

**2023 STRATEGIC WORK  
PROGRAM AND BUDGET**

**TABLE OF CONTENTS**

EXECUTIVE DIRECTOR LETTER..... i-ii  
PRPC MISSION STATEMENT..... iii  
STRATEGIC WORK PROGRAM SUMMARY..... iv  
BUDGET SUMMARY ..... v

**SECTION I - 2023 OVERALL BUDGET**

FINANCE DIRECTOR LETTER ..... 1  
SUMMARY OF EXPENDITURES ..... 2  
BUDGET BY EXPENDITURE CATEGORY ..... 3  
SUMMARY OF REVENUES..... 4  
BUDGET BY REVENUE CATEGORY ..... 5-6  
2023 BUDGET DETAIL ..... 7

**SECTION II - 2023 WORK PROGRAMS AND BUDGETS**

AREA AGENCY ON AGING ..... 8-17  
CRIMINAL JUSTICE ..... 18-22  
DISPUTE RESOLUTION CENTER..... 23-24  
ECONOMIC DEVELOPMENT..... 25-28  
LOCAL GOVERNMENT SERVICES ..... 29-33  
REGIONAL 9-1-1 NETWORK..... 34-36  
REGIONAL EMERGENCY PREPAREDNESS ..... 37-45  
REGIONAL SERVICES..... 46-48  
REGIONAL TRANSPORTATION PLANNING ..... 49-53  
REGIONAL WATER PLANNING..... 54-58  
SOLID WASTE MANAGEMENT ..... 59-61  
WORKFORCE DEVELOPMENT ..... 62-75

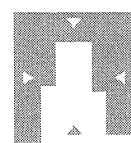
**SECTION III - DIRECT INTERNAL SERVICES**

DIRECT INTERNAL SERVICES DESCRIPTION ..... 76  
DIRECT INTERNAL SERVICES WORK PROGRAMS AND BUDGETS ..... 77-85

**SECTION IV - INDIRECT SERVICES**

INDIRECT SERVICES DESCRIPTION..... 86  
INDIRECT SERVICES WORK PROGRAM AND BUDGET ..... 87-88  
INDIRECT SERVICES EXPENDITURE CATEGORIES ..... 89  
INDIRECT LETTER OF CERTIFICATION ..... 90

CONT. NEXT PAGE



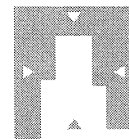
**TABLE OF CONTENTS (CONT.)**

**SECTION V - HUMAN RESOURCES PLAN**

HUMAN RESOURCES PLAN DESCRIPTION ..... 91  
ORGANIZATIONAL CHART ..... 92  
AUTHORIZED PERSONNEL BY PROGRAM ..... 93  
PERSONNEL BY PAY GROUP AND JOB TITLE ..... 94  
ANNUAL SALARY GROUP/STEP TABLE ..... 95-96

**SECTION VI - REGION AND MEMBERSHIP**

TEXAS STATE PLANNING REGION 1 ..... 97  
PROPOSED 2023 MEMBERSHIP DUES ..... 98-100



August 25, 2022

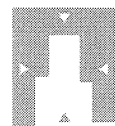
Board of Directors  
Panhandle Regional Planning Commission

Dear Board Members:

This document constitutes the 2023 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 prudent 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.

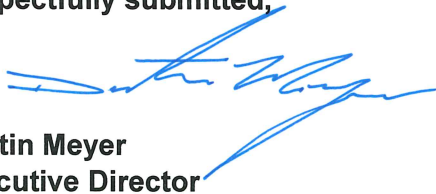


It is appropriate at this time that the PRPC Board of Directors consider this 2023 Strategic Work Program and Budget developed with extensive input from the Department Directors and the Finance Staff. The document includes separate tags for each of the organization's major programs including: Aging, 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: \$32,328,202 for FY23.

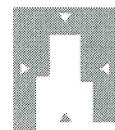
This budget number represents a \$1,104,590 (3.3%) decrease over the 2022 fiscal year. This decrease is largely based on a reduction in the additional funding to the Workforce Development program, specifically COVID funding in the previous year and a decrease in the 911 equipment funding from the prior year. The staffing requirement for 2023 will be 46.25 full time equivalent employees, and this is a decrease of .175 person over last year. The Board of Directors and the Panhandle communities have expressed the importance of PRPC retaining high quality staff members. With the goal of hiring and retaining high quality staff members, as well as factoring in external inflationary conditions, I am respectfully requesting a 3.5% COLA increase and a possible 2.5% merit increase, which are included in the budget.

I am pleased to present the 2023 Strategic Work Program and Budget as prepared by PRPC Staff to the PRPC Board of Directors for Consideration. It is my belief 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 FY23. Should you have any questions regarding this document or any of the initiatives proposed herein, please do not hesitate to call me.

Respectfully submitted,



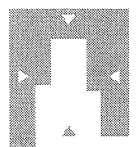
Dustin Meyer  
Executive Director



## **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". . .**

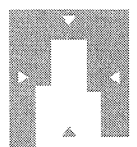


## **STRATEGIC WORK PROGRAM SUMMARY:**

**THE 2023 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 2022-2023. 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            |

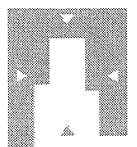
**WITHIN EACH OF THE 12 PROGRAM AREAS, SPECIFIC PROJECT BY PROJECT WORK PROGRAMS ARE DELINEATED FOR 2022-2023. EACH PROJECT IS ASSIGNED AN OBJECTIVE, WORK TASKS, PERFORMANCE MEASURES, AN IMPLEMENTATION SCHEDULE AND HUMAN RESOURCE REQUIREMENT. THERE ARE 56 SUCH INDIVIDUAL PROJECT WORK PROGRAMS CONTAINED IN THE 2023 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET.**



## **BUDGET SUMMARY:**

**THE 2023 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET REFLECTS ANTICIPATED REVENUES OF \$32,429,386 AND PROPOSED EXPENDITURES OF \$32,328,202. THE PROPOSED EXPENDITURES INCLUDE \$26,174,654 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 2023 REFLECT AN APPROXIMATE 3.3% OR \$1,104,590 DECREASE FROM CORRESPONDING 2022 FIGURES. THE OVERALL DECREASE CAN BE ATTRIBUTED TO DECREASES IN COVID RELATED FUNDING, AND DECREASES IN THE REGIONAL 911 NETWORK OFFSET BY INCREASES AND DECREASES IN FUNDING FOR THE OTHER 10 PROGRAM AREAS.**





August 25, 2022

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 2023 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 2023 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.

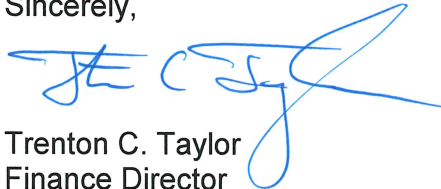
**Section Five** provides an organizational chart of the personnel that will be used to accomplish the goals of the programs and the employee pay groups and job titles.

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

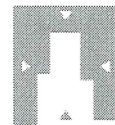
Significant highlights in the 2023 budget are as follows:

- Overall the total budgeted expenditures decreased \$1,104,590 from the 2022 Strategic Budget.
- Increases of \$813,615 in Aging, decreases of \$725,346 in Workforce Development, and a decrease of \$1,145,029 in the Regional 9-1-1 Network compared to the previous year are the largest changes.
- The unrestricted fund balance is budgeted to increase approximately \$15,420.

Sincerely,



Trenton C. Taylor  
Finance Director

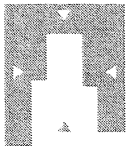


**PANHANDLE REGIONAL PLANNING COMMISSION  
2023 BUDGET  
SUMMARY OF EXPENDITURES**

For the Year Ending  
September 30, 2023

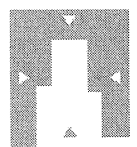
	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
PERSONNEL	\$3,048,305	\$297,830	\$658,916	\$4,005,051	\$0	\$4,005,051
CONTRACT SERVICES	247,977	71,750	70,500	390,227	-	390,227
TRAVEL	155,714	28,000	7,250	190,964	-	190,964
DIRECT INTERNAL SERVICES	1,039,744	49,574	99,139	1,188,457	(1,188,457)	-
OTHER DIRECT PROGRAM EXPENSES	821,203	164,942	271,442	1,257,587	-	1,257,587
INDIRECT PROGRAM EXPENSES	606,096	-	6,000	612,096	(612,096)	-
EQUIPMENT EXPENSES	309,719	-	-	309,719	-	309,719
PASS THROUGH EXPENSES	26,174,654	-	-	26,174,654	-	26,174,654
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$32,403,412</b>	<b>\$612,096</b>	<b>\$1,113,247</b>	<b>\$34,128,755</b>	<b>(\$1,800,553)</b>	<b>\$32,328,202</b>

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



**2023 BUDGET  
BY EXPENDITURE CATEGORY  
FOR THE YEAR ENDING  
SEPTEMBER 30, 2023**

<b>PERSONNEL</b>	<b>\$4,005,051</b>
The personnel costs include salaries for forty-four full-time employees and three 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>\$390,227</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>\$190,964</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>\$1,188,457</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>\$1,257,587</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>\$612,096</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>\$309,719</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>\$26,174,654</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.	

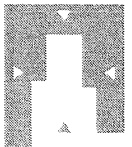


**PANHANDLE REGIONAL PLANNING COMMISSION  
2023 BUDGET  
SUMMARY OF REVENUES**

For the Year Ending  
September 30, 2023

	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
<b>GRANTS AND GOVERNMENTAL CONTRACTS</b>						
Federal Grants	\$70,000	\$0	\$0	\$70,000	\$0	\$70,000
Federal Grants Through State	26,098,152	-	-	26,098,152	-	26,098,152
Texas State Grants	2,811,715	-	-	2,811,715	-	2,811,715
Texas 9-1-1 Contracts	1,961,599	-	-	1,961,599	-	1,961,599
Total Grants and Governmental Contracts	30,941,466	-	-	30,941,466	-	30,941,466
<b>REGIONAL FUNDS</b>						
Potter-Randall ADR Court Fees	62,000	-	-	62,000	-	62,000
Contract Service Fees	1,030,856	-	10,554	1,041,410	-	1,041,410
Membership Dues	68,500	-	-	68,500	-	68,500
Local Funds	292,510	-	-	292,510	-	292,510
Interest & Miscellaneous	23,500	-	-	23,500	-	23,500
Total Regional Funds	1,477,366	-	10,554	1,487,920	-	1,487,920
<b>PRPC MATCH</b>						
Required Grant Match	-	-	-	-	-	-
Non-Required Match	-	-	-	-	-	-
Reserve Contributions	(15,420)	-	(85,764)	(101,184)	-	(101,184)
Total PRPC Match	(15,420)	-	(85,764)	(101,184)	-	(101,184)
<b>REVENUE FROM ALL FUND GROUPS</b>						
	-	612,096	1,188,458	1,800,553	(1,800,553)	-
<b>TOTAL ANTICIPATED REVENUE</b>						
	\$32,403,412	\$612,096	\$ 1,113,247	\$ 34,128,755	(1,800,553)	\$ 32,328,202

Note : Portions of this schedule may reflect rounding differences.



**2023 BUDGET  
BY REVENUE CATEGORY  
FOR THE YEAR ENDING  
SEPTEMBER 30, 2023**

**GRANTS AND GOVERNMENTAL CONTRACTS**

**FEDERAL GRANTS** **\$70,000**

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** **\$26,098,152**

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** **\$2,811,715**

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** **\$1,961,599**

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.

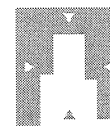
**REGIONAL FUNDS**

**POTTER-RANDALL ADR COURT FEES** **\$62,000**

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** **\$1,041,410**

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.)****MEMBERSHIP DUES** **\$68,500**

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.

**LOCAL FUNDS** **\$292,510**

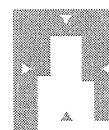
Local funds are provided by local entities to assist in the development of the Regional Water Plan, the Low-Income Childcare Program, the Area Agency on Aging Meal Programs, leased space on PRPC owned towers and for the PANCOM Interoperable Communications System.

**INTEREST AND MISCELLANEOUS** **\$23,500**

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.

**RESERVE CONTRIBUTIONS** **\$101,184**

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.





# 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

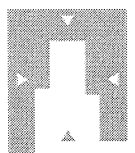
Personnel	\$910,882
Contract Services	0
Travel	30,395
Direct Internal Services	208,640
Other Direct Program Exp.	60,270
Indirect Costs	139,171
Equipment	4,600
Pass Through	<u>2,143,386</u>

**TOTAL BUDGETED  
EXPENDITURES.....\$3,497,344**

### ANTICIPATED REVENUES BY SOURCE

<b>GRANTS &amp; GOVERNMENTAL CONTRACTS</b>	
Federal Grants Through State	\$3,128,395
Texas State Grants	200,515
<b>REGIONAL FUNDS</b>	
Contract Service Fees	2,560
Local Funds	137,850
PRPC Match	
Required Grant Match	<u>28,024</u>

**TOTAL ANTICIPATED  
REVENUE .....\$3,497,344**





# ADMINISTRATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

### 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 FY22-23 Area Plan through 2023.
2. Develop the FY23 Area Agency on Aging working budget.
3. Analyze and develop performance measures for services provided by the Area Agency.
4. Compile and submit the Quarterly Performance Report and other 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 as required by Texas Health and Human Services (HHS)
2. Submission of the FY23 Area Agency on Aging working budget.
3. Submission of performance standards to the Health and Human Services Commission.
4. Completion and submission of the QPR and all other required 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, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.900 Full-time equivalent

### PERSONNEL

Salaries	\$82,949
Fringe Benefits	35,921

### CONTRACT SERVICES

0

### TRAVEL

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

### DIRECT INTERNAL SERVICES

Accounting Services	24,230
Clerical Support	180
Copy Services	51
Human Resources Management	1,544
Information Technology	1,548
Office Space	10,544
Reception/Telecommunications	1,348
Vehicle Pool	1,354

### OTHER DIRECT

### PROGRAM EXPENSES

Employee Development	2,800
Office Supplies	150
Membership Fees/Dues	1,800
Postage & Freight	25
Other Expense	1,340

### INDIRECT PROGRAM EXPENSES

Indirect	19,439
----------	--------

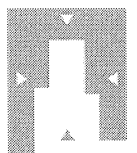
### EQUIPMENT EXPENSES

Equipment	575
-----------	-----

### PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET.....	<b><u>\$189,048</u></b>
---------------------------	-------------------------



# AGING CONTRACTOR SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**OBJECTIVE**

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

**PRIMARY WORK TASKS**

1. Obtain intake, functional and nutritional assessments and evaluate the need of support services.
2. Authorize and purchase nutrition services.
3. Authorize and purchase transportation services.

**PRINCIPLE PERFORMANCE MEASURES**

1. Maintain client data, contractor files, and relevant information in the State Unit on Aging Programs Uniform Reporting System (SPURS) for a minimum of 1700 regional clients across all funding sources..
2. Authorization and purchase of 120,000 congregate and home delivered meals.
3. Purchase of 4,000 one-way trips.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.570 Full-time equivalent

**PERSONNEL**

Salaries	\$81,492
Fringe Benefits	40,600

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	750
------------------	-----

**DIRECT INTERNAL SERVICES**

Accounting Services	1,640
Clerical Support	314
Copy Services	1,612
Human Resources Management	2,693
Information Technology	2,701
Office Space	5,228
Reception/Telecommunications	2,352
Vehicle Pool	1,218

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	300
Printing	500
Postage & Freight	750
Other Expense	576

**INDIRECT PROGRAM EXPENSES**

Indirect	16,413
----------	--------

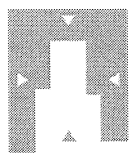
**EQUIPMENT EXPENSES**

Equipment	575
-----------	-----

**PASS THROUGH EXPENSES**

Pass Through	<u>1,503,379</u>
--------------	------------------

**TOTAL PROJECT BUDGET..... \$1,663,093**



## BENEFITS COUNSELING WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

#### OBJECTIVE

To educate and assist Medicare beneficiaries, other older eligible individuals, and their caregivers in obtaining client specific advice, counseling and representation on matters involving Medicare insurance, public benefits, and legal issues limited to relevant long-term care and end-of-life planning.

#### PRIMARY WORK TASKS

1. Educate Medicare beneficiaries, other older eligible individuals, and their caregivers of the public benefits available to them, as funding allows.
2. Provide client specific legal related advice/counseling and document preparation assistance.
3. Provide Medicare Fraud and Abuse education as funding allows.

#### PRINCIPLE PERFORMANCE MEASURES

1. Education of available services to Medicare beneficiaries, other older eligible individuals, and their caregivers of the public benefits available to them through presentations, public service announcements, advertising and distribution of literature as funding allows.
2. Provision of relevant counseling and assistance to 400 eligible individuals.
3. Provision of 40 Medicare Fraud/Abuse outreach sessions as funding allows.

#### IMPLEMENTATION SCHEDULE

October 1, 2022 - September 30, 2023

#### HUMAN RESOURCE REQUIREMENT

1.815 Full-time equivalent

### 2023 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$84,511
Fringe Benefits	44,183

#### CONTRACT SERVICES

0

#### TRAVEL

In-Region Travel	5,265
Out-of-Region Travel	10,000
Conference Registration	775

#### DIRECT INTERNAL SERVICES

Accounting Services	5,995
Clerical Support	372
Copy Services	6,456
Human Resources Management	3,190
Information Technology	3,200
Office Space	6,618
Reception/Telecommunications	2,787
Vehicle Pool	13,071

#### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	5,200
Printing	5,750
Membership Fees/Dues	75
Postage & Freight	2,000
Advertisements	3,800
Other Expense	2,036

#### INDIRECT PROGRAM EXPENSES

Indirect	23,608
----------	--------

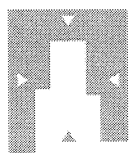
#### EQUIPMENT EXPENSES

Equipment	1,150
-----------	-------

#### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET..... \$230,042**



# CAREGIVER SUPPORT WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**OBJECTIVE**

To provide support to eligible family caregivers through monthly caregiver support groups, regular educational events, and evidence-based programming, families are provided the critical support needed 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. Facilitate the provision of respite care services to eligible caregivers.
5. Coordinate Caregiver Support Groups.
6. Coordinate annual caregiver workshop during National Caregiver Month in November.
7. Administer the provision of health maintenance, income support, and residential repair, as funding allows.

**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 5,000 hours of respite care.
5. Provision of a minimum of 8 monthly support group meetings.
6. Provision of regional caregiver workshop.
7. Administer the provision of health maintenance, income support, and residential repair to a minimum of 8.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.720 Full-time equivalent

**PERSONNEL**

Salaries	\$31,018
Fringe Benefits	17,219

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	600
Out-of-Region Travel	1,117
Conference Registration	275

**DIRECT INTERNAL SERVICES**

Accounting Services	3,426
Clerical Support	144
Copy Services	2,259
Human Resources Management	1,235
Information Technology	1,239
Office Space	3,192
Reception/Telecommunications	1,079
Vehicle Pool	42

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	2,500
Printing	2,000
Membership Fees/Dues	50
Postage & Freight	3,000
Advertisements	500
Other Expense	112

**INDIRECT PROGRAM EXPENSES**

Indirect	8,166
----------	-------

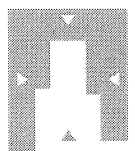
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>262,088</u>
--------------	----------------

**TOTAL PROJECT BUDGET..... \$341,261**



# CARE COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**OBJECTIVE**

To provide care coordination in the form of assessing and planning for care for temporary, limited in-home services which include personal assistance, homemaker services, health maintenance, and income support.

**PRIMARY WORK TASKS**

1. Assess the needs of an older person to effectively plan, arrange, and coordinate services as identified.
2. Administer the provision of in-home assistance services, including homemaker and personal assistance, as funding allows.
3. Develop, negotiate and maintain contractor agreements with service providers.
4. Administer the provision of health maintenance, income support, and residential repair, as funding allows.

**PRINCIPLE PERFORMANCE MEASURES**

1. Completion of care plans and arrangements for services for a minimum of 200.
2. Manage over 2,000 hours of assistance.
3. Maintenance of 10 contractor agreements.
4. Provision of residential repair to a minimum of 50.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.406 Full-time equivalent

**PERSONNEL**

Salaries	\$77,172
Fringe Benefits	42,199

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	1,088
Conference Registration	275

**DIRECT INTERNAL SERVICES**

Accounting Services	5,269
Clerical Support	300
Copy Services	804
Human Resources Management	2,573
Information Technology	2,580
Office Space	5,967
Reception/Telecommunications	2,247
Vehicle Pool	9

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	600
Printing	400
Membership Fees/Dues	25
Postage & Freight	900

**INDIRECT PROGRAM EXPENSES**

Indirect	16,377
----------	--------

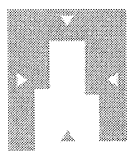
**EQUIPMENT EXPENSES**

Equipment	862
-----------	-----

**PASS THROUGH EXPENSES**

Pass Through	<u>351,897</u>
--------------	----------------

**TOTAL PROJECT BUDGET..... \$511,544**



# EVIDENCE BASED INTERVENTION SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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. Conduct or administer the provision of evidence-based services to eligible individuals or their caregivers.
2. Coordinate with Matter of Balance Master Trainers and lay coaches 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. Provision of 10 evidence-based intervention classes region-wide.
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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.303 Full-time equivalent

**PERSONNEL**

Salaries	\$12,709
Fringe Benefits	6,899

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	1,750
Conference Registration	250

**DIRECT INTERNAL SERVICES**

Accounting Services	741
Clerical Support	64
Copy Services	564
Human Resources Management	549
Information Technology	551
Office Space	940
Reception/Telecommunications	479
Vehicle Pool	2,919

**OTHER DIRECT**

**PROGRAM EXPENSES**

Employee Development	4,000
Office Supplies	200
Printing	2,200
Postage & Freight	50
Advertisement	100
Other Expense	500

**INDIRECT PROGRAM EXPENSES**

Indirect	4,078
----------	-------

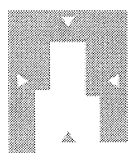
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	<u>6,585</u>
--------------	--------------

**TOTAL PROJECT BUDGET..... \$46,128**



# INFORMATION, REFERRAL, AND ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**OBJECTIVE**

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

**PRIMARY WORK TASKS**

1. Provide information, referral, and assistance to eligible individuals on a wide-variety of issues relevant to older adults and their caregivers.
2. Identify, compile, and disseminate resources relevant to the aging population in the Panhandle.

**PRINCIPLE PERFORMANCE MEASURES**

1. Provision of assistance to 3,000 callers.
2. Maintenance and compilation of IR&A Resource Guide.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

2.139 Full-time equivalent

**PERSONNEL**

Salaries	\$97,930
Fringe Benefits	53,538

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	2,050
Clerical Support	434
Copy Services	1,571
Human Resources Management	3,722
Information Technology	3,733
Office Space	8,498
Reception/Telecommunications	3,251

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	250
Printing	750
Postage & Freight	400
Other Expense	136

**INDIRECT PROGRAM EXPENSES**

Indirect	20,270
----------	--------

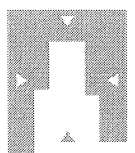
**EQUIPMENT EXPENSES**

Equipment	288
-----------	-----

**PASS THROUGH EXPENSES**

\_\_\_\_\_ 0

**TOTAL PROJECT BUDGET..... \$196,821**



## LONG-TERM CARE OMBUDSMAN WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**OBJECTIVE**

To advocate for the health, safety, welfare, and rights of residences in long-term care facilities and to promote the highest attainable quality of life and care.

**PRIMARY WORK TASKS**

1. Recruit, train, and certify long-term care ombudsmen volunteers across the Panhandle.
2. Provide ongoing training for all certified ombudsmen.
3. Assign certified Ombudsmen to regional long-term care facilities and conduct routine visits consistent with frequency requirements.
4. Identify, investigate, resolve and report all complaints, activities, and other issues as applicable.
5. Coordinate activities and meetings with the Texas Health and Human Services (HHS) Complaint and Incident Intake (CII) state and regional staff, as applicable and required.
6. Compile all required reports and enter data into statewide ombudsman database.

**PRINCIPLE PERFORMANCE MEASURES**

1. Provision of recruitment, training, and certification of a minimum of 8 ombudsmen volunteers.
2. Provision of biannual training sessions for all certified staff and volunteer ombudsmen.
3. Maintain all assignments and minimum visit frequency requirements for all applicable long-term care facilities.
4. Identify, investigate, resolve and report all complaints, activities, and other issues at a minimum of 60 instances.
5. Participate in quarterly meetings with HHS CII staff.
6. Submission of all required reports monthly.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.520 Full-time equivalent

**PERSONNEL**

Salaries	\$73,055
Fringe Benefits	37,154

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	2,000
Out-of-Region Travel	3,000

**DIRECT INTERNAL SERVICES**

Accounting Services	3,415
Clerical Support	304
Copy Services	1,714
Human Resources Management	2,607
Information Technology	2,615
Office Space	4,088
Reception/Telecommunications	2,277
Vehicle Pool	13,240

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	500
Printing	300
Membership Fees/Dues	25
Postage & Freight	300
Advertisements	200
Other Expense	720

**INDIRECT PROGRAM EXPENSES**

Indirect	16,964
----------	--------

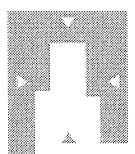
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$164,478**





## PUBLIC HEALTH AND EDUCATION WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**OBJECTIVE**

To provide education, public information services, and opportunities for physical fitness and recreation to promote health and wellness, reduce social isolation, and improve access to resources to older adults in the Panhandle region.

**PRIMARY WORK TASKS**

1. Develop educational programming designed to promote health and wellness, reduce social isolation, and improve access to resources to older adults.
2. Disseminating information through print and digital media, health fairs, and other educational events.
3. Conduct or administer the provision of education, public information services, and opportunities for physical fitness and recreation services to eligible individuals.

**PRINCIPLE PERFORMANCE MEASURES**

1. Develop at a minimum 4 educational program series.
2. Disseminating public health and wellness information through print and digital media, health fairs, and other educational events at a minimum of 4 instances.
3. Conduct or administer the provision of education, public information services, and opportunities for physical fitness and recreation services to eligible individuals at a minimum of 10 sites.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.252 Full-time equivalent

**PERSONNEL**

Salaries	\$59,220
Fringe Benefits	33,113

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	2,500
Clerical Support	288
Copy Services	150
Human Resources Management	2,470
Information Technology	2,477
Office Space	5,660
Reception/Telecommunications	2,158

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	100
Printing	12,000
Advertisements	100
Other Expense	250

**INDIRECT PROGRAM EXPENSES**

Indirect	13,856
----------	--------

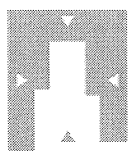
**EQUIPMENT EXPENSES**

Equipment	1,150
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	19,437
--------------	--------

**TOTAL PROJECT BUDGET..... \$154,929**



## 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

#### BUDGETED EXPENDITURES

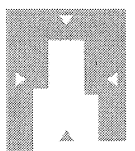
Personnel	\$78,896
Contract Services	6,550
Travel	1,550
Direct Internal Services	19,525
Other Direct Program Exp.	940
Indirect Costs	12,357
Equipment	0
Pass Through	<u>107,644</u>

**TOTAL BUDGETED  
EXPENDITURES..... \$227,462**

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants Through State	\$30,797
Texas State Grants	110,543
REGIONAL FUNDS	
Contract Service Fees	<u>86,122</u>

**TOTAL ANTICIPATED  
REVENUE ..... \$227,462**



# CRIMINAL JUSTICE PLANNING AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**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**

1. Notify potential Criminal Justice Division (CJD) applicants of the availability of funding opportunities through the CJD.
2. 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.
3. Serve as staff support to the Regional Criminal Justice Advisory Committee (CJAC).
4. 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.
5. Support the development of a Regional Strategic Plan for prioritizing the Panhandle’s criminal justice needs
6. Facilitate the CJAC’s prioritization of the FY23 CJD grants.
7. Participate in trainings and workshops as required by CJD
8. Compile and submit all required reports to the appropriate funding sources.

**PRINCIPLE PERFORMANCE MEASURES**

1. Distribution of approximately 500 notices regarding the availability of funding opportunities through the CJD.
2. Conduct of at least two (2) workshops to explain the CJD grant application process(es) to potential applicants in the region.
3. Coordination and staffing of a minimum of two (2) CJAC meetings.
4. PRPC Board approval of the CJAC’s annual program operating procedures.
5. PRPC Board approval of an FY23 Regional Criminal Justice Strategic Plan.
6. Submission of PRPC Board-approved CJD grant prioritization forms to CJD.
7. Attendance, either remotely or in person, of at least 2 of CJD-mandated trainings and/or workshops.
8. Submission of progress reports and quarterly Financial Status Reports.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.560 Full-time equivalent

**PERSONNEL**

Salaries	\$35,077
Fringe Benefits	16,344

**CONTRACT SERVICES**

Contract Services	400
-------------------	-----

**TRAVEL**

In-Region Travel	500
Out-of-Region Travel	750
Conference Registration	300

**DIRECT INTERNAL SERVICES**

Accounting Services	4,539
Clerical Support	112
Copy Services	645
Human Resources Management	960
Information Technology	963
Office Space	2,370
Reception/Telecommunications	839

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	150
Printing	100
Membership Fees/Dues	30
Postage & Freight	200
Other Expense	410

**INDIRECT PROGRAM EXPENSES**

Indirect	7,439
----------	-------

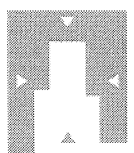
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$72,128**



# FY23 JUSTICE ASSISTANT GRANT (JAG) REGIONAL TRAINING PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

### OBJECTIVE

To utilize funding made available through the Criminal Justice Division (CJD) of the Office of the Governor under the FY2023 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.
4. Monthly verification of contract expenditures and proper administration of the JAG training services contract(s).
5. Obtain course evaluations monthly 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, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.020 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$ 860
Fringe Benefits	449

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	1,241
Clerical Support	4
Human Resources Management	34
Information Technology	34
Office Space	81
Reception/Telecommunications	30

### OTHER DIRECT

### PROGRAM EXPENSES

0

### INDIRECT PROGRAM EXPENSES

Indirect	314
----------	-----

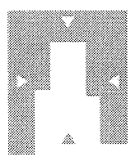
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	27,750
--------------	--------

**TOTAL PROJECT BUDGET..... \$30,797**



# PANHANDLE ELECTRONIC WARRANTS SYSTEM (PEWS) WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 40 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. Promotion of the PEWS system; through speaking engagements or demonstrations on at least two occasions throughout the year.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**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 6,150

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services 73

**OTHER DIRECT PROGRAM EXPENSES**

Other Expenses 50

**INDIRECT PROGRAM EXPENSES**

Indirect 721

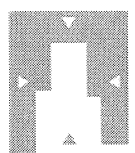
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$6,994**



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

## 2023 WORK PROGRAM

## 2023 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 PSO.

**PRINCIPLE PERFORMANCE MEASURES**

1. Meet with Amarillo College on the approval and acceptance of the FY23 LEA Training Services contract.
2. Provision of two basic certification classes and a minimum of 50 in-service trainings.
3. Monthly 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. Monthly postings of the regional law enforcement training bulletin board on the Panhandle Law Enforcement Training Site (PLETS) website.
8. Participation in the quarterly PRLEA Advisory Committee's meeting.
9. Submission of semi-annual reports to PSO.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.400 Full-time equivalent

**PERSONNEL**

Salaries	\$17,191
Fringe Benefits	8,975

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	3,893
Clerical Support	80
Copy Services	26
Human Resources Management	686
Information Technology	688
Office Space	1,628
Reception/Telecommunications	599

**OTHER DIRECT PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

Indirect	3,883
----------	-------

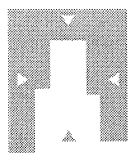
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	79,894
--------------	--------

**TOTAL PROJECT BUDGET..... \$117,543**



## 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

#### BUDGETED EXPENDITURES

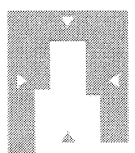
Personnel	\$61,526
Contract Services	0
Travel	4,500
Direct Internal Services	16,915
Other Direct Program Exp.	2,850
Indirect Costs	9,866
Equipment	0
Pass Through	<u>0</u>

**TOTAL BUDGETED  
EXPENDITURES.....\$95,657**

#### ANTICIPATED REVENUES BY SOURCE

REGIONAL FUNDS	
Potter-Randall ADR Court Fees	\$62,000
Contract Service Fees	<u>33,657</u>

**TOTAL ANTICIPATED  
REVENUE .....\$95,657**



## DISPUTE RESOLUTION CENTER WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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 5 referral sources.
2. Provision of mediation for 250 cases.
3. Assistance to 2,300 Panhandle residents through DRC services.
4. Provision of 1 family law update workshop as needed and 1 basic mediation training.
5. Submission of 12 monthly reports.
6. Conduct a minimum of 2 Advisory Board meetings.
7. Make 3 presentations to regional civic and educational organizations.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.000 Full-time equivalent

**PERSONNEL**

Salaries	\$39,911
Fringe Benefits	21,615

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	2,000
Out-of-Region Travel	1,500
Conference Registration	1,000

**DIRECT INTERNAL SERVICES**

Accounting Services	3,008
Clerical Support	200
Copy Services	1
Human Resources Management	1,715
Information Technology	1,720
Office Space	8,773
Reception/Telecommunications	1,498

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	1,000
Membership Fees/Dues	50
Subscriptions	200
Postage & Freight	400
Other Expense	1,200

**INDIRECT PROGRAM EXPENSES**

Indirect	9,866
----------	-------

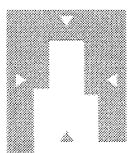
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$95,657**





## 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

#### BUDGETED EXPENDITURES

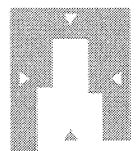
Personnel	\$61,067
Contract Services	0
Travel	5,000
Direct Internal Services	23,902
Other Direct Program Exp.	3,753
Indirect Costs	10,778
Equipment	0
Pass Through	<u>0</u>

**TOTAL BUDGETED  
EXPENDITURES.....\$104,500**

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants	\$70,000
REGIONAL FUNDS	
Contract Service Fees	30,000
Interest and Miscellaneous	<u>4,500</u>

**TOTAL ANTICIPATED  
REVENUE.....\$104,500**



## AMARILLO MSA MICRO LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**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 Loan Committee.
4. Provide administrative actions and servicing actions required by existing loan portfolio.
5. Compile and submit an annual report to Advisory Board and Stakeholders.

**PRINCIPLE PERFORMANCE MEASURES**

1. Distribution of marketing pieces 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 Advisory Board and Stakeholders as requested.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**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 2,666

**OTHER DIRECT PROGRAM EXPENSES**

Other Expense 25

**INDIRECT PROGRAM EXPENSES**

Indirect 309

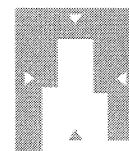
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$3,000**



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

## 2023 WORK PROGRAM

## 2023 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 3 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 3 reports to EDA.
8. Submit 2 microloan proposals

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.750 Full-time equivalent

**PERSONNEL**

Salaries	\$41,283
Fringe Benefits	19,784

**CONTRACT SERVICES**

0

**TRAVEL**

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

**DIRECT INTERNAL SERVICES**

Accounting Services	10,357
Clerical Support	150
Copy Services	474
Human Resources Management	1,286
Information Technology	1,290
Office Space	4,495
Reception/Telecommunications	1,125
Vehicle Pool	740

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	100
Membership Fees/Dues	3,000
Postage & Freight	100
Advertisements	350
Other Expense	153

**INDIRECT PROGRAM EXPENSES**

Indirect	10,314
----------	--------

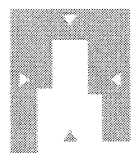
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$100,000**



# RURAL MICRO-LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 marketing pieces 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 4 loans.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**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 1,320

**OTHER DIRECT PROGRAM EXPENSES**

Other Expense 25

**INDIRECT PROGRAM EXPENSES**

Indirect 155

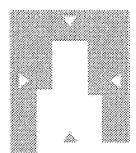
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$1,500**



## 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

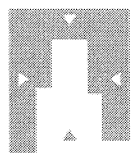
Personnel	\$204,689
Contract Services	5,000
Travel	8,900
Direct Internal Services	66,217
Other Direct Program Exp.	24,783
Indirect Costs	35,603
Equipment	2,750
Pass Through	<u>0</u>

**TOTAL BUDGETED  
EXPENDITURES..... \$347,942**

#### ANTICIPATED REVENUES BY SOURCE

REGIONAL FUNDS	
Contract Service Fees	<u>\$347,942</u>

**TOTAL ANTICIPATED  
REVENUE ..... \$347,942**



# COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.120 Full-time equivalent

**PERSONNEL**

Salaries	\$7,309
Fringe Benefits	3,372

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	681
Clerical Support	24
Human Resources Management	206
Information Technology	206
Office Space	518
Reception/Telecommunications	180

**OTHER DIRECT PROGRAM EXPENSES**

Other Expense	60
---------------	----

**INDIRECT PROGRAM EXPENSES**

Indirect	1,444
----------	-------

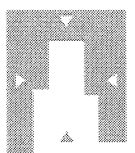
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$14,000**



# CONSULTING MANAGEMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 FY22-23 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 4 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.325 Full-time equivalent

**PERSONNEL**

Salaries	\$15,662
Fringe Benefits	7,864

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	1,194
Clerical Support	65
Copy Services	78
Human Resources Management	557
Information Technology	559
Office Space	1,516
Reception/Telecommunications	487

**OTHER DIRECT PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

Indirect	3,218
----------	-------

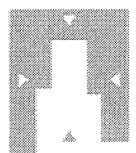
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$31,200**



# LOCAL PROJECTS MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

2.175 Full-time equivalent

**PERSONNEL**

Salaries	\$109,853
Fringe Benefits	54,090

**CONTRACT SERVICES**

Contract Services	5,000
-------------------	-------

**TRAVEL**

In-Region Travel	400
Out-of-Region Travel	7,500
Conference Registration	1,000

**DIRECT INTERNAL SERVICES**

Accounting Services	9,981
Clerical Support	435
Copy Services	6,840
Human Resources Management	3,730
Information Technology	3,742
Office Space	10,829
Reception/Telecommunications	3,259
Vehicle Pool	19,454

**OTHER DIRECT**

**PROGRAM EXPENSES**

Employee Development	3,500
Office Supplies	1,500
Printing	2,000
Membership Fees/Dues	200
Subscriptions	100
Postage & Freight	1,000
Advertisements	16,000
Other Expense	362

**INDIRECT PROGRAM EXPENSES**

Indirect	29,989
----------	--------

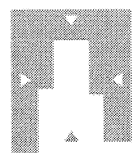
**EQUIPMENT EXPENSES**

Equipment	2,750
-----------	-------

**PASS THROUGH EXPENSES**

	0
--	---

**TOTAL PROJECT BUDGET ..... \$293,514**





# TEXAS REVENUE RECOVERY ASSOCIATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.100 Full-time equivalent

**PERSONNEL**

Salaries	\$ 4,298
Fringe Benefits	2,241

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	642
Clerical Support	20
Copy Services	73
Human Resources Management	172
Information Technology	172
Office Space	447
Reception/Telecommunications	150

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	50
Other Expense	11

**INDIRECT PROGRAM EXPENSES**

Indirect	952
----------	-----

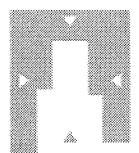
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$9,228**



## 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

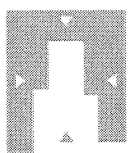
Personnel	\$465,030
Contract Services	12,000
Travel	18,500
Direct Internal Services	119,363
Other Direct Program Exp.	7,610
Indirect Costs	71,588
Equipment	165,000
Pass Through	<u>1,102,508</u>

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas 9-1-1 Contracts	<u>\$1,961,599</u>

**TOTAL BUDGETED  
EXPENDITURES.....\$1,961,599**

**TOTAL ANTICIPATED  
REVENUE.....\$1,961,599**



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

## 2023 WORK PROGRAM

## 2023 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 21 9-1-1 locations.
4. Provide text connectivity to 21 call centers.
5. Replace 1 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, 2022 - September 30, 2023

**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

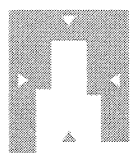
**EQUIPMENT EXPENSES**

Equipment 165,000

**PASS THROUGH EXPENSES**

Pass Through 1,102,508

**TOTAL PROJECT BUDGET ..... \$1,267,508**



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

## 2023 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, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

5.300 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$309,004
Fringe Benefits	156,026

### CONTRACT SERVICES

Contract Services	12,000
-------------------	--------

### TRAVEL

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

### DIRECT INTERNAL SERVICES

Accounting Services	51,425
Clerical Support	1,059
Copy Services	775
Human Resources Management	9,090
Information Technology	9,118
Office Space	37,926
Reception/Telecommunications	7,941
Vehicle Pool	2,029

### OTHER DIRECT

### PROGRAM EXPENSES

Equipment Lease/Maintenance	1,000
Office Supplies	4,000
Insurance & Bonding	500
Membership Fees/Dues	600
Postage & Freight	500
Other Expense	1,010

### INDIRECT PROGRAM EXPENSES

Indirect	71,588
----------	--------

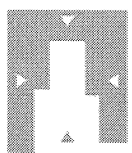
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET..... \$694,091**



# 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

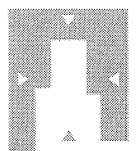
Personnel	\$249,959
Contract Services	0
Travel	21,138
Direct Internal Services	71,643
Other Direct Program Exp.	30,238
Indirect Costs	42,892
Equipment	81,868
Pass Through	<u>1,648,555</u>

**TOTAL BUDGETED  
EXPENDITURES.....\$2,146,293**

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants Through State	\$2,066,182
REGIONAL FUNDS	
Contract Service Fee	15,213
Local Funds	<u>64,898</u>

**TOTAL ANTICIPATED  
REVENUE.....\$2,146,293**



# LOCAL EMERGENCY OPERATIONS PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

**OBJECTIVE**

To use FY23 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.265 Full-time equivalent.

## 2023 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$ 12,798
Fringe Benefits	6,403

**CONTRACT SERVICES**

0

**TRAVEL**

In-Region Travel	1,470
------------------	-------

**DIRECT INTERNAL SERVICES**

Accounting Services	647
Clerical Support	53
Human Resources Management	154
Information Technology	456
Office Space	854

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	358
Other Expense	318

**INDIRECT PROGRAM EXPENSES**

Indirect	2,704
----------	-------

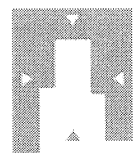
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$26,215**



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

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**OBJECTIVE**

To utilize State Homeland Security Program (SHSP) grant funds, as administered by the Office of the Governor’s Public Safety Office (PSO), 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.160 Full-time equivalent

**PERSONNEL**

Salaries	\$84,589
Fringe Benefits	39,710

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	9,677
Clerical Support	232
Human Resources Management	1,989
Information Technology	1,996
Office Space	4,894
Reception/Telecommunications	1,738

**OTHER DIRECT**

**PROGRAM EXPENSES**

Equipment Lease/Maintenance	1,306
Insurance & Bonding	15,906
Other Expense	1,417

**INDIRECT PROGRAM EXPENSES**

Indirect	18,797
----------	--------

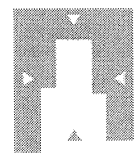
**EQUIPMENT EXPENSES**

Equipment	65,124
-----------	--------

**PASS THROUGH EXPENSES**

Pass Through	<u>71,232</u>
--------------	---------------

**TOTAL PROJECT BUDGET..... \$318,607**



# REGIONAL GENERATOR PROJECTS ADMINISTRATION WORK PROGRAM AND EXPENDITURE REPORT

## 2023 WORK PROGRAM

### OBJECTIVE

To utilize funding made available by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP) through Texas Division of Emergency Management (TDEM) to provide project management services on local projects pursuant to Interlocal Agreements.

### PRIMARY WORK TASKS

1. Identify potential projects and prepare grant applications for hazard mitigation grant projects within the region through the TDEM Grant Management System (GMS).
2. Administratively manage HMGP projects for grant recipients.
3. Establish and maintain project files for each HMGP project.
4. Facilitate bids/quotes for PRPC managed projects as outlined in Interlocal.
5. Assist in the award of bids and management on PRPC managed projects.
6. Direct PRPC managed projects to a timely completion.
7. Compile and submit reimbursement requests to TDEM via the Grant Management System (GMS).
8. Compile and submit close-out documentation to TDEM via GMS once project is complete.
9. Submit required reports to TDEM.

### PRINCIPLE PERFORMANCE MEASURES

1. Preparation of Interlocal Agreement with local cities and/or counties requesting PRPC management of projects.
2. Successfully manage TDEM project according to Interlocal Agreement.
3. Production and preservation of complete project files for managed project.
4. Issue 3 invitations for bids/quotes for project equipment.
5. Execution of at least 1 construction service contract for managed project.
6. Inspection of each construction project site on at least 2 occasions to ensure that it meets FEMA/TDEM requirements.
7. Compile and submit documents to TDEM via GMS for reimbursement on project.
8. Submission of required reports to TDEM.

### IMPLEMENTATION SCHEDULE

October 1, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.130 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$6,278
Fringe Benefits	3,141

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Clerical Support	26
Human Resources Management	223
Information Technology	224
Office Space	367
Reception/Telecommunications	195
Vehicle Pool	665

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	158
---------------	-----

### INDIRECT PROGRAM EXPENSES

Indirect	1,297
----------	-------

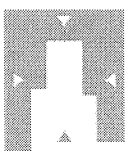
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$12,574**





# REGIONAL HAZARD MITIGATION PLAN UPDATE PROJECT WORK PROGRAM AND EXPENDITURE REPORT

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

### OBJECTIVE

To utilize funding made available by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP) through Texas Division of Emergency Management (TDEM) to complete the development of the 5-year hazard mitigation plan updates for the Panhandle region.

### PRIMARY WORK TASKS

1. Maintain the Mitigation Action Team (MAT) in each mitigation planning area; areas that coincide with the limits of the region's local emergency management programs.
2. Maintain the accounting system used to record the in-kind contributions made by the MAT and others toward meeting the 10% match requirement for the HMGP funds.
3. Complete the initial draft of the remaining multi-jurisdictional hazard mitigation plans being updated in the region.
4. Respond to correction requests from TDEM following their review of the initial drafts.
5. Respond to corrections/modification requests by FEMA, after the TDEM-approved plan drafts are submitted for federal review.
6. Facilitate the local adoption of the hazard mitigation plan updates, by MAT planning area, as the plans are being approved by FEMA.
7. Post the 5-year hazard mitigation plan updates in a location where they can be accessed by the public.
8. Submit required reports to TDEM.

### PRINCIPLE PERFORMANCE MEASURES

1. Continued staffing of the region's MATs through the completion of their hazard mitigation plan update.
2. Documentation and reporting of the in-kind contributions being made to meet the 10% matching fund requirement of the HMGP program.
3. Submission of 23 multijurisdictional plan drafts to TDEM for review and comment.
4. Submission of corrections on any of the 23 plan drafts, as requested by TDEM, following their review of the initial drafts.
5. Submission of correction/modifications of any of the 23 plans following the federal review of the plan drafts.

### IMPLEMENTATION SCHEDULE

October 1, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.485 Full-time equivalent

### PERSONNEL

Salaries	\$23,423
Fringe Benefits	11,720

### TRAVEL

In-Region Travel	1,818
Out-of-Region Travel	1,500

### DIRECT INTERNAL SERVICES

Clerical Support	97
Human Resources Management	832
Information Technology	834
Office Space	1,368
Reception/Telecommunications	727
Vehicle Pool	665

### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	210
Printing	1,667
Postage & Freight	200
Advertisements	3,600
Other Expense	1,482

### INDIRECT PROGRAM EXPENSES

Indirect	5,766
----------	-------

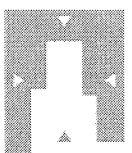
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$55,909**



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

## 2023 WORK PROGRAM

**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. Monthly verification of application completeness; then recording of each application in the order received.
2. Monthly confirmation that homes proposed for rebate are not in a flood hazard area nor historically vulnerable per the National Historic Preservation Act.
3. Quarterly issuance of award letters to residents selected for rebates on a first-come basis.
4. Bi-weekly 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.060 Full-time equivalent.

## 2023 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$2,579
Fringe Benefits	1,346

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	13,689
Clerical Support	12
Copy Services	691
Human Resource Management	103
Information Technology	103
Office Space	244
Reception/Telecommunications	90
Vehicle Pool	1,542

**OTHER DIRECT PROGRAM EXPENSES**

Postage & Freight	500
-------------------	-----

**INDIRECT PROGRAM EXPENSES**

Indirect	2,403
----------	-------

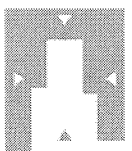
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	1,461,698
--------------	-----------

**TOTAL PROJECT BUDGET .....\$1,485,000**



# REGIONAL EMERGENCY MANAGEMENT SPECIAL INITIATIVES WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

**OBJECTIVE**

To utilize State Homeland Security Program (SHSP) funding provided through the Office of the Governor’s Public Safety Office (PSO) 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 FY23 Automated Fingerprint Identification System (AFIS).
4. Obtain bids/quotes for the AFIS equipment being purchased in FY23.
5. Ensure the FY23 AFIS equipment is received by the recipient agencies.
6. Transfer ownership of the FY23 AFIS equipment to the recipient agencies.
7. Submit required reports to the PSO.

**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 FY23.
4. Award of bid/quote for the AFIS equipment being purchased in FY23.
5. Verification of receipt by the designated agencies of the FY23 equipment; along with the vendor-supplied training on the new equipment.
6. Execution of 5 agreements; 1 for each designated agency, transferring title to the FY23 AFIS equipment they’ve received over to them.
7. Submission of required reports to the PSO.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.040 Full-time equivalent.

## 2023 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$1,932
Fringe Benefits	967

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	1,200
Conference Registration	400

**DIRECT INTERNAL SERVICES**

Accounting Services	4,173
Clerical Support	8
Human Resources Management	369
Information Technology	69
Office Space	7
Reception/Telecommunications	457

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	1,400
Other Expense	55

**INDIRECT PROGRAM EXPENSES**

Indirect	1,269
----------	-------

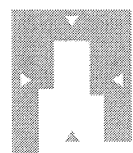
**EQUIPMENT EXPENSES**

Equipment	16,744
-----------	--------

**PASS THROUGH EXPENSES**

Pass Through	115,625
--------------	---------

**TOTAL PROJECT BUDGET .....\$144,675**



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

## 2023 WORK PROGRAM

## 2023 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 Public Safety Office (PSO) 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 PSO 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 PSO.

### PRINCIPLE PERFORMANCE MEASURES

1. Staffing of a minimum of four PREMAC meetings.
2. Submission of a PRPC-approved FY23 Implementation Plan, Threat and Hazard Identification and Risk Assessment and State Preparedness Report to the PSO.
3. Annually promoting awareness by local response agencies of purpose and value of the regional response and regional mutual plan.
4. Achieving FY23 PSO-eligible status for 99% of the region's cities and counties.
5. Monthly manage the PARIS system to keep asset information up-to-date.
6. Conduct of the annual Panhandle Regional Emergency Preparedness (PREP) conference and providing staff support for the quarterly training meetings.
7. Coordination of local, regional, state or federally-sponsored exercises as requested.
8. Submission of quarterly progress reports to the PSO.

### IMPLEMENTATION SCHEDULE

October 1, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.490 Full-time equivalent

### PERSONNEL

Salaries	\$38,202
Fringe Benefits	16,871

### CONTRACT SERVICES

Contract Services	0
-------------------	---

### TRAVEL

In-Region Travel	4,000
Out-of-Region Travel	9,850
Conference Registration	900

### DIRECT INTERNAL SERVICES

Accounting Services	1,491
Clerical Support	98
Copy Services	387
Human Resources	840
Information Technology	843
Office Space	1,719
Reception/Telecommunications	734
Vehicle	1,417

### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	761
Printing	100
Membership Fees/Dues	100
Postage & Freight	100
Other Expense	600

### INDIRECT PROGRAM EXPENSES

Indirect	9,087
----------	-------

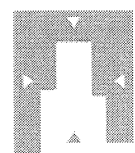
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET ..... \$88,100**



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

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**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 2022 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 2022 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 FY23 SHSP project list to the Office of the Governor's Public Safety Office (PSO).
5. Provide FY23 grantees with technical assistance on the use of the PSO's grant management system – eGrants.
6. Coordinate regional SHSP program with the PSO.
7. Compile and submit required reports to the PSO.

**PRINCIPLE PERFORMANCE MEASURES**

1. Identification by the PREMAC of a preliminary FY23 SHSP project list.
2. Completion by the PREMAC of a final prioritized FY23 SHSP project list.
3. Presentation of the PREMAC's FY23 SHSP project recommendations to the PRPC Board.
4. Submission of the Panhandle's FY23 SHSP project list to the PSO.
5. Provision an estimated 57 technical assistance calls to FY23 SHSP grantees, as requested, on the use of the PSO's eGrants electronic grants management system.
6. Participate in monthly calls with the PSO.
7. Submission of required reports to the PSO.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**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	5,132
Office Space	8,512

**OTHER DIRECT PROGRAM EXPENSES**

Other Expense	0
---------------	---

**INDIRECT PROGRAM EXPENSES**

Indirect	1,569
----------	-------

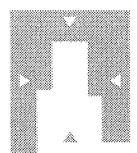
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET .....\$15,213**



## 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

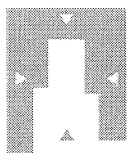
Personnel	\$ 5,388
Contract Services	0
Travel	1,410
Direct Internal Services	8,415
Other Direct Program Exp.	40,092
Indirect Costs	1,466
Equipment	0
Pass Through	<u>0</u>

#### ANTICIPATED REVENUES BY SOURCE

REGIONAL FUNDS	
Membership Dues	\$68,500
Interest & Miscellaneous	19,000
Local Funds	14,221
PRPC MATCH	
Required Grant Match	(28,024)
Non-Required Match	(1,506)
Reserve Contributions	<u>(15,420)</u>

**TOTAL BUDGETED  
EXPENDITURES .....\$56,771**

**TOTAL ANTICIPATED  
REVENUE .....\$56,771**



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

## 2023 WORK PROGRAM

## 2023 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. Invoice and log 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 utility bills on 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 insurance premiums on the PRPC-owned PANCOM tower sites.
7. Submission of required reports and documents to the FAA and FCC as well as other state/federal agencies governing the operations of radio communications towers.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**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 2,055

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies 600  
Other Expense 2,000  
Utilities 8,100

**INDIRECT PROGRAM EXPENSES**

Indirect 1,466

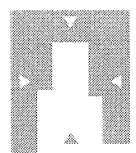
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$14,221**



# REGIONAL PLANNING AND ASSISTANCE ACTIVITIES WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.055 Full-time equivalent

**PERSONNEL**

Salaries	\$3,713
Fringe Benefits	1,675

**CONTRACT SERVICES**

0

**TRAVEL**

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

**DIRECT INTERNAL SERVICES**

Clerical Support	11
Human Resources Management	94
Information Technology	95
Office Space	5,056
Reception/Telecommunications	82
Vehicle Pool	1,022

**OTHER DIRECT PROGRAM EXPENSES**

Communications	91
Membership Fees/Dues	4,500
Subscriptions	150
Other Expense	24,650

**INDIRECT PROGRAM EXPENSES**

0

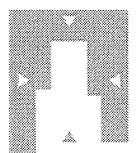
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET..... \$42,550**





## 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

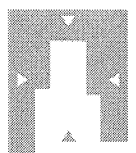
Personnel	\$113,916
Contract Services	0
Travel	3,000
Direct Internal Services	26,089
Other Direct Program Exp.	1,842
Indirect Costs	16,659
Equipment	0
Pass Through	<u>0</u>

**TOTAL BUDGETED  
EXPENDITURES..... \$161,506**

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants Through State	\$160,000
PRPC MATCH	
Non-Required Match	<u>1,506</u>

**TOTAL ANTICIPATED  
REVENUE ..... \$161,506**



# REGIONAL PUBLIC TRANSPORTATION PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.330 Full-time equivalent

**PERSONNEL**

Salaries	\$17,270
Fringe Benefits	8,361

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	2,369
Clerical Services	66
Copy Services	173
Human Resources Management	566
Information Technology	568
Office Space	1,321
Reception/Telecommunications	494

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	92
Other Expense	110

**INDIRECT PROGRAM EXPENSES**

Indirect	3,610
----------	-------

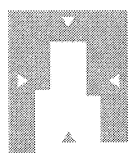
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL PROJECT BUDGET ..... \$35,000**



# REGIONAL TRANSPORTATION PLANNING RIDE SHARE VOUCHER PILOT PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

### OBJECTIVE

To provide planning and coordination services to deliver a Ride Share Voucher Pilot Program related to transit in the Panhandle region that will provide enhanced customer satisfaction, address systematic accessibility needs and encourage cooperation and coordination of public and private transportation providers.

### PRIMARY WORK TASKS

1. Develop comprehensive research and data collection along with a needs assessment for the design of the pilot program.
2. Coordinate information gathering from regional transportation providers and interested stakeholders in public and private capacities.
3. Conduct a series of meetings to design and formulate the program for implementation.
4. Develop programmatic informational advertisements and presentations to the public.
5. Initiation of the pilot program with the continued public and private partnerships.
6. Evaluate effectiveness of the pilot program against data collected with continued stakeholder engagement and report on implementation.

### PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of 4 strategic planning meetings regarding pilot program information.
2. Initiate program design and related documents for full implementation.
3. Coordination and staffing of 2 conferences/meetings for riders and service providers on ride share voucher pilot program.
4. Maintain and update ride share voucher pilot program materials on a quarterly basis for reporting.

### IMPLEMENTATION SCHEDULE

October 1, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.600 Full-time equivalent

### PERSONNEL

Salaries	\$29,661
Fringe Benefits	14,799

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	5,340
Clerical Support	120
Human Resources Management	1,029
Information Technology	1,032
Office Space	2,413
Reception/Telecommunications	899

### OTHER DIRECT PROGRAM EXPENSES

Other Expense	760
---------------	-----

### INDIRECT PROGRAM EXPENSES

Indirect	6,447
----------	-------

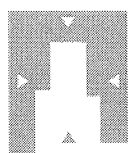
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass Through	0
--------------	---

**TOTAL PROJECT BUDGET .....\$62,500**



# REGIONAL TRANSPORTATION PLANNING RETURN FROM HOSPITALIZATION PILOT PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

### OBJECTIVE

To provide planning and coordination services to deliver a Return Home from Hospitalization Pilot Program related to transit in the Panhandle region that will provide enhanced customer satisfaction, address systematic accessibility needs and encourage cooperation and coordination of public transportation providers.

### PRIMARY WORK TASKS

1. Develop comprehensive research and data collection along with a needs assessment for the design of the pilot program.
2. Coordinate information gathering from regional transportation providers and interested stakeholders in health and social services capacities.
3. Conduct a series of meetings to design and formulate the program for implementation.
4. Develop programmatic informational advertisements and presentations to the public.
5. Initiation of the pilot program with the continued partnerships with transit providers and interested stakeholders.
6. Evaluate effectiveness of the pilot program against data collected with continued stakeholder engagement and report on implementation.

### PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of 4 focus group meetings regarding pilot program information.
2. Initiate program design and related documents for full implementation.
3. Coordination and staffing of 2 conferences/meetings for riders and service providers on return home from hospitalization pilot program.
4. Maintain and update return home from hospitalization pilot program materials on a quarterly basis for reporting.

### IMPLEMENTATION SCHEDULE

October 1, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.500 Full-time equivalent

### PERSONNEL

Salaries	\$ 29,133
Fringe Benefits	13,454

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	3,000
------------------	-------

### DIRECT INTERNAL SERVICES

Accounting Services	5,000
Clerical Support	100
Human Resources Management	858
Information Technology	860
Office Space	2,031
Reception/Telecommunications	749

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	868
---------------	-----

### INDIRECT PROGRAM EXPENSES

Indirect	6,447
----------	-------

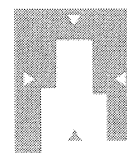
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$62,500**



# RURAL TRANSPORTATION PLANNING ORGANIZATIONS WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.010 Full-time equivalent

### PERSONNEL

Salaries	\$ 877
Fringe Benefits	361

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Clerical Support	2
Human Resources Management	17
Information Technology	17
Office Space	50
Reception/Telecommunications	15

### OTHER DIRECT

### PROGRAM EXPENSES

Other Expense	12
---------------	----

### INDIRECT PROGRAM EXPENSES

Indirect	155
----------	-----

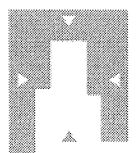
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

**TOTAL PROJECT BUDGET .....\$1,506**



## 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

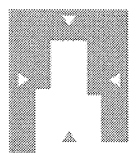
Personnel	\$93,556
Contract Services	0
Travel	18,375
Direct Internal Services	35,274
Other Direct Program Exp.	4,173
Indirect Costs	17,410
Equipment	0
Pass Through	<u>736,004</u>

**TOTAL BUDGETED  
EXPENDITURES..... \$904,792**

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas State Grants	\$829,251
REGIONAL FUNDS	
Local Funds	<u>75,541</u>

**TOTAL ANTICIPATED  
REVENUE ..... \$904,792**



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

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

#### 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, 2022 – September 30, 2023

#### HUMAN RESOURCE REQUIREMENT

0.060 Full-time equivalent

#### PERSONNEL

Salaries	\$ 3,631
Fringe Benefits	1,663

#### CONTRACT SERVICES

0

#### TRAVEL

0

#### DIRECT INTERNAL SERVICES

Accounting Services	5,923
Clerical Support	12
Copy Services	159
Human Resources Management	103
Information Technology	103
Office Space	266
Reception/Telecommunications	90

#### OTHER DIRECT

#### PROGRAM EXPENSES

Postage & Freight	150
Advertisements	1,500
Other Expenses	74

#### INDIRECT PROGRAM EXPENSES

Indirect	1,573
----------	-------

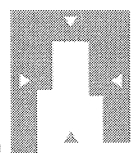
#### EQUIPMENT EXPENSES

0

#### PASS THROUGH EXPENSES

Pass Through	<u>247,004</u>
--------------	----------------

**TOTAL PROJECT BUDGET..... \$262,251**



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

## 2023 WORK PROGRAM

## 2023 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.020 Full-time equivalent

**PERSONNEL**

Salaries	\$1,754
Fringe Benefits	723

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	4
Human Resources Management	34
Information Technology	34
Office Space	100
Reception/Telecommunications	30

**OTHER DIRECT**

**PROGRAM EXPENSES**

Postage & Freight	24
Other Expense	24

**INDIRECT PROGRAM EXPENSES**

Indirect	314
----------	-----

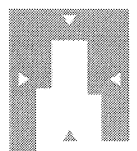
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	2,500
--------------	-------

**TOTAL PROJECT BUDGET .....\$5,541**





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

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

### 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, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.560 Full-time equivalent

### PERSONNEL

Salaries	\$32,807
Fringe Benefits	15,183

### CONTRACT SERVICES

0

### TRAVEL

0

### DIRECT INTERNAL SERVICES

Accounting Services	8,454
Clerical Services	112
Copy Services	279
Human Resources Management	960
Information Technology	963
Office Space	2,462
Reception/Telecommunications	839

### OTHER DIRECT PROGRAM EXPENSES

Postage & Freight	100
Other Expense	621

### INDIRECT PROGRAM EXPENSES

Indirect	7,220
----------	-------

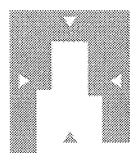
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

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



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

## 2023 WORK PROGRAM

## 2023 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, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.450 Full-time equivalent

### PERSONNEL

Salaries	\$25,739
Fringe Benefits	12,056

### CONTRACT SERVICES

0

### TRAVEL

In-Region Travel	18,375
------------------	--------

### DIRECT INTERNAL SERVICES

Accounting Services	9,206
Clerical Services	90
Human Resources Management	772
Information Technology	774
Office Space	2,016
Reception/Telecommunications	674
Vehicle Pool	815

### OTHER DIRECT

### PROGRAM EXPENSES

Advertisements	1,500
Other Expense	180

### INDIRECT PROGRAM EXPENSES

Indirect	8,303
----------	-------

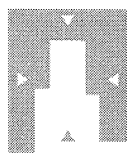
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

Pass-Through	486,500
--------------	---------

**TOTAL PROJECT BUDGET .....\$567,000**



## 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

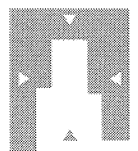
Personnel	\$34,275
Contract Services	0
Travel	5,700
Direct Internal Services	11,216
Other Direct Program Exp.	942
Indirect Costs	5,995
Equipment	0
Pass Through	<u>113,278</u>

#### ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas State Grants	<u>\$171,406</u>

**TOTAL BUDGETED  
EXPENDITURES..... \$171,406**

**TOTAL ANTICIPATED  
REVENUE..... \$171,406**



# REGIONAL SOLID WASTE MANAGEMENT COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 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 FY23 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. Assist with application preparation for at least 8 applicants for the FY23 SW Grants Program.
3. Submission of RSWMAC-developed comments on each permit application/ registration received to TCEQ within forty-eight hours of RSWMAC meeting.
4. Arrange for the shipment of at least 75 loads of recyclable material loads from PEP locations on a timely basis.
5. Process pass-through payments to PEP members for those loads.
6. Issue monthly PEP Rally! newsletters PEP members.
7. Award annual FY23 PEP Regional Recycling Award.
8. Reply to CLI requests within forty-eight hours of request.
9. Submission of required reports to TCEQ.

### IMPLEMENTATION SCHEDULE

October 1, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.390 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$23,285
Fringe Benefits	10,990

### CONTRACT SERVICES

0

### TRAVEL

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

### DIRECT INTERNAL SERVICES

Accounting Services	6,171
Clerical Support	78
Copy Services	207
Human Resources Management	669
Information Technology	671
Office Space	1,641
Reception/Telecommunications	584
Vehicle Pool	1,195

### OTHER DIRECT PROGRAM EXPENSES

Office Supplies	100
Membership Fees/Dues	200
Postage & Freight	150
Advertisements	300
Other Expense	192

### INDIRECT PROGRAM EXPENSES

Indirect	5,995
----------	-------

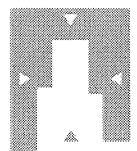
### EQUIPMENT EXPENSES

0

### PASS THROUGH EXPENSES

0

<b>TOTAL PROJECT BUDGET .....</b>	<b><u>\$58,128</u></b>
-----------------------------------	------------------------



# REGIONAL SOLID WASTE MANAGEMENT PLAN IMPLEMENTATION WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 FY23 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 FY23 project-related public awareness and education activities.
4. Administer and as appropriate, make amendments to the FY23 Implementation Project Contracts.
5. Maintain an inventory of the equipment and vehicles purchased in whole or part with FY23 Implementation Project grant funds.
6. Assist FY23 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 FY23 Solid Waste Grants Program Implementation Project Contracts.
2. Procurement of bids / quotes on approximately 7 contract-approved equipment/services, on an as-requested basis, for FY23 grantees.
3. Supply the media with an annual report FY23 PEP member activities.
4. Staff assistance with at least 7 FY23 Solid Waste grantees on their reimbursement paperwork and if needed contract amendments.
5. Annual update of Regional Solid Waste Program Inventory to include equipment purchased in FY23.
6. Annually work with FY22 and FY23 Solid Waste Program grantees on follow-up report, to ensure compliance with their contractual reporting obligations.
7. Submission of semi-annual reports and follow-up reports to TCEQ.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 – September 30, 2023

**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

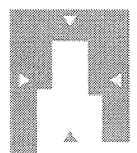
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through 113,278

**TOTAL PROJECT BUDGET..... \$113,278**



## 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	\$769,121
Contract Services	224,427
Travel	37,246
Direct Internal Services	432,545
Other Direct Program Exp.	643,710
Indirect Costs	242,311
Equipment	55,501
Pass Through	<u>20,323,279</u>

**TOTAL BUDGETED  
EXPENDITURES ..... \$ 22,728,140**

#### ANTICIPATED REVENUES BY SOURCE

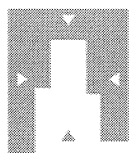
##### GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$20,712,778
Texas State Grants	1,500,000

##### REGIONAL FUNDS

Contract Service Fees	<u>515,362</u>
-----------------------	----------------

**TOTAL ANTICIPATED  
REVENUE..... \$22,728,140**



# CHILD CARE WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 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 FY23 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 FY23 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 \$640,142 for the Panhandle in order to receive the funds.

### IMPLEMENTATION SCHEDULE

October 1, 2022 – September 30, 2023

### HUMAN RESOURCE REQUIREMENT

4.815 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$264,992
Fringe Benefits	133,080

### CONTRACT SERVICES

Contract Services	162,334
-------------------	---------

### TRAVEL

In-Region Travel	540
Out-of-Region Travel	18,098
Conference Registration	988

### DIRECT INTERNAL SERVICES

Accounting Services	169,752
Clerical Support	962
Copy Services	1,825
Human Resources Management	8,258
Information Technology	8,283
Office Space	27,144
Reception/Telecommunications	7,215
Vehicle Pool	309

### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	216
Rent	185,957
Membership Fees/Dues	2,340
Postage & Freight	396
Advertisements	180
Other Expense	1,743

#### INDIRECT PROGRAM EXPENSES

Indirect	114,380
----------	---------

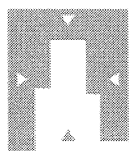
#### EQUIPMENT EXPENSES

Equipment	9,568
-----------	-------

#### PASS THROUGH EXPENSES

Pass Through	<u>16,604,887</u>
--------------	-------------------

**TOTAL PROJECT BUDGET .....\$17,723,447**



# CHILD CARE QUALITY IMPROVEMENT WORK PROGRAM AND EXPENDITURE BUDGET

**2023 WORK PROGRAM**

**2023 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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

**PERSONNEL**

**CONTRACT SERVICES**

**TRAVEL**

**DIRECT INTERNAL SERVICES**

**OTHER DIRECT PROGRAM EXPENSES**

**INDIRECT PROGRAM EXPENSES**

**EQUIPMENT EXPENSES**

**PASS THROUGH EXPENSES**

Pass Through	504,585
<b>TOTAL PROJECT BUDGET .....</b>	<b><u>\$504,585</u></b>

\$0

0

0

0

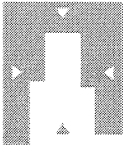
0

0

0

504,585

**\$504,585**





## SUPPLEMENTAL NUTRITION ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**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 FY23 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 FY23 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.185 Full-time equivalent

**PERSONNEL**

Salaries	\$11,200
Fringe Benefits	5,494

**CONTRACT SERVICES**

Contract Services	6,960
-------------------	-------

**TRAVEL**

In-Region Travel	99
Out-of-Region Travel	1,478
Conference Registration	180

**DIRECT INTERNAL SERVICES**

Accounting Services	8,962
Clerical Support	37
Copy Services	333
Human Resources Management	317
Information Technology	318
Office Space	2,095
Reception/Telecommunications	277
Vehicle Pool	54

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	39
Rent	37,415
Membership Fees/Dues	427
Postage & Freight	72
Advertisements	33
Other Expense	171

**INDIRECT PROGRAM EXPENSES**

Indirect	8,736
----------	-------

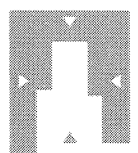
**EQUIPMENT EXPENSES**

Equipment	1,387
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	<u>225,109</u>
--------------	----------------

**TOTAL PROJECT BUDGET .....\$311,193**



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

### 2023 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 FY23 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 FY23 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, 2022 - September 30, 2023

#### HUMAN RESOURCE REQUIREMENT

0.610 Full-time equivalent

### 2023 EXPENDITURE BUDGET

#### PERSONNEL

Salaries	\$35,060
Fringe Benefits	17,655

#### CONTRACT SERVICES

Contract Services	23,717
-------------------	--------

#### TRAVEL

In-Region Travel	378
Out-of-Region Travel	5,669
Conference Registration	692

#### DIRECT INTERNAL SERVICES

Accounting Services	26,311
Clerical Support	122
Copy Services	1,278
Human Resources Management	1,046
Information Technology	1,049
Office Space	7,698
Reception/Telecommunications	914
Vehicle Pool	209

#### OTHER DIRECT

#### PROGRAM EXPENSES

Office Supplies	151
Rent	102,441
Membership Fees/Dues	1,638
Postage & Freight	277
Advertisements	126
Other Expense	594

#### INDIRECT PROGRAM EXPENSES

Indirect	26,108
----------	--------

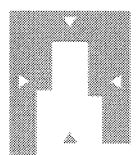
#### EQUIPMENT EXPENSES

Equipment	5,630
-----------	-------

#### PASS THROUGH EXPENSES

Pass Through	840,974
--------------	---------

**TOTAL PROJECT BUDGET .....\$1,099,737**



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

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**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 FY23 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 FY23 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.065 Full-time equivalent

**PERSONNEL**

Salaries	\$3,317
Fringe Benefits	1,737

**CONTRACT SERVICES**

Contract Services	3,465
-------------------	-------

**TRAVEL**

In-Region Travel	55
Out-of-Region Travel	826
Conference Registration	101

**DIRECT INTERNAL SERVICES**

Accounting Services	9,196
Clerical Support	13
Copy Services	186
Human Resources Management	111
Information Technology	112
Office Space	1,009
Reception/Telecommunications	97
Vehicle Pool	30

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	22
Rent	13,951
Membership Fees/Dues	239
Postage & Freight	40
Advertisements	18
Other Expense	73

**INDIRECT PROGRAM EXPENSES**

Indirect	3,979
----------	-------

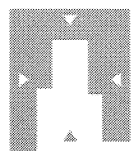
**EQUIPMENT EXPENSES**

Equipment	2,769
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	116,464
--------------	---------

**TOTAL PROJECT BUDGET .....\$157,810**



## VETERANS EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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, 2022 - September 30, 2023

**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 12,998

**INDIRECT PROGRAM EXPENSES**

Indirect 1,495

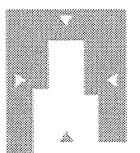
**EQUIPMENT EXPENSES**

Equipment 3,000

**PASS THROUGH EXPENSES**

Pass Through 766

**TOTAL PROJECT BUDGET .....\$18,259**



# WAGNER-PEYSER EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

**2023 WORK PROGRAM**

**2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.150 Full-time equivalent

**PERSONNEL**

Salaries	\$9,857
Fringe Benefits	4,638

**CONTRACT SERVICES**

Contract Services	3,144
-------------------	-------

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	7,986
Clerical Support	30
Human Resources Management	257
Information Technology	258
Office Space	619
Reception/Telecommunications	225

**OTHER DIRECT**

**PROGRAM EXPENSES**

Rent	42,114
Other Expense	72

**INDIRECT PROGRAM EXPENSES**

Indirect	7,958
----------	-------

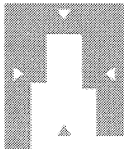
**EQUIPMENT EXPENSES**

Equipment	12,239
-----------	--------

**PASS THROUGH EXPENSES**

Pass Through	20,000
--------------	--------

**TOTAL PROJECT BUDGET .....\$109,397**



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

## 2023 WORK PROGRAM

## 2023 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 FY23 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 FY23 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.824 Full-time equivalent

**PERSONNEL**

Salaries	\$52,492
Fringe Benefits	25,279

**CONTRACT SERVICES**

Contract Services	10,354
-------------------	--------

**TRAVEL**

In-Region Travel	175
Out-of-Region Travel	2,632
Conference Registration	321

**DIRECT INTERNAL SERVICES**

Accounting Services	41,645
Clerical Support	164
Copy Services	593
Human Resources Management	1,407
Information Technology	1,411
Office Space	5,876
Reception/Telecommunications	1,229
Vehicle Pool	97

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	70
Rent	46,930
Membership Fees/Dues	760
Postage & Freight	129
Advertisements	58
Other Expense	531

**INDIRECT PROGRAM EXPENSES**

Indirect	22,097
----------	--------

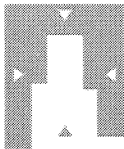
**EQUIPMENT EXPENSES**

Equipment	3,570
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	<u>750,576</u>
--------------	----------------

**TOTAL PROJECT BUDGET .....\$968,396**



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

**2023 WORK PROGRAM**

**2023 EXPENDITURE BUDGET**

**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 FY23 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 FY23 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.474 Full-time equivalent

**PERSONNEL**

Salaries	\$29,685
Fringe Benefits	14,518

**CONTRACT SERVICES**

Contract Services	7,829
-------------------	-------

**TRAVEL**

In-Region Travel	134
Out-of-Region Travel	2,008
Conference Registration	245

**DIRECT INTERNAL SERVICES**

Accounting Services	19,076
Clerical Support	95
Copy Services	452
Human Resources Management	819
Information Technology	822
Office Space	3,824
Reception/Telecommunications	716
Vehicle Pool	74

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	54
Rent	36,727
Membership Fees/Dues	580
Postage & Freight	98
Advertisements	45
Other Expense	329

**INDIRECT PROGRAM EXPENSES**

Indirect	13,585
----------	--------

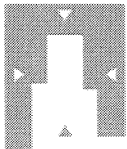
**EQUIPMENT EXPENSES**

Equipment	9,663
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	<u>302,199</u>
--------------	----------------

**TOTAL PROJECT BUDGET .....\$443,577**



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

## 2023 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 FY23 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 FY23 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, 2022 - September 30, 2023

### HUMAN RESOURCE REQUIREMENT

0.549 Full-time equivalent

## 2023 EXPENDITURE BUDGET

### PERSONNEL

Salaries	\$34,674
Fringe Benefits	16,784

### CONTRACT SERVICES

Contract Services	6,624
-------------------	-------

### TRAVEL

In-Region Travel	119
Out-of-Region Travel	1,790
Conference Registration	218

### DIRECT INTERNAL SERVICES

Accounting Services	24,789
Clerical Support	110
Copy Services	403
Human Resources Management	942
Information Technology	945
Office Space	3,940
Reception/Telecommunications	823
Vehicle Pool	66

### OTHER DIRECT

### PROGRAM EXPENSES

Office Supplies	48
Rent	17,320
Membership Fees/Dues	517
Postage & Freight	88
Advertisements	40
Other Expense	340

### INDIRECT PROGRAM EXPENSES,

Indirect	12,717
----------	--------

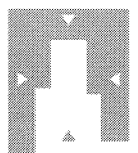
### EQUIPMENT EXPENSES

Equipment	6,175
-----------	-------

### PASS THROUGH EXPENSES

Pass Through	<u>446,966</u>
--------------	----------------

<b>TOTAL PROJECT BUDGET .....</b>	<b><u>\$576,438</u></b>
-----------------------------------	-------------------------





# TEXAS WORKFORCE COMMISSION – SPECIAL INITIATIVES WORK PROGRAM AND EXPENDITURE BUDGET

**2023 WORK PROGRAM**

**2023 EXPENDITURE BUDGET**

**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 a minimum of 1 report for RESEA, 4 reports for WCI and any 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

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

**PERSONNEL**

Salaries	\$3,458
Fringe Benefits	1,596

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	6,339
Clerical Support	9
Human Resources Management	81
Information Technology	82
Office Space	202
Reception/Telecommunications	71

**OTHER DIRECT**

**PROGRAM EXPENSES**

Rent	2,479
Other Expense	24

**INDIRECT PROGRAM EXPENSES,**

Indirect	1,649
----------	-------

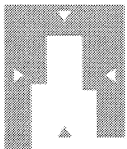
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	197,422
--------------	---------

**TOTAL PROJECT BUDGET .....\$213,412**



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

## 2023 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 and invoices to funding sources.
4. Coordinate the integration between Texas Workforce Com. Vocational Rehabilitation and Panhandle Workforce Solutions.
5. Submit invoices required for Vocational Rehabilitation department co-location to the Vocational Rehabilitation department of the Texas Workforce Commission.

**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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

1.215 Full-time equivalent

## 2023 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$65,648
Fringe Benefits	32,130

**CONTRACT SERVICES**

0

**TRAVEL**

Out-of-Region Travel	500
----------------------	-----

**DIRECT INTERNAL SERVICES**

Accounting Services	5,881
Clerical Support	243
Human Resources Management	2,084
Information Technology	2,090
Office Space	4,536
Reception/Telecommunications	1,820
Vehicle Pool	234

**OTHER DIRECT PROGRAM EXPENSES**

Rent	132,776
Other Expense	12

**INDIRECT PROGRAM EXPENSES,**

Indirect	28,515
----------	--------

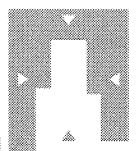
**EQUIPMENT EXPENSES**

Equipment	1,500
-----------	-------

**PASS THROUGH EXPENSES**

Pass Through	<u>219,134</u>
--------------	----------------

**TOTAL PROJECT BUDGET .....\$497,103**



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

### 2023 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 6 progress reports and other reports as requested by funding agency.
2. Conduct a minimum of 2 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 2 quarterly basis regarding the performance of the initiatives.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - March 31, 2023

**HUMAN RESOURCE REQUIREMENT**

0.065 Full-time equivalent.

### 2023 EXPENDITURE BUDGET

**PERSONNEL**

Salaries	\$3,917
Fringe Benefits	1,910

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Accounting Services	3,034
Clerical Support	13
Human Resources Management	111
Information Technology	112
Office Space	291
Reception/Telecommunications	97

**OTHER DIRECT**

**PROGRAM EXPENSES**

Other Expense	12
---------------	----

**INDIRECT PROGRAM EXPENSES,**

Indirect	1,092
----------	-------

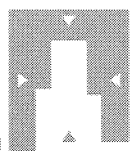
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

Pass Through	94,197
--------------	--------

**TOTAL PROJECT BUDGET .....\$104,786**



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

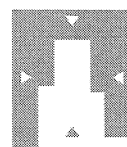
THE COSTS OF OFFICE SPACE INCLUDES ALL UTILITIES AND MAINTENANCE. OFFICE SPACE IS CHARGED TO THE GRANTS AT A UNIT RATE PER SQUARE FOOT.

#### 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.



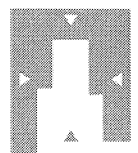
## DIRECT INTERNAL SERVICES FUNDS GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### 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	\$658,916	REGIONAL FUNDS	
Contract Services	70,500	Contract Service Fees	\$10,554
Travel	7,250	PRPC MATCH	
Direct Internal Services	99,140	Reserve Contributions	(85,764)
Other Direct Program Exp.	271,442	REVENUE FROM ALL FUND GROUPS	<u>1,188,458</u>
Indirect Costs	6,000		
Equipment	0		
Pass Through	<u>0</u>		
<b>TOTAL BUDGETED</b>		<b>TOTAL ANTICIPATED</b>	
<b>EXPENDITURES.....</b>	<b><u>\$1,113,248</u></b>	<b>REVENUE.....</b>	<b><u>\$1,113,248</u></b>



# ACCOUNTING SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 66 budgets.
2. Completion of approximately 491 cash requests.
3. Processing of approximately 1,741 deposits.
4. Preparing and processing approximately 7,938 accounts payable forms, 1,128 payroll vouchers, 2,684 checks, 6,393 electronic funds transfers, and 113 debit and incentive cards.
5. Completion of analytical review of general ledger balances monthly.
6. Completion of approximately 788 financial reports.
7. Completion of desk reviews on 2 audits.
8. Completion of physical inventory of approx. \$9.7 million of PRPC property and equipment.
9. Assistance to 8 monitoring/audit teams.
10. Completion of 134 audited financial statements and the CAFR for the year ending 9/30/22.
11. Process approximately 107 1099's and 176 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, 2022- September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

4.250 Full-time equivalent

**PERSONNEL**

Salaries	\$313,929
Fringe Benefits	151,587

**CONTRACT SERVICES**

Contract Services	12,000
-------------------	--------

**TRAVEL**

Out-of-Region Travel	5,500
Conference Registration	1,750

**DIRECT INTERNAL SERVICES**

Clerical Support	849
Copy Services	1,186
Human Resources Management	7,289
Information Technology	7,311
Office Space	27,654
Reception/Telecommunications	6,368

**OTHER DIRECT**

**PROGRAM EXPENSES**

Employee Development	500
Office Supplies	1,830
Printing	1,075
Membership Fees/Dues	1,430
Subscriptions	1,400
Postage & Freight	300
Other Expense	625

**INDIRECT PROGRAM EXPENSES**

0

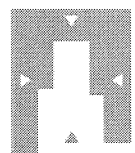
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET .....\$542,583**



# CLERICAL SUPPORT FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 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 3,400 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.1625 Full-time equivalent

**PERSONNEL**

Salaries	\$4,688
Fringe Benefits	3,351

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	40
Human Resources Management	343
Information Technology	344
Office Space	325
Reception/Telecommunications	300

**OTHER DIRECT PROGRAM EXPENSES**

0

**INDIRECT PROGRAM EXPENSES**

0

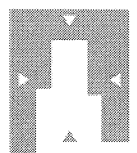
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$9,391**



## COPY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.08125 Full-time equivalent

**PERSONNEL**

Salaries	\$2,344
Fringe Benefits	1,675

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	20
Human Resources Management	172
Information Technology	172
Office Space	7,612
Reception/Telecommunications	149

**OTHER DIRECT PROGRAM EXPENSES**

Equipment Lease/Maintenance	21,000
Office Supplies	2,750

**INDIRECT PROGRAM EXPENSES**

0

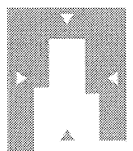
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$35,894**





## HUMAN RESOURCES MANAGEMENT FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.750 Full-time equivalent

**PERSONNEL**

Salaries	\$50,371
Fringe Benefits	22,725

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	150
Human Resources Management	1,286
Information Technology	1,290
Office Space	3,162
Reception/Telecommunications	1,124

**OTHER DIRECT**

**PROGRAM EXPENSES**

Other Expense	500
---------------	-----

**INDIRECT PROGRAM EXPENSES**

0

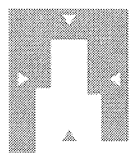
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$80,608**



# INFORMATION TECHNOLOGY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

## 2023 WORK PROGRAM

## 2023 EXPENDITURE BUDGET

**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, 2022 – September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.510 Full-time equivalent

**PERSONNEL**

Salaries	\$31,249
Fringe Benefits	14,848

**CONTRACT SERVICES**

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

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	102
Human Resources Management	874
Information Technology	877
Office Space	11,726
Reception/Telecommunications	764

**OTHER DIRECT**

**PROGRAM EXPENSES**

Office Supplies	1,900
Other Expenses	5,515

**INDIRECT PROGRAM EXPENSES**

0

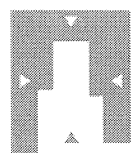
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$80,855**



## OFFICE SPACE FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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, 2022 - September 30, 2023

**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 45,500

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

0

**OTHER DIRECT**

**PROGRAM EXPENSES**

Insurance & Bonding	9,800
Depreciation	44,027
Utilities	41,000
Interest	6,396
Other Expense	78,000

**INDIRECT PROGRAM EXPENSES**

Indirect 6,000

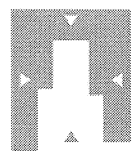
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$230,723**



## RECEPTION/TELECOMMUNICATIONS FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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 47 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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

.96125 Full-time equivalent

**PERSONNEL**

Salaries	\$28,723
Fringe Benefits	19,599

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	226
Human Resources Management	1,938
Information Technology	1,944
Office Space	2,245
Reception/Telecommunications	1,694

**OTHER DIRECT**

**PROGRAM EXPENSES**

Equipment Maintenance	550
Office Supplies	500
Depreciation	4,000
Communications	9,000

**INDIRECT PROGRAM EXPENSES**

0

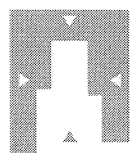
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL FUND BUDGET ..... \$70,419**



## VEHICLE POOL FUND WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 EXPENDITURE BUDGET

**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, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

0.170 Full-time equivalent

**PERSONNEL**

Salaries	\$ 9,381
Fringe Benefits	4,446

**CONTRACT SERVICES**

0

**TRAVEL**

0

**DIRECT INTERNAL SERVICES**

Clerical Support	34
Human Resources Management	292
Information Technology	292
Office Space	8,730
Reception/Telecommunications	255

**OTHER DIRECT**

**PROGRAM EXPENSES**

Insurance & Bonding	3,000
Depreciation	23,344
Other Expense	13,000

**INDIRECT PROGRAM EXPENSES**

0

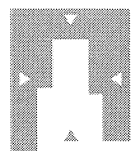
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

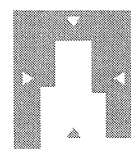
0

**TOTAL FUND BUDGET ..... \$62,774**



**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 2023 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.**



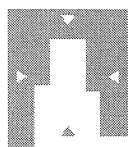
## INDIRECT SERVICES GOAL STATEMENT AND TOTAL PROGRAM BUDGET

### INDIRECT SERVICES GOAL STATEMENT

To provide a mechanism whereby the PRPC may equitable 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	\$297,830	REVENUE FROM ALL FUND GROUPS	<u>\$612,096</u>
Contract Services	71,750		
Travel	28,000		
Direct Internal Services	49,574		
Other Direct Program Exp.	164,942		
Indirect Costs	0		
Equipment	0		
Pass Through	<u>0</u>		
<b>TOTAL BUDGETED</b>		<b>TOTAL ANTICIPATED</b>	
<b>EXPENDITURES.....</b>	<b><u>\$612,096</u></b>	<b>REVENUE .....</b>	<b><u>\$612,096</u></b>



## INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

### 2023 WORK PROGRAM

### 2023 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 FY2022-2023 Strategic Work Program and Budget.
8. Completion of the Comprehensive Annual Financial Report for FY22.
9. Distribution of the 2022 Annual Report and maintenance of the PRPC website.
10. Provision of necessary operational resources.

**IMPLEMENTATION SCHEDULE**

October 1, 2022 - September 30, 2023

**HUMAN RESOURCE REQUIREMENT**

2.385 Full-time equivalent

**PERSONNEL**

Salaries	\$207,611
Fringe Benefits	90,219

**CONTRACT SERVICES**

Contract Services	25,250
Accounting & Auditing	36,500
Legal	10,000

**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	506
Copy Services	3,647
Human Resources Management	4,348
Information Technology	4,361
Office Space	32,608
Reception/Telecommunications	3,798
Vehicle Pool	306

**OTHER DIRECT PROGRAM EXPENSES**

Office Supplies	17,800
Insurance & Bonding	46,000
Printing	6,000
Membership Fees/Dues	8,580
Subscriptions	1,305
Postage & Freight	9,500
Advertisements	850
Other Expense	73,707
Communication	1,200

**INDIRECT PROGRAM EXPENSES**

0

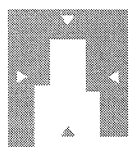
**EQUIPMENT EXPENSES**

0

**PASS THROUGH EXPENSES**

0

**TOTAL INDIRECT BUDGET.....\$612,096**





## INDIRECT EXPENDITURE CATEGORIES

The following is a list of the budgeted indirect cost categories for the Panhandle Regional Planning Commission (PRPC) in the 2023 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

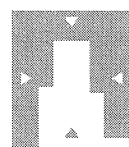
The travel costs include mileage paid for allowable travel in the 26-county region and out-of-region travel expenses such as airfare, meals, hotels, parking or conference registration for all personnel included above as well as the Board of Directors. This category also includes a car allowance for the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

---

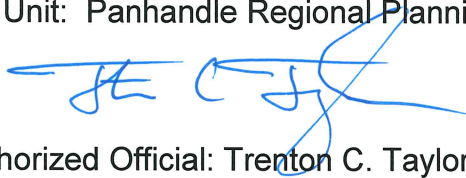
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal dated August 25, 2022 to establish billing or final indirect costs rates for fiscal year ended September 30, 2022 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

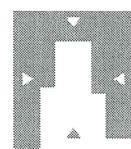
Signature:



Name of Authorized Official: Trenton C. Taylor

Title: Finance Director

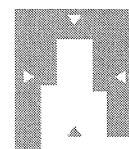
Date of Execution: August 25, 2022



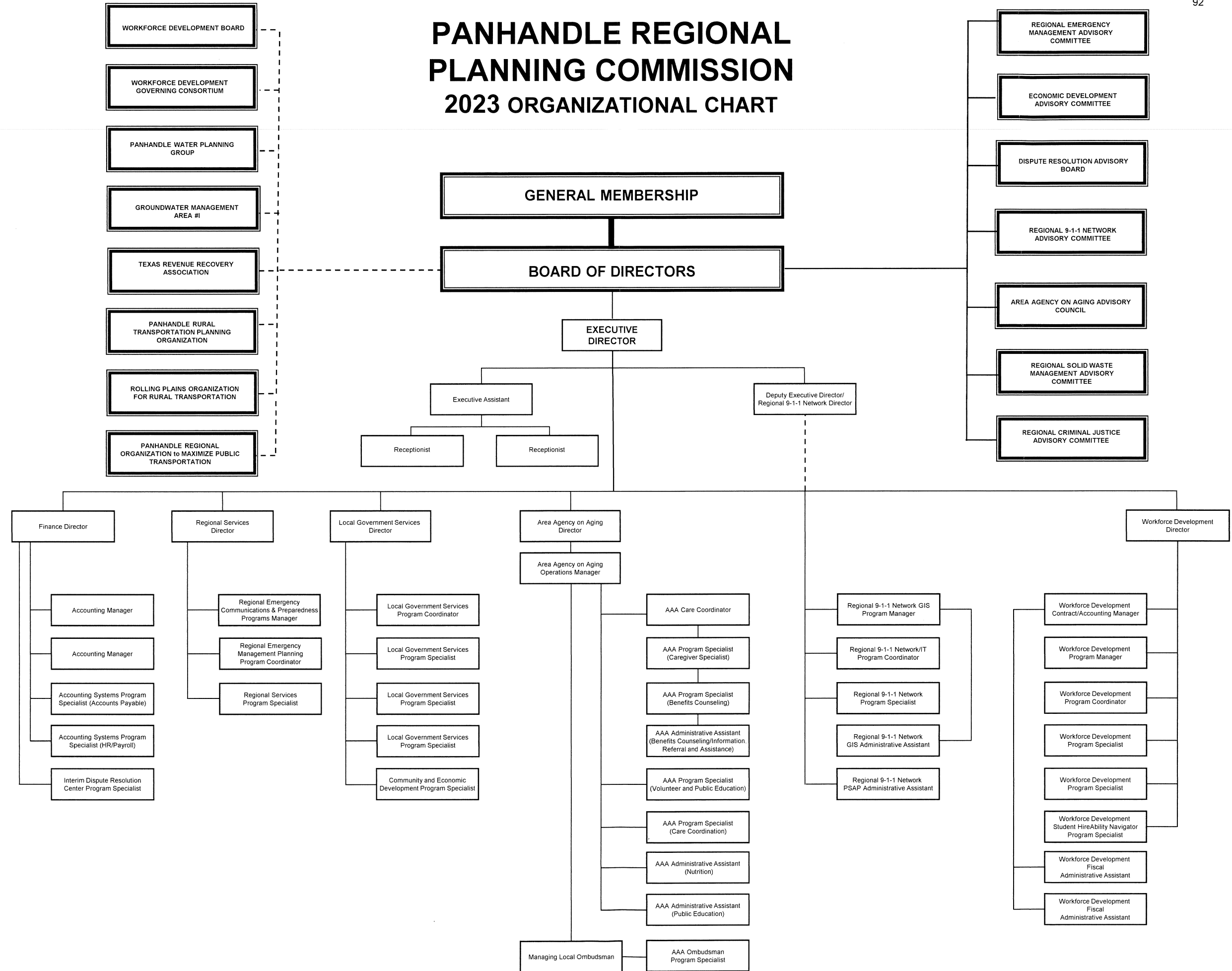
**THE PANHANDLE REGIONAL PLANNING COMMISSION IS A PUBLIC ORGANIZATION. AS SUCH, ITS EMPLOYEES MUST ADHERE TO THE HIGHEST STANDARDS OF PUBLIC SERVICE THAT EMPHASIZES PROFESSIONALISM, COURTESY AND THE AVOIDANCE OF EVEN THE APPEARANCE OF UNETHICAL OR INAPPROPRIATE CONDUCT. EMPLOYEES ARE REQUIRED TO GIVE 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 COMMENSURATE WITH SALARIES AND BENEFITS FOUND FOR POSITIONS WITH SIMILAR LEVELS OF RESPONSIBILITY IN THE PUBLIC AND PRIVATE SECTORS.**

**THIS SECTION OF THE 2023 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.**



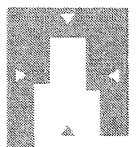
# PANHANDLE REGIONAL PLANNING COMMISSION 2023 ORGANIZATIONAL CHART



**Panhandle Regional Planning Commission  
Authorized Personnel By Program  
Fiscal Year Ending September 30, 2023**

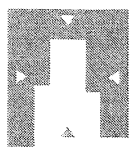
Area Agency on Aging	11.625
Criminal Justice	0.980
Dispute Resolution Center	1.000
Economic Development	0.750
Local Government Services	2.720
Regional 9-1-1 Network	5.300
Regional Emergency Preparedness	2.630
Regional Services	0.055
Regional Transportation Planning	1.440
Regional Water Planning	1.090
Solid Waste Management	0.390
Workforce Development	9.000
Direct Internal Services	6.885
Indirect	<u>2.385</u>
 Total Number of Personnel Budgeted	 <u><u>46.250</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, 2023**

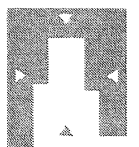
GROUP	RANGE	EMPLOYEES		JOB TITLES
			PER GROUP	
GROUP 1/2	25,308 - 36,524	2		Receptionist
GROUP 3/4	30,622 - 44,198	0		Vacant
GROUP 5/6	37,052 - 53,481	7		Regional 9-1-1 Network GIS Administrative Assistant Regional 9-1-1 Network Program PSAP Administrative Assistant Area Agency on Aging Administrative Assistant (Benefits Counseling/IR&A) Area Agency on Aging Administrative Assistant (Nutrition) Area Agency on Aging Public Education Administrative Assistant Workforce Development Fiscal Administrative Assistant - Contract Services Workforce Development Fiscal Administrative Assistant - Program Services
GROUP 6/7	40,760 - 58,829	17		Accounting Systems Program Specialist (Accounts Payable Specialist) Accounting Systems Program Specialist (HR/Payroll Specialist) Regional Services Program Specialist Local Government Services Program Specialist Community and Economic Development Program Specialist Regional 9-1-1 Network 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) Workforce Development Program Specialist Workforce Development Student HireAbility Navigator Program Specialist Interim Dispute Resolution Center Program Specialist
GROUP 8/9	51,820 - 71,176	7		Executive Assistant Regional Emergency Management Planning Program Coordinator Local Government Services Program Coordinator Regional 9-1-1 Network/Information Technology Program Coordinator Area Agency on Aging Care Coordinator Managing Local Ombudsman Workforce Development Coordinator
GROUP 10/11/12	59,672 - 94,733	7		Accounting Manager Regional Emergency Communications & Preparedness Programs Manager Regional 9-1-1 Network GIS Program Manager Area Agency on Aging Operations Manager Workforce Development Contract/Accounting Manager Workforce Development Program Manager
GROUP 13/14/15	79,426 - 126,094	6		Deputy Executive Director/Regional 9-1-1 Network Director Finance Director Regional Services Director Local Government Services Director Area Agency on Aging Director Workforce Development Director
EXEMPT	106,500 - 171,688	1		Executive Director



**PANHANDLE REGIONAL PLANNING COMMISSION  
ANNUAL SALARY TABLE – GENERAL CLASSIFIED POSITIONS  
FISCAL YEAR ENDING SEPTEMBER 30, 2023**

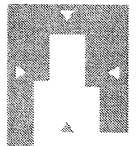
	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5	STEP #6	STEP #7	STEP #8	STEP #9	STEP #10	STEP #11	STEP #12
<b>GROUP 1</b>	25,308	25,941	26,590	27,255	27,936	28,634	29,350	30,084	30,836	31,607	32,397	33,207
<b>GROUP 2</b>	27,838	28,534	29,247	29,978	30,727	31,495	32,282	33,089	33,916	34,764	35,633	36,524
<b>GROUP 3</b>	30,622	31,388	32,173	32,977	33,801	34,646	35,512	36,400	37,310	38,243	39,199	40,179
<b>GROUP 4</b>	33,684	34,526	35,389	36,274	37,181	38,111	39,064	40,041	41,042	42,068	43,120	44,198
<b>GROUP 5</b>	37,052	37,978	38,927	39,900	40,898	41,920	42,968	44,042	45,143	46,272	47,429	48,615
<b>GROUP 6</b>	40,760	41,779	42,823	43,894	44,991	46,116	47,269	48,451	49,662	50,904	52,177	53,481
<b>GROUP 7</b>	44,836	45,957	47,106	48,284	49,491	50,728	51,996	53,296	54,628	55,994	57,394	58,829
<b>GROUP 8</b>		-	51,820	53,116	54,444	55,805	57,200	58,630	60,096	61,598	63,138	64,716
<b>GROUP 9</b>	54,247	55,603	56,993	58,418	59,878	61,375	62,909	64,482	66,094	67,746	69,440	71,176
<b>GROUP 10</b>	59,672	61,164	62,693	64,260	65,867	67,514	69,202	70,932	72,705	74,523	76,386	78,296
<b>GROUP 11</b>	65,639	67,280	68,962	70,686	72,453	74,264	76,121	78,024	79,975	81,974	84,023	86,124
<b>GROUP 12</b>	72,201	74,006	75,856	77,752	79,696	81,688	83,730	85,823	87,969	90,168	92,422	94,733
<b>GROUP 13</b>	79,426	81,412	83,447	85,533	87,671	89,863	92,110	94,413	96,773	99,192	101,672	104,214
<b>GROUP 14</b>	87,367	89,551	91,790	94,085	96,437	98,848	101,319	103,852	106,448	109,109	111,837	114,633
<b>GROUP 15</b>	96,103	98,506	100,969	103,493	106,080	108,732	111,450	114,236	117,092	120,019	123,019	126,094

\*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

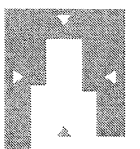




# PANHANDLE REGIONAL PLANNING COMMISSION

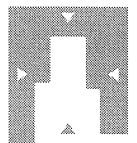
## Texas State Planning Region 1

■ TEXUNE  ■ DALLAM  ■ DALHART	■ STRATFORD  ■ SHERMAN  ■ CACTUS ■ SUNRAY ■ DUMAS ■ MOORE	■ TEXHOMA  ■ GRUBER ■ HANSFORD ■ SPEARMAN	■ FERRYTON  ■ OCHILTREE  ■ ROBERTS ■ MAMI	■ BOOKER ■ DARRCIZETT ■ FOLLETT ■ LIPSCOMB ■ HIGGINS
■ HARTLEY  ■ CHANNING	■ CACTUS ■ SUNRAY ■ DUMAS ■ MOORE	■ STINNETT ■ HUTCHINSON ■ SANFORD ■ BORGER ■ FRITCH ■ SKELLYTOWN ■ WHITEDEER	■ MOBBETIE ■ WHEELER ■ WHEELER ■ SHAMROCK	■ CANADIAN ■ HEMPHILL
■ ADRIAN ■ OLDHAM ■ VEGA	■ POTTER  ■ AMARILLO	■ CARSON ■ PANHANDLE ■ GROOM	■ PAMPA ■ LEFORS ■ GRAY ■ MCLEAN	■ WHEELER ■ SHAMROCK
■ DEAF SMITH  ■ HEREFORD	■ LAKE TANGLEWOOD ■ PALUSADES ■ TIMBERCREEK ■ CANYON ■ RANDALL	■ CLAUDE ■ ARMSTRONG	■ HOWARDWICK ■ CLARENDON ■ DONLEY ■ HEDLEY	■ COLLINGSWORTH ■ WELLINGTON ■ DOBSON
■ FRICOVA ■ BOVINA ■ PARMER ■ FARWELL	■ HAPPY ■ TULIA ■ SWISHER ■ KRESS	■ BRISCOE ■ SILVERTON ■ CUTPAQUE	■ LAKEVIEW ■ MEMPHIS ■ HALL ■ ESTELLINE ■ TURKEY	■ CHILDRESS ■ CHILDRESS

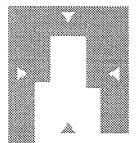


**PANHANDLE REGIONAL PLANNING COMMISSION  
PROPOSED 2023 MEMBERSHIP DUES**

<b>COUNTIES:</b>	<b>2020 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
ARMSTRONG	1,848	\$157.08
BRISCOE	1,435	121.98
CARSON	5,807	493.60
CASTRO	7,371	626.54
CHILDRESS	6,664	566.44
COLLINGSWORTH	2,652	225.42
DALLAM	7,115	604.78
DEAF SMITH	18,583	1,579.56
DONLEY	3,258	276.93
GRAY	21,227	1,804.30
HALL	2,825	240.13
HANSFORD	5,285	449.23
HARTLEY	5,382	457.47
HEMPHILL	3,382	287.47
HUTCHINSON	20,617	1,752.45
LIPSCOMB	3,059	260.02
MOORE	21,358	1,815.43
OCHILTREE	10,015	851.28
OLDHAM	1,758	149.43
PARMER	9,869	838.87
POTTER	118,525	10,074.63
RANDALL	140,753	11,964.01
ROBERTS	827	85.00
SHERMAN	2,782	236.47
SWISHER	6,971	592.54
WHEELER	4,990	424.15
 <b>CITIES:</b>		
ADRIAN	128	\$85.00
AMARILLO	200,393	17,033.41
BISHOP HILLS	211	85.00
BOOKER	1,437	122.15
BORGER	12,551	1,066.84
BOVINA	1,699	144.42
CACTUS	3,057	259.85
CANADIAN	2,339	198.82
CANYON	14,836	1,261.06
CHANNING	281	85.00
CHILDRESS	5,737	487.65



<b>CITIES (CONT'D):</b>	<b>2020 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
CLARENDON	1,877	\$159.55
CLAUDE	1,186	100.81
DALHART	8,447	718.00
DARROUZETT	309	85.00
DIMMITT	4,171	354.54
DODSON	93	85.00
DUMAS	14,501	1,232.59
ESTELLINE	121	85.00
FARWELL	1,425	121.13
FOLLETT	373	85.00
FRIONA	4,171	354.54
FRITCH	1,859	158.02
GROOM	552	85.00
GRUVER	1,130	96.05
HAPPY	602	85.00
HART	869	85.00
HEDLEY	275	85.00
HEREFORD	14,972	1,272.62
HIGGINS	356	85.00
HOWARDWICK	370	85.00
KRESS	596	85.00
LAKE TANGLEWOOD	686	85.00
LAKEVIEW	60	85.00
LEFORS	420	85.00
MCLEAN	665	85.00
MEMPHIS	2,048	174.08
MIAMI	539	85.00
MOBEETIE	87	85.00
NAZARETH	310	85.00
PALISADES VILLAGE	268	85.00
PAMPA	16,867	1,433.70
PANHANDLE	2,378	202.13
PERRYTON	8,492	721.82
QUITAQUE	342	85.00
SANFORD	132	85.00
SHAMROCK	1,789	152.07
SILVERTON	629	85.00
SKELLYTOWN	394	85.00
SPEARMAN	3,171	269.54
STINNETT	1,650	140.25
STRATFORD	1,939	164.82
SUNRAY	1,707	145.10
TEXHOMA	258	85.00



<b>CITIES (CONT'D):</b>	<b>2020 POPULATION</b>	<b>ANNUAL DUES @ 0.085 PER CAPITA*</b>
TEXLINE	448	\$85.00
TIMBERCREEK	430	85.00
TULIA	4,473	380.21
TURKEY	317	85.00
VEGA	879	85.00
WELLINGTON	1,896	161.16
WHEELER	1,487	126.40
WHITE DEER	918	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

