLID WASTE MANAGEMENT PLAN IMPLEMENTATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide resources necessary to carry out a variety of Texas Commission on Environmental Quality (TCEQ)-funded solid waste reduction and management programs and projects under contracts with local entities.

**PRIMARY WORK TASKS**

1. Contract with the FY22 Solid Waste Grants Program grantees.
2. Facilitate, as requested grantee(s), the purchase of equipment and/or services needed for project implementation.
3. Support local/regional FY22 project-related public awareness and education activities.
4. Administer and as appropriate, make amendments to the FY22 Implementation Project Contracts.
5. Maintain an inventory of the equipment and vehicles purchased in whole or part with FY22 Implementation Project grant funds.
6. Assist FY22 grantees in meeting their contractual program reporting requirements.
7. Compile and submit all required reports to the TCEQ.

**PRINCIPLE PERFORMANCE MEASURES**

1. Execution of approximately 7 FY22 Solid Waste Grants Program Implementation Project Contracts.
2. Procurement of bids and quotes on contract-approved equipment/services, on an as-requested basis, for FY22 grantees.
3. Supply the media with periodic updates on the productivity of the FY22 Solid Waste Grants Program Implementation Projects.
4. Provision of staff assistance, as needed, to facilitate the grant reimbursement process and to process contract amendments.
5. Inclusion of the equipment purchased under the FY22 Solid Waste Grants Program to the Regional Solid Waste Program Equipment Inventory.
6. Prompt and assist FY22 Solid Waste Program grantees, as necessary, to ensure compliance with their contractual reporting obligations.
7. Inclusion of the FY22 Implementation Projects information on the semi-annual close-out reports submitted to TCEQ.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 – September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.000 Full-time equivalent (tasks conducted under this project supported by Regional Solid Waste Coordination Work Program and Expenditure Budget)

**PERSONNEL**

\$ 0

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

0

**OTHER DIRECT PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

0

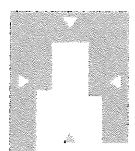
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through 112,664

**TOTAL PROJECT BUDGET .....\$112,664**



WORKFORCE  
DEVELOPMENT

## WORKFORCE DEVELOPMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### WORKFORCE DEVELOPMENT PROGRAM GOAL STATEMENT

The goal of the Workforce Development Program is to support the Workforce Development Consortium's Governing Body and the Panhandle Workforce Development Board in developing and implementing an employment and training system that supports the economic prosperity of the region by assisting local employers with finding and developing the talent they need, and by investing in skills development that can increase workers' career opportunities and self-sufficiency.

### TOTAL WORKFORCE DEVELOPMENT PROGRAM BUDGET

#### BUDGETED EXPENDITURES

Personnel	\$719,825
Contract Services	39,997
Travel	47,325
Direct Internal Services	440,777
Other Direct Program Exp.	549,031
Indirect Costs	206,650
Equipment	0
Pass Through	<u>21,449,881</u>

### ANTICIPATED REVENUES BY SOURCE

#### GRANTS & GOVERNMENTAL CONTRACTS

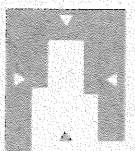
Federal Grants Through State	\$21,391,646
Texas State Grants	1,500,000

#### REGIONAL FUNDS

Contract Service Fees	<u>561,840</u>
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**TOTAL BUDGETED  
EXPENDITURES .....** **\$ 23,453,486**

**TOTAL ANTICIPATED  
REVENUE.....** **\$23,453,486**



# CHILD CARE WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide administrative support necessary to ensure the provision of quality child care subsidies to eligible low-income families, to promote children's healthy development and safety, improve the quality of child care and provide support for parents who are working or in training or education.

### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Conduct child care provider claims processing for disbursement.
4. Develop local program policies and procedures.
5. Oversight of the delivery of child care services by the procured child care contractor.
6. Ensure compliance with client eligibility for services requirements under all federal, state and local regulations, policies and directives.
7. Secure agreements for the purpose of obtaining additional federal funds for additional child care services through a "local match" process where local entities agree to contribute funds or certify their allowable child care expenditures.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Submit approved child care reports through the State's data collection system biweekly.
4. Issuance of local program policies and procedures.
5. Review and analyze TWC's monthly performance and expenditure reports and take appropriate action related to the "number of children served" per day.
6. Conduct at a minimum of 2 internal monitoring reviews of child care case files during the year each followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.
7. Meet the Texas Workforce Commission's minimum local match requirement of \$638,878 for the Panhandle in order to receive the funds.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

5.490 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$285,702
Fringe Benefits	145,589

### CONTRACT SERVICES

Contract Services	14,429
-------------------	--------

### TRAVEL

In-Region Travel	361
Out-of-Region Travel	21,724
Conference Registration	658

### DIRECT INTERNAL SERVICES

Accounting Services	151,122
Clerical Support	3,215
Copy Services	513
Human Resources Management	9,054
Information Technology	9,085
Office Space	30,143
Reception/Telecommunications	10,854
Vehicle Pool	421

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	361
Rent	146,096
Membership Fees/Dues	2,345
Postage & Freight	2,018
Advertisements	180
Other Expense	1,828

#### INDIRECT PROGRAM EXPENSES

Indirect	96,105
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#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>16,979,329</u>
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**TOTAL PROJECT BUDGET ..... \$17,911,132**



# CHILD CARE QUALITY IMPROVEMENT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide the administrative support necessary to implement child care quality improvement activities throughout the region. Quality improvement activities may include but are not limited to providing mentoring services to directors of child care facilities, providing consumer information to parents regarding the selection of quality child care, providing parenting education information, professional development for child care providers, directors, and employees, and providing educational materials for children served by child care providers.

### PRIMARY WORK TASKS

1. Compile and submit all required reports to the funding agency.
2. Develop local program policies and procedures.
3. Ensure the subcontractor confers priority with regard to quality child care initiatives benefitting child care facilities that are working toward Texas Rising Star (TRS) Certification or are existing TRS providers working toward a higher star level.
4. Monitor and evaluate the performance of the contractor with regard to the provision of child care quality activities as required by funding agency.
5. Confirm that the subcontractor adheres to all Federal, state and local regulations, policies, and directives.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of quarterly progress reports and other reports as requested by funding agency.
2. Issuance of local program policies and procedures.
3. Conducts quarterly reviews of child care quality activities facilitated by the subcontractor to ensure that priority of service is given to child care facilities that are working toward TRS certification or are existing TRS providers working toward a higher star level.
4. Review of financial and program reports submitted in writing to PRPC Workforce Development staff on a quarterly basis regarding the performance of child care quality initiatives.
5. Conduct at a minimum of 2 internal monitoring reviews of quality child care activities during the year, each followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by other Workforce Development Programs & Expenditure Budgets).

### PERSONNEL

0

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

0

### OTHER DIRECT

### PROGRAM EXPENSES

0

### INDIRECT PROGRAM EXPENSES

0

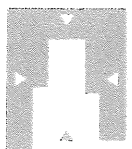
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through 490,681

**TOTAL PROJECT BUDGET ..... \$490,681**



## SUPPLEMENTAL NUTRITION ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide administrative support necessary to ensure that eligible supplemental nutrition assistance recipients receive services and support to help them enter and retain employment, and become self-sufficient.

#### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Ensure that Contractor conducts outreach to 100% of the Able-Bodied Adults without Dependents (ABAWD) who receive Supplemental Nutrition Assistance Program (SNAP) benefits.
4. Ensure the Contractor gives priority of service to the ABAWD population.
5. Oversight of the delivery of services by the procured Service Delivery Contractor.
6. Monitor and evaluate the performance of the contractor with regard to the provision of SNAP services as required by the funding agency.

#### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Review monthly outreach reports, resolution of related compliance issues through Technical Assistance and provision of staff training as needed.
4. Issuance of local program policies and procedures.
5. Ensure the TWC's required monthly performance of "outreach within 10 days" is met.
6. Conduct at a minimum of 2 internal monitoring reviews of all SNAP services during the year, followed by technical assistance for resolution of related compliance issues a provision of staff training as needed.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.200 Full-time equivalent

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$11,814
Fringe Benefits	5,898

#### CONTRACT SERVICES

Contract Services	2,309
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#### TRAVEL

In-Region Travel	58
Out-of-Region Travel	1,876
Conference Registration	105

#### DIRECT INTERNAL SERVICES

Accounting Services	9,631
Clerical Support	117
Copy Services	82
Human Resources Management	330
Information Technology	331
Office Space	1,995
Reception/Telecommunications	395

#### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	58
Rent	25,515
Membership Fees/Dues	375
Postage & Freight	3
Advertisements	29
Other Expense	166

#### INDIRECT PROGRAM EXPENSES

Indirect	7,025
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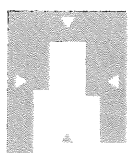
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>230,453</u>
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**TOTAL PROJECT BUDGET .....\$298,565**



## TEMPORARY ASSISTANCE TO NEEDY FAMILIES - CHOICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide administrative support necessary to ensure that eligible temporary assistance to needy families (TANF) applicants and recipients receive services and support to help them improve their basic and occupational skills, enter and retain employment and become self-sufficient.

#### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Develop program policies and procedures.
4. Oversight of the delivery of Temporary Assistance to Needy Families (TANF)/CHOICES program services by the procured service delivery contractor.
5. Monitor and evaluate the performance of the contractor with regard to the provision of TANF/CHOICES services as required by the funding agency.

#### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Ensure the Workforce Development Board's required performance measures of program participants are met.
5. Conduct at a minimum of 2 monitoring reviews of TANF/CHOICES services during the year, each followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.707 Full-time equivalent

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$36,167
Fringe Benefits	18,873

#### CONTRACT SERVICES

Contract Services	10,100
-------------------	--------

#### TRAVEL

In-Region Travel	253
Out-of-Region Travel	8,207
Conference Registration	461

#### DIRECT INTERNAL SERVICES

Accounting Services	24,415
Clerical Support	414
Copy Services	359
Human Resources Management	1,167
Information Technology	1,171
Office Space	8,092
Reception/Telecommunications	1,399

#### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	253
Rent	77,924
Membership Fees/Dues	1,641
Postage & Freight	13
Advertisements	126
Other Expense	472

#### INDIRECT PROGRAM EXPENSES

Indirect	22,023
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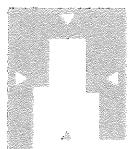
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>892,244</u>
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**TOTAL PROJECT BUDGET ..... \$1,105,774**



# TEMPORARY ASSISTANCE TO NEEDY FAMILIES – CHOICES NON-CUSTODIAL PARENT EMPLOYMENT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide administrative support necessary to ensure that non-custodial parents, who have an open Office of the Attorney General (OAG) case; and have been court-ordered to enroll in the NCP workforce program, receive services and support to help them improve their basic and occupational skills, enter and retain employment, become self-sufficient, and fulfill their child support responsibilities.

### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Participate in monthly Non-Custodial Parent (NCP) meeting with the OAG and Service Delivery Contractor staff to discuss issues related to participants' progress in the program.
4. Compile and submit all required reports to funding sources.
5. Develop local program policies and procedures.
6. Monitor and evaluate the performance of the contractor with regard to the provision of Temporary Assistance to Needy Families – Choices Non-Custodial Parent program services as required by funding agency.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Attend 12 monthly Non-Custodial Parent (NCP) meetings with the OAG and Service Delivery Contractor staff.
4. Submission of 12 monthly Progress reports and supporting documents.
5. Issuance of local program policies and procedures.
6. Conduct at a minimum of 2 monitoring reviews of TANF/CHOICES-NCP services during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.037 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$2,246
Fringe Benefits	1,114

### CONTRACT SERVICES

Contract Services	1,472
-------------------	-------

### TRAVEL

In-Region Travel	37
Out-of-Region Travel	1,196
Conference Registration	67

### DIRECT INTERNAL SERVICES

Accounting Services	8,151
Clerical Support	22
Copy Services	52
Human Resources Management	62
Information Technology	62
Office Space	916
Reception/Telecommunications	74

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	37
Rent	12,172
Membership Fees/Dues	239
Postage & Freight	2
Advertisements	18
Other Expense	58

#### INDIRECT PROGRAM EXPENSES

Indirect	3,220
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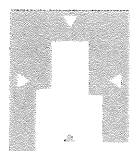
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>126,593</u>
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**TOTAL PROJECT BUDGET ..... \$157,810**





## VETERANS EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

#### OBJECTIVE

To provide for the co-location of Texas Veterans Commission (TVC) employees serving veterans at the Amarillo workforce center.

#### PRIMARY WORK TASKS

1. Promote and support the integration of workforce services provided to veterans by state and contractor staffs.
2. Compile and submit all required reports to funding source.

#### PRINCIPLE PERFORMANCE MEASURES

1. Co-location of 2 TVC employees at the Amarillo workforce center.
2. Submission of Budget Worksheet and Final Expenditure Report as requested by Texas Veterans Commission (TVC).

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by other Workforce Development Programs and Expenditure Budgets).

#### PERSONNEL

\$ 0

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

0

#### OTHER DIRECT PROGRAM EXPENSES

Rent 14,037

#### INDIRECT PROGRAM EXPENSES

Indirect 1,614

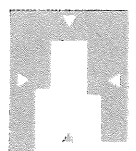
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through 1,895

**TOTAL PROJECT BUDGET ..... \$17,546**



# WAGNER-PEYSER EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide for the co-location of Texas Workforce Commission (TWC) employees providing labor-exchange services to employers and job seekers at the area's workforce centers and to fund additional TWC initiatives.

### PRIMARY WORK TASKS

1. Arrange for office space and related services for TWC employees at the area's workforce centers.
2. Promote and support the coordination of TWC employees and Contractor staff to ensure services are provided to employers and job seekers to meet performance requirements.
3. Participate in community coordination efforts to serve employers and job seekers.
4. Participate in community coordination efforts to promote the hiring of veterans.

### PRINCIPLE PERFORMANCE MEASURES

1. Negotiation and execution of a contract and oversight of its implementation to co-locate staff at the area's workforce centers.
2. Ensure the Texas Workforce Commission's "Employer's Receiving Workforce Assistance" performance measures are met.
3. Co-sponsor a minimum of 2 regional job fairs and 36 hiring events.
4. Host an annual local Hiring Red, White and You! veteran job fair in the Panhandle.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.020 Full-time equivalent

### PERSONNEL

Salaries	\$1,614
Fringe Benefits	742

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	7,954
Clerical Support	12
Human Resources Management	33
Information Technology	33
Office Space	98
Reception/Telecommunications	40

### OTHER DIRECT

#### PROGRAM EXPENSES

Rent	35,986
Other Expense	24

#### INDIRECT PROGRAM EXPENSES

Indirect	5,352
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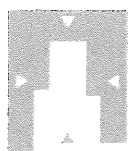
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	25,116
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**TOTAL PROJECT BUDGET ..... \$77,004**



# WORKFORCE INNOVATION AND OPPORTUNITY ACT - ADULT WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide administrative support necessary to ensure that eligible adults, who meet the priority standards, receive individualized career and training services, including supportive services, in order to prepare them for jobs in high demand occupations throughout the region. The delivery of these services enhances the skills, education, and literacy levels of individual adults which subsequently leads to better employment opportunities, job retention and higher earning potential.

### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of adult services by the procured service delivery contractor.
5. Confirm that the subcontractor adheres to all Federal, state and local regulations, policies, and directives.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC's Monthly performance reports and take appropriate actions related to the 5 adult and 3 all participant WIOA outcome measures.
5. Conduct at a minimum of 2 monitoring reviews of WIOA-Adult activities during the year followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.500 Full-time equivalent

### PERSONNEL

Salaries	\$30,430
Fringe Benefits	14,758

### CONTRACT SERVICES

Contract Services	4,329
-------------------	-------

### TRAVEL

In-Region Travel	108
Out-of-Region Travel	3,517
Conference Registration	198

### DIRECT INTERNAL SERVICES

Accounting Services	38,512
Clerical Support	293
Copy Services	154
Human Resources Management	826
Information Technology	829
Office Space	4,286
Reception/Telecommunications	990

### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	108
Rent	46,477
Membership Fees/Dues	704
Postage & Freight	5
Advertisements	54
Other Expense	328

### INDIRECT PROGRAM EXPENSES

Indirect	16,894
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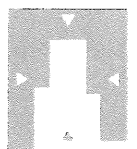
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	<u>799,249</u>
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**TOTAL PROJECT BUDGET .....\$963,049**



# WORKFORCE INNOVATION AND OPPORTUNITY ACT – DISLOCATED WORKER WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide administrative support necessary to ensure that eligible dislocated workers, who have become unemployed through “no-fault of their own,” receive services and support to help them improve their basic and occupational skills, enter and retain employment and become self-sufficient.

### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of dislocated worker services by the procured service delivery contractor.
5. Provide oversight in planning and delivery of WIOA “Rapid Response” services which include early intervention activities designed to enable dislocated workers to transition to new employment following either a plant closure, mass layoff, or a natural or other disaster.
6. Confirm that the subcontractor adheres to all Federal, state and local regulations, policies, and directives.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC’s monthly performance reports and take appropriate action related to the 5 dislocated worker and 3 all participant WIOA outcome measures.
5. Review staff reports of Rapid Response services and activities provided to Rapid Response participants.
6. Conduct at a minimum of 2 monitoring reviews of WIOA-DLW activities during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.390 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$22,367
Fringe Benefits	11,073

### CONTRACT SERVICES

Contract Services	3,607
-------------------	-------

### TRAVEL

In-Region Travel	90
Out-of-Region Travel	2,931
Conference Registration	165

### DIRECT INTERNAL SERVICES

Accounting Services	22,480
Clerical Support	228
Copy Services	128
Human Resources Management	643
Information Technology	645
Office Space	3,408
Reception/Telecommunications	770

### OTHER DIRECT

### PROGRAM EXPENSES

Office Supplies	90
Rent	37,914
Membership Fees/Dues	587
Postage & Freight	5
Advertisements	45
Other Expense	243

### INDIRECT PROGRAM EXPENSES

Indirect	12,353
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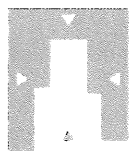
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	<u>442,375</u>
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**TOTAL PROJECT BUDGET ..... \$562,147**



# WORKFORCE INNOVATION AND OPPORTUNITY ACT - YOUTH WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide administrative support necessary to ensure that eligible youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations.

### PRIMARY WORK TASKS

1. Prepare the FY22 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of youth services by the procured service delivery contractor.
5. Confirm that the subcontractor adheres to all federal, state and local regulations, policies, and directives.

### PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY22 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC's monthly performance reports and take appropriate actions related to 5 youth and 3 all participant WIOA outcome measures.
5. Conduct at a minimum of 2 monitoring reviews of WIOA-Youth activities during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.406 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$23,378
Fringe Benefits	11,498

### CONTRACT SERVICES

Contract Services	3,751
-------------------	-------

### TRAVEL

In-Region Travel	94
Out-of-Region Travel	3,048
Conference Registration	171

### DIRECT INTERNAL SERVICES

Accounting Services	25,763
Clerical Support	237
Copy Services	134
Human Resources Management	667
Information Technology	669
Office Space	3,556
Reception/Telecommunications	799

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	94
Rent	21,940
Membership Fees/Dues	609
Postage & Freight	5
Advertisements	47
Other Expense	246

#### INDIRECT PROGRAM EXPENSES,

Indirect	11,121
----------	--------

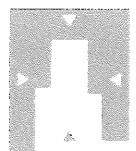
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	536,428
--------------	---------

TOTAL PROJECT BUDGET .....	<b><u>\$644,255</u></b>
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## TEXAS WORKFORCE COMMISSION – SPECIAL INITIATIVES WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide administrative support necessary to implement Texas Workforce Commission (TWC) Special Initiatives throughout the region. These include workforce development activities that support the delivery of services to workers and employers.

#### PRIMARY WORK TASKS

1. Compile and submit all required reports to the funding agency.
2. Ensure oversight of grant expenditures and activities facilitated by the Service Delivery Contractor and the Board.
3. Oversight of the delivery of Special Initiatives by the procured service delivery contractor and the Board.

#### PRINCIPLE PERFORMANCE MEASURES

1. Submission of progress reports and other reports as requested by funding agency.
2. Conduct quarterly reviews of the process reports, grant expenditures, and activities facilitated by the Service Delivery Contractor and the Board.
3. Review of financial and program reports submitted verbally or in writing to PRPC Workforce Development staff on a quarterly basis regarding the performance of the initiatives.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (tasks conducted under this project supported by other Workforce Development Programs and Expenditure Budgets).

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

\$0

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Accounting Services 8,953

#### OTHER DIRECT PROGRAM EXPENSES

Rent 22,470

#### INDIRECT PROGRAM EXPENSES,

Indirect 3,614

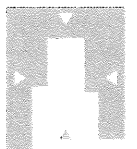
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through 146,192

**TOTAL PROJECT BUDGET ..... \$181,229**



**VOCATIONAL REHABILITATION CONTRACTS  
(WAGE SERVICE FOR PAID WORK EXPERIENCE, SUMMER EARN AND  
LEARN, AND STUDENT HIREABILITY NAVIGATOR PROGRAM)  
WORK PROGRAM AND EXPENDITURE BUDGET**

**2022 WORK PROGRAM**

**OBJECTIVE**

To provide administrative support necessary to implement Texas Workforce Commission Vocational Rehabilitation initiatives throughout the region. These include workforce development activities that support the delivery of services to workers with disabilities and employers.

**PRIMARY WORK TASKS**

1. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
2. Coordinate activities and provide administrative support with Texas Workforce Commission Vocational Rehabilitation.
3. Compile and submit all required reports to funding sources.
4. Oversight of the delivery of Texas Workforce Commission Vocational Rehabilitation services delivered.

**PRINCIPLE PERFORMANCE MEASURES**

1. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
2. Submit invoices for Wage Service for Paid Work Experience to our local Vocational Rehabilitation Office.
3. Submit invoices and reports required for Summer Earn and Learn to the Vocational Rehabilitation department of the Texas Workforce Commission.
4. Submit invoices, quarterly reports, and associated annual Student Hireability Navigator Plan to the Vocational Rehabilitation department of the Texas Workforce Commission.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

1.125 Full-time equivalent

**2022 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$57,536
Fringe Benefits	28,527

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	2,000
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**DIRECT INTERNAL SERVICES**

Accounting Services	5,586
Clerical Support	659
Human Resources Management	1,855
Information Technology	1,862
Office Space	4,174
Reception/Telecommunications	2,224
Vehicle Pool	927

**OTHER DIRECT**

**PROGRAM EXPENSES**

Rent	94,648
Postage & Freight	250
Other Expense	12

**INDIRECT PROGRAM EXPENSES,**

Indirect	23,030
----------	--------

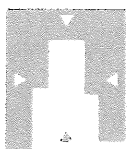
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>321,004</u>
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**TOTAL PROJECT BUDGET .....\$544,294**



**COVID-19 SPECIAL INITIATIVE GRANTS  
(NATIONAL DISLOCATED WORKER)  
WORK PROGRAM AND EXPENDITURE BUDGET**

**2022 WORK PROGRAM**

**OBJECTIVE**

To provide administrative support necessary to implement of the COVID-19 Special Initiative throughout the region. These include workforce development activities that support the delivery of services to workers and employers.

**PRIMARY WORK TASKS**

1. Compile and submit all required reports to the funding agency.
2. Ensure oversight of grant expenditures and activities facilitated by the Service Delivery Contractor and the Board.
3. Oversight of the delivery of COVID-19 Special Initiatives by the Service Delivery Contractor and the Board.

**PRINCIPLE PERFORMANCE MEASURES**

1. Submission of progress reports and other reports as requested by funding agency.
2. Conduct a minimum of quarterly reviews of the process reports, grant expenditures, and activities facilitated by the Service Delivery Contractor and the Board.
3. Review of financial and program reports submitted verbally or in writing to PRPC Workforce Development staff on a minimum of a quarterly basis regarding the performance of the initiatives.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.125 Full-time equivalent.

**2022 EXPENDITURE BUDGET**

**PERSONNEL**

Salaries	\$7,017
Fringe Benefitst	3,482

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	25,405
Clerical Support	73
Human Resources Management	206
Information Technology	207
Office Space	563
Reception/Telecommunications	247
Vehicle Pool	5

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	150
Other Expense	24

**INDIRECT PROGRAM EXPENSES,**

Indirect	4,299
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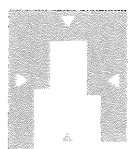
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>458,322</u>
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**TOTAL PROJECT BUDGET ..... \$500,000**





**SECTION III**

**2022 DIRECT INTERNAL SERVICES FUNDS  
WORK PROGRAMS AND BUDGETS**

THE PANHANDLE REGIONAL PLANNING COMMISSION (PRPC) HAS DEVELOPED AN INTERNAL SERVICES ALLOCATION PLAN UNDER THE UNIFORM GUIDANCE (2 CFR 200), WHEREBY COSTS OF THE FOLLOWING SERVICES CAN BE CHARGED TO THE VARIOUS PROGRAMS ON A REASONABLE AND CONSISTENT BASIS.

#### ACCOUNTING SERVICES

THE ACCOUNTING SERVICES POOL INCLUDES THE SALARY AND BENEFIT COSTS FOR APPROXIMATELY FOUR PERSONS TO PROVIDE ACCOUNTING RELATED SERVICES. OTHER COSTS INCLUDE TRAVEL, SUPPLIES, AND OTHER COSTS. THESE COSTS ARE CHARGED TO GRANTS BASED ON A FEE FOR SERVICES RENDERED.

#### CLERICAL SUPPORT

THE COSTS INCLUDED IN THE CLERICAL SUPPORT POOL INCLUDE A PORTION OF THE SALARY AND BENEFITS OF THE ADMINISTRATIVE ASSISTANT AND OTHER ASSOCIATED COSTS. THESE COSTS ARE CHARGED ON A UNIT RATE PER PERSON BASED ON THE NUMBER OF PEOPLE CHARGED TO THE GRANT.

#### COPY SERVICES

THE COPY COSTS POOL INCLUDES A PORTION OF A PERSON'S SALARY AND BENEFITS, THE LEASE COSTS, MAINTENANCE, SUPPLIES, AND SPACE FOR THREE COPIERS. THESE COSTS ARE CHARGED TO GRANTS ON A UNIT RATE PER COPY.

#### HUMAN RESOURCES MANAGEMENT

THE COSTS IN THE HUMAN RESOURCES MANAGEMENT POOL INCLUDE THE COSTS OF SALARY AND BENEFITS FOR APPROXIMATELY ONE PERSON TO ADMINISTER BENEFITS FOR PRPC EMPLOYEES AS WELL AS OTHER ASSOCIATED COSTS. THESE COSTS ARE CHARGED TO THE GRANTS ON A UNIT RATE PER PERSON BASED ON THE NUMBER OF PEOPLE CHARGED TO THE GRANT.

#### INFORMATION TECHNOLOGY

THE COSTS IN THE INFORMATION TECHNOLOGY COST POOL INCLUDE APPROXIMATELY ONE PERSON'S TIME FOR THE SALARY AND BENEFITS PROVIDED TO COMPUTER SUPPORT RELATED SERVICES AND E-MAIL ACCESS FOR EMPLOYEES. OTHER COSTS INCLUDE UPGRADES TO TECHNOLOGY. THESE COSTS ARE CHARGED TO THE GRANTS BASED ON A UNIT RATE PER PERSON BASED ON THE NUMBER OF PEOPLE CHARGED TO THE GRANT.

#### OFFICE SPACE

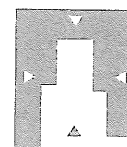
THE COSTS OF OFFICE SPACE INCLUDES ALL UTILITIES AND MAINTENANCE. OFFICE SPACE IS CHARGED TO THE GRANTS AT A UNIT RATE PER SQUARE FOOT.

#### RECEPTIONIST

THE RECEPTIONIST POOL INCLUDES THE SALARY AND BENEFIT COSTS FOR APPROXIMATELY ONE PERSON TO PROVIDE RECEPTIONIST SERVICES TO PRPC. OTHER COSTS IN THE POOL INCLUDE TELEPHONE LEASE COST, LOCAL TELEPHONE COSTS, AND INTERNET SERVICE. THESE COSTS ARE CHARGED ON A UNIT RATE PER PERSON BASED ON THE NUMBER OF PEOPLE CHARGED TO THE GRANT.

#### VEHICLE POOL

ALL COST ASSOCIATED WITH THE VEHICLE POOL ARE ALLOCATED TO EACH GRANT BASED UPON THE ACTUAL MILEAGE USED FOR THE GRANT. COSTS INCLUDE MANAGEMENT OF THE POOL, FUEL, DEPRECIATION, INSURANCE, AND OTHER MAINTENANCE COST. DETAIL OF REQUIREMENTS FOR EMPLOYEE USE OF THE VEHICLES IS INCLUDED IN THE PERSONNEL POLICIES. A RATE IS ESTABLISHED TO COVER THESE COST ANNUALLY AND IS LESS THAN THE FEDERAL RATE. THE RATE IS CONSISTENT ACROSS ALL GRANTS THAT UTILIZE THE VEHICLES.



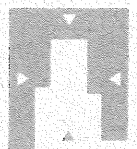
## DIRECT INTERNAL SERVICES FUNDS GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### DIRECT INTERNAL SERVICES FUNDS GOAL STATEMENT

To provide a mechanism whereby the PRPC may account, on a fee-for-service basis, for the costs of certain internal services (accounting services, clerical support services, copy services, human resources management services, information technology services, office space, receptionist/local telephone and vehicle pool) provided to PRPC programs/projects.

### DIRECT INTERNAL SERVICES PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>	<u>ANTICIPATED REVENUES BY SOURCE</u>
Personnel	REGIONAL FUNDS
\$663,783	Contract Service Fees
Contract Services	\$10,554
55,426	PRPC MATCH
Travel	Reserve Contributions
8,750	(116,144)
Direct Internal Services	REVENUE FROM ALL FUND GROUPS
111,810	<u>1,198,278</u>
Other Direct Program Exp.	
246,899	
Indirect Costs	
6,000	
Equipment	
0	
Pass Through	
<u>0</u>	
<b>TOTAL BUDGETED</b>	<b>TOTAL ANTICIPATED</b>
<b>EXPENDITURES .....<u>\$1,092,668</u></b>	<b>REVENUE.....<u>\$1,092,668</u></b>



# ACCOUNTING SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

### OBJECTIVE

To provide professional accounting services necessary to establish and maintain financial policies, practices and controls in order to ensure the highest degree of financial accountability and to fully safeguard all public funds entrusted to the PRPC.

### PRIMARY WORK TASKS

1. Prepare PRPC budget and project budgets.
2. Prepare cash requests for funding sources.
3. Maintain invoices and receivables.
4. Process and prepare accounts payable and payroll checks, debit cards/incentive cards and electronic fund transfers.
5. Maintain and analyze general ledger financial information.
6. Prepare monthly, quarterly and annual financial reports to funding sources.
7. Perform desk reviews of subcontractor audits.
8. Maintain property and equipment inventories.
9. Support monitoring/auditing teams from funding sources.
10. Prepare Comprehensive Annual Financial Report (CAFR).
11. Prepare required Federal and State tax forms.
12. Develop and implement policies & procedures.

### PRINCIPLE PERFORMANCE MEASURES

1. Preparation of approximately 65 budgets.
2. Completion of approximately 558 cash requests.
3. Processing of approximately 2,266 deposits.
4. Preparing and processing approximately 8,100 accounts payable forms, 1,128 payroll vouchers, 2,203 checks, 6,794 electronic funds transfers, and 58 debit and incentive cards.
5. Completion of analytical review of general ledger balances monthly.
6. Completion of approximately 873 financial reports.
7. Completion of desk reviews on 2 audits.
8. Completion of physical inventory of approx. \$9.2 million of PRPC property and equipment.
9. Assistance to 8 monitoring/audit teams.
10. Completion of 111 audited financial statements and the CAFR for the year ending 9/30/21.
11. Process approximately 89 1099's and 131 W-2's yearly, eight 941-Employer's Quarterly Federal Tax returns and four TWC Unemployment Tax insurance forms.
12. Maintenance of policies and procedures.

### IMPLEMENTATION SCHEDULE

October 1, 2021- September 30, 2022

### HUMAN RESOURCE REQUIREMENT

4.250 Full-time equivalent

### PERSONNEL

Salaries	\$296,150
Fringe Benefits	145,040

### CONTRACT SERVICES

Contract Services	6,000
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### TRAVEL

Out-of-Region Travel	7,000
Conference Registration	1,750

### DIRECT INTERNAL SERVICES

Clerical Support	2,490
Copy Services	3,465
Human Resources Management	7,008
Information Technology	7,033
Office Space	27,654
Reception/Telecommunications	8,402

### OTHER DIRECT

#### PROGRAM EXPENSES

Employee Development	1,000
Office Supplies	2,782
Printing	1,075
Membership Fees/Dues	1,430
Depreciation	0
Subscriptions	1,400
Postage & Freight	300
Other Expense	625

#### INDIRECT PROGRAM EXPENSES

0

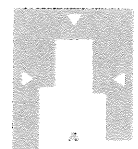
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL FUND BUDGET ..... \$520,604**



## CLERICAL SUPPORT FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide and appropriately allocate the costs of word processing and clerical support services to all PRPC projects, programs and activities.

**PRIMARY WORK TASKS**

1. Utilize word processing hardware and software.
2. Maintain database of all elected officials, advisory committees, boards, interest groups and essential agencies needed by PRPC.
3. Produce complex documents for all PRPC programs and projects.
4. Electronically archive PRPC documents.
5. Train PRPC staff on software related to correspondence and document development.
6. Take and produce official minutes from various PRPC Advisory Committees, Boards and groups.

**PRINCIPLE PERFORMANCE MEASURES**

1. Utilization of word processing hardware and software.
2. Maintenance and on-going update of database containing approximately 3,060 clients.
3. Daily production of complex documents.
4. Daily archival of PRPC documents.
5. Training of 47 PRPC staff as needed.
6. Preparation of official minutes from 20 meetings.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

0.350 Full-time equivalent

**PERSONNEL**

Salaries	\$14,901
Fringe Benefits	9,025

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	205
Human Resources Management	577
Information Technology	579
Office Space	1,547
Reception/Telecommunications	692

**OTHER DIRECT**

**PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

0

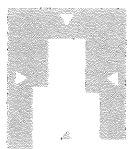
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET..... \$27,526**



## COPY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide copying services necessary for all PRPC programs, projects and activities.

#### PRIMARY WORK TASKS

1. Coordinate copy equipment lease/purchase and maintenance agreements.
2. Train PRPC personnel on operations of copying equipment.
3. Perform routine maintenance on PRPC copy machines.
4. Arrange for service calls on copy machines.
5. Maintain inventory and order paper and other supplies.

#### PRINCIPLE PERFORMANCE MEASURES

1. Coordination of 3 lease/purchase and maintenance agreements when necessary.
2. Provision of training and assistance when necessary for 47 employees.
3. Performance of maintenance on 3 copy machines systems as required.
4. Make service calls on 3 copy machine systems as necessary.
5. Placement of supply orders on a monthly basis.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.100 Full-time equivalent

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$4,257
Fringe Benefits	2,579

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Clerical Support	59
Human Resources Management	165
Information Technology	165
Office Space	7,891
Reception/Telecommunications	198

#### OTHER DIRECT

#### PROGRAM EXPENSES

Equipment Lease/Maintenance	20,500
Office Supplies	3,000

#### INDIRECT PROGRAM EXPENSES

0

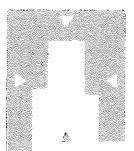
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL FUND BUDGET ..... \$38,814**



## HUMAN RESOURCES MANAGEMENT FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

#### OBJECTIVE

To provide the staff support necessary to administer all PRPC personnel management, policies, procedures and fringe benefits.

#### PRIMARY WORK TASKS

1. Administer PRPC employee benefit plan programs.
2. Maintain PRPC personnel records and files.
3. Maintain and administer PRPC Personnel Policies and PRPC Integrated Personnel Classification, Pay Plan and Job Descriptions.

#### PRINCIPLE PERFORMANCE MEASURES

1. Administration of approximately 10 benefit programs.
2. Maintenance of personnel records and files for approximately 47 employees
3. Administration of Personnel Policies and Integrated Personnel Classification and Pay Plan.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.750 Full-time equivalent

#### PERSONNEL

Salaries	\$47,491
Fringe Benefits	21,952

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Clerical Support	439
Human Resources Management	1,237
Information Technology	1,241
Office Space	3,164
Reception/Telecommunications	1,483

#### OTHER DIRECT

#### PROGRAM EXPENSES

Other Expense	500
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#### INDIRECT PROGRAM EXPENSES

0

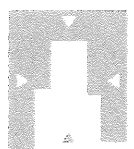
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET .....	<u>\$77,507</u>
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# INFORMATION TECHNOLOGY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

### OBJECTIVE

To provide the support and expertise necessary to establish and maintain a stable computer environment for all staff.

### PRIMARY WORK TASKS

1. Maintain the operating systems and security software on networks.
2. Evaluate purchases and install computer hardware and software.
3. Monitor existing and provision new virtualized PRPC servers.
4. Provide ongoing support to the Regional 9-1-1 Network equipment located in the PRPC data center.
5. Develop and implement specific software solutions for PRPC programs/projects.
6. Maintain web sites.
7. Develop a maintenance schedule for all servers and computers.
8. Provide support for servers, personal computers, printers and laptops.

### PRINCIPLE PERFORMANCE MEASURES

1. Performance of maintenance and updates as required.
2. Procurement of bids and maintenance of hardware and software as needed.
3. Efficient operation of the virtualized network environment.
4. Provision of necessary support to the Regional 9-1-1 Network equipment.
5. Development and implementation of specific software solutions for PRPC programs/projects.
6. Provide support for multiple web sites.
7. Implementation of maintenance schedule for approximately 50 PRPC computers, 6 physical servers and coordination of interface with the Workforce Development Center Network.
8. Troubleshoot and assist staff with all computer equipment.

### IMPLEMENTATION SCHEDULE

October 1, 2021 – September 30, 2022

### HUMAN RESOURCE REQUIREMENT

0.510 Full-time equivalent

## 2022 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$29,488
Fringe Benefits	14,157

### CONTRACT SERVICES

Contract Services	13,000
-------------------	--------

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Clerical Support	298
Human Resources Management	841
Information Technology	845
Office Space	11,730
Reception/Telecommunications	1,008

### OTHER DIRECT

### PROGRAM EXPENSES

Office Supplies	900
Other Expenses	5,515

### INDIRECT PROGRAM EXPENSES

0

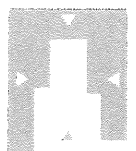
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET .....	<b><u>\$77,782</u></b>
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## OFFICE SPACE FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

#### OBJECTIVE

To appropriately allocate office facilities costs to all PRPC programs, projects and activities.

#### PRIMARY WORK TASKS

1. Identify amount of office space utilized by individual PRPC programs/projects.
2. Determine cost of office space based upon utilization of programs/projects.
3. Allocate appropriate cost to appropriate programs/projects.

#### PRINCIPLE PERFORMANCE MEASURES

1. Identification of space utilized.
2. Determination of cost to individual programs/projects.
3. Allocation of cost to program/projects on a monthly basis.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent (task conducted under this project supported by Accounting Services Fund Work Program and Expenditure Budget)

#### PERSONNEL

\$ 0

#### CONTRACT SERVICES

Contract Services 36,426

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

0

#### OTHER DIRECT PROGRAM EXPENSES

Insurance & Bonding	9,800
Depreciation	41,870
Utilities	39,500
Interest	16,097
Other Expense	50,500

#### INDIRECT PROGRAM EXPENSES

Indirect 6,000

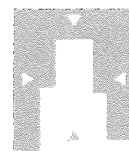
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL FUND BUDGET .....\$200,193**



## RECEPTION/TELECOMMUNICATIONS FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

### 2022 EXPENDITURE BUDGET

#### OBJECTIVE

To provide and appropriately allocate the costs of receptionist services and local telephone services to all PRPC programs, projects and activities.

#### PRIMARY WORK TASKS

1. Answer and direct all incoming PRPC calls.
2. Respond to general inquiries concerning PRPC programs/projects.
3. Greet and direct incoming visitors and clients.
4. Electronically document and distribute messages.
5. Open, sort and distribute incoming mail.
6. Receive and transmit all fax correspondence.
7. Provide local telephone service to each employee workstation.

#### PRINCIPLE PERFORMANCE MEASURES

1. Take calls from full PRI-VOIP Telephone system and 3 toll free lines.
2. Respond to 15 general requests per week for PRPC information.
3. Greet and direct approximately 200 visitors and clients per week.
4. Documentation and daily distribution of 150 internal messages.
5. Distribution of daily mail to approximately 44 employees.
6. Receipt and transmission of approximately 23 faxes per day.
7. Provision of local telephone service to approximately 47 employees.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

1.080 Full-time equivalent

#### PERSONNEL

Salaries	\$39,133
Fringe Benefits	27,160

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Clerical Support	749
Human Resources Management	2,111
Information Technology	2,120
Office Space	4,488
Reception/Telecommunications	2,527

#### OTHER DIRECT

#### PROGRAM EXPENSES

Equipment Maintenance	550
Office Supplies	500
Depreciation	4,725
Communications	8,850

#### INDIRECT PROGRAM EXPENSES

0

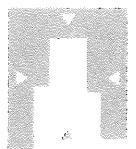
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET .....	<u>\$92,913</u>
-------------------------	-----------------



## VEHICLE POOL FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2022 WORK PROGRAM

#### OBJECTIVE

To provide automobile transportation for employees in the conduct of PRPC business.

#### PRIMARY WORK TASKS

1. Coordinate purchase of vehicles.
2. Coordinate routine vehicle maintenance work.
3. Properly account for vehicle insurance, depreciation and operational costs.
4. Document vehicle usage by program/project.
5. Allocate vehicle pool costs to appropriate programs/ projects.

#### PRINCIPLE PERFORMANCE MEASURES

1. Coordination of vehicle purchases, if necessary.
2. Provision of routine vehicle maintenance work.
3. Documentation of vehicle insurance, depreciation and operational costs.
4. Documentation of vehicle usage by program/project.
5. Allocation of vehicle pool cost to appropriate program/project.

#### IMPLEMENTATION SCHEDULE

October 1, 2021 - September 30, 2022

#### HUMAN RESOURCE REQUIREMENT

0.150 Full-time equivalent

### 2022 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$ 8,499
Fringe Benefits	3,951

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Clerical Support	88
Human Resources Management	247
Information Technology	248
Office Space	8,515
Reception/Telecommunications	297

#### OTHER DIRECT

#### PROGRAM EXPENSES

Insurance & Bonding	4,000
Depreciation	21,000
Other Expense	10,500

#### INDIRECT PROGRAM EXPENSES

0

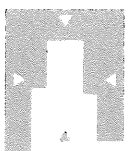
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

0

**TOTAL FUND BUDGET.....\$57,345**

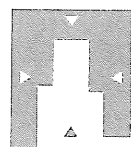


**SECTION IV**

**2022 INDIRECT SERVICES  
WORK PROGRAM AND BUDGET**

**THE PANHANDLE REGIONAL PLANNING COMMISSION (PRPC) HAS ESTABLISHED AN INDIRECT COST PLAN FOR THE PURPOSE OF ALLOCATING THOSE COSTS THAT HAVE BEEN INCURRED FOR COMMON OR JOINT PURPOSES THAT BENEFIT MORE THAN ONE COST OBJECTIVE AND CANNOT BE READILY IDENTIFIED WITH A PARTICULAR FINAL COST OBJECTIVE WITHOUT EFFORT DISPROPORTIONATE TO THE RESULTS ACHIEVED. THIS METHOD IS ALLOWABLE UNDER THE UNIFORM GUIDANCE (2 CFR 200), FOR FEDERAL AWARDS AND THE UNIFORM GRANT MANAGEMENT STANDARDS OF THE STATE OF TEXAS.**

**THE PRPC DEVELOPED THE 2022 STRATEGIC WORK PROGRAM AND BUDGET WITH A PROPOSED 11.5% INDIRECT COST RATE. THE RATE IS APPLIED TO ALL DIRECT EXPENDITURES IN A PROGRAM LESS ITEMS OF EQUIPMENT AND ALL PASS-THROUGH FUNDS. PRPC'S INDIRECT COST PLAN WILL BE SUBMITTED TO THE TEXAS WORKFORCE COMMISSION FOR APPROVAL. THE FOLLOWING INDIRECT SERVICES BUDGET, EXPLANATION OF EXPENDITURES AND THE CERTIFICATION LETTER WILL BE INCLUDED IN THE PRPC'S INDIRECT COST ALLOCATION PLAN AS WELL AS THE BUDGETED ALLOCATION OF INDIRECT COSTS TO THE VARIOUS PROGRAMS AS SHOWN ON PAGE 7.**



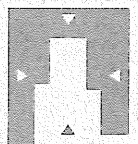
## INDIRECT SERVICES GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### INDIRECT SERVICES GOAL STATEMENT

To provide a mechanism whereby the PRPC may equitably allocate legitimate, appropriate and allowable program/project costs which cannot be directly and readily assigned to specific programs/projects.

### TOTAL INDIRECT SERVICES BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$297,586	REVENUE FROM ALL FUND GROUPS	<u>\$576,071</u>
Contract Services	65,750		
Travel	28,000		
Direct Internal Services	51,364		
Other Direct Program Exp.	133,371		
Indirect Costs	0		
Equipment	0		
Pass Through	<u>0</u>		
<b>TOTAL BUDGETED</b>		<b>TOTAL ANTICIPATED</b>	
<b>EXPENDITURES .....</b>	<b><u>\$576,071</u></b>	<b>REVENUE .....</b>	<b><u>\$576,071</u></b>



# INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2022 WORK PROGRAM

## 2022 EXPENDITURE BUDGET

**OBJECTIVE**

To provide staff, administrative and other support necessary to successful conduct a wide range of overall leadership and managerial functions directly benefiting all PRPC programs and projects.

**PRIMARY WORK TASKS**

1. Provide leadership and managerial guidance in planning, organizing and directing all operations of the Planning Commission.
2. Develop and propose policy guidance to the Board of Directors.
3. Develop and implement organizational administrative procedures and practices.
4. Represent the PRPC and its programs and projects.
5. Coordinate and direct all programs, financing and intergovernmental relationships.
6. Maintain PRPC official records.
7. Oversee and ensure development of Annual Strategic Work Plan and Budget.
8. Oversee and ensure the development of the Comprehensive Annual Financial Report.
9. Oversee and ensure development of external communications documents.
10. Provide necessary public information services, legal services, office equipment, office supplies, insurance and bonding, postage printing/publications, and other resources common to the implementation of all PRPC programs/projects.

**PRINCIPLE PERFORMANCE MEASURES**

1. Provision of leadership and guidance in the operations of the PRPC.
2. Development and presentation of monthly policy guidance to the Board.
3. Implementation of organizational administrative procedures and practices.
4. Representation of the PRPC.
5. Coordination and direction of programs, financing and intergovernmental relationships.
6. Maintenance of records.
7. Completion of FY2021-2022 Strategic Work Program and Budget.
8. Completion of the Comprehensive Annual Financial Report for FY21.
9. Distribution of the 2021 Annual Report and maintenance of the PRPC website.
10. Provision of necessary operational resources.

**IMPLEMENTATION SCHEDULE**

October 1, 2021 - September 30, 2022

**HUMAN RESOURCE REQUIREMENT**

2.275 Full-time equivalent

**PERSONNEL**

Salaries	\$206,682
Fringe Benefits	90,904

**CONTRACT SERVICES**

Contract Services	25,250
Accounting & Auditing	36,500
Legal	4,000

**TRAVEL**

In-Region Travel	11,600
Out-of-Region Travel	6,850
Auto Expense	8,400
Conference Registration	1,150

**DIRECT INTERNAL SERVICES**

Clerical Support	1,333
Copy Services	4,319
Human Resources Management	3,751
Information Technology	3,765
Office Space	28,985
Reception/Telecommunications	4,497
Vehicle Pool	4,714

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	15,300
Insurance & Bonding	31,000
Printing	6,000
Membership Fees/Dues	8,580
Subscriptions	1,305
Postage & Freight	9,500
Advertisements	850
Other Expense	59,636
Communication	1,200

**INDIRECT PROGRAM EXPENSES**

0

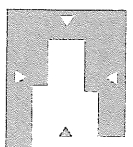
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL INDIRECT BUDGET ..... \$576,071**



## **INDIRECT EXPENDITURE CATEGORIES**

The following is a list of the budgeted indirect cost categories for the Panhandle Regional Planning Commission (PRPC) in the 2022 budget and an explanation of the various costs charged to each category:

### **PERSONNEL**

The personnel costs include all or portions of the salaries for the executive director, an executive assistant, and an administrative assistant. This category also includes their related benefits which are leave time, medical, dental, disability, survivors, and term life insurance: and contributions into the defined contribution retirement plan. PRPC does not participate in the Social Security System except as required for Medicare.

### **CONTRACT SERVICES**

This category consists of the cost of services to develop PRPC's single audit and annual report.

### **TRAVEL**

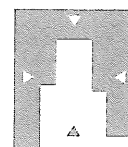
The travel costs include mileage paid for allowable travel in the 26-county region and out-of-region travel expenses such as airfare, meals, hotels, parking or conference registration for all personnel included above as well as the Board of Directors. This category also includes a car allowance for the Executive Director.

### **INTERNAL SERVICES**

The internal service costs include such costs as copy services, human resources management services, information technology services, office space, receptionist services and vehicle pool services for the personnel included above. These costs are directly charged to each grant including the indirect cost pool based upon a method determined by each service. These methods are as follows: copy services are charged based upon the number of copies made, human resources management and receptionist services are charged based upon the number of employees, information technology is charged based on the number of computers used, vehicle costs are charged based upon the number of miles driven and office space is charged based upon the square footage used.

### **OTHER OPERATING EXPENSES**

This category consists of all other support costs such as general supplies, insurance, printing and publications, membership fees, subscriptions, meetings and postage.





## CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal dated August 26, 2021 to establish billing or final indirect costs rates for fiscal year ended September 30, 2021 are allowable in accordance with the requirements of the Federal awards and state awards to which they apply and the provisions of this 45 CFR part 75. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
2. All costs included in this proposal are properly allocable to Federal awards and state awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and State Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Panhandle Regional Planning Commission

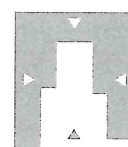
Signature:



Name of Authorized Official: Trenton C. Taylor

Title: Finance Director

Date of Execution: August 26, 2021



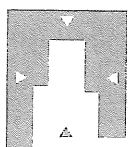
**SECTION V**

**2022 HUMAN RESOURCE PLAN**

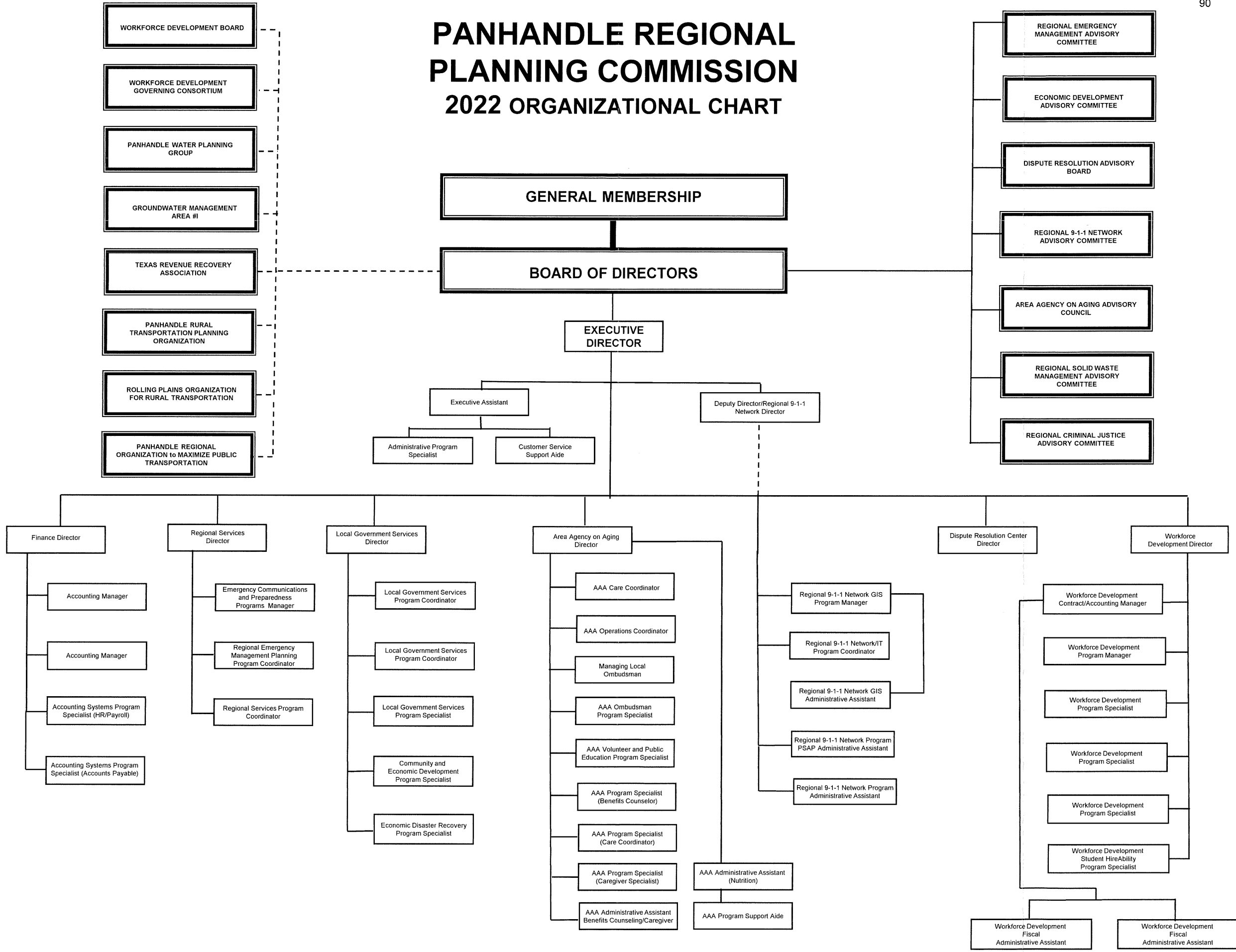
**THE PANHANDLE REGIONAL PLANNING COMMISSION IS A PUBLIC ORGANIZATION. AS SUCH, ITS EMPLOYEES MUST ADHERE TO THE HIGHEST STANDARDS OF PUBLIC SERVICE THAT EMPHASIZES PROFESSIONALISM, COURTESY AND THE AVOIDANCE OF EVEN THE APPEARANCE OF UNETHICAL OR INAPPROPRIATE CONDUCT. EMPLOYEES ARE REQUIRED TO GIVE A FULL DAY'S WORK, TO CARRY OUT EFFICIENTLY THE WORK ITEMS ASSIGNED AS THEIR RESPONSIBILITY AND TO DO THEIR PARTS IN MAINTAINING GOOD RELATIONSHIPS WITH THE PUBLIC, THEIR SUPERVISORS, FUNDING AGENCIES AND MEMBER GOVERNMENT EMPLOYEES AND OFFICIALS.**

**IN TURN, THE PLANNING COMMISSION IS COMMITTED TO FULLY COMPENSATING ITS EMPLOYEES IN A MANNER COMENSURATE WITH SALARIES AND BENEFITS FOUND FOR POSITIONS WITH SIMILAR LEVELS OF RESPONSIBILITY IN THE PUBLIC AND PRIVATE SECTORS.**

**THIS SECTION OF THE 2022 STRATEGIC WORK PROGRAM AND BUDGET INCLUDES AN ORGANIZATIONAL CHART, INFORMATION ON THE ALLOCATION OF PERSONNEL BY PROGRAM, THE ALLOCATION OF PERSONNEL BY PAY GROUP AND A CHART WHICH SETS FORTH ANNUAL SALARIES BY PAY GROUP AND STEP. MORE DETAILED PERSONNEL POLICIES, PROCEDURES AND PRACTICES CAN BE FOUND IN THE PLANNING COMMISSION'S "PERSONNEL POLICIES" DOCUMENT AND "INTEGRATED CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION" DOCUMENT.**



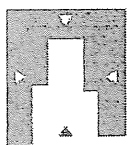
# PANHANDLE REGIONAL PLANNING COMMISSION 2022 ORGANIZATIONAL CHART



**Panhandle Regional Planning Commission  
Authorized Personnel By Program  
Fiscal Year Ending September 30, 2022**

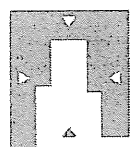
Area Agency on Aging	11.625
Criminal Justice	0.940
Dispute Resolution Center	1.000
Economic Development	3.103
Local Government Services	1.575
Regional 9-1-1 Network	5.300
Regional Emergency Preparedness	2.729
Regional Services	0.035
Regional Transportation Planning	0.468
Regional Water Planning	0.855
Solid Waste Management	0.330
Workforce Development	9.000
Direct Internal Services	7.190
Indirect	<u>2.275</u>
Total Number of Personnel Budgeted	<u><u>46.425</u></u>

Note: Portions of this schedule may reflect rounding differences.



**Panhandle Regional Planning Commission  
Personnel By Pay Group and Job Title  
Fiscal Year Ending September 30, 2022**

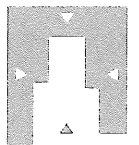
GROUP	RANGE	EMPLOYEES PER GROUP	JOB TITLES
GROUP 1/2	24,452 - 35,289	0	Vacant
GROUP 3/4	29,586 - 42,702	2	Area Agency on Aging Program Support Aide Customer Service Support Aide
GROUP 5/6	35,799 - 51,672	7	Area Agency on Aging Benefits Counseling/Caregiver Administrative Assistant Area Agency on Aging Administrative Assistant (Nutrition) Regional 9-1-1 Network Program Administrative Assistant Regional 9-1-1 Network GIS Administrative Assistant Regional 9-1-1 Network Program PSAP Administrative Assistant Workforce Development Fiscal Administrative Assistant - Contract Services Workforce Development Fiscal Administrative Assistant - Program Services
GROUP 6/7	39,381 - 56,836	15	Accounting Systems Program Specialist (Accounts Payable Specialist) Accounting Systems Program Specialist (HR/Payroll Specialist) Administrative Program Specialist Area Agency on Aging Ombudsman Program Specialist Area Agency on Aging Volunteer & Public Education Program Specialist Area Agency on Aging Program Specialist (Benefits Counselor) Area Agency on Aging Program Specialist (Care Coordination) Area Agency on Aging Program Specialist (Caregiver Specialist) Community and Economic Development Program Specialist Economic Disaster Recovery Program Specialist Local Government Services Program Specialist Workforce Development Program Specialist Workforce Development Student HireAbility Navigator Program Specialist
GROUP 8/9	50,067 - 68,768	9	Area Agency on Aging Care Coordinator Area Agency on Aging Operations Coordinator Executive Assistant Local Government Services Program Coordinator Local Government Services Program Coordinator (Transportation Planning & City Mgmt) Managing Local Ombudsman Regional 9-1-1 Network/Information Technology Program Coordinator Regional Emergency Management Planning Program Coordinator Regional Services Program Coordinator (Solid Waste & Criminal Justice Programs)
GROUP 9/10	52,412 - 75,646	1	Workforce Development Program Manager
GROUP 10/11	57,654 - 83,212	5	Accounting Manager Regional 9-1-1 Network GIS Program Manager Regional Emergency Communications & Preparedness Programs Manager Workforce Development Contract/Accounting Manager Workforce Development Program Manager
GROUP 13/14	76,740 - 110,754	6	Area Agency on Aging Director Dispute Resolution Center Director Finance Director Local Government Services Director Regional Services Director/Assistant to the Executive Director Workforce Development Director
GROUP 14/15	84,412 - 121,829	1	Deputy Executive Director/Regional 9-1-1 Network Director
EXEMPT	106,500 - 171,688	1	Executive Director



**PANHANDLE REGIONAL PLANNING COMMISSION  
ANNUAL SALARY TABLE – GENERAL CLASSIFIED POSITIONS  
FISCAL YEAR ENDING SEPTEMBER 30, 2022**

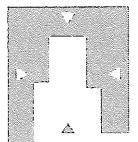
	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5	STEP #6	STEP #7	STEP #8	STEP #9	STEP #10	STEP #11	STEP #12
<b>GROUP 1</b>	24,452	25,063	25,690	26,332	26,990	27,665	28,357	29,066	29,793	30,538	31,301	32,084
<b>GROUP 2</b>	26,896	27,568	28,257	28,963	29,687	30,429	31,190	31,970	32,769	33,588	34,428	35,289
<b>GROUP 3</b>	29,586	30,326	31,084	31,861	32,658	33,474	34,311	35,169	36,048	36,949	37,873	38,820
<b>GROUP 4</b>	32,544	33,358	34,192	35,047	35,923	36,821	37,742	38,686	39,653	40,644	41,660	42,702
<b>GROUP 5</b>	35,799	36,694	37,611	38,551	39,515	40,503	41,516	42,554	43,618	44,708	45,826	46,972
<b>GROUP 6</b>	39,381	40,366	41,375	42,409	43,469	44,556	45,670	46,812	47,982	49,182	50,412	51,672
<b>GROUP 7</b>	43,319	44,402	45,512	46,650	47,816	49,011	50,236	51,492	52,779	54,098	55,450	56,836
<b>GROUP 8</b>	*	*	50,067	51,319	52,602	53,917	55,265	56,647	58,063	59,515	61,003	62,528
<b>GROUP 9</b>	52,412	53,722	55,065	56,442	57,853	59,299	60,781	62,301	63,859	65,455	67,091	68,768
<b>GROUP 10</b>	57,654	59,095	60,572	62,086	63,638	65,229	66,860	68,532	70,245	72,001	73,801	75,646
<b>GROUP 11</b>	63,419	65,004	66,629	68,295	70,002	71,752	73,546	75,385	77,270	79,202	81,182	83,212
<b>GROUP 12</b>	69,759	71,503	73,291	75,123	77,001	78,926	80,899	82,921	84,994	87,119	89,297	91,529
<b>GROUP 13</b>	76,740	78,659	80,625	82,641	84,707	86,825	88,996	91,221	93,502	95,840	98,236	100,692
<b>GROUP 14</b>	84,412	86,522	88,685	90,902	93,175	95,504	97,892	100,339	102,847	105,418	108,053	110,754
<b>GROUP 15</b>	92,853	95,174	97,553	99,992	102,492	105,054	107,680	110,372	113,131	115,959	118,858	121,829

\*Step vacated in order to accommodate compliance with the Fair Labor Standards Act



**PANHANDLE REGIONAL PLANNING COMMISSION  
ANNUAL SALARY TABLE – EXEMPT CLASSIFIED POSITIONS  
FISCAL YEAR ENDING SEPTEMBER 30, 2022**

Position	Minimum Salary	Maximum Salary
Executive Director	\$106,500	\$171,688





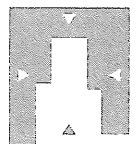
**SECTION VI**

**REGION AND MEMBERSHIP**

# PANHANDLE REGIONAL PLANNING COMMISSION

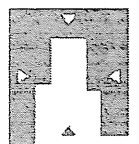
## Texas State Planning Region 1

TEXLINE DALLAM DALHART	STRATFORD SHERMAN CACTUS DUMAS MOORE	TEXOMA HANSFORD GRUVER SPEARMAN	FERRYTON OCHILTREE	BOCKER DARRICIZETT LIPSCOMB HIGGINS
HARTLEY CHANNING	SUNRAY CANTON	STINNETT HUTCHINSON SANFORD BORGER FRITCH	ROBERTS MAMI	CANADIAN HEMPHILL
OLDHAM ADRIAN VEGA	POTTER AMARILLO LAKE TANGLEWOOD PALUSSES TIMBERCREEK	SCHELLYTOWN CARSON WHITEDEER PANHANDLE GROOM	PAMPA LEFORS GRAY MCLEAN	MOBETIE WHEELER WHEELER SHAWROCK
DEAF SMITH HEREFORD	RANDALL HAPPY TULIA SMISHER KRESS	CLAUDE ARMSTRONG	HOWARDACK CLARENDON DONLEY HELEY	COLLINGSWORTH WELLINGTON DOOSON
FRIONA PARMER	DIMITT NUZARETH CASTRO HART	BRISCOE SILVERTON COUTAQUE	LAKEVIEW MEMPHIS HALL ESTELINE TURKEY	CHILDRESS CHILDRESS

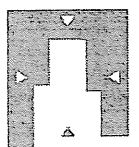


**PANHANDLE REGIONAL PLANNING COMMISSION  
PROPOSED 2022 MEMBERSHIP DUES**

<b>COUNTIES:</b>	<b>2010 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
ARMSTRONG	1,901	\$161.59
BRISCOE	1,637	139.15
CARSON	6,182	525.47
CASTRO	8,062	685.27
CHILDRESS	7,041	598.49
COLLINGSWORTH	3,057	259.85
DALLAM	6,703	569.76
DEAF SMITH	19,372	1,646.62
DONLEY	3,677	312.55
GRAY	22,535	1,915.48
HALL	3,353	285.01
HANSFORD	5,613	477.11
HARTLEY	6,062	515.27
HEMPHILL	3,807	323.60
HUTCHINSON	22,150	1,882.75
LIPSCOMB	3,302	280.67
MOORE	21,904	1,861.84
OCHILTREE	10,223	868.96
OLDHAM	2,052	174.42
PARMER	10,269	872.87
POTTER	121,073	10,291.21
RANDALL	120,725	10,261.63
ROBERTS	929	85.00
SHERMAN	3,034	257.89
SWISHER	7,854	667.59
WHEELER	5,410	459.85
 <b>CITIES:</b>		
ADRIAN	166	\$85.00
AMARILLO	190,695	16,209.08
BISHOP HILLS	193	85.00
BOOKER	1,516	128.86
BORGER	13,251	1,126.34
BOVINA	1,868	158.78
CACTUS	3,179	270.22
CANADIAN	2,649	225.17
CANYON	13,303	1,130.76
CHANNING	363	85.00
CHILDRESS	6,105	518.93



<b>CITIES (CONT'D):</b>	<b>2010 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
CLARENDON	2,206	\$ 172.21
CLAUDE	1,196	101.66
DALHART	7,930	674.05
DARROUZETT	350	85.00
DIMMITT	4,393	373.41
DODSON	109	85.00
DUMAS	14,691	1,248.74
ESTELLINE	145	85.00
FARWELL	1,363	115.86
FOLLETT	459	85.00
FRIONA	4,123	350.46
FRITCH	2,117	179.95
GROOM	574	85.00
GRUVER	1,194	101.49
HAPPY	678	85.00
HART	1,114	94.69
HEDLEY	329	85.00
HEREFORD	15,370	1,306.45
HIGGINS	397	85.00
HOWARDWICK	402	85.00
KRESS	715	85.00
LAKE TANGLEWOOD	796	85.00
LAKEVIEW	199	85.00
LEFORS	497	85.00
MCLEAN	778	85.00
MEMPHIS	2,290	194.65
MIAMI	597	85.00
MOBEETIE	101	85.00
NAZARETH	311	85.00
PALISADES VILLAGE	325	85.00
PAMPA	17,994	1,529.49
PANHANDLE	2,452	208.42
PERRYTON	8,802	748.17
QUITAQUE	411	85.00
SANFORD	164	85.00
SHAMROCK	1,910	162.35
SILVERTON	731	85.00
SKELLYTOWN	473	85.00
SPEARMAN	3,368	286.28
STINNETT	1,881	159.89
STRATFORD	2,017	171.45
SUNRAY	1,926	163.71
TEXHOMA	346	85.00



<b>CITIES (CONT'D):</b>	<b>2010 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
TEXLINE	507	\$ 85.00
TIMBERCREEK	418	85.00
TULIA	4,967	422.20
TURKEY	421	85.00
VEGA	884	85.00
WELLINGTON	2,189	186.07
WHEELER	1,592	135.32
WHITE DEER	1,000	85.00

**SPECIAL DISTRICTS:**

CANADIAN RIVER MUNICIPAL WATER AUTHORITY	\$85.00
GREENBELT MUNICIPAL & INDUSTRIAL WATER AUTHORITY	85.00
MACKENZIE MUNICIPAL WATER AUTHORITY	85.00
PALO DURO WATER DISTRICT	85.00
PANHANDLE GROUND WATER CONSERVATION DISTRICT	85.00
RED RIVER AUTHORITY	85.00

\* MINIMUM DUES \$85.00

