

2024 STRATEGIC WORK

PROGRAM AND BUDGET



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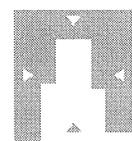


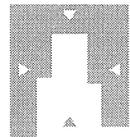
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August 24, 2023

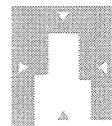
**Board of Directors
Panhandle Regional Planning Commission**

Dear Board Members:

This document constitutes the 2024 Strategic Work Program and Budget of the Panhandle Regional Planning Commission (PRPC) that is required to be presented to the Board of Directors in the fourth quarter of each fiscal year by the organizational bylaws. According to the bylaws, the document and any associated amendments are to be reviewed by the Board of Directors and considered for recommendation to the general membership for formal consideration at the Annual Meeting. This ensures that PRPC's governance structure has the opportunity to review, edit, and ultimately consider for approval the organization's finances, project objectives, performance measures, goals, and human resource requirements in a consolidated document.

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

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



It is appropriate at this time that the PRPC Board of Directors consider this 2024 Strategic Work Program and Budget developed with extensive input from the Department Directors and the Finance Staff. The document includes separate tags for each of the organization's major programs including: Aging, Criminal Justice, Dispute Resolution, Economic Development, Local Government Services, Regional 9-1-1, Regional Emergency Preparedness, Regional Services, Solid Waste Management and Workforce Development. Utilizing a balanced budget method, both the organizational revenues and expenditures for the operation of all programs totals: \$35,875,166 for FY24.

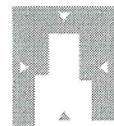
This budget number represents a \$3,546,964 (11%) increase over the 2023 fiscal year. This increase is largely based on the additional funding to the Workforce Development program, specifically Child Care funding increase of over 2.5 million. The staffing requirement for 2024 will be 48.25 full time equivalent employees, and this is an increase of 2 positions over last year. The Board of Directors and the Panhandle communities have expressed the importance of PRPC retaining high quality staff members. With the goal of hiring and retaining high quality staff members, as well as factoring in external inflationary conditions, I am respectfully requesting a 2.5% COLA increase and a possible 2.5% merit increase, which are included in the budget.

I am pleased to present the 2024 Strategic Work Program and Budget as prepared by PRPC Staff to the PRPC Board of Directors for Consideration. It is my belief that this budget will allow us to continue delivering the quality services that the region is accustomed to while continuing to expand into new program areas in the coming fiscal year. The budget also anticipates no increase to regional membership dues for FY24. Should you have any questions regarding this document or any of the initiatives proposed herein, please do not hesitate to call me.

Respectfully submitted,



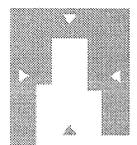
Dustin Meyer
Executive Director



PANHANDLE REGIONAL PLANNING COMMISSION

MISSION STATEMENT:

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

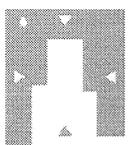


STRATEGIC WORK PROGRAM SUMMARY:

THE 2024 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET ESTABLISHES AN OVERALL GOAL FOR EACH GENERAL PROGRAMMATIC AREA TO BE ADDRESSED BY THE PLANNING COMMISSION IN 2023-2024. THE FOLLOWING 12 PROGRAM AREAS ARE ADDRESSED IN THIS DOCUMENT:

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

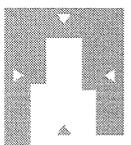
WITHIN EACH OF THE 12 PROGRAM AREAS, SPECIFIC PROJECT BY PROJECT WORK PROGRAMS ARE DELINEATED FOR 2023-2024. EACH PROJECT IS ASSIGNED AN OBJECTIVE, WORK TASKS, PERFORMANCE MEASURES, AN IMPLEMENTATION SCHEDULE AND HUMAN RESOURCE REQUIREMENT. THERE ARE 56 SUCH INDIVIDUAL PROJECT WORK PROGRAMS CONTAINED IN THE 2024 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET.



BUDGET SUMMARY:

THE 2024 PANHANDLE REGIONAL PLANNING COMMISSION STRATEGIC WORK PROGRAM AND BUDGET REFLECTS ANTICIPATED REVENUES OF \$36,154,758 AND PROPOSED EXPENDITURES OF \$35,875,166. THE PROPOSED EXPENDITURES INCLUDE \$29,346,420 IN PASS-THROUGH FUNDS ULTIMATELY EXPENDED BY AND ON BEHALF OF LOCAL ENTITIES IN THE AGING, CRIMINAL JUSTICE, REGIONAL 9-1-1 NETWORK, REGIONAL EMERGENCY PREPAREDNESS, REGIONAL TRANSPORTATION PLANNING, REGIONAL WATER PLANNING, SOLID WASTE MANAGEMENT, AND WORKFORCE DEVELOPMENT PROGRAMS.

ANTICIPATED REVENUES AND PROPOSED EXPENDITURES FOR 2024 REFLECT AN APPROXIMATE 11% OR \$3,546,964 INCREASE FROM CORRESPONDING 2023 FIGURES. THE OVERALL INCREASE CAN BE ATTRIBUTED TO INCREASES IN CHILD CARE RELATED FUNDING, AND INCREASES IN THE REGIONAL TRANSPORTATION OFFSET BY INCREASES AND DECREASES IN FUNDING FOR THE OTHER 10 PROGRAM AREAS.



SECTION I

2024 OVERALL BUDGET

August 24, 2023

Honorable Board of Directors
Panhandle Regional Planning Commission
Amarillo, Texas

Dear Board Members:

The Finance Department of the Panhandle Regional Planning Commission (PRPC) is pleased to present the 2024 Strategic Work Program and Budget. This budget is designed to provide information about the operating activities of PRPC for the upcoming fiscal year. Although the budget was prepared with the latest available information, it is expected that variances of funds available will occur as the fiscal year progresses.

The 2024 Strategic Work Program and Budget is divided into six sections as follows:

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

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

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

Section Four provides the detail of the indirect cost plan for PRPC. This section includes the indirect work program and budget as well as the detail of the expenditure categories and an explanation of what comprises each category. A breakdown of the new fringe benefits rate is included.

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

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

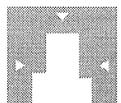
Significant highlights in the 2024 budget are as follows:

- Overall the total budgeted expenditures increased \$3,546,964 from the 2023 Strategic Budget.
- Increases of \$3,867,182 in Workforce Development, \$200,162 in the Local Government Services and \$171,189 in Regional Transportation Services with additional increases in Criminal Justice, Dispute Resolution, Economic Development, and Solid Waste.
- The unrestricted fund balance is budgeted to increase approximately \$199,538.

Sincerely,



Trenton C. Taylor
Finance Director

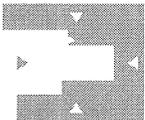


**PANHANDLE REGIONAL PLANNING COMMISSION
2024 BUDGET
SUMMARY OF EXPENDITURES**

For the Year Ending
September 30, 2024

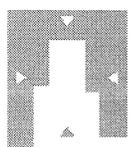
	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
PERSONNEL	\$3,571,827	\$329,881	\$688,585	\$4,590,294	\$0	\$4,590,294
CONTRACT SERVICES	264,515	68,250	78,500	411,265	-	411,265
TRAVEL	152,662	25,000	2,600	180,262	-	180,262
DIRECT INTERNAL SERVICES	1,063,352	44,301	96,356	1,204,010	(1,204,010)	-
OTHER DIRECT PROGRAM EXPENSES	735,383	182,823	262,468	1,180,675	-	1,180,675
INDIRECT PROGRAM EXPENSES	644,256	-	6,000	650,255	(650,255)	-
EQUIPMENT EXPENSES	166,250	-	-	166,250	-	166,250
PASS THROUGH EXPENSES	29,346,420	-	-	29,346,420	-	29,346,420
TOTAL BUDGETED EXPENDITURES	\$35,944,668	\$650,255	\$1,134,510	\$37,729,430	(\$1,854,265)	\$35,875,166

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



**2024 BUDGET
BY EXPENDITURE CATEGORY
FOR THE YEAR ENDING
SEPTEMBER 30, 2024**

PERSONNEL	\$4,590,294
<hr/>	
The personnel costs include salaries for forty-six full-time employees and three part-time employees. This category also includes the approved fringe benefits rate. Which represents the benefits of: leave time, medical, dental, disability, survivors and term life insurance; and contributions into the defined contribution retirement plan. PRPC does not participate in the Social Security System except as required for Medicare.	
CONTRACT SERVICES	\$411,265
<hr/>	
This category includes contracts with consultants as needed in various programs, licensing of software, and the costs for the single audit as required by OMB A-133.	
TRAVEL	\$180,262
<hr/>	
The travel costs include: mileage paid for travel in the 26-county region to the PRPC Board of Directors, advisory board members, and the PRPC staff; out of region travel for various advisory board members and staff; and travel required to meet with grantor agencies and to represent member entities.	
DIRECT INTERNAL SERVICES	\$1,204,010
<hr/>	
Direct internal services include accounting services, copy services, human resources management, information technology, office space, receptionist services and vehicle pool costs. Internal services are charged on a fee for service basis to each grant and are eliminated in the financial statements as these costs are a reallocation of other line item charges.	
OTHER DIRECT PROGRAM EXPENSES	\$1,180,675
<hr/>	
Other direct program expenses include such items as equipment maintenance, office supplies, printing, insurance, postage and freight, costs to operate the Texas Workforce Centers, and maintenance and repairs for the PRPC building.	
*In accordance with Section I Chapter 140.0045, Local Government Code, advertising expenditures for notices required by law to be published in a newspaper by PRPC are included in the Other Direct Program Expenses categories and is budgeted to be \$31,360.	
INDIRECT PROGRAM EXPENSES	\$650,255
<hr/>	
The indirect program expenses are for payments for all or a portion of salary and fringe benefits of the executive director, an executive assistant, and an administrative assistant. Other expenses are for contract services, travel, internal services, and other program expenses. The indirect costs are allocated to all grants on a modified direct basis at a rate of 12.03%.	
EQUIPMENT EXPENSES	\$166,250
<hr/>	
The costs in this category are for equipment for the PANCOM network and the Regional 9-1-1 network.	
PASS THROUGH EXPENSES	\$29,346,420
<hr/>	
This category includes funds received by PRPC which are passed through to entities such as: subcontractors or vendors for delivery of various services; to clients for benefits; to colleges or employers for training purchased; to telephone companies for the operation of the 9-1-1 network; to cities and counties to purchase recycling equipment; or for regional emergency preparedness initiatives.	

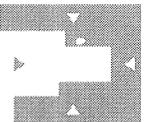


**PANHANDLE REGIONAL PLANNING COMMISSION
2024 BUDGET
SUMMARY OF REVENUES**

For the Year Ending
September 30, 2024

	PROGRAM FUNDS	INDIRECT	DIRECT INTERNAL SERVICES	TOTAL ALL FUNDS	INTERFUND ELIMINATIONS	TOTAL
GRANTS AND GOVERNMENTAL CONTRACTS						
Federal Grants	\$70,000	\$0	\$0	\$70,000	\$0	\$70,000
Federal Grants Through State	30,768,788	-	-	30,768,788	-	30,768,788
Texas State Grants	1,774,714	-	-	1,774,714	-	1,774,714
Texas 9-1-1 Contracts	1,858,267	-	-	1,858,267	-	1,858,267
Total Grants and Governmental Contracts	34,471,769	-	-	34,471,769	-	34,471,769
REGIONAL FUNDS						
Potter-Randall ADR Court Fees	82,000	-	-	82,000	-	82,000
Contract Service Fees	1,018,803	-	10,554	1,029,357	-	1,029,357
Membership Dues	69,000	-	-	69,000	-	69,000
Local Funds	276,643	-	-	276,643	-	276,643
Interest & Miscellaneous	225,990	-	-	225,990	-	225,990
Total Regional Funds	1,672,436	-	10,554	1,682,990	-	1,682,990
PRPC MATCH						
Required Grant Match	-	-	-	-	-	-
Non-Required Match	-	-	-	-	-	-
Reserve Contributions	(199,538)	-	(80,054)	(279,592)	-	(279,592)
Total PRPC Match	(199,538)	-	(80,054)	(279,592)	-	(279,592)
REVENUE FROM ALL FUND GROUPS	-	650,255	1,204,010	1,854,265	(1,854,265)	-
TOTAL ANTICIPATED REVENUE	\$35,944,668	\$650,255	\$ 1,134,510	\$ 37,729,430	(1,854,265)	\$ 35,875,166

Note : Portions of this schedule may reflect rounding differences.



**2024 BUDGET
BY REVENUE CATEGORY
FOR THE YEAR ENDING
SEPTEMBER 30, 2024**

GRANTS AND GOVERNMENTAL CONTRACTS

FEDERAL GRANTS **\$70,000**

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

FEDERAL GRANTS THROUGH STATE OF TEXAS **\$30,768,788**

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

TEXAS STATE GRANTS **\$1,774,714**

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

TEXAS 9-1-1 CONTRACTS **\$1,858,267**

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

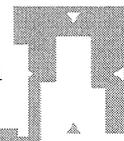
REGIONAL FUNDS

POTTER-RANDALL ADR COURT FEES **\$82,000**

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

CONTRACT SERVICE FEES **\$1,029,357**

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



REVENUE CATEGORY (cont.)**MEMBERSHIP DUES** **\$69,000**

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

LOCAL FUNDS **\$276,643**

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

INTEREST AND MISCELLANEOUS **\$225,990**

Interest income is earned on the investments of PRPC and on loans disbursed through Economic Development Programs. Miscellaneous income is received principally from Investment Income. These funds are used to match various federal and state programs as well as fund general commission expenses.

RESERVE CONTRIBUTIONS **\$279,592**

Reserve contributions represent financial resources that will be available to PRPC in current or future years and are primarily assigned to the program from where they originated.



SECTION II

**2024 WORK PROGRAMS AND BUDGETS
BY PROGRAM AND PROJECT**

AREA AGENCY ON AGING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

AREA AGENCY ON AGING PROGRAM GOAL STATEMENT

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

TOTAL AREA AGENCY ON AGING PROGRAM

BUDGET

BUDGETED EXPENDITURES

Personnel	\$915,629
Contract Services	0
Travel	21,211
Direct Internal Services	201,344
Other Direct Program Exp.	59,575
Indirect Costs	131,722
Equipment	0
Pass Through	<u>2,108,440</u>

**TOTAL BUDGETED
EXPENDITURES.....\$3,437,921**

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$3,075,173
Texas State Grants	182,615

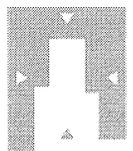
REGIONAL FUNDS

Contract Service Fees	2,841
Local Funds	126,600

PRPC Match

Required Grant Match	<u>50,692</u>
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**TOTAL ANTICIPATED
REVENUE\$3,437,921**



ADMINISTRATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Implement the approved FY23-26 Area Plan through FY 2024.
2. Develop the FY24 Area Agency on Aging working budget.
3. Analyze and develop performance measures for services provided by the Area Agency.
4. Compile and submit the Quarterly Performance Report and other all required reports to funding sources.
5. Develop, negotiate and maintain subcontractor agreements with service providers.
6. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory council.
7. Provide technical assistance to senior groups and their initiatives.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of area plan as required by Texas Health and Human Services (HHS)
2. Submission of the FY24 Area Agency on Aging working budget.
3. Submission of performance standards to the Health and Human Services Commission.
4. Completion and submission of the QPR and all other required reports.
5. Maintenance of minimum of 12 service provision subcontractor agreements.
6. Conduct two Area Agency on Aging Advisory council meetings.
7. Provision of technical assistance as needed to senior groups.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.860 Full-time equivalent

PERSONNEL

Salaries	\$81,936
Fringe Benefits	46,810

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	2,200
Conference Registration	750

DIRECT INTERNAL SERVICES

Accounting Services	35,238
Copy Services	1,002
Human Resources Management	1,367
Information Technology	1,605
Office Space	10,161
Reception/Telecommunications	1,359
Vehicle Pool	1,403

OTHER DIRECT

PROGRAM EXPENSES

Employee Development	3,500
Office Supplies	150
Printing	150
Membership Fees/Dues	3,500
Postage & Freight	25
Advertisements	500
Other Expense	916

INDIRECT PROGRAM EXPENSES

Indirect	21,423
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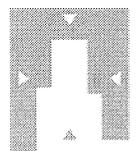
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$213,995



AGING CONTRACTOR SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Maintain client data, contractor files, and relevant information in the State Unit on Aging Programs Uniform Reporting System (SPURS) for a minimum of 1,200 regional clients across all funding sources.
2. Authorization and purchase of 110,000 congregate and home delivered meals.
3. Purchase of 4,000 one-way trips.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.570 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$86,342
Fringe Benefits	49,327

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	750
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DIRECT INTERNAL SERVICES

Accounting Services	2,322
Copy Services	1,692
Human Resources Management	2,384
Information Technology	2,800
Office Space	5,168
Reception/Telecommunications	2,371
Vehicle Pool	1,227

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	300
Printing	2,000
Postage & Freight	250
Other Expense	400

INDIRECT PROGRAM EXPENSES

Indirect	17,397
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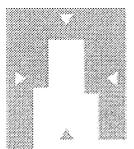
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	1,515,058
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TOTAL PROJECT BUDGET..... \$1,689,788



BENEFITS COUNSELING WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Educate Medicare beneficiaries, other older eligible individuals, and their caregivers of the public benefits available to them, as funding allows.
2. Provide client specific legal related advice/counseling and document preparation assistance.
3. Provide Medicare Improvement for Patients and Providers Act (MIPPA) information.

PRINCIPLE PERFORMANCE MEASURES

1. Education of available services to Medicare beneficiaries, other older eligible individuals, and their caregivers of the public benefits available to them through presentations, public service announcements, advertising and distribution of literature as funding allows.
2. Provision of relevant counseling and assistance to 200 eligible individuals.
3. Provision of 12 MIPPA outreach activities as funding allows.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.585 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$77,329
Fringe Benefits	44,178

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	2,000
Out-of-Region Travel	4,236
Conference Registration	250

DIRECT INTERNAL SERVICES

Accounting Services	5,267
Copy Services	5,894
Human Resources Management	2,824
Information Technology	3,317
Office Space	5,511
Reception/Telecommunications	2,808
Vehicle Pool	5,109

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	3,500
Printing	4,700
Membership Fees/Dues	75
Postage & Freight	2,000
Advertisements	2,500
Other Expense	824

INDIRECT PROGRAM EXPENSES

Indirect	18,991
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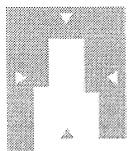
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$191,313



CAREGIVER SUPPORT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

To provide support to eligible family caregivers through monthly caregiver support groups, regular educational events, and evidence-based programming, families are provided the critical support needed to assist them in maintaining their caregiver roles.

PRIMARY WORK TASKS

1. Develop Caregiver Newsletter.
2. Compile resources to assist the role of caregivers.
3. Develop, negotiate and maintain contractor agreements for respite care.
4. Facilitate the provision of respite care services to eligible caregivers.
5. Coordinate Caregiver Support Groups.
6. Coordinate annual caregiver workshop during National Caregiver Month in November.
7. Administer the provision of health maintenance, income support, and residential repair, as funding allows.

PRINCIPLE PERFORMANCE MEASURES

1. Distribute 10 monthly newsletters.
2. Maintain and provide additional resources to 5 caregiver libraries across the Panhandle.
3. Maintenance of three respite care service provision contractor agreements.
4. Provision of 1,500 hours of respite care.
5. Provision of a minimum of 8 monthly Caregiver Education group meetings.
6. Provision of an annual regional caregiver workshop.
7. Administer the provision of health maintenance, income support, and residential repair to a minimum of 8.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.700 Full-time equivalent

PERSONNEL

Salaries	\$30,845
Fringe Benefits	17,622

CONTRACT SERVICES

0

TRAVEL

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

DIRECT INTERNAL SERVICES

Accounting Services	2,483
Copy Services	1,609
Human Resources Management	1,093
Information Technology	1,284
Office Space	3,049
Reception/Telecommunications	1,087
Vehicle Pool	365

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	2,500
Printing	4,500
Membership Fees/Dues	50
Postage & Freight	500
Advertisements	300
Other Expense	300

INDIRECT PROGRAM EXPENSES

Indirect	7,513
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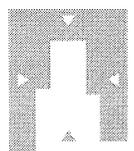
EQUIPMENT EXPENSES

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PASS THROUGH EXPENSES

Pass Through	<u>257,311</u>
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TOTAL PROJECT BUDGET..... \$333,786



CARE COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Completion of care plans and arrangements for services for a minimum of 100.
2. Manage over 1,000 hours of assistance.
3. Maintenance of 10 contractor agreements.
4. Provision of residential repair to a minimum of 20.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.406 Full-time equivalent

PERSONNEL

Salaries	\$79,824
Fringe Benefits	45,603

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	500
Conference Registration	275

DIRECT INTERNAL SERVICES

Accounting Services	2,420
Copy Services	1,188
Human Resources Management	2,278
Information Technology	2,675
Office Space	5,860
Reception/Telecommunications	2,265

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	600
Printing	300
Membership Fees/Dues	25
Postage & Freight	700

INDIRECT PROGRAM EXPENSES

Indirect	15,812
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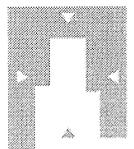
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	<u>329,486</u>
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TOTAL PROJECT BUDGET..... \$489,811



EVIDENCE BASED INTERVENTION SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Conduct or administer the provision of evidence-based services to eligible individuals or their caregivers.
2. Coordinate with Matter of Balance Master Trainers and lay coaches to oversee Matter of Balance classes in the region.

PRINCIPLE PERFORMANCE MEASURES

1. Provision of 8 evidence-based intervention classes region-wide.
2. Completion of 10 Matter of Balance classes region wide.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.150 Full-time equivalent

PERSONNEL

Salaries	\$6,008
Fringe Benefits	3,432

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	1,750
Conference Registration	1,000

DIRECT INTERNAL SERVICES

Accounting Services	944
Copy Services	1,976
Human Resources Management	486
Information Technology	571
Office Space	770
Reception/Telecommunications	483
Vehicle Pool	4,820

OTHER DIRECT

PROGRAM EXPENSES

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

INDIRECT PROGRAM EXPENSES

Indirect	3,186
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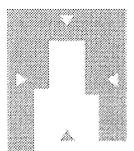
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	<u>6,585</u>
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TOTAL PROJECT BUDGET..... \$38,561



INFORMATION, REFERRAL, AND ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.886 Full-time equivalent

PERSONNEL

Salaries	\$97,187
Fringe Benefits	55,523

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	350
Conference Registration	275

DIRECT INTERNAL SERVICES

Accounting Services	2,307
Copy Services	1,184
Human Resources Management	3,295
Information Technology	3,870
Office Space	7,299
Reception/Telecommunications	3,276

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	500
Printing	3,000
Postage & Freight	400
Other Expense	135

INDIRECT PROGRAM EXPENSES

Indirect	19,352
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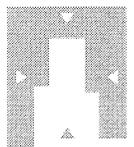
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

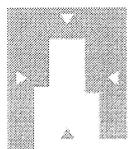
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TOTAL PROJECT BUDGET..... \$197,953



LONG-TERM CARE OMBUDSMAN WORK PROGRAM AND EXPENDITURE BUDGET

<u>2024 WORK PROGRAM</u>	<u>2024 EXPENDITURE BUDGET</u>
<u>OBJECTIVE</u>	<u>PERSONNEL</u>
To advocate for the health, safety, welfare, and rights of residences in long-term care facilities and to promote the highest attainable quality of life and care.	Salaries \$74,397
	Fringe Benefits 42,503
<u>PRIMARY WORK TASKS</u>	<u>CONTRACT SERVICES</u>
1. Recruit, train, and certify long-term care ombudsmen volunteers across the Panhandle.	0
2. Provide ongoing training for all certified ombudsmen.	<u>TRAVEL</u>
3. Assign certified Ombudsmen to regional long-term care facilities and conduct routine visits consistent with frequency requirements.	In-Region Travel 3,000
4. Identify, investigate, resolve and report all complaints, activities, and other issues as applicable.	Out-of-Region Travel 2,500
5. Compile all required reports and enter data into statewide ombudsman database.	<u>DIRECT INTERNAL SERVICES</u>
<u>PRINCIPLE PERFORMANCE MEASURES</u>	Accounting Services 3,546
1. Provision of recruitment, training, and certification of a minimum of 4 ombudsmen volunteers.	Copy Services 588
2. Provision of biannual training sessions for all certified staff and volunteer ombudsmen.	Human Resources Management 790
3. Maintain all assignments and minimum visit frequency requirements for all applicable long-term care facilities.	Information Technology 927
4. Identify, investigate, resolve and report all complaints, activities, and other issues at a minimum of 50 instances.	Office Space 7,553
5. Submission of all required reports monthly.	Reception/Telecommunications 785
<u>IMPLEMENTATION SCHEDULE</u>	Vehicle Pool 6,439
October 1, 2023 - September 30, 2024	<u>OTHER DIRECT PROGRAM EXPENSES</u>
<u>HUMAN RESOURCE REQUIREMENT</u>	Office Supplies 200
1.500 Full-time equivalent	Printing 500
	Membership Fees/Dues 25
	Postage & Freight 300
	Advertisements 200
	Other Expense 500
	<u>INDIRECT PROGRAM EXPENSES</u>
	Indirect 16,204
	<u>EQUIPMENT EXPENSES</u>
	0
	<u>PASS THROUGH EXPENSES</u>
	0
	TOTAL PROJECT BUDGET..... <u>\$160,957</u>



PUBLIC HEALTH AND EDUCATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.968 Full-time equivalent

PERSONNEL

Salaries	\$48,853
Fringe Benefits	27,910

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	1,086
Copy Services	1
Human Resources Management	2,187
Information Technology	2,568
Office Space	4,533
Reception/Telecommunications	2,174
Vehicle Pool	8,401

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	100
Printing	12,000
Advertisements	100

INDIRECT PROGRAM EXPENSES

Indirect	11,844
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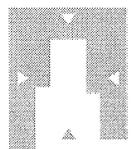
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$121,757



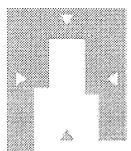
CRIMINAL JUSTICE PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

CRIMINAL JUSTICE PROGRAM GOAL STATEMENT

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

TOTAL CRIMINAL JUSTICE PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$80,156	GRANTS & GOVERNMENTAL CONTRACTS	
Contract Services	6,650	Federal Grants Through State	\$30,797
Travel	2,050	Texas State Grants	110,543
Direct Internal Services	19,911	REGIONAL FUNDS	
Other Direct Program Exp.	945	Contract Service Fees	<u>86,301</u>
Indirect Costs	12,213		
Equipment	0		
Pass Through	<u>105,717</u>		
TOTAL BUDGETED		TOTAL ANTICIPATED	
EXPENDITURES.....	<u>\$227,641</u>	REVENUE	<u>\$227,641</u>



CRIMINAL JUSTICE PLANNING AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Notify potential Criminal Justice Division (CJD) applicants of the availability of funding opportunities through the CJD.
2. Organize and conduct grant application workshops to provide technical assistance to potential applicants on the process to be used in applying for the CJD funding opportunities.
3. Serve as staff support to the Regional Criminal Justice Advisory Committee (CJAC).
4. Facilitate the CJAC’s development of the annual grant program’s operating guidelines to include the process to be used in prioritizing CJD grant requests.
5. Support the development of a Regional Strategic Plan for prioritizing the Panhandle’s criminal justice needs
6. Facilitate the CJAC’s prioritization of the FY24 CJD grants.
7. Participate in trainings and workshops as required by CJD
8. Compile and submit all required reports to the appropriate funding sources.

PRINCIPLE PERFORMANCE MEASURES

1. Distribution of approximately 500 notices regarding the availability of funding opportunities through the CJD.
2. Conduct of at least two (2) workshops to explain the CJD grant application process(es) to potential applicants in the region.
3. Coordination and staffing of a minimum of two (2) CJAC meetings.
4. PRPC Board approval of the CJAC’s annual program operating procedures.
5. PRPC Board approval of an FY24 Regional Criminal Justice Strategic Plan.
6. Submission of PRPC Board-approved CJD grant prioritization forms to CJD.
7. Attendance, either remotely or in person, of at least 2 of CJD-mandated trainings and/or workshops.
8. Submission of progress reports and quarterly Financial Status Reports.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.510 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$32,494
Fringe Benefits	18,564

CONTRACT SERVICES

Contract Services	400
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TRAVEL

In-Region Travel	1,000
Out-of-Region Travel	750
Conference Registration	300

DIRECT INTERNAL SERVICES

Accounting Services	5,386
Copy Services	524
Human Resources Management	774
Information Technology	910
Office Space	2,106
Reception/Telecommunications	770

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	240
Printing	100
Membership Fees/Dues	30
Postage & Freight	200
Other Expense	325

INDIRECT PROGRAM EXPENSES

Indirect	7,255
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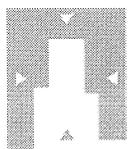
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET\$72,128



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

To utilize funding made available through the Criminal Justice Division (CJD) of the Office of the Governor under the FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) to conduct a series of regional trainings aimed at enhancing cross-discipline coordination between the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies in addressing the Panhandle's substance abuse, domestic violence and sexual assault issues.

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Execution of a contract for the training services to be provided under this project.
2. Conduct of a survey of the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies stakeholders to obtain specific training course suggestions.
3. Provide a minimum of three (3) regional trainings; open to the Panhandle's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies, on topics related to preventing substance abuse, domestic violence and sexual assault.
4. Monthly verification of contract expenditures and proper administration of the JAG training services contract(s).
5. Obtain course evaluations monthly for each course delivered under this project; solicit and obtain feedback from the region's law enforcement, prosecution, courts, dispatch, medical personnel and victim service agencies.
6. Submission of required reports to CJD.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.020 Full-time equivalent

PERSONNEL

Salaries	\$ 903
Fringe Benefits	516

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	1,512
Human Resources Management	30
Information Technology	36
Office Space	80
Reception/Telecommunications	30

OTHER DIRECT PROGRAM EXPENSES

Other Expense	0
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INDIRECT PROGRAM EXPENSES

Indirect	352
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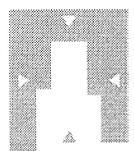
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	<u>27,338</u>
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TOTAL PROJECT BUDGET..... \$30,797



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Renewal of the annual contract for e-signature services on or about October 15.
2. Maintenance of the 40 PEWS templates on a PRPC-managed portal that can be accessed and searched by the region’s law enforcement and prosecutorial agencies.
3. Supplement the templates on the PEWS portal as the need for additional warrant/criminal complaint forms arises or as the need to revise existing templates is determined.
4. Provision of user training or technical assistance with the PEWS system on an as-requested basis throughout the year.
5. Invoicing of each PEWS participating agency on two occasions during the year; on the dates specified in the Interlocal Agreements.
6. Promotion of the PEWS system; through speaking engagements or demonstrations on at least two occasions throughout the year.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

\$ 0

CONTRACT SERVICES

Contract Services 6,250

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services 103

OTHER DIRECT PROGRAM EXPENSES

Other Expenses 50

INDIRECT PROGRAM EXPENSES

Indirect 770

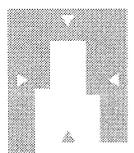
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$7,173



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Meet with Amarillo College on the approval and acceptance of the FY24 LEA Training Services contract.
2. Provision of two basic certification classes and a minimum of 50 in-service trainings.
3. Monthly verification of contract expenditures and proper administration of the LEA Training Services contract.
4. Evaluation of basic certification classes and in-service training.
5. Provision of out-of-region training for 3 area peace officers.
6. Conferring of approximately 5 scholarships to the PRLEA's Basic Academy
7. Monthly postings of the regional law enforcement training bulletin board on the Panhandle Law Enforcement Training Site (PLETS) website.
8. Participation in the quarterly PRLEA Advisory Committee's meeting.
9. Submission of semi-annual reports to PSO.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.390 Full-time equivalent

PERSONNEL

Salaries	\$17,614
Fringe Benefits	10,063

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	4,182
Copy Services	35
Human Resources Management	592
Information Technology	696
Office Space	1,556
Reception/Telecommunications	589

OTHER DIRECT

PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

Indirect	3,836
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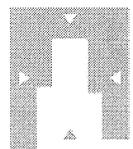
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	78,379
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TOTAL PROJECT BUDGET..... \$117,543



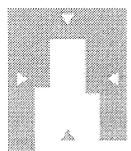
DISPUTE RESOLUTION CENTER PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

DISPUTE RESOLUTION CENTER PROGRAM GOAL STATEMENT

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

TOTAL DISPUTE RESOLUTION CENTER BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$83,784	REGIONAL FUNDS	
Contract Services	0	Potter-Randall ADR Court Fees	\$82,000
Travel	5,000	Contract Service Fees	<u>39,614</u>
Direct Internal Services	18,412		
Other Direct Program Exp.	2,800		
Indirect Costs	11,618		
Equipment	0		
Pass Through	<u>0</u>		
TOTAL BUDGETED		TOTAL ANTICIPATED	
EXPENDITURES.....	<u>\$121,614</u>	REVENUE	<u>\$121,614</u>



DISPUTE RESOLUTION CENTER WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PERSONNEL

Salaries	\$53,321
Fringe Benefits	30,463

CONTRACT SERVICES

0

PRIMARY WORK TASKS

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

TRAVEL

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

DIRECT INTERNAL SERVICES

Accounting Services	3,511
Copy Services	178
Human Resources Management	1,519
Information Technology	1,783
Office Space	8,607
Reception/Telecommunications	1,510
Vehicle Pool	1,304

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	500
Membership Fees/Dues	200
Subscriptions	200
Postage & Freight	400
Other Expense	1,500

INDIRECT PROGRAM EXPENSES

Indirect	11,618
----------	--------

EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

PRINCIPLE PERFORMANCE MEASURES

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

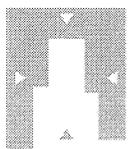
IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.000 Full-time equivalent

TOTAL PROJECT BUDGET..... \$121,614



ECONOMIC DEVELOPMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

ECONOMIC DEVELOPMENT PROGRAM GOAL STATEMENT

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

TOTAL ECONOMIC DEVELOPMENT PROGRAM BUDGET

BUDGETED EXPENDITURES

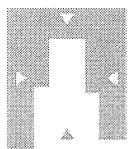
Personnel	\$61,730
Contract Services	0
Travel	4,500
Direct Internal Services	24,800
Other Direct Program Exp.	4,288
Indirect Costs	10,672
Equipment	0
Pass Through	<u>0</u>

**TOTAL BUDGETED
EXPENDITURES.....\$105,990**

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants	\$70,000
REGIONAL FUNDS	
Contract Service Fees	30,000
Interest and Miscellaneous	<u>5,990</u>

**TOTAL ANTICIPATED
REVENUE.....\$105,990**



AMARILLO MSA MICRO LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	2,665
Copy Services	39

OTHER DIRECT PROGRAM EXPENSES

Other Expense	25
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INDIRECT PROGRAM EXPENSES

Indirect	328
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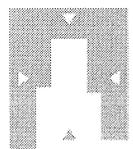
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$3,057



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.615 Full-time equivalent

PERSONNEL

Salaries	\$39,286
Fringe Benefits	22,444

CONTRACT SERVICES

0

TRAVEL

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

DIRECT INTERNAL SERVICES

Accounting Services	12,452
Copy Services	231
Human Resources Management	934
Information Technology	1,097
Office Space	3,644
Reception/Telecommunications	929
Vehicle Pool	216

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	100
Membership Fees/Dues	3,250
Postage & Freight	100
Advertisements	500
Other Expense	288

INDIRECT PROGRAM EXPENSES

Indirect	10,029
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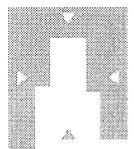
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

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



RURAL MICRO-LOAN PROJECT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Distribution of marketing pieces to banking and business interests.
2. Completion of a minimum of 1 Rural Micro-Loan application.
3. Provision of administrative actions and loan servicing on loan portfolio consisting of a minimum of 4 loans.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

2024 EXPENDITURE BUDGET

PERSONNEL

0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	2,591
Copy Services	2

OTHER DIRECT PROGRAM EXPENSES

Other Expense	25
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INDIRECT PROGRAM EXPENSES

Indirect	315
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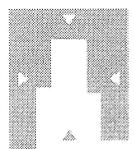
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$2,933



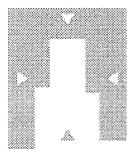
LOCAL GOVERNMENT SERVICES PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

LOCAL GOVERNMENT SERVICES PROGRAM GOAL STATEMENT

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

TOTAL LOCAL GOVERNMENT SERVICES BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$370,946	REGIONAL FUNDS	
Contract Services	5,000	Contract Service Fees	<u>\$548,105</u>
Travel	8,900		
Direct Internal Services	81,626		
Other Direct Program Exp.	24,674		
Indirect Costs	54,209		
Equipment	2,750		
Pass Through	<u>0</u>		
TOTAL BUDGETED EXPENDITURES.....	<u>\$548,105</u>	TOTAL ANTICIPATED REVENUE	<u>\$548,105</u>



COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.080 Full-time equivalent

PERSONNEL

Salaries	\$7,192
Fringe Benefits	4,109

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	810
Human Resources Management	46
Information Technology	54
Office Space	394
Reception/Telecommunications	45

OTHER DIRECT

PROGRAM EXPENSES

Other Expense	96
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INDIRECT PROGRAM EXPENSES

Indirect	1,468
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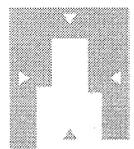
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$14,212



CONSULTING MANAGEMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Successfully perform consulting management functions as appropriate to 2 interlocal agreements.
2. Prepare 12 agendas per municipality and attend associated governing body meetings.
3. As appropriate, assist in preparation of two FY23-24 city budgets in accordance with interlocal agreements.
4. Prepare and submit a minimum of six necessary policies and procedures to governing bodies as directed.
5. Recommend appropriate personnel actions in accordance with interlocal agreements as needed.
6. Develop at least 5 resolutions, ordinances, and contracts as directed per jurisdiction.
7. Represent entities in requested matters with various state and federal agencies a minimum of 4 times per entity.
8. Represent entities in requested matters regarding franchise agreements 1 time per entity.
9. Contact at least one entity in a City Manager transition.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.320 Full-time equivalent

PERSONNEL

Salaries	\$15,185
Fringe Benefits	8,675

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	762
Copy Services	255
Human Resources Management	395
Information Technology	463
Office Space	1,818
Reception/Telecommunications	393
Vehicle Pool	111

OTHER DIRECT PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

Indirect	3,006
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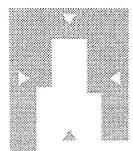
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$31,063



LOCAL PROJECTS MANAGEMENT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

4.035 Full-time equivalent

PERSONNEL

Salaries	\$209,953
Fringe Benefits	119,946

CONTRACT SERVICES

Contract Services	5,000
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TRAVEL

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

DIRECT INTERNAL SERVICES

Accounting Services	14,487
Copy Services	6,557
Human Resources Management	5,474
Information Technology	6,429
Office Space	19,213
Reception/Telecommunications	5,443
Vehicle Pool	17,558

OTHER DIRECT

PROGRAM EXPENSES

Employee Development	3,500
Office Supplies	1,500
Printing	2,000
Membership Fees/Dues	200
Subscriptions	100
Postage & Freight	1,000
Advertisements	16,000
Other Expense	228

INDIRECT PROGRAM EXPENSES

Indirect	48,954
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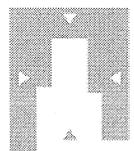
EQUIPMENT EXPENSES

Equipment	2,750
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PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$495,194



TEXAS REVENUE RECOVERY ASSOCIATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.100 Full-time equivalent

PERSONNEL

Salaries	\$ 3,745
Fringe Benefits	2,140

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	557
Copy Services	1
Office Space	361

OTHER DIRECT

PROGRAM EXPENSES

Postage & Freight	50
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INDIRECT PROGRAM EXPENSES

Indirect	781
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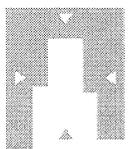
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$7,635



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

REGIONAL 9-1-1 NETWORK PROGRAM GOAL STATEMENT

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

TOTAL REGIONAL 9-1-1 NETWORK BUDGET

BUDGETED EXPENDITURES

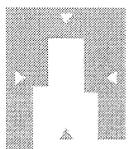
Personnel	\$517,473
Contract Services	15,000
Travel	19,500
Direct Internal Services	131,536
Other Direct Program Exp.	19,335
Indirect Costs	77,012
Equipment	85,000
Pass Through	<u>993,411</u>

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas 9-1-1 Contracts	<u>\$1,858,267</u>

**TOTAL BUDGETED
EXPENDITURES.....\$1,858,267**

**TOTAL ANTICIPATED
REVENUE.....\$1,858,267**



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

\$ 0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

0

OTHER DIRECT PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

0

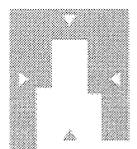
EQUIPMENT EXPENSES

Equipment 85,000

PASS THROUGH EXPENSES

Pass Through 993,411

TOTAL PROJECT BUDGET \$1,078,411



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

5.300 Full-time equivalent

PERSONNEL

Salaries	\$329,328
Fringe Benefits	188,145

CONTRACT SERVICES

Contract Services	15,000
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TRAVEL

In-Region Travel	5,000
Out-of-Region Travel	12,500
Conference Registration	2,000

DIRECT INTERNAL SERVICES

Accounting Services	64,762
Copy Services	358
Human Resources Management	8,048
Information Technology	9,452
Office Space	37,175
Reception/Telecommunications	8,003
Vehicle Pool	3,738

OTHER DIRECT

PROGRAM EXPENSES

Equipment Lease/Maintenance	1,100
Office Supplies	14,000
Insurance & Bonding	500
Membership Fees/Dues	600
Postage & Freight	500
Other Expense	2,635

INDIRECT PROGRAM EXPENSES

Indirect	77,012
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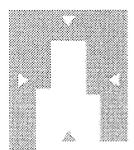
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$779,856



REGIONAL EMERGENCY PREPAREDNESS GOAL STATEMENT AND TOTAL PROGRAM BUDGET

REGIONAL EMERGENCY PREPAREDNESS PROGRAM GOAL STATEMENT

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

TOTAL EMERGENCY PREPAREDNESS PROGRAM BUDGET

BUDGETED EXPENDITURES

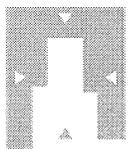
Personnel	\$290,861
Contract Services	0
Travel	21,080
Direct Internal Services	71,783
Other Direct Program Exp.	31,148
Indirect Costs	46,224
Equipment	55,000
Pass Through	<u>1,078,926</u>

**TOTAL BUDGETED
EXPENDITURES.....\$1,595,022**

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Federal Grants Through State	\$1,525,018
REGIONAL FUNDS	
Contract Service Fee	23,500
Local Funds	<u>46,504</u>

**TOTAL ANTICIPATED
REVENUE.....\$1,595,022**



LOCAL EMERGENCY OPERATIONS PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

To use FY24 State Homeland Security Program (SHSP) funding, supplied through the Office of the Governor's Homeland Security Grants Division (HSGD), to assist Panhandle counties which are not receiving federal Emergency Management Performance Grant (EMPG) funding for this purpose, to keep their Emergency Operations Plans (EOPs) current to standards set by the Texas Division of Emergency Management (TDEM).

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.520 Full-time equivalent.

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$ 26,391
Fringe Benefits	15,077

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	1,470
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DIRECT INTERNAL SERVICES

Accounting Services	155
Human Resources Management	790
Information Technology	927
Office Space	1,440
Reception/Telecommunications	785

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	172
Other Expense	648

INDIRECT PROGRAM EXPENSES

Indirect	5,283.
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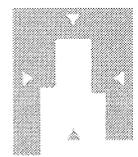
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$53,139



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

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.100 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$83,833
Fringe Benefits	47,894

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	2,350
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DIRECT INTERNAL SERVICES

Accounting Services	13,012
Human Resources Management	1,670
Information Technology	1,962
Office Space	5,673
Reception/Telecommunications	1,661

OTHER DIRECT

PROGRAM EXPENSES

Equipment Lease/Maintenance	1,705
Insurance & Bonding	17,284
Other Expense	1,481

INDIRECT PROGRAM EXPENSES

Indirect	20,157
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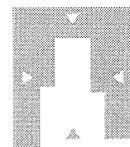
EQUIPMENT EXPENSES

Equipment	55,000
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PASS THROUGH EXPENSES

Pass Through	<u>75,000</u>
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TOTAL PROJECT BUDGET..... \$328,682



REGIONAL GENERATOR PROJECTS ADMINISTRATION WORK PROGRAM AND EXPENDITURE REPORT

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.020 Full-time equivalent

PERSONNEL

Salaries	\$1,015
Fringe Benefits	580

TRAVEL

In-Region	100
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DIRECT INTERNAL SERVICES

Accounting	500
Human Resources Management	30
Information Technology	36
Office Space	55
Reception/Telecommunications	30

OTHER DIRECT PROGRAM EXPENSES

Postage/Freight	250
Advertisements	100
Other Expense	224

INDIRECT PROGRAM EXPENSES

Indirect	333
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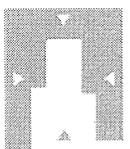
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$3,253



REGIONAL HAZARD MITIGATION PLAN UPDATE PROJECT WORK PROGRAM AND EXPENDITURE REPORT

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.380 Full-time equivalent

PERSONNEL

Salaries	\$20,075
Fringe Benefits	11,469

TRAVEL

In-Region Travel	2,905
Out-of-Region Travel	1,755

DIRECT INTERNAL SERVICES

Human Resources Management	99
Information Technology	116
Office Space	1,083
Reception/Telecommunications	98

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	235
Printing	2,500
Postage & Freight	300
Advertisements	4,020
Other Expense	456

INDIRECT PROGRAM EXPENSES

Indirect	5,259
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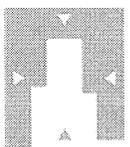
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$50,370



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.060 Full-time equivalent.

PERSONNEL

Salaries	\$2,710
Fringe Benefits	1,528

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	10,152
Copy Services	170
Human Resource Management	91
Information Technology	107
Office Space	239
Reception/Telecommunications	91
Vehicle Pool	683

OTHER DIRECT

PROGRAM EXPENSES

Postage & Freight	500
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INDIRECT PROGRAM EXPENSES

Indirect	1,896
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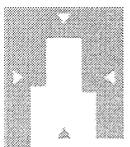
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	944,641
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TOTAL PROJECT BUDGET\$962,828



REGIONAL EMERGENCY MANAGEMENT SPECIAL INITIATIVES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Maintain the Panhandle Area Regional Information System (PARIS).
2. Provide user training on the PARIS system with periodic tests to reinforce training
3. Obtain bids/quotes for the PARIS system being purchased in FY24.
4. Provide training to recipient agencies.
5. Submit required reports to the PSO.

PRINCIPLE PERFORMANCE MEASURES

1. Payment of the annual fee on the PARIS system maintained on behalf of the region’s Emergency Management officials.
2. Provision of user instruction of the PARIS system and the conduct of 6 bi-monthly regional tests to exercise user skills.
3. Conduct at least four (4) trainings throughout the region for use in the field.
4. Conduct at least four (4) public sign-up campaigns.
5. Submission of required reports to the PSO.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.080 Full-time equivalent.

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$4,060
Fringe Benefits	2,320

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	2,000
Conference Registration	400

DIRECT INTERNAL SERVICES

Accounting Services	1,666
Human Resources Management	638
Information Technology	749
Office Space	222
Reception/Telecommunications	634

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	350
Other Expense	114

INDIRECT PROGRAM EXPENSES

Indirect	1,312
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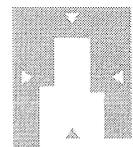
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	59,285
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TOTAL PROJECT BUDGET\$73,750



REGIONAL HOMELAND SECURITY PLANNING AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Staffing of a minimum of four PREMAC meetings.
2. Submission of a PRPC-approved FY24 Implementation Plan, Threat and Hazard Identification and Risk Assessment and State Preparedness Report to the PSO.
3. Annually promoting awareness by local response agencies of purpose and value of the regional response and regional mutual plan.
4. Achieving FY24 PSO-eligible status for 99% of the region's cities and counties.
5. Monthly manage the PARIS system to keep asset information up-to-date.
6. Conduct of the annual Panhandle Regional Emergency Preparedness (PREP) conference and providing staff support for the quarterly training meetings.
7. Coordination of local, regional, state or federally-sponsored exercises as requested.
8. Submission of quarterly progress reports to the PSO.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.445 Full-time equivalent

PERSONNEL

Salaries	\$39,355
Fringe Benefits	22,484

CONTRACT SERVICES

Contract Services	0
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TRAVEL

Out-of-Region Travel	9,500
Conference Registration	600

DIRECT INTERNAL SERVICES

Accounting Services	2,162
Copy Services	27
Human Resources	676
Information Technology	794
Office Space	8,799
Reception/Telecommunications	672
Vehicle	4,112

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	150
Membership Fees/Dues	25
Postage & Freight	100
Other Expense	534

INDIRECT PROGRAM EXPENSES

Indirect	9,510
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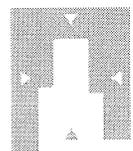
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$99,500



REGIONAL HOMELAND SECURITY PROGRAM FUNDING PRIORITIZATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

To work through the Panhandle Regional Emergency Management Advisory Committee (PREMAC) to determine how the Panhandle’s 2023 allocation of State Homeland Security Program (SHSP) funds will be used to meet the critical goals and objectives of the region’s 2023 Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan and support the priority Core Capability targets of the Panhandle’s 2024 Threat and Hazard Identification & Risk Assessment (THIRA).

PRIMARY WORK TASKS

1. Identify a potential list of regional projects based on the Elements of Preparedness found in the Panhandle’s 2024 THSSP Implementation Plan.
2. Distill the potential list down to a final prioritized list based on the critical Core Capability Targets identified in the region’s 2023 THIRA.
3. Develop and present a recommended, final prioritized project funding list to the PRPC Board of Directors for consideration of approval.
4. Submit a PRPC Board-approved FY23 SHSP project list to the Office of the Governor’s Public Safety Office (PSO).
5. Provide FY23 grantees with technical assistance on the use of the PSO’s grant management system – eGrants.
6. Coordinate regional SHSP program with the PSO.
7. Compile and submit required reports to the PSO.

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.085 Full-time equivalent

PERSONNEL

Salaries	\$7,668
Fringe Benefits	4,381

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	8,513
Human Resources	30
Information Technology	36
Office Space	368
Reception/Telecommunications	30

OTHER DIRECT PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

Indirect	2,474
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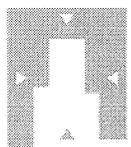
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$23,500



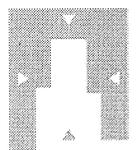
REGIONAL SERVICES PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

REGIONAL SERVICES PROGRAM GOAL STATEMENT

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

TOTAL REGIONAL SERVICES PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$ 5,877	REGIONAL FUNDS	
Contract Services	0	Membership Dues	\$69,000
Travel	3,975	Interest & Miscellaneous	220,000
Direct Internal Services	8,580	Local Funds	16,609
Other Direct Program Exp.	32,391	PRPC MATCH	
Indirect Costs	1,783	Required Grant Match	(50,692)
Equipment	0	Non-Required Match	(2,773)
Pass Through	<u>0</u>	Reserve Contributions	<u>(199,538)</u>
TOTAL BUDGETED		TOTAL ANTICIPATED	
EXPENDITURES	<u>\$52,606</u>	REVENUE	<u>\$52,606</u>



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Ensuring that a current, valid lease agreement is in place with each tenant leasing space on a PRPC-owned, PANCOM tower site.
2. Invoice and log lease payments from each PANCOM tower lessee, in accordance with the terms of the lease agreement(s), on a timely basis.
3. Payment of monthly utility bills on each PRPC-owned PANCOM tower site.
4. Adherence with the state and federal rules applying to the operation of radio communications towers.
5. Maintenance of current point of contact information for each PANCOM tower lessee with a request for POC verification sent to each lessee on at least an annual basis.
6. Payment of insurance premiums on the PRPC-owned PANCOM tower sites.
7. Submission of required reports and documents to the FAA and FCC as well as other state/federal agencies governing the operations of radio communications towers.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

Salaries	\$0
Fringe Benefits	

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	0
Conference Registration	0

DIRECT INTERNAL SERVICES

Accounting Services	3,176
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OTHER DIRECT PROGRAM EXPENSES

Insurance & Bonding	600
Other Expense	550
Utilities	10,500

INDIRECT PROGRAM EXPENSES

Indirect	1,783
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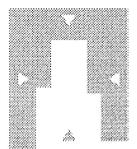
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$16,609



REGIONAL PLANNING AND ASSISTANCE ACTIVITIES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.550 Full-time equivalent

PERSONNEL

Salaries	\$3,740
Fringe Benefits	2,137

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	375
Out-of-Region Travel	1,100
Conference Registration	2,500

DIRECT INTERNAL SERVICES

Copy Services	1
Human Resources Management	84
Information Technology	98
Office Space	4,959
Reception/Telecommunications	83
Vehicle Pool	180

OTHER DIRECT

PROGRAM EXPENSES

Membership Fees	4,500
Subscriptions	150
Communications	90
Other Expense	16,000

INDIRECT PROGRAM EXPENSES

0

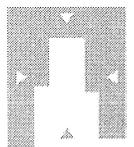
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET..... \$35,997



REGIONAL TRANSPORTATION PLANNING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

REGIONAL TRANSPORTATION PLANNING PROGRAM GOAL STATEMENT

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

TOTAL REGIONAL TRANSPORTATION SERVICES

BUDGET

BUDGETED EXPENDITURES

Personnel	\$191,313
Contract Services	0
Travel	8,420
Direct Internal Services	35,255
Other Direct Program Exp.	5,567
Indirect Costs	26,341
Equipment	1,500
Pass Through	<u>64,299</u>

TOTAL BUDGETED

EXPENDITURES..... **\$332,695**

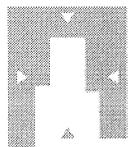
ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$329,921
PRPC MATCH	
Non-Required Match	<u>2,774</u>

TOTAL ANTICIPATED

REVENUE **\$332,695**



REGIONAL PUBLIC TRANSPORTATION PLANNING WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.270 Full-time equivalent

PERSONNEL

Salaries	\$15,774
Fringe Benefits	9,011

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	6,206
Copy Services	376
Human Resources Management	805
Information Technology	945
Office Space	1,139
Reception/Telecommunications	800
Vehicle Pool	282

OTHER DIRECT

PROGRAM EXPENSES

Postage & Freight	702
Other Expense	60

INDIRECT PROGRAM EXPENSES

Indirect	3,900
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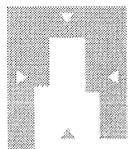
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$40,000



REGIONAL TRANSPORTATION INFRASTRUCTURE ACCELERATOR DEMONSTRATION PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

To provide planning and coordination services to deliver a Regional Infrastructure Accelerator Program related to the construction and service delivery of transportation related infrastructure projects and ongoing technical assistance necessary to facilitate the collaboration of area local governments with the Region’s transportation stakeholders and communities in both PRPC’s service area and the South Plains Association of Governments (SPAG).

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of 2 RIA Committee meetings annually.
2. Coordination and staffing of 1 RIA outreach event annually.
3. Execution of 6 coordination calls with relative stakeholders and committee members.
4. Coordination of technical assistance in the form of project service delivery preparation and implementation.
5. Service delivery and submittal of at least 1 transportation infrastructure project to the applicable financing programs through the U.S. DOT annually as appropriate.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.320 Full-time equivalent

PERSONNEL

Salaries	\$78,464
Fringe Benefits	44,826

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	5,000
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DIRECT INTERNAL SERVICES

Clerical Support	507
Human Resources Management	1,898
Information Technology	2,229
Office Space	5,702
Reception/Telecommunications	1,887
Vehicle Pool	405

OTHER DIRECT PROGRAM EXPENSES

Printing	2,500
Postage & Freight	366
Advertisements	1,500
Other Expense	240

INDIRECT PROGRAM EXPENSES

Indirect	16,098
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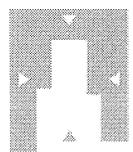
EQUIPMENT EXPENSES

Equipment	1,500
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PASS THROUGH EXPENSES

Pass Through	<u>64,299</u>
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TOTAL PROJECT BUDGET\$227,421



REGIONAL TRANSPORTATION PLANNING RETURN FROM HOSPITALIZATION PILOT PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.430 Full-time equivalent

PERSONNEL

Salaries	\$ 26,056
Fringe Benefits	14,886

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	3,420
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DIRECT INTERNAL SERVICES

Accounting Services	5,858
Human Resources Management	1,321
Information Technology	1,552
Office Space	1,841
Reception/Telecommunications	1,314

OTHER DIRECT

PROGRAM EXPENSES

Other Expense	187
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INDIRECT PROGRAM EXPENSES

Indirect	6,065
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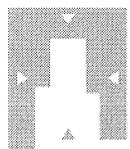
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET\$62,500



RURAL TRANSPORTATION PLANNING ORGANIZATIONS WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.020 Full-time equivalent

PERSONNEL

Salaries	\$ 1461
Fringe Benefits	835

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	30
Information Technology	36
Office Space	93
Reception/Telecommunications	30

OTHER DIRECT

PROGRAM EXPENSES

Other Expense	12
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INDIRECT PROGRAM EXPENSES

Indirect	278
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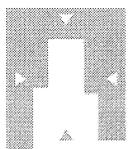
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET \$2,773



REGIONAL WATER PLANNING PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

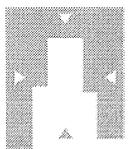
REGIONAL WATER PLANNING PROGRAM GOAL STATEMENT

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

TOTAL REGIONAL WATER PLANNING BUDGET

<u>BUDGETED EXPENDITURES</u>	
Personnel	\$81,177
Contract Services	0
Travel	4,750
Direct Internal Services	36,436
Other Direct Program Exp.	3,797
Indirect Costs	14,253
Equipment	0
Pass Through	<u>758,769</u>
TOTAL BUDGETED EXPENDITURES.....	<u>\$899,182</u>

<u>ANTICIPATED REVENUES BY SOURCE</u>	
GRANTS & GOVERNMENTAL CONTRACTS	
Texas State Grants	\$812,252
REGIONAL FUNDS	
Local Funds	<u>86,930</u>
TOTAL ANTICIPATED REVENUE	<u>\$899,182</u>



2026 REGIONAL WATER PLAN DEVELOPMENT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.060 Full-time equivalent

PERSONNEL

Salaries	\$ 3,871
Fringe Benefits	2,212

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	7,348
Copy Services	312
Human Resources Management	91
Information Technology	107
Office Space	300
Reception/Telecommunications	91

OTHER DIRECT PROGRAM EXPENSES

Postage & Freight	150
Advertisements	1,500
Other Expenses	24

INDIRECT PROGRAM EXPENSES

Indirect	1,855
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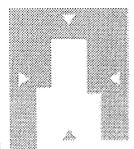
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	244,390
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TOTAL PROJECT BUDGET..... \$262,251



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.100 Full-time equivalent

PERSONNEL

Salaries	\$4,745
Fringe Benefits	2,711

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	152
Information Technology	178
Office Space	568
Reception/Telecommunications	151

OTHER DIRECT

PROGRAM EXPENSES

Postage & Freight	24
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INDIRECT PROGRAM EXPENSES

Indirect	900
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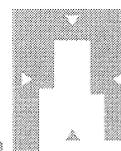
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	2,501
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TOTAL PROJECT BUDGET\$11,930



REGIONAL WATER PLANNING ADMINISTRATION AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Provide coordination and direct support to the PWPG by facilitating public hearings and meetings to allow for planning, implementation and coordination of the development of the 2024 Regional Water Plan.
2. Conduct public information activities and serve as the point of contact for media news releases relating to water planning.
3. Serve as the primary point on contact between the PWPG, the contractors and the Texas Water Development Board (TWDB).
4. Serve as the fiduciary agent for the PWPG and provide quarterly financial status reports; submit the required reports to the TWDB and the PWPG in a full and timely manner as requested.
5. Provide oversight and coordination for all aspects of contracts awarded from TWDB.

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.440 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$32,382
Fringe Benefits	18,500

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	10,224
Copy Services	1,587
Human Resources Management	562
Information Technology	660
Office Space	2,049
Reception/Telecommunications	559

OTHER DIRECT

PROGRAM EXPENSES

Postage & Freight	560
Other Expense	275

INDIRECT PROGRAM EXPENSES

Indirect	7,642
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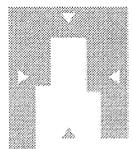
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET\$75,000



REGIONAL FLOOD PLANNING ADMINISTRATION AND COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.210 Full-time equivalent

PERSONNEL

Salaries	\$10,663
Fringe Benefits	6,092

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	4,750
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DIRECT INTERNAL SERVICES

Accounting Services	8,886
Human Resources Management	440
Information Technology	517
Office Space	821
Reception/Telecommunications	438
Vehicle Pool	397

OTHER DIRECT

PROGRAM EXPENSES

Advertisements	1,215
Other Expense	48

INDIRECT PROGRAM EXPENSES

Indirect	3,856
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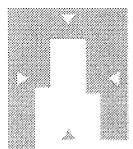
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass-Through	511,877
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TOTAL PROJECT BUDGET\$550,000



SOLID WASTE MANAGEMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

SOLID WASTE MANAGEMENT PROGRAM GOAL STATEMENT

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

TOTAL SOLID WASTE MANAGEMENT BUDGET

BUDGETED EXPENDITURES

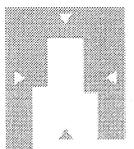
Personnel	\$39,003
Contract Services	0
Travel	6,200
Direct Internal Services	12,101
Other Direct Program Exp.	3,992
Indirect Costs	6,931
Equipment	0
Pass Through	<u>101,078</u>

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS	
Texas State Grants	<u>\$169,305</u>

**TOTAL BUDGETED
EXPENDITURES..... \$169,305**

**TOTAL ANTICIPATED
REVENUE..... \$169,305**



REGIONAL SOLID WASTE MANAGEMENT COORDINATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Serve as support staff to the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC).
2. Assist applicants with the development of their FY24 solid waste grant program applications.
3. Facilitate the RSWMAC's review of Municipal Solid Waste permit applications and registrations.
4. Coordinate the pick-up of recyclable materials from jurisdictions participating in the Panhandle Environmental Partnership (PEP).
5. Ensure proper payment for recyclable materials sold by PEP members is received.
6. Promote recycling throughout the region.
7. Maintain a current inventory of all equipment funded under the SW Grant Program.
8. Maintain the accuracy of the Panhandle's CLI.
9. Complete and submit all required reports to the TCEQ.

PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of a minimum of 2 RSWMAC meetings.
2. Assist with application preparation for at least 8 applicants for the FY24 SW Grants Program.
3. Submission of RSWMAC-developed comments on each permit application/ registration received to TCEQ within forty-eight hours of RSWMAC meeting.
4. Arrange for the shipment of at least 75 loads of recyclable material loads from PEP locations on a timely basis.
5. Process pass-through payments to PEP members for those loads.
6. Issue monthly PEP Rally! newsletters PEP members.
7. Award annual FY24 PEP Regional Recycling Award.
8. Reply to CLI requests within forty-eight hours of request.
9. Submission of required reports to TCEQ.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.390 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$24,822
Fringe Benefits	14,181

CONTRACT SERVICES

0

TRAVEL

In-Region Travel	3,500
Out-of-Region Travel	2,000
Conference Registration	700

DIRECT INTERNAL SERVICES

Accounting Services	7,140
Copy Services	125
Human Resources Management	653
Information Technology	767
Office Space	1,611
Reception/Telecommunications	649
Vehicle Pool	1,156

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	450
Printing	50
Membership Fees/Dues	50
Postage & Freight	250
Advertisements	1,500
Other Expense	1,692

INDIRECT PROGRAM EXPENSES

Indirect	6,931
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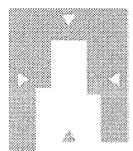
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL PROJECT BUDGET\$68,227



REGIONAL SOLID WASTE MANAGEMENT PLAN IMPLEMENTATION WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Contract with the FY24 Solid Waste Grants Program grantees.
2. Facilitate, as requested grantee(s), the purchase of equipment and/or services needed for project implementation.
3. Support local/regional FY24 project-related public awareness and education activities.
4. Administer and as appropriate, make amendments to the FY24 Implementation Project Contracts.
5. Maintain an inventory of the equipment and vehicles purchased in whole or part with FY24 Implementation Project grant funds.
6. Assist FY24 grantees in meeting their contractual program reporting requirements.
7. Compile and submit all required reports to the TCEQ.

PRINCIPLE PERFORMANCE MEASURES

1. Execution of approximately 7 FY24 Solid Waste Grants Program Implementation Project Contracts.
2. Procurement of bids / quotes on approximately 7 contract-approved equipment/services, on an as-requested basis, for FY24 grantees.
3. Supply the media with an annual report FY24 PEP member activities.
4. Staff assistance with at least 7 FY24 Solid Waste grantees on their reimbursement paperwork and if needed contract amendments.
5. Annual update of Regional Solid Waste Program Inventory to include equipment purchased in FY24.
6. Annually work with FY23 and FY24 Solid Waste Program grantees on follow-up report, to ensure compliance with their contractual reporting obligations.
7. Submission of semi-annual reports and follow-up reports to TCEQ.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

\$ 0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

0

OTHER DIRECT PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

0

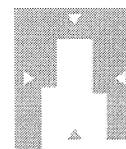
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through 101,078

TOTAL PROJECT BUDGET..... \$101,078



WORKFORCE DEVELOPMENT PROGRAM GOAL STATEMENT AND TOTAL PROGRAM BUDGET

WORKFORCE DEVELOPMENT PROGRAM GOAL STATEMENT

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

TOTAL WORKFORCE DEVELOPMENT PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$933,878
Contract Services	237,865
Travel	47,076
Direct Internal Services	427,271
Other Direct Program Exp.	546,872
Indirect Costs	251,278
Equipment	22,000
Pass Through	<u>24,130,077</u>

**TOTAL BUDGETED
EXPENDITURES \$ 26,596,322**

ANTICIPATED REVENUES BY SOURCE

GRANTS & GOVERNMENTAL CONTRACTS

Federal Grants Through State	\$25,807,879
Texas State Grants	500,000

REGIONAL FUNDS

Contract Service Fees	<u>288,443</u>
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**TOTAL ANTICIPATED
REVENUE \$26,596,322**



CHILD CARE WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Conduct child care provider claims processing for disbursement.
4. Develop local program policies and procedures.
5. Oversight of the delivery of child care services by the procured child care contractor.
6. Ensure compliance with client eligibility for services requirements under all federal, state and local regulations, policies and directives.
7. Secure agreements for the purpose of obtaining additional federal funds for additional child care services through a “local match” process where local entities agree to contribute funds or certify their allowable child care expenditures.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Submit approved child care reports through the State’s data collection system biweekly.
4. Issuance of local program policies and procedures.
5. Review and analyze TWC’s monthly performance and expenditure reports and take appropriate action related to the “number of children served” per day.
6. Conduct at a minimum of 2 internal monitoring reviews of child care case files during the year each followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.
7. Meet the Texas Workforce Commission’s minimum local match requirement of \$641,488 for the Panhandle in order to receive the funds.

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

5.045 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$307,083
Fringe Benefits	175,436

CONTRACT SERVICES

Contract Services	172,979
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TRAVEL

In-Region Travel	613
Out-of-Region Travel	23,959
Conference Registration	1,155

DIRECT INTERNAL SERVICES

Accounting Services	156,008
Copy Services	3,629
Human Resources Management	7,567
Information Technology	8,886
Office Space	27,539
Reception/Telecommunications	7,524
Vehicle Pool	389

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	491
Rent	139,122
Membership Fees/Dues	2,657
Postage & Freight	450
Advertisements	204
Other Expense	1,022

INDIRECT PROGRAM EXPENSES

Indirect	118,519
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EQUIPMENT EXPENSES

Equipment	5,750
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PASS THROUGH EXPENSES

Pass Through	19,143,458
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TOTAL PROJECT BUDGET \$20,304,440



CHILD CARE QUALITY IMPROVEMENT WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

\$0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

0

OTHER DIRECT PROGRAM EXPENSES

0

INDIRECT PROGRAM EXPENSES

0

EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through 1,379,286

TOTAL PROJECT BUDGET \$1,379,286



SUPPLEMENTAL NUTRITION ASSISTANCE WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Ensure that Contractor conducts outreach to 100% of the Able-Bodied Adults without Dependents (ABAWD) who receive Supplemental Nutrition Assistance Program (SNAP) benefits.
4. Ensure the Contractor gives priority of service to the ABAWD population.
5. Oversight of the delivery of services by the procured Service Delivery Contractor.
6. Monitor and evaluate the performance of the contractor with regard to the provision of SNAP services as required by the funding agency.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Review monthly outreach reports, resolution of related compliance issues through Technical Assistance and provision of staff training as needed.
4. Issuance of local program policies and procedures.
5. Ensure the TWC’s required monthly performance of “outreach within 10 days” is met.
6. Conduct at a minimum of 2 internal monitoring reviews of all SNAP services during the year, followed by technical assistance for resolution of related compliance issues a provision of staff training as needed.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.2725 Full-time equivalent

PERSONNEL

Salaries	\$15,996
Fringe Benefits	9,139

CONTRACT SERVICES

Contract Services	5,251
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TRAVEL

In-Region Travel	49
Out-of-Region Travel	1,117
Conference Registration	92

DIRECT INTERNAL SERVICES

Accounting Services	7,332
Copy Services	290
Human Resources Management	505
Information Technology	593
Office Space	1,570
Reception/Telecommunications	502
Vehicle Pool	31

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	39
Rent	15,550
Membership Fees/Dues	213
Postage & Freight	36
Advertisements	16
Other Expense	82

INDIRECT PROGRAM EXPENSES

Indirect	6,645
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EQUIPMENT EXPENSES

Equipment	404
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PASS THROUGH EXPENSES

Pass Through	<u>144,727</u>
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TOTAL PROJECT BUDGET \$210,179



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

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Develop program policies and procedures.
4. Oversight of the delivery of Temporary Assistance to Needy Families (TANF)/CHOICES program services by the procured service delivery contractor.
5. Monitor and evaluate the performance of the contractor with regard to the provision of TANF/CHOICES services as required by the funding agency.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Ensure the Workforce Development Board’s required performance measures of program participants are met.
5. Conduct at a minimum of 2 monitoring reviews of TANF/CHOICES services during the year, each followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.805 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$43,404
Fringe Benefits	24,797

CONTRACT SERVICES

Contract Services	22,758
-------------------	--------

TRAVEL

In-Region Travel	284
Out-of-Region Travel	6,477
Conference Registration	536

DIRECT INTERNAL SERVICES

Accounting Services	29,612
Copy Services	1,684
Human Resources Management	1,416
Information Technology	1,663
Office Space	6,019
Reception/Telecommunications	1,408
Vehicle Pool	181

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	228
Rent	86,396
Membership Fees/Dues	1,233
Postage & Freight	209
Advertisements	95
Other Expense	474

INDIRECT PROGRAM EXPENSES

Indirect	26,270
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EQUIPMENT EXPENSES

Equipment	3,272
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PASS THROUGH EXPENSES

Pass Through	<u>763,600</u>
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TOTAL PROJECT BUDGET \$1,022,016



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

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Participate in monthly Non-Custodial Parent (NCP) meeting with the OAG and Service Delivery Contractor staff to discuss issues related to participants’ progress in the program.
4. Compile and submit all required reports to funding sources.
5. Develop local program policies and procedures.
6. Monitor and evaluate the performance of the contractor with regard to the provision of Temporary Assistance to Needy Families – Choices Non-Custodial Parent program services as required by funding agency.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Attend 12 monthly Non-Custodial Parent (NCP) meetings with the OAG and Service Delivery Contractor staff.
4. Submission of 12 monthly Progress reports and supporting documents.
5. Issuance of local program policies and procedures.
6. Conduct at a minimum of 2 monitoring reviews of TANF/CHOICES-NCP services during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.160 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$8,835
Fringe Benefits	5,047

CONTRACT SERVICES

Contract Services	3,396
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TRAVEL

In-Region Travel	43
Out-of-Region Travel	972
Conference Registration	80

DIRECT INTERNAL SERVICES

Accounting Services	7,133
Copy Services	253
Human Resources Management	197
Information Technology	232
Office Space	1,045
Reception/Telecommunications	196
Vehicle Pool	27

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	34
Rent	12,025
Membership Fees/Dues	185
Postage & Freight	31
Advertisements	14
Other Expense	71

INDIRECT PROGRAM EXPENSES

Indirect	4,589
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EQUIPMENT EXPENSES

Equipment	2,101
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PASS THROUGH EXPENSES

Pass Through	<u>111,302</u>
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TOTAL PROJECT BUDGET \$157,810



VETERANS EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.000 Full-time equivalent.

PERSONNEL

\$ 0

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

0

**OTHER DIRECT
PROGRAM EXPENSES**

Rent 10,041

INDIRECT PROGRAM EXPENSES

Indirect 1,208

EQUIPMENT EXPENSES

Equipment 0

PASS THROUGH EXPENSES

Pass Through 0

TOTAL PROJECT BUDGET \$11,249



WAGNER-PEYSER EMPLOYMENT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.115 Full-time equivalent

PERSONNEL

Salaries	\$7,706
Fringe Benefits	4,403

CONTRACT SERVICES

Contract Services	3,144
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TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	7,081
Human Resources Management	216
Information Technology	254
Office Space	450
Reception/Telecommunications	215

OTHER DIRECT

PROGRAM EXPENSES

Rent	39,190
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INDIRECT PROGRAM EXPENSES

Indirect	7,401
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EQUIPMENT EXPENSES

Equipment	6,144
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PASS THROUGH EXPENSES

Pass Through	<u>34,834</u>
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TOTAL PROJECT BUDGET \$111,038



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of adult services by the procured service delivery contractor.
5. Confirm that the subcontractor adheres to all Federal, state and local regulations, policies, and directives.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC’s Monthly performance reports and take appropriate actions related to the 5 adult and 3 all participant WIOA outcome measures.
5. Conduct at a minimum of 2 monitoring reviews of WIOA-Adult activities during the year followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.7015 Full-time equivalent

PERSONNEL

Salaries	\$46,842
Fringe Benefits	26,761

CONTRACT SERVICES

Contract Services	10,785
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TRAVEL

In-Region Travel	147
Out-of-Region Travel	3,350
Conference Registration	277

DIRECT INTERNAL SERVICES

Accounting Services	34,737
Copy Services	871
Human Resources Management	1,162
Information Technology	1,364
Office Space	4,687
Reception/Telecommunications	1,155
Vehicle Pool	93

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	118
Rent	40,448
Membership Fees/Dues	638
Postage & Freight	108
Advertisements	49
Other Expense	245

INDIRECT PROGRAM EXPENSES

Indirect	19,906
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EQUIPMENT EXPENSES

Equipment	1,705
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PASS THROUGH EXPENSES

Pass Through	<u>750,485</u>
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TOTAL PROJECT BUDGET \$945,935



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

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of dislocated worker services by the procured service delivery contractor.
5. Provide oversight in planning and delivery of WIOA “Rapid Response” services which include early intervention activities designed to enable dislocated workers to transition to new employment following either a plant closure, mass layoff, or a natural or other disaster.
6. Confirm that the subcontractor adheres to all Federal, state and local regulations, policies, and directives.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC’s monthly performance reports and take appropriate action related to the 5 dislocated worker and 3 all participant WIOA outcome measures.
5. Review staff reports of Rapid Response services and activities provided to Rapid Response participants.
6. Conduct at a minimum of 2 monitoring reviews of WIOA-DLW activities during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.862 Full-time equivalent

PERSONNEL

Salaries	\$42,876
Fringe Benefits	24,495

CONTRACT SERVICES

Contract Services	10,184
-------------------	--------

TRAVEL

In-Region Travel	147
Out-of-Region Travel	3,350
Conference Registration	277

DIRECT INTERNAL SERVICES

Accounting Services	30,494
Copy Services	871
Human Resources Management	1,121
Information Technology	1,316
Office Space	4,453
Reception/Telecommunications	1,114
Vehicle Pool	93

OTHER DIRECT PROGRAM EXPENSES

Office Supplies	118
Rent	35,356
Membership Fees/Dues	638
Postage & Freight	108
Advertisements	49
Other Expense	245

INDIRECT PROGRAM EXPENSES

Indirect	17,961
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EQUIPMENT EXPENSES

Equipment	2,002
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PASS THROUGH EXPENSES

Pass Through	<u>630,943</u>
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TOTAL PROJECT BUDGET\$808,212



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

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Prepare the FY24 plan and budget.
2. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium's Governing Body.
3. Develop local program policies and procedures.
4. Oversight of the delivery of youth services by the procured service delivery contractor.
5. Confirm that the subcontractor adheres to all federal, state and local regulations, policies, and directives.

PRINCIPLE PERFORMANCE MEASURES

1. Submission of FY24 plan and budget.
2. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
3. Issuance of local program policies and procedures.
4. Review and analyze TWC's monthly performance reports and take appropriate actions related to 5 youth and 3 all participant WIOA outcome measures.
5. Conduct at a minimum of 2 monitoring reviews of WIOA-Youth activities during the year, followed by technical assistance for resolution of related compliance issues and provision of staff training as needed.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.656 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$42,347
Fringe Benefits	24,193

CONTRACT SERVICES

Contract Services	9,369
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TRAVEL

In-Region Travel	142
Out-of-Region Travel	3,239
Conference Registration	268

DIRECT INTERNAL SERVICES

Accounting Services	27,706
Copy Services	842
Human Resources Management	918
Information Technology	1,078
Office Space	4,379
Reception/Telecommunications	912
Vehicle Pool	90

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	114
Rent	18,642
Membership Fees/Dues	616
Postage & Freight	105
Advertisements	47
Other Expense	237

INDIRECT PROGRAM EXPENSES,

Indirect	15,394
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EQUIPMENT EXPENSES

Equipment	622
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PASS THROUGH EXPENSES

Pass Through	<u>603,200</u>
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TOTAL PROJECT BUDGET \$754,461



**TEXAS WORKFORCE COMMISSION – SPECIAL INITIATIVES
(RESEA, TRADE ADJUSTMENT ASSISTANCE,
WORKFORCE COMMISSION INITIATIVES)
WORK PROGRAM AND EXPENDITURE BUDGET**

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Submission of a minimum of 1 report for RESEA, 4 reports for WCI and any other reports as requested by funding agency.
2. Conduct quarterly reviews of the process reports, grant expenditures, and activities facilitated by the Service Delivery Contractor and the Board.
3. Review of financial and program reports submitted verbally or in writing to PRPC Workforce Development staff on a quarterly basis regarding the performance of the initiatives.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$8,310
Fringe Benefits	4,748

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Accounting Services	10,210
Copy Services	438
Human Resources Management	292
Information Technology	343
Office Space	1,267
Reception/Telecommunications	291
Vehicle Pool	563

OTHER DIRECT PROGRAM EXPENSES

Rent	14,741
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INDIRECT PROGRAM EXPENSES,

Indirect	4,693
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EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

Pass Through	<u>568,604</u>
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TOTAL PROJECT BUDGET \$614,501



VOCATIONAL REHABILITATION CONTRACTS (SUMMER EARN AND LEARN, STUDENT HIREABILITY NAVIGATOR PROGRAM AND VOCATIONAL REHABILITATION CO-LOCATION) WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

OBJECTIVE

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

PRIMARY WORK TASKS

1. Coordinate activities and provide administrative support to the Panhandle Workforce Development Board and Panhandle Workforce Development Consortium’s Governing Body.
2. Coordinate activities and provide administrative support with Texas Workforce Commission Vocational Rehabilitation.
3. Compile and submit all required reports and invoices to funding sources.
4. Coordinate the integration between Texas Workforce Com. Vocational Rehabilitation and Panhandle Workforce Solutions.

PRINCIPLE PERFORMANCE MEASURES

1. Conduct a minimum of 4 Workforce Board and Governing Body meetings.
2. Submit invoices required for Vocational Rehabilitation department co-location to the Vocational Rehabilitation department of the Texas Workforce Commission.
3. Submit invoices and reports required for Summer Earn and Learn to the Vocational Rehabilitation department of the Texas Workforce Commission.
4. Submit invoices, quarterly reports, and associated annual Student Hireability Navigator Plan to the Vocational Rehabilitation department of the Texas Workforce Commission.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.273 Full-time equivalent

2024 EXPENDITURE BUDGET

PERSONNEL

Salaries	\$70,935
Fringe Benefits	40,525

CONTRACT SERVICES

0

TRAVEL

Out-of-Region Travel	500
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DIRECT INTERNAL SERVICES

Accounting Services	2,399
Human Resources Management	1,792
Information Technology	2,104
Office Space	4,689
Reception/Telecommunications	1,782

OTHER DIRECT

PROGRAM EXPENSES

Rent	124,142
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INDIRECT PROGRAM EXPENSES,

Indirect	28,692
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EQUIPMENT EXPENSES

Equipment	0
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PASS THROUGH EXPENSES

Pass Through	<u>0</u>
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TOTAL PROJECT BUDGET \$277,561



SECTION III

**2024 DIRECT INTERNAL SERVICES FUNDS
WORK PROGRAMS AND BUDGETS**

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

ACCOUNTING SERVICES

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

COPY SERVICES

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

HUMAN RESOURCES MANAGEMENT

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

INFORMATION TECHNOLOGY

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

OFFICE SPACE

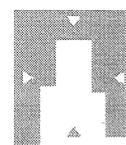
THE COSTS OF OFFICE SPACE INCLUDES ALL UTILITIES AND MAINTENANCE. OFFICE SPACE IS CHARGED TO THE GRANTS AT A UNIT RATE PER SQUARE FOOT.

RECEPTIONIST

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

VEHICLE POOL

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



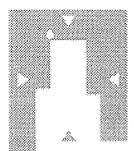
DIRECT INTERNAL SERVICES FUNDS GOAL STATEMENT AND TOTAL PROGRAM BUDGET

DIRECT INTERNAL SERVICES FUNDS GOAL STATEMENT

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

DIRECT INTERNAL SERVICES PROGRAM BUDGET

<u>BUDGETED EXPENDITURES</u>	<u>ANTICIPATED REVENUES BY SOURCE</u>
Personnel \$688,585	REGIONAL FUNDS
Contract Services 78,500	Contract Service Fees \$10,554
Travel 2,600	PRPC MATCH
Direct Internal Services 96,356	Reserve Contributions (80,054)
Other Direct Program Exp. 262,468	REVENUE FROM ALL FUND GROUPS <u>1,204,010</u>
Indirect Costs 6,000	
Equipment 0	
Pass Through 0	
TOTAL BUDGETED	TOTAL ANTICIPATED
EXPENDITURES.....<u>\$1,134,510</u>	REVENUE.....<u>\$1,134,510</u>



ACCOUNTING SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Preparation of approximately 66 budgets.
2. Completion of approximately 500 cash requests.
3. Processing of approximately 1,800 deposits.
4. Preparing and processing approximately 7,600 accounts payable forms, 1,200 payroll vouchers, 2,800 checks, 4,500 electronic funds transfers, and 125 debit and incentive cards.
5. Completion of analytical review of general ledger balances monthly.
6. Completion of approximately 800 financial reports.
7. Completion of desk reviews on 2 audits.
8. Completion of physical inventory of approx. \$10 million of PRPC property and equipment.
9. Assistance to 8 monitoring/audit teams.
10. Completion of 134 audited financial statements and the ACFR for the year ending 9/30/23.
11. Process approximately 125 1099's and 175 W-2's yearly, eight 941-Employer's Quarterly Federal Tax returns and four TWC Unemployment Tax insurance forms.
12. Maintenance of policies and procedures.

IMPLEMENTATION SCHEDULE

October 1, 2023- September 30, 2024

HUMAN RESOURCE REQUIREMENT

4.350 Full-time equivalent

PERSONNEL

Salaries	\$316,177
Fringe Benefits	180,632

CONTRACT SERVICES

Contract Services	12,000
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TRAVEL

Out-of-Region Travel	1,000
Conference Registration	1,600

DIRECT INTERNAL SERVICES

Copy Services	2,140
Human Resources Management	6,606
Information Technology	7,758
Office Space	27,650
Reception/Telecommunications	6,568

OTHER DIRECT

PROGRAM EXPENSES

Employee Development	500
Office Supplies	1,400
Printing	1,075
Membership Fees/Dues	1,430
Subscriptions	200
Postage & Freight	200
Other Expense	675

INDIRECT PROGRAM EXPENSES

0

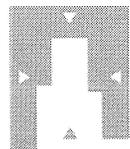
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET\$567,610



COPY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Coordination of 3 lease/purchase and maintenance agreements when necessary.
2. Provision of training and assistance when necessary for 49 employees.
3. Performance of maintenance on 3 copy machines systems as required.
4. Make service calls on 3 copy machine systems as necessary.
5. Placement of supply orders on a monthly basis.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.112 Full-time equivalent

PERSONNEL

Salaries	\$4,284
Fringe Benefits	2,447

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	197
Information Technology	232
Office Space	7,570
Reception/Telecommunications	196

OTHER DIRECT

PROGRAM EXPENSES

Equipment Lease/Maintenance	21,000
Office Supplies	3,500

INDIRECT PROGRAM EXPENSES

0

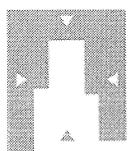
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET\$39,427



HUMAN RESOURCES MANAGEMENT FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Administration of approximately 10 benefit programs.
2. Maintenance of personnel records and files for approximately 49 employees
3. Administration of Personnel Policies and Integrated Personnel Classification and Pay Plan.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.650 Full-time equivalent

PERSONNEL

Salaries	\$43,091
Fringe Benefits	24,618

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	987
Information Technology	1,159
Office Space	2,572
Reception/Telecommunications	981

OTHER DIRECT PROGRAM EXPENSES

Employee Development	250
Other Expense	750

INDIRECT PROGRAM EXPENSES

0

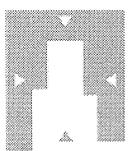
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET \$74,408



INFORMATION TECHNOLOGY SERVICES FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 – September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.510 Full-time equivalent

PERSONNEL

Salaries	\$32,723
Fringe Benefits	18,695

CONTRACT SERVICES

Contract Services	21,000
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TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	774
Information Technology	910
Office Space	11,500
Reception/Telecommunications	770

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	1,000
Other Expenses	15

INDIRECT PROGRAM EXPENSES

0

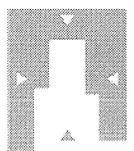
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET\$87,387



OFFICE SPACE FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

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

PERSONNEL

\$ 0

CONTRACT SERVICES

Contract Services 45,500

TRAVEL

0

DIRECT INTERNAL SERVICES

0

OTHER DIRECT PROGRAM EXPENSES

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

INDIRECT PROGRAM EXPENSES

Indirect 6,000

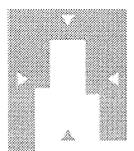
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET \$230,723



RECEPTION/TELECOMMUNICATIONS FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Take calls from full PRI-VOIP Telephone system and 3 toll free lines.
2. Respond to 15 general requests per week for PRPC information.
3. Greet and direct approximately 200 visitors and clients per week.
4. Documentation and daily distribution of 150 internal messages.
5. Distribution of daily mail to approximately 49 employees.
6. Receipt and transmission of approximately 15 faxes per day.
7. Provision of local telephone service to approximately 49 employees.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

1.011 Full-time equivalent

PERSONNEL

Salaries	\$34,276
Fringe Benefits	19,582

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	1,792
Information Technology	2,104
Office Space	2,449
Reception/Telecommunications	1,782

OTHER DIRECT

PROGRAM EXPENSES

Equipment Maintenance	3,500
Office Supplies	400
Communications	8,100

INDIRECT PROGRAM EXPENSES

0

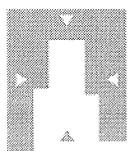
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET \$73,985



VEHICLE POOL FUND WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

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

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

0.200 Full-time equivalent

PERSONNEL

Salaries	\$ 7,675
Fringe Benefits	4,385

CONTRACT SERVICES

0

TRAVEL

0

DIRECT INTERNAL SERVICES

Human Resources Management	304
Information Technology	357
Office Space	8,697
Reception/Telecommunications	302

OTHER DIRECT

PROGRAM EXPENSES

Insurance & Bonding	2,750
Depreciation	23,500
Other Expense	13,000

INDIRECT PROGRAM EXPENSES

0

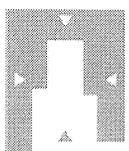
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL FUND BUDGET \$60,969

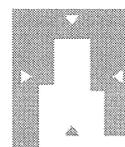


SECTION IV

**2024 INDIRECT SERVICES
WORK PROGRAM AND BUDGET**

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

THE PRPC DEVELOPED THE 2024 STRATEGIC WORK PROGRAM AND BUDGET WITH AN APPROVED 12.03% INDIRECT COST RATE. THE RATE IS APPLIED TO ALL DIRECT EXPENDITURES IN A PROGRAM LESS ITEMS OF EQUIPMENT AND ALL PASS-THROUGH FUNDS. PRPC'S INDIRECT COST PLAN HAS BEEN APPROVED BY THE DEPARTMENT OF THE INTERIOR. THE FOLLOWING INDIRECT SERVICES BUDGET, EXPLANATION OF EXPENDITURES AND THE CERTIFICATION LETTER WILL BE INCLUDED IN THE PRPC'S INDIRECT COST ALLOCATION PLAN AS WELL AS THE BUDGETED ALLOCATION OF INDIRECT COSTS TO THE VARIOUS PROGRAMS AS SHOWN ON PAGE 7.



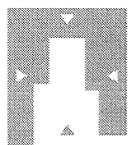
INDIRECT SERVICES GOAL STATEMENT AND TOTAL PROGRAM BUDGET

INDIRECT SERVICES GOAL STATEMENT

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

TOTAL INDIRECT SERVICES BUDGET

<u>BUDGETED EXPENDITURES</u>		<u>ANTICIPATED REVENUES BY SOURCE</u>	
Personnel	\$329,881	REVENUE FROM ALL FUND GROUPS	<u>\$650,255</u>
Contract Services	68,250		
Travel	25,000		
Direct Internal Services	44,301		
Other Direct Program Exp.	182,823		
Indirect Costs	0		
Equipment	0		
Pass Through	<u>0</u>		
TOTAL BUDGETED		TOTAL ANTICIPATED	
EXPENDITURES.....	<u>\$650,255</u>	REVENUE	<u>\$650,255</u>



INDIRECT SERVICES WORK PROGRAM AND EXPENDITURE BUDGET

2024 WORK PROGRAM

2024 EXPENDITURE BUDGET

OBJECTIVE

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

PRIMARY WORK TASKS

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

PRINCIPLE PERFORMANCE MEASURES

1. Provision of leadership and guidance in the operations of the PRPC.
2. Development and presentation of monthly policy guidance to the Board.
3. Implementation of organizational administrative procedures and practices.
4. Representation of the PRPC.
5. Coordination and direction of programs, financing and intergovernmental relationships.
6. Maintenance of records.
7. Completion of FY2023-2024 Strategic Work Program and Budget.
8. Completion of the Annual Comprehensive Financial Report for FY23.
9. Distribution of the 2023 Annual Report and maintenance of the PRPC website.
10. Provision of necessary operational resources.

IMPLEMENTATION SCHEDULE

October 1, 2023 - September 30, 2024

HUMAN RESOURCE REQUIREMENT

2.438 Full-time equivalent

PERSONNEL

Salaries	\$209,942
Fringe Benefits	119,940

CONTRACT SERVICES

Contract Services	25,250
Accounting & Auditing	42,000
Legal	1,000

TRAVEL

In-Region Travel	13,100
Out-of-Region Travel	1,500
Auto Expense	8,400
Conference Registration	2,000

DIRECT INTERNAL SERVICES

Copy Services	2,496
Human Resources Management	3,986
Information Technology	4,681
Office Space	27,579
Reception/Telecommunications	3,964
Vehicle Pool	1,1595

OTHER DIRECT

PROGRAM EXPENSES

Office Supplies	17,500
Insurance & Bonding	42,000
Printing	6,000
Membership Fees/Dues	9,500
Subscriptions	1,500
Postage & Freight	10,000
Advertisements	850
Other Expense	92,773
Communication	1,200

INDIRECT PROGRAM EXPENSES

0

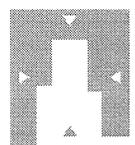
EQUIPMENT EXPENSES

0

PASS THROUGH EXPENSES

0

TOTAL INDIRECT BUDGET.....\$650,255



INDIRECT EXPENDITURE CATEGORIES

The following is a list of the budgeted indirect cost categories for the Panhandle Regional Planning Commission (PRPC) in the 2024 budget and an explanation of the various costs charged to each category:

PERSONNEL

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

CONTRACT SERVICES

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

TRAVEL

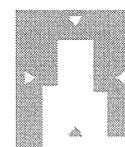
The travel costs include mileage paid for allowable travel in the 26-county region and out-of-region travel expenses such as airfare, meals, hotels, parking or conference registration for all personnel included above as well as the Board of Directors. This category also includes a car allowance for the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

INTERNAL SERVICES

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

OTHER OPERATING EXPENSES

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



CERTIFICATE OF INDIRECT COSTS

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

1. All costs included in this proposal dated August 24, 2023 to establish billing or final indirect costs rates for fiscal year ended September 30, 2024 are allowable in accordance with the requirements of the Federal awards and state awards to which they apply and the provisions of this 45 CFR part 75. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
2. All costs included in this proposal are properly allocable to Federal awards and state awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and State Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

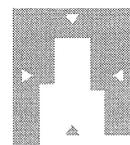
Government Unit: Panhandle Regional Planning Commission

Signature: 

Name of Authorized Official: Trenton C. Taylor

Title: Finance Director

Date of Execution: August 24, 2023





United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

State and Local Governments Indirect Cost Negotiation Agreement

EIN: 75-1317291

Date: 07/18/2023

Organization:

Panhandle Regional Planning Commission
PO Box 9257
Amarillo, TX 79105

Report Number: 2023-0714

Filing Ref.:

Last Negotiation Agreement
dated: Initial Negotiation

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

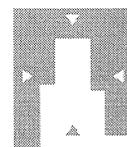
Section I: Rate

Start Date	End Date	Rate Type	Name				Applicable To
			Name	Rate	Base	Location	
10/01/2023	09/30/2024	Fixed Carryforward	Fringe Benefits	57.13 %	(A)	All	All Programs
			Indirect	12.03 %	(B)	All	All Programs

Note: Panhandle Regional Planning Commission allocates Automobile, Information Technology, Copier, Clerical Support, Reception, Accounting, Personnel, and Building costs to programmatic activities outside of the indirect cost rate calculation.

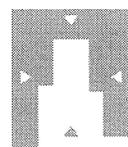
(A) Base: Modified total direct costs (MTDC) - All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.



THE PANHANDLE REGIONAL PLANNING COMMISSION (PRPC) HAS ESTABLISHED A FRINGE BENEFITS RATE FOR THE PURPOSE OF ALLOCATING THOSE EMPLOYEE BENEFIT COSTS THAT HAVE BEEN INCURRED. THIS METHOD IS ALLOWABLE UNDER THE UNIFORM GUIDANCE (2 CFR 200), FOR FEDERAL AWARDS AND THE TEXAS GRANT MANAGEMENT STANDARDS FOR STATE AWARDS.

THE PRPC DEVELOPED THE 2024 STRATEGIC WORK PROGRAM AND BUDGET WITH AN APPROVED 57.13% FRINGE BENEFIT RATE. THE RATE IS APPLIED TO ALL SALARIES. PRPC'S FRINGE BENEFITS RATE HAS BEEN APPROVED BY THE DEPARTMENT OF THE INTERIOR ON BEHALF OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT (EDA) OUR FEDERAL COGNIZANT AGENCY. THE FOLLOWING FRINGE BENEFITS BUDGET AND THE CERTIFICATION LETTER WILL BE INCLUDED IN THE PRPC STRATEGIC WORK PROGRAM AND BUDGET.



FRINGE BENEFITS POOL STATEMENT AND TOTAL PROGRAM BUDGET

FRINGE BENEFITS POOL STATEMENT

To provide a mechanism whereby the PRPC may equitable allocate legitimate, appropriate and allowable program/project fringe benefit costs.

TOTAL FRINGE BENEFITS POOL BUDGET

BUDGETED EXPENDITURES

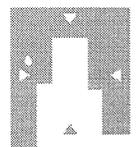
Leave - Annual,Sick,Incentive	\$568,317
Medicare	46,571
Medical Benefits	551,239
Unemployment Insurance	29,177
Retirement	449,645
Worker's Compensation	<u>24,800</u>

ANTICIPATED REVENUES BY SOURCE

REVENUE FROM ALL FUND GROUPS	<u>\$1,669,749</u>
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**TOTAL BUDGETED
EXPENDITURES..... \$1,669,749**

**TOTAL ANTICIPATED
REVENUE \$1,669,749**



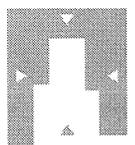
SECTION V

2024 HUMAN RESOURCE PLAN

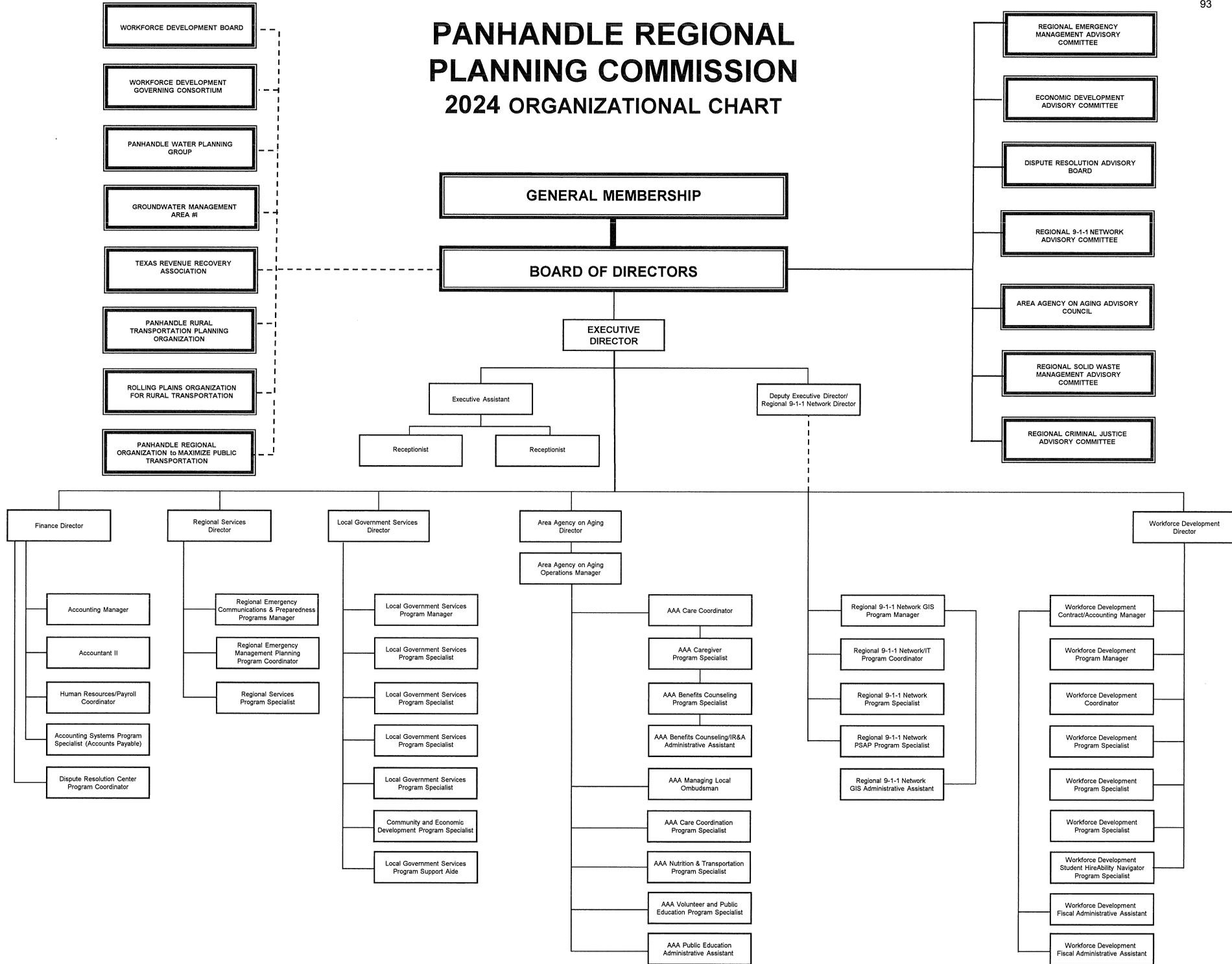
THE PANHANDLE REGIONAL PLANNING COMMISSION IS A PUBLIC ORGANIZATION. AS SUCH, ITS EMPLOYEES MUST ADHERE TO THE HIGHEST STANDARDS OF PUBLIC SERVICE THAT EMPHASIZES PROFESSIONALISM, COURTESY AND THE AVOIDANCE OF EVEN THE APPEARANCE OF UNETHICAL OR INAPPROPRIATE CONDUCT. EMPLOYEES ARE REQUIRED TO GIVE A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

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

THIS SECTION OF THE 2024 STRATEGIC WORK PROGRAM AND BUDGET INCLUDES AN ORGANIZATIONAL CHART, INFORMATION ON THE ALLOCATION OF PERSONNEL BY PROGRAM, THE ALLOCATION OF PERSONNEL BY PAY GROUP AND A CHART WHICH SETS FORTH ANNUAL SALARIES BY PAY GROUP AND STEP. MORE DETAILED PERSONNEL POLICIES, PROCEDURES AND PRACTICES CAN BE FOUND IN THE PLANNING COMMISSION'S "PERSONNEL POLICIES" DOCUMENT AND "INTEGRATED CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION" DOCUMENT.



PANHANDLE REGIONAL PLANNING COMMISSION 2024 ORGANIZATIONAL CHART



**Panhandle Regional Planning Commission
Authorized Personnel By Program
Fiscal Year Ending September 30, 2024**

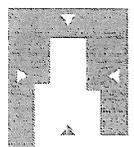
Area Agency on Aging	10.625
Criminal Justice	0.920
Dispute Resolution Center	1.000
Economic Development	0.615
Local Government Services	4.535
Regional 9-1-1 Network	5.300
Regional Emergency Preparedness	2.690
Regional Services	0.055
Regional Transportation Planning	2.040
Regional Water Planning	0.810
Solid Waste Management	0.390
Workforce Development	10.000
Direct Internal Services	6.833
Indirect	<u>2.438</u>
 Total Number of Personnel Budgeted	 <u><u>48.250</u></u>

Note: Portions of this schedule may reflect rounding differences.



**Panhandle Regional Planning Commission
Personnel By Pay Group and Job Title
Fiscal Year Ending September 30, 2024**

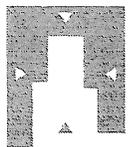
GROUP	RANGE	EMPLOYEES PER GROUP	JOB TITLES
GROUP 1/2	25,941 - 37,437	2	Receptionist
GROUP 3/4	31,388 - 45,303	1	Local Government Services Program Support Aide
GROUP 5/6	37,978 - 54,818	5	Regional 9-1-1 Network GIS Administrative Assistant Area Agency on Aging Benefits Counseling/IR&A Administrative Assistant Area Agency on Aging Public Education Administrative Assistant Workforce Development Fiscal Administrative Assistant - Contract Services Workforce Development Fiscal Administrative Assistant - Program Services
GROUP 6/7	41,779 - 60,300	18	Accounting Systems Program Specialist (Accounts Payable Specialist) Regional Services Program Specialist Local Government Services Program Specialist Community and Economic Development Program Specialist Regional 9-1-1 Network Program Specialist Regional 9-1-1 Network PSAP Program Specialist Area Agency on Aging Volunteer & Public Education Program Specialist Area Agency on Aging Benefits Counseling Program Specialist Area Agency on Aging Care Coordination Program Specialist Area Agency on Aging Caregiver Program Specialist Area Agency on Aging Nutrition and Transportation Program Specialist Workforce Development Program Specialist Workforce Development Program Specialist Workforce Development Student HireAbility Navigator Program Specialist
GROUP 8/9	53,116 - 72,955	9	Executive Assistant Accountant II Human Resources/Payroll Coordinator Regional Emergency Management Planning Program Coordinator Regional 9-1-1 Network/Information Technology Program Coordinator Area Agency on Aging Care Coordinator Area Agency on Aging Managing Local Ombudsman Workforce Development Coordinator Dispute Resolution Center Program Coordinator
GROUP 10/11/12	61,164 - 97,101	7	Accounting Manager Regional Emergency Communications & Preparedness Programs Manager Local Government Services Program Manager Regional 9-1-1 Network GIS Program Manager Area Agency on Aging Operations Manager Workforce Development Contract/Accounting Manager Workforce Development Program Manager
GROUP 13/14/15	81,412 - 129,246	6	Deputy Executive Director/Regional 9-1-1 Network Director Finance Director Regional Services Director Local Government Services Director Area Agency on Aging Director Workforce Development Director
EXEMPT	106,500 - 171,688	1	Executive Director



**PANHANDLE REGIONAL PLANNING COMMISSION
ANNUAL SALARY TABLE – GENERAL CLASSIFIED POSITIONS
FISCAL YEAR ENDING SEPTEMBER 30, 2024**

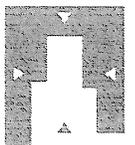
	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5	STEP #6	STEP #7	STEP #8	STEP #9	STEP #10	STEP #11	STEP #12
GROUP 1	25,941	26,590	27,255	27,936	28,634	29,350	30,084	30,836	31,607	32,397	33,207	34,037
GROUP 2	28,534	29,247	29,978	30,727	31,495	32,282	33,089	33,916	34,764	35,633	36,524	37,437
GROUP 3	31,388	32,173	32,977	33,801	34,646	35,512	36,400	37,310	38,243	39,199	40,179	41,183
GROUP 4	34,526	35,389	36,274	37,181	38,111	39,064	40,041	41,042	42,068	43,120	44,198	45,303
GROUP 5	37,978	38,927	39,900	40,898	41,920	42,968	44,042	45,143	46,272	47,429	48,615	49,830
GROUP 6	41,779	42,823	43,894	44,991	46,116	47,269	48,451	49,662	50,904	52,177	53,481	54,818
GROUP 7	45,957	47,106	48,284	49,491	50,728	51,996	53,296	54,628	55,994	57,394	58,829	60,300
GROUP 8	*	*	53,116	54,444	55,805	57,200	58,630	60,096	61,598	63,138	64,716	66,334
GROUP 9	55,603	56,993	58,418	59,878	61,375	62,909	64,482	66,094	67,746	69,440	71,176	72,955
GROUP 10	61,164	62,693	64,260	65,867	67,514	69,202	70,932	72,705	74,523	76,386	78,296	80,253
GROUP 11	67,280	68,962	70,686	72,453	74,264	76,121	78,024	79,975	81,974	84,023	86,124	88,277
GROUP 12	74,006	75,856	77,752	79,696	81,688	83,730	85,823	87,969	90,168	92,422	94,733	97,101
GROUP 13	81,412	83,447	85,533	87,671	89,863	92,110	94,413	96,773	99,192	101,672	104,214	106,819
GROUP 14	89,551	91,790	94,085	96,437	98,848	101,319	103,852	106,448	109,109	111,837	114,633	117,499
GROUP 15	98,506	100,969	103,493	106,080	108,732	111,450	114,236	117,092	120,019	123,019	126,094	129,246

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



**PANHANDLE REGIONAL PLANNING COMMISSION
ANNUAL SALARY TABLE – EXEMPT CLASSIFIED POSITIONS
FISCAL YEAR ENDING SEPTEMBER 30, 2024**

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



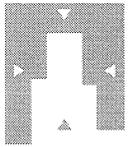
SECTION VI

REGION AND MEMBERSHIP

PANHANDLE REGIONAL PLANNING COMMISSION

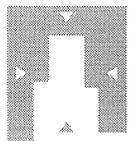
Texas State Planning Region 1

■ TEXLINE ■ DALLAM ■ DULHART	■ STRATFORD ■ SHERMAN ■ CACTUS ■ SUNRAY	■ GRUVER ■ HANSFORD ■ SPEARMAN	■ FERRYTON ■ OCHILTREE ■ CANADIAN ■ HEMPHILL	■ BOCKER ■ DARROUZETT ■ FOLLETT ■ LIPSCOMB ■ HIGGINS
■ HARTLEY ■ CHANNING	■ DUMAS ■ MOORE	■ STINNETT ■ HUTCHINSON ■ SANFORD ■ BORGER ■ FRITCH ■ SKELLYTOWN	■ PAMPA ■ LEFORS ■ GRAY ■ MCLEAN	■ MOBBETIE ■ WHEELER ■ WHEELER ■ SHAMROCK
■ ADRIAN ■ OLDHAM ■ MEGA	■ POTTER ■ AMARILLO	■ CARSON ■ PANHANDLE ■ GROOM ■ CLAUDE	■ DONLEY ■ HEDLEY	■ COLLINGSWORTH ■ WELLINGTON ■ DOBSON
■ DEAF SMITH ■ HEREFORD	■ LAKE TANGLEWOOD ■ PALISADES ■ TIMBERCREEK ■ CANYON ■ RANDALL	■ BRISCOE ■ SILVERTON ■ CLITAQUE	■ HALL ■ ESTELLE ■ TURKEY	■ CHILDRESS ■ CHILDRESS
■ FRONA ■ EDWINA ■ PARMER ■ FARMELL	■ HAPPY ■ TULLIA ■ SWSHER ■ KRESS	■ BRISCOE ■ SILVERTON ■ CLITAQUE	■ LAKEVIEW ■ MEMPHIS ■ HALL ■ ESTELLE ■ TURKEY	■ CHILDRESS ■ CHILDRESS

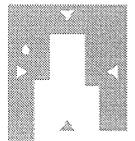


**PANHANDLE REGIONAL PLANNING COMMISSION
PROPOSED 2024 MEMBERSHIP DUES**

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



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



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

SPECIAL DISTRICTS:

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

* MINIMUM DUES \$85.00

