

**Panhandle Regional  
Planning Commission  
Board of Directors  
Thursday,  
October 26, 2023**

## **NOTICE OF MEETING**

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission will be held on **Thursday, October 26, 2023, at 1:30 p.m.** in the PRPC Board Room at 415 SW 8<sup>th</sup>, Amarillo, Potter County, Texas. In order to accommodate Board Members and members of the public who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board.

Members of the public interested in attending this meeting online may do so by logging into the Zoom Meeting:

<https://us02web.zoom.us/j/87066588981?pwd=MFk3c3BKS2htZ0xFWmNWLys1OUR3Zz09>

(Meeting ID: 870 6658 8981– Password 134003) or may participate by phone 346-248-7799 (Meeting ID: 870 6658 8981– Password 134003).

A copy of the full agenda for this meeting can be found on the PRPC's website at <http://www.theprpc.org/About/Directors/default.html>

## **AGENDA**

### **1. CALL TO ORDER**

- Quorum Determination
- Local Government Code Chapter 176
- Conflict Disclosures (if appropriate)\*

### **2. INVOCATION**

### **3. PUBLIC COMMENT**

The Planning Commission invites members of the public to provide oral comment on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

### **4. MINUTES**

Consideration of the approval of the minutes from the Board of Directors' meeting held on September 28, 2023.

### **5. EXECUTIVE SESSION PURSUANT TO SECTION 551.074 (PERSONNEL MATTERS)**

Consideration of convening a closed session of the Board of Directors of the Panhandle Regional Planning Commission to discuss personnel matters related to employees and positions as provided under Texas Government Code, Chapter 551, Section 551.074.

**6. VOUCHERS**

Review and consideration of the acceptance of the vouchers for the month of September 2023.

**7. PRPC INVESTMENT FUND MONTHLY REPORT**

Presentation and consideration of acceptance of the Planning Commission's Investment Fund Monthly Report.

**8. MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT**

Consideration of the appointment or re-appointment of a minority elected official from a member general purpose local government (city or county) to serve on the Planning Commission's Board of Directors.

**9. PRESENTATION ON THE 17<sup>TH</sup> ANNUAL CAREGIVER CONFERENCE**

A collaboration between the Area Agency on Aging and the Alzheimer's Association in an effort to discuss and define what "Dementia Friendly" means and how personal and organizational culture affects those dealing with a diagnosis of Alzheimer's or other forms of dementia.

**10. PANHANDLE WATER PLANNING GROUP FUNDING CONTRACT AMENDMENT NO. 2**

Consideration of the authorization of the Executive Director to execute Contract Amendment No. 2 with the Texas Water Development Board for the additional appropriation of funding to carry out the 2026 Panhandle Regional Water Plan.

**11. VILLAGE OF LAKE TANGLEWOOD INTERLOCAL AGREEMENT – PROJECT ADMINISTRATION FOR A HAZARD MITIGATION SUBGRANT**

Consideration of the authorization of the Executive Director to execute interlocal cooperation contract with the Village of Lake Tanglewood respectively for the Planning Commission to provide administrative services for Hazard Mitigation Program Subgrant.

**12. FY 2025 PANHANDLE CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES AND BYLAWS**

Consideration of the approval of the FY2025 Regional Criminal Justice Advisory Committee Operating Procedures and Bylaws.

**13. REGIONAL CRIMINAL JUSTICE ASSISTANCE GAP TRAINING CONTRACT WITH AMARILLO COLLEGE**

Consideration of the authorization of the Executive Director to execute a contract with Amarillo College for the provision of JAG Specialized Gap Training.

**14. 2023 TEXAS HOMELAND SECURITY REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW (SPR)**

Review and consideration of the Regional Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) for the Homeland Security program.

**15. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES**

Consideration of the authorization of payment of Planning Commission membership service fees to the Texas Association of Regional Councils for the period October 1, 2023 through September 30, 2024.

**16. TEXAS ASSOCIATION OF REGIONAL COUNCILS APPOINTMENT OF THE OFFICIAL BOARD REPRESENTATIVE**

Consideration of the authorization to appoint an official Board of Director member as the Texas Association of Regional Councils official representative for the period October 1, 2023 through September 30, 2024.

**17. MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

A. Comments from the Executive Director.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 09/28/2023 – Destination Medicare & Open enrollment 2024
- 09/28/2023 – Medicare vs Medicare Adv/MIPPA/TSAP, Stratford Senior Citizens
- 09/29/2023 – Matter of Balance, Wellington Senior Citizens
- 09/30/2023 – Walk to End Alzheimer's, Hodge Town
- 10/02/2023 – READY/SET/THRIVE, Perryton Retired Teachers
- 10/03/2023 – MIPPA/TSAP Outreach, Wheeler Rural Health
- 10/04/2023 – TSAP/MIPPA/SMP, Dimmit UMC
- 10/05/2023 – READY/SET/THRIVE, Canadian Senior Citizens
- 10/12/2023 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
- 10/18/2023 – Region 1 Canadian Upper-Red Flood Planning Group Meeting
- 10/24/2023 – Panhandle Water Planning Group Full Committee
- 10/25/2023 – CJAG Bylaws and Operating Procedures Meeting

C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 10/26/2023 – Transfer on Death Deed, Higgins Community
- 10/30/2023 – Matter of Balance, Perryton Senior Citizens
- 11/01/2023 – READY/SET/THRIVE, Shamrock Booster Club
- 11/09/2023 – Medicare Fraud & Abuse Presentation, Canadian Senior Citizens
- 11/10/2023 – 17th Annual AAA Caregiver Conference
- 11/15/2023 – Texas Panhandle Inspectors Association (TPIA) Meeting
- 11/15/2023 – Groundwater Management Area (GMA) #1 Meeting
- 11/16/2023 – Economic Development Advisory Committee
- 11/28/2023 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
- 11/28/2023 – Transfer on Death Deed, Oil & Derrick Club - Pampa

- 11/29/2023 – Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
- 12/06/2023 – Panhandle Workforce Development Board meeting
- 12/07/2023 – Panhandle Workforce Development Board Consortium’s Governing Body meeting

**18. ADJOURNMENT**

**\*LOCAL GOVERNMENT CODE**  
**TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES**  
**CHAPTER 176. DISCLOSURE OF CERTAIN RELATIONSHIPS WITH LOCAL GOVERNMENT OFFICERS; PROVIDING PUBLIC ACCESS TO CERTAIN INFORMATION**

Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED. (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering in to a contract with the vendor; and

(2) the vendor:

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

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

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

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

(C) has a family relationship with the local government officer.

**PUBLIC NOTICE**

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State’s Office, the Potter County Clerk’s Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 20th day of October, 2023 at 415 West Eighth Avenue, Amarillo, Texas, at 4:30 p.m.

*Melissa T. Whitaker*

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Melissa T. Whitaker, Executive Assistant

# ITEM 4

# **PANHANDLE REGIONAL PLANNING COMMISSION**

## **BOARD OF DIRECTORS MEETING**

### **Minutes**

**September 28, 2023**

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 4:00 p.m. on Thursday, September 28, 2023. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, accessed the meeting at the 30<sup>th</sup> floor of the First Bank Southwest Building located at 600 S. Tyler, Amarillo, Potter County, Texas.

#### **MEMBERS PRESENT:**

- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. John Howard, Donley County Judge
- Karen Price, Citizen Representative, Pampa
- Dan Sams, Mayor, City of Wheeler
- Winston P. Sauls, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Cleo Castro, Citizen Representative, City of Cactus
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Shawn Ballew, Oldham County Judge
- Pat Sims, Commissioner, City of Dumas
- Cole Stanley, Mayor, City of Amarillo
- Ronnie Gordon, Hartley County Judge
- Daniel Jackson, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Oscar Ostos, Citizens Representative, Amarillo
- Greg Lewellen, Mayor, City of Friona

#### **MEMBERS ABSENT:**

- Nancy Tanner, Potter County Judge
- Juan Cantu, Lipscomb County Commissioner
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Kerry Symons, Mayor, City of Perryton
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Rank Cogdell, Briscoe County Judge

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. John Schaumburg, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Stephine Neuwirth, Accounting Administrative Assistant/Human Resources; Ms. Cristy Henderson, Finance Accounting Manager; Mr. Alex Guerrero, Local Government Services Director; Ms. Paige Goodell, Local Government Services Manager; Mr. Max Seymour, Local Government Services Program Specialist; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Ally Hubbard, Local Government Services Support Aide; Ms. Abby Sanders, Local Government Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

**OTHERS PRESENT:** Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Jennifer Foster, District Director for Senator Charles Perry; Shiloh Stanley, Spouse of Amarillo Mayor Cole Stanley

1. **CALL TO ORDER**

Mayor Tobe Shields called the meeting to order at 4:00 p.m. and noted that a quorum was present.

2. **INVOCATION**

Ms. Karen Price gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Judge Dan Looten moved to accept the minutes from August 24, 2023. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Mr. Winston Sauls moved to approve the vouchers for the month of August 2023. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND MONTHLY REPORT**

Ms. Cristy Henderson informed the Board Pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on April 27, 2023 for funds under our control. I submit the following for your approval.

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of August was 5.12%. The 9-1-1 fund earned an average annual yield of 4.33%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

	Balance@ <u>3/31/23</u>	Balance@ <u>6/30/2023</u>	Balance@ <u>8/31/2023</u>
PRPC's Money Market Fund	\$3,420,152	\$3,513,971	\$3,293,571
9-1-1's Money Market Fund	122	67	31,739
	<hr/>	<hr/>	<hr/>
Total MMIA Funds	<u>\$3,420,274</u>	<u>\$3,513,972</u>	<u>\$3,325,310</u>

CDARS CD	Duration	Return	
5/11/2023	26 Weeks	4.85%	\$500,000
6/29/2023	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$4,325,310</u>

Mayor Dan Sams moved for the Board to accept the PRPC Investment Fund Monthly Report. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

**7. RESOLUTION THANKING ASSISTANT CHIEF ERICA MCDOWELL**

Mr. Michael Peters asked the Board for consideration of a resolution thanking Assistant Chief Erica McDowell, Texas Division of Emergency Management, for serving as the keynote speaker at the PRPC's 2023 Annual Meeting.

Judge Ronnie Gordon moved to accept a resolution thanking Assistant Chief Erica McDowell for serving as keynote speaker at the PRPC 2023 Annual Meeting. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

**8. WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

Mr. Marin Rivas informed the Board that PRPC's current contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2023. The four-year contract, originally procured in 2021, is subject to renewal for an additional two years, given acceptable performance. Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first eleven months of this year. This proposed renewal contract amount for operations is estimated to be approximately \$3,960,257. Huxford Group would also be responsible for obligating the use of about \$16,037,499 in additional funds for client training, supportive services and child care, as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2023 through September 30, 2024, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds. Consideration of this renewal was presented to both the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body in their August meetings, and both bodies approved motions to forward the recommendation to the PRPC Board of Directors, to

authorize staff to proceed with the completion and execution of a renewed contract with Huxford Group, LLC to deliver workforce development and child care program services for another year.

Judge John Howard moved for the Board to authorize PRPC Staff and the Executive Director to proceed with the completion and execution of a contract renewal with Huxford Group, LLC to deliver workforce development and child care program services. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL 9-1-1 NETWORK FY2023 4<sup>TH</sup> QUARTERLY PERFORMANCE REPORT**

Mr. John Schaumburg informed the Board that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement. The following items make up the key points of the FY23 Q4 performance report covering June, July, and August.

- There were 29,838 9-1-1 calls received from the 21 regional call centers of with 24,235 being wireless or 81.2%.
- Staff monitored Public Service Answering Points (PSAPs) twenty-five times with no findings.
- PSAP staff and PRPC staff performed 1,630 Network test calls.
- There were nine outages during this quarter.
- The region received 1,747 text messages during this period, with the vast majority as test texts.

Judge John Howard moved for the PRPC Board to accept the performance report as submitted for the fourth quarter of FY2023 covering June, July, and August. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

10. **CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL CONTRACT RENEWALS**

Mr. Max Seymour informed the Board that PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall.

The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 18 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,170.00 and a total contract cost of \$14,040.00. The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,430.00 and a total contract cost of \$17,160.00. The Villages and PRPC continue to enjoy a mutually beneficial relationship and look forward to continuing the relationship over the next year.

Judge Christy Dyer moved that the Board authorize the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and

Timbercreek Canyon. Mayor Greg Lewellen seconded the motion; the motion carried by unanimous vote.

11. **PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY OF DUMAS – ECONOMIC DEVELOPMENT CORPORATION AND THE CITY OF SILVERTON**

Mr. Jarian Fred informed the Board that in recent years PRPC Staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff by Cities. Recently, the PRPC was approached by both the City of Dumas and Silverton to conduct a professional search for an Economic Development Corporation Executive Director and a City Administrator, respectively. Both communities have inquired about PRPC's services and requested a proposal regarding the process of identifying qualified applicants. Additionally, both communities have considered the PRPC's scope of services as it relates to assistance with a professional search and have authorized an interlocal agreement to perform these services. This agenda item allows the PRPC Board of Directors to consider entering into an interlocal agreement with the City of Dumas and the City of Silverton for PRPC to continue to work with and assist them in this process. Currently, the search contract rate being used by PRPC will follow basic guidelines that can be modified based on locality preference. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a set floor and ceiling to ensure that both parties mutually benefit from the agreement.

Mr. Daniel Jackson moved for the Board to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Dumas and the City of Silverton. Judge Kimberly Jones seconded the motion; Mr. Pat Sims abstained. The motion carried with a sufficient majority of votes

12. **CIVIL RIGHTS ACT COMPLIANCE PLAN UPDATE**

Mr. Alex Guerrero informed the Board that PRPC has worked with the Texas Department of Transportation (TxDOT) since 2006 as the Lead Agency on Regional Public Transportation Planning. This process has resulted in the adoption of the 2006, 2011, 2017 and 2022 Regional Public Transportation Plans and interim studies and projects focused on veteran's transportation needs, access to higher education opportunities, and transportation coordination with schools throughout the region. Each of these projects has been useful and a step in the right direction for public transportation in the region. The Title VI plan is required for PRPC to continue to receive planning funds for the Regionally Coordinated Transportation Plan and other planning projects funded through the Texas Department of Transportation. This plan is only applicable to public transportation planning activities of PRPC. TxDOT has requested that the plan be submitted for review prior to its formal adoption by PRPC. PRPC staff have submitted the plan for TxDOT review and expect to receive feedback soon.

Mayor Greg Lewellen moved for the Board to approve the Title VI plan related to public transportation planning activities at PRPC to formalize the processes by which minority and Limited English Proficient individuals can access the process. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

13. **ACCEPTANCE OF COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUNDS (CEDAF) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE**

Mr. Alex Guerrero informed the Board that Since 2004, the PRPC has contracted with the Texas Department of Agriculture (TDA) which is responsible for the Texas Community Development Program Block Grant (TxCDBG) Program to receive Community and Economic Development Assistance Fund (CEDAF) funds. These funds are used by the PRPC to provide general assistance to non-entitlement cities and counties in our region regarding the Texas Community Development Program. TDA has made available \$15,211 in CEDAF funds for the upcoming fiscal year. The proposed scope of work of general and technical assistance includes; attending/hosting TDA workshops; dissemination of TxCDBG program information, conducting one fair housing event; coordination of a grant kick-off event for 2023 grant recipients and Unified Scoring Committee member support activities. These funds will not be used for project specific items or related to a proposed application. The correspondence relating to this funding contract was received on September 19, 2023 and required immediate response. As such, the Executive Director provided TDA a preliminary indication of acceptance for CEDAF funding with the understanding that it can be withdrawn at the discretion of the Board of Directors and a funding contract has not been executed at this time.

Sheriff Sal Rivera moved for the Board to authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY23/24 Community and Economic Development Assistance Fund Contract. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

14. **PANHANDLE ELECTRONIC WARRANT SYSTEMS (PEWS) INTERLOCAL COOPERATIVE CONTRACT RENEWAL**

Ms. Daphne Morcom informed the Board that currently PEWS is operational at Amarillo Police Department, Amarillo College Police Department, Canyon Police Department, Dumas Police Department, DPS in Potter and Randall Counties, Potter County Sheriff's Office, Randall County Sheriff's Office, Randall County District Attorney's Office and West Texas A&M University Police Department. PRPC staff will send out renewal interlocal agreements to all of the current PEWS users mentioned for use during FY 2024. Should other agencies decide to take advantage of PEWS, we will provide in-house training for their officers and judges to get them operational.

Mayor Cole Stanley moved for the Board to authorize PRPC Executive Director to execute the Interlocal Agreement with the PEWS users within the region. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

15. **ADMINISTRATIVE REGULATION AMENDMENT – CRIMINAL JUSTICE ADVISORY COMMITTEE**

Ms. Daphne Morcom informed the Board that the Regional Criminal Justice Grant Program is overseen by the Regional Criminal Justice Advisory Committee (CJAC). The CJAC was established and is regulated by the PRPC Administrative Regulation

Number 34, which speaks to the Committee's purpose, authority, membership and meeting schedule. The Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC each year to administer this regional program. During the FY 2023 Grant Prioritization Process, PRPC received an appeal in regards to the prioritization funding recommendations. PRPC Regional Services staff discussed the appeal with the PRPC Executive Director and also with the Office of the Governor's Public Safety Office (PSO). PSO suggested an amendment to the administrative regulations to implement an improved checks and balances system. PRPC Administrative Regulation Number 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve three-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. PRPC staff is recommending adding in consecutive term limits, similar to other advisory committees that PRPC regulates, so that members may not serve more than two consecutive three-year terms. This change will implement the checks and balances system that the PSO had suggested. The recommended Administrative Regulation Number 34 Amendment is attached to this agenda item for review, along with the FY 2024 CJAC Membership List, that shows when each member's term is ending and how many terms each member has served. Since the CJAC membership appointments / re-appointments have already been approved for FY 2024, and to keep with the already set appointment / re-appointment schedule, members will be allowed to finish serving their current term and will be replaced once they have reached their term limit.

Judge Harold Keeter moved for the Board to approve an amendment to PRPC Administrative Regulation Number 34 to include that members may not serve more than two consecutive three-year terms. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

**16. UPDATE OF INTERLOCAL AGREEMENT & RESOLUTION FOR CITY OF PERRYTON TDHCA HOME DISASTER PROGRAM**

Ms. Lori Gunn informed the Board that the City of Perryton was hit by a tornado on the evening of June 15, 2023. The tornado took three lives and injured many more. It also impacted a mobile home community and several other residential areas in the town, along with many of their Main Street businesses. Recovery is an ongoing effort and will continue for some time. After this event, PRPC Staff reached out to the North Central Texas Council of Government to talk about resources and programs available to aid in recovery efforts. For this grant opportunity, we would be utilizing the disaster-relief funding for Homeowner Reconstruction Assistance (HRA). Based on the households impacted, Mayor Symons thinks this program would benefit the greatest number of people. For a household to be eligible for this program, the project will verify the following: home ownership, household income less than \$58,250/year for a 4-person household (80% of the Area Median Family Income), and damage/destruction caused by the tornado. This program provides up to \$135,000 per single family residence and \$90,000 per energy-efficient Manufactured Housing Unit (MHU). There is no match requirement for the homeowner, City of Perryton, or the PRPC. TDHCA does request that the applicant (PRPC) have a \$40,000 cash reserve to cover upfront costs (titles, deeds, inspections, etc.) which are 100% reimbursable. The family is required to live in the home for 5 years after reconstruction. If they move out before the 5 years is up, there would be a portion of money owed to TDHCA – depending on how long they have

lived in the home. This program does allow up to 4% of the housing cost be submitted as administrative costs. This agenda item is two-fold. In order to have our application with TDHCA reviewed for consideration we need a resolution from this board showing support for the program. Because this program is specific to the City of Perryton, we will also need the attached Interlocal Agreement to be approved for signature by PRPC's Executive Director.

This board approved this project at the August meeting. Since PRPC has appointed a new Executive Director, both the resolution and the interlocal agreement will need to be signed by the new Executive Director. Since the item was presented in August PRPC has been notified that the application is approved pending signatures from TDHCA. As such PRPC will begin the campaign to reach those affected within the City of Perryton. Each household will be submitted to TDHCA individually for approval. PRPC will work with each household throughout the process.

Judge Christy Dyer moved for the Board to update the resolution to allow an application for the TDHCA HOME program to be submitted on behalf of the City of Perryton. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

#### **17. ADMINISTRATIVE REGULATION AMENDMENT**

Ms. Lori Gunn informed the Board that The PRPC Administrative Regulation #36 established the Panhandle Regional Emergency Management Advisory Committee (PREMAC) and set out the committee's Scope of Authority. Formally created by the Board in May 2003, the responsibilities of the PREMAC have increased through the years as the State's homeland security/emergency management program has expanded. Consequently, the Regulation has already been amended on three occasions. During the project prioritization of grant applications last year, the criminal justice program received an appeal. This was the first appeal that our staff is aware of. PRPC staff reached out to the Office of the Governor's, Public Safety Office (PSO) that oversees this contract. In those discussions, while the PSO found no fault in the operations of PRPC, we were advised to review our administrative regulations. Since the PSO contract governs both the criminal justice and homeland security programs, we reviewed those bylaws, administrative regulations and evaluated those committee processes. With the Panhandle Emergency Management Advisory Committee, the process has less chance of favoritism because the projects are voted on as a group by the PREMAC. In addition, the projects must have a regional influence. The PREMAC has always operated with a regionalism approach, with the full understanding that we are able to stretch the homeland security funding further through projects with a scope that covers the majority, typically all of the region, rather than individual agency specific projects. As a result, the panhandle has benefited from better quality projects over the years. The one place that we felt that the PSO might see as weak is the position of our Chair and Vice Chair for the PREMAC. As with most advisory committee groups, some members are less willing to serve in this capacity than others. Often resulting in a Chairperson and Vice Chairperson that serve multiple years without any changes. After presenting the information received from the PSO to the PREMAC, the committee could see that a change would help hold better accountability and even further dissuade favoritism if we put a one year limit on the Chair and Vice Chair positions. Not wanting

to lose out on a Vice Chairperson's ability to lead, the PREMAC decided that after a Vice Chairperson serves that office for their one-year term they will then move into the Chair position and serve a new one-year term. Moving forward the PREMAC would only elect a new Vice Chair each June. Unless of course both the positions are vacated, at which point both positions would be open for election.

Mayor Buster Davis moved for the Board to accept that the changes proposed to the PRPC's Administrative Regulation #36 be approved as presented. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

18. **FY22 STATE HOMELAND SECURITY GRANT PROGRAM AFIS EQUIPMENT & LICENSE TRANSFER APPROVALS**

Ms. Lori Gunn informed the Board that AFIS is a law enforcement tool used to match fingerprints to people. It automates the otherwise time-intensive task of manually processing fingerprints taken from crime suspects or crime scenes. It is a powerful and effective investigative tool capable of quickly sifting through large fingerprint databases to produce a relevant candidate list of potential matches. In 2021, the region applied for and received State Homeland Security Program (SHSP) grant funding to update the AFIS equipment as well as add facial recognition software that, like fingerprints, has the ability to search on whorls and ridgelines to dramatically enhance the value of AFIS. With this new generation of software, fingerprint examiners will be able to process multiple complex biometric transactions with high accuracy and link face recognition to fingerprints. With the upgraded software being installed with the PRPC's FY22 AFIS Upgrade project, the workstations can now match pictures (from security cameras, etc.) against arrestee photos stored in the databases. With regard to the first purpose of this item, SPEX Forensics, located in Edison, NJ, is the sole proprietor of the PrintQuest AFIS system on which the regional AFIS database and the AFIS workstations rely. We've been working with SPEX since the initial installation of the region's AFIS system in 2005. That year, the PRPC went through an extensive procurement process to determine which make/model of AFIS would best serve the region's needs. The SPEX equipment was deemed to be the "*lowest/best*" of all the equipment proposed and evaluated. SPEX equipment was used to create the 26-county AFIS system and it's also being used to support the operation of the regional database. So, from point-to-point, the entire regional system has been built on SPEX equipment. In our FY22 AFIS Update SHSP grant applications, PRPC staff proposed to buy the software and licenses from SPEX and to purchase the equipment off the Department of Information Resources (DIR) State contract. With this transfer, the region now has updated workstations at the following nine (9) locations. With each of these locations working with smaller agencies to get fingerprints submitted into the system. Amarillo PD, Canyon PD, Dumas PD, Deaf Smith County SO, Ochiltree County SO, Pampa PD, Parmer County SO, Potter County SO, and Randall County SO. PRPC is hoping to place additional workstations in at least three (3) other law enforcement agencies in the next couple of years.

In order to complete the projects; PRPC will need to transfer the equipment & licenses shown on the tables below:

<b>SPEX Software/Licensing Upgrades</b>	<b>No. Needed</b>
AFIS On-site Installation, data transfer	1
<i><b>For Workstation:</b></i> AFIS Software License Upgrade	5
<i><b>For Workstation:</b></i> 12 Months Software Maintenance and Support	5
<i><b>For Workstation:</b></i> Face Recognition Option	5
<i><b>For Mobile Handheld:</b></i>	5
<b>Software/Licensing Upgrades Costs:</b>	\$92,010.00

<b>DIR Equipment Needed</b>	<b>No. Needed</b>
<i><b>For Mobile:</b></i> Fingerprint Scanner for Instant ID	5
<i><b>For Workstation:</b></i> Precision 3240 Compact Desktop	5
<i><b>For Workstation:</b></i> Epson Perfection 850 Pro Scanner	5
<b>Equipment Costs:</b>	\$44,000.00

Judge Ronnie Gordon moved for the Board to authorize the Executive Director to transfer title and ownership of the AFIS equipment listed above, purchased by the PRPC with State Homeland Security Program (SHSP) funding, over to the jurisdictions who govern the agencies now housing and using that equipment. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

19. **2023 MEMBERSHIP MEETING**

Conduct of the PRPC's 2023 General Membership Meeting.

20. **ELECTION OF 2023-24 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS**

Mr. Michael Peters stated that the nominating committee is recommending the following slate of officers for 2023-2024.

Sal Rivera, Casto County Sheriff – Chair

Nancy Tanner, Potter County Judge – Vice Chair

Pat Sims, Commissioner, City of Dumas – Secretary / Treasurer

Judge Dan Looten moved for the Board to accept the PRPC's slate of officer nominations. Mayor Greg Lewellen seconded the motion; the motion carried by unanimous vote.

21. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

A. Comments from the Executive Director.

As a reminder, we usually combine the November and December meeting due to the holidays. I would like to go ahead and schedule that for Thursday December 7<sup>th</sup>.

Next month we will need to have a Board item to appoint or reappoint a minority elected official of a member general purpose local government as Alderwoman Yolanda Robledo's term is expiring. We had a successful Regional Emergency Preparedness Conference at the Civic Center on September 21<sup>st</sup>. Although we do not provide oversight for the 2-1-1 Network, they are now in our building. They had a ribbon cutting to celebrate moving into our building and I would like to personally thank Mayor Stanley for coming to this event. The Annual Meeting will begin at 7:00 pm.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 09/06/2023 – Original Medicare vs Medicare Advantage, Gruver Lions Club
- 09/06/2023 – CG Educational Support Group
- 09/06/2023 – Texas Panhandle Inspectors Association Meeting
- 09/08/2023 – Destination Medicare, KAMR Local News 4
- 09/14/2023 – Matter of Balance Coach Training, Follett Community Center
- 09/14/2023 – PROMPT Committee Meeting
- 09/19/2023 – Low Income Medicare Savings/SMP, Spearman Extension Group
- 09/20/2023 – Economic Development Advisory Committee Meeting
- 09/21/2023 – Panhandle Regional Emergency Preparedness Conference
- 09/21/2023 – Regional Infrastructure Accelerator Steering Committee Meeting
- 09/21/2023 – Transfer of Death Deed, Hutchison Retired Teachers
- 09/28/2023 – Panhandle Regional Planning Commission Annual Meeting

C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 10/02/2023 – Ready/Set/Thrive, Perryton Retired Teachers
- 10/04/2023 – TSAP/MIPPA/SMP, Dimmitt UMC
- 10/10/2023 – Medicare Fraud and Abuse
- 10/12/2023 – SAC Senior Fall Festival
- 10/12/2023 – Panhandle Regional Emergency Management Advisory Committee
- 10/24/2023 – Region A - Panhandle Water Planning Group Full Meeting

22. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:06 p.m.

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Mayor Tobe Shields, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

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Sheriff, Sal Rivera Vice Chair  
Panhandle Regional Planning Commission  
Board of Directors

# ITEM 6

**Panhandle Regional Planning Commission**  
**Check/Voucher Register**  
From 9/1/2023 Through 9/30/2023

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
215182	Cost Pool	CITY OF AMARILLO	7/17-8/16/23 - EDDY ST IRRIGATION	156.71	9/7/2023
	Cost Pool	CITY OF AMARILLO	7/17-8/16/23 - AMA WFC EDDY ST	216.05	9/7/2023
	PRPC Building Fund	CITY OF AMARILLO	PRPC WATER 7/26-8/25/23	486.00	9/7/2023
	PRPC Building Fund	CITY OF AMARILLO	PRPC DRIP IRRIGATION - 7/26-8/25/23	157.61	9/7/2023
	PRPC Building Fund	CITY OF AMARILLO	8/30/23 - PRPC DRAINAGE FEE	0.53	9/7/2023
	PRPC Building Fund	CITY OF AMARILLO	8/30/23 - PRPC DRAINAGE FEE	0.44	9/7/2023
215183	PRPC Indirect Costs	AMERICAN AIRLINES	STATEMENT NO. 23082424256 - 8/24/23	1,813.68	9/7/2023
215184	PRPC Building Fund	ATMOS ENERGY	PRPC 7/15-8/14/23	104.00	9/7/2023
215185	9-1-1 Management Plan	AT&T	E911 PRPC PAMPA HOST 8/21-9/20/23	60.31	9/7/2023
215186	Cost Pool	DAVES FRESH CLEANING LLC	INV #1245 - JANITORIAL 8/23 - BORGER WFC	280.00	9/7/2023
215187	Cost Pool	THE ELECTRIC BROOM	INV #105696 - JANITORIAL 8/23 - AMA WFC	1,975.00	9/7/2023
215188	CCDF Quality Impr Activities	HUXFORD GROUP LLC	8/2-8/21/23 - REIMB FOR EXPENSES	7,201.24	9/7/2023
215189	Cost Pool	JKB COMPANY	INV #3708 - MGMT FEE 9/23 - AMA WFC	1,050.00	9/7/2023
215190	Communication Towers	LIGHTHOUSE ELECTRIC COOPERATIVE	VALL TOWER - 7/24-8/20/23	74.44	9/7/2023
215191	Cost Pool	LOWES BUSINESS ACCT/SYNCB	8/9/23 - LIGHT BULBS/CONF ROOM - AMA WFC	15.16	9/7/2023
215192	PRPC Building Fund	MAYFIELD PAPER COMPANY	INV #3313477 - MFOLD TOWELS, CORELESS TISSUE, SOAP	288.38	9/7/2023
215193	Homeland Security Grant Program	OMEGA ELECTRONICS	INV #200001921-1 & 20001922-1 - SVCE CALLS 7&8/23	2,290.75	9/7/2023
	9-1-1 Management Plan	OMEGA ELECTRONICS	INV #200001926-1 & 200001929-1 - SVCE CALLS 8/7 & 8/17/23	900.00	9/7/2023
215194	Intern. Service - Reception	PATHWAYZ COMMUNICATIONS INC	PRPC LINE CHARGES 9/23	808.73	9/7/2023
215195	PRPC General Fund	PESCAREZ ITALIAN RESTAURANT	8/24/23 - FOOD FOR EXECUTIVE COMM MTG	257.16	9/7/2023
215196	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	39.00	9/7/2023
	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	39.00	9/7/2023
	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	39.00	9/7/2023
	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	32.53	9/7/2023
	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	39.00	9/7/2023
	9-1-1 Management Plan	PLATEAU	NW PARMER 8/22-9/21/23	39.00	9/7/2023
215197	Communication Towers	RITA BLANCA ELECTRIC COOP INC	DALN TOWER - 7/31-8/31/23	48.77	9/7/2023
215198	Intern. Service - Automobile	ROGERS CAR CARE	INV #17062 - 8/31/23 - CAR #7 - DETAIL	50.00	9/7/2023
215199	Communication Towers	SOUTH PLAINS ELECTRIC COOPERATIVE	PAR4 TOWER - 7/16-8/17/23	99.68	9/7/2023
215200	Cost Pool	TASCOSA OFFICE MACHINES	INV #431526 - COPIER LEASE 8/23 - AMA WFC	1,231.51	9/7/2023
215201	Intern. Service - Copy	UCI DOCUMENTS	INV #34796911 - COPIER LEASE 9/23 - 2ND FLOOR	256.28	9/7/2023
215202	WIOA Alt Fd - Middle Skills Employ	THE WORK BOOT	INV #181370 - WORK REL ITEMS - 8/11/23 - WF CLIENT	152.99	9/7/2023
215203	CCDF Quality Impr Activities	AMARILLO COLLEGE	BILL NO: 3405 & 3407 - 2023SU TUITION	52,467.42	9/14/2023
	WIOA Adult	AMARILLO COLLEGE	BILL NO: 3406 & 3452 - 2023SU CE	23,164.00	9/14/2023
215204	Aging - HHSC	AMARILLO CITY TRANSIT	INV #ACT2024-008 - TRANSPORTATION 8/23	10,019.68	9/14/2023
215205	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	TRANSPORTATION - 8/23	2,403.00	9/14/2023
215206	CD Project Admin	THE BELLSNYDER GROUP	INV #126 - LN 7/27/23 GRUVER RROF/FONSI ENG/SPAN	402.00	9/14/2023
	CD Project Admin	THE BELLSNYDER GROUP	INV #127 - LN 7/13/23 SPEARMAN RROF/FONSI ENG/SPAN	397.80	9/14/2023
	CD Project Admin	THE BELLSNYDER GROUP	INV #131 - LN 4/28/22 GRUVER DRP ENG SVCS	103.20	9/14/2023
215207	Intern. Service - Copy	CANON FINANCIAL SERVICES INC	INV #31235408 - COPIER LEASE 9/23 - FLOOR 1&3	428.92	9/14/2023
215208	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99758 - LN 4/6/23 HOWARDWICK FAIR HOUSING NOTICE	55.00	9/14/2023
	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99759 - LN 4/6/23 HOWARDWICK CIVIL RIGHTS NOTICE	89.50	9/14/2023
	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99785 - LN 4/13/23 HOWARDWICK FAIR HOUSING NOTICE	55.00	9/14/2023
	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99786 - LN 4/13/23 HOWARDWICK NONDISCRIM. NOTICE	89.50	9/14/2023
	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99828 - LN 4/20/23 CLARENDON CDBG SEWER SYST	18.70	9/14/2023
	CD Project Admin	THE CLARENDON ENTERPRISE	INV #99829 - LN 4/20/23 CLARENDON DRP NOTICE	21.25	9/14/2023



# Panhandle Regional Planning Commission

## Check/Voucher Register

From 9/1/2023 Through 9/30/2023

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
	CD Project Admin	AMARILLO NATIONAL BANK	8/24/23 - INV #82609946 - INDEED JOB ADS - AAA & CLARENDON	500.00	9/21/2023
	CD Project Admin	AMARILLO NATIONAL BANK	8/25/23 - TDLR PROJECT REG FEES - TIMBERCREEK CANYON	175.00	9/21/2023
	PRPC General Fund	AMARILLO NATIONAL BANK	8/29/23 - OPEN ENROLLMENT MTG SUPPLIES	55.55	9/21/2023
	Aging - HHSC	AMARILLO NATIONAL BANK	8/31/23 - INV #82866793 - AAA DIRECTOR JOB AD/INDEED.COM	39.00	9/21/2023
215243	PRPC General Fund	ASSURED BENEFITS ADMINISTRATORS	DEBIT CARD FEES - 9/23	66.00	9/21/2023
215244	PRPC General Fund	JAYSON BISHOP	9/28/23 - ANN MTG PERFORMANCE	200.00	9/21/2023
215245	Aging - HHSC	COLLINGSWORTH COUNTY HDM	REIMBURSEMENT 8/23 - CM & HDM	7,472.36	9/21/2023
215246	Hazard Mitigation Plan Update	COUNTY STAR-NEWS	INV #114346 - LN 8/3/23 WHEELER HAZMIT #2	67.00	9/21/2023
215247	9-1-1 Management Plan	DEPT OF INFORMATION RESOURCES	INV #23060362N - DIR NW COST 6/23 - 9-1-1	37,288.11	9/21/2023
215248	Home Sec Conf/E-Waste Recycl	DESPERADO'S CATERING	9/21/23 - 2023 PREP CONFERENCE CATERING (285)	6,124.65	9/21/2023
215249	Aging - HHSC	DONLEY CO SR CITIZENS ASSN	REIMBURSEMENT 8/23 - CM & HDM	7,054.37	9/21/2023
215250	PRPC Indirect Costs	EAN SERVICES LLC	RA #776169730 - 9/5-9/8/23 AUSTIN/TARC	284.48	9/21/2023
215251	Cost Pool	EDDY STREET LP	INV #30 - RENT 10/23 - EDDY STREET/AMA WFC	21,390.91	9/21/2023
215252	Cost Pool	ED TURNER PROPERTY MANAGEMENT	RENT 10/23 - BORGER WFC	950.00	9/21/2023
215253	Cost Pool	FASTSIGNS	INV #175-103391 - NAMEPLATES - WFD BOARD	20.00	9/21/2023
215254	Aging - HHSC	HALL COUNTY HOME DELIVERY MEALS	HOME DELIVERED MEALS - 8/23	2,437.29	9/21/2023
215255	Aging - HHSC	HEDLEY SR CITIZENS ASSN	REIMBURSEMENT 8/23 - CM & HDM	412.59	9/21/2023
215256	Aging - HHSC	HEROES HOME CARE	REIMBURSEMENT 8/23 - PERSONAL CARE UNITS	454.50	9/21/2023
215257	Aging - HHSC	HEREFORD SR CITIZENS ASSN	REIMBURSEMENT 8/23 - CM & HDM & BAL DUE FOR 7/23 CM	15,427.29	9/21/2023
215258	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	INV #2608 - REIMBURSEMENT 8/23 - HOMEMAKER	621.00	9/21/2023
	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	INV #2609 - CG IN HOME RESPITE 8/23	504.00	9/21/2023
215259	Summer Earn & Learn	HUXFORD GROUP LLC	INV #1379 - 7/9-9/8/23 - 2023 SEAL PROGRAM	4,000.00	9/21/2023
215260	Aging - HHSC	SHELIA LLEWELLYN	CG RESPITE VOUCHER 8/23 - AAA CLIENT	100.00	9/21/2023
215261	PRPC General Fund	TIFFANY McDANIEL	9/28/23 - ANN MTG PERFORMANCE	200.00	9/21/2023
215262	CD Project Admin	MOORE COUNTY NEWS PRESS	INV #1897562 - LN 9/10/23 - CACTUS CIVIL RIGHTS NOTICE	224.00	9/21/2023
	CD Project Admin	MOORE COUNTY NEWS PRESS	INV #1897562 - LN 9/10/23 CACTUS FAIR HOUSING NOTICE	132.40	9/21/2023
215263	Aging - HHSC	MOORE CO SENIOR CENTER INC	CONGREGATE MEALS - 8/23	7,927.82	9/21/2023
215264	Aging - HHSC	CRISS MURDOCH	IRT MILEAGE 8/23 - FACILITY VISITS	19.56	9/21/2023
215265	PRPC General Fund	CAMILLE NIES	9/28/23 - ANN MTG PERFORMANCE	200.00	9/21/2023
215266	PRPC General Fund	MACKENZIE NIES	9/28/23 - ANN MTG PERFORMANCE	200.00	9/21/2023
215267	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 8/23 - CAREGIVER IN HOME RESPITE	531.00	9/21/2023
	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 8/23 - PERSONAL CARE UNITS	738.00	9/21/2023
215268	DRC	ODP BUSINESS SOLUTIONS LLC	INV #328727136001 - 9/1/23 - SUPPLIES DRC/AAA	298.35	9/21/2023
215269	Aging - HHSC	OPPORTUNITIES INC	REIMBURSEMENT 8/23 - CM & HDM	5,276.17	9/21/2023
215270	CD Project Admin	PLAINVIEW DAILY HERALD	INV #3428470, 34284897 & 34284898 - LN 7/13-7/20/23 CANYON	483.50	9/21/2023
215271	Aging - HHSC	SHAMROCK MEALS ON WHEELS INC	HOME DELIVERED MEALS - 8/23	1,311.57	9/21/2023
215272	Aging - HHSC	ELLEN LORENDA SHELLEY	CG RESPITE VOUCHER 8/23 - AAA CLIENT	170.00	9/21/2023
215273	CD Project Admin	STATE LINE TRIBUNE	INV #8403 - LN 7/13 & 7/26/23 BOVINA FONSI/RROF ENG/SPAN	374.76	9/21/2023
215274	Communication Towers	SOUTHWESTERN ELECTRIC POWER	DONL TOWER 8/3-8/31/23	120.18	9/21/2023
215275	Aging - HHSC	SWISHER CO SR CITIZENS ASSN	REIMBURSEMENT 8/23 - CM & HDM	9,097.66	9/21/2023
215276	Cost Pool	TASCOSA OFFICE MACHINES	INV #437732 - COPIER LEASE 9/23 - AMA WFC	1,245.73	9/21/2023
215277	PRPC General Fund	HEIKE TODD	9/28/23 - CASH FOR ANN MTG REGISTRATION	250.00	9/21/2023
215278	Aging - HHSC	TRANSFORMATION PARK	REIMBURSEMENT 8/23 - CM & HDM	38,031.78	9/21/2023
215279	Aging - HHSC	TRI COUNTY MEALS	HOME DELIVERED MEALS - 8/23	3,693.80	9/21/2023
215280	HDJT - FPC	UNITED CONCEPT TRAINERS LLC	INV #148 - TRAINING SOFTWARE - HDJT FPC - PERRYTON	4,126.50	9/21/2023
215281	Aging - HHSC	VISITING ANGELS	CG IN HOME RESPITE - 8/23	3,996.00	9/21/2023

**Panhandle Regional Planning Commission**  
**Check/Voucher Register**  
From 9/1/2023 Through 9/30/2023

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
	Aging - HHSC	VISITING ANGELS	REIMBURSEMENT 8/23 - HOMEMAKER & PERSONAL CARE	2,151.00	9/21/2023
215282	Intern. Service - Automobile	WEX BANK	VEHICLE FUEL 8/15-9/14/23 - PRPC CARS	324.92	9/21/2023
215283	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HUTCHINSON 9/7-10/6/23	104.38	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	LIPSCOMB 9/7-10/6/23	385.69	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	PARMER 9/7-10/6/23	198.81	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DALLAM 9/7-10/6/23	359.39	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	ARMSTRONG 9/7-10/6/23	144.48	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HALL 9/7-10/6/23	47.27	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OLDHAM 9/7-10/6/23	51.58	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	SHERMAN 9/7-10/6/23	52.13	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OCHILTREE 9/7-10/6/23	102.64	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	COLLINGSWORTH 9/7-10/6/23	266.99	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CASTRO 9/7-10/6/23	153.31	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HANSFORD 9/7-10/6/23	51.28	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	WHEELER 9/7-10/6/23	144.28	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DONLEY 9/10-10/9/23	50.62	9/21/2023
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	MOORE 9/7-10/6/23	55.38	9/21/2023
215284	Aging - HHSC	HANNA JOYCE WOOD	CG RESPITE VOUCHER 8/23 - AAA CLIENT	250.00	9/21/2023
215285	9-1-1 Management Plan	4IMPRINT INC	INV #11642743 - PUBLIC ED SUPPLIES	1,383.12	9/28/2023
215286	PRPC General Fund	AFLAC	INV #203171 - EMPLOYEE DEDUCTS 9/23	155.87	9/28/2023
215287	Aging - HHSC	STEPHEN C AKEROYD	IRT MILEAGE 8/23 - FACILITY VISITS	65.86	9/28/2023
215288	Cost Pool	CITY OF AMARILLO	8/16-9/14/23 - EDDY ST IRRIGATION	146.71	9/28/2023
	Vocational Rehab Cost	CITY OF AMARILLO	8/16-9/14/23 - AMA WFC EDDY ST	193.25	9/28/2023
215289	WIA Dislocated Worker	AMERI HOME MORTGAGE	10/1-10/31/23 MORTGAGE - WF CLIENT	2,245.54	9/28/2023
215290	WIA Dislocated Worker	ATMOS ENERGY	UTILITY PMT 7/26-8/23/23 - WF CLIENT	32.94	9/28/2023
215291	PRPC Building Fund	ATMOS ENERGY	PRPC 8/15-9/14/23	106.78	9/28/2023
215292	9-1-1 Management Plan	AT&T	E911 PRPC 9/5-10/4/23	1,452.75	9/28/2023
215293	Cost Pool	CITY OF BORGER	BORGER WFC 8/12-9/12/23	93.95	9/28/2023
215294	Home Sec Conf/E-Waste Recycl	CAPITAL ONE	9/14/23 - DOOR PRIZES FOR PREP CONFERENCE	252.95	9/28/2023
	Home Sec Conf/E-Waste Recycl	CAPITAL ONE	9/19/23 - SUPPLIES FOR PREP CONFERENCE	23.03	9/28/2023
	TANF/Choices	CAPITAL ONE	9/19/23 STATEMENT - WORK RELATED ITEMS	1,804.66	9/28/2023
215295	PRPC Building Fund	CHEMAQUA	INV #8398131 - CHEM-AQUA 47 LBS	1,167.78	9/28/2023
215296	WIA Adult	CLARENDON COLLEGE	TUITION & FEES - FA 23	23,370.75	9/28/2023
215297	9-1-1 Management Plan	DELL MARKETING LP	INV #10697117655 - 4 OPTIPLEX TOWERS & 2 MONITORS - 9-1-1	7,810.00	9/28/2023
215298	CD Project Admin	FASTSIGNS	INV #175-103554 - NAMEPLATE ABBY SANDERS	10.00	9/28/2023
215299	9-1-1 Management Plan	FOUST INC	INV #17898 - BUSINESS CARDS SANDERS/SCHAUMBURG	70.00	9/28/2023
	Hireability Navigator	FOUST INC	INV #17899 - BUSINESS CARDS ROSIE GONZALEZ	35.00	9/28/2023
215300	DRC	TACY GAMEL	9/14/23 - CONFLICT DYNAMICS PROFILE MATERIALS/DRC TRNG	245.27	9/28/2023
215301	Aging - HHSC	GATEHOUSE MEDIA TEXAS HOLDINGS II INC	CG CONFERENCE SAVE THE DATE ADS - 8/23	535.00	9/28/2023
215302	Communication Towers	GREENBELT ELECTRIC COOPERATIVE INC	BOWR/COLL - 8/15-9/15/23	196.24	9/28/2023
215303	Economic Development	MR HOWARD HEATH	IRT MILEAGE 9/25/23 - EDAC MTG	37.56	9/28/2023
215304	Homeland Security Grant Program	HORIBA INSTRUMENTS INC	PRINTQUEST INSTALLATION & FINGERPRINT READERS	25,740.00	9/28/2023
215305	9-1-1 Management Plan	MS KARA LEE	IRT MILEAGE 8/18/23 - 9-1-1 ADV MTG	65.04	9/28/2023
215306	Economic Dev Administration	MS KRISTEN MOUDY	IRT MILEAGE 9/25/23 - EDAC MTG	91.67	9/28/2023
215307	PRPC Indirect Costs	NOBOX CREATIVE LLC	INV #8826, 8827, 8828 - ANN REPORT DESIGN/PRINT & ANN MTG	18,299.96	9/28/2023
215308	PRPC Building Fund	ORKIN INC	INV #249297393 - PEST CONTROL 9/19/23	110.99	9/28/2023

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Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
215309	Economic Dev Administration	MS CORTNIE PATTERSON	IRT MILEAGE 9/25/23 - EDAC MTG	73.49	9/28/2023
215310	9-1-1 Management Plan	PTCI	NW PERRYTON 9/20-10/19/23	41.57	9/28/2023
215311	Economic Dev Administration	MS EMMA RECTOR	IRT MILEAGE 9/25/23 - EDAC MTG	91.67	9/28/2023
215312	Economic Dev Administration	MS BRENDA ROBINSON	IRT MILEAGE 9/25/23 - EDAC MTG	37.91	9/28/2023
215313	Intern. Service - Automobile	ROGERS CAR CARE	INV #17001 - 8/18/23 - CAR #3 - DETAIL	50.00	9/28/2023
215314	PRPC General Fund	SCOTT'S FLOWERS	INV #067697 & 067688 - GET WELL PLANTS	160.00	9/28/2023
215315	Aging - HHSC	SIR SPEEDY OF AMARILLO	INV #154144 - CG NEWSLETTERS 9/23	136.17	9/28/2023
215316	Cost Pool	STATER'S ACRES RV STORAGE & MORE	MOBILE UNIT STORAGE 10/23	138.00	9/28/2023
215317	WIA Adult	STACY'S UNIFORMS	7/31-9/1/23 - TOOLS/UNIFORMS, WORK REL. ITEMS	4,094.04	9/28/2023
215318	Economic Dev Administration	MS KAY SWART	IRT MILEAGE 9/25/23 - EDAC MTG	102.94	9/28/2023
215319	Communication Towers	SOUTHWESTERN ELECTRIC POWER	WHES TOWER 8/22-9/20/23	60.60	9/28/2023
215320	Intern. Service - Copy	TASCOSA OFFICE MACHINES	INV #440084 - 1ST & 3RD FLOOR COPIES - 8/23	849.06	9/28/2023
215321	Cost Pool	TEXAS GAS SERVICE	BORGER WFC - 8/10-9/11/23	93.22	9/28/2023
215322	Aging - HHSC	TEXAS RAMP PROJECT	9/23/23 - RAMP - AAA CLIENT	499.00	9/28/2023
	Aging - HHSC	TEXAS RAMP PROJECT	9/9/23 - RAMP - AAA CLIENT	499.00	9/28/2023
	Aging - HHSC	TEXAS RAMP PROJECT	9/9/23 - RAMP - AAA CLIENT	499.00	9/28/2023
215323	Intern. Service - Copy	UNA COPY INC	#INV102787 - 2ND FLOOR COPIES 8/25-9/24/23	205.54	9/28/2023
215324	Maps	UNITED SUPERMARKETS LLC	8/18/23 - 9-1-1 ADV MTG SUPPLIES	25.27	9/28/2023
	Cost Pool	UNITED SUPERMARKETS LLC	8/21/23 - SUPPLIES FOR WDB BOARD MTGS	39.94	9/28/2023
	PRPC General Fund	UNITED SUPERMARKETS LLC	8/22/23 - PRPC BOARD MTG SUPPLIES	73.71	9/28/2023
	TWC Unrestricted Funds	UNITED SUPERMARKETS LLC	9/13/23 - REFRESHMENTS FOR GRANT CHECK PRESENTATION	67.51	9/28/2023
	PRPC General Fund	UNITED SUPERMARKETS LLC	9/3/23 - SODAS FOR MEETINGS	17.00	9/28/2023
	MAXIMUS	UNITED SUPERMARKETS LLC	9/6/23 - LUNCH FOR CG EDUCATIONAL SUPPORT GROUP	180.51	9/28/2023
	DRC	UNITED SUPERMARKETS LLC	9/7/23 - FOOD FOR DRC MEDIATION TRAINING	196.28	9/28/2023
215325	PRPC General Fund	UNITED WAY OF AMARILLO & CANYON	EMPLOYEE DEDUCTS - 9/23	701.38	9/28/2023
215326	Cost Pool	VERIZON WIRELESS	INV #9944038868 - 9/11-10/10/23 MBB INTERNET & CELL PHONES	629.85	9/28/2023
215327	Aging - HHSC	ROSS WELLESLEY	IRT MILEAGE & EXPENSE 8/16-8/23/23 - FACILITY VISITS	100.29	9/28/2023
215328	9-1-1 Management Plan	WESTERN STATES COMMUNICATIONS INC	INV #WSC-4431 - 9-1-1 SYSTEM MAINT/SUPP 9/1/23-8/31/24	120,483.78	9/28/2023
215329	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CARSON 9/13-10/12/23	438.10	9/28/2023
215330	WIA Dislocated Worker	XCEL ENERGY	UTILITY PMT 7/29-8/28/23 - WF CLIENT	257.54	9/28/2023
31246	Intern. Service - Accounting	MARY JULIA LYLES	INV #1008 - FINANCE TRNG HOURS - 8/23	462.50	9/7/2023
31247	CD Project Admin	ALEX GUERRERO	ORT 9/5-9/8/23 - AUSTIN/TARC	273.71	9/21/2023
31248	CD Project Admin	SAMANTHA HUBBARD	9/6/23 - TPIA MTG EXPENSE REIMBURSEMENT	100.47	9/21/2023
31249	PRPC General Fund	GRACIELA ARAGON	ORT 9/12-9/13/23 - AUSTIN/CCN MTG	302.94	9/28/2023
31250	Home Sec Conf/E-Waste Recycl	WILLIAM S BROWN	9/22/23 - BREAKFAST FOR PREP CONF SPEAKERS	25.44	9/28/2023
31251	PRPC General Fund	KATHY CABEZUELA	ORT 9/12-9/13/23 - AUSTIN/CCN MTG	381.55	9/28/2023
31252	DRC	JERRI GLOVER	9/8/23 - REIMB FOR MEDIATION TRNG SUPPLIES	102.50	9/28/2023
31253	Home Sec Conf/E-Waste Recycl	LORI GUNN	9/20 & 9/21/23 - REIMB FOR PREP CONF SPEAKER DINNERS	195.00	9/28/2023
82284	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (292636)	3,055.71	9/1/2023
82285	Child Care CCF	AMARILLO SW MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	3,173.67	9/1/2023
82286	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (292636)	11,162.01	9/1/2023
82287	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (292636)	6,766.84	9/1/2023
82288	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (292636)	3,123.78	9/1/2023
82289	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (292636)	3,486.80	9/1/2023
82290	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (292636)	393.94	9/1/2023
82291	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (292636)	1,696.53	9/1/2023

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82292	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (292636)	1,018.69	9/1/2023
82293	Child Care CCF	AMARILLO WESLEY COMMUNITY CTR	CHILD CARE SERVICES PROVIDED (292636)	11,085.64	9/1/2023
82294	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (292636)	23,436.08	9/1/2023
82295	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (292636)	7,104.29	9/1/2023
82296	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (292636)	8,111.73	9/1/2023
82297	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (292636)	267.37	9/1/2023
82298	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (292636)	2,140.31	9/1/2023
82299	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	953.79	9/1/2023
82300	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (292636)	4,859.35	9/1/2023
82301	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (292636)	6,178.64	9/1/2023
82302	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (292636)	792.69	9/1/2023
82303	Child Care CCF	SHAKERA MARIE JOHNSON	CHILD CARE SERVICES PROVIDED (292636)	1,534.56	9/1/2023
82304	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (292636)	9,129.33	9/1/2023
82305	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (292636)	10,530.55	9/1/2023
82306	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (292636)	3,358.73	9/1/2023
82307	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (292636)	722.66	9/1/2023
82308	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (292636)	779.95	9/1/2023
82309	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (292636)	854.48	9/1/2023
82310	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (292636)	3,524.11	9/1/2023
82311	Child Care CCF	TEXAS KINDER PREP-RIDGECREST CIRCLE	CHILD CARE SERVICES PROVIDED (292636)	2,560.55	9/1/2023
82312	Child Care CCF	WEE CARE CHILD CENTER INC.	CHILD CARE SERVICES PROVIDED (292636)	578.38	9/1/2023
82313	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	6,338.60	9/1/2023
82314	Child Care CCP	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (292636)	200.00	9/1/2023
82315	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (292636)	9,903.16	9/1/2023
82316	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (292636)	7,961.76	9/1/2023
82317	Child Care CCF	HAPPY DAYS CHILDCARE CTR & PS	CHILD CARE SERVICES PROVIDED (292636)	15,233.51	9/1/2023
82318	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	4,045.81	9/1/2023
82319	Child Care CCF	MCKENZIE EUDY	CHILD CARE SERVICES PROVIDED (292636)	646.54	9/1/2023
82320	Child Care CCF	K4B LEARNING DEPOT 6, LLC	CHILD CARE SERVICES PROVIDED (292636)	7,805.82	9/1/2023
82321	Child Care CCF	BUTTERCUP HOUSE INC	CHILD CARE SERVICES PROVIDED (292636)	1,517.85	9/1/2023
82322	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (292636)	1,269.70	9/1/2023
82323	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (292636)	1,902.38	9/1/2023
82324	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (292636)	19,770.48	9/1/2023
82325	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CTR	CHILD CARE SERVICES PROVIDED (292636)	9,235.47	9/1/2023
82326	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (292636)	3,352.59	9/1/2023
82327	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	13,418.16	9/1/2023
82328	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	1,256.52	9/1/2023
82329	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CTR	CHILD CARE SERVICES PROVIDED (292636)	2,072.55	9/1/2023
82330	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (292636)	272.17	9/1/2023
82331	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (292636)	1,358.45	9/1/2023
82332	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CTR	CHILD CARE SERVICES PROVIDED (292636)	4,851.02	9/1/2023
82333	Child Care CCF	KAITLIN IVIE	CHILD CARE SERVICES PROVIDED (292636)	2,860.43	9/1/2023
82334	Child Care CCF	DABAREH JOHNSON	CHILD CARE SERVICES PROVIDED (292636)	700.00	9/1/2023
82335	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (292636)	343.94	9/1/2023
82336	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (292636)	509.02	9/1/2023

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82337	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (292636)	563.48	9/1/2023
82338	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (292636)	3,005.89	9/1/2023
82339	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (292636)	9,537.94	9/1/2023
82340	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (292636)	507.90	9/1/2023
82341	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH	CHILD CARE SERVICES PROVIDED (292636)	8,880.18	9/1/2023
82342	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (292636)	416.29	9/1/2023
82343	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (292636)	522.61	9/1/2023
82344	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	103.57	9/1/2023
82345	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	281.45	9/1/2023
82346	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (292636)	97.07	9/1/2023
82347	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (292636)	4,291.06	9/1/2023
82348	Child Care CCF	DUMAS DISCOVERY CENTER INC.	CHILD CARE SERVICES PROVIDED (292636)	6,214.93	9/1/2023
82349	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (292636)	18.30	9/1/2023
82350	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	5,570.06	9/1/2023
82351	Child Care CCF	POLK STREET UNITED METHODIST CHURCH	CHILD CARE SERVICES PROVIDED (292636)	1,599.91	9/1/2023
82352	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY	CHILD CARE SERVICES PROVIDED (292636)	1,222.17	9/1/2023
82353	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (292636)	2,164.10	9/1/2023
82354	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (292636)	2,692.97	9/1/2023
82355	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (292636)	3,752.35	9/1/2023
82356	Child Care CCF	WEST TEXAS A&M UNIVERSITY	CHILD CARE SERVICES PROVIDED (292636)	194.65	9/1/2023
82357	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	317.72	9/1/2023
82358	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (292636)	32.60	9/1/2023
82359	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (292636)	2,998.40	9/1/2023
82360	Child Care CCF	KING'S MANOR METHODIST RETIREMENT SYSTEM	CHILD CARE SERVICES PROVIDED (292636)	1,152.84	9/1/2023
82361	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (292636)	6,167.04	9/1/2023
82362	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (292636)	29,281.20	9/1/2023
82363	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (292636)	14,176.99	9/1/2023
82364	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (292636)	5,872.46	9/1/2023
82365	Child Care CCF	BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (292636)	21,802.50	9/1/2023
82366	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (292636)	11,506.94	9/1/2023
82367	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (292636)	692.88	9/1/2023
82368	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	3,657.67	9/1/2023
82369	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (292636)	472.35	9/1/2023
82370	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (292636)	4,473.70	9/1/2023
82371	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	8,799.98	9/1/2023
82372	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	5,711.82	9/1/2023
82373	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	8,090.09	9/1/2023
82374	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (292636)	913.50	9/1/2023
82375	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	6,176.24	9/1/2023
82376	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (292636)	1,413.19	9/1/2023
82377	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (292636)	2,183.95	9/1/2023
82378	Child Care CCF	DEBORAH A MELTON	CHILD CARE SERVICES PROVIDED (292636)	848.26	9/1/2023
82379	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (292636)	11,603.21	9/1/2023
82380	Child Care CCF	DEEDEES DAYCARE	CHILD CARE SERVICES PROVIDED (292636)	247.65	9/1/2023
82381	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (292636)	1,016.59	9/1/2023

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82382	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (292636)	39,517.97	9/1/2023
82383	Child Care CCF	AMARILLO CATHOLIC CHILDREN'S DEV CTR	CHILD CARE SERVICES PROVIDED (292636)	1,704.65	9/1/2023
82384	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (292636)	9,413.35	9/1/2023
82385	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CDC	CHILD CARE SERVICES PROVIDED (292636)	3,961.29	9/1/2023
82386	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CTR	CHILD CARE SERVICES PROVIDED (292636)	40,300.31	9/1/2023
82387	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (292636)	4,267.05	9/1/2023
82388	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (292636)	3,415.10	9/1/2023
82389	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	7,759.24	9/18/2023
82390	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	5,064.37	9/18/2023
82391	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	6,492.38	9/18/2023
82392	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	5,627.20	9/18/2023
82393	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (294553)	3,682.76	9/18/2023
82394	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (294553)	2,059.98	9/18/2023
82395	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (294553)	1,063.60	9/18/2023
82396	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (294553)	6,109.00	9/18/2023
82397	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (294553)	2,606.76	9/18/2023
82398	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (294553)	1,592.23	9/18/2023
82399	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER	CHILD CARE SERVICES PROVIDED (294553)	9,281.15	9/18/2023
82400	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (294553)	8,195.10	9/18/2023
82401	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (294553)	3,189.11	9/18/2023
82402	Child Care CCF	WEE CARE CHILD CENTER INC.	CHILD CARE SERVICES PROVIDED (294553)	549.40	9/18/2023
82403	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (294553)	455.13	9/18/2023
82404	Child Care CCF	DUMAS DISCOVERY CENTER INC.	CHILD CARE SERVICES PROVIDED (294553)	4,480.90	9/18/2023
82405	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (294553)	54.90	9/18/2023
82406	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	4,965.50	9/18/2023
82407	Child Care CCF	POLK STREET UNITED METHODIST CHURCH	CHILD CARE SERVICES PROVIDED (294553)	1,685.70	9/18/2023
82408	Child Care CCF	HEREFORD DCC RUTH WARNER MEM	CHILD CARE SERVICES PROVIDED (294553)	834.08	9/18/2023
82409	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY	CHILD CARE SERVICES PROVIDED (294553)	1,097.41	9/18/2023
82410	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (294553)	1,184.00	9/18/2023
82411	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (294553)	3,423.24	9/18/2023
82412	Child Care CCF	WEST TEXAS A&M UNIVERSITY	CHILD CARE SERVICES PROVIDED (294553)	77.91	9/18/2023
82413	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	357.85	9/18/2023
82414	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (294553)	208.56	9/18/2023
82415	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (294553)	2,613.46	9/18/2023
82416	Child Care CCF	KING'S MANOR METHODIST RETIREMENT SYSTEM	CHILD CARE SERVICES PROVIDED (294553)	1,148.60	9/18/2023
82417	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (294553)	12,294.72	9/18/2023
82418	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (294553)	29,151.07	9/18/2023
82419	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (294553)	13,390.03	9/18/2023
82420	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (294553)	6,051.11	9/18/2023
82421	Child Care CCF	BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (294553)	18,723.80	9/18/2023
82422	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (294553)	24,917.09	9/18/2023
82423	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (294553)	691.64	9/18/2023
82424	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	3,658.34	9/18/2023
82425	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (294553)	471.43	9/18/2023
82426	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (294553)	5,198.39	9/18/2023

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Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
82427	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (294553)	1,397.11	9/18/2023
82428	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (294553)	1,958.30	9/18/2023
82429	Child Care CCF	DEBORAH A MELTON	CHILD CARE SERVICES PROVIDED (294553)	794.73	9/18/2023
82430	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	10,613.32	9/18/2023
82431	Child Care CCF	DEEDEES DAYCARE	CHILD CARE SERVICES PROVIDED (294553)	246.66	9/18/2023
82432	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (294553)	931.45	9/18/2023
82433	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (294553)	33,899.66	9/18/2023
82434	Child Care CCF	AMARILLO CATHOLIC CHILDREN'S DEV CTR	CHILD CARE SERVICES PROVIDED (294553)	1,728.65	9/18/2023
82435	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (294553)	7,539.10	9/18/2023
82436	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CDC	CHILD CARE SERVICES PROVIDED (294553)	3,001.91	9/18/2023
82437	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER	CHILD CARE SERVICES PROVIDED (294553)	35,272.48	9/18/2023
82438	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	3,013.15	9/18/2023
82439	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (294553)	2,540.85	9/18/2023
82440	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (294553)	3,163.19	9/18/2023
82441	Child Care CCF	AMARILLO SW MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	1,368.23	9/18/2023
82442	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (294553)	9,504.26	9/18/2023
82443	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (294553)	3,177.76	9/18/2023
82444	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (294553)	343.89	9/18/2023
82445	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (294553)	662.35	9/18/2023
82446	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (294553)	22,807.19	9/18/2023
82447	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (294553)	6,985.72	9/18/2023
82448	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (294553)	266.83	9/18/2023
82449	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (294553)	2,069.87	9/18/2023
82450	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	1,288.89	9/18/2023
82451	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (294553)	4,989.18	9/18/2023
82452	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (294553)	673.88	9/18/2023
82453	Child Care CCF	SHAKERA MARIE JOHNSON	CHILD CARE SERVICES PROVIDED (294553)	2,235.07	9/18/2023
82454	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (294553)	8,603.23	9/18/2023
82455	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (294553)	10,136.68	9/18/2023
82456	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (294553)	3,027.08	9/18/2023
82457	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (294553)	567.17	9/18/2023
82458	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (294553)	653.08	9/18/2023
82459	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (294553)	935.91	9/18/2023
82460	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (294553)	3,633.11	9/18/2023
82461	Child Care CCF	TEXAS KINDER PREP-RIDGECREST CIRCLE	CHILD CARE SERVICES PROVIDED (294553)	2,382.71	9/18/2023
82462	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	5,747.66	9/18/2023
82463	Child Care CCP	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (294553)	200.00	9/18/2023
82464	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (294553)	8,161.68	9/18/2023
82465	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (294553)	9,656.71	9/18/2023
82466	Child Care CCF	HAPPY DAYS CHILDCARE CTR & PS	CHILD CARE SERVICES PROVIDED (294553)	1,226.35	9/18/2023
82467	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (294553)	3,571.34	9/18/2023
82468	Child Care CCF	MCKENZIE EUDY	CHILD CARE SERVICES PROVIDED (294553)	702.96	9/18/2023
82469	Child Care CCF	K4B LEARNING DEPOT 6, LLC	CHILD CARE SERVICES PROVIDED (294553)	6,620.07	9/18/2023
82470	Child Care CCF	BUTTERCUP HOUSE INC	CHILD CARE SERVICES PROVIDED (294553)	1,319.10	9/18/2023
82471	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (294553)	720.93	9/18/2023

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82472	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (294553)	19.73	9/18/2023
82473	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (294553)	15,543.24	9/18/2023
82474	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CTR	CHILD CARE SERVICES PROVIDED (294553)	8,300.76	9/18/2023
82475	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (294553)	3,355.28	9/18/2023
82476	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	12,124.64	9/18/2023
82477	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	1,213.73	9/18/2023
82478	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CTR	CHILD CARE SERVICES PROVIDED (294553)	4,865.68	9/18/2023
82479	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (294553)	271.63	9/18/2023
82480	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (294553)	1,354.36	9/18/2023
82481	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE	CHILD CARE SERVICES PROVIDED (294553)	4,637.51	9/18/2023
82482	Child Care CCF	KAITLIN IVIE	CHILD CARE SERVICES PROVIDED (294553)	2,347.06	9/18/2023
82483	Child Care CCF	DABAREH JOHNSON	CHILD CARE SERVICES PROVIDED (294553)	700.00	9/18/2023
82484	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (294553)	532.52	9/18/2023
82485	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (294553)	202.32	9/18/2023
82486	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (294553)	897.50	9/18/2023
82487	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (294553)	2,332.41	9/18/2023
82488	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (294553)	9,284.45	9/18/2023
82489	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (294553)	507.19	9/18/2023
82490	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH	CHILD CARE SERVICES PROVIDED (294553)	9,017.10	9/18/2023
82491	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (294553)	245.73	9/18/2023
82492	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (294553)	521.97	9/18/2023
82493	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	4,156.91	9/18/2023
82494	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (294553)	2,728.02	9/18/2023
82495	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (296038)	3,292.60	9/29/2023
82496	Child Care CCF	AMARILLO SW MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	2,560.96	9/29/2023
82497	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (296038)	9,086.25	9/29/2023
82498	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (296038)	6,751.10	9/29/2023
82499	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (296038)	2,411.69	9/29/2023
82500	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (296038)	3,070.29	9/29/2023
82501	Child Care CCF	FIRST BAPTIST DIMMITT PRESCHOOL & DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	242.06	9/29/2023
82502	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (296038)	190.67	9/29/2023
82503	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (296038)	1,553.18	9/29/2023
82504	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	695.25	9/29/2023
82505	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER	CHILD CARE SERVICES PROVIDED (296038)	9,546.81	9/29/2023
82506	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (296038)	22,377.31	9/29/2023
82507	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (296038)	6,551.65	9/29/2023
82508	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (296038)	9,207.52	9/29/2023
82509	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (296038)	261.86	9/29/2023
82510	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	2,390.34	9/29/2023
82511	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	1,310.54	9/29/2023
82512	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (296038)	3,173.54	9/29/2023
82513	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (296038)	4,741.04	9/29/2023
82514	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (296038)	510.58	9/29/2023
82515	Child Care CCF	SHAKERA MARIE JOHNSON	CHILD CARE SERVICES PROVIDED (296038)	1,731.29	9/29/2023
82516	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (296038)	9,238.24	9/29/2023

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82517	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (296038)	9,744.48	9/29/2023
82518	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (296038)	3,012.48	9/29/2023
82519	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (296038)	307.10	9/29/2023
82520	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (296038)	678.71	9/29/2023
82521	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (296038)	923.86	9/29/2023
82522	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	4,174.04	9/29/2023
82523	Child Care CCF	TEXAS KINDER PREP-RIDGECREST CIRCLE	CHILD CARE SERVICES PROVIDED (296038)	2,345.74	9/29/2023
82524	Child Care CCF	WEE CARE CHILD CENTER INC.	CHILD CARE SERVICES PROVIDED (296038)	538.16	9/29/2023
82525	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	5,390.58	9/29/2023
82526	Child Care CCF	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	200.00	9/29/2023
82527	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (296038)	7,986.53	9/29/2023
82528	Child Care CCF	EMMA CANTU DBA ABC LEARNING CTR	CHILD CARE SERVICES PROVIDED (296038)	9,488.22	9/29/2023
82529	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	3,855.86	9/29/2023
82530	Child Care CCF	MCKENZIE EUDY	CHILD CARE SERVICES PROVIDED (296038)	701.17	9/29/2023
82531	Child Care CCF	K4B LEARNING DEPOT 6, LLC	CHILD CARE SERVICES PROVIDED (296038)	6,287.03	9/29/2023
82532	Child Care CCF	BUTTERCUP HOUSE INC	CHILD CARE SERVICES PROVIDED (296038)	1,268.49	9/29/2023
82533	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (296038)	532.94	9/29/2023
82534	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (296038)	14,839.36	9/29/2023
82535	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CTR	CHILD CARE SERVICES PROVIDED (296038)	7,550.28	9/29/2023
82536	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (296038)	3,322.48	9/29/2023
82537	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	12,072.32	9/29/2023
82538	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	828.57	9/29/2023
82539	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CTR	CHILD CARE SERVICES PROVIDED (296038)	4,806.61	9/29/2023
82540	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (296038)	266.66	9/29/2023
82541	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (296038)	1,353.16	9/29/2023
82542	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CTR	CHILD CARE SERVICES PROVIDED (296038)	4,522.09	9/29/2023
82543	Child Care CCF	KAITLIN IVIE	CHILD CARE SERVICES PROVIDED (296038)	1,918.64	9/29/2023
82544	Child Care CCF	DABAREH JOHNSON	CHILD CARE SERVICES PROVIDED (296038)	700.00	9/29/2023
82545	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (296038)	460.33	9/29/2023
82546	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (296038)	179.53	9/29/2023
82547	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (296038)	1,191.93	9/29/2023
82548	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (296038)	2,142.50	9/29/2023
82549	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (296038)	8,667.39	9/29/2023
82550	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (296038)	500.67	9/29/2023
82551	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH	CHILD CARE SERVICES PROVIDED (296038)	7,715.66	9/29/2023
82552	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (296038)	255.05	9/29/2023
82553	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (296038)	605.47	9/29/2023
82554	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	7,983.26	9/29/2023
82555	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	5,067.05	9/29/2023
82556	Child Care CCF	LITTLE TROOPERS LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	93.66	9/29/2023
82557	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (296038)	457.50	9/29/2023
82558	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (296038)	3,656.75	9/29/2023
82559	Child Care CCF	DUMAS DISCOVERY CENTER INC.	CHILD CARE SERVICES PROVIDED (296038)	3,976.49	9/29/2023
82560	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	4,960.14	9/29/2023
82561	Child Care CCF	POLK STREET UNITED METHODIST CHURCH	CHILD CARE SERVICES PROVIDED (296038)	1,592.27	9/29/2023

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82562	Child Care CCF	HEREFORD DCC RUTH WARNER MEM	CHILD CARE SERVICES PROVIDED (296038)	876.48	9/29/2023
82563	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY	CHILD CARE SERVICES PROVIDED (296038)	1,065.10	9/29/2023
82564	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (296038)	1,421.41	9/29/2023
82565	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (296038)	2,041.09	9/29/2023
82566	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (296038)	3,207.04	9/29/2023
82567	Child Care CCF	WEST TEXAS A&M UNIVERSITY	CHILD CARE SERVICES PROVIDED (296038)	176.22	9/29/2023
82568	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	414.62	9/29/2023
82569	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (296038)	252.59	9/29/2023
82570	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (296038)	2,883.85	9/29/2023
82571	Child Care CCF	KING'S MANOR METHODIST RETIREMENT SYSTEM	CHILD CARE SERVICES PROVIDED (296038)	1,110.49	9/29/2023
82572	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (296038)	12,917.93	9/29/2023
82573	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (296038)	28,573.36	9/29/2023
82574	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (296038)	12,923.60	9/29/2023
82575	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (296038)	6,125.40	9/29/2023
82576	Child Care CCF	BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (296038)	18,332.76	9/29/2023
82577	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (296038)	25,753.10	9/29/2023
82578	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (296038)	680.57	9/29/2023
82579	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	4,601.62	9/29/2023
82580	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (296038)	463.25	9/29/2023
82581	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (296038)	5,670.95	9/29/2023
82582	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	7,999.13	9/29/2023
82583	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	4,643.84	9/29/2023
82584	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	6,045.93	9/29/2023
82585	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (296038)	1,149.52	9/29/2023
82586	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	5,668.01	9/29/2023
82587	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (296038)	1,505.31	9/29/2023
82588	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (296038)	1,807.67	9/29/2023
82589	Child Care CCF	DEBORAH A MELTON	CHILD CARE SERVICES PROVIDED (296038)	769.88	9/29/2023
82590	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (296038)	10,318.99	9/29/2023
82591	Child Care CCF	DEEDEES DAYCARE	CHILD CARE SERVICES PROVIDED (296038)	237.72	9/29/2023
82592	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (296038)	903.67	9/29/2023
82593	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (296038)	33,680.28	9/29/2023
82594	Child Care CCF	AMARILLO CATHOLIC CHILDREN'S DEV CTR	CHILD CARE SERVICES PROVIDED (296038)	2,278.84	9/29/2023
82595	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (296038)	7,472.23	9/29/2023
82596	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CDC	CHILD CARE SERVICES PROVIDED (296038)	2,668.61	9/29/2023
82597	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER	CHILD CARE SERVICES PROVIDED (296038)	36,210.16	9/29/2023
82598	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (296038)	2,771.23	9/29/2023
82599	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (296038)	2,754.57	9/29/2023
		AMARILLO NATIONAL BANK	WFD - INCENTIVE PAYMENTS - 9/23	2,717.00	
		CENTENNIAL BANK	BUILDING IMPROVEMENT PMT 9/12/23	6,645.07	
		DATAPATH CREDIT SERVICES	EMPLOYEE FLEX DRAFTS 9/23	178.79	

Panhandle Regional Planning Commission  
 Check/Voucher Register  
 From 9/1/2023 Through 9/30/2023

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
		ROSCOMMON - ABA ADMINISTRATORS	HEALTH INSURANCE DRAFT 9/23	39,360.66	
		TOOT'N TOTUM FOOD STORES LLC	VEHICLE FUEL 8/15/23-9/14/23	180.04	
		HUXFORD GROUP	WIRE TRANSFERS 9/23	325,751.00	
		VANTAGEPOINT T. AGENTS - 401	WIRE TRANSFERS 9/23	51,355.16	
		VANTAGEPOINT T. AGENTS - 457	WIRE TRANSFERS 9/23	6,878.22	
		VANTAGEPOINT T. AGENTS - ROTH IRA	WIRE TRANSFERS 9/23	2,048.78	
			TOTAL AMOUNT:	2,643,718.01	
			TOTAL NUMBER OF ELECTRONIC FUND TRANSFERS:	274	
			TOTAL NUMBER OF CHECKS WRITTEN:	149	
			TOTAL NUMBER OF WIRE TRANSFERS:	10	
			TOTAL NUMBER OF ANB BANK CARDS:	17	
			TOTAL NUMBER OF EMPLOYEE FLEX DRAFTS:	3	

# ITEM 7

## MEMORANDUM

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Trent Taylor, Finance Director  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 7  
PRPC Investment Funds Report

### BACKGROUND

Pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on April 27, 2023 for funds under our control. I submit the following for your approval.

	Balance@ <u>3/31/23</u>	Balance@ <u>6/30/2023</u>	Balance@ <u>9/30/2023</u>
PRPC's Money Market Fund	\$3,420,152	\$3,513,971	\$2,554,984
9-1-1's Money Market Fund	122	67	57
Total MMIA Funds	<u>\$3,420,274</u>	<u>\$3,513,972</u>	<u>\$2,555,041</u>
CDARS CD	Duration	Return	
5/11/2023 – 11/09/2023	26 Weeks	4.85%	\$500,000
6/29/2023 – 12/28/2023	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$3,555,041</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of August was 5.12%. The 9-1-1 fund earned an average annual yield of 3.71%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

### RECOMMENDATION

Staff recommends that the Board of Directors accept this report as submitted.

# ITEM 8

## **MEMORANDUM**

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 8  
Minority Elected Official Board Member Appointment

### **BACKGROUND**

The Panhandle Regional Planning Commission's Bylaws calls for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment.

Commissioner Juan Cantu of Lipscomb County, Alderwoman Yolanda Robledo with the City of Bovina and Sheriff Sal Rivera of Castro County currently hold the three elected official positions. The term of Alderwoman Yolanda Robledo is expiring. Staff has visited with Alderwoman Robledo and she has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

### **RECOMMENDATION**

Staff recommends that the Board of Directors re-appoint Alderwoman Yolanda Robledo to a three-year term on the PRPC Board of Directors

# ITEM 9

## MEMORANDUM

**DATE:** October 26, 2023

**TO:** PRPC Board of Directors

**FROM:** Jaime Sharp, Area Agency on Aging Caregiver Program Specialist

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 9  
Presentation on the 17<sup>th</sup> Annual Caregiver Conference

### BACKGROUND

The AAA has partnered with the Alzheimer's Association to present the 17th Annual Caregiver Conference featuring Lori La Bey, founder of Alzheimer's Speaks, on living graciously alongside dementia. The conference is scheduled for Friday, November 10, 2023 and will be held at Polk St. United Methodist Church in Amarillo.

La Bey will explore with attendees the latest changes in dementia care defining what "Dementia Friendly" means and how personal and organizational culture affects those dealing with a diagnosis of Alzheimer's or other forms of dementia. We will look at who we are as individuals, families, and friends and how routines and traditions can be easily modified to give a person with dementia more control over their symptoms. In the afternoon we'll have a screening of the film A Timeless Love and discussion led by La Bey on real-life stigmas associated with dementia and what we can do as individuals to make a difference in a positive light.

This event is free and open to the public. It is all made possible by our generous sponsors including the Alzheimer's Association, the Texas Silver Star Room, Panhandle AHEC, Cathy Wood Seniors Real Estate Specialist, Park Central, Amarillo College, High Plains Senior Care, and Enhabit Home Health and Hospice.

The AAA encourages family caregivers and anyone providing care to an individual with Alzheimer's or dementia to attend.

### RECOMMENDATION:

No action necessary, this is an informational item.

THE AREA AGENCY ON AGING OF THE PANHANDLE  
& THE ALZHEIMER'S ASSOCIATION PRESENT:

The 17th Annual

# Caregiver Conference



LORI LA BEY

 POLK ST UNITED METHODIST CHURCH  
1401 SOUTH POLK ST. AMARILLO, TX 79101

LIVING GRACIOUS ALONGSIDE DEMENTIA

**FRIDAY, NOVEMBER 10, 2023**

8:00 AM - 8:45 AM **Welcome Reception and Registration**

8:45 AM - 9:00 AM **Opening Prayer and Proclamation**

9:00 AM - 11:30 AM **Keynote Speaker: Lori La Bey**  
FOUNDER OF ALZHEIMER'S SPEAKS AND  
DEMENTIA INFLUENCER

11:30 AM - 1:00 PM **Lunch Provided by The Alzheimer's Association**

1:00 PM - 4:30 PM **Special Screening of A Timeless Love and Presentation**

4:30 PM - 5:00 PM **Wrap Up and Evaluations**

AMARILLO COLLEGE IS AN APPROVED PROVIDER THROUGH THE TEXAS STATE BOARD OF SOCIAL WORKERS AND PROVIDES CEU'S FOR SOCIAL WORKERS. AMARILLO COLLEGE PROVIDES CONTACT HOURS OF CONTINUING EDUCATION FOR LICENSED PROFESSIONAL COUNSELORS, LICENSED MARRIAGE FAMILY THERAPISTS, AND PSYCHOLOGISTS.

 FREE  
SEMINAR

 LUNCH  
PROVIDED

 6+ CEU HOURS FOR  
PROFESSIONALS

**Registration Deadline  
Friday, November 3rd**

Contact Michelle Sulik at 806-651-3481  
or scan the QR Code to register online.  
<https://bit.ly/17thAnnualCC>



SCAN



Park Central



enhabit  
Home Health & Hospice

 Cathy Wood  
Seniors Real Estate Specialist  
Moving Forward Real Estate Team  
at KW Amarillo



ALZHEIMER'S ASSOCIATION

Area Agency  
on Aging  
of the Panhandle

# ITEM 10

## MEMORANDUM

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Jarian Fred, Local Government Services Program Coordinator  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 10  
Region A Panhandle Water Planning Group Funding Contract  
Amendment No. 2 for the 2026 Regional Water Plan and Associated  
Consulting Contract

### BACKGROUND

On April 17, 1998, the Board of Directors approved an agreement with the Panhandle Water Planning Group (PWPG) designating the Planning Commission as the administrative entity for the regional water planning process. Since that time, Local Government Services staff has assisted the Panhandle Water Planning Group in the development of five regional water plans completed in 2001, 2006, 2011, 2016 and 2021.

The regional water planning process is statutorily required to be conducted by a political subdivision of the State of Texas, and the neutrality that the PRPC has brought to the process in the Panhandle Region has traditionally be very favorably viewed by the Cities, Counties, and Special Districts served by PRPC.

In June of 2021, this body approved initial funding for the sixth cycle of planning dollars in the development of the 2026 Regional Water Plan and subsequently in July of 2022 this body approved the Contract Amendment No. 1 for an additional \$259,502 for FY22-23. During the month of October, the Texas Water Development Board (TWDB) authorized execution of FY24-25 contract amendments for the continuation of the 2026 Regional Water Plan. Under these appropriations, PRPC on behalf of the PWPG, will be appropriated an additional \$364,465 with an anticipated total not to exceed \$864,386 in the following funding years to complete the 2026 Regional Water Plan. The additional funds coming available will be contingent on future legislative sessions and contract amendments.

The increase of committed funds for FY24-25 will increase the total project cost, amends the scope of work for tasks 1-10 and expense budget for subcontractor services.

### RECOMMENDATION

Staff recommends that the Board of Directors authorize the Executive Director to execute the Contract Amendment No. 2 with the Texas Water Development Board for the additional appropriation of funding to carry out the 2026 Panhandle Regional Water Plan on behalf of the Panhandle Water Planning Group and associated Consulting Contracts.



<b>Business Unit:</b> 58000	<b>Requester:</b> 00010094077	<b>Status:</b> Approved
<b>Requisition:</b> 0000001644	<b>Requested By:</b> Ronald L Ellis	<b>Currency:</b> USD
<b>Requisition Name:</b> CONT_Amd2_2148302553_2024_RegA	<b>Entered Date:</b> 9/20/23	<b>Requisition Total:</b> 182,232.50
<b>Header Comments:</b> Contract amendment increases committed funds for FY24 and FY25. Requisition is for FY24 funds. New requisition will be routed in FY25. Contract amendment increases committed funds for FY24 and FY25. Requisition is for FY24 funds. New requisition will be routed in FY25.		

<b>Line:</b> 1	<b>Item Description:</b> Regional Water Planning Contract Amendment 2 Region A	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Price:</b> 182232.5000	<b>Line Total:</b> 182,232.50
					<b>Line Status:</b> Approved

<b>Ship Line:</b> 1	<b>Ship To:</b> SFAHQ	<b>Address:</b>	<b>Shipping Quantity:</b> 1.0000
<b>Attention:</b> Ronald L Ellis	<b>Due Date:</b>	1700 Congress Avenue	<b>Shipping Total:</b> 182,232.50
<b>Ship Via:</b> VENDOR	<b>Freight Terms:</b> FOB DESTIN	6th Floor - TWDB Austin TX 78701 United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	SFAHQ	1.0000	100.00	182,232.50	58000	7613

Dept	Fund	Program	Class	Budget Ref
N910	4830	00	30430	2024

Open QTY	PC BU	Project	Open Amt
0.0000	58000	E02011	182232.5000

GL Base Amount	Currency	Sequence	Capitalize
182,232.50	USD	0	N

Chartfield 2
7613

TWDB Contract No. 2148302553

STATE OF TEXAS

TEXAS WATER DEVELOPMENT BOARD

TRAVIS COUNTY

and

PANHANDLE REGIONAL PLANNING COMMISSION

AMENDMENT NO. 2

This Contract, executed on July 15, 2021 and amended on October 12, 2022, is hereby amended as follows:

1. SECTION I, ARTICLE I, Paragraph C, COMMITTED FUNDS, is increased by \$364,465.00, bringing the total COMMITTED FUNDS to \$773,270.00.
2. SECTION I, ARTICLE I, Paragraph U, TOTAL PROJECT COST, the not to exceed amount is increased to \$864,386.00.
3. SECTION I, ARTICLE II, Paragraph D, is added as follows:
  - D. A total of \$182,233.50 identified as Committed Funds under SECTION I, ARTICLE I, Paragraph C will not become available until September 1, 2024.
4. SECTION II, ARTICLE II, Paragraph A, is replaced with the following:
  - A. CONTRACTOR must develop a TECHNICAL MEMORANDUM, INITIALLY PREPARED REGIONAL WATER PLAN, and REGIONAL WATER PLAN for the REGIONAL WATER PLANNING AREA according to:
    1. Exhibit A – Second Amended Scope of Work
    2. Exhibit B – Second Amended Task and Expense Budgets
    3. Exhibit C – Second Amended General Guidelines for Development of the 2026 Regional Water Plans<sup>1</sup>
    4. Exhibit D – Guidelines for 2026 Regional Water Plan Data Deliverables<sup>1</sup>
    5. Exhibit E – Original Application (cover pages as a reference to the full, original grant application)

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<sup>1</sup> Exhibit C, Second Amended General Guidelines for Development of the 2026 Regional Water Plans and Exhibit D, Guidelines for 2026 Regional Water Plan Data Deliverables, will be posted on the TWDB website at: <https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/documents.asp>. The RWPGs must utilize the latest version posted on the website.

5. Exhibit A, First Amended Scope of Work, is replaced with Second Amended Scope of Work, replacement exhibits are attached.
6. Exhibit B, First Amended Task and Expense Budgets, is replaced with Second Amended Task and Expense Budgets, replacement exhibits are attached
7. Exhibit C, First Amended General Guidelines for Development of the 2026 Regional Water Plans, will be revised and placed on the TWDB website, denoted as Second Amended General Guidelines for Development of the 2026 Regional Water Plans.

All other terms and conditions of TWDB Contract No. 2148302553 remain the same in full force.

IN WITNESS WHEREOF, the parties hereto cause this Amendment to be duly executed.

TEXAS WATER DEVELOPMENT BOARD

PANHANDLE REGIONAL PLANNING COMMISSION

By: \_\_\_\_\_  
Jeff Walker  
Executive Administrator

By: \_\_\_\_\_  
Michael J. Peters  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**Exhibit A**

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**Second Amended Scope of Work**

**2026 Regional Water Plans**

**September 2023**

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<sup>1</sup> Requirements for each task are further explained in the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.

## Task 1- Planning Area Description

The objective of this task is to prepare a standalone chapter (in accordance with 31 Texas Administrative Code (TAC) §357.22(b)) to be included in the 2026 Regional Water Plan (RWP) that describes the regional water planning area (RWPA).

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.30.

### **This Task includes, but is not limited to, performing all work in accordance with Texas Water Development Board (TWDB) rules and guidance required to:**

1. Designate major water providers (MWP) in the RWPA for planning purposes.
2. Identify wholesale water providers (WWP) in the RWPA for planning purposes.
3. Review and summarize relevant existing planning documents in the region including those that have been developed since adoption of the previous regional water plan. Documents to be summarized include those referenced under 31 TAC §357.22.
4. Prepare a chapter that describes the RWPA including the following:
  - a. social and economic aspects of a region such as information on current population, economic activity and economic sectors heavily dependent on water resources;
  - b. current water use and major water demand centers;
  - c. current groundwater, surface water, and reuse supplies including major springs that are important for water supply or protection of natural resources;
  - d. MWPs;
  - e. agricultural and natural resources;
  - f. identified water quality problems;
  - g. identified threats to agricultural and natural resources due to water quantity problems or water quality problems related to water supply;
  - h. summary of existing local and regional water plans;
  - i. the identified historic drought(s) of record within the planning area;
  - j. current preparations for drought within the RWPA;
  - k. information compiled by the TWDB from water loss audits performed by Retail Public Utilities pursuant to 31 TAC §358.6 (relating to Water Loss Audits); and
  - l. an identification of each threat to agricultural and natural resources and a discussion of how that threat will be addressed or affected by the water management strategy (WMS) evaluated in the plan.
5. Disseminate the chapter document and related information to regional water planning group (RWPG) members for review.
6. Modify the chapter document based on RWPG, public, and/or agency comments.
7. Submit the chapter document to the TWDB for review and approval.
8. Make all efforts required to obtain final approval of the regional water plan (RWP) chapter by the TWDB.

**Deliverables:** A completed Chapter 1 describing the RWPA must be included in the Initially Prepared Plan (IPP) and final 2026 RWP.

## Task 2A - Non-Municipal Water Demand Projections

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2B and included in the 2026 RWP that describes the projected population and water demands in the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will develop draft non-municipal water demand projections for 2030-2080 for all water demand categories unrelated to population (mining, manufacturing, irrigation, steam-electric power, and livestock) based on the most recent TWDB historical water use estimates. The same methodologies used for the 2022 State Water Plan will be applied to the 2027 State Water Plan projections, except for mining demands. The draft mining demand projections will be prepared based on an updated methodology to be developed by the Bureau of Economic Geology through a contracted mining water use study funded by the United States Geological Survey.

TWDB staff will provide draft water demand projections for all associated non-municipal water user group (WUG) to the RWPGs for their review and input.

Each RWPG will review the draft projections and may provide input to the TWDB or request specific changes to the draft projections from TWDB along with justifications and supporting data as specified in the guidance document *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*. The emphasis of this effort will be on identifying appropriate revisions based on relevant changed conditions that have occurred since the development of the projections used in the 2022 State Water Plan.

If adequate justification is provided by the RWPG to the TWDB, draft water demand projections may be adjusted by the TWDB in consultation with the Texas Department of Agriculture, Texas Commission on Environmental Quality, and Texas Parks and Wildlife Department. Once RWPG input and requested changes are considered, final water demand projections will be adopted by the TWDB's governing Board (Board). The adopted projections will then be provided to each RWPG. Planning groups must use the Board-adopted projections when preparing their RWPs.

TWDB will directly populate the state water planning database (DB27) with all WUG-level projections and make related changes to DB27 based on Board-adopted projections.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Receive and make publicly available the draft non-municipal water demand projections provided by the TWDB.
2. Evaluate draft non-municipal water demand projections provided by the TWDB.
3. Review comments received from local entities and the public for compliance with TWDB requirements.
4. Prepare detailed feedback on draft non-municipal water demand projections, as necessary, including justification and documentation supporting requested changes from the RWPG and/or local entities with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2022 State Water Plan.
5. Submit numerical requests for revisions of draft non-municipal water demand projections in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG, based on, for example, requests received from local entities, in accordance with the contract guidance

document *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.

6. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
7. Assist the TWDB, as necessary, in resolving final allocations of water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
8. Prepare non-municipal water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary, and incorporate into any Technical Memorandum, IPP, and final RWP. Any RWPG-created data tables should match the appropriate final data as reported by DB27.
9. Modify any associated non-municipal water demand projections for MWPs, as necessary based on final, Board-adopted WUG water demand projections.
10. Review the TWDB *Water Demand* report(s) from DB27 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
11. Update WWP contractual obligations to supply water to other entities and report this information along with projected demands, including within DB27 and within any planning memorandums or reports, as appropriate.
12. Review aggregated water demand projections for MWPs provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the planning group into DB27 if the MWP is a WWP.
13. Summarize and present projected water demands for MWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.
14. Disseminate the chapter document and related information to RWPG members for review.
15. Modify the chapter document based on RWPG, public, and/or agency comments.
16. Submit the chapter document to the TWDB for review and approval; and
17. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the IPP and final 2026 RWP.

## **Task 2B - Population and Municipal Water Demand Projections**

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2A and included in the 2026 RWP that describes the projected population and water demands in the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will prepare a new municipal WUG entity list including collective reporting units for each RWPG based on the WUG criteria under 31 TAC §357.10(43) with associated historical population and water use estimates and Gallons Per Capita Daily (GPCD) and provide them to RWPGs for their review and input.

RWPGs will then review the draft municipal WUG list and historical population and water use and provide input to the TWDB or request specific changes to the WUG list including water systems included in collective reporting unit list and changes/corrections to historical population, water use estimates, or GPCDs.

Once the municipal WUG list is finalized TWDB staff will develop draft population and associated municipal water demand projections for 2030-2080 for all municipal WUGs using data based on the 2020 decennial Census, updated county-level population projections from the Texas Demographic Center, and historical population and water use estimates and growth.

TWDB staff will provide draft population projections and associated water demand projections for all municipal WUGs based on utility service boundaries to RWPGs for their review and input. If adequate justification is provided by the RWPGs to the TWDB, draft population and/or municipal water demand projections may be adjusted by the TWDB in consultation with Texas Department of Agriculture, Texas Commission on Environmental Quality, and Texas Parks and Wildlife Department. Once planning group input and requested changes are considered, final population and associated municipal water demand projections will be adopted by the Board. The adopted projections, based on utility service areas, will be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their RWPs.

TWDB will directly populate DB27 with all WUG-level projections and make related changes to DB27 if revisions are made.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Receive and review a draft municipal WUG entity list and detailed public water system list within each collective reporting unit provided by the TWDB and submit identified corrections to WUG-water systems relations or WUG names to the TWDB. Once finalized, the municipal WUG entity list will be populated into DB27.
2. Receive and review historical population and water use estimates and GPCDs provided by the TWDB and submit identified corrections to the TWDB.
3. Receive and make publicly available the draft population and associated municipal water demand projections provided by the TWDB that are based on utility service areas.
4. Evaluate draft population, GPCDs, Plumbing Code Savings (PC Savings) and associated municipal water demand projections provided by the TWDB.
5. Review and summarize comments received from local entities and the public for compliance with TWDB requirements.
6. Provide detailed revision requests to the TWDB for population, GPCDs, PC Savings and associated municipal water demand projections, as necessary, including justification and documentation supporting suggested changes with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2022 State Water Plan.
7. Submit numerical requests for revisions of draft population, GPCDs, PC Savings and municipal water demand projections in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG, based on, for example, requests received from local entities, in accordance with the contract guidance document *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
8. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.

9. Assist the TWDB, as necessary, in resolving final allocations of population and municipal water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
10. Prepare population and municipal water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary, and incorporate into any Technical Memorandum, IPP, and final RWP. Any RWPG-created data tables must match the appropriate final data as reported by DB27.
11. Modify any associated population and municipal water demand projections for MWPs, as necessary based on final, Board-adopted WUG population and water demand projections.
12. Review the TWDB *Population and Water Demand* reports from DB27 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
13. Update WWP contractual obligations to supply water to other entities and report this information along with projected demands including within DB27 and within any planning memorandums or reports, as appropriate.
14. Review aggregated water demand projections for MWPs provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the RWPG, into DB27 if the MWP is a WWP.
15. Summarize and present projected water demands for MWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.
16. Disseminate the chapter document and related information to RWPG members for review.
17. Modify the chapter document based on RWPG, public, and/or agency comments.
18. Submit the chapter document to the TWDB for review and approval.
19. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the IPP and final 2026 RWP.

### Task 3 - Water Supply Analysis

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be included in the 2026 RWP that documents the evaluation of the region's source availability and existing water supplies.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.32.

This task involves updating or adding groundwater, surface water, reuse, and other water source availability estimates, and existing WUG and WWP water supplies that were included in the 2021 RWP, in accordance with methodology described in Section 2.3 of the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans* for estimating surface water, groundwater, systems, reuse, and other supplies during drought of record conditions. All water availability and water supply estimates will be extended through 2080. This task also includes all work required to coordinate with other planning regions to develop and allocate estimates of water availability and existing water supplies.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

**A. Estimate Surface Water Availability and Existing WUG and WWP Surface Water Supplies**

1. Select hydrologic assumptions, models, and operational procedures for modeling the region's river basins and reservoirs using the most current TCEQ Water Availability Models (WAMs) in a manner appropriate for assessment of existing surface water supply and regional water planning purposes. Reservoir systems<sup>2</sup> and their yields must be modeled in accordance with the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
2. Obtain TWDB Executive Administrator approval of hydrologic assumptions or models and for any variations from modeling requirements in the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
3. As necessary and appropriate, modify or update associated WAMs or other models to reflect recent changes to permits, transfers, legal requirements, new water rights, and/or specified operational requirements. Note that incorporating anticipated sedimentation into firm yield analyses is a required modification that does not require a hydrologic variance approval from the Executive Administrator.
4. Assign available water supplies, as appropriate, to WUGs and WWPs including conducting supply analyses for WWPs.
5. Apply the TCEQ WAMs, as modified and approved by TWDB, and/or other appropriate models to quantify firm yield for major reservoirs, reservoir systems, and firm diversion for run-of-river water rights, as determined on at least a monthly time-step basis. Reservoir firm yield must be quantified based on the most recent measured capacity and estimated capacity in year 2080.
6. Evaluate TCEQ Water System Data Reports<sup>3</sup> from the Drinking Water Watch or Safe Drinking Water Information System (SDWIS) website for municipal WUGs that use surface water and identify any physical constraints limiting existing water supplies to WUGs and/or WWPs. Consider constraints that limit delivering treated water to WUGs. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.
7. Update information on WWP contractual obligations to supply water to other entities in DB27. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements must be assumed to renew at the contract termination date, for example, if the contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.
8. Based on the source water availability, existing infrastructure capacity, and associated physical, operational, and legal limitations, determine the existing surface water supply available from each surface water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record.
9. Complete and update all required data elements for DB27 through the web interface.
10. Compile firm yield and diversion information by source, WUG, WWP, county, river basin, and planning region as necessary to obtain decadal estimates of existing surface water supply throughout the planning period. This will be facilitated by *TWDB DB27 Source Availability* and associated *TWDB DB27 WUG Existing Water Supply* reports using data

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<sup>2</sup> Reservoir systems must be approved by TWDB and identified as such in DB27.

<sup>3</sup> Available from TCEQ at <http://dww2.tceq.texas.gov/DWW/>.

provided by RWPGs and made available to all RWPGs through the TWDB Database Reports application.

11. Review the TWDB *Source Availability and WUG Existing Water Supply* reports from DB27 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
12. Prepare summaries of water availability by source and incorporate into any Technical Memorandum, IPP, and final RWP.
13. Prepare summaries of existing supplies for WUGs and incorporate into any Technical Memorandum, IPP, and final RWP.
14. Summarize and present existing water supplies for MWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.

#### **B. Estimate Groundwater Availability and Existing WUG and WWP Groundwater Supplies:**

1. Obtain and review the modeled available groundwater (MAG) volumes that are developed by TWDB based on the desired future conditions (DFCs) adopted by groundwater management areas (GMAs). Note that MAG volumes for each aquifer will be entered into DB27 directly by the TWDB, including as split into discrete geographic-aquifer units by: Aquifer; County; River Basin; and Region.
2. In RWPA in which no Groundwater Conservation District (GCD) exists<sup>4</sup>, develop RWPG-estimated groundwater availability for Board review and approval prior to inclusion in the IPP<sup>5</sup> and in accordance with the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
3. Develop RWPG-estimated groundwater availability for aquifers or portions of aquifers that do not have a DFC or associated MAG. Consider the impacts of the annual MAG volumes on the RWP including how it impacts existing water supplies.
4. In areas with GCDs, obtain GCD Management Plans and GCD information<sup>6</sup> to be considered when estimating existing supplies and water management strategies under future tasks. Attend GCD and/or GMA meetings as necessary.
5. Assign available water supplies, as appropriate, to WUGs and WWPs including conducting supply analyses for WWPs.
6. Select hydrologic and other assumptions for distribution of available groundwater for potential future use by WUGs (e.g., via a pro-rationing policy) as existing supply based on models and operational procedures appropriate for assessment of water supply and regional water planning purposes. A specific hydrologic variance request, in accordance with the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*, is required to utilize a MAG Peak Factor to accommodate temporary increases in existing annual availability for planning purposes.
7. Evaluate TCEQ Water System Data Reports<sup>7</sup> from the Drinking Water Watch or SDWIS website for municipal WUGs using groundwater and identify any physical constraints limiting existing water supplies to WUGs and/or WWPs. Limitations to be considered based

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<sup>4</sup> Related to 84(R) SB 1101 requirements. As of September 2023, these requirements only apply to the North East Texas (Region D) RWPG, as it is the only region currently in the state with no GCDs in its RWPA.

<sup>5</sup> 31 TAC §357.32(d)(2).

<sup>6</sup> <https://www.twdb.texas.gov/groundwater/index.asp>

<sup>7</sup> Available from TCEQ at <http://dww2.tceq.texas.gov/DWW/>

on delivering treated water to WUGs. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.

8. Update information on WWP contractual obligations to supply water to other entities in DB27. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements shall be assumed to renew at the contract termination date, for example, if the contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.
9. Compile and/or update information regarding acquisitions of groundwater rights, for example, for transfer to municipal use, and account for same in the assessment of both availability and existing groundwater supplies.
10. Based on the source water availability, existing infrastructure capacity, and associated physical, operational, and legal limitations, determine the existing groundwater supply available from each water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record.
11. Complete and update all required data elements for DB27 through the web interface in accordance with the *Guidelines for 2026 Regional Water Planning Data Deliverables*.
12. Compile groundwater availability information by source, WUG, WWP county, river basin, and planning region as necessary to obtain decadal estimates of supply throughout the planning period. This will be facilitated by *TWDB DB27 Source Availability* and associated *TWDB DB27 WUG Existing Water Supply* reports using data provided by RWPGs and made available to all RWPGs through the TWDB Database Reports application
13. Review the *TWDB Source Availability and WUG Existing Water Supply* reports from DB27 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
14. Prepare summaries of water availability by source and incorporate into any Technical Memorandum, IPP, and final RWP.
15. Prepare summaries of existing supplies for WUGs and incorporate into any Technical Memorandum, IPP, and final RWP.
16. Summarize and present existing water supplies for WWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.

### **C. Estimate System, Reuse, and Other Types of Existing Supplies:**

1. Integrate firm water supplies for WUGs using a system of supply sources (e.g., surface water, storage, and groundwater).
2. Research and quantify existing supplies and commitments of treated effluent through direct and indirect reuse.
3. Compile system, reuse, and other availability information by source, WUG, WWP, county, river basin, and planning region as necessary to obtain decadal estimates of supply throughout the planning period.
4. Assign available water supplies, as appropriate, to WUGs and WWPs including conducting demand analyses for WWPs.
5. Identify and sub-categorize existing sources in DB27 to extract unique sources. For example, in addition to surface water, groundwater, and reuse, further clarify the source types in DB27 to subcategorize other specific water sources, such as desalinated groundwater or desalinated surface water, and seawater desalination, and any other supply types that are connected supplies.

6. Identify any physical constraints limiting delivery of treated supplies to WUGs and/or WWPs including based on TCEQ Water System Data Reports<sup>8</sup>. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.
7. Update information on WWP contractual obligations to supply water to other entities in DB27. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements shall be assumed to renew at the contract termination date, for example, if the contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.
8. Based on the source water availability, existing infrastructure capacity, and associated physical, operational, and legal limitations, determine the existing system, reuse, and other water supplies available from each water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record.
9. Complete and update all required data elements for DB27 through the web interface.
10. Compile these supplies by source, WUG, WWP, county, river basin, and planning region as necessary to obtain decadal estimates of existing surface water supply throughout the planning period. This will be facilitated by *TWDB DB27 Source Availability* and associated *TWDB DB27 WUG Existing Water Supply* reports using data provided by RWPGs and made available to all RWPGs through the TWDB Database Reports application.
11. Review the *TWDB Source Availability and WUG Existing Water Supply* reports from DB27 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
12. Prepare summaries of water availability by source and incorporate into any Technical Memorandum, IPP, and final RWP.
13. Prepare summaries of existing supplies for WUGs and incorporate into any Technical Memorandum, IPP, and final RWP.
14. Summarize and present existing water supplies for MWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.

#### **D. Additional Task 3 Requirements:**

1. In addition to submitting all electronic model input/output files used in determining water availability (in sufficient detail for another party to replicate the resulting availability estimates that are incorporated into the plan), the Technical Memorandum, IPP, and final RWP must include a table summarizing the details of any hydrologic models used, including the model name, version date, model input/output files used, date model run, and any relevant comments
2. Disseminate the chapter document and related information to RWPG members for review.
3. Modify the chapter document based on RWPG, public, and/or agency comments.
4. Submit the chapter document to the TWDB for review and approval.
5. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 3 presenting the region's water availability and supplies must be included in the IPP and final 2026 RWP.

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<sup>8</sup> Available from TCEQ at <http://dww2.tceq.texas.gov/DWW/>

## Task 4A - Water Needs Analysis

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) that presents the water supply needs (i.e., potential shortages) for the planning area.

In addition to generally meeting all applicable rule and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.33.

Based upon updated projections of existing water supply and projected water demands under Tasks 2 and 3, and the associated data entered into DB27, the TWDB will automatically update computations of identified water needs (potential shortages) by WUGs and WUG customers of WWPs as decadal estimates of needs by county, river basin, and planning region. The results of this computation will be made available to all RWPGs through the TWDB Database Reports application and is considered the base, identified 'water need' that must be reported in the regional (and state water plan). A secondary needs analysis will be calculated by TWDB based on DB27 for all WUGs and WWPs for which conservation or direct reuse water management strategies are recommended.

Regions may also request additional, unique water needs analysis (e.g., for a WWP) that the RWPG considers warranted. Such reports will be provided by TWDB, if feasible based on the DB27 constraints and TWDB resources.

### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Calculate and report the water needs for MWPs. Supporting data to assist the RWPGs analysis of identifying MWP needs may be requested from the TWDB. The RWPG will need to enter or provide any additional data into DB27 that may be necessary to develop these evaluations.
2. Review the TWDB *WUG Needs/Surplus* report from DB27 and incorporate this agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate the TWDB *WUG Needs/Surplus and WUG Second-Tier Identified Water Need* reports from DB27 by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
3. Prepare summaries of identified needs for WUGs and incorporate into any Technical Memorandum, IPP, and final RWP.
4. Summarize and present the RWPG-identified water needs for MWPs by category of use for each planning decade into the IPP and final RWP.
5. Summarize and present a secondary needs analysis for each MWP by decade.
6. Disseminate the chapter document and related information to RWPG members for review.
7. Modify the chapter document based on RWPG, public, and/or agency comments.
8. Submit the chapter document to the TWDB for review and approval.
9. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 4 presenting RWPG water supply needs must be included in the IPP and final 2026 RWP.

## Task 4B – Identification of Infeasible Water Management Strategies in the previously adopted 2021 Regional Water Plan

The objective of this task is to conduct a one-time, mid-cycle analysis of the *previous* RWP to identify any newly infeasible WMSs and water management strategy projects (WMSP) that were feasible and recommended at the time of the adoption of the *previous* RWP but which have since become infeasible and must be modified or amended out of the previous RWP.<sup>9</sup>

In addition to generally meeting all applicable rule and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.12(b)-(c) and 31 TAC §357.45.

### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Review WMSs and WMSPs in the previous RWP and coordinate with project sponsors to determine implementation status and determine infeasibility, when applicable.
2. Present the results of the analysis, including documentation of the region's process for determining infeasible WMSs and WMSPs, at a RWPG meeting subject to a 14-day notice in accordance with 31 TAC §357.21(g)(2). These results must be presented at the same meeting where the RWPG presents its process for identifying potentially feasible WMSs in the current plan under Task 5A.
3. Include a list of identified WMSs and WMSPs that were recommended in the previous RWP but which are no longer considered feasible in the Technical Memorandum developed and submitted under Task 4C.
4. Amend the previous RWP to modify and/or remove any WMSs or WMSPs that were determined to be infeasible in accordance with existing amendment procedures outlined in 31 TAC §357.51.
5. If applicable or required, identify and evaluate a new WMS or WMSP that would be needed to meet the identified water need that had been met by the WMS or WMSP that is going to be removed due to infeasibility.
6. The previous RWP may be amended to:
  - a. remove an infeasible WMS or WMSP;
  - b. revise an infeasible WMS or WMSP to make the WMS or WMSP feasible; and/or
  - c. incorporate a new WMS or WMSP to address the identified water need previously met by an infeasible WMS or WMSP that was removed due to infeasibility.
7. The RWPG must submit the RWPG adopted amendments associated with this task to the TWDB no later than three (3) months following the due date of the Technical Memorandum.

## Task 4C – Technical Memorandum

The objective of this task is to prepare a Technical Memorandum.

### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Prepare a concise Technical Memorandum in accordance with 31 TAC §357.12(c) and including content specified in Section 2.12.1 of the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
2. Disseminate the Technical Memorandum to RWPG members for review.

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<sup>9</sup> Per Senate Bill 1511 85<sup>th</sup> Texas Legislature.

3. Approve submittal of the Technical Memorandum to TWDB at a RWPG meeting subject to a 14 day notice in accordance with 31 TAC §357.21(g)(2). The Technical Memorandum must be submitted to TWDB by the deadline listed in Section I Article I of the contract.

## **Task 5A – Identification of Potentially Feasible Water Management Strategies and Projects**

The objective of this task is to identify potentially feasible WMS and WMSPs to meet identified needs in the planning area and to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 5B and 5C and included in the 2026 RWP that identifies, evaluates, and recommends WMSs and management strategy projects (WMSP).

In addition to generally meeting all applicable rule and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.12 (b) and 31 TAC §357.34(a)(b)(c).

### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Revise and update documentation of the process used in the 2021 RWP to identify potentially feasible WMSs and WMSPs to meet a need.
2. Receive public comment at a RWPG meeting subject to a 14 day notice in accordance with 31 TAC §357.21(g)(2) on a proposed process to be used by the RWPG to identify potentially feasible WMSs for the 2026 RWP and receive planning group approval of the process.
3. Document the process of identifying potentially feasible WMSs selected by the RWPG in the Technical Memorandum, the IPP, and final RWPs.
4. Consider the TWDB Water Loss Audit Report, conservation best management practices, and drought management when considering potentially feasible WMSs as required by rules.
5. Update relevant portions of the RWP summary of existing water supply plans for local and regional entities. This task requires obtaining and considering existing water supply plans. Include the updated summary in the IPP and final RWPs.
6. Consider existing planning efforts, programs, and goals in developing WMSs including those referenced under 31 TAC §357.22(a).
7. If no potentially feasible strategy can be identified for a WUG or WWP with a need, document the reason for this in the Technical Memorandum, IPP, and final RWPs.
8. Consider recent studies and describe any significant changes in WMSs described as being in the implementation phase in the 2026 RWP as well as any new projects in the implementation phase prior to adoption of the IPP.
9. Identify potential WMSs to meet needs for all WUGs and WWPs with identified needs.
10. Present a list of the potentially feasible WMSs, in table or list format, within the Technical Memorandum, IPP, and final RWPs.
11. Identify those potentially feasible WMSs, if any, included on the list above that, in addition to providing water supply, could potentially provide non-trivial flood mitigation<sup>10</sup> benefits or that might be the best potential candidates for exploring ways that they might be combined with flood mitigation features to leverage planning efforts to achieve potential cost savings or other combined water supply and flood mitigation benefits. The work

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<sup>10</sup> The implementation of actions, including both structural and non-structural solutions, to reduce flood risk to protect against the loss of life and property (31 TAC §361.10(k)).

required to identify these WMSs will be based entirely on a high-level, qualitative assessment and should not require modeling or other additional technical analyses.

12. Prepare a region-specific scope of work for potential WMS evaluations after identifying water needs and identifying potentially feasible WMS. The proposed scope of work must be developed in accordance with the guidelines and template included in Section 2.5.6 of *Second Amended General Guidelines for Development of the 2026 Regional Water Plans* and if approved by the RWPG and TWDB the region-specific scope of work will be incorporated into Task 5B.

**Deliverables:** A completed subchapter of Chapter 5 (including work from Tasks 5A-5C) must be included in the IPP and final 2026 RWP.

## **Task 5B – Evaluation and Recommendation of Water Management Strategies and Projects**

The objective of this task is to evaluate and recommend WMSs and their associated WMSPs, and to prepare a separate chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 5A and 5C and included in the 2026 RWP that identifies, evaluates, and recommends WMSs and WMSPs. Work includes presenting alternative WMSs and WMSPs and includes all technical evaluations.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.22(a), §357.34, and §357.35 that is not already included under Tasks 5A or 5C.

**Performance of work associated with any 5B subtasks will be contingent upon a written notice-to-proceed in the form of a contract amendment. This task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Perform technical evaluations of all potentially feasible WMSs including previously identified or recommended WMSs and newly identified WMSs, including drought management and conservation WMSs; WMS and WMSP documentation must include a strategy description, discussion of associated facilities, project map, and technical evaluation addressing all considerations and factors required under 31 TAC §357.34(e)-(i) and §357.35. If an identified potentially feasible WMS is, at any point, determined to be not potentially feasible by the planning group and therefore not evaluated, the plan must provide documentation of why the WMS was not evaluated.
2. Include documentation of the RWPG's process for selecting recommended WMSs and associated WMSPs including development of WMS evaluations matrices and other tools required to assist the RWPG in comparing and selecting recommended WMSs and WMSPs. Include this documentation in the IPP and final RWP.
3. Consider water conservation plans and drought contingency plans from each WUG, as necessary, to inform WMS evaluations and recommendations.
4. Ensure necessary communication, coordination, and facilitation occurs within the RWPA and with other RWPGs to develop recommendations.
5. Update descriptions and associated technical analyses and documentation of any WMSs and WMSPs that are carried forward from the previous RWP to address:
  - a. Changed conditions or project configuration.
  - b. Changes to sponsor of WMS and WMSP(s).

- c. Updated costs (based on use of required costing tool<sup>11</sup>).
  - d. Other changes that must be addressed to meet requirements of 31 TAC §357.34 and §357.35.
6. Assign all recommended WMS water supplies to meet projected needs of specific WUGs.
7. Document the evaluation and selection of all recommended WMS and WMSPs, including an explanation for why certain types of strategies (e.g., aquifer storage and recovery, seawater desalination, brackish groundwater desalination) may not have been recommended.
8. Determine whether the region has ‘significant’ identified water needs and if so, assess the potential for aquifer storage and recovery to meet those needs. The plan must include at a minimum, the methodology used by the planning group to determine what volume constitutes a ‘significant’ water need in their region.
9. Provide documentation of the implementation status, in a separate chapter subsection and in table format, of the status of certain recommended WMSs. *Second Amended General Guidelines for Development of the 2026 Regional Water Plans Section 2.5.2.7* outlines the required WMS types that implementation status must be provided for and outlines the required minimum table contents depicting key milestones.
10. Coordinate with sponsoring WUGs, WWP, rural entities, and/or other resource agencies regarding any changed conditions in terms of projected needs, strategy modifications, planned facilities, market costs of water supply, endangered or threatened species, etc.
11. If TWC §11.085 applies to the proposed inter-basin transfer (IBT), determine the “highest practicable level” of water conservation and efficiency achievable (as existing conservation or proposed within a WMS) for each WUG or WWP WUG customer recommended to rely on a WMS involving the IBT. Recommended conservation WMSs associated with this analysis shall be presented by WUG.
12. Present the water supply plans in the RWP for each WUG and WWP relying on the recommended WMSs and WMSPs.
13. Consider alternative WMSs and WMSPs for inclusion in the plan. Alternative water management strategies must be fully evaluated in accordance with 31 TAC §357.34(e)-(i). Technical evaluations of alternative WMSs must be included in the plans and the data associated with alternative WMS must be entered into DB27.
14. Review the TWDB reports (report numbers 10-19) from DB27 and incorporate these agency planning database reports (including as populated final RWP must incorporate these standard TWDB DB27 reports, in the IPP and final RWP, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
15. Submit data through DB27 to include the following work:
  - a. Review of the data.
  - b. Confirm that data is accurate.
16. Disseminate the chapter document and related information to RWPG members for review.
17. Modify the chapter document based on RWPG, public, and/or agency comments.
18. Submit the chapter document to the TWDB for review and approval.
19. Make all efforts required to obtain final approval of the RWP chapter and associated DB27 data by the TWDB.
20. *[REGION-SPECIFIC SCOPE OF WORK TO BE APPROVED AT FUTURE DATE BY TWDB EXECUTIVE ADMINISTRATOR PRIOR TO NOTICE-TO-PROCEED]*

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<sup>11</sup> See Section 2.5.2.12 under ‘Financial Costs’ in *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.

***Scope of Work to be amended based on region-specific Task 5B scope of work to be developed and negotiated with TWDB. Work under Task 5B to be performed only after approval and incorporation of Task 5B scope of work amendment and written notice-to-proceed.***

**Deliverables:** A completed Chapter 5 (including work from Tasks 5A-5C) including technical analyses of all evaluated WMSs and WMSPs must be included in the IPP and final 2026 RWP. Data must be submitted and finalized through DB27 in accordance with the *Guidelines for 2026 Regional Water Planning Data Deliverables*.

## **Task 5C – Conservation Recommendations**

The objective of this task is to prepare a separate subchapter<sup>12</sup> of Chapter 5 that consolidates conservation-related recommendations, provides the region’s GPCD goals, and provides model water conservation plans to be included in the 2026 RWP.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.34(i).

Note that the evaluation of conservation WMSs and WMSPs should be performed under Task 5B and the region must receive a written notice-to-proceed associated with conservation WMSs under Task 5B.

### **Work shall include but not be limited to the following:**

1. Consider water conservation plans from each WUG, as necessary, to inform conservation WMSs and other recommendations.
2. Develop water loss mitigation WMSs distinctly separate from water use reduction WMSs.
3. If applicable, explain the RWPG’s basis for not recommending a conservation WMS for WUGs that had identified water needs.
4. If applicable, present what level of water conservation (as existing conservation or proposed within a WMS) is considered by the RWPG as the “highest practicable level” of water conservation for each WUG and WWP WUG customer that are dependent upon water management strategies involving inter-basin transfers to which TWC 11.085 applies.
5. Include model water conservation plans. Model water conservation plans may be referenced in this subchapter by using internet links instead of included in hard copy .
6. Recommend GPCD goals for each municipal WUG or specified groupings of municipal WUGs for each planning decade. GPCD goals must be based on drought conditions to align with guidance principles in §358.3
7. Disseminate the subchapter content and related information to RWPG members for review.
8. Modify the subchapter document based on RWPG, public, and/or agency comments.
9. Submit the subchapter as part of Chapter 5 to the TWDB for review and approval.
10. Make all efforts required to obtain final approval of the RWP subchapter by the TWDB.

**Deliverables:** A completed subchapter of Chapter 5 (including work from Tasks 5A-5C) must be included in the IPP and final 2026 RWP.

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<sup>12</sup> This must be a separate subchapter as required by 31 TAC §357.34(j).

## Task 6 – Impacts of the Regional Water Plan and Consistency with Protection of Resources

The objective of this task is to prepare a separate chapter (in accordance with 31 TAC §357.22(b)) to be included in the 2026 RWP that describes the potential impacts of the RWP and how the plan is consistent with long-term protection of water resources, agricultural resources, and natural resources.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.40 and §357.41.

### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Include a quantitative description of the socioeconomic impacts of not meeting the identified water needs. Upon request, TWDB will perform a socioeconomic analysis of the impacts of not meeting the identified water needs and update and summarize potential social and economic effects under this Task. This report will be provided to RWPGs as part of this Task and incorporated into the final RWPs.
2. If the RWPG chooses to develop its own socioeconomic analysis, the resulting socioeconomic report, with documented methodology, must be incorporated into the IPP and final RWP by the RWPG.
3. Include an evaluation of the estimated cumulative impacts of the RWP, for example on groundwater levels, spring discharges, bay and estuary inflows, and instream flows.
4. Describe the impacts of the RWP regarding all factors in §357.40(b).
5. Describe how the RWP is consistent with the long-term protection of resources in accordance with §357.41.
6. Review the TWDB *WUG Unmet Needs* report from DB27 and incorporate this agency planning database report (including as populated by the RWPG consultant) by reference, as part of the IPP and final RWP by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application.
7. Disseminate the chapter document and related information to RWPG members for review.
8. Modify the chapter document based on RWPG, public, and/or agency comments.
9. Submit the chapter document to the TWDB for review and approval; and
10. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 6 must be included in the IPP and final 2026 RWP.

## Task 7 – Drought Response Information, Activities, and Recommendations

The objective of this task is to prepare a separate chapter (in accordance with 31 TAC §357.22(b)) to be included in the 2026 RWP that: presents information regarding historical droughts and preparations for drought in the region; identifies triggers and responses to the onset of drought conditions in the region; evaluates potential emergency responses to local drought conditions; and includes various other drought-related evaluations and recommendations considered important by the RWPG.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.42.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Consider existing plans, including those referenced under 31 TAC §357.22(a), in developing this chapter.
2. Collect information on previous and current responses to drought in the region including reviewing drought contingency plans received from each WUG.
3. Consider drought contingency plans from each WUG, as necessary, to inform WMS evaluations and recommendations and to determine which drought response efforts are unnecessary or counterproductive.
4. Coordinate and communicate, as necessary, with entities in the region to gather information required to summarize existing triggers and actions, identify existing and potential emergency interconnects, and to identify potential emergency response to local drought conditions or loss of existing supplies.
5. Summarize potentially feasible drought management WMS, recommended drought management WMS, and or alternative drought management WMSs, if any, associated with work performed under Task 5A and 5B.
6. If applicable, explain the RWPG's basis for not recommending drought management strategies for WUGs that had identified water needs.
7. Develop region-specific model drought contingency plans consistent with TCEQ requirements. Plans for municipal users must, at a minimum, identify triggers for and responses to the most severe drought response stages commonly referred as severe and critical/emergency drought conditions.
8. Summarize any other drought management measures recommended by the RWPG.
9. Include a separate chapter subsection that provides documentation of how the planning group addressed uncertainties in the RWP (if applicable), how the planning group addressed a drought worse than the DOR in the RWP (if applicable), and potential measures and responses that would likely be available to users in the region, in the event of a drought worse than the DOR. *Second Amended General Guidelines for Development of the 2026 Regional Water Plans Section 2.7.2* outlines the specific plan contents that must be included in the IPP and final RWP to meet this requirement.
10. Prepare tabular data as applicable for inclusion in chapter.
11. Disseminate the chapter document and related information to RWPG members for review.
12. Modify the chapter document based on RWPG, public, and/or agency comments.
13. Submit the chapter document to the TWDB for review and approval.
14. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 7 summarizing drought response information, activities, and recommendations must be included in the IPP and final 2026 RWP.

## **Task 8 - Recommendations Regarding Unique Stream Segments and/or Reservoir Sites and Legislative & Regional Policy Issues**

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) that presents the RWPG's unique stream segment, unique reservoir site, legislative, administrative, and regulatory recommendations.

In addition to generally meeting all applicable rule and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.43 and §358.2.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Receive and consider TWDB feedback on the implementation of the RWPG's legislative, administrative, and regulatory recommendations, as applicable to the TWDB, in the previous RWP.
2. Receive and consider recommendations from the Interregional Planning Council to the RWPGs.
3. Consider relevant plans referenced under 31 TAC §357.22 in developing this chapter.
4. Consider and discuss potential recommendations for designation of ecologically unique stream segments within the RWPA, based on the criteria in 31 TAC §358.2.
5. If applicable, prepare a recommendation package following the requirements in 31 TAC §357.43(b) recommending which stream segments in the region, if any, should be recommended for designation as ecologically unique stream segments. Evaluate and incorporate comments from the RWPG. Upon approval by the RWPG, submit the recommendation package to the Texas Parks and Wildlife Department for comments.
6. Include the recommendation package and Texas Parks and Wildlife Department's written evaluation on the unique stream segment(s) recommendation in the final RWP. An updated Texas Parks and Wildlife Department evaluation must be included in each RWP, even for those stream segments that have been recommended in previous plans but not designated by the Legislature.
7. For each recommended or previously designated unique stream segment, include a quantitative analysis of the impact of the RWP on the stream segments based upon the assessment criteria in 31 TAC §357.43(b)(2).
8. Consider and discuss potential recommendations for designation of unique reservoir sites within the RWPA.
9. For each recommended unique reservoir site, include a description of the site, reasons for the unique designation, and expected beneficiaries of water supplies developed at a given site in accordance with 31 TAC §357.43(c).
10. Consider and discuss potential regional policy issues; identify recommendations for legislative, administrative, and regulatory rule changes; including recommendations to improve the state and regional planning process.
11. Disseminate the chapter document and related information to RWPG members for review.
12. Modify the chapter document based on RWPG, public, and or agency comments.
13. Submit the chapter document to the TWDB for review and approval.
14. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

**Deliverables:** A completed Chapter 8 presenting RWPG unique stream segment, unique reservoir site, legislative, administrative, and regulatory recommendations must be included in the IPP and final 2026 RWP.

## **Task 9 – Implementation and Comparison to the Previous Regional Water Plan**

The objective of this task is to prepare a separate chapter (in accordance with 31 TAC §357.22(b)) to be included in the 2026 RWP that reports on the degree of implementation of WMSs from the previous RWP and summarizes how the new RWP compares to the previous RWP.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must, include all work necessary to meet all the requirements of 31 TAC §357.45.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Implementation (31 TAC §357.45(a)):
  - a. Coordinate and communicate with RWPG representatives and sponsors of WMSs, including WUGs and WWP.
  - b. Document the level of implementation of each WMS that was recommend in the previous RWP and impediments to implementation.
  - c. Submit implementation results data in the format to be specified by the TWDB.
2. Comparison to the previous regional water plan (31 TAC §357.45(b)):
  - a. Assess the region's progress in encouraging cooperation between WUGs for the purpose of achieving economies of scale and incentivizing WMSs that benefit the entire planning area.
  - b. Compare the RWP to the previous RWP regarding water demand projections, droughts of record and modeling assumptions, availability, existing supplies, needs, and WMSs and WMSPs.
  - c. Summarize differences quantitatively or qualitatively in accordance with rule.
  - d. Present information in graphical, tabular, and written format as applicable.
3. Disseminate the chapter document and related information to RWPG members for review.
4. Modify the chapter document based on RWPG, public, and/or agency comments.
5. Submit the chapter document to the TWDB for review and approval.
6. Make all efforts required to obtain final approval of the RWP chapter and associated DB27 data by the TWDB.

**Deliverables:** A completed Chapter 9 must be included in the IPP and final 2026 RWP.

## **Task 10 - Public Participation and Plan Adoption**

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible for reimbursement, complete and submit a Technical Memorandum, IPP, and final RWP, and obtain TWDB approval of the RWP.

In addition to generally meeting all applicable statute requirements governing regional and state water planning this portion of work must, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 355, 357, and 358 that are not already addressed under the scope of work associated with other contract tasks but that are necessary and or required to complete and deliver a Technical Memorandum, IPP, and final RWP to TWDB and obtain approval of the final RWP by the TWDB.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

**A. Plan Development Activities**

1. Organize, support, facilitate, and document all meetings and hearings associated with activities necessary and eligible to complete and submit a Technical Memorandum, IPP, and final RWP to the TWDB, including but not limited to: regular RWPG meetings, committee

meetings, or subcommittee meetings; pre-planning meeting; meetings associated with revision of draft projections; public meeting for the consideration of the process for identifying potentially feasible water management strategies and the presentation of the analysis of infeasible water management strategies; consideration of a substitution of alternative water management strategies; public hearing on the IPP; adoption of the final RWP, and consideration of RWP amendments, alternative WMS substitutions, or TWDB Board-directed revisions.

2. Include a deliberate discussion on how the planning group will conduct interregional coordination and collaboration regarding water management strategies during the preplanning meeting required under 31 TAC §357.12(a)(1).
3. Collect and evaluate information, including any information gathering surveys from water suppliers or WUGs, (e.g., on existing infrastructure; existing water supplies; potentially feasible water management strategies) and/or maintenance of contact lists for regional planning information in the region.
4. Conduct and/or enhance existing outreach specifically to rural entities in the planning area to collect and evaluate information to support plan development, including keeping track of which rural entities were contacted by the RWPG/Consultant, which entities were not responsive to RWPG contact efforts, and including a summary of the region's rural outreach efforts in Chapter 10 of the IPP and final RWP. The TWDB will provide a list including entities that meet the rural political subdivision definition per Senate Bill 469, 88(R) and public water systems that fall within each municipal county-other WUG. Particular emphasis should be placed on outreach to those rural-serving public water systems that 1) have self-reported water use restrictions to TCEQ due to water supply issues during the current planning cycle; 2) have self-reported to TCEQ having less than 180 days of water supply remaining during the current planning cycle; 3) have not previously engaged in the regional planning process; and 4) have already been identified as facing significant near-term shortages under drought conditions in previous regional water plans.
5. Conduct intraregional and interregional coordination and communication, and or facilitation required within the RWPA and with other RWPGs to develop a RWP including with water suppliers or other relevant entities such as groundwater conservation districts, WUGs, and or WWPs. This includes gathering and documenting information on potential interregional opportunities or issues.
6. Incorporate all required DB27 reports (including as populated by the RWPG consultant) into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB DB27 reports, by reference in the Executive Summary, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application. Additional specifications are provided in the *Second Amended General Guidelines for Development of the 2026 Regional Water Plans*.
7. Develop and include an Executive Summary in both the IPP and final RWP, not to exceed 30 pages.
8. Make modifications to the RWP documents based on RWPG, public, and/or agency comments.
9. Prepare a RWP chapter summarizing Task 10 activities including review by the RWPG and modification of document as necessary.
10. Prepare and transmit correspondence, for example, directly related to public comments on RWP documents.
11. Develop draft and final responses for RWPG approval to public questions or comments as well as approval of the final responses to comments on RWP documents.
12. Produce, distribute, and submit all draft and final RWP-related planning documents for the RWPG, public and agency review, including in hard-copy format when required.

13. Assemble, compile, and produce the completed IPP and final RWP documents that meet all requirements of statute, 31 TAC Chapters 355, 357 and 358, regional water planning contract and associated contract guidance documents.
14. Submit the RWP documents in required formats to the TWDB for review and approval, by the deadlines listed in Section I Article I of the contract and make all efforts required to obtain final approval of the RWP by the TWDB.

**B. Technical Support and Administrative Activities**

1. Support and accommodate periodic presentations by the TWDB for the purpose of orientation, training, and retraining as determined and provided by the TWDB during regular RWPG meetings.
2. Consider recommendations in the *Administrative Guidance for RWPG Sponsors (Designated Political Subdivisions)*, as prepared and updated by the TWDB.
3. Technical consultants must attend and participate in TWDB-provided DB27 trainings, including individualized trainings and review of technical and data-related contract guidance documents in the TWDB regional water planning contract.
4. Develop agendas, presentations, and handout materials for the public meetings and hearings to provide to RWPG members and the public.
5. Technical consultants must attend and participate in RWPG, committee, subcommittee, and other meetings and hearings necessary for RWP development including preparation and follow-up activities.
6. Develop technical and other presentations and handout materials for RWPG meetings and hearings to provide technical and explanatory data to the RWPG and its subcommittees, including follow-up activities.
7. Perform administrative and technical support, including coordination of and participation in RWPG activities, and documentation of any RWPG meetings, hearings, workshops, workgroups, subgroup and/or subcommittee activities.
8. Provide status reports to the TWDB for work performed under this Contract.
9. Meet all public notice requirements in accordance with the Texas Open Meetings Act, statute, 31 TAC §357.21, and any other applicable public notice requirements.

**C. Other Activities**

1. Develop and maintain a RWPG website or RWPG-dedicated webpage on the RWPG administrator's website for posting planning group meeting notices, agendas, materials, and plan information.
2. Perform maintenance of the RWPG website; reimbursement is limited to non-labor, direct costs.
3. Document meetings and hearings to include recorded minutes and or audio recordings as required by the RWPG bylaws and archiving and providing minutes to public.
4. Promote consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RWPG members and stakeholders in the event that issues arise during the process of developing the RWP, including mediation between RWPG members, if necessary.
5. Perform RWPG membership solicitation activities.
6. Solicit, review, and disseminate public input, as necessary.
7. Perform any additional efforts required, but not otherwise addressed in other scope of work tasks that may be required to complete a RWP in accordance with all statute and rule requirements.

**Deliverables:**

- A draft Chapter 10 summarizing public participation activities to date included in the IPP.
- A completed Chapter 10 summarizing public participation activities and appendices with public and agency comments and RWPG responses to comments in the final 2026 RWP.
- A complete IPP and final 2026 RWP.

**Exhibit B**  
**Second Amended Task and Expense Budgets**

**TASK BUDGET**

<b>CAS Item No.</b>	<b>SOW Task No.</b>	<b>Task Description</b>	<b>BUDGET</b>	<b>REVISED BUDGET</b>	<b>AMOUNT CHANGED</b>
1	1	Planning Area Description	\$12,850.00	\$14,738.00	\$1,888.00
2	2A	Non-Municipal Water Demand Projections	\$25,118.00	\$25,118.00	\$0.00
3	2B	Population and Municipal Water Demand Projections	\$22,691.00	\$22,691.00	\$0.00
4	8	Recommendations Regarding Unique Stream Segments and/or Reservoir Sites and Legislative & Regional Policy Issues	\$8,952.00	\$10,840.00	\$1,888.00
5	10	Public Participation and Plan Adoption	\$175,693.00	\$203,008.00	\$27,315.00
6	3	Water Supply Analysis	\$71,177.00	\$87,928.00	\$16,751.00
7	4A	Water Needs Analysis	\$13,930.00	\$17,208.00	\$3,278.00
8	4B	Identification of Infeasible Water Management Strategies in the previously adopted 2021 Regional Water Plan	\$17,473.00	\$21,586.00	\$4,113.00
9	4C	Technical Memorandum	\$16,618.00	\$20,529.00	\$3,911.00
10	5A	Identification of Potentially Feasible Water Management Strategies and Projects	\$16,139.00	\$24,658.00	\$8,519.00
11	5B	Evaluation and Recommendation of Water Management Strategies and Projects	\$233,163.00	\$292,760.00	\$59,597.00
12	5C	Conservation Water Management Strategy Recommendations	\$21,570.00	\$26,647.00	\$5,077.00
13	6	Impacts of the Regional Water Plan and Consistency with Protection of Resources	\$21,247.00	\$26,248.00	\$5,001.00
14	7	Drought Response Information, Activities, and Recommendations	\$45,025.00	\$55,622.00	\$10,597.00
15	9	Implementation and Comparison to the Previous Regional Water Plan	\$11,984.00	\$14,805.00	\$2,821.00
		<b>Total</b>	<b>\$713,630.00</b>	<b>\$864,386.00</b>	<b>\$150,756.00</b>

**CONTRACTOR EXPENSE BUDGET**

<b>EXPENSE BUDGET CATEGORY</b>	<b>BUDGET</b>	<b>REVISED BUDGET</b>	<b>AMOUNT CHANGED</b>
Contractor (Political Subdivision) Other Expenses <sup>1</sup>	\$4,500.00	\$4,500.00	\$0.00
Contractor (Political Subdivision) Salaries and Wages <sup>2</sup>	\$49,000.00	\$49,000.00	\$0.00
Subcontract Services	\$653,630.00	\$804,386.00	\$150,756.00
Voting Planning Member Travel <sup>3</sup>	\$5,000.00	\$5,000.00	\$0.00
Contractor (Political Subdivision) Travel <sup>4</sup>	\$1,500.00	\$1,500.00	\$0.00
<b>Total Project Cost</b>	<b>\$713,630.00</b>	<b>\$864,386.00</b>	<b>\$150,756.00</b>

<sup>1</sup>Contractor (Political Subdivision) Other Expenses as described in 31 TAC §355.92(c) include the following administrative costs that may be billed under Task 10 associated with the RWPG's Political Subdivision if the RWPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary:

- a. Direct costs, excluding personnel costs, for placing public notices for the legally required public meetings, maintaining a website, and of providing copies of information for the public and for members of the RWPG as needed for the efficient performance of planning work such as:
  - i. expendable supplies consumed in direct support of the planning process;
  - ii. direct communication charges;
  - iii. direct costs/fees of maintaining RWPG website domain, website hosting, and/or website;
  - iv. direct costs of storing or posting of audio-visual files (e.g., meeting recordings);
  - v. reproduction of materials directly associated with notification or planning activities (the actual non-labor direct costs as documented by the Contractor (Political Subdivision));
  - vi. other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs, and facility rentals); and
  - vii. direct postage (e.g., postage for mailed notification of funding applications or meetings).
- b. Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RWPGs and certified by the chairperson.
- c. Direct non-labor costs associated with the reproduction or distribution of newsletters.
- d. Proportional costs of purchasing audio/visual equipment for hybrid RWPG meetings (requested reimbursement costs must be prorated based on the amount of use of the equipment for RWPG meetings relative to all other uses of the equipment). These costs must be specifically pre-authorized by the TWDB Executive Administrator prior to equipment purchase.

<sup>2</sup>Contractor (Political Subdivision) Salaries and Wages as described in 31 TAC § 355.92(c)(5) include the following administrative costs if the RWPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary: the RWPG Political Subdivision's personnel costs for the staff hours that are directly spent

providing, preparing for, and posting public notice for RWPG meetings and hearings, including labor, fringe, overhead, and other expenses for their support of and attendance at such RWPG meetings and hearings. This may not exceed: \$5,000 per regular RWPG meeting nor a total of \$60,000 over the planning cycle.

<sup>3</sup>Voting Planning Member Travel Expenses are limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2021, Article IX, Part 5, as amended or superseded. These expenses are defined as:

- a. eligible mileage expenses incurred by RWPG members, or their designee, to attend RWPG meetings that cannot be reimbursed by any other entity, political subdivision, etc. as certified by the voting member, or their designee, and
- b. food, drink, lodging, mileage, or airfare of designated RWPG member travel to support participation in legislatively required or Board-requested meetings, as specifically authorized by the RWPG and TWDB Executive Administrator.

<sup>4</sup>Contractor (Political Subdivision) Travel Expenses are limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2021, Article IX, Part 5, as amended or superseded. These expenses must be specifically authorized by the RWPG and TWDB Executive Administrator and are defined as:

- a. eligible mileage expenses incurred by Political Subdivision staff for work associated with regional water plan development, and
- b. Food, drink, or lodging (excluding tips and alcoholic beverages), mileage, or airfare for Political Subdivision staff designated to be the representative for the RWPG to support participation in legislatively required or Board requested meetings.

Ineligible Expenses include funding any of the activities specified in 31 TAC 355.92(a), as well as the following items as applicable to RWPG members and Political Subdivisions:

- a. Compensation for the time or expenses of RWPGs members' service on or for the RWPG, or for the salary of a RWPG member who is also an employee of the Contractor (Political Subdivision);
- b. Costs of administering the RWPGs, other than those eligible and authorized under Contractor (Political Subdivision) Other Expenses;
- c. Costs for training;
- d. Costs of administering the regional water planning grant and associated contracts;
- e. Costs associated with development of an application for a regional water planning grant or reviewing materials developed due to this grant;
- f. Food, drink, or lodging for RWPG members (including tips and alcoholic beverages), unless eligible and specifically authorized under Voting Planning Member Travel Expenses item b;
- g. Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines), with the exception of audio/visual equipment for hybrid RWPG meetings as specifically authorized under Contractor (Political Subdivision) Other Expenses item d;
- h. General purchases of office supplies not documented as consumed directly for the planning process as defined in Contractor (Political Subdivision) Other Expenses item a.; and
- i. Costs associated with social events or tours.

## SIXTH CYCLE 2026 REGIONAL WATER PLANNING CONTRACTS – TWDB INTERNAL PRE-DOCUSIGN APPROVALS

Please enter vendor contact info and other special instructions in the EXTERNAL\_ROUTING.txt for each contract in the shared drive review directory.

REGION	PCS (Cameron Turner)	Legal (Kaye Schultz)	Contract Manager	Program Manager (Sarah Lee)	Budget Officer (Erin Moczygemba)	Budget Director (Perry Ball)	Division Director (Temple McKinnon)	DEA (Matt Nelson)	Accounts Payable (Eldrisha Eubanks)	Accounting Manager (Letty Molina)
A: Panhandle Regional Plan Commission 2148302553	 10/17/2023	KS 10/10/2023	MF 10/9/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
B: Red River Authority 2148302554		KS 10/10/2023	KS 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
C: Trinity River Authority 2148302555		KS 10/10/2023	KS 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
D: Riverbend Water Resources District 2148302556		KS 10/10/2023	RE 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
E: Rio Grande Council of Governments 2148302557		KS 10/10/2023	HR 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
F: Colorado River Municipal Water District 2148302558		KS 10/10/2023	HR 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
G: Brazos River Authority 2148302559		KS 10/10/2023	LB 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
H: San Jacinto River Authority 2148302560		KS 10/10/2023	HR 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23

## SIXTH CYCLE 2026 REGIONAL WATER PLANNING CONTRACTS – TWDB INTERNAL PRE-DOCUSIGN APPROVALS

Please enter vendor contact info and other special instructions in the DocuSign External Routing.txt for each contract in the shared drive review directory.

REGION	PCS (Cameron Turner)	Legal (Kaye Schultz)	Contract Manager	Program Manager (Sarah Lee)	Budget Officer (Erin Moczygemba)	Budget Director (Perry Ball)	Division Director (Temple McKinnon)	DEA (Matt Nelson)	Accounts Payable (Eldrisha Eubanks)	Accounting Manager (Letty Molina)
I: City of Nacogdoches 2148302561		KS 10/10/2023	LB 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
J: Upper Guadalupe River Authority 2148302562		KS 10/10/2023	LB 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
K: Lower Colorado River Authority 2148302563		KS 10/10/2023	LB 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
L: San Antonio River Authority 2148302564		KS 10/10/2023	MF 10/9/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
M: Lower Rio Grande Valley Development Council 2148302565		KS 10/10/2023	KS 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
N: Nueces River Authority 2148302566		KS 10/10/2023	MF 10/9/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
O: South Plains Association of Governments 2148302567		KS 10/10/2023	KS 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23
P: Lavaca- Navidad River Authority 2148302568		KS 10/10/2023	RE 10/6/2023	SL 10/17/23	EM 10/11/2023	pb 10/11/2023	[DOCUSIGN]	[DOCUSIGN]	EE 10/12/23	LM 10/13/23

# ITEM 11

## MEMORANDUM

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Max Seymour, Local Government Services Program Specialist  
**THROUGH:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 11  
Village of Lake Tanglewood Interlocal Agreement – Project  
Administration for a Hazard Mitigation Subgrant

### BACKGROUND

The Village of Lake Tanglewood has submitted a grant application through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, administered by the Texas Division of Emergency Management (TDEM). This funding will cover the replacement of a Tornado/Warning Siren in the Village of Lake Tanglewood with a 90% federal / 10% local cost share.

The Hazard Mitigation Grant Program is a federal program in which jurisdictions can only participate if they have an approved hazard mitigation plan. Every County in the region has a current hazard mitigation plan, and it is updated every 5 years. The Village of Lake Tanglewood has met the requirement of having an updated hazard mitigation plan in place. The Village of Lake Tanglewood was granted an opportunity to apply for a hazard mitigation grant, which is tied to funding provided by FEMA for the Hurricane Laura natural disaster in 2020.

PRPC Staff has helped the Village of Lake Tanglewood write and submit the grant application and worked on follow-up questions from TDEM and FEMA over the previous years. The Village has been awarded a hazard mitigation grant to replace an existing warning siren. Funding for this project will be through DR 4572 Hurricane Laura Grant. The Village has been notified that this project will be funded under the DR4572 Hurricane Laura grant. Completion of this project will occur before June of 2025.

### RECOMMENDATION

PRPC staff recommends that the PRPC Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with the Village of Lake Tanglewood for the Project Administration of a Hazard Mitigation Subgrant.

# ITEM 12

## MEMORANDUM

**DATE:** October 26, 2023

**TO:** PRPC Board Members

**FROM:** Daphne Morcom, Regional Services Program Specialist

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 12  
FY 2025 Panhandle Criminal Justice Advisory Committee  
Operating Procedures & Bylaws

### **BACKGROUND:**

Each year, the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

### **SUMMARY:**

The Criminal Justice Division requires each region to develop and maintain Operating Procedures and Bylaws, which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures and Bylaws for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures and Bylaws must be approved by the PRPC Board of Directors.

The CJAC is scheduled to meet the day before this meeting, October 25<sup>th</sup>, to review the recommended changes to the FY2025 CJAC document, as attached. The CJAC will review the attached draft CJAC Procedures and Bylaws, at the meeting and the final draft will be presented to you.

The Operating Procedures and Bylaws are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The approved document will be placed on the criminal justice page of the PRPC website and reviewed with eligible grantees during application workshops.

### **RECOMMENDATION:**

PRPC staff recommends the Board of Directors consider an approval of the Regional Criminal Justice Advisory Committee Operating Procedures and Bylaws for use in the FY 2025 grant year.

Panhandle Regional Criminal Justice  
Advisory Committee

FY 24 **25** Grant Program  
Operating Procedures  
&  
Bylaws

CJAC APPROVED: ~~October 24, 2023~~ **October 25, 2023**

PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE  
GRANT PROGRAM OPERATING PROCEDURES

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## PANHANDLE REGIONAL PLANNING COMMISSION'S CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES

### **Purpose:**

The purpose of this document is to establish the current policies and procedures that will guide the local decision making activities of the Panhandle Regional Planning Commission's (PRPC) Criminal Justice Advisory Committee (CJAC). The CJAC is an advisory committee of the PRPC created for the purpose of overseeing the operation of the Panhandle's Criminal Justice Grants Program. Funding provided by the Office of the Governor's Public Safety Office Criminal Justice Division (CJD) supports the Panhandle's Criminal Justice Grants Program. CJD has vested the PRPC with the authority to determine how the Panhandle's annual allocation of CJD funds will be used.

The CJAC's primary decision making duties revolve around the distribution of the region's CJD grant funds and in identifying the applicants most deserving of those funds. The demand for grant funds will always exceed the amount available for distribution. It is the responsibility of the CJAC; therefore, to ascertain which programs and projects should be given the highest priority when final decisions are made regarding the distribution of these funds.

The CJAC's ultimate goal is to ensure the finite amount of CJD grant funds are used in a manner that best serves the criminal justice system needs of the Panhandle. However, that goal must be achieved in an environment that treats all parties fairly and equally. By committing these policies and procedures to writing, the CJAC is putting the region's applicant community on notice of the principles that will influence how the region's CJD funds will be distributed. The purpose of these procedures is to chart a course, through a prescribed and impartial process, to the final decisions as to how the region's CJD funds will be used.

### **Authority:**

The PRPC's CJAC is subordinate to the PRPC Board of Directors. The CJAC makes recommendations to the PRPC Board as to how project applications should be prioritized for funding. The final decisions rest with the PRPC Board.

The CJAC's full scope of authority and membership composition is set forth in the PRPC's Administrative Regulation #34. That regulation is attached to and made part of these bylaws.

### **Area of Oversight:**

The PRPC staff is neither directly nor indirectly involved in the final decisions made regarding who will receive CJD grant funds during any given state fiscal year. The CJD allocates certain grants funds to the Panhandle each year which are specifically intended for use by Panhandle entities. Where these regional allocations are involved, the PRPC Board of Directors, acting on the recommendations provided by the CJAC, makes the final decision regarding the manner in which project applications are prioritized for funding.

The grant applications that will be reviewed by the CJAC include, but are not limited to the following funding sources from the CJD:

1. General Victim Assistance – Direct Services (GVA-DS);
2. Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking;

3. Criminal Justice Programs,
4. General Juvenile Justice and Delinquency Prevention Programs,
5. Truancy Prevention,
6. Child Sex Trafficking,
7. Sexual Assault Forensic Exam Ready Facilities Program, and
8. Any additional or unique fund sources that CJD determines appropriate

As needed and as required by the CJD, the CJAC will also review and comment upon any other criminal justice grant application that might originate from the Panhandle region during any given state fiscal year.

**Terms of these Bylaws:**

These Bylaws will remain in force for the term of any given state fiscal year. Each year, prior to the initiation of the region's Criminal Justice Grants Program, the CJAC will review these policies and procedures to ensure their appropriateness for the coming year.

**Initiating the Region's Annual Criminal Justice Grants Program:**

CJD will set deadlines for submission of applications. The applications will be submitted directly to CJD via the online eGrants web-based system.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for receiving any information from CJD regarding changes being made in the CJD grant programs.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for transmitting any significant information regarding CJD program changes onto the CJAC.

CJD has prescribed the information that will be needed to comprise grant applications. However, it is within the CJAC's discretion to ask applicants to supplement the CJD required information with additional material for regional review purposes. Applicants are encouraged but not required to participate in a local planning process. The process will help to substantiate the specific needs being addressed with the proposal and strengthen the overall purpose of the project. It will be the responsibility of the PRPC's Criminal Justice Program Coordinator to advise the applicant community of any changes being made to the grant application in a timely fashion; whether the changes are made by CJD or by the CJAC.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for notifying the region's eligible applicant community of the grant submission schedule for the coming year and of any changes being made to the grant programs in a timely fashion.

**Community Planning:**

Applicants are encouraged to develop coordinated local strategies in order to use CJD funds and local resources to target critical criminal justice needs in such a way that avoids overlap or duplication in services and promotes the efficient use of limited state and local resources. The CJAC's prioritization criterion places an emphasis on applicants being able to validate that their proposal(s) is part of a coordinated strategy for addressing an identified local criminal justice need(s).

### **Regional Strategic Planning:**

The PRPC's Criminal Justice Program Coordinator shall create a strategic plan for prioritizing the criminal justice needs in their region. The criminal justice needs relevant to this plan include, but are not limited to: criminal justice system improvements, juvenile justice system improvements, direct victim services, and mental health/substance abuse treatment.

Communities at all levels (city, county, service area) shall be involved in the process of developing the Panhandle Regional Criminal Justice Strategic Plan through the gathering and reporting of accurate and updated information to the PRPC staff and participation in meetings and teleconferences.

### **Grant Application Workshops:**

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for scheduling and conducting annual grant application workshops to instruct prospective applicants on the mechanics of developing and filing their applications. The number of annual workshops to be conducted will be left to the discretion of the PRPC's Regional Criminal Justice Program Coordinator.

First-time applicants<sup>1</sup> for CJD grant funds are strongly encouraged to attend one of the grant workshops conducted by the PRPC's Criminal Justice Program Coordinator. However, if for some reason a potential first-time applicant is unable to attend one of these workshops, that applicant is **required** to consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application.

Any application received from a first-time grant applicant that did not attend one of the grant workshops or did not consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application will not be considered by the CJAC.

### **Receipt of Criminal Justice Grant Applications:**

All applications will be filed electronically, via the *eGrants* system, with CJD. The applications must be received by the deadline established by CJD. It is important that the applicant communicate and consult with the Criminal Justice Program Coordinator during the grant development process. The Coordinator should be made aware of all grants being applied for in the region.

Upon receipt of the applications, CJD will evaluate each proposal to ensure the project is eligible for funding by the grant program under which the proposal was filed. Presumably, those proposals found to be ineligible by CJD will be disqualified for funding under the program. Upon completion of the eligibility review, CJD will forward those proposals determined to be eligible to the PRPC Criminal Justice Program Coordinator.

### **Application Funding Level and Period of Eligibility:**

Grant application-funding levels and periods of eligibility will differ based upon the grant program under which the applicant happens to be filing.

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<sup>1</sup> First-time applicants are defined as grant applications for projects that are in the first year as well as any equipment/supplies only applications.

**Reasonable Budget Estimates (RBEs):**

A Regional Budget Estimate (RBE) is an annual notification of fund availability the Panhandle receives from CJD. The RBE identifies the estimated amount of funds being reserved for each grant program under which the region receives a funding allocation from CJD.

This information is intended to assist the CJAC in weighing and balancing the merits of the project proposals being prioritized within the limits of the RBEs. In so doing, the CJAC can help to ensure that the regional allocations are fully and effectively spent on projects that will optimally benefit the region’s criminal justice system. The RBE information is also of use to the region’s CJD applicants as it can help them in gauging reasonable expectations with regard to the size and scope of the projects being proposed.

**CRIMINAL JUSTICE PROGRAMS**

**Sub-regional Allocations:**

There will be no set sub-allocation of Criminal Justice Programs funding. All Criminal Justice Programs grant funds will be subject to open competition from eligible applicants across the region.

**Application Funding Levels:**

The minimum amount of grant funding that may be requested by a first-year applicant for Criminal Justice Programs funds is \$10,000. There is no limit on the maximum funds that may be requested by an applicant.

**Period of Eligibility:**

All applicants for Criminal Justice Programs funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

<b>CRIMINAL JUSTICE PROGRAMS DECREASING FUND RATIO</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Eligible for:	<b>100%</b> of the program costs	<b>80%</b> of the program costs based on the Year 1 request	<b>60%</b> of the program costs based on the Year 1 request	<b>40%</b> of the program costs based on the Year 1 request	<b>20%</b> of the program costs based on the Year 1 request

**Exceptions:**

The Regional Law Enforcement Training Program will be exempt from this Decreasing Funding Ratio and Maximum Years of Funding Policy. The Regional Law Enforcement Training Program will be funded each year at a level deemed appropriate by the PRPC Board of Directors.

**First-time, Continuation, and One-time Requests:**

The CJAC makes no guarantee that every Criminal Justice Programs grant application will be funded for the entire duration of its period of eligibility.

However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Grant applications under the general Criminal Justice Program; therefore, will be submitted as follows:

**All Criminal Justice Programs:**

First Application: Include budget for Years 1 in accordance with the Decreasing Funding Ratio.

Second Application: Include budget for Year 2 in accordance with the Decreasing Funding Ratio.

Third Application: Include budget for Year 3 in accordance with the Decreasing Funding Ratio.

Fourth Application: Include budget for Year 4 in accordance with the Decreasing Funding Ratio.

Final Application: Include budget for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the Criminal Justice Grant Program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

**Other Criminal Justice Programs Eligibility Requirements:**

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants must meet all other eligibility requirements established by the CJD.

**GENERAL JUVENILE JUSTICE & DELINQUENCY PREVENTION PROGRAMS**

**Sub-regional Allocations:**

There will be no sub-regional allocations of the Panhandle’s annual allocation of General Juvenile Justice funds. The funds will be subject to open competition from eligible applicants across the region.

**Application Funding Levels:**

The minimum amount of grant funding that may be requested by a first-year applicant for General Juvenile Justice grant funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant.

**Period of Eligibility:**

All applicants for General Juvenile Justice grant funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

<b>GENERAL JUVENILE JUSTICE &amp; DELINQUENCY PREVENTION PROGRAMS: DECREASING FUND RATIO</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Eligible for:	<b>100%</b> of the program costs	<b>80%</b> of the program costs based on the Year 1 request	<b>60%</b> of the program costs based on the Year 1 request	<b>40%</b> of the program costs based on the Year 1 request	<b>20%</b> of the program costs based on the Year 1 request

**Exceptions:**

For the current fiscal year there will be no exceptions.

**First-time, Continuation, and One-time Requests:**

The CJAC makes no guarantee that every General Juvenile Justice grant fund program will be funded for the entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Grant applications under this program will; therefore, be submitted as follows:

First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.

Second Application: Include budgets for Year 2 in accordance with the Decreasing Funding Ratio.

Third Application: Include budgets for Year 3 in accordance with the Decreasing Funding Ratio.

Fourth Application: Include budgets for Year 4 in accordance with the Decreasing Funding Ratio.

Final Application: Include budgets for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the General Juvenile Justice & Delinquency Prevention Programs. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

**Other General Juvenile Justice Fund Eligibility Requirements:**

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. General Juvenile Justice funds must meet all other eligibility requirements established by the CJD.

## **GENERAL VICTIM ASSISTANCE – DIRECT SERVICES PROGRAMS**

CJD provides the Panhandle region with an annual allocation of General Victim Assistance funds. The CJAC's primary responsibility regarding the funding of the Panhandle's General Victim Assistance applications lies in establishing the order of priority in which they should be funded by CJD as well as how much funding they deem appropriate for each applicant. Then, depending upon the final availability of funds at the statewide level, CJD will fund the Panhandle Victim Assistance projects in accordance with the priority listing established by the CJAC.

### **Sub-regional Allocations:**

There will be no sub-regional allocations of the Panhandle's annual allocation of the General Victim Assistance – Direct Services Programs. These funds will be subject to open competition from eligible applicants across the region.

### **Application Funding Levels:**

The CJAC will annually establish the minimum and maximum levels of funding for the General Victim Assistance – Direct Services Program. The CJAC has set the minimum funding request at the amount established by CJD in the General Victim Assistance – Direct Services Program Request for Applications [RFA].

The CJAC establishes the maximum request amount per application at \$350,000.00. Though this amount may differ from that stated in the State's FY2425 RFA, the cap allows for the wider distribution of FY2425 funding to the region's Victim Services agencies that rely on this funding for their continued operation.

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

### **Period of Eligibility:**

The Panhandle General Victim Assistance applicants will be subject to the funding levels and maximum years of funding policy established by the CJD.

### **Matching Fund Requirements:**

The Panhandle Region General Victim Assistance grant applicants will be subject to the matching fund requirements established by the CJD. It is anticipated that CJD will require all applicants provide at least 20% of the resources needed to support their program during any given grant program year. CJD allows these matching resources to be provided in the form of eligible in-kind services, cash or a combination of both. CJD will determine the eligibility of the in-kind service(s).

### **Other Fund Eligibility Requirements:**

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants for the General Victim Assistance – Direct Services Program funds must meet all other eligibility requirements established by the CJD.

## **VIOLENT CRIMES AGAINST WOMEN CRIMINAL JUSTICE & TRAINING PROJECTS**

CJD provides the Panhandle region with an annual allotment of Violent Crimes Against Women Criminal Justice & Training Projects funds. The CJAC's primary responsibility regarding the funding of the Panhandle's applications lies in establishing the order of priority in which they should be funded by CJD. Then, depending upon the actual availability of funds at the statewide level, CJD will fund the Panhandle Violent Crimes Against Women Criminal Justice & Training Projects in accordance with the priority listing established by the CJAC.

### **Sub-regional Allocations:**

There will be no sub-regional allocation of Violent Crimes Against Women Criminal Justice & Training Projects funds in the Panhandle. CJD will make the final determination of which Panhandle applications will be funded based upon the availability of funds at the statewide level and upon the prioritization listing established by the CJAC.

### **Application Funding Levels:**

The CJAC will annually establish the minimum and maximum levels of funding for the Violent Crimes Against Women Criminal Justice & Training Projects program. The CJAC will set the minimum funding request at the amount established by CJD in the Violent Crimes Against Women Criminal Justice & Training Projects Request for Applications [RFA] (in recent years, that minimum amount was set at \$5,000.00).

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

Applicants will be allowed to submit up to 3 separate Violent Crimes Against Women Criminal Justice & Training Projects applications per funding cycle. The CJAC's funding recommendations to the PRPC Board will then be presented as follows:

- That the Tier 1 projects be funded in the order of priority as established by the CJAC;
- That if funding is available that the Tier 2 projects be funded after all the Tier 1 projects have been funded in the order of priority as established by the CJAC; and
- That if funding is available, that the Tier 3 projects be funded after all the Tier 1 and Tier 2 projects have been funded in the order of priority as established by the CJAC

**PLEASE NOTE:** The CJAC may at its discretion and based on the final amount of the regional budget estimate provided by CJD for the VAWA funding block in the current grant year, waive the tier requirements and/or alter the maximum requested application amount described above.

### **Period of Eligibility:**

The Panhandle Violent Crimes Against Women Criminal Justice & Training Projects applicants will be subject to the funding levels and maximum years of funding policy established by the CJD.

### **Matching Fund Requirements:**

The Panhandle Violent Crimes Against Women Criminal Justice & Training Projects applicants will be subject to the matching fund requirements established by the CJD. It's anticipated that CJD will

require that the applicants provide at least 29% of the resources needed to support their program during the grant program year.

CJD allows these matching resources to be provided in the form of eligible in-kind contributions, cash or a combination of both. CJD will determine the eligibility of the in-kind service(s).

**All Other Requirements:**

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants must meet all other Violent Crimes Against Women Criminal Justice & Training Projects eligibility requirements established by the CJD.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROJECTS**

CJD will provide the Panhandle region with an annual RBE of JAG funds. If funding is provided to the region under the Edward Byrne Memorial Justice Assistance Grant (JAG), applications will be considered as one-time requests and will follow the guidance provided for One-Time Equipment-Only and One-Time Non-Equipment proposals described under the Criminal Justice Programs section of these procedures. However, applicants are advised that additional federal/local guidance may become available and could affect the information requested and other matters related to this fund source if/when the region is notified by CJD that JAG funds will be available to the region. Any changes in information needs or adjustments to the application requirements will be posted on the PRPC's website at the time the call for JAG applications is issued. In general, and until otherwise changed, the CJAC's priorities for JAG-funded projects are as follows:

1. Multi-jurisdictional projects with a focus on regional impact;
2. Equipment purchases which could, through mutual aid, be deployed region-wide, and
3. Other projects that can be completed with a one-time grant

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

**THE CJAC'S PRIORITIZATION OF CJD APPLICATIONS**

**Prioritization Meeting Dates:**

The CJAC will meet to review the current grant year program applications in accordance with the grant program year schedule developed by the PRPC's Regional Criminal Justice Program Coordinator at the start of the program year.

The CJAC Chairman will determine whether or not the CJAC has to physically convene in order to carry out the prioritization process(es). In certain instances, there may only be one application filed under a particular grant program during a given grant program year. In those instances, where there are no competing applications, the CJAC Chairman may elect to have the CJAC review the single application via mail or email.

### **Individuals Authorized to Prioritize the Region's CJD Applications:**

Only PRPC Board-appointed members may participate in the prioritization of the region's CJD grant applications.

### **Standardized Review of the CJD Applications:**

CJD will approve the CJAC's review criteria and a standardized review form which will be used to evaluate and prioritize the various CJD applications originating from the Panhandle region. The criteria will be weighted as follows:

20% of the points available will be assigned to the category of Documentation of the Problem;

This category will be used to evaluate the identified problems and issues. Is the problem addressed in the application clearly defined and supported by local statistics? Relative to the other projects in the funding block, how severe is the problem that is being addressed?

60% of the points available will be assigned to the category of Project Approach & Activities;

This category will be used to evaluate the applicant's goals and whether the activities will address the stated problem(s). The committee will evaluate the project in relation to previously proven methods or a well thought out unique approach to solving the problem(s). How well does the project address one or more of the local priorities? Are the applicant's project goals realistic and can they be achieved within the grant period? Will the proposed project activities clearly address the stated problem(s)? Does the stated problem(s) and the goals of the project justify the project costs?

10% of the points available are assigned to the category of Data Management;

This category will be evaluating whether the applicant has an established or well thought out plan to self-evaluate the project. Has the applicant documented an adequate and measurable means for evaluating the progress being made to achieve the project goals?

10% of the points available will be assigned to the category of Capacity and Capabilities;

This category will evaluate is the applicant is capable of taking the project to completion in an effective manner. If funded, would the applicant have the necessary resources to manage/carry out the project and account for the project funds in an effective and fiscally responsible manner?

The CJAC will determine which specific questions will be used for their application review/prioritization purposes as well as the point values assigned to each question. Once the question list has been finalized, each CJAC member will determine, in their own estimation, how well the applicant addressed those questions. The more points assigned, the better the applicant responded to the questions.

The CJAC will use a 100-point scale when evaluating and prioritizing CJD applications. Therefore, under each of the categories described above, the maximum number of points that can be assigned varies based upon the category.

These Operating Procedures & Bylaws will be supplemented at a later date with the following:

1. A listing of the Panhandle's Criminal Justice priorities as identified with the Regional Strategic planning process; and

2. A listing of the questions to be used for the purpose of evaluating applications under each category.

During any given grant year, the PRPC's Regional Criminal Justice Program Coordinator will be responsible for ensuring that all eligible applicants are made aware of the review criteria that will be used by the CJAC to prioritize the CJD grant applications in a timely fashion.

### **CJAC Presentation Guidelines Requirement:**

As part of the regional prioritization process, the CJAC will require each applicant to fill out the Supplemental Information Form found in Attachment 1 of this document for each proposal submitted under any of the regional Criminal Justice Programs. This information will be gathered by the PRPC's Criminal Justice Coordinator after the applicants have filed their applications with CJD. The form will be provided to the CJAC along with the applicant's CJD grant application prior to the CJAC's Prioritization Meeting(s). Applicants that fail to provide this information to the CJAC for their proposal(s) may have their application lowered during the CJAC's prioritization process.

Applicants will be given the presentation guidelines during the workshop(s). The presentation guidelines include six points and/or questions that the applicants are asked to answer during their grant presentations to the CJAC at the prioritization meetings. Those questions include:

- Why is this particular project needed; what problem(s) are you trying to resolve?
- Describe which, if any, of the Regional Program Priorities this project will support (a list will be provided as soon as it becomes available)
- Who would be responsible for implementing this project and how would that be done?
- What factors will be used to gauge the value of this project to your community – how will you measure success?
- How will this project continue to be supported in the future?

### **Conflict of Interest Policy:**

The COG shall ensure that members of the COG's governing body, the CJAC, and COG staff abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
- Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

~~If a CJAC member has a conflict of interest regarding a particular grant application, the COG will ensure that the CJAC member is not assigned, and will not review, that application. A CJAC member that has a conflict of interest regarding a particular grant application must vacate the CJAC meeting room whenever that application is presented to or reviewed by the CJAC, and the~~

~~member must not take part in or be present for any discussion on the application with any member of the CJAC.~~ If a CJAC member has a conflict of interest regarding a particular grant application, the COG will ensure that the committee member abstains from voting, commenting, or otherwise influencing the prioritization process for that application.

If any applicant, CJAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions occurred during the scoring or prioritization of CJD criminal justice projects, the COG shall ensure that the concerns are shared with CJD as soon as possible.

### **Applicant Attendance at the Prioritization Meetings:**

Applicants are strongly encouraged to attend the meetings during which their application will be prioritized by the CJAC. During those meetings, applicants will be given the chance to orally present their project applications to the CJAC. This is an important opportunity for the applicants to clarify to the CJAC the express intent and nature of their project application(s). Applicants who are unable to personally represent their applications during the meeting(s) are by virtue of their absence, placing their applications at a competitive disadvantage. The CJAC will still prioritize a project even though the applicant's representative did not personally attend the CJAC meeting to orally present the application. The only information that the CJAC will have to go off in prioritizing the absentee applicant's project application; however, will be that which is presented in the written application. The absentee applicant will not be allowed to come back at some later point in time to provide supplemental project information that could have otherwise been presented orally during the CJAC meeting.

### **Applicant Presentations:**

CJD grant applicants will generally be given five minutes to orally present their project proposal to the CJAC. The CJAC will then be allowed as much time as needed thereafter to question the applicant about the particulars of their project application.

Prior to each CJAC prioritization meeting, the PRPC's Regional Criminal Justice Program Coordinator will, by random selection, choose the order in which the applicant presentations will be made. However, where the CJAC will be prioritizing applications under a variety of different grant programs during the same meeting, the applicant presentations will be grouped by grant program, in a randomly selected order. The order in which the grant program groupings will be presented will also be selected by random drawing.

### **The Project Prioritization Process:**

Each CJD application will be evaluated and scored in accordance with review criteria established by CJD. The applications will be ranked according to their numeric scores.

The CJAC will use an averaged rank-based prioritization system for determining the rank ordering of the CJD projects. In past competitions, the applications have been ranked based upon their averaged numeric score. However, averaging numeric scores allows the potential for what could be considered, unfair volatility. For instance, one member could potentially affect the outcome of the selection process by scoring certain projects extremely low while scoring favorite projects unusually high.

To avoid this potential situation, the CJAC will prioritize the CJD applications in accordance with their averaged rankings. The numeric point values shown for each criterion being used by the CJAC will still be used to score the applications.

Each member's point scores for the applications will then be converted to an individualized ranking of how each member scored the applications before the group averaging takes place. The example shown below will help to illustrate this concept. Member A reviews 9 projects in accordance with the CJAC prioritization criteria and then assigns a total point score for each project. Member A's point scores are then converted to rankings; as shown in the row beneath the "Total Point Scores Given".

*MEMBER A's SCORES:*

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	85 pts	55 pts	92 pts	98 pts
Corresponding Ranking	9 <sup>th</sup>	8 <sup>th</sup>	6 <sup>th</sup>	1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>	7 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

The individualized rankings of all the reviewing CJAC members will then be totaled and averaged based on the number of members evaluating each application, to create the prioritized listing of all the applications.

The CJAC members will be encouraged to create a point differential between those projects they deem to be of higher priority than others. However, there may be instances when a member(s) assigns the same point score to two or more projects to create a tie(s). In those cases, the corresponding rankings of the tied projects will be averaged as part of the overall ranking process. This step is illustrated below using the *Member A* example from above. However, in this scenario, Member A has given the same score to three different applications.

*MEMBER A's SCORES:*

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	90 pts	55 pts	90 pts	98 pts

Member A's corresponding rankings would then be as follows:

	Total Point Score Given	Corresponding Ranking
Project 4	At 100 points; <b>highest</b> point score given	1 <sup>st</sup>
Project 9	At 98 points; <b>second</b> highest point score given	2 <sup>nd</sup>
Project 5	At 90 points, Projects 5, 6, and 8 received the exact same point score. Therefore ranking positions <b>3, 4 and 5</b> would be added and then divided by 3 ( $\{3+4+5\}/3 = 4$ ) to create an averaged corresponding ranking for the three tied projects.	4 <sup>th</sup>
Project 6		4 <sup>th</sup>
Project 8		4 <sup>th</sup>
Project 3	At 75 points; <b>sixth</b> highest point score given	6 <sup>th</sup>
Project 7	At 55 points; <b>seventh</b> highest point score given	7 <sup>th</sup>
Project 2	At 50 points; <b>eighth</b> highest point score given	8 <sup>th</sup>

	Total Point Score Given	Corresponding Ranking
Project 1	At 40 points; lowest point score of <b>nine</b> projects	9 <sup>th</sup>

By using the averaged ranking approach versus the averaged point score approach, the CJAC can ensure a higher degree of fairness in the selection process. If a tie still persists the tied projects averaged numeric scores will be used to break the tie.

The proposed prioritization list will be reviewed by the CJAC for review, comment and possible changes to the list order. Upon completion and voting by the CJAC the priority list approved will be presented to the PRPC Board of Directors for approval and then submitted to CJD for final review. CJD makes all final funding decisions.

**Notice to Applicants Regarding the Outcome of the Prioritization Process(es):**

The PRPC Regional Criminal Justice Program Coordinator will be responsible for notifying the CJD grant applicants of the outcome of the application prioritization process(es). This notification will be developed and transmitted after the PRPC Regional Criminal Justice Program Coordinator has confirmed the CJAC’s prioritization results. This notice will be faxed, mailed or emailed to the CJD grant applicants within 24 hours after the results have been confirmed.

That notice will include the following:

1. The final priority rankings as developed by the CJAC, by grant program.
2. The amount of funds each applicant will receive per the recommendations of the CJAC.
3. The date on which the CJAC’s CJD grant recommendations will be considered by the PRPC Board of Directors.
4. A description of the appeals process that must be followed in the event an applicant wants to protest a decision made by the CJAC.
5. A statement that the PRPC Board meetings are open to the public.
6. A statement as required by CJD that all final funding decisions are made by CJD.

**Appeals Process:**

This appeals process only relates to those grant programs involving regional allocations made to the Panhandle region by the CJD or those programs that require the CJAC to order by priority, projects competing for funding at the statewide level.

A Panhandle applicant for CJD funding may appeal the disposition of its application **only** if one or more of the following occurs during the review of the application by the CJAC.

1. **Misplacement of an application.** If all or part of an application is lost, misfiled, etc., by PRPC staff, resulting in the unequal consideration of the applicant’s proposal.
2. **Mathematical error.** If, in scoring the application, the score on any selection criteria is arrived at incorrectly or if the total score of the application is arrived at incorrectly as a result of human or computer error.

3. **Other procedural error.** If the applicant's application is not processed and treated in accordance with the procedures set forth in this document.

All appeals, including the specific alleged procedural violation(s), must be submitted to the PRPC Executive Director in writing. The Executive Director may then take one of the following actions:

1. Investigate the allegation and determine that the appeal is not valid. In such case, the applicant will receive in writing the basis for the decision to reject the applicant's appeal. In such case, the decision of the Executive Director is final.
2. If there is some validity to the appeal, the Executive Director will place the appeal on the agenda of the PRPC Board of Directors. The protesting applicant will be notified of the time and date of the meeting during which the Board of Directors will consider the appeal. The applicant will be given the opportunity to present his/her case directly to the PRPC Board of Directors. The Board of Directors will then render a decision on the appeal of the protesting applicant. All decisions made by the PRPC Board of Directors will be final.

An appeal can be filed at any time during the prioritization process but must be submitted within seven (7) working days from the date on which the Notice to Applicants Regarding the Outcome of the Prioritization Process(es) is **transmitted**.

In any event, the appeal must be received by the PRPC prior to the date on which the CJAC's CJD grant recommendations will be considered by the PRPC Board of Directors. Any appeals received after that date will not be considered by the PRPC Board.

Any appeals made after the date on which the CJAC's CJD grant recommendations are acted on by the PRPC Board of Directors must be filed directly with the CJD in accordance with the agency's appeal procedures.

#### **Open Meetings Requirements:**

The PRPC Regional Criminal Justice Program Coordinator will be responsible for ensuring that all CJAC prioritization meetings are properly posted in accordance with Chapter 551 of the Local Government Code.

#### **Relationship to the Texas Administrative Code (TAC):**

The CJD grants program is governed by the Texas Administrative Code (TAC). Should any provisions of these bylaws be in conflict the current TAC, the provisions of the TAC will prevail. The relevant sections of the TAC, those applicable to the Criminal Justice Divisions Grant Program, are attached to and made part of these bylaws.

**ATTACHMENT 1**

**CJAC PRESENTATION GUIDELINE**

**CJAC'S PRESENTATION GUIDELINE:**

Applicant Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_

***This form must be completed for each project submitted to the Criminal Justice Division under the regional Criminal Justice Programs. This form should be filled out and returned to PRPC's Criminal Justice Coordinator. This information is expected to be covered in your grant presentation to the CJAC.***

1. Why is this particular project needed; what problem(s) are you trying to resolve?
  
  
  
  
  
  
  
  
  
  
2. Describe which, if any, of the Regional Program Priorities this project will support.
  
  
  
  
  
  
  
  
  
  
3. Who will be responsible for implementing this project and how would that be done?
  
  
  
  
  
  
  
  
  
  
4. What factors will be used to gauge the value of this project to your community – how will you measure success?
  
  
  
  
  
  
  
  
  
  
5. How will this project continue to be supported in the future?

## ATTACHMENT 2

### FY 24 Local Priorities

The PRPC Board approved the Region's FY24~~25~~ Regional Criminal Justice Strategic Plan on ~~June 24, 2022~~ **June 22, 2023** which listed the local priorities as follows:

#### Juvenile Justice and Delinquency Prevention Grants (JJDP) and Truancy Prevention Grants (TP)

- Substance Abuse
- ~~Chronic Absenteeism~~ **Rise in Crime (Violent)**
- ~~Bullying~~ **Mental Health**
- ~~Parental Involvement~~ **Lack of Parental Support**
- ~~Poverty~~ **Human Trafficking**

#### Edward Byrne Justice Assistance Grants (JAG)

- Substance Abuse
- ~~Domestic Violence~~ **Recruiting and Retention**
- ~~Recruiting and Retention~~ **Mental Health**
- ~~Sexual Assault~~ **Domestic Violence**
- ~~Mental Health~~ **Lack of Funding and Training for Active Shooter**

#### Victims of Crime Act Grants (VOCA)

- Domestic Violence
- ~~Substance Abuse~~ **Sexual Assault**
- ~~Sexual Assault~~ **Substance Abuse**
- ~~Human Trafficking~~ **Mental Health**
- Stalking

#### Violence Against Women Act Grants (VAWA)

- Domestic Violence
- Sexual Assault
- Prosecution of Domestic Violence and/or Stalking
- Human Trafficking
- Fear of Reporting

**ATTACHMENT 3**

**PRPC Administrative Regulation #34**

PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation  
Number 34

Adopted: October 28, 1999  
Amended: October 7, 2010  
Amended: October 22, 2015  
Amended: September 15, 2016  
Amended: September 28, 2023

PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE  
PROCEDURES AND POLICIES

I. PURPOSE

The purpose of this administrative regulation is to officially establish the role of the Criminal Justice Advisory Committee and to formally sanction the procedures necessary for the Committee's on-going operation.

II. CRIMINAL JUSTICE ADVISORY COMMITTEE

A. Establishment and Scope of Authority

1. The Board of Directors of the Panhandle Regional Planning Commission hereby formally grants the Criminal Justice Advisory Committee official status as a standing committee of the Planning Commission in order that the Advisory Committee may continue providing guidance and direction over the region's Criminal Justice Grants program. The Criminal Justice Advisory Committee's specific responsibilities shall include but not be limited to the following:
  - a. The establishment of working rules and procedures to govern the operations of the Advisory Committee.
  - b. The development of policies, procedures and prioritization criteria to govern the operation of the region's Criminal Justice Grants Program(s).
  - c. The review and development of recommendations concerning the prioritization of applications submitted for consideration through the Office of the Governor's Criminal Justice Division grant applications under the following programs:
    - i. General Victim Assistance – Direct Services Programs;
    - ii. Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking;
    - iii. Criminal Justice Programs; and
    - iv. General Juvenile Justice and Delinquency Prevent Programs
  - d. The provision of general direction to the Panhandle Regional Planning Commission staff regarding the region's criminal justice grants program.
2. The responsibilities of the Panhandle Regional Planning Commission Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:

- a. Contracting matters
- b. Budgeting
- c. Financial Reporting
- d. Personnel matters
- e. Committee appointments
- f. Approval of regional plans, regional agreements, regional procedures and regional systems

B. Membership

1. The Panhandle Regional Criminal Justice Advisory Committee shall be comprised of at least seventeen (17) members and composed as follows:
  - a. No more than four (4) individuals representing the region's law enforcement community.
  - b. At least one (1) individual representing the region's juvenile justice system.
  - c. At least one (1) individual representing the region's drug abuse prevention services/programs.
  - d. At least one (1) representative of a non-profit organization concerned with criminal justice/law enforcement matters.
  - e. At least one (1) representative of an organization involved with the provision of victims services or advocating the rights of victims.
  - f. At least one (1) individual who represents the region's mental health service providers.
  - g. No more than four (4) individuals who represent prosecution or the region's courts system.
  - h. At least one (1) individual who represents the region's education system.
  - i. At least one (1) individual who will serve as a concerned citizen or member of a parent organization.
  - j. At least one (1) individual who represents the region's municipalities.
  - k. At least one (1) individual who represents the region's counties.
2. Members of the Panhandle Regional Criminal Justice Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each October. One-third of the Advisory Committee members shall be re-appointed or replaced each year, **members may not serve more than two consecutive three-year terms.**
3. A Chairperson and Vice Chairperson of the Panhandle Regional Criminal Justice Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each October.

C. Meetings

1. The Advisory Committee will, on a timely basis, meet as needed to review and prioritize the applications being considered under the Regional Criminal Justice Grants Program(s) and to review the Policies and Procedures that will govern the criminal justice practices in the Panhandle region.
2. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared. Among all other things, meetings must comply with the requirements listed in the Texas Government Code, Chapter 551 (Texas Open Meetings Act).
3. For the purposes of the transaction of business by the CJAC, a quorum shall be a simple majority of the members present. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.

All members have voting privileges. Members of the committee may not designate another member to vote on their behalf. Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the meeting minutes. Members are required to abstain on matters that pose a conflict of interest for them.

## ATTACHMENT 4

### Applicable Sections of the Texas Administrative Code

**TEXAS ADMINISTRATIVE CODE (TITLE 1, PART 1, CHAPTER 3)  
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION  
(EFFECTIVE MAY 9, 2012)**

**SUBCHAPTER A. GENERAL GRANT PROGRAM PROVISIONS**

SECTION 3.1. APPLICABILITY

SECTION 3.3. DEFINITIONS

SECTION 3.5. SUBMISSION PROCESS

SECTION 3.7. SELECTION PROCESS

SECTION 3.9. FUNDING DECISIONS

SECTION 3.11. GRANT AND SUPPLEMENTAL AWARD ACCEPTANCE

SECTION 3.21. USE OF THE INTERNET

SECTION 3.23. DELEGATION OF AUTHORITY

SECTION 3.25. SUSPENSION OF RULES

**SUBCHAPTER B. GENERAL GRANT PROGRAM POLICIES**

**DIVISION 2. GRANT BUDGET REQUIREMENTS**

SECTION 3.73. MATCHING FUNDS POLICY

SECTION 3.75. PERSONNEL

SECTION 3.77. PROFESSIONAL AND CONTRACTUAL SERVICES

SECTION 3.79. TRAVEL AND TRAINING.

SECTION 3.81. EQUIPMENT

SECTION 3.83. SUPPLIES AND DIRECT OPERATING EXPENSES

SECTION 3.85. INDIRECT COSTS

SECTION 3.87. PROGRAM INCOME

**SUBCHAPTER D. CONDITIONS OF GRANT FUNDING**

SECTION 3.2001. CONDITIONS OF FUNDING

SECTION 3.2009. COOPERATIVE WORKING AGREEMENT

SECTION 3.2013. PRE-APPROVAL REQUIREMENTS FOR PROCUREMENT

SECTION 3.2021. RESOLUTIONS

SECTION 3.2023. TAX-EXEMPT AND NONPROFIT INFORMATION

SECTION 3.2025. CIVIL RIGHTS LIAISON

**SUBCHAPTER E. ADMINISTERING GRANTS**

SECTION 3.2501. GRANT OFFICIALS

SECTION 3.2503. OBLIGATING FUNDS

SECTION 3.2505. RETENTION OF RECORDS

SECTION 3.2507. FINANCIAL STATUS REPORTS  
SECTION 3.2509. EQUIPMENT INVENTORY REPORTS  
SECTION 3.2513. GRANT ADJUSTMENTS  
SECTION 3.2515. BONDING  
SECTION 3.2517. REMEDIES FOR NONCOMPLIANCE  
SECTION 3.2519. GRANT REDUCTION OR TERMINATION  
SECTION 3.2521. PAYMENT OF OUTSTANDING LIABILITIES  
SECTION 3.2523. VIOLATIONS OF LAWS  
SECTION 3.2525. EVALUATING PROJECT EFFECTIVENESS  
SECTION 3.2527. GRANTEE REPORTS  
SECTION 3.2529. GRANT MANAGEMENT

**SUBCHAPTER F. PROGRAM MONITORING AND AUDITS**

SECTION 3.2601. MONITORING  
SECTION 3.2603. AUDITS NOT PERFORMED BY CJD or COD

**TITLE 1**      ADMINISTRATION  
**PART 1**      OFFICE OF THE GOVERNOR  
**CHAPTER 3**    CRIMINAL JUSTICE DIVISION  
**SUBCHAPTER A** GENERAL GRANT PROGRAM PROVISIONS

**RULE §3.1: Applicability**

Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Criminal Justice Division (CJD), Office of the Governor. A grantee must comply with the provisions of Subchapters A through F in effect on the date the grant is awarded by CJD, unless a subsequent effective date is specified by CJD in an original grant award or a grant adjustment. Grantees must comply with all applicable state and federal statutes, rules, regulations, and guidelines. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies.

**RULE §3.3: Definitions**

- (a) applicant: an agency or organization that has submitted a grant application or grant renewal documentation;
- (b) approved budget categories: budget categories (including personnel, contractual and professional services, travel, equipment, construction, supplies and other direct operating expenses, and indirect costs) that contain a line item with a dollar amount greater than zero that is approved by CJD through a grant award or a budget adjustment;
- (c) CJAC: Criminal Justice Advisory Committee, a component of a COG. A CJAC must have a multi-disciplinary representation of members from the region. This representation must contain members from the following groups: concerned citizens or parents, drug abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution/courts, and victim services. No single group may constitute more than one third of the CJAC;
- (d) CJD: The Criminal Justice Division of the Office of the Governor or its designee;
- (e) COD: The Compliance and Oversight Division of the Office of the Governor or its designee;
- (f) COG: a regional planning commission, council of governments, or similar regional planning agency created under Chapter 391, Texas Local Government Code;
- (g) computing devices: machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information;
- (h) condition of funding: a prerequisite placed on a grant because of a need for information, clarification, or submission of an outstanding requirement of the grant that may result in a hold being placed on the CJD-funded portion of a grant project;
- (i) equipment: tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000;
- (j) executive director: the executive director of CJD;
- (k) grant funds: CJD-funded and matching funds portions of a grant project;

- (l) grantee: an agency or organization that receives a grant award;
- (m) indirect costs: those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved;
- (n) information technology systems: computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources;
- (o) liquidation date: the date specified in an original grant award or a subsequent grant adjustment upon which a grantee must expend all outstanding liabilities;
- (p) matching funds: the grantee's share of the project costs. Matching funds may either be cash or in-kind. Cash match includes actual cash spent by the grantee and must have a cost relationship to the award that is being matched. In-kind match includes the value of donated services. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of a grant project;
- (q) OMB: The Office of Management and Budget;
- (r) program income: gross income earned by the grantee during the funding period as a direct result of the award. "Direct result" is defined as a specific act or set of activities that are directly attributable to grant funds and that are directly related to the objectives of the project. Program income includes, but is not limited to, forfeitures, fees, cash contributions, donations, restitution, interest income, and royalties;
- (s) RFA: Request for Applications, published in the *Texas Register* by CJD; and
- (t) supplies: all tangible personal property other than those described in accordance with §3.3(i) of this chapter. A computing device is a supply if the acquisition cost is less than the lesser of the capitalizations level established by the grantee for financial statement purposes or \$5,000, regardless of the length of its useful life; and
- (u) TxGMS: Texas Grant Management Standards

**RULE §3.5: Submission Process**

- (a) When applying for a grant pursuant to a RFA published in the *Texas Register* by CJD, applicants must submit and certify their applications according to the requirements provided in the RFA.
- (b) CJD may also consider applications for grants that are not submitted pursuant to an RFA. Applicants will be selected in accordance with §3.7(b) of this chapter.
- (c) Applicants must apply for funds using the procedures, forms, and certifications prescribed by CJD.

**RULE §3.7: Selection Process**

- (a) All applications must be submitted to CJD and certified by the applicant's authorized official. For applications submitted and certified pursuant to an RFA, the executive director may select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision.
- (b) For applications certified by the applicant's authorized official, the executive director will decide whether to fund the application based upon the following factors:
  - (1) the inherent value of the project's impact;

- (2) whether the project has the potential to be a model program; or
  - (3) whether delaying the application would have a significant negative impact on the area proposed to be served.
- (c) For applications prioritized by a COG, the CJAC must prioritize the applications and prepare the priority listing. The COG's governing body must approve the priority listing. CJD will make final decisions on these applications based upon the availability of funding, identified state priorities, COG priorities, and eligibility.

Preference will be given to applicants who demonstrate a cost effective approach to services that complements the governor's strategies.

- (d) During the review of an application, CJD may request that the applicant submit any additional information necessary to complete the grant review. Such requests for information do not serve as notice that CJD intends to fund an application. CJD may make the necessary corrections to an application to bring it into compliance with state or federal requirements. Any corrections to an applicant's budget will be reflected in the award documentation.
- (e) CJD will inform applicants of decisions on their grant applications through either a Statement of Grant Award or a notification of denial. For applications prioritized by a COG that do not receive funding recommendations, the COG notification of the decision not to recommend funding serves as the applicant's notification of denial.

#### **RULE §3.9: Funding Decisions**

- (a) All funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.
- (b) Neither the approval of a project nor any grant award shall obligate CJD in any way to make any additional, supplemental, continuation, or other award.

#### **RULE §3.11: Grant and Supplemental Award Acceptance**

The award documentation constitutes obligation of funds for use by the grantee in execution of the program or project covered by the award. Such obligation may be terminated without cause if the grantee's authorized official fails to accept the grant award within 45 calendar days of the date on which CJD issues the Statement of Grant Award. CJD may extend this deadline on written request from the applicant. Funds will not be disbursed until acceptance of the grant by the grantee.

#### **RULE §3.21: Use of the Internet**

CJD requires an applicant or grantee to submit grant applications, progress reports, financial reports, and other information to CJD via the Internet or other electronic means.

#### **RULE §3.23: Delegation of Authority**

The executive director may delegate his or her authority or CJD's authority under this chapter.

#### **RULE §3.25: Suspension of Rules**

Except where prohibited by state or federal statute or rule the executive director may suspend any requirement in this chapter on a showing of good cause.

**TITLE 1**                    ADMINISTRATION  
**PART 1**                    OFFICE OF THE GOVERNOR  
**CHAPTER 3**                CRIMINAL JUSTICE DIVISION  
**SUBCHAPTER B** GRANT BUDGET REQUIREMENTS

**RULE §3.73: Matching Funds Policy**

If matching funds are required on a grant, an applicant must ensure that it possesses or can acquire the required matching funds. A contractor or participating entity may contribute toward the matching funds requirement, but the applicant bears the responsibility for satisfying the matching funds requirement.

**RULE §3.75: Personnel**

- (a) CJD shall determine the reasonableness of requested salaries and reserves the right to limit the CJD-financed portion of any salary.
- (b) CJD shall not pay any portion of the salary of, or any other compensation for, an elected or appointed government official.
- (c) Compensation for grant-funded employees must be comparable to that of non-grant funded employees performing similar work duties.
- (d) Grantees may use grant funds to compensate staff members leaving employment for accrued leave (which includes, but is not limited to, annual leave, compensatory time, and sick leave) in accordance with the grantee's policy. These payments may only fund leave earned during the current grant period. The proportion of grant funds paid for leave cannot exceed the proportion of grant funds used to pay the staff member's salary.

**RULE §3.77: Professional and Contractual Services**

Grantees must establish a contract administration system to consistently ensure that contract deliverables are being provided as specified in the contracts.

**RULE §3.79: Travel and Training**

- (a) Grant funds used for travel expenses must be limited to the grantee agency's established mileage, per diem, and lodging policies. If a grantee does not have established mileage, per diem, and lodging policies, then the grantee must use state travel guidelines.
- (b) Grantees must maintain records that properly document the completion of all grant-funded training courses.

**RULE §3.81: Equipment**

- (a) Applicants must include a detailed description of all proposed equipment purchases in their grant application to CJD for approval. Grantees must request any additional equipment purchases through grant adjustments.
- (b) CJD will not approve grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use. The Edward Byrne Justice Assistance Grant Program and the County Essential Services Grant Program are exempt from this subsection.

**RULE §3.83: Supplies and Direct Operating Expenses**

Supplies and direct operating expenses are costs directly related to the grantee's day-to-day operation of the grant project that are not included in any of the grantee's other approved budget categories.

**RULE §3.85: Indirect Costs**

- (a) If the applicant has an approved federally recognized indirect cost rate negotiated between the applicant and the Federal government and wishes to charge indirect costs to the grant, the applicant shall identify the indirect cost rate and provide supporting documentation as part of the application to CJD.
- (b) If the applicant has an approved indirect cost rate negotiated between the applicant and its state cognizant agency and wishes to charge indirect costs to the grant, the applicant shall identify the indirect cost rate and provide supporting documentation as part of the application to CJD.
- (c) If no approved federal or state indirect cost rate exists, CJD may approve indirect costs in the grant project in an amount not to exceed two percent of the approved direct costs.
- (d) Unless otherwise specified, indirect costs are allowable under CJD grants in accordance with applicable state and federal guidelines.

**RULE §3.87: Program Income**

Earned program income must be reported to CJD. Program income may only be used, with prior approval from CJD, for allowable project costs as reflected in an approved budget. Grantees may not carry forward program income from one grant year to the next. Grantees must refund to CJD any program income remaining at the end of the grant period.

**TITLE 1**      ADMINISTRATION  
**PART 1**      OFFICE OF THE GOVERNOR  
**CHAPTER 3**    CRIMINAL JUSTICE DIVISION  
**SUBCHAPTER D** CONDITIONS OF GRANT FUNDING

**RULE §3.2001: Conditions of Funding**

When CJD determines that a grantee has failed to submit the necessary information or has failed to comply with any applicable statute, rule, regulation, guideline, or requirement, CJD may place a condition of funding on the grant which may invoke a hold on funds.

**RULE §3.2009: Cooperative Working Agreement**

- (a) When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must ensure that the cooperative working agreement is signed by each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements.
- (b) Cooperative working agreements do not involve an exchange of funds.

**RULE §3.2013: Pre-Approval Requirements for Procurement**

- (a) A grantee must submit a CJD-prescribed Procurement Questionnaire when any procurement is expected to exceed \$150,000 or upon CJD request. CJD may also request all related procurement documentation, such as requests for proposals, invitations for bids, or independent cost estimates.
- (b) Grantees may not divide purchases or contracts to avoid the requirements of this section. For purposes of determining compliance, CJD will consider groups of contracts with a single vendor or groups of purchases for the same or similar items as a single procurement.

**RULE §3.2021: Resolutions**

Applications from non-profit corporations, local units of governments and other political subdivisions must include a resolution that contains the following:

- (1) authorization for the submission of the application to CJD that clearly identifies the project for which funding is requested;
- (2) a commitment to provide for all applicable matching funds;
- (3) a designation of the name or title of an authorized official who is given the power to apply for, accept, reject, alter, or terminate a grant (if this designation changes during the grant period, a new resolution must be submitted to CJD); and
- (4) a written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

**RULE §3.2023: Tax-Exempt and Nonprofit Information**

All nonprofit corporations must submit with their application, information about the agency's fiscal capability, including information from the Internal Revenue Service granting the corporation tax-exempt status.

**RULE §3.2025: Civil Rights Liaison**

All applicants must certify that they have a designated civil rights liaison during the application process. The civil rights liaison will serve as the grantee's civil rights contact point and has the responsibility for ensuring that the grantee meets all applicable civil rights requirements. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

<b><u>TITLE 1</u></b>	ADMINISTRATION
<b><u>PART 1</u></b>	OFFICE OF THE GOVERNOR
<b><u>CHAPTER 3</u></b>	CRIMINAL JUSTICE DIVISION
<b><u>SUBCHAPTER E</u></b>	ADMINISTERING GRANTS

**RULE §3.2501: Grant Officials**

- (a) Each grant must have a project director, financial officer, and authorized official. No person shall serve in more than one capacity.
- (b) Each grant official must have an e-mail address and access to the Internet.

- (c) A grantee shall notify CJD within 20 calendar days of any change in the designated project director, financial officer, or authorized official; any change in the mailing address, e-mail address, fax number, or telephone number of each grant official and any change in the grantee's physical address.

**RULE §3.2503: Obligating Funds**

A grantee may not obligate grant funds before the beginning or after the end of the grant period.

**RULE §3.2505: Retention of Records**

- (a) Grantees must maintain all financial records, supporting documents, statistical records, and all other records pertinent to the award for at least three years following the closure of the most recent audit report or submission of the final financial status report if the audit report requirement has been waived. Grantees may retain records in an electronic format. All records are subject to audit or monitoring during the entire retention period.
- (b) Grantees must retain records for equipment, non-expendable personal property, and real property for a period of three years from the date of the item's disposition, replacement, or transfer.
- (c) If any litigation, claim, or audit is started before the expiration of the three-year records retention period, the grantee must retain the records under review until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

**RULE §3.2507: Financial Status Reports**

- (a) Each grantee must submit financial status reports to CJD. CJD will provide the appropriate forms and instructions for the reports along with deadlines for their submission.
- (b) A financial status report reflecting cumulative expenditures from the start of the grant may be submitted as often as monthly but must be submitted at least quarterly. Grantees may only request an advance payment during the first month of the grant period to cover the first month's expenses.
- (c) Grantees must ensure that CJD receives their final financial status report no later than the liquidation date or funds will lapse and revert to the grantor agency. If grant funds are on hold for any reason, these funds will lapse on the liquidation date and the grantee cannot recover them. CJD will not make payments to grantees that submit their final financial status report after the liquidation date.

**RULE §3.2509: Equipment Inventory Reports**

CJD requires each grantee to maintain on file a current inventory report of all equipment purchased with grant funds during the grant period. This report must reconcile with the approved grant budget and the final financial status report.

**RULE §3.2513: Grant Adjustments**

- (a) The project director, financial officer, or authorized official may submit requests for grant adjustments.
- (b) Adjustments consisting of increases or decreases in the amount of a grant or the reallocation of grant funds among or within approved budget categories are allowable only with prior CJD approval.

- (c) Programmatic changes, such as requests to revise the scope, target, or focus of the project, or alter project activities require prior approval from CJD. Requests to extend the grant period must be submitted to and received by CJD, no later than the last day of the grant period.

**RULE §3.2515: Bonding**

Each nonprofit corporation receiving funds from CJD must obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and theft of the entire amount of grant funds. The cost of the bond is an eligible expense of the grant.

**RULE §3.2517: Remedies for Noncompliance**

If a grantee fails to comply with any term or condition of a grant or any applicable statutes, rules, regulations, or guidelines, CJD may:

- (1) withhold all grant payments to a specific project or withhold all grant payments to all grant projects awarded to the grantee pending correction of the deficiency;
- (2) disallow all or part of the cost of the activity or action that is not in compliance;
- (3) withhold further grants from the program or grantee;
- (4) terminate the grant in whole or in part; or
- (5) exercise other legal remedies.

**RULE §3.2519: Grant Reduction or Termination**

- (a) If a grantee wishes to terminate any approved grant, it must notify CJD immediately.
- (b) CJD may reduce or terminate any grant when:
  - (1) a grantee fails to comply with any term or condition of the grant or the grantee has failed to comply with any applicable statute, rule, regulation, or guideline;
  - (2) the grantee and CJD agree to do so;
  - (3) state or federal funds are no longer available to CJD;
  - (4) conditions exist that make it unlikely that grant objectives will be accomplished; or
  - (5) the grantee has acted in bad faith.
- (c) In the event that a grant is reduced or terminated by CJD, CJD will notify the grantee in writing.

**RULE §3.2521: Payment of Outstanding Liabilities**

Grantees must expend all outstanding liabilities no later than the liquidation date of the grant period specified in an original grant award or a subsequent grant adjustment. All payments made after the completion of the grant period must relate to obligations incurred during the grant period.

**RULE §3.2523: Violations of Laws**

- (a) A grantee must immediately notify CJD in writing of any legal violations.
- (b) A grantee must immediately notify CJD in writing if a project or project personnel become involved in any civil or criminal litigation and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD.

- (c) If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee must immediately forward a copy of the judgment or order to CJD.
- (d) If any records are seized from a grantee by a law enforcement agency, or a state or federal agency, the grantee must immediately notify CJD in writing of the seizure and must retain copies of the seized records.

**RULE §3.2525: Evaluating Project Effectiveness**

- (a) Grantees must regularly evaluate their projects. CJD will monitor the grantee through progress reports, on-site visits, and desk reviews. Grantees must maintain information related to project evaluations in the project's files, and that information must be available for review.
- (b) Grantees are responsible for managing the day-to-day operations of grant and sub-grant supported activities, including those of their contractors and subcontractors. Grantees must develop and maintain a standardized monitoring program incorporating best practices.

**RULE §3.2527: Grantee Reports**

- (a) Each grantee must submit reports regarding grant information, performance, and progress. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.
- (b) CJD may place projects on financial hold for failure to submit complete and accurate progress reports. A grantee's history of delinquent or inaccurate reports may affect future funding decisions.

**RULE §3.2529: Grant Management**

- (a) CJD has oversight responsibility for the grants it awards. CJD may review the grantee's management and administration of grant funds and records at any time. Grantees must respond to all CJD inquiries or requests and must make all requested records available to CJD.
- (b) The grantee is the entity legally and financially responsible for the grant. A grantee may not delegate its legal or financial responsibility.

**TITLE 1**                    ADMINISTRATION  
**PART 1**                    OFFICE OF THE GOVERNOR  
**CHAPTER 3**                CRIMINAL JUSTICE DIVISION  
**SUBCHAPTER F** PROGRAM MONITORING AND AUDITS

**RULE §3.2601: Monitoring**

- (a) CJD and COD will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes and that grantees achieve grant purposes.
- (b) The monitoring program may consist of formal audits, monitoring reviews, and technical assistance. CJD or COD may implement monitoring through on-site review at the grantee or sub-grantee location or through a desk review. CJD or COD may request grantees to submit information to CJD or COD to support any monitoring review.

- (c) Grantees must make available to CJD or COD all records relevant to a monitoring review. Failure to provide adequate documentation may result in disallowed costs or other remedies for noncompliance.
- (d) After a monitoring review, the grantee will be notified in writing of any noncompliance identified by CJD or COD in the form of a preliminary report.
- (e) The grantee shall respond to the preliminary report and the deficiencies or recommendations, and submit a corrective action plan to CJD or COD within a time specified by CJD or COD.
- (f) The corrective action plan shall include:
  - (1) the titles of the persons responsible for implementing the corrective action plan;
  - (2) the corrective action to be taken; and
  - (3) the anticipated completion date.
- (g) If the grantee believes corrective action is not required for a deficiency or recommendation, the response shall include an explanation and specific reasons. CJD or COD will determine whether the response is adequate to resolve the deficiency or recommendation.
- (h) The grantee's response and the approved corrective action plan shall become part of the final report.
- (i) The grantee shall resolve all identified findings within the time specified by CJD or COD.

**RULE §3.2603: Audits Not Performed by CJD**

- (a) Grantees must have audits performed in accordance with the requirements set forth in 2 CFR Part 200, Subpart F-Audit Requirements and the State Single Audit Circular issued under TxGMS.
- (b) Grantees must submit to COD copies of the results of any single audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements or in accordance with the State Single Audit requirements issued under TxGMS. Grantees must ensure that single audit results, including the grantee's response and corrective action plan, if applicable, are submitted to COD within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.
- (c) All other audits performed by auditors independent of CJD or COD must be maintained at the grantee's administrative offices and be made available upon request by CJD or COD. Grantees must notify CJD of any audit results that may adversely impact grant funds.

**NOTE:** For a full/current review of Texas Administrative Code; Title 1, Part 1, Chapter 3 go to:  
[http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

# ITEM 13

## **M E M O R A N D U M**

**DATE:** October 26, 2023

**TO:** PRPC Board of Directors

**FROM:** Daphne Morcom, Regional Services Program Specialist

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 13  
Justice Assistance Grant Specialized Gap Training Delivery Contract

### **BACKGROUND:**

Earlier this year, the PRPC applied for and is currently awaiting funding under the FY24 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide training in the Panhandle. The project, which was developed in discussion with the region's stakeholders to identify the gaps that our region faces. The top three (3) gaps found were substance abuse, domestic violence, and sexual assault.

The goal of the project is to improve the way in which stakeholder agencies/organizations work together to address the issues of substance abuse, domestic violence and sexual assault in the region's criminal justice system. This training, which will be provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 911 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system. It's anticipated there will be a high level of interest in the training being provided under this contract and that each of the three courses delivered by Amarillo College will be well-attended.

Attached for your review is a draft copy of a contract with Amarillo College for the delivery of these in-region training services.

### **RECOMMENDATION:**

PRPC staff recommends that the PRPC Board of Directors authorize the PRPC Executive Director to execute the attached contract with Amarillo College for the delivery of Specialized Gap Training and Education services.

STATE OF TEXAS           §           INTERLOCAL COOPERATIVE AGREEMENT FOR  
  §           CRIMINAL JUSTICE GAP TRAINING SERVICES  
COUNTY OF POTTER   §

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This Interlocal Cooperative Agreement (or “Contract”) is entered into by and between the Parties shown below pursuant to the authority granted in and in compliance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

I. Contracting Parties

**The Receiving Party:** The Panhandle Regional Planning Commission (“PRPC”); a Council of Governments established in accordance with Chapter 391; Texas Local Government Code,

**The Performing Party:** Amarillo College (“College”); a junior college governed in accord with the Texas Education Code [various Chapters].

II. Purpose of the Contract

This Contract is intended to aid in the implementation of a grant provided to the PRPC by the Criminal Justice Division of the Governor’s Office (“CJD”); referenced here as CJD Grant Number 3754605 – Specialized Criminal Justice Gap Training.

III. Statement of Services to be Performed

- a. During the term of this Contract, the College will deliver a minimum of three (3) trainings designed to increase collaboration between the law enforcement, mental health, domestic violence and substance abuse disciplines serving the Panhandle region.
- b. This training will address issues related to the substance abuse, domestic violence and sexual assault problems impacting the criminal justice system in the Texas Panhandle.
- c. The primary training objectives will focus on increasing the effectiveness in which the Panhandle’s “*partner agencies*” work, individually and collectively, to combat substance abuse, to prevent domestic violence and sexual assault while serving the needs of victims and responding to the needs of criminal justice system-involved individuals. For the purpose of this training, it’s understood these three topic areas aren’t inconsonant; two or all of these issues can appear simultaneously within the region’s criminal justice system.
- d. For the purpose of this Contract, “*partner agencies*” includes victim services provider agencies, law enforcement, prosecution, the judiciary, emergency 911 communications, medical trauma service providers, non-profit agencies and/or faith-based organizations and other agencies in the Texas Panhandle offering support or services to female victims of physical abuse and/or sexual mistreatment and agencies involved with treating and preventing sub- stance use.

- e. This training will be delivered to members of these partner agencies at no cost.
- f. The College, assisted by the PRPC, will identify a slate of qualified instructors/course titles appropriate to meeting the primary training objectives.
- g. The College, assisted by the PRPC, will schedule the delivery of the trainings and promote and advertise the availability of the training to the Texas Panhandle's partner agencies.
- h. The College, assisted by the PRPC, will target an enrollment of at least 40 participants in each course delivered.
- i. Following each course delivery, the College will conduct a survey of the course participants, asking them to rate the effectiveness of the training and its ability to meet its primary training objectives.
- j. Following each course delivery, the College will ensure that the participants successfully completing the course receive the appropriate training credits (e.g., TCOLE, LPC/LMFT/SW, CPE, etc.).

#### IV. Contract Term

The term of this Contract will commence on October 1, 2023 and end on September 30, 2024, unless extended or terminated as otherwise provided for in this Contract.

#### V. Contract Amount

- a. The total amount of this Contract shall not exceed Twenty-Seven Thousand, Three Hundred Thirty-eight dollars and No Cents (\$27,338.00).
- b. The College may invoice the PRPC following each course delivery. Each invoice must be accompanied with a documented roster of the course participants, a brief statement of the training provided and the basis for the billing rate.

#### VI. Mutual Understandings

- a. It is expressly understood by both parties that payment obligations created by this Contract are conditioned upon the availability of Federal and/or State funds appropriated or allocated for the payment of such obligations.
- b. The requirements of the Texas Grant Management System (TxGMS) promulgated pursuant to Section 783, of the Government Code are adopted by reference as part of this Contract; along with the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found in 2 CFR 200 and any other applicable fund specific federal requirement enumerated in the document found under Exhibit 1 titled, "Fund Specific Grant Conditions: Edward Byrne Memorial Justice Assistance Grant Program, FFY23 Award".

- c. The PRPC will assist the College in establishing record management procedures that comply with the requirements of the CJD grant and periodically inspect such records to ensure that they are properly kept. The College agrees to maintain those procedures.
- d. PRPC and the College will each retain the records generated during this Contract term for at least three (3) years following the closure of their most recent audit report and until any outstanding litigation; audit or claim has been resolved.
- e. The College authorizes the PRPC, the Office of the Governor, the State Auditor's Office, the Comptroller General, and any relevant federal agency, and their representatives, the right to audit, examine, and copy all paper and electronic records, books, documents, accounting procedures, practices, and any other requested records, in any form; relevant to the CJD grant funding this Contract, and will make them readily available upon request. The College will similarly permit access to facilities, personnel, and other individuals and information as may be requested by a relevant oversight agency.
- f. The College and the PRPC agree to maintain compliance with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- g. During the life of this Contract, the College will remain in good standing with all licensing, permitting or regulatory bodies that regulate any or all aspects of the College's business or operations and comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinance or state or federal laws governing its business or operations.
- h. This Contract may be amended in whole or in part only by the written consent of the parties hereto. No party may assign its rights under this Contract without the prior written consent of the other party and any attempt to do so shall be a breach of this Contract and shall be void.
- i. Nothing in this Contract shall be construed as creating a partnership, joint venture or agency relationship between the parties, or as authorizing either party to act as agent for the other or to enter into any Contracts on behalf of the other party.
- j. Any provision of this Contract that is prohibited or unenforceable in any jurisdiction will, as to that jurisdiction, be ineffective to the extent of that prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of that provision in any other jurisdiction.

## VII. Termination

- a. In the event of a default by the College, the PRPC may terminate the Contract and the College will be entitled to recover costs/fees for all services provided or materials delivered prior to the termination date or shall repay any funds advanced for services not yet rendered as of the termination date.

- b. Upon receipt of a notice of termination, the College will suspend training services under the Contract as of the date and to the extent specified in the notice of termination.
- c. The College shall submit to the PRPC its termination claim within thirty (30) days of the effective date of the termination, unless an extension in writing is allowed by PRPC. The College and the PRPC may agree upon the whole or any part of the amount to be paid to the College, provided that such agreed amount, inclusive of settlement cost, does not exceed the total Contract price as reduced by the amount of Contract payments previously made.
- d. This Contract will automatically terminate on the expiration date of the CJD grant supporting this Contract or any extension date thereto granted by the CJD or upon the cancellation of the grant supporting this Contract by the CJD. The term established for this Contract runs concurrent with the term of the CJD grant. Therefore, all services billed hereunder must be rendered within the CJD grant period.

#### VIII. Entire Agreement

This Contract constitutes the entire agreement between the parties and supersedes all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this Contract except as specifically set out in this Contract.

**[THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK]**

THIS CONTRACT IS ENTERED INTO AND WITNESSED BY THE SIGNATURES  
OF THE PARTIES BELOW

BY: Panhandle Regional Planning Commission

BY: Amarillo College

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Michael J. Peters  
Executive Director

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Chris Sharp  
Vice President of Business Affairs

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Date

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Date

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David Hall  
Dean of Technical Education

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Date

# ITEM 14

## MEMORANDUM

**DATE:** October 26, 2023

**TO:** PRPC Board of Directors

**FROM:** Lori Gunn, Regional Services Director

**THROUGH:** Michael J. Peters, Executive Director

**SUBJECT:** Agenda Item 14  
2023 Texas Homeland Security Regional Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)

### **BACKGROUND:**

Annually, every Council of Governments in Texas must fulfill several planning requirements in order to maintain their region's eligibility to receive State Homeland Security Program grant funding in the coming year. All told, three plans have to be updated each year; they are:

1. Threat & Hazard Identification Risk Assessment (THIRA);
2. Stakeholder Preparedness Review (SPR); and
3. Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan

This agenda item only addresses the first two of these plans. The third plan will be presented to you at your December Board Meeting.

These plans are all developed in sequence under the direction of the PREMAC. The THIRA is used to test the region's preparedness capabilities against worst-case scenarios that could plausibly occur in the Panhandle. This year's THIRA scenarios included:

1. A large tornado that decimated Clarendon;
2. A massive wildfire that burned through Potter County north of Amarillo;
3. A winter storm that impacted the western half of the Panhandle;
4. A pandemic that shut down business and activities in Potter and Randall Counties;
5. An active shooter incident that occurred in downtown Amarillo; and
6. The derailment of a train carrying hazardous materials just outside of Canyon.

An evaluation was done to assess the region's current ability to cope with these type situations within the context of the core capabilities comprising FEMA's National Prepar-

edness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the five mission areas—Prevention, Protection, Mitigation, Response and Recovery. The Preparedness Goal is made up of 32 core capabilities including:

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Forensics and Attribution
5. Intelligence and Information Sharing
6. Interdiction and Disruption
7. Screening, Search, and Detection
8. Access Control and Identity Verification
9. Cybersecurity
10. Physical Protective Measures
11. Risk Management for Protection Programs and Activities
12. Supply Chain Integrity and Security
13. Community Resilience
14. Long-term Vulnerability Reduction
15. Risk and Disaster Resilience Assessment
16. Threats and Hazards Identification
17. Critical Transportation
18. Environmental Response/Health and Safety
19. Fatality Management Services
20. Fire Management and Suppression
21. Logistics and Supply Chain Management
22. Mass Care Services
23. Mass Search and Rescue Operations
24. On-scene Security, Protection, and Law Enforcement
25. Operational Communications
26. Public Health, Healthcare, and Emergency Medical Services
27. Situational Assessment
28. Infrastructure Systems
29. Economic Recovery
30. Health and Social Services
31. Housing
32. Natural and Cultural Resources

Based on the 6 scenarios, the PREMAC established a Panhandle-relevant target for each of these 32 capabilities which they felt could be achieved within the next 3-5 years. For example, for the core capability of “**Public Information and Warning**” the following target was established.

*Within **10-minutes** notice of an incident, deliver reliable and actionable information to **300.000** people affected, including **65.030** people with access and functional needs (affected) and **45.000** people with limited English proficiency affected.*

The PREMAC identified a reasonable target for each of these 32 core capabilities. The importance of these 32 elements is that FEMA considers having an appropriate mastery of all these capabilities as being essential to addressing the most critical risks to our nation and to our region. The primary purpose of the THIRA is met with the development of these regionally-relevant core capability statements

In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA. The difference between the target statements (which are basically goal statements) and the current capabilities exposed gaps that will have to be filled before those targets can be fully met. So, the SPR is used to identify the region's gaps by core capability and they appear in the plan shown below. This example is for the core capability of **Forensics and Attribution**.

## SPR Step 1: Assess Capabilities

Capability Target (what the region reasonably expects to achieve in the next 3-5 years)

*Within **2-hours** of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify **3** personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators.*

Estimate of Current Capability

*Within **8-hours** of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify **3** personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators*

## SPR Step 2: Describe Capability Gaps

Describe Capability Gaps in the table below, including any gaps in aspects of the Core Capability not addressed by the Capability Target statement, as appropriate. Sustainment of regional programs may be included as potential gaps. If no gaps exist for the POETE element, enter N/A.

### Planning

Need to continue planning for the implementation of emerging forensic technologies in a way that meets both scientific and legal scrutiny. We continue to look at Rapid DNA. The FBI has been tasked with facilitating the use of this technology; which can process DNA samples on-

site in hours as opposed to the months it now takes to have samples run at State labs, in booking stations across the country.

Congress has authorized the FBI to implement the Rapid DNA network nationwide. It may take a couple more years before that task is completed but planning should occur in advance in order to implement it as soon as it becomes available in Texas.

In addition to its homeland security purposes, this equipment can also be used for other criminal justice purposes such as in support of the goals of SB476 from the 87th Legislature.

**Organization**

Need to strengthen the working relationships between the region’s law enforcement agencies and the DPS Fusion Center, as well as, the centers in the Metroplex and Austin.

Need to maintain the cooperative working relationship between the region’s law enforcement agencies; particularly, with regard to their shared operation of the regional AFIS system.

**Equipment**

Need to continue working toward updating and enhancing the regional AFIS system.

Need to outfit the ARCC with software and equipment to build out regional database(s).

**Training**

Provide training on IED Search Procedures for Emergency Responders (MJIEDSP recommendation).

**Exercises**

The Panhandle Regional Planning Commission will bring in training on the new AFIS equipment for the third phase of the project.

The Step 2 process is completed for each core capabilities so there are 32 of these PO-ETE tables in the SPR identifying different activities and programs that could be undertaken to strengthen the region’s ability to achieve the capability targets.

The SPR concludes with the PREMAC’s identification of the 3 core capabilities prioritized for sustainment in FY24 along with the 3 core capabilities prioritized for potential enhancements in FY24.

<b>Priority Capabilities to Sustain in 2024</b>
1. Planning
2. Public Information and Warning
3. Operational Communications

<b>Priority Capabilities to Build in 2024</b>
1. Forensics and Attribution
2. Intelligence and Information Sharing
3. Cybersecurity

The SPR gap information is now being used to inform the development of the final plan the region must complete to be eligible for FY24 SHSP funding – the THSSP Regional

Implementation Plan. That document, which will be presented to you in December, will identify priority areas for FY24 funding based on the findings of the THIRA and the SPR.

The PREMAC will meet on October 12<sup>th</sup> to review and consider the final drafts of the THIRA and SPR. The committee approved both documents with the recommendation provided below.

**RECOMMENDATION:**

The Panhandle Regional Emergency Management Advisory Committee recommends the PRPC Board of Directors approve the Panhandle region's 2023 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review, as presented, and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division by the November 30, 2023 deadline.

# ITEM 15

## MEMORANDUM

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 15  
Texas Association of Regional Councils Service Fees

### **BACKGROUND:**

The Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils.

The TARC Member Service Fees 10/2023 – 9/2024	\$7,840.86
9-1-1 Coordinator's Association Fees	\$50.00
Criminal Justice Planners' Association Fees	\$30.00
Homeland Security Association Fees	\$25.00
Area Agency on Aging Fees	\$2,098.00

The Planning Commission's 2023-2024 TARC total services fees are \$10,043.86, additionally they charge approximately \$2,500 twice per year for conference meeting fees.

### **RECOMMENDATION**

Staff recommends that the Board of Directors authorize payment of the Panhandle Regional Planning Commission's 2023-2024 TARC Association service fees and meeting costs for October 2023 – September 2024

# ITEM 16

## MEMORANDUM

**DATE:** October 26, 2023  
**TO:** PRPC Board of Directors  
**FROM:** Michael J. Peters, Executive Director  
**SUBJECT:** Agenda Item 16  
Texas Association of Regional Councils Appointment of the Official Board Representative

### **BACKGROUND:**

Each Regional Planning Commission designates a Board Member and three alternates to serve on the Texas Association of Regional Councils (TARC), Board of Directors, in order to conduct business during the TARC meetings in Austin. The designated Board member of a council may designate any representative of the council he or she represents.

Staff has discussed with Mayor Tobe Shields to see if he was interested in continuing to serve on this board as the PRPC Representative and he indicated he was willing.

As designated alternates we would also like to nominate the following to serve in the event Mayor Shields is unable to attend:

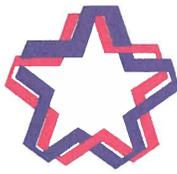
Sheriff Sal Rivera

Michael Peters

Trenton Taylor

### **RECOMMENDATION**

Staff recommends that the Board of Directors designate Mayor Tobe Shields as the 2024 TARC Board Member representing the Panhandle Regional Planning Commission and select the above slate of alternates.



# TEXAS ASSOCIATION OF REGIONAL COUNCILS

1210 San Antonio Street, Suite 201 • Austin, TX 78701 • 512-478-4715 • FAX 512-275-9910 • [www.txregionalcouncil.org](http://www.txregionalcouncil.org)

## 2024 Board Member Designation Form

Regional Council Panhandle Regional Planning Commission

Date 10/17/2023

### TARC Board Designee:

Name: Tobe Shields

Title: Mayor

Address: P.O. Box 37

City: Spearman

State: TX

Zip: 79081

Phone: 806-659-2524

Cell: 806-930-1170

Email: [hungrycowboy51@gmail.com](mailto:hungrycowboy51@gmail.com)

Tobe Shields

(Full name)

is the designated representative from our regional

council to the Texas Association of Regional Councils Board of Directors meetings. In their absence,

alternates are designated as follows:

First Alternate: Sal Rivera

then to

Second Alternate: Michael Peters

and then to

Third Alternate: Trenton Taylor

### Signature of Regional Council President or Chair

(Please sign or type name and check the box below if submitting electronically on page 2)

By checking this box, I indicate that I am authorized to sign this form and that this indication will serve as an electronic signature for the document.