



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE MEETING

Wednesday, September 13, 2023 at 2:00 p.m.
Concho Valley Council of Governments
5430 Link Rd, San Angelo, Texas 76904 and via Teleconference

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.

Join By Zoom Teleconference - <https://us06web.zoom.us/j/84114389188>

***Meeting ID: 841 1438 9188 *Passcode: 101811**

833 548 0282 US Toll-free 877 853 5247 US Toll-free
888 788 0099 US Toll-free 833 548 0276 US Toll-free

Agenda

NOTICE: The Concho Valley Council of Governments may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Executive Committee reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item.

BUSINESS

1. Determination of Quorum and Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comment
4. Consent Agenda
 - a. Consider and take appropriate action concerning the minutes from the August 9, 2023 Meeting.
 - b. Consider and take appropriate action concerning the Staff Travel Report July 2023.

REGULAR AGENDA

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for July 2023.
6. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition FY 22 - 23 Grant H04, YTD October 1, 2022 through July 31, 2023.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H03 FY 22-23, YTD June 1, 2022 through July 31, 2023.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H05 FY 23-24, YTD June 1, 2023 through July 31, 2023.
9. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Funding Grant 829, ARP and CRRSA, YTD June 1, 2021 through July 31, 2023.
10. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for July 2023.
11. Consider and take appropriate action concerning the Head Start 22-23 Carryover Application Request.

12. Consider and take appropriate action concerning the Head Start Corrective Action Plan - Safety Practices: 1302(b)(1)(ii).
13. Consider and take appropriate action concerning the Head Start 1302 Subpart D Health Program Services.
14. Consider and take appropriate action concerning the approval of the 9-1-1 Biennial Strategic Plan 2B Detailed Budget.
15. Consider and take appropriate action concerning the authorization for the Executive Director to enter into a contract with Intrado for Power911/Mapflex/Symantec licensing and equipment maintenance per HGAC Contract EC07-23. The renewal term is September 1, 2023 – August 31, 2025 for \$171,776.00.
16. Consider and take appropriate action concerning the authorization for the Executive Director to enter into a contract for PowerMetrics / ECaTS software licensing with Intrado per HGAC Contract EC07-23. The renewal term is September 1, 2023 – August 31, 2025 for \$80,156.00.
17. Consider and take appropriate action concerning the authorization for the Executive Director to enter into a contract for one-time TCC Provisioning with Intrado for \$20,863.64 for transition to VIPER7, new MPLS network, and routers/firewalls. Contract pricing per HGAC Contract EC07-23.
18. Consider and take appropriate action concerning the Concho Valley 2023 Threat and Hazard Identification of Risk Assessment (THIRA).
19. Consider and take appropriate action concerning the Concho Valley 2023 Stakeholder Preparedness Review (SPR).
20. Consider and take appropriate action concerning the proposed revisions for the Procurement Policy.
21. Consider and take appropriate action concerning the FY 23-24 General Assembly.
22. Consider and take appropriate action concerning the appointment of a nominating committee for the General Assembly & Executive Officers for FY 23-24.
23. Consider and take appropriate action to accept TxDOT Grant 5310-2023-CVEDD-00063 in the amount of \$210,000 for Urban.
24. Consider and take appropriate action to accept TxDOT Grant 5310-2023-CVEDD-00116 in the amount of \$59,422 for Rural.
25. Consider and take appropriate action concerning the CVTD/EDD MOU for 5310 services.
26. Consider and take appropriate action concerning the CVEDD Title VI Plan for TxDOT.
27. Update from the Executive Director Evaluation Committee.
28. Consider and take appropriate action concerning the CVCOG FY 23-24 Proposed Annual Budgets.
 - a. State Salary Comparability Schedule for FY 23-24
 - b. Employee Salary Schedule and Fringe Benefits for FY 23-24
 - c. Administrative Budgets for FY 23-24
 - d. Executive Director's Salary
29. Discussion of the Concho Valley Regional Assistance Corporation.

30. Presentation and Review of the Concho Valley Regional Approach to Broadband Community Letter by CobbFendley.

31. INFORMATION ITEMS AND REPORTS

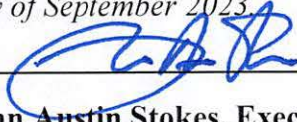
- a. Procurement Report – Jaylon Seales
- b. Review of the CVCOG Monthly Financials for July 2023 (Balance Sheet, Schedule of Revenue, and Cash Flow)
- c. CVCOG Head Start Director’s Report
- d. Executive Director’s Report – John Austin Stokes

32. Consideration of any other business.

33. ADJOURNMENT

The Concho Valley Council of Governments reserves the right to conduct an executive/closed session at any time during the course of this meeting to discuss any matter listed on the agenda posted for this meeting, as needed, pursuant to one or more authorized and applicable exceptions to an open meeting described in Chapter 551 of the Texas Government Code (the Texas Open Meeting Act), including but not limited to the following statutory exceptions: Texas Government Code Sections 551.071 and 551.129 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift or Donation), 551.074 (Personnel Matters), 551.076 and 551.089 (Deliberation Regarding Security Devices or Security Audits), or 551.087 (Deliberation Regarding Economic Development Negotiations).

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 6th day of September 2023.



John Austin Stokes, Executive Director



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, August 9, 2023

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, August 9, 2023 at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

Jim O'Bryan, Chairman, Reagan County Judge
Brandon Corbin, Vice-Chairman, Menard County Judge
Molly Criner, Secretary, Irion County Judge
Hal Spain, Coke County Judge
David Dillard, Concho County Judge
Hal Rose, Kimble County Judge
Frank Tambunga, Crockett County Judge
Lucy Gonzales, COSA Council Member, District 4
Deborah Horwood, Sterling City Judge via Zoom
Frank Trull, McCulloch County Judge
Charlie Bradley, Schleicher County Judge
Lane Carter, Tom Green County Judge

Members absent were:

Jody Harris, Sutton County Judge
Sheree Hardin, Mason County Judge
Souli Shanklin, Edwards County Judge
Bill Dendle, San Angelo ISD Board Member

BUSINESS

Chairman Judge Jim O'Bryan announced the presence of a quorum and called the meeting to order at 2:03 p.m.

Judge Jim O'Bryan gave the invocation and led the Pledge of Allegiance.

There was no public comment.

APPROVAL of the Consent Agenda

- a. Judge Charlie Bradley made a motion to approve the Meeting Minutes from July 12, 2023. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.
- b. Judge Charlie Bradley made a motion to approve the Staff Travel report from June 2023. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Brandon Sanders, Director of Finance, presented the checks in excess of \$2,000 written for June 2023. Judge David Dillard made a motion to approve the checks as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Nutrition Grant H04

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition FY 22-23 Grant H04, YTD October 1, 2022 through June 30, 2023 for approval. Judge Hal Spain made a motion to approve Budget Comparison Report as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Grant H03

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start FY 22-23 Grant H03, YTD June 1, 2022 through June 30, 2023 for approval. Judge David Dillard made a motion to approve Budget Comparison Report as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Grant H05

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start FY 23-24 Grant H05, YTD June 1, 2023 through June 30, 2023 for approval. Judge Charlie Bradley made a motion to approve Budget Comparison Report as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Funding Grant 829, ARP and CRRSA

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Funding Grant 829, ARP and CRRSA FY 21-22 YTD June 1, 2021 through June 30, 2023 for approval. Judge Lane Carter made a motion to approve Budget Comparison Report as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Head Start Credit Card/Open Account Summary Transactions

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Credit Card/Open Account Summary Transactions for the month of June 2023 for approval. Judge David Dillard made a motion to approve the summary of transactions as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Emergency Response Plans for Christoval and Ozona Head Starts.

Carolina Raymond, Director of Head Start, presented the Emergency Response Plans for Christoval and Ozona Head Starts for approval. Judge Hal Rose made a motion to approve the emergency response plans as presented. Councilmember Lucy Gonzales seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Head Start Implementation Plans: 1302 Subpart B Program Structure and 1302 Subpart C Education and Child Development Program Services

Carolina Raymond, Director of Head Start, presented the Head Start Implementation Plans: 1302 Subpart B Program Structure and 1302 Subpart C Education and Child Development Program Services for approval. Judge Hal Rose made a motion to approve the emergency response plans as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the 2023-2024 Head Start Policy Council By-Laws

Carolina Raymond, Director of Head Start, presented the 2023-2024 Head Start Policy Council By-Laws for approval. Councilmember Lucy Gonzales made a motion to approve the Head Start Policy Council By-Laws as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the proposed revisions for the Head Start Handbook

Felicia Lindsey presented the proposed revisions for the Head Start Handbook for approval. Judge Brandon Corbin made a motion to approve the revisions for the Head Start Handbook as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Area Agency on Aging FY 2024-2026 Area Plan

Toni Roberts, Director of Access and Assistance, presented the Area Agency on Aging FY 2024-2026 Area Plan for approval. Judge Hal Spain made a motion to approve the Area Agency on Aging FY 2024-2026 Area Plan as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the 2023 Foster Grandparent Volunteer Handbook

Nolen Mears, Director of Senior Volunteer Programs, presented the 2023 Foster Grandparent Volunteer Handbook for approval. Judge David Dillard made a motion to approve the 2023 Foster Grandparent Volunteer Handbook Plan as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the 2023 Senior Companion Handbook

Nolen Mears, Director of Senior Volunteer Programs, presented the 2023 Senior Companion Handbook for approval. Judge David Dillard made a motion to approve the 2023 Senior Companion Handbook Plan as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the appointment of members to the Budget Committee

Brandon Sanders, Director of Finance, presented the request for nominations or volunteers to serve as members of the Budget Committee. The committee members are as follows: Judge Hal Rose, Judge Lane Carter, Judge Frank Tambunga, and as an alternate Judge Souli Shanklin. Judge Brandon Corbin made a motion to approve the appointment of members to the Budget Committee as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the CVCOG Regional Solid Waste Grant Application for FY 2024 and FY 2025

Erin Hernandez, Assistant Executive Director, presented the CVCOG Regional Solid Waste Grant Application for FY 2024 and FY 2025 for approval. Judge Frank Tambunga made a motion to approve the grant application as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Resolution 23-0809, Texas Commission on Environmental Quality - Regional Solid Waste Contract for FY 2024 and FY 2025

Erin Hernandez, Assistant Executive Director, presented Resolution 23-0809, Texas Commission on Environmental Quality - Regional Solid Waste Contract for FY 2024 and FY 2025 for approval. Judge David Dillard made a motion to approve Resolution 23-0809 as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the one-time incentive payment for all eligible CVT employees in an amount not to exceed \$750 for full-time employees and \$500 for part-time employees

Erin Hernandez, Assistant Executive Director, presented the one-time incentive payment for all eligible CVT employees in an amount not to exceed \$750 for full-time employees and \$500 for part-time employees for approval. Judge David Dillard made a motion to approve the one-time incentive payment for all eligible CVT employees as presented. Judge Councilmember Lucy Gonzales seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the one-time incentive payment for all eligible Access and Assistance (AaA) employees in an amount not to exceed \$2,000

Erin Hernandez, Assistant Executive Director, presented the one-time incentive payment for all eligible Access and Assistance (AaA) employees in an amount not to exceed \$2,000 for approval. Judge Brandon Corbin made a motion to approve the one-time incentive payment for all eligible Access and Assistance (AaA) employees as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

INFORMATION ITEMS & REPORTS

- a. Procurement Report – Jaylon Seales provided the following procurement informational items:
 - Head Start Community Assessment – Assessment to collect demographic information (information about health, nutrition, social service needs, and resources in the community).
 - PUB TCC Provisioning and Configuration for new equipment.
 - PUB PowerMetrics Licensing Renewal which allows analyzation of call and text data.
 - PUB Maintenance Software and Map Licensing Renewal.
 - It was also mentioned that they could take CVT County transportation agreements before their commissioner’s court if needed before returning to us.
- b. Brandon Sanders, Director of Finance, gave the report of the CVCOG Monthly Financials for June 2023. He gave an overview of the balance sheet, schedule of revenue and cash flow.
- c. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers, and state of the Head Start and Early Head Start Centers for the month of June 2023.
- d. John Austin Stokes, Executive Director, informed the Executive Committee members of a few informational items. Mr. Stokes informed the board on two public meetings that were coming up concerning the broadband initiative. The first meeting would be on August 15, 2023 in Mertzon and August 16, 2023 in Midland. These do not have anything specifically to do with what CVCOG is working on but Mr. Stokes is one of the co-chairs on the West Texas Regional Task Force that was put together by the Broadband Development Office. Mr. Stokes also stated that the COG is working on a contact list of members from the local community to reach out to for support with the broadband initiative.

ADJOURNMENT

There being no further items to discuss, Judge David Dillard made a motion to adjourn the meeting. Judge Brandon Corbin seconded the motion. Judge Jim O’Bryan, Chairman, adjourned the meeting at 2:49 p.m.

Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 13th day of September, 2023.

Judge Jim O’Bryan - Chairman

Judge Brandon Corbin, Vice-Chairman

Concho Valley Council of Governments
Travel Report
For the month of July 2023

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Cost	Travel Advances
Sanders, Brandon	Admin	TCDRS Conf	Austin, TX	07/19/23 - 07/21/23	\$1,008.92	\$80.00
Stokes, John Austin	Admin	West TX COG Mtg	Lubbock, TX	07/13/23-07/14/23	\$287.35	\$0.00
						\$80.00
Neighbor, Nicholas	HR	TCDRS Conf	Austin, TX	07/19/23 - 07/21/23	\$1,674.30	\$80.00
						\$80.00
Morrison, Wesley	AaA	2023 Mandatory Ombudsman Conf	Austin, TX	07/11/23-07/13/23	\$680.98	\$160.00
Roberts, Toni	AaA	West TX COG Mtg	Lubbock, TX	07/13/23-07/14/23		
						\$0.00
Aguirre, Audrey	CVTD	2023 TXDOT Semi-Annual Operators Mtg	Austin, TX	07/12/23-07/14/23	\$648.07	\$128.00
Herrera, Ryan	CVTD	2023 TXDOT Semi-Annual Operators Mtg	Austin, TX	07/12/23-07/14/23	\$468.07	\$128.00
York, Jeff	CVTD	2023 TXDOT Semi-Annual Operators Mtg	Austin, TX	07/12/23-07/14/23	\$568.07	\$128.00
						\$384.00
Arredondo-Garibay, Hilda	PUB	ESRI User Conference 2023	Austin, TX	07/09/23-07/13/23	\$2,617.47	
Lopez, Jeff	PUB	ESRI User Conference 2023	Austin, TX	07/09/23-07/13/23	\$3,079.60	
Holland-Mull, Beth	PUB	THIRA/SPRIP Workshop	Austin, TX	07/18/23-07/20/23	\$462.31	
Nixon, Nicole	PUB	THIRA/SPRIP Workshop	Austin, TX	07/18/23-07/20/23	\$623.24	
Lopez, Jeff	911	CSEC 911 Grantee Workshop & Mtg	Austin, TX	07/25/23-07/26/23	\$508.00	
Hernandez, Erin	EDD	West TX COG Mtg	Lubbock, TX	07/13/23-07/14/23		
					\$0.00	\$544.00

CVCOG
Check/Voucher Register
From 7/1/2023 Through 7/31/2023

Docum... Number	Document Date	Name	Transaction Description	Document Amount
194154	7/6/2023	AFLAC	J5711 Employees Premium 03/01/2023-06/30/2023	8,405.96
194155	7/6/2023	Alvarez Painting	Day HS painting of rooms 1,2,3, and 4	6,000.00
	7/6/2023	Alvarez Painting	Ozona HS repainting of 1 room and 2 restrooms (trim, doors,	2,200.00
194157	7/6/2023	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employees Life Premium 07/01/2023-07/30/2023	8,815.82
194158	7/6/2023	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employees Premium 06/01/2023-06/30/2023	8,755.12
194159	7/6/2023	BANK & TRUST	Health Savings Act for payroll 6/30/2023	4,873.31
194160	7/6/2023	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health Ins 07/01/2023-07/30/2023	176,275.93
194165	7/6/2023	CVCOG TRANSIT DISTRICT	Rural Trips-564 total trips for 05/01/23-05/31/23	20,868.00
194173	7/6/2023	NATIONWIDE RETIREMENT SOLUTIONS	Nationwide Check for NACO & Roth 457B payroll 6/30/2023	3,435.00
194178	7/6/2023	PRO-MOVING	Head Start purchase of moving service for Blackshear Head St	15,010.00
194191	7/12/2023	BANK & TRUST	Health Savings Act for payroll 7/14/2023	4,827.64
194199	7/12/2023	LAKESHORE LEARNING MATERIALS	Head Start purchase of classroom cot sheets	2,154.60
194202	7/12/2023	NATIONWIDE RETIREMENT SOLUTIONS	Nationwide Check for NACO & Roth 457B payroll 7/14/2023	3,435.00
194204	7/12/2023	Ready Maids	Day HS/EHS stripping and waxing of rooms 1-4, 8-12, and 15-2	4,000.00
194215	7/12/2023	WESTERN STATES COMMUNICATIONS, INC.	Installation and configuration help with MPLS routers	5,800.00
194217	7/18/2023	BANK & TRUST	Health Savings Act for payroll 7/14/2023	4,873.31
194218	7/18/2023	CITY OF BRADY	Congregate Meals Brady 06-23	2,909.36
	7/18/2023	CITY OF BRADY	HDM Meals Brady 06-23	8,489.80
194220	7/18/2023	CITY OF SONORA	HDM SONORA 06-23	11,215.48
194222	7/18/2023	CVCOG TRANSIT DISTRICT	Rural trips-547 Total Trips billing period 06/01/23-06/30/23	15,967.00
194224	7/18/2023	HELPING HANDS FOR THE ELDERLY, INC.	Congregate Meals HH 06-23	3,192.64
	7/18/2023	HELPING HANDS FOR THE ELDERLY, INC.	HDM Meals HH 06-23	3,270.96
194225	7/18/2023	MENARD COUNTY	HDM Meals Menard 06-23	3,605.84
194229	7/25/2023	Alvarez Painting	Day HS painting of rooms 10 and 11 - walls, trim, interior a	2,400.00
194235	7/25/2023	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 06-23	21,399.71
194236	7/25/2023	COKE COUNTY	HDM Meals Coke 06-23	3,612.15
194238	7/25/2023	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	29,096.04
	7/25/2023	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	29,025.26
194240	7/25/2023	INTRADO LIFE & SAFETY, INC	TXT29-1-1 Annual Recurring Fee per PSAP ANNUALLY COVERAGE: J	20,400.00
	7/25/2023	INTRADO LIFE & SAFETY, INC	Power Metrics Advanced - 1-2 pos. annual PSAP JUL 27/23 - AU	4,118.38
194241	7/25/2023	KIMBLE COUNTY SCBA	Congregate Meals KMOW 06-23	3,659.28
	7/25/2023	KIMBLE COUNTY SCBA	HDM Meals KMOW 06-23	2,097.45
194246	7/25/2023	MASON COUNTY	Congregate Meals MASON 06-23	3,825.42
	7/25/2023	MASON COUNTY	HDM MASON 06-23	7,888.80
194251	7/25/2023	VERIZON BUSINESS-15043	911 MPLS Network Port Access- Partial DS1, CPE Maint on Rout	92,101.48

CVCOG
Check/Voucher Register
From 7/1/2023 Through 7/31/2023

<u>Docum... Number</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document Amount</u>
Report Total				<u>548,004.74</u>

CVCOG

Summary Budget Comparison - DIR-Grant H04, Head Start Nutrition 22-23
From 10/1/2022 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H04	Grant H04, CACFP Head Start Nutrition FY 22-23				
004	Revenue				
4203000	CACFP Prior Year CFDA 10.558	18,773.45	18,773.45	0.00	100.00%
4221000	CACFP Nutrition CFDA 10.558	844,459.92	446,249.84	(398,210.08)	52.84%
Total 004	Revenue	863,233.37	465,023.29	(398,210.08)	53.87%
407	Head Start Nutrition				
5110000	General Wages	45,177.55	23,713.73	21,463.82	52.49%
5151000	Medicare Tax	655.08	258.84	396.24	39.51%
5172000	Workers Comp Insurance	986.79	556.15	430.64	56.35%
5173000	SUTA	18.14	18.14	0.00	100.00%
5174000	Health Insurance Benefit	19,163.41	9,411.77	9,751.64	49.11%
5175000	Dental Insurance Benefit	741.12	343.69	397.43	46.37%
5176000	Life Insurance Benefit	357.81	159.88	197.93	44.68%
5177000	HSA Insurance Benefit	1,961.00	468.84	1,492.16	23.90%
5181000	Retirement	5,024.88	2,665.84	2,359.04	53.05%
5199000	Indirect Allocation	4,604.62	2,321.74	2,282.88	50.42%
5291000	Contract Services	16,663.25	8,855.95	7,807.30	53.14%
5295000	HS Nutrition Service	664,943.53	335,474.71	329,468.82	50.45%
5513000	HS Food Serv Sup	102,736.19	90,517.30	12,218.89	88.10%
5753000	Dues and fees	200.00	19.36	180.64	9.68%
Total 407	Head Start Nutrition	(863,233.37)	(474,785.94)	388,447.43	55.00%
Report Difference		0.00	(9,762.65)	(9,762.65)	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23
From 6/1/2022 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H03	HHS-ACF Grant H03, Head Start FY 22-23				
	06CH010970-04				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	6,808,571.00	6,690,474.20	(118,096.80)	98.26%
4411000	IK Contributions	1,676,068.00	2,353,853.59	677,785.59	140.43%
Total 004	Revenue	8,484,639.00	9,044,327.79	559,688.79	106.60%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,271,367.52	2,269,882.32	1,485.20	99.93%
5118000	General Overtime Hours	101.12	101.12	0.00	100.00%
5119000	Holiday Work Time	250.00	238.62	11.38	95.44%
5150000	Vacation Time Allocation	26,198.41	26,198.41	0.00	100.00%
5151000	Medicare Tax	35,423.67	31,660.71	3,762.96	89.37%
5172000	Workers Comp Insurance	15,043.30	15,043.30	0.00	100.00%
5173000	SUTA	1,679.38	757.97	921.41	45.13%
5174000	Health Insurance Benefit	573,652.54	573,652.54	0.00	100.00%
5175000	Dental Insurance Benefit	23,487.00	23,260.23	226.77	99.03%
5176000	Life Insurance Benefit	17,020.77	16,253.77	767.00	95.49%
5177000	HSA Insurance Benefit	22,030.80	21,898.14	132.66	99.39%
5181000	Retirement	262,431.81	259,630.32	2,801.49	98.93%
5199000	Indirect Allocation	201,614.68	200,393.34	1,221.34	99.39%
5206000	HR Service Center	145,962.10	145,962.10	0.00	100.00%
5207000	Procurement Service Center	79,475.86	79,475.86	0.00	100.00%
5208000	Information Technology Service Center	57,131.70	57,131.70	0.00	100.00%
5291000	Contract Services	83,816.72	83,372.12	444.60	99.46%
5293000	HS Health & Disab Svc	322.00	175.89	146.11	54.62%
5294000	HS Policy Council	237.14	237.14	0.00	100.00%
5296000	HS Parent Service	4,304.00	1,132.25	3,171.75	26.30%
5309000	Travel-In Region	4,044.00	2,773.46	1,270.54	68.58%
5351000	Fuel	100.00	45.00	55.00	45.00%
5361000	Vehicle Maintenance	100.00	0.00	100.00	0.00%
5413000	HS Site Rent	126,233.00	116,442.76	9,790.24	92.24%
5433000	HS Site Center Utilities	99,273.00	95,958.27	3,314.73	96.66%
5451000	Facility Allocation	41,760.00	28,812.97	12,947.03	68.99%
5453000	HS Site Center Bldg Maint	141,622.00	136,700.08	4,921.92	96.52%
5510000	Supplies	85,279.50	82,719.21	2,560.29	96.99%
5512000	HS Class Room Supplies	143,546.90	144,872.55	(1,325.65)	100.92%
5514000	HS Medical Supplies	2,337.00	2,205.89	131.11	94.38%
5515000	HS Disability Supplies	1,276.08	12.54	1,263.54	0.98%
5518000	HS Diapers and Wipes	10,561.56	10,561.56	0.00	100.00%
5622000	Internal Computer/Software	21,686.59	9,012.54	12,674.05	41.55%
5632000	Copier	24,692.55	24,692.55	0.00	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23
From 6/1/2022 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5711000	Insurance	8,108.30	8,108.30	0.00	100.00%
5721000	Printing	5,412.00	0.00	5,412.00	0.00%
5722000	Ads & Promotions	3,483.00	1,078.00	2,405.00	30.95%
5753000	Dues and fees	4,310.00	3,654.57	655.43	84.79%
5760000	HS Site Center Communications	17,519.00	17,188.56	330.44	98.11%
5762000	Postage/freight	876.00	850.57	25.43	97.09%
5796000	Safety	1,098.00	929.44	168.56	84.64%
Total 400	Head Start CAN NO 9-G064122	(4,564,869.00)	(4,493,076.67)	71,792.33	98.43%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,231,341.04	1,208,981.92	22,359.12	98.18%
5118000	General Overtime Hours	100.00	44.92	55.08	44.92%
5119000	Holiday Work Time	100.00	41.34	58.66	41.34%
5150000	Vacation Time Allocation	5,749.31	5,610.20	139.11	97.58%
5151000	Medicare Tax	16,884.66	16,869.93	14.73	99.91%
5172000	Workers Comp Insurance	7,543.15	7,142.04	401.11	94.68%
5173000	SUTA	1,407.30	420.62	986.68	29.88%
5174000	Health Insurance Benefit	326,865.76	326,865.76	0.00	100.00%
5175000	Dental Insurance Benefit	13,536.00	13,202.21	333.79	97.53%
5176000	Life Insurance Benefit	10,242.12	8,777.74	1,464.38	85.70%
5177000	HSA Insurance Benefit	15,417.14	15,417.14	0.00	100.00%
5181000	Retirement	141,123.25	138,415.26	2,707.99	98.08%
5199000	Indirect Allocation	108,936.27	107,597.01	1,339.26	98.77%
5206000	HR Service Center	48,752.00	40,561.82	8,190.18	83.20%
5207000	Procurement Service Center	21,456.00	20,597.20	858.80	95.99%
5208000	Information Technology Service Center	19,068.00	15,334.99	3,733.01	80.42%
5291000	Contract Services	671.46	639.98	31.48	95.31%
5293000	HS Health & Disab Svc	678.00	51.36	626.64	7.57%
5294000	HS Policy Council	69.25	69.25	0.00	100.00%
5296000	HS Parent Service	817.35	817.33	0.02	99.99%
5309000	Travel-In Region	249.94	249.94	0.00	100.00%
5413000	HS Site Rent	36,027.24	36,027.24	0.00	100.00%
5433000	HS Site Center Utilities	28,570.55	28,736.14	(165.59)	100.57%
5451000	Facility Allocation	6,708.77	6,559.73	149.04	97.77%
5453000	HS Site Center Bldg Maint	36,386.78	38,487.50	(2,100.72)	105.77%
5510000	Supplies	23,312.52	23,312.52	0.00	100.00%
5512000	HS Class Room Supplies	24,824.39	20,225.54	4,598.85	81.47%
5514000	HS Medical Supplies	644.08	644.08	0.00	100.00%
5518000	HS Diapers and Wipes	10,050.69	10,050.69	0.00	100.00%
5622000	Internal Computer/Software	2,631.54	2,631.54	0.00	100.00%
5632000	Copier	5,729.10	5,729.09	0.01	99.99%
5711000	Insurance	1,286.00	1,053.51	232.49	81.92%

CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23

From 6/1/2022 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5721000	Printing	251.99	221.72	30.27	87.98%
5722000	Ads & Promotions	17.00	0.00	17.00	0.00%
5753000	Dues and fees	708.10	597.93	110.17	84.44%
5760000	HS Site Center Communications	4,142.00	3,989.03	152.97	96.30%
5762000	Postage/freight	121.00	0.00	121.00	0.00%
5796000	Safety	460.25	276.17	184.08	60.00%
Total 401	Early Head Start CAN NO 9-G064122	(2,152,880.00)	(2,106,250.39)	46,629.61	97.83%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	61,964.00	62,795.45	(831.45)	101.34%
Total 402	Head Start T&TA CAN NO 9-G064120	(61,964.00)	(62,795.45)	(831.45)	101.34%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	28,351.69	506.31	98.24%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(28,351.69)	506.31	98.24%
409	Head Start InKind				
6791000	InKind Other	1,676,068.00	2,353,853.59	(677,785.59)	140.43%
Total 409	Head Start InKind	(1,676,068.00)	(2,353,853.59)	(677,785.59)	140.44%
Report Difference		0.00	0.00	0.00	0.00%

CVCOG

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24

From 6/1/2023 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H05	HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	6,704,272.00	1,040,862.94	(5,663,409.06)	15.52%
4411000	IK Contributions	1,676,068.00	0.00	(1,676,068.00)	0.00%
Total 004	Revenue	8,380,340.00	1,040,862.94	(7,339,477.06)	12.42%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,265,026.98	373,443.04	1,891,583.94	16.48%
5150000	Vacation Time Allocation	26,228.64	4,204.49	22,024.15	16.03%
5151000	Medicare Tax	32,461.40	5,177.83	27,283.57	15.95%
5172000	Workers Comp Insurance	17,636.61	2,438.38	15,198.23	13.82%
5173000	SUTA	1,414.46	22.68	1,391.78	1.60%
5174000	Health Insurance Benefit	660,618.10	112,025.04	548,593.06	16.95%
5175000	Dental Insurance Benefit	25,746.75	4,132.98	21,613.77	16.05%
5176000	Life Insurance Benefit	15,927.64	2,813.11	13,114.53	17.66%
5177000	HSA Insurance Benefit	79,592.54	4,571.83	75,020.71	5.74%
5181000	Retirement	242,676.95	40,481.31	202,195.64	16.68%
5199000	Indirect Allocation	208,774.47	34,057.30	174,717.17	16.31%
5200000	Employee Health and Welfare	9,611.20	0.00	9,611.20	0.00%
5206000	HR Service Center	128,992.17	26,574.62	102,417.55	20.60%
5207000	Procurement Service Center	40,535.43	7,563.87	32,971.56	18.65%
5208000	Information Technology Service Center	64,545.00	9,640.66	54,904.34	14.93%
5291000	Contract Services	43,000.00	7,605.00	35,395.00	17.68%
5293000	HS Health & Disab Svc	2,322.03	0.00	2,322.03	0.00%
5294000	HS Policy Council	1,053.67	0.00	1,053.67	0.00%
5295000	HS Nutrition Service	3,999.01	0.00	3,999.01	0.00%
5296000	HS Parent Service	2,345.27	0.00	2,345.27	0.00%
5309000	Travel-In Region	4,484.07	57.81	4,426.26	1.28%
5351000	Fuel	160.00	141.51	18.49	88.44%
5361000	Vehicle Maintenance	200.00	18.00	182.00	9.00%
5413000	HS Site Rent	80,185.90	2,800.00	77,385.90	3.49%
5433000	HS Site Center Utilities	64,884.07	9,930.32	54,953.75	15.30%
5451000	Facility Allocation	92,562.39	6,321.66	86,240.73	6.82%
5453000	HS Site Center Bldg Maint	64,875.98	11,531.42	53,344.56	17.77%
5506000	Janitorial and Facility Supplies	39,615.28	0.00	39,615.28	0.00%
5509000	HS Delegate Supplies	99,636.78	0.00	99,636.78	0.00%
5510000	Supplies	17,411.70	3,638.24	13,773.46	20.89%
5512000	HS Class Room Supplies	54,345.08	3,725.48	50,619.60	6.85%
5514000	HS Medical Supplies	6,037.29	1,166.25	4,871.04	19.31%
5515000	HS Disability Supplies	4,489.27	0.00	4,489.27	0.00%

CVCOG

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5518000	HS Diapers and Wipes	9,012.16	776.60	8,235.56	8.61%
5622000	Internal Computer/Software	16,109.75	14,456.11	1,653.64	89.73%
5632000	Copier	28,424.29	2,737.45	25,686.84	9.63%
5711000	Insurance	9,496.42	1,788.14	7,708.28	18.82%
5721000	Printing	1,548.02	84.00	1,464.02	5.42%
5722000	Ads & Promotions	1,935.03	0.00	1,935.03	0.00%
5753000	Dues and fees	2,082.01	130.05	1,951.96	6.24%
5760000	HS Site Center Communications	11,845.00	3,073.31	8,771.69	25.94%
5762000	Postage/freight	1,161.02	117.72	1,043.30	10.13%
5791000	Other	25,826.56	0.00	25,826.56	0.00%
5796000	Safety	1,818.61	178.98	1,639.63	9.84%
Total 400	Head Start CAN NO 9-G064122	(4,510,655.00)	(697,425.19)	3,813,229.81	15.46%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,154,183.01	195,500.38	958,682.63	16.93%
5119000	Holiday Work Time	0.00	759.60	(759.60)	100.00%
5150000	Vacation Time Allocation	13,220.16	758.07	12,462.09	5.73%
5151000	Medicare Tax	17,117.14	2,742.74	14,374.40	16.02%
5172000	Workers Comp Insurance	8,346.02	1,131.51	7,214.51	13.55%
5173000	SUTA	754.24	14.21	740.03	1.88%
5174000	Health Insurance Benefit	365,098.96	59,478.95	305,620.01	16.29%
5175000	Dental Insurance Benefit	14,229.27	2,186.40	12,042.87	15.36%
5176000	Life Insurance Benefit	8,598.92	1,440.55	7,158.37	16.75%
5177000	HSA Insurance Benefit	43,987.83	3,142.97	40,844.86	7.14%
5181000	Retirement	127,965.41	21,274.63	106,690.78	16.62%
5199000	Indirect Allocation	108,759.09	17,882.59	90,876.50	16.44%
5200000	Employee Health and Welfare	1,439.40	0.00	1,439.40	0.00%
5206000	HR Service Center	57,471.27	7,937.88	49,533.39	13.81%
5207000	Procurement Service Center	11,835.16	2,259.34	9,575.82	19.09%
5208000	Information Technology Service Center	28,757.43	2,879.68	25,877.75	10.01%
5291000	Contract Services	677.97	0.00	677.97	0.00%
5293000	HS Health & Disab Svc	677.97	0.00	677.97	0.00%
5294000	HS Policy Council	130.03	0.00	130.03	0.00%
5295000	HS Nutrition Service	225.99	0.00	225.99	0.00%
5296000	HS Parent Service	289.43	0.00	289.43	0.00%
5309000	Travel-In Region	1,255.93	27.21	1,228.72	2.16%
5351000	Fuel	100.00	29.46	70.54	29.46%
5413000	HS Site Rent	35,570.10	160.00	35,410.10	0.44%
5433000	HS Site Center Utilities	27,530.79	2,524.58	25,006.21	9.17%
5451000	Facility Allocation	0.00	1,580.41	(1,580.41)	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5453000	HS Site Center Bldg Maint	18,871.91	4,905.91	13,966.00	25.99%
5506000	Janitorial and Facility Supplies	11,566.51	0.00	11,566.51	0.00%
5509000	HS Delegate Supplies	4,363.72	0.00	4,363.72	0.00%
5510000	Supplies	7,757.62	1,057.91	6,699.71	13.63%
5512000	HS Class Room Supplies	9,541.47	1,268.39	8,273.08	13.29%
5514000	HS Medical Supplies	1,762.71	340.50	1,422.21	19.31%
5515000	HS Disability Supplies	1,310.73	0.00	1,310.73	0.00%
5518000	HS Diapers and Wipes	8,956.99	212.15	8,744.84	2.36%
5622000	Internal Computer/Software	4,703.58	4,245.88	457.70	90.26%
5632000	Copier	3,375.71	374.09	3,001.62	11.08%
5711000	Insurance	1,965.62	356.59	1,609.03	18.14%
5721000	Printing	1,201.98	0.00	1,201.98	0.00%
5722000	Ads & Promotions	564.97	0.00	564.97	0.00%
5753000	Dues and fees	617.99	8.97	609.02	1.45%
5760000	HS Site Center Communications	2,243.60	563.32	1,680.28	25.10%
5762000	Postage/freight	288.98	0.00	288.98	0.00%
5796000	Safety	619.39	56.37	563.02	9.10%
Total 401	Early Head Start CAN NO 9-G064122	(2,107,935.00)	(337,101.24)	1,770,833.76	15.99%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	2,226.64	54,597.36	3.91%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(2,226.64)	54,597.36	3.92%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	4,109.87	24,748.13	14.24%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(4,109.87)	24,748.13	14.24%
409	Head Start InKind				
6791000	InKind Other	1,676,068.00	0.00	1,676,068.00	0.00%
Total 409	Head Start InKind	(1,676,068.00)	0.00	1,676,068.00	0.00%
	Total Expenditures	(8,380,340.00)	(1,040,862.94)	7,339,477.06	
	Total Revenue Over Expenditures	0.00	0.00	0.00	

CVCOG

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24
From 6/1/2023 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
	Head Start (Project 400, 402)	(4,567,479.00)	(699,651.83)	3,867,827.17	
	Early Head Start (Project 401, 403)	(2,136,793.00)	(341,211.11)	1,795,581.89	
	Total Federal	<u>(6,704,272.00)</u>	<u>(1,040,862.94)</u>	<u>5,663,409.06</u>	
	Total Non-Federal, includes any Local Funds	<u>(1,676,068.00)</u>	<u>0.00</u>	<u>1,676,068.00</u>	
	Grand Total HHS Head Start Expenditures	<u><u>(8,380,340.00)</u></u>	<u><u>(1,040,862.94)</u></u>	<u><u>7,339,477.06</u></u>	
	CVCOG Head Start Admin	44,331.38			
	CVCOG Administrative Indirect	<u>51,939.89</u>			
	Total Administrative	<u><u>96,271.27</u></u>			

Administrative Percentage of Approved Budget
Non-Federal Percentage of Total Expenditures

9.25% Note: Administrative Maximum Percentage is 15%
0.00% Note: match should be 20% or more

CVCOG

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 6/1/2021 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970				
004	Revenue				
4170000	HHS-ACF Head Start ARP 06HE001000 C6	676,023.00	588,035.44	(87,987.56)	86.98%
4172000	HHS-ACF Head Start CRRSA 06HE001000 C5	170,048.00	170,048.00	0.00	100.00%
4523000	Local Revenue	8,405.34	10,253.29	1,847.95	121.98%
4711000	Sale of Equipment	11,949.79	11,949.79	0.00	100.00%
Total 004	Revenue	866,426.13	780,286.52	(86,139.61)	90.06%
404	Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	31,556.97	31,556.97	0.00	100.00%
5199000	Indirect Allocation	1,953.36	1,953.36	0.00	100.00%
5512000	HS Class Room Supplies	1,393.44	1,393.44	0.00	100.00%
5622000	Internal Computer/Software	115,276.43	115,276.43	0.00	100.00%
5734000	HS Capital Playground	1,826.87	1,826.87	0.00	100.00%
Total 404	Head Start CRRSA CAN 9-G064122	(152,007.07)	(152,007.07)	0.00	100.00%
405	Early Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	16,989.30	16,989.30	0.00	100.00%
5199000	Indirect Allocation	1,051.63	1,051.63	0.00	100.00%
Total 405	Early Head Start CRRSA CAN 9-G064122	(18,040.93)	(18,040.93)	0.00	100.00%
406	Early Head Start Conversion ARP CAN 9-G064122				
5453000	HS Site Center Bldg Maint	12,317.16	12,317.16	0.00	100.00%
5510000	Supplies	1,758.88	1,758.88	0.00	100.00%
5512000	HS Class Room Supplies	20,919.00	20,919.00	0.00	100.00%
5622000	Internal Computer/Software	2,248.44	2,248.44	0.00	100.00%
5734000	HS Capital Playground	15,672.77	15,672.77	0.00	100.00%
Total 406	Early Head Start Conversion ARP CAN 9-G064122	(52,916.25)	(52,916.25)	0.00	100.00%
410	Head Start ARP CAN NO 9-G064122				
5110000	General Wages	34,213.00	34,213.00	0.00	100.00%
5151000	Medicare Tax	496.09	496.09	0.00	100.00%
5172000	Workers Comp Insurance	270.86	270.86	0.00	100.00%
5174000	Health Insurance Benefit	94,551.72	86,983.65	7,568.07	91.99%
5177000	HSA Insurance Benefit	3,502.19	3,275.87	226.32	93.53%
5181000	Retirement	4,095.25	4,095.25	0.00	100.00%
5199000	Indirect Allocation	8,216.80	7,983.36	233.44	97.15%
5200000	Employee Health and Welfare	1,997.55	1,997.55	0.00	100.00%
5207000	Procurement Service Center	472.04	472.04	0.00	100.00%
5308000	Head Start T & T A	186.25	186.25	0.00	100.00%
5451000	Facility Allocation	9,976.99	9,976.99	0.00	100.00%
5453000	HS Site Center Bldg Maint	51,406.07	45,083.33	6,322.74	87.70%

CVCOG

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 6/1/2021 Through 7/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5510000	Supplies	31,326.58	8,387.18	22,939.40	26.77%
5512000	HS Class Room Supplies	52,799.02	47,630.39	5,168.63	90.21%
5514000	HS Medical Supplies	1,665.86	1,665.86	0.00	100.00%
5518000	HS Diapers and Wipes	300.00	0.00	300.00	0.00%
5622000	Internal Computer/Software	43,701.21	38,681.61	5,019.60	88.51%
5623000	Internal Capital Equipment	53,422.21	53,422.21	0.00	100.00%
5734000	HS Capital Playground	77,575.04	40,026.70	37,548.34	51.59%
5753000	Dues and fees	106.97	106.97	0.00	100.00%
5754000	Vehicle Registration	0.00	35.50	(35.50)	100.00%
Total 410	Head Start ARP CAN NO 9-G064122	(470,281.70)	(384,990.66)	85,291.04	81.86%
411	Early Head Start ARP CAN NO 9-G064122				
5110000	General Wages	18,787.00	18,787.00	0.00	100.00%
5151000	Medicare Tax	272.41	272.41	0.00	100.00%
5172000	Workers Comp Insurance	117.93	117.93	0.00	100.00%
5174000	Health Insurance Benefit	43,050.99	42,867.72	183.27	99.57%
5177000	HSA Insurance Benefit	2,461.51	2,298.60	162.91	93.38%
5181000	Retirement	2,248.85	2,248.85	0.00	100.00%
5199000	Indirect Allocation	4,175.87	4,085.30	90.57	97.83%
5200000	Employee Health and Welfare	143.55	143.55	0.00	100.00%
5207000	Procurement Service Center	140.99	140.99	0.00	100.00%
5308000	Head Start T & T A	69.75	69.75	0.00	100.00%
5451000	Facility Allocation	2,399.04	2,399.04	0.00	100.00%
5453000	HS Site Center Bldg Maint	16,839.58	16,838.86	0.72	99.99%
5510000	Supplies	1,278.47	1,219.42	59.05	95.38%
5512000	HS Class Room Supplies	17,931.16	17,931.16	0.00	100.00%
5514000	HS Medical Supplies	479.14	479.14	0.00	100.00%
5622000	Internal Computer/Software	7,305.92	7,305.92	0.00	100.00%
5734000	HS Capital Playground	32,895.65	32,895.65	0.00	100.00%
5753000	Dues and fees	27.24	27.24	0.00	100.00%
Total 411	Early Head Start ARP CAN NO 9-G064122	(150,625.05)	(150,128.53)	496.52	99.67%
997	Non Project				
5200000	Employee Health and Welfare	2,367.01	2,367.01	0.00	100.00%
5510000	Supplies	840.00	760.94	79.06	90.58%
5512000	HS Class Room Supplies	7,378.33	7,125.34	252.99	96.57%
5623000	Internal Capital Equipment	11,949.79	11,949.79	0.00	100.00%
5753000	Dues and fees	20.00	0.00	20.00	0.00%
Total 997	Non Project	(22,555.13)	(22,203.08)	352.05	98.44%
Report Difference		0.00	0.00	0.00	0.00%

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	July, 2023
Citibank P-Card	20,474.24
Dean's Dairy	1,379.27
First Financial Credit Card	39.00
Lowes Pay and Save	290.01
Sysco Food Services	15,254.08
West Texas Fire Extinguisher	5,559.66
	<hr/>
	\$ 42,996.26
	<hr/>

CVCOG
Vendor Activity - Head Start Citibank P-Card
829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	6/28/2023	112-4620030-25...	Head Start purchase of 7 6-packs of 3-ring binders CBG2	230.93
5510000	Supplies	7/5/2023	113-0424014-14...	Head Start purchase of classification folders CBG2	235.62
5510000	Supplies	7/7/2023	8196028-9207412 CM	Head Start credit for undelivered/damaged classification folders CBG2	(233.19)
5510000	Supplies	7/12/2023	10081804053	HS EDUDI purchase of Seville Classics storage cabinet and wheels CBG2	409.94
5510000	Supplies	7/17/2023	113-0300192-88...	HS FAMCO purchase of wall mount sign holders CBG2	193.60
5510000	Supplies	7/17/2023	113-0707595-24...	HS FAMCO purchase of 2 cases of 9x12 self-seal envelopes CBG2	165.96
5512000	HS Class Room Supplies	7/21/2023	002275	Day HS purchase of classroom supplies - hooks, plungers, and locks CB HS	239.90
					1,242.76
Total 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970					1,242.76

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	6/14/2023	221727-180104 05-23	Day HS site water utility service from 05/09/2023 to 06/08/2023 (acct# 221727-180104) CBG	193.45
5433000	HS Site Center Utilities	6/14/2023	221727-180106 05-23	Day HS site water utility service from 05/09/2023 to 06/08/2023 (acct# 221727-180106) CBG	120.90
5433000	HS Site Center Utilities	7/5/2023	221727-179684 06-23	Rio Vista HS site water utility service from 05/30/23 to 07/03/23 (acct# 221727-179684) CBG	21.92
5453000	HS Site Center Bldg Maint	3/27/2023	i5790 & FC 14645	Day EHS service call to repair thermostat in room 18 (EHS) CBG2	102.12
5453000	HS Site Center Bldg Maint	6/16/2023	2396	Eldorado HS stripping and waxing of floors CBG2	1,200.00
5453000	HS Site Center Bldg Maint	6/16/2023	2397	Eldorado HS cleaning of carpet and rugs CBG2	265.00
5453000	HS Site Center Bldg Maint	6/16/2023	2398	Eden HS cleaning of carpet and rugs CBG2	265.00
5453000	HS Site Center Bldg Maint	6/16/2023	2399	Menard HS cleaning of carpet and rugs CBG2	415.00
Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04					2,583.39

CVCOG
Vendor Activity - Head Start Citibank P-Card
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	7/13/2023	081685	Day HS/EHS purchase of nutrition items for children - whole milk (6) CB HS	9.78
5295000	HS Nutrition Service	7/20/2023	041680	Rio Vista EHS purchase of nutrition items for children - formula and baby foods CB HS	221.14
5295000	HS Nutrition Service	7/24/2023	052626	Rio Vista EHS purchase of nutrition items and Eden HS purchase of kitchen supplies CB HS2	11.04
5295000	HS Nutrition Service	7/27/2023	021395	Rio Vista EHS purchase of formula (3 Kendamil) CB HS2	119.97
5513000	HS Food Serv Sup	7/11/2023	S150199	Rio Vista HS/EHS cleaning and descaling of dishwasher CBG	111.98
5513000	HS Food Serv Sup	7/13/2023	049851	Day HS/EHS purchase of kitchen supplies - 14 packages of foam plates CB HS	264.32
5513000	HS Food Serv Sup	7/24/2023	052626	Rio Vista EHS purchase of nutrition items and Eden HS purchase of kitchen supplies CB HS2	157.20
5513000	HS Food Serv Sup	7/25/2023	10085436996	Day HS/EHS purchase of 2 Seville cabinets with swivel wheels CBG2	939.80
5513000	HS Food Serv Sup	7/28/2023	027985	Rio Vista Early Head Start purchase of food service supplies - bottles and nipples CB HS2	41.86
Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23					1,877.09

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5308000	Head Start T & T A	7/6/2023	1683096	Day EHS CDA renewal fee for R.S. CB HS	125.00
5308000	Head Start T & T A	7/14/2023	00423112	Menard EHS purchase of infant/toddler training courses CB HS	34.00
5308000	Head Start T & T A	7/14/2023	1684900	Rio Vista EHS Infant Toddler - English CDA Initial Application Fee for J.R. CB HS	425.00
5308000	Head Start T & T A	7/17/2023	AC2303575	Day EHS payment of tuition and fees for Head Start teacher T. Cannon CB HS	2,099.00
5308000	Head Start T & T A	7/19/2023	00429363	Early Head Start purchase of infant/toddler training courses CB HS	22.00
5308000	Head Start T & T A	7/19/2023	00429375	Early Head Start purchase of infant/toddler training courses CB HS	22.00
5308000	Head Start T & T A	7/19/2023	16N8315811	Rio Vista HS/EHS purchase of ServSafe Texas Food Handler online course and exam CB HS	15.00
5308000	Head Start T & T A	7/21/2023	014321	Head Start purchase of snacks, drinks, napkins, utensils, cups, plates, and bowls for training CB HS	755.43
5308000	Head Start T & T A	7/24/2023	086643	Head Start purchase of food/snacks for training CB HS	78.10
5308000	Head Start T & T A	7/31/2023	072744	Head Start purchase of snacks for training and ED, CH, and EL HS purchase of baby wipes CB HS	1,311.72
5433000	HS Site Center Utilities	6/14/2023	221727-180104 05-23	Day HS site water utility service from 05/09/2023 to 06/08/2023 (acct# 221727-180104) CBG	67.29
5433000	HS Site Center Utilities	6/14/2023	221727-180106 05-23	Day HS site water utility service from 05/09/2023 to 06/08/2023 (acct# 221727-180106) CBG	42.05
5433000	HS Site Center Utilities	6/30/2023	0691-001214726	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 07/01/23 to 07/31/23 (includes credit from 06/13/23-07/31/23)	358.75

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	6/30/2023	0691-001215105	Day Head Start trash service for acct# 3-0691-2405694 from 07/01/23 to 07/31/23	569.39
5433000	HS Site Center Utilities	7/5/2023	221727-179684 06-23	Rio Vista HS site water utility service from 05/30/23 to 07/03/23 (acct# 221727-179684) CBG	361.68
5433000	HS Site Center Utilities	7/19/2023	05-0560-02 06-23	Eden Head Start water usage from 06/15/2023 to 07/15/2023 CBG2	206.39
5453000	HS Site Center Bldg Maint	7/1/2023	7f2jb7rf7xr9	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice 1112498) and Rio Vista (Invoice 1112492) Head Start sites CBG	155.00
5453000	HS Site Center Bldg Maint	7/5/2023	513366	Day HS/EHS purchase of saw and saw blades for tree trimming CB FAC	228.00
5453000	HS Site Center Bldg Maint	7/6/2023	1595396	Rio Vista HS/EHS disposal of yard waste/debris CB FAC	22.05
5453000	HS Site Center Bldg Maint	7/6/2023	1595460	Day HS/EHS disposal of tree trimmings/debris CB FAC	22.05
5453000	HS Site Center Bldg Maint	7/6/2023	1595525 & 1595526	Day HS/EHS disposal of yard waste/tree trimmings CB FAC	44.10
5453000	HS Site Center Bldg Maint	7/6/2023	49810	Day HS/EHS purchase of supplies for removal and disposal of tree trimmings/debris - rope, hard hat, and gloves CB FAC	62.98
5453000	HS Site Center Bldg Maint	7/7/2023	1595641 & 1595642	Day HS/EHS disposal of yard waste/tree trimmings CB FAC	44.10
5453000	HS Site Center Bldg Maint	7/7/2023	1595691 & 1595692	Day HS/EHS disposal of yard waste/tree trimmings CB FAC	66.15
5453000	HS Site Center Bldg Maint	7/10/2023	2307-020878	Day HS/EHS purchase of window screen CB FAC	15.84
5453000	HS Site Center Bldg Maint	7/11/2023	112-8100102-63...	Rio Vista HS/EHS purchase of 10 kickdown door stoppers CBG2	49.90

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	7/13/2023	92266164	Day HS/EHS purchase of maintenance supplies - drill bits and anchor bolts CB FAC	40.92
5453000	HS Site Center Bldg Maint	7/17/2023	074122	Day HS and Rio Vista HS purchase of extra keys (10) CB HS	52.50
5453000	HS Site Center Bldg Maint	7/17/2023	38231	Rio Vista HS/EHS purchase of tools - screwdriver bits CB FAC	24.41
5453000	HS Site Center Bldg Maint	7/18/2023	35699749	Rio Vista HS/EHS purchase of machine screws and nuts CB FAC	23.20
5453000	HS Site Center Bldg Maint	7/26/2023	2000110-89038013	Menard HS/EHS purchase of air filters CBG2	55.26
5510000	Supplies	7/14/2023	112-0544167-51...	Day EHS, Rio Vista EHS, and Menard EHS purchase of supplies - binders CBG	131.96
5510000	Supplies	7/19/2023	113-1855022-40...	Rio Vista HS/EHS purchase of 5 binders CBG2	28.99
5510000	Supplies	7/19/2023	113-6757724-13...	Rio Vista HS/EHS purchase of 5 binders CBG2	115.96
5510000	Supplies	7/25/2023	2000111-42670361	Day HS and Rio Vista HS purchase of 4 boxes of ticket holders CBG2	153.44
5510000	Supplies	7/27/2023	113-3403813-32...	Rio Vista HS/EHS purchase of hanging file folders CBG2	37.50
5510000	Supplies	7/27/2023	113-6048456-25...	Rio Vista HS/EHS purchase of toner cartridge 4-pk CBG2	418.77
5510000	Supplies	7/27/2023	113-6318036-60...	Rio Vista HS/EHS purchase of hanging file folders, binder rings, and labeling tape CBG2	235.49
5510000	Supplies	7/27/2023	2000111-57964181	Rio Vista HS/EHS purchase of Swiffer Dusting Kit and refills CBG2	19.88
5510000	Supplies	7/28/2023	113-0264669-69...	Rio Vista EHS purchase of expanding file folders CBG2	25.98
5510000	Supplies	7/31/2023	049262	Head Start purchase of mounting tape, glitter, and foil and Eden HS purchase of thermal pouches CB HS	285.71
5510000	Supplies	8/2/2023	113-2339861-40...	Eden HS purchase of thermal laminator CBG2	33.26

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	8/2/2023	113-9945276-30...	Day HS purchase of USB C charging cable CBG2	9.59
5512000	HS Class Room Supplies	7/25/2023	2000111-34778321	Head Start purchase of laminating pouches for all classrooms CBG2	47.98
5512000	HS Class Room Supplies	7/26/2023	113-2993086-76...	Eden HS purchase of ink cartridges for teachers' printer CBG2	28.59
5518000	HS Diapers and Wipes	7/11/2023	2000109-99137780	Menard HS/EHS purchase of 2 boxes of size 5 Pampers Cruisers diapers CBG2	111.88
5518000	HS Diapers and Wipes	7/11/2023	2000110-61692957	Menard HS/EHS purchase of 2 boxes each of size 4 & size 6 Pampers Cruisers diapers, & 3 boxes of baby wipes CBG2	172.33
5518000	HS Diapers and Wipes	7/26/2023	2000112-84416233	Rio Vista HS/EHS purchase of diapers (sizes 5 & 6) CBG2	636.32
5518000	HS Diapers and Wipes	7/31/2023	072744	Head Start purchase of snacks for training and ED, CH, and EL HS purchase of baby wipes CB HS	68.22
5622000	Internal Computer/Software	7/18/2023	001059595	Head Start purchase of GOLD online assessment portfolios, learning, and curriculum system subscription renewal - term: 06/21/2023 - 06/20/2024 CBG	2,520.00
5753000	Dues and fees	7/15/2023	91002490301130	Eden HS annual post office box fee - Box #117 CBG	82.00
5760000	HS Site Center Communications	6/8/2023	0708195 06-23	Head Start rural phone/internet service from 06/08/23 to 07/07/23 CBG	786.40
5760000	HS Site Center Communications	7/11/2023	07710150890010 07-23	Day HS site phone service for acct# 07710-150890-01-0 from 06/25/23 to 07/24/23 CBG	222.20
5760000	HS Site Center Communications	7/17/2023	07710102810016 07-23	Blackshear HS site phone service for acct# 07710-102810-01-6 from 07/01/23 to 07/31/23 CBG	194.93
5760000	HS Site Center Communications	7/17/2023	07710150887017 07-23	Rio Vista HS site internet/phone service for acct# 07710-150887-01-7 from 07/01/23 to 07/31/23 CBG	158.82

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5760000	HS Site Center Communications	7/25/2023	07710150503019 07-23	Rio Vista HS/EHS site internet service for acct# 07710-150503-01-9 from 07/15/23 to 08/14/23	210.93
5760000	HS Site Center Communications	7/25/2023	07710150504017 07-23	Blackshear HS site internet service for acct# 07710-150504-01-7 from 07/15/23 to 08/14/23	194.80
5760000	HS Site Center Communications	7/25/2023	07710150505015 07-23	Day HS/EHS site phone/internet service for acct# 07710-150505-01-5 from 07/15/23 to 08/14/23	258.07
5796000	Safety	7/3/2023	405SP0000177195	Criminal history search for prospective new employee on M.E. CB HR	9.46
5796000	Safety	7/10/2023	UZTX4VHXG1	Daycare licensing (fingerprinting) for prospective Ozona Head Start employee B.D. CB HR	40.58
5796000	Safety	7/24/2023	405SP0000190557	Criminal history search for prospective new employee on M.S. CB HR	3.32
5796000	Safety	7/25/2023	405SP0000191340	Criminal history search for prospective new employee on J.L. CB HR	3.32
5796000	Safety	7/26/2023	UZTX4XQ432	Daycare licensing (fingerprinting) for prospective Head Start employee M.S. CB HR	40.58
5796000	Safety	7/26/2023	UZTX4XRN6B	Daycare licensing (fingerprinting) for prospective Head Start employee J.L. CB HR	40.58
5796000	Safety	7/27/2023	405SP0000192778	Criminal history search for prospective new employee on F.R. CB HR	3.32
5796000	Safety	7/31/2023	UZTX4XKGFH	Daycare licensing (fingerprinting) for prospective Head Start employee S.A. CB HR	40.58
Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05					14,771.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Opening/Current Balance				
	Report Transaction Totals				20,474.24
	Report Current Balances				

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	7/7/2023	652056404	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 18 1% 9/CS, and 6 skim lactose free 6BX	95.70
5295000	HS Nutrition Service	7/10/2023	652251739	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 90 1% 9/CS, and 4 whole lactose free 6BX	326.78
5295000	HS Nutrition Service	7/11/2023	650649541	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 9 1% 9/CS	31.80
5295000	HS Nutrition Service	7/11/2023	652056634	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 27 1% 9/CS	95.67
5295000	HS Nutrition Service	7/11/2023	652056646	Rio Vista HS/EHS purchase of milk for children - 6 pure skim lactose free 6BX	23.88
5295000	HS Nutrition Service	7/17/2023	652252134	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 90 1% 9/CS, and 6 2% lactose free 6BX	358.86
5295000	HS Nutrition Service	7/18/2023	650649904	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 9 1% 9/CS	31.80
5295000	HS Nutrition Service	7/18/2023	652056922	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 9 1% 9/CS, and 6 skim lactose free 6BX	71.85
5295000	HS Nutrition Service	7/24/2023	652252528	Day HS/EHS purchase of milk for children - 36 whole 9/CS and 54 1% 9/CS	239.58
5295000	HS Nutrition Service	7/25/2023	650650168	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 9 1% 9/CS	31.80
5295000	HS Nutrition Service	7/25/2023	652057210	Rio Vista HS/EHS purchase of milk for children - 27 1% 9/CS	71.55
					1,379.27
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	1,379.27

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Opening/Current Balance				
	Report Transaction Totals				1,379.27
	Report Current Balances				

CVCOG
 Vendor Activity - Head Start First Financial Credit Card
 H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
 From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5351000	Fuel	7/13/2023	313173	Head Start purchase of fuel for program car to visit sites FF SH	39.00
					<u>39.00</u>
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	39.00
	Report Opening/Current Balance				<u> </u>
	Report Transaction Totals				<u>39.00</u>
	Report Current Balances				<u><u> </u></u>

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/19/2023	230119-245-1-1-10	Ozona Head Start purchase of nutrition items	50.11
5295000	HS Nutrition Service	3/6/2023	230306-177-2-2-24	Eden HS purchase of nutrition items	190.09
5295000	HS Nutrition Service	4/5/2023	230405-168-1-1-32	Eldorado HS purchase of nutrition items - long grain rice	3.19
5295000	HS Nutrition Service	7/12/2023	230712-377-1-1-46	Menard EHS purchase of nutrition items	18.56
5295000	HS Nutrition Service	7/18/2023	230718-318-3-3-23	Menard EHS purchase of nutrition items	28.06
					290.01
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	290.01
	Report Opening/Current Balance				
	Report Transaction Totals				290.01
	Report Current Balances				

CVCOG
Vendor Activity - Head Start Sysco
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	7/6/2023	278631924	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,266.06
5295000	HS Nutrition Service	7/11/2023	278634659	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	917.39
5295000	HS Nutrition Service	7/13/2023	278635783	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,422.27
5295000	HS Nutrition Service	7/18/2023	278638577	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	960.67
5295000	HS Nutrition Service	7/20/2023	278639857	Eldorado HS purchase of nutrition items for children	1,266.22
5295000	HS Nutrition Service	7/20/2023	278639880	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,935.82
5295000	HS Nutrition Service	7/25/2023	278642639	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	786.37
5295000	HS Nutrition Service	7/26/2023	278643227	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	2,123.60
5295000	HS Nutrition Service	7/27/2023	278643820	Eldorado HS purchase of nutrition items for children	485.44
5295000	HS Nutrition Service	7/29/2023	278645318	Menard HS/EHS credit for sales errors and apples short on truck	(97.70)
5295000	HS Nutrition Service	7/31/2023	278645962	Rio Vista HS/EHS purchase of nutrition items for children	1,634.49
5513000	HS Food Serv Sup	7/6/2023	278631924	Day HS/EHS purchase of nutrition items for children and kitchen supplies	45.08
5513000	HS Food Serv Sup	7/11/2023	278634659	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	604.05
5513000	HS Food Serv Sup	7/13/2023	278635783	Day HS/EHS purchase of nutrition items for children and kitchen supplies	35.25
5513000	HS Food Serv Sup	7/18/2023	278638577	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	154.60
5513000	HS Food Serv Sup	7/20/2023	278639880	Day HS/EHS purchase of nutrition items for children and kitchen supplies	110.85
5513000	HS Food Serv Sup	7/25/2023	278642639	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	1,451.72

CVCOG
 Vendor Activity - Head Start Sysco
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
 From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	7/26/2023	278643227	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	151.90
					<u>15,254.08</u>
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	15,254.08
	Report Opening/Current Balance				<u> </u>
	Report Transaction Totals				<u>15,254.08</u>
	Report Current Balances				<u><u> </u></u>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	7/12/2023	280007	Day HS/EHS purchase of mop frames, trigger spray heads, disinfectants, dish detergent, paper towels, gloves, and trash bags	17.16
5513000	HS Food Serv Sup	7/12/2023	280016	Rio Vista HS/EHS purchase of mop heads, oven cleaner, delimer, trash can liners, toilet bowl cleaner, and toilet tissue	88.02
5513000	HS Food Serv Sup	7/13/2023	280152	Day HS/EHS credit for returned trash can liners and dust mop frames	(17.16)
5513000	HS Food Serv Sup	7/18/2023	279982	Menard HS/EHS purchase of toilet tissue, disinfectants, hand soap, dish detergent, delimer, facial tissue, paper towels, trash can liners, plastic cups, and gloves	213.50
5513000	HS Food Serv Sup	7/21/2023	280007-01	Day HS/EHS purchase of 3 cases of Cascades premium towels	118.98
5513000	HS Food Serv Sup	7/21/2023	280016-01	Rio Vista HS/EHS purchase of kitchen supplies - mop heads and Cascades towels	74.91
5513000	HS Food Serv Sup	7/21/2023	280568	Eldorado HS semi-annual vent and hood inspection and Ansul fusible links	116.00
5513000	HS Food Serv Sup	7/27/2023	279982-01	Menard HS/EHS purchase of toilet tissue, paper towels, and disinfectant	72.85
5513000	HS Food Serv Sup	7/29/2023	280999	Eden HS semi-annual vent and hood inspection	100.00
5513000	HS Food Serv Sup	7/31/2023	281042	Rio Vista HS/EHS purchase of trigger spray heads, sanitizer, and paper towels	179.94
					964.20
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	964.20

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	7/21/2023	280053	Eden HS purchase of Tornado vacuum	495.00
5453000	HS Site Center Bldg Maint	7/24/2023	280655	Ozona HS - Annual Fire Extinguisher Inspection	25.50
5510000	Supplies	7/12/2023	280007	Day HS/EHS purchase of mop frames, trigger spray heads, disinfectants, dish detergent, paper towels, gloves, and trash bags	450.39
5510000	Supplies	7/12/2023	280016	Rio Vista HS/EHS purchase of mop heads, oven cleaner, delimer, trash can liners, toilet bowl cleaner, and toilet tissue	49.65
5510000	Supplies	7/13/2023	280152	Day HS/EHS credit for returned trash can liners and dust mop frames	(131.16)
5510000	Supplies	7/18/2023	279982	Menard HS/EHS purchase of toilet tissue, disinfectants, hand soap, dish detergent, delimer, facial tissue, paper towels, trash can liners, plastic cups, and gloves	279.85
5510000	Supplies	7/20/2023	280429	Day EHS purchase of supplies - mop heads, mop handle, toilet tissue, trash can liners, hand soap, and carpet cleaner	246.30
5510000	Supplies	7/20/2023	280510	Day EHS credit for returned toilet tissue	(40.10)
5510000	Supplies	7/21/2023	280007-01	Day HS/EHS purchase of 3 cases of Cascades premium towels	59.49
5510000	Supplies	7/25/2023	280007-02	Day EHS purchase of aluminum mop handle	9.23
5510000	Supplies	7/26/2023	280649	Eden HS purchase of broom, paper towels, gloves, cups, trash can liners, sanitizers, vacuum bags, and air filters	471.89
5510000	Supplies	7/27/2023	279982-01	Menard HS/EHS purchase of toilet tissue, paper towels, and disinfectant	77.62
5510000	Supplies	7/31/2023	281042	Rio Vista HS/EHS purchase of trigger spray heads, sanitizer, and paper towels	35.72

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	7/12/2023	280019	Day HS/EHS purchase of medium (20), large (20), and x-large (12) gloves	567.84
5512000	HS Class Room Supplies	7/13/2023	280019-01	Day HS/EHS purchase of large (10) and x-large (3) gloves	141.96
5512000	HS Class Room Supplies	7/17/2023	280019-02	Day HS/EHS purchase of 10 boxes of medium gloves	109.20
5512000	HS Class Room Supplies	7/18/2023	279982	Menard HS/EHS purchase of toilet tissue, disinfectants, hand soap, dish detergent, delimer, facial tissue, paper towels, trash can liners, plastic cups, and gloves	311.92
5512000	HS Class Room Supplies	7/20/2023	280428	Day HS/EHS purchase of classroom supplies - medium (1), large (5), and x-large (1) nitrile gloves	76.62
5512000	HS Class Room Supplies	7/25/2023	280428-01	Day HS/EHS purchase of nitrile gloves - medium (29), large (10), and x-large (14)	579.48
5512000	HS Class Room Supplies	7/26/2023	280428-02	Day HS/EHS purchase of large nitrile gloves (15 boxes)	164.25
5512000	HS Class Room Supplies	7/26/2023	280649	Eden HS purchase of broom, paper towels, gloves, cups, trash can liners, sanitizers, vacuum bags, and air filters	295.30
5512000	HS Class Room Supplies	7/27/2023	279982-01	Menard HS/EHS purchase of toilet tissue, paper towels, and disinfectant	77.62
5512000	HS Class Room Supplies	7/27/2023	280827	Day HS/EHS purchase of sanitizers (8 gallons)	206.16
5512000	HS Class Room Supplies	7/31/2023	281042	Rio Vista HS/EHS purchase of trigger spray heads, sanitizer, and paper towels	35.73
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	4,595.46

CVCOG
 Vendor Activity - Head Start West Texas Fire Extinguisher
 H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05
 From 7/1/2023 Through 7/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Opening/Current Balance				
	Report Transaction Totals				5,559.66
	Report Current Balances				



CONCHO VALLEY
COUNCIL OF GOVERNMENTS
5430 Link Road • San Angelo, TX 76904

To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: 9-13-2023

Re: 22-23 Budget Carryover Application Request

Agenda Item: Executive Committee #11

Policy Council #

Carolina Raymond, Director of Head Start is requesting approval to apply for a carryover of funds from 06CH10970 in the amount of \$118,096.00 from grant year 2022-2023 to 2023-2024.

Chairman – Jim O’Bryan

Vice-chairman – Judge Brandon Corbin

Policy Council Chair

EC _____ PC _____
Dates



Corrective Action Plan

<u>Citation</u>	<u>Description of Deficiency</u>	<u>Action Taken</u>	<u>Time Frame</u>	<u>Staff Involved</u>	<u>Status</u>
<p>Safety Practices: 1302.47(b)(1)(ii)</p> <p>b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure:</p> <p>(1) <i>Facilities</i>. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:</p> <p>ii) Free from pollutants, hazards and toxins that are accessible to children and could endanger children’s safety;</p>	<p>The grant recipient did not ensure all facilities where children were served were free from pollutants, hazards, and toxins.</p>	<p>See attached Lead Abatement Timeline (Attachment 1)</p>	<p>01/10/2023-Present</p>	<p>Program Director, Procurement Department, Facilities Manager</p>	<p>Ongoing</p>
	<p>The program did not provide documentation that its centers were free of lead paint. In a discussion, the director stated that lead testing was completed during the week of the review, but no results were available. A review of preliminary letters from the testing facility confirmed lead testing was completed, and the results were pending.</p>	<p>Received Paint Lead Reports from CJ ENVIRONMENTAL CONSULTING, LLC (Attachment 2)</p>	<p>03/13/2023</p>	<p>Procurement and Program Director</p>	<p>Completed</p>
	<p>The grant recipient did not ensure all facilities where children were served were free from pollutants, hazards, and toxins; therefore, it was not in compliance with the regulation.</p>	<p>Informed Policy Council and Executive Board of area of non-compliance (ANC) findings from FA2 and lead reports. (Attachment 3)</p>	<p>May 2023</p>	<p>Program Director</p>	<p>Completed on 05/17/2023</p>

In response to the ANC, the following actions will be taken to ensure all children are in facilities that are free from pollutants, hazards and toxins that are accessible to children and could endanger children’s safety.



Corrective Action Plan

		Updated Policy Council and Executive Board on the status of ANC and extension in the August Directors Report during Policy Council and Executive Board Meeting. (Attachment 4)	08/09/2023	Program Director	Completed
		Have Policy Council and Executive Board approve the Corrective Action Plan at September Meeting for approval.	09/13/2023	Assistant Program Director	Pending Policy Council and Executive Board Meeting Approval September 2023
		Policy Council and Executive Board approve - 1302 Health Program Services Implementation Plan (Policies and	August – September	Health Manager, Facilities Manager, Program/Assistant Director	Pending Policy Council and Executive Board Meeting Approval

In response to the ANC, the following actions will be taken to ensure all children are in facilities that are free from pollutants, hazards and toxins that are accessible to children and could endanger children’s safety.



Corrective Action Plan

		Procedures) section related to Safety Practices: 1302.47(b)(1)(ii) and have EB and Policy Council approve.			September 2023
		Schedule Lead Containment with XXX	XXX	Procurement and Facilities Manager	XXX
		Health Service Committee will meet and discuss any gaps and preventive maintenance related to lead.	11/09/2023	Health Manager	Pending meeting

In response to the ANC, the following actions will be taken to ensure all children are in facilities that are free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety.

Memo

To: Executive Committee

From: Stephanie Hernandez – Assistant Director of Head Start

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

ITEM 12

Stephanie Hernandez, Assistant Director of Head Start, is seeking consideration and approval of the Head Start Corrective Action Plan - Safety Practices: 1302(b)(1)(ii).

Approved at the Executive Committee Meeting on September 13, 2023.



1302 Health Program Services

Subpart D – Health Program Services

1302.40 Purpose.

1302.41 Collaboration and communication with parents.

1302.42 Child Health status and care.

1302.43 Oral health practices.

1302.44 Child nutrition.

1302.45 Child mental health and social and emotional well-being.

1302.46 Family support services for health, nutrition, and mental health.

1302.47 Safety practices.

Standard	Performance Standard	Plan of Action
Subpart D	Health Program Services	
§1302.40	Purpose.	
(a)	A program must provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child’s growth and school readiness.	
(b)	A program must establish and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.	
§1302.41	Collaboration and communication with parents.	
(a)	For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child’s health needs and development concerns in a timely and effective manner.	
(b)	At a minimum, a program must:	
(1)	Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and,	<ol style="list-style-type: none"> 1. Encourage parents/guardians to discuss their reasons for refusal of health services. 2. Family Service Worker (FSW) will share information and/or brochures explaining the important of a variety of health services.
		<p>Policy: Decline of Services</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. If parents/guardians refuse to give authorization for health services after barriers are addressed and education is provided, with approval from the Health Manager, the child’s parent/guardian will be asked to sign the Decline of Services

Standard	Performance Standard	Plan of Action
(2)	Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.	<p>form. (This form should be attached behind the specific Health and Developmental Initial Follow-up Plan for the services being denied.)</p> <p>Policy: Emergency Response Systems</p> <p>Procedures:</p> <ol style="list-style-type: none"> 1. Emergency telephone numbers should be displayed next to each telephone in the center, including portable telephones. 2. When calling about an emergency be prepared to give the following information to the emergency response team: <ul style="list-style-type: none"> • Name of the caller; • Agency; • Nature of emergency; • Telephone number • Address; • Directions; • Location of injured person • Number and age of person involved; • Condition of person involved • What help has already been provided. 3. Each classroom teacher, teacher assistant, and substitute will be trained as to where the children’s emergency contact information is kept and emergency numbers are posted. 4. Copies of the following information will accompany staff and children when they go outside to play, for fire drills, and/or any other time they leave the classroom. <ul style="list-style-type: none"> • Form 2935 State Admission Information Texas Department of Family and Protective Services will be used as the Emergency Contact Information for each child. 5. Form 2935 State Admission Information must be updated monthly with parents using the Monthly Emergency Updates and filed in the State Files.

Standard	Performance Standard	Plan of Action
<p>§1302.42</p> <p>(a)</p> <p>(1)</p> <p>(2)</p> <p>(b)</p> <p>(1)</p> <p>(i)</p>	<p>Child Health status and care.</p> <p><u>Source of health care.</u></p> <p>A program, within 30 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child’s ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage.</p> <p>If the child does not have such a source of ongoing care and health insurance coverage or access to care through the Indian Health Services, the program must assist families in accessing a source of care and health insurance that will meet these criteria, as quickly as possible.</p> <p><u>Ensuring up-to-date child health status.</u></p> <p>Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must:</p> <p>Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as</p>	<ol style="list-style-type: none"> 1. Interview parents/guardians at the time of enrollment to determine if the child has a health care and dental provider that serves as a Medical Home, that can continue beyond the time of Head Start/Early Head Start enrollment. 2. Interview parents/guardians at the time of enrollment to determine the source of funding for health care. 3. Assist families with accessing health care via Medicaid or SCHIP. 4. Give a list of health care providers to families, update as changes occur. 5. A list of health care providers will be placed in the Welcome Packet and/or Operational Policies and Procedures. Parents will sign stating they received a copy. <ol style="list-style-type: none"> 1. The Head Start/Early Head Start program will follow the Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT) for children birth through twenty years of age. 2. The Head Start/Early Head Start program will follow the Center for Disease Prevention Immunization Schedule. 3. Ask parents/guardians for information on the enrolled child’s last immunization, medical, dental, or mental health visit and/or screening from their health care provider. 4. If dental and physical is not obtained by the first day of entry into the program a Health and Developmental Initial Plan will be initiated. The FSW will update information using the Health and Developmental Initial Plan until follow-up treatment is complete or ongoing care is established.

Standard	Performance Standard	Plan of Action
	<p>prescribed by the Early and Periodic Screening, diagnosis, and treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems;</p>	<ol style="list-style-type: none"> 5. Familiarize parents/guardians with schedule of preventive care. (Refer to Early and Periodic Screening, Diagnostic, and Treatment Schedule). 6. If necessary, have parents/guardians sign a Parent/Guardian Consent to Exchange Information form to request the above-mentioned information from their health care provider. 7. Review data from the health care provider to determine if the child is up-to-date on a schedule of age-appropriate preventive and primary health care. 8. If there are any concerns or missing data on the physical or dental exam, that have not been addressed by the health care professional, designated staff will initiate a Health and Developmental Initial Plan. The Health and Developmental Initial Plan will indicate the concern that has not been addressed by the health care professional. If available, literature will be provided to parent/guardians. and referred to appropriate health staff. 9. The FSW will continue to update the Health and Developmental Initial Plan using the Health and Developmental Follow-up Notes until treatment is complete or on-going care is established. 10. The FSW will attach all Health and Developmental Follow-up Notes to the Health and Developmental Initial Follow-up Plan and file in the appropriate section of the children’s file. 11. If noncompliance is still exhibited after barriers are addressed and education is provided, with approval of the Health Manager the child’s parent/guardian will be asked to sign the Decline of Services form. <p>Policy: Anemia Screening Procedure:</p> <ol style="list-style-type: none"> 1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered during and/or prior to the screenings being completed. 2. Children enrolled in Head Start/Early Head Start will have hemoglobin/hematocrit screenings according to the EPSDT Periodicity Chart. (These screenings may be obtained from an outside source – example WIC, THSteps physical, Head Start physical, other.)

Standard	Performance Standard	Plan of Action
		<ol style="list-style-type: none"> 3. If anemia screening is not obtained by the first day of entry into the program the FSW will discuss, with the parent/guardian, the requirement and the reason for obtaining an anemia test and provide them with literature. Health and Developmental Initial Plan will be initiated. The FSW will update information using the Health and Developmental Follow-up Notes until follow-up treatment is complete or ongoing care is established. 4. Children with abnormal hemoglobin/hematocrit levels will be referred to their medical provider for further evaluation. 5. If the physician does not perform anemia screening, parent/guardian will be referred to other sources for obtaining this screening 6. Anemia blood screening may be performed on-site when results cannot be obtained from other sources as often as feasibly possible to keep children up-to-date according to the TH Steps Medical Checkup Periodicity Schedule (EPSDT). Parents/guardians will be asked to sign the Consent for Anemia and Lead Screen form prior to blood being drawn. Parents/guardians will be informed of when blood will be drawn. Anemia blood screening will be performed on-site by qualified health staff or provider or agency. Document results on the Lead & Anemia Screening Results form and Early Head Start Health Tracking. 7. If the anemia screening results are abnormal, designated staff will initiate a Health and Developmental Initial Plan. The Health and Developmental Initial Plan will indicate the anemia level, anemia literature will be provided to parent/guardians, and the referral information. 8. The FSW will attach all Health and Developmental Follow-up Notes to the Health and Developmental Initial Plan and file in the appropriate section of the children's file. 9. If noncompliance is exhibited after barriers are addressed and education is provided, with approval of the Health Manager the child's parent/guardian will be asked to sign the Decline of Services form. <p>EXPECTED VALUES: The following hemoglobin/hematocrit are considered normal:</p>

Standard	Performance Standard	Plan of Action
		<ul style="list-style-type: none"> • Hgb-11.3-14.1 g/dl Hct-33-41% <p>Policy: Blood Lead Screening</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Head Start/Early staff will inform parent/guardian of the types and purposes of all screenings to be administered during and/or prior to the screenings being completed. 2. Children enrolled in Head Start/Early Head Start will have Blood Lead screenings according to the EPSDT Periodicity Chart. (These screenings may be obtained from an outside source – example WIC, THSteps physical, Head Start physical, other.) 3. If Blood Lead screening is not obtained by the first day of entry into the program staff will discuss, with the parent/guardian, the requirement and the reason for obtaining a lead test and provide them with literature. Health and Developmental Initial Plan will be initiated. Staff will update information using the Health and Developmental Follow-up Notes until follow-up treatment is complete or ongoing care is established. 4. Children with abnormal blood lead levels will be referred to their medical provider for further evaluation. 5. If the physician does not perform a blood lead screening, parent/guardian will be referred to other sources for obtaining this screening. 6. Blood Lead screening may be performed on-site when results cannot be obtained from other sources as often as feasibly possible to keep children up-to-date according to the TH Steps Medical Checkup Periodicity Schedule (EPSDT). Parents/guardians will be asked to sign the Consent for Anemia and Lead Screen form prior to blood being drawn. Parents/guardians will be informed of when blood will be drawn. Blood Lead screening will be performed on-site by qualified health staff or provider or agency. Document results on the Lead & Anemia Screening Results form and Health Tracking. 7. If the lead results are abnormal, designated staff will initiate a Health and Developmental Initial Plan. The Health and Developmental Initial Plan will indicate the lead level, lead literature will be provided to parent/guardians, and the referral information.

Standard	Performance Standard	Plan of Action
		<p>8. The FSW will attach all Health and Developmental Follow-up Notes to the Health and Developmental Initial Plan and file in the appropriate section of the children’s file.</p> <p>9. If noncompliance is exhibited after barriers are addressed and education is provided, with approval of the Health Manager the child’s parent/guardian will be asked to sign the Decline of Services form.</p> <p>Expected Values:</p> <ul style="list-style-type: none"> • Negative Risk • < 5 <p>TB QUESTIONNAIRE:</p> <ol style="list-style-type: none"> 1. Head Start/Early staff will inform parent/guardian of the types and purposes of all screenings to be administered during and/or prior to the screenings being completed. 2. Parental consent for screenings will be obtained prior to the screening. 3. A TB Questionnaire will be completed according to the TH Steps Medical Checkup Periodicity Schedule (EPSDT). Early Head Start children must have questionnaire within 2 weeks of entry into the program according to the age requirement on the TH Steps Medical Checkup Periodicity Schedule (EPSDT). Head Start children must complete the questionnaire within 45 days of entry into the program but not prior to the child’s first day of class. Staff will complete this questionnaire with parent/guardians. 4. If yes or I don’t know is answered on the questionnaire the FSW will complete a Health and Developmental Initial Plan and provide parent/guardian with information on TB exposure. Child will also be required to have a TB skin test, if the provider deems it necessary. 5. The FSW will update information using the Health and Developmental Follow-up Notes until follow-up treatment is complete or ongoing care is established. 6. TB Questionnaire will be filed in child’s health file and results will be documented on Health Tracking Log. 7. If noncompliance is exhibited after barriers are addressed and education is provided, with approval of the Health Manager the

Standard	Performance Standard	Plan of Action
		<p>child's parent/guardian will be asked to sign the Decline of Services form.</p> <p>Policy: Child Immunization Requirements</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Program applicants must submit an official immunization record stating child's full name and date of birth generated from a state or local health authority, including a registry, with their enrollment application. 2. A new enrollee must have at least one of each age-appropriate mandatory immunization and is on schedule to receive subsequent doses as rapidly as medically feasible according to The Center for Disease Control Prevention or an exemption statement authorized by the Department of State Health Services Immunization Branch to attend the program. 3. Any child may be placed on the Waiting List if immunizations are up to date, have an authorized exemption statement or must provide a statement from the doctor as to when the remaining immunizations will be completed and will be approved by the Health Manager on a case-by-case basis. 4. Staff will place a copy of the child's most current immunization record in the child's Head Start/Early Head Start Health File and place a copy in the DHS File. 5. All children attending Head Start/Early Head Start must remain current on all immunizations. The Health Manager and/or the FSW will review the immunization status of a provisionally enrolled child every 30 days to ensure continued compliance and completing the required doses of vaccine(s). If appropriate doses have not been received at the end of a 30-day period, the child is no longer in compliance, and will be excluded until the appropriate doses are received. 6. The Health Manager and/or the FSW will communicate with families of a child enrolled provisionally about needed immunizations by completing the Immunization Notice Form and give a copy to the parent/guardian. 7. The Health Manager and/or the FSW will provide assistance to ensure parents are informed and have the resources needed to complete or remain current with their child's immunizations.

Standard	Performance Standard	Plan of Action
(ii)	Assist parent with making arrangements to bring the child up-to-date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent as described in §1302.41(b)(1).	<ol style="list-style-type: none"> 8. If immunizations are not brought currently the exclusion date The Health Manager and/or the FSW will complete the Immunization Notice Form excluding the child from attending classes until the child is current with immunizations or has a doctor’s note stating why the child is not current and when the child will be current 9. The FSW will attach a copy of the updated immunization record or doctor’s note to the Immunization Notice Form and file in the appropriate section of the children’s file and copies sent to the Health Manager. 10. The Health Manager and/or the FSW will continue to work with the family until the child is completely up to date on all required age-appropriate immunizations. 1. The Health Manager and/or the FSW will continue to review the Health and Developmental Initial Plan for children that are not up-to-date. 2. The Health Manager and/or the FSW will work with families to ensure they are informed and have the resources needed to complete the requirements. (State Medicaid/EPDDT program) 3. Continue to update the Health and Developmental Initial Plan using the Health and Developmental Follow-up Notes until follow-up is complete or ongoing care is established. 4. The FSW will attach all Health and Developmental Follow-up Notes to the Health and Developmental Initial Plan and file in the appropriate section of the children’s file. Copies will be sent to the Health Coordinator.
(1)	Within 45 days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.	<ol style="list-style-type: none"> 1. At enrollment, parents/guardian will be informed regarding the screenings that are required within 45 days of enrollment and asked to sign a Health-Consent, Authorization and Release form giving Head Start/Early Head Start permission to conduct the screenings. 2. If noncompliance is exhibited after barriers are addressed and education is provided, with approval of the Health Manager, the child’s parent/guardian will be asked to sign the Decline of Services form. 3. See Hearing Screening Policy 4. See Vision Screening Policy

Standard	Performance Standard	Plan of Action
		<p>HEARING SCREENING POLICY PROCEDURE: HEAD START</p> <ol style="list-style-type: none"> 1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered prior to the screenings being completed. 2. Parental consent for screenings will be obtained prior to the screening. Head Start children will receive a hearing screening using a standardized screening tool within 45 days of entry into the program. 3. Children 3, 4, and 5 years of age initial screenings will be performed by trained Head Start staff or other trained professionals using the Pure Tone Audiometer or other state approved equipment. 4. Results will be documented on the Vision and Hearing Screener Report, the tracking form and a copy will be attached to the State Admission Form. 5. All children failing to respond or failing the test will be re-screened within 3 – 4 weeks of the initial test using the Pure Tone Audiometer or other state approved equipment. 6. If a 3-year-old child fails the rescreen, parent/guardian(s) and staff will complete the questions on the 3-Year-Old Vision and Hearing Screener Report taken from THSteps Hearing Checklist for Parents. If the parents/guardians answered No to any of the questions a Health and Developmental Initial Plan will be developed with the parent/guardian and appropriate referral will be initiated. 7. If a 4 or 5-year-old child fails the re-screen or fails to respond to the Pure Tone Audiometer or other state approved equipment, a Health and Developmental Initial Plan will be developed with the parent/guardian and appropriate referral will be initiated. 8. Continue to update the Health and Developmental Initial Plan using the Health and Developmental Follow-up Notes until follow-up treatment is complete or ongoing care is established. 9. The FSW will attach all Health and Developmental Follow-up Notes to the Health and Developmental Initial Plan and file in the appropriate section of the children’s file.

Standard	Performance Standard	Plan of Action
		<p>EHS HEARING SCREENING PROCEDURE:</p> <ol style="list-style-type: none"> 1. Early Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered prior to the screenings. 2. Parental consent for screenings will be obtained prior to the screening. 3. Early Head Start parent/guardian will complete the THSteps Hearing Checklist for Parents at all required ages according to the TH Steps Medical Checkup Periodicity Schedule (EPSDT) within 2 weeks of entry into the program and within 2 weeks of the required age according to the schedule. 4. If parents answer NO to any of the questions on the THSteps Hearing Checklist for Parents or if parents /EHS staff has other concerns a Health and Developmental Initial Plan will be developed with the parent/guardian and appropriate referral will be initiated. 5. Document results as Refer. 6. The Health and Developmental Initial Plan will be updated using the Health and Developmental Follow-up Notes until treatment is complete or ongoing care is established. 7. The Health and Developmental Initial Plan will be filed in child's health folder. 8. All results will be documented on the electronic tracking system and attached to the State Admission Form. <p>VISION SCREENING PROCEDURE: HEAD START</p> <ol style="list-style-type: none"> 1. Head Start staff will inform parent/guardian of the types and purposes of all screenings to be administered during prior to the screenings. 2. Parental consent for screenings will be obtained prior to the screening. 3. Head Start children will receive a vision screening within 45 days of entry into the program. 4. The vision screening for children 3, 4, and 5 years of age will be performed by trained Head Start staff or other trained

Standard	Performance Standard	Plan of Action
		<p>professionals using the 10-foot HOTV Vision Chart or other state approved equipment or chart.</p> <ol style="list-style-type: none"> 5. Results will be documented on the Vision & Hearing Screener Report form and a copy will be attached to the State Admission Form. Results will also be documented on the health tracking form. 6. All children who fail to respond or fail the test will be re-screened using the 10-foot HOTV Vision Chart or other state approved equipment or chart within 2-3 weeks of the initial test. 7. If a 3-year-old fails to respond or fails the rescreening, staff will perform the Corneal Light Reflex and Cover Test immediately following the rescreen. 8. If a 3-year-old fails the Corneal Light Reflex or the Cover Test the staff will complete a Health and Developmental Initial Plan with the parent/guardian and a referral will be made to the appropriate health provider. 9. If a 4 or 5-year-old child fails the re-screen or fails to respond after being re-screened, a Health and Developmental Initial Plan will be developed with the parent/guardian and a referral will be made to the appropriate health provider. 10. The FSW will continue to update the Health and Developmental Initial Plan using the Health and Developmental Follow-up Notes until follow-up treatment is complete or ongoing care is established. 11. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information (education) regarding the services being requested for their child. 12. If noncompliance is exhibited after barriers are addressed and education is provided, the child's parent/guardian will be asked to sign the Decline of Services form. 13. The FSW will file the Health and Developmental Initial Plan, the Health and Developmental Follow-up Notes and if applicable, the Decline of Services form in the appropriate area of the children's file. <p>VISION SCREENING PROCEDURE: EARLY HEAD START</p>

Standard	Performance Standard	Plan of Action
		<ol style="list-style-type: none"> 1. Early Head Start Staff will inform parent/guardian of the types and purposes of all screenings to be administered during and/or prior to the screening being completed. 2. Parental consent for screenings will be obtained prior to the screening. 3. Vision screening will be completed within 2 weeks of entry into the program and within 2weeks of the required age according to the TH Steps Medical Checkup Periodicity Schedule (EPSDT) 4. The Early Head Start staff will use the Vision Questionnaire form. A NO response on the questionnaire will require a referral. 5. The FSW will develop an Initial Health and Developmental Plan and discuss results with parent/guardian and refer to his/her health care provider. 6. The Health and Developmental Initial Plan will be updated using the Health and Developmental Follow-up Notes until treatment is complete or ongoing care is established. 7. All results will be entered into the electronic tracking system. 8. If a parent/guardian refuses to authorize treatments The Health Manager and/or the FSW will provide parents/guardians with information regarding the services being requested for their child. 9. If noncompliance is exhibited after barriers are addressed and education is provided, the child's parent/guardian will be asked to sign the Decline of Services form. (This form should be attached behind the specific service being declined). 10. The FSW will file the Health and Developmental Initial Plan any Health and Developmental Follow-up Notes and if applicable, the Decline of Services form in the appropriate section in the children's file.
(3)	If a program operates for 90 days or less, it has 30 days from the date the child first attends the program to satisfy paragraphs (b)(1) and (2) of this section.	Not Applicable
(4)	A program must identify each child's nutritional health needs, taking into account available health information,	<ol style="list-style-type: none"> 1. Parents/guardians will complete a Nutrition Assessment during the enrollment process.

Standard	Performance Standard	Plan of Action
	<p>including the child’s health records, and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health Services Advisor Committee.</p>	<ol style="list-style-type: none"> 2. Upon entry in the EHS Program an Infant Feeding Schedule is obtained from the parent/guardian and updated monthly or upon parent’s request; if request is within the age-appropriate schedule 3. Obtain a physician’s note for any nutritional health problems and special dietary requirements. 4. If a child or parent/guardian has a religious reason for a food substitution, discuss with contract dietitian an alternate meal pattern and document justification for substitutions. Alternative meal pattern will be discussed with parent /guardian to ensure food substitution meets religious reasons. 5. Refer to child’s IEP/IFSP for any nutritional related accommodations required for children with disabilities. 6. Develop a Memorandum of Understanding with Community Agencies such as: WIC, Texas Extension Office on Nutrition-related needs for Head Start/Early Head Start Families. 7. Ask the Health Services Advisory Committee to contribute their knowledge of existing nutrition related prevalent health problems that will impact families. 8. Use the information obtained from the above sources in planning program services. 9. Disseminate nutrition information to children, parent/guardian, and staff based on identified needs.
(c) (1)	<p><u>Ongoing Care.</u></p> <p>A program must help parents continue to follow recommended schedules of well-child and oral health care.</p>	<ol style="list-style-type: none"> 1. Communicate with parents/guardians to determine date and time of next appointment. 2. Remind parents/guardians of upcoming appointments. 3. Inform parents/guardians to follow recommended TH Steps Medical Checkup Periodicity Schedule (EPSDT) and Texas Department of State Health Services. 4. Update and monitor tracking systems at least weekly to ensure all children’s health needs are current and kept up to date.
(2)	<p>A program must implement periodic observations or other appropriate strategies for program staff and</p>	<ol style="list-style-type: none"> 1. Staff will welcome parents/guardians every morning. 2. Teachers and/or the Teacher Assistant will complete Daily Well Check with parent/guardian as the child arrives to school.

Standard	Performance Standard	Plan of Action
(3)	<p>parents to identify any new or recurring developmental, medical, oral, or mental Health concerns.</p> <p>A program must facilitate and monitor necessary oral health preventive care, treatment and follow-up, including topical fluoride treatments. In communities where there is a lack of adequate fluoride available through the water supply and for every child with moderate to severe tooth decay, a program must also facilitate fluoride supplements, and other necessary preventive measures, and further oral health treatment as recommended by the oral health professional.</p>	<p>3. The FSW Staff will review any abnormal screenings, physical, dentals result with parent/guardian.</p> <p>1. The FSW will communicate with parents/guardians about the importance of a dental checkup.</p> <p>2. The Teacher and/or the Teacher Assistant will follow the requirements by ensuring the following:</p> <ul style="list-style-type: none"> ○ For children age two and over: Once daily, after a meal, to encourage self-help skills the children may apply or the teacher may assist children with applying a small smear of fluoride toothpaste on their toothbrush. ○ For children between one and two years of age: Once daily, after a meal staff must brush children’s teeth with a soft bristled toothbrush, using a small smear (grain of rice amount is usually recommended for this age group) of toothpaste that contains fluoride. <p>3. Water Reports will be reviewed for fluoride levels.</p>
(d)	<u>Extended follow-up care.</u>	
(1)	<p>A program must facilitate further diagnostic testing, evaluation, treatment, and follow-up plan, as appropriate, by a licensed or certified professional for each child with a health problem or developmental delay, such as elevated lead levels or abnormal hearing or vision results that may affect child’s development, learning, or behavior.</p>	<p>1. Upon notification/knowledge of abnormal results/recommended follow-up treatment staff will work with parents/guardians to make arrangements to get appropriate treatment completed.</p> <p>2. The FSW will develop a Health and Developmental Initial Plan and discuss results with parent/guardian and refer to his/her health care provider.</p> <p>3. The Health and Developmental Initial Plan will be updated using Health and Developmental Follow-up Notes until treatment is complete or ongoing care is established.</p>
(2)	<p>A program must develop a system to track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental problem.</p>	<p>1. A summary of results, referrals, Health & Developmental Follow-up plans will be entered into the electronic tracking system. (Child Plus).2. If a parent/guardian refuses to authorize treatment the Health Services staff will provide parents/guardians with information regarding the services being requested for their child.</p> <p>2. If noncompliance is exhibited after barriers are addressed and education is provided, the child’s parent/guardian will be asked</p>

Standard	Performance Standard	Plan of Action
(3)	A program must assist parents, as needed, in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.	<p>to sign the Decline of Services form. This form should be attached behind the specific service being declined.</p> <p>3. The FSW will file the Health and Developmental Initial Plan and Health and Developmental Follow-up Notes, referrals and if applicable, the Decline of Services form in the appropriate section in the children’s file.</p> <p>1. The FSW will make an appropriate referral to assist parents in obtaining any prescribed medications, aids or equipment for medical and oral health conditions.</p>
(e)	<u>Use of funds.</u>	
(1)	A program must use program funds for the provision of diapers and formula for enrolled children during the program day.	Follow Standard.
(2)	A program may use program funds for professional medical and oral health services when no other source of funding is available. When program funds are used for such services, grantee and delegate agencies must have written documentation of their efforts to access other available sources of funding.	<p>1. Head Start/Early Head Start staff will refer family/pregnant woman to public health insurance programs, (Medicaid, SCHIP).</p> <p>2. If families are denied for public health insurance, they must provide documentation showing the child and/or pregnant woman was denied.</p> <p>3. If the child and/or pregnant woman do not have a medical or dental provider, the FSW will determine which provider to refer the child/pregnant woman to, based on established agreements with medical and dental providers.</p> <p>4. The FSW staff will contact local community agencies to see if funds are available to help cover cost.</p> <p>5. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a Request for Payment of Services that contains the following information: Pregnant woman and/or Child’s name, parents/guardians name, Medical or Dental Provider, type of medical or dental care that is needed and cost of services. The Request for Payment of Services will be forwarded to Head Start Director for approval.</p>

Standard	Performance Standard	Plan of Action
<p>§1302.43</p>	<p>Oral health practices.</p> <p>A program must promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily.</p>	<p>6. The Request for Payment of Services will be returned to the Health Manager. Once approved the Health Manager will meet with parents/Pregnant Woman and Health care provider to make arrangements for services.</p> <ol style="list-style-type: none"> 1. Each child will have his/her own toothbrush and toothpaste labeled with his/her first & last name. Each storage slot must be labeled with the child's first and last name. 2. Provide new toothbrushes to each child at least, but not limited to every three months. Site Supervisors will create a colored toothbrush schedule and send it to the Health Manager. The colored toothbrushes must be changed every 3 months. 3. Toothbrushes and toothpaste will be stored out of reach of children when not in use. If tooth brush storage does not have an attached cover or lid to cover the tooth brushes then a cover will be placed over the storage box. 4. Head Start/Early Head Start staff will use activities to promote effective dental hygiene in conjunction with meals for infants, toddlers, and preschool children. 5. Staff will follow the requirements by ensuring the following: <ul style="list-style-type: none"> ○ For children age two and over: Once daily, after lunch, to encourage self-help skills the children may apply or the teacher may assist children with applying a small smear of fluoride toothpaste on their toothbrush. ○ For children between one and two years of age: Once daily, after a meal staff must brush children's teeth with a soft bristled toothbrush, using a small smear of toothpaste that contains fluoride. ○ Toothbrushing is to be done with Teachers modeling toothbrushing and the child standing over the sink. 6. For infants under the age of one: staff must wash their hands and then cover a finger with a gauze pad or soft cloth and gently wipe infants' gums after each feeding. Staff must wash their hands after each individual child's gums have been cleaned.

Standard	Performance Standard	Plan of Action
<p>§1302.44</p> <p>(a) (1)</p> <p>(2)</p> <p>(i)</p> <p>(ii)</p>	<p>Child nutrition.</p> <p><u>Nutrition service requirements.</u> A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meals are encouraged as described in §1302.31(e)(2).</p> <p>Specifically, a program must:</p> <p>Ensure each child in a program that operates for fewer than six hours per day receives meals and snacks that provide one third to one half of the child’s daily nutritional needs;</p> <p>Ensure each child in a program that operates for six hours or more per day receives meals, snacks that provide one half to two thirds of the child’s daily nutritional needs, depending upon the length of the program day;</p>	<ol style="list-style-type: none"> 1. Head Start/Early Head Start participates in the Child and Adult Care Food Program. 2. Head Start/Early Head Start staff will talk with the family about any food allergies, special diet requests, or other nutrition concerns that have been identified on the Nutritional Assessment form. 3. Obtain a doctor’s statement if accommodations for special diet - are required. 4. If a child or parent/guardian has a religious reason for a food substitution, discuss with contract dietitian an alternate meal pattern and document justification for substitutions. Alternative meal pattern will be discussed with parent /guardian to ensure food substitution meets religious reasons. 5. Develop nutritionally balanced menus and provide a variety of foods which includes cultural and ethnic preferences. 6. In Head Start we serve Family Style. In Early Head Start Family Style will begin at age two. <p>Not applicable</p> <ol style="list-style-type: none"> 1. Develop cycle menus that are nutritionally balanced, fit meal patterns, provide a variety, account for cultural differences, and meet current budgetary constraints. 2. Use the CACFP meal pattern chart to plan menus for infants, toddlers, and young children ages 3-5. 3. Provide each child with breakfast, lunch and snack. 4. Cooks will follow the Food Buying Guide to ensure proper amounts are being prepared for children. 5. Cooks will prepare enough food that will allow for seconds for children who would like them. 6. Infants will be fed on demand or per parent’s instructions (See Infant Feeding Schedule). 7. Post the current menu in the kitchen, classrooms and parent boards.

Standard	Performance Standard	Plan of Action
(iii)	Serve three – to five-year-old’s meals and snacks that conform to USDA requirements in 7 CFR parts 210,220, and 226, and are high in nutrients and low in fat, sugar, and salt;	<p>8. A supply of drinking water will always be available at every meal, after active play and throughout the day.</p> <p>Follow the Standard</p>
(iv)	Feed infants and toddlers according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7CFR parts 210,220, and 226, and ensure infants and young toddlers are fed on demand to the extent possible;	<ol style="list-style-type: none"> 1. Parents/Guardians will be informed of the USDA meal pattern guidelines for infants. 2. Parents will complete the Required Food Components/Feeding Schedule and CACFP Infant feeding Preference for children ages 0 – 11 months of age. 3. Because of the risk of choking infants and toddlers will not be served hot dogs, whole grapes, hard raw vegetable, popcorn, whole nuts, or any other choking hazardous foods. 4. Because of the risk children younger than 1 year of age will not be served honey or cow’s milk, unless accompanied by a doctor’s note. 5. Children 0-11 months can have fully cooked eggs if the eggs have been introduced at home and documented on the feeding schedule. 6. When foods are on the menus that pose a high risk of choking or posing health risks toddlers will be served foods appropriate for their age. 7. If a child cannot eat what is served, a doctor’s note will be required. Once the doctor’s note or approval statement is received, staff will assign the child a number (the same number that is assigned to the child at the beginning of the program year) and write it on the doctor’s note or approval statement. The original doctor’s note and/or approval statement will be filed in the child’s nutrition file. A copy of the doctor’s note will be sent to the Cook, Nutrition Manager, Health Manager, and Site Supervisor and to the classroom teacher. 8. The copy of the doctor’s note or approval statement will be posted with the child’s redacted and number issued to child. The

Standard	Performance Standard	Plan of Action
(v)	Ensure bottle-fed infants are never laid down to sleep with a bottle;	<p>copy of the doctor’s note or approval statement will be posted under the Special Diet Poster to maintain confidentiality. The Special Diet Poster will only be posted if there is a child on a special diet.</p> <p>9. Ensure infants and young toddlers are fed on demand to the extent possible.</p> <ol style="list-style-type: none"> 1. EHS staff will hold infants and establish eye contact while feeding the infants. They will never be propped up or laid down with bottles. 2. Breast feeding mothers are encouraged to come to the Early Head Start site to feed their baby. 3. Infants will not be laid down to sleep with a bottle. 4. Staff will supervise all feedings in order to minimize the risk of choking. 5. Infant cereal will be served with a spoon unless there is a medical reason which a doctor’s note will be required.
(vi)	Serve all children in morning center-based settings who have not received breakfast upon arrival at the program a nourishing breakfast;	<ol style="list-style-type: none"> 1. If a child comes in after breakfast has been served, staff will ask parent/guardian if the child has received breakfast at home. If the child has not received breakfast at the time, they arrive at the Head Start/Early Head Start center, staff must provide a nourishing breakfast.
(vii)	Provide appropriate healthy snacks and meals to each child during group socialization activities in the home-based options;	Not applicable
(viii)	Promote breastfeeding, including providing facilities to properly store and handle breast milk and make accommodations, as necessary, for mothers who wish to breastfeed during program hours, and if necessary, provide referrals to lactation consultants or counselors; and,	<ol style="list-style-type: none"> 1. Proper storage and handling of breast milk and infant formula is necessary to prevent spoilage, to minimize bacterial growth, and to ensure that each infant received his or her own mother’s milk or the correct formula. 2. When a parent brings breast milk into the center, they must have the container clearly labeled with child’s name and the date it was expressed.

Standard	Performance Standard	Plan of Action
<p>(ix)</p> <p>(b)</p> <p>§1302.45</p> <p>(a)</p>	<p>Make safe drinking water available to children during the program day.</p> <p><u>Payment sources.</u> A program must use funds from USDA food, Nutrition, and Consumer Services child nutrition programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.</p> <p>Child mental health and social and emotional well-being.</p> <p><u>Wellness promotion.</u> To support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health, a program must:</p>	<ol style="list-style-type: none"> 3. Unused breast milk and liquid formula will be discarded after 48 hours, if refrigerated, or after 3 months if frozen. Once frozen breast milk thaws it is never to be refrozen. 4. If breast milk or formula is to be warmed, bottles will be placed on bottle warmer per bottle warmer directions, after which the bottle is shaken and tested on the preparer’s wrist before feeding. Bottles of formula or breast milk are never warmed in a microwave. 5. All bottles of breast milk and formula are refrigerated until immediately before feeding any contents remaining after a feeding are discarded immediately. 6. Home visitors and other staff will work with parents/guardians to find safe methods for storing and handling breast milk and infant formula in the home. 7. There will a designated area for mothers who wish to breastfeed during program hours. <p>1. Each center will use only an approved water supply.</p> <p>Follow Standard</p>

Standard	Performance Standard	Plan of Action
(1)	Provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns;	1. Staff will secure an MOU or Contract with a Mental Health Professional to provide services or consultations to staff, children and families.
(2)	Secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner;	2. Staff will secure MOUs with community agencies to help provide mental health services directly or indirectly. 3. If teaching staff/center staff or parents/guardians have concerns about a child’s mental health, the Mental Health Manager/or Mental Health Professional will be consulted, the child’s Mental Wellness Checklist will be shared with the Mental Health Professional to help determine if the child may need intervention services and if necessary, a referral will be initiated, with parent’s/guardian’s permission. 4. A Health and Developmental Initial Follow-Up Plan will be completed by the center staff/teaching staff when concerns are noted by the staff or parents. The Health and Developmental Initial Follow-Up Plan will be updated using the Health and Development Follow-Up Notes until treatment is complete or ongoing care is established.
(3)	Obtain parental consent for mental health consultation services at enrollment; and,	1. Parent will initial the Health History on the application.
(4)	Build community partnerships to facilitate access to additional mental health resources and services, as needed.	1. Staff will secure MOUs with community agencies to help provide mental health services directly or indirectly.
(b)	<u>Mental health consultants.</u> A program must ensure mental health consultants assists:	
(1)	The program to implement strategies to identify and support children with mental health and social and emotional concerns;	1. The Site Supervisor or FSW will call the Mental Health/ Health Manager with concerns regarding a child. 2. Mental Health/ Health Manager will do an observation and ask the contracted Mental Health Specialist to do an observation.
(2)	Teachers, including family child care providers, to improve classroom management and teacher practices	1. If support is needed, strategies and tools will be provided to address emotional concerns.

Standard	Performance Standard	Plan of Action
	<p>through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning;</p>	
(3)	<p>Other staff, including home visitors, to meet children’s mental health and social and emotional needs through strategies that include observation and consultation;</p>	<ol style="list-style-type: none"> 1. Referrals will be made for any services regarding mental health and emotional needs for children, families and staff, with the permission of the parent.
(4)	<p>Staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors; and,</p>	
(5)	<p>In helping both parents and staff to understand mental health and access mental health interventions, if needed.</p>	<ol style="list-style-type: none"> 1. Mental Health will be addressed at parent meetings in the Spring semester. If a family needs resources prior to parent meeting, they can reach out to their FSW, as needed.
(6)	<p>In the implementation of the policies to limit suspension and prohibit expulsion as described in §1302.17.</p>	<ol style="list-style-type: none"> 1. Behavior Plans will be put in place, as needed. Suspension will only be used as a last resort, when children and staff are at risk.
§1302.46	Family support services for health, nutrition, and mental health.	
(a)	<p><u>Parent collaboration.</u> Programs must collaborate with parents to promote children’s health and well-being by providing medical, oral, nutrition and mental health education support services that are understandable to individuals, including individuals with low health literacy.</p>	<ol style="list-style-type: none"> 1. FSW’s will collaborate with parents/guardians that express concern about health, nutrition, and mental health services. 2. Parents/guardians will complete a Health Assessment and Nutrition Assessment prior to enrollment into the program. 3. Upon enrollment parents/guardians will be supplied with a Welcome Packet. 4. Parents/guardians will complete the Parent Education Training Survey.

Standard	Performance Standard	Plan of Action
(b)	<p><u>Opportunities.</u></p> <p>(1) Such collaboration must include opportunities for parents to:</p> <p>(i) Learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices for the home including health and developmental consequences of tobacco products use and exposure to lead, and safe sleep;</p> <p>(ii) Discuss their child’s nutritional status with staff, including the importance of physical activity, healthy eating, and negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family’s nutrition and food budget needs;</p> <p>(iii) Learn about healthy pregnancy and postpartum care, as appropriate, including breastfeeding support and treatment options for parental mental health or substance abuse problems, including perinatal depression;</p> <p>(iv) Discuss with staff and identify issues related to child mental health and social and emotional well-being,</p>	<p>5. Parent will complete a Mental Wellness Checklist within 45 days of entry date and again by February 28th.</p> <p>6. FSW’s will share and evaluate family’s health and well-being during the Family Partnership process, and provide services if needed.</p> <p>1. Upon enrollment parents/guardians will be supplied with a Welcome Packet.</p> <p>2. FSW’s will share information and education with parents/guardians during home visits and parent meetings.</p> <p>1. Parents/guardians will complete a Health Assessment and Nutrition Assessment prior to enrollment into the program.</p> <p>2. FSW’s will share information and education with parents/guardians during home visits and parent meetings.</p> <p>1. Upon enrollment parent/guardians will be supplied with a Welcome Packet.</p> <p>2. FSW’s will share information and education with parents/guardian during home visits and parent meetings.</p> <p>1. Parents/guardians will complete a Mental Wellness Checklist.</p> <p>2. FSW’s will share information and education with parents/guardians during home visits and parent meetings.</p>

Standard	Performance Standard	Plan of Action
	<p>including observations and any concerns about their child’s mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child’s social and emotional development; and,</p> <p>Learn about appropriate vehicle and pedestrian safety for keeping children safe.</p> <p>A program must provide ongoing support to assist parents’ navigation through health systems to meet the general health and specifically identified needs of their children and must assist parents:</p> <p>In understanding how to access health insurance for themselves and their families, including information about private and public health insurance and designated enrollment periods;</p> <p>In understanding the results of diagnostic and treatment procedures as well as plans for ongoing care; and,</p> <p>In familiarizing their children with services, they will receive while enrolled in the program and to enroll and participate in a system of ongoing family health care.</p>	<ol style="list-style-type: none"> 1. Upon enrollment parents/guardians will be supplied with a Welcome Packet that includes vehicle and pedestrian safety information. 2. Vehicle and pedestrian safety will be on the curriculum within the first 30 days of school. <ol style="list-style-type: none"> 1. Upon completing enrollment application parent/guardian will indicate the status of health insurance. 2. If needed the FSW’s will initiate a Health and Developmental Initial Plan and refer parents/guardians to health insurance agencies and help parents/guardians navigate through health systems. 3. FSW’s will share information and education with parents/guardians during home visits and parent meetings. <ol style="list-style-type: none"> 1. FSW’s will review any diagnostic and treatment procedures with parent/guardians. 2. FSW’s will collaborate with parents/guardians that express concern about health, nutrition and mental health services. <ol style="list-style-type: none"> 1. Upon completing enrollment application, the FSW’s will explain to parent/guardian of all services and screening that the child will receive while in the program. 2. FSW’s will share information and education with parents/guardians on the importance of ongoing family care.

Standard	Performance Standard	Plan of Action
<p>§1302.47</p> <p>(a)</p> <p>(b)</p> <p>(1)</p>	<p>Safety practices.</p> <p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult <u>Caring for our Children Basics</u>, available at: http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p>A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure:</p> <p><u>Facilities.</u> All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:</p>	<ol style="list-style-type: none"> 1. We have a system of health and safety practices that ensure children are kept safe at all times. 2. Administration Staff and Site Supervisors will review safety procedures with new staff prior to staff beginning job duties at the center. 3. Staff will be trained on safety practices yearly during pre-service training. 4. Staff will be trained on safety practices periodically and as needed during staff training and meetings. 5. The Program will follow State Minimum Standard for Child-Care Centers.

Standard	Performance Standard	Plan of Action
(i)	Meet licensing requirements in accordance with §1302.21(d)(1) and 1302.23(d);	<ol style="list-style-type: none"> 1. The facilities used by a program must meet state, tribal, or local licensing requirements, even if exempted by the licensing entity. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence. 2. 1302.23(d) – Not applicable.
(ii)	Clean and free from pests;	<ol style="list-style-type: none"> 1. Head Start/Early Head Start facilities will be treated for pests on an as needed basis by a licensed professional or an Integrated Pest MGMT person. 2. If a specific problem has been noted, the appropriate treatment will be given upon the advice of the licensed professional. 3. The service will be conducted after the children have left for the day or on days that the children will not be attending.
(iii)	Free from pollutants, hazards and toxins that are accessible to children and could endanger children’s safety;	<ol style="list-style-type: none"> 1. CVCOG Head Start will contain any lead that has been found in any building that children have access too. CVCOG will always contract a professional provider to do any lead containment work. 2. Lead free paint will always be used in all Head Start and Early Head Start Facilities. 3. The Monthly Facilities Safety Checklist will be completed monthly. If there are any findings, these will be addressed immediately, including paint touch ups. 4. The lead levels in the water at Head Start and Early Head Start all Facilities will be tested annually.
(iv)	Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;	<ol style="list-style-type: none"> 1. Indoor premises will be cleaned daily. 2. Remove excess garbage and food from classrooms after meals. 3. Playground will be checked daily and documented on the Center Daily Health and Safety Checklist. 4. Lead free paint will be used when painting interior and exterior surfaces. 5. Follow State Minimum Standard of Child-Care Centers.

Standard	Performance Standard	Plan of Action
(v)	Well lit, including emergency lighting;	<ol style="list-style-type: none"> 1. Flashlights are placed in each room used by children in an easily accessible designated area. 2. Flashlights will be tested daily and documented on the Classroom Daily Health and Safety Checklist and Center Daily Health and Safety Checklist. 3. Classroom will have safe and effective lighting.
(vi)	Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies;	<ol style="list-style-type: none"> 1. Fire extinguishers are in each center, checked/recorded monthly on the Fire Safety Practices form 7263 and inspected once a year and serviced every 6 years by a fire extinguisher service professional. 2. Train staff on the use and location of fire extinguishers First Aid Kits must be: <ul style="list-style-type: none"> ○ Clearly labeled; ○ Kept in a clean and sanitary condition; ○ Easily accessible to all staff; ○ Stored in a designated location known to all employees; and ○ Kept out of the reach of children; ○ The First Aid Kit must be checked monthly to ensure it is fully stocked with the required supplies and supplies have not expired; ○ Staff will take the first aid kit whenever leaving the center; ○ Site Supervisors will train staff, substitutes, and volunteers where the first aid kit is kept. <p>Texas Department of Family and Protective Services 746.4003</p> <ol style="list-style-type: none"> 3. First Aid Kits must contain the following: <ul style="list-style-type: none"> ○ A guide to first aid and emergency care; ○ Adhesive tape; ○ Antiseptic solution or wipes; ○ Cotton balls; ○ Multi-size adhesive bandages; ○ Scissors; ○ Sterile gauze pads; ○ Thermometer; ○ Tweezers;

Standard	Performance Standard	Plan of Action
(vii)	Free from firearms or other weapons that are accessible to children;	<ul style="list-style-type: none"> ○ Waterproof, disposable gloves. 4. Site Supervisor/designated staff will complete monthly inventory. 5. Restock first aid supplies after use or as supplies expire. 6. Each center will have an inventory check list. The First Aid Kit Checklist must be kept in the First Aid Kit. 7. Notify Health Manager/designated staff when supplies are needed to restock the First-Aid Kit. <p>Must follow Texas Department of Family and Protective Services. §746.3707.</p>
(viii)	Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children’s activities; and,	<ul style="list-style-type: none"> 1. Toilets and hand washing facilities will be adequate, cleaned daily, in working condition, and easily reached by the children. 2. Toileting and diapering areas will be separate from areas used for cooking, eating, or children’s activities.
(ix)	Kept safe through an ongoing system of preventative maintenance.	<ul style="list-style-type: none"> 1. The Classroom Daily Health/Safety Checklist and Center Daily Health and Safety Checklist will be completed daily. 2. If any repairs or maintenance is required a Repair and Maintenance Request will be submitted to the Facility Manager. Attach pictures if applicable of before and after. 3. Facility Manager will follow-up on Repair and Maintenance Request with staff. 4. Follow-up will continue until work is complete.
(2)	<u>Equipment and materials.</u> Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children,	<ul style="list-style-type: none"> 1. Toys must be removed after being placed in children’s mouth once child is finished playing with the toy, or immediately after

Standard	Performance Standard	Plan of Action
	<p>and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:</p>	<p>coming into contact with bodily secretions. These toys will be placed in a container labeled soiled toys.</p> <ol style="list-style-type: none"> 2. All materials purchased will be made of non-toxic materials. 3. At the end of everyday contaminated toys will be sanitized with a product that is registered by the Environmental Protection Agency (EPA). You must follow the products labeling instructions for sanitizing.
(i)	Be clean and safe for children’s use and are appropriately disinfected;	
(ii)	Be accessible only to children for whom they are age appropriate;	<ol style="list-style-type: none"> 1. Staff will provide child size tables, chairs, equipment, toys, materials and other furniture that is age appropriate to the children served. 2. Adaptations will be made as needed for children with disabilities.
(iii)	Be designed to ensure appropriate supervision of children at all times;	<ol style="list-style-type: none"> 1. Provide direct access from the building onto an appropriately fenced area when possible. 2. Under no circumstances will a child be left alone or unsupervised while in the care of staff, volunteers that can be counted in child-staff ratio, therapist and consultants. 3. HS/EHS classroom staff must know the children and how many children they are responsible for at all times. 4. HS/EHS Classroom staff must use the classroom Transition Roll-Call to take roll call of the children before transitioning to a location outside of the classroom and upon arrival to new location. 5. Both classroom staff must also count the children after roll call and communicate this number to each other.

Standard	Performance Standard	Plan of Action
<p>(iv)</p> <p>(v)</p>	<p>Allow for the separation of infants and toddlers from preschoolers during play in center-based programs; and,</p> <p>Be kept safe through an ongoing system of preventative maintenance.</p>	<ol style="list-style-type: none"> 6. While moving to a new location one staff must position themselves at the front of the line and one staff must position themselves at the back of the line. 7. During outdoor play or other play activities, the staff must position themselves at opposite ends of the area and move around as necessary so all children can be visually supervised at all times. 8. Both classroom staff must count children several times during outside play/activity and communicate this number to each other to ensure all children are accounted for at all times. 9. Both staff must count the children once they are back in the classroom and communicate this number to each other. 10. Assure that there is an appropriate number of adults with the children at all times, based on the number of children present. 11. Outdoor playgrounds are enclosed with fences and two gates and/or two exits where applicable. 12. During nap/rest time for 18 months and older one teaching staff must be free from activities, not directly involving the teaching, care and supervision of children, such as administrative and clerical duties, meal preparation, janitorial duties and personal use of electronic devices. For Classrooms serving children under 18 months if more than two paid staff are present, you can follow the above. <ol style="list-style-type: none"> 1. The indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other. <ol style="list-style-type: none"> 1. Complete daily the Classroom Daily Health and Safety Checklist, Center Daily Health and safety Checklist and Daily Playground Safety Checklist and report any unsafe conditions to the designated person immediately. 2. If any repairs or maintenance is required a Repair and Maintenance Request will be submitted to the Facility Manager

Standard	Performance Standard	Plan of Action
(3)	<u>Background checks.</u> All staff have complete background check in accordance with §1302.90(b).	and Compliance Specialist for reviews. Attach pictures if applicable before and after. 3. Facilities Manager will follow-up on the Repair and Maintenance Request. 4. Follow-up will continue until work is complete.
(4)	<u>Safety training.</u>	See 1302.90(b) Personnel policies.
(i)	<u>Staff with regular child contact.</u> All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:	1. During new hire orientation required paperwork will be completed with new staff. 2. Staff will be supplied with all required and appropriate trainings. 3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site. 4. Staff will receive training yearly during pre-service training. 5. Staff will be trained on procedures periodically and as needed during all staff training, meetings and individual training if needed.
(A)	The prevention and control of infectious diseases;	
(B)	Prevention of sudden infant death syndrome and use of safe sleeping practices;	
(C)	Administration of medication, consistent with standards for parental consent;	
(D)	Prevention and response to emergencies due to food and allergic reactions;	
(E)		

Standard	Performance Standard	Plan of Action
(F)	Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;	
	Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;	
(G)	Emergency preparedness and response planning for emergencies;	
(H)	Handling and storage of hazardous materials and the appropriate disposal of bio contaminants;	
(I)	Appropriate precautions in transporting children, if applicable;	
(J)	First aid and cardiopulmonary resuscitation; and,	
(K)	Recognition and reporting of child abuse and neglect, in accordance with the requirements at (b)(5) of this section.	
(ii)	<u>Staff without regular child contact.</u> All staff with no regular responsibility for or contact with children have initial orientation training with three months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.	<ol style="list-style-type: none"> 1. During new hire orientation required paperwork will be completed with new staff. 2. Staff will be supplied with all required and appropriate trainings. 3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site. 4. Staff will receive training yearly during pre-service training. 5. Staff will be trained on procedures periodically and as needed during all staff trainings, supervisor meetings and individual training if needed.
(5)		

Standard	Performance Standard	Plan of Action
(i)	<p>Safety practices. All staff and consultant follow appropriate practices to keep children safe during all activities, including, at a minimum:</p> <p>Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, local, and tribal laws;</p>	<p>6. Staff will receive active supervision a minimum of 3 times/ year or as needed. Training such as abuse and neglect will be conducted annually and on an as needed basis.</p> <ol style="list-style-type: none"> 1. Staff will be trained on the definition, how to identify, important things to remember, and how to report incidents of Child Abuse and Sexual Abuse. Trainings will occur during onboarding, in-service and throughout the year, as needed. 2. All federal, state, and local laws will be followed and reporting will be completely confidential and solely on the reporting person. Each staff member is responsible for reporting cases of suspect or identified child abuse for they are all mandated reporters. 3. Reported cases must be kept confidential and not shared with other staff members.
(ii)	<p>Safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, and for children under 12 months, soft bedding materials or toys must not be used;</p>	<ol style="list-style-type: none"> 1. Cribs and mats will be spaced three feet apart when occupied. 2. Children must be assigned to the same crib and mat to help avoid spreading of contagious illnesses. 3. Children under 18 months of age will use firm mattresses or mats. 4. Soft bedding, blankets or toys will not be allowed in the cribs with the babies. 5. Linens will be washed on a weekly basis, as well as immediately following an illness, and after accidents. Crib sheets for infants will be washed on a daily basis. 6. Cribs and mats will be disinfected on a weekly basis or as needed.
(iii)	<p>Appropriate indoor and outdoor supervision of children at all times;</p>	<ol style="list-style-type: none"> 1. Provide direct access from the building onto an appropriately fenced area when possible.

Standard	Performance Standard	Plan of Action
(iv)	Only releasing children to an authorized adult, and;	<ol style="list-style-type: none"> 2. Under no circumstances will a child be left alone or unsupervised while in the care of staff, volunteers that can be counted in child-staff ratio, therapist and consultants. 3. HS/EHS classroom staff must know the children and how many children they are responsible for at all times. 4. HS/EHS Classroom staff must use the classroom Transition Roll-Call to take roll call of the children before transitioning to a location outside of the classroom and upon arrival to new location. 5. Both classroom staff must also count the children after roll call and communicate this number to each other. 6. While moving to a new location one staff must position themselves at the front of the line and one staff must position themselves at the back of the line. 7. During outdoor play or other play activities, the staff must position themselves at opposite ends of the area and move around as necessary so all children can be visually supervised at all times. 8. Both classroom staff must count children several times during outside play/activity and communicate this number to each other to ensure all children are accounted for at all times. 9. Both staff must count the children once they are back in the classroom and communicate this number to each other. 10. Assure that there is an appropriate number of adults with the children at all times, based on the number of children present. 11. Outdoor playgrounds are enclosed with fences and two gates and/or two exits where applicable. <ol style="list-style-type: none"> 1. During the registration process, an Admission Information Form will be completed with the names of those persons authorized to pick up the child. 2. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to the sign in sheet. This step will continue until staff is familiar with persons on the pick-up list.

Standard	Performance Standard	Plan of Action
(v)		<p>3. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form the legal guardian must complete an Add/Remove Authorization for Releasing a Child Form in person. (Forms will be stapled to the Admission Information Form.)</p> <p>4. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).</p> <p>5. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.</p> <p>6. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the FSW will make appropriate referrals to legal aid or other legal counsel.</p> <p>7. If an adult shows up to the site and does not have authorization for pick up the child:</p> <ol style="list-style-type: none"> 1) Staff will escort the adult to the office, 2) Staff will inform this person that there is documentation on file prohibiting release of the child, 3) Staff will ask the adult to leave the center, 4) If the adult refuses to leave, staff will contact the police, 5) Staff will contact custodial parent and ERSEA Manager to inform them of the incident. <p>Under <u>NO</u> circumstances will letters or phone calls be accepted to make any changes to the Add/Remove Authorization for Releasing a Child Form. Disciplinary action <u>WILL</u> be taken if a child is released to an unauthorized person.</p> <p>Any person authorized to pick up a child other than the parent/guardian must be at least 18 years old.</p> <p>If the person designated to pick up the child demonstrates inability to safely transport the child, the staff will suggest another form of transportation. However, if the person designated insists on transporting the child, staff will notify the local law enforcement of the situation to ensure the safety of the child.</p>

Standard	Performance Standard	Plan of Action
		<p>3. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.</p> <p>Early Head Start Procedure:</p> <ol style="list-style-type: none"> 1. Wash hands thoroughly; 2. Get supplies ready, including applying gloves; 3. Protect the surface with clean, non-porous disposable paper; 4. Place child on diapering surface keeping one hand on child or child safety mechanism at all times; 5. Undress the child to expose diaper. If clothes are soiled place clothes in plastic bag; 6. Wipe from front to back using each cloth or towel only once 7. Put soiled wipes in soiled diaper; 8. Place soiled diaper in lined trash can (if possible, tuck diaper in gloves); 9. Dispose gloves in trash can & close trash lid; 10. Diaper & dress the child; 11. Wash child's hands at the sink; 12. Return child to supervised area; <p>If area became soiled clean, sanitize area. Sanitizing requires a four-step process. For the sanitizing process to be effective, you must follow these steps in order:</p> <ol style="list-style-type: none"> 1. Wash with soap and water; 2. Rinse with clean water; 3. Soak in or spray on a disinfected solution (at least 2 minutes); 4. Allow the surface to air dry. 5. Wash hands thoroughly; 6. Record on diaper changing schedule. <p>Head Start Procedure:</p> <ol style="list-style-type: none"> 1. Wash hands thoroughly; 2. Get supplies ready, including applying gloves; 3. Undress the child to expose diaper or pull up; 4. If applicable place child on diapering surface; 5. Wipe from front to back using each cloth or towel only once; 6. Put soiled wipes in soiled diaper; 7. Place soiled diaper in lined trash can (if possible, tuck diaper in gloves);

Standard	Performance Standard	Plan of Action
(ii)	Safe food preparation; and,	<ol style="list-style-type: none"> 8. Dispose glove in trash can and close lid; 9. Diaper and dress child; 10. Wash child's hands; 11. Return child to supervised area; <p>If area became soiled clean, sanitize the area. Sanitizing requires a four- step process. For the sanitizing process to be effective, you must follow these steps in order:</p> <ol style="list-style-type: none"> 1. Wash hands with soap and water; 2. Rinse with clean water; 3. Soak in or spray on disinfected solution (at least 2 minutes); 4. Allow surface to air dry. 5. Wash hands thoroughly; 6. Record on diaper changing schedule. <p>1. Sanitize with a product that is registered by the Environmental Protection Agency (EPA). You must follow the products labeling instructions for sanitizing.</p> <ol style="list-style-type: none"> 1. Follow recommended sanitation codes for storage, preparation, and serving of food. 2. Nutrition Manager/Specialist/designated staff will monitor all Head Start/Early Head Start sites 3 times per year to stay in compliance with sanitation codes. 3. Staff will provide training annually on sanitation for food service staff. 4. Gloves will be worn when touching food directly. 5. All HS/EHS staff, volunteers or visitors (such as monitors) will be required to wear hair covering while in the kitchen area when food is being prepared or placed into serving dishes. 6. Food prepared and delivered from a place other than the Head Start center will be delivered in insulated catering containers to maintain temperatures. 7. Before the food leaves the kitchen, temperatures will be taken to ensure meats are at the proper degrees and recorded on the

Standard	Performance Standard	Plan of Action
		<p>Food Temperature Record. This form is to be completed daily and kept in a central file at the center to be available for review.</p> <p>Policy: Compliance of Sanitation</p> <ol style="list-style-type: none"> 1. Keep it Clean – Keep everything that touches food clean. <ul style="list-style-type: none"> ○ Wash hands with hot soapy water for at least 20 seconds before preparing food. ○ Keep raw meat from coming into contact with other foods during preparation. ○ Wash your hands and all utensils and surfaces with hot soapy water after contact with raw meat. ○ Never chop fresh vegetables or salad ingredients on a cutting board that was used for raw meat without properly cleaning it first. If possible, use a separate cutting board for the sole preparation of raw meat, poultry and fish. ○ Carefully wash cutting boards and knives with hot soapy water and then sanitize with a solution of household bleach and water. Some cutting boards can be cleaned in the dishwasher. ○ Wash fruits and vegetables before use and store appropriately. 2. Keep it Cold– As a general rule; keep cold foods cold and hot foods hot. <ul style="list-style-type: none"> ○ Pick up meat and refrigerated items last during your shopping trip. ○ Store properly wrapped meat in the meat compartment or the coldest part of your refrigerator. You may want to place meat in plastic bags to prevent possible leakage. ○ Thaw meat in the refrigerator. Do not thaw meat on the kitchen counter. 3. Keeps the refrigerator setting at 35 degrees Fahrenheit to 40 degrees Fahrenheit and the freezer at 0 Degrees Fahrenheit or below. Use a refrigerator thermometer for accuracy. Document temperature reading on Temperature Record daily. 4. Proper storage and refrigeration of both raw and cooked beef is important for quality and safety reasons.

Standard	Performance Standard	Plan of Action
		<p>Follow these recommended storage guidelines:</p> <ul style="list-style-type: none"> ○ Beef can be frozen in its original, transparent packaging for up to two weeks. For longer storage, prevent freezer burn by re-wrapping beef in moisture-proof, air-tight wrapping materials such as heavy-duty aluminum foil, freezer paper or plastic freezer bags. Label and date all packages. <p>5. Cook it Properly – Use a thermometer to verify cooking temperatures and document temperature reading on Food Temperature Record.</p> <p>6. Certain bacteria that may be present in food, such as E. coli, are eliminated by cooking foods properly. Heat kills E. coli bacteria.</p> <p>Follow these cooking guidelines to keep food safe:</p> <ul style="list-style-type: none"> ○ Ground Beef – Cook to 160 Degree Fahrenheit internal temperature. ○ Chicken and Turkey – Cook to 170 Degrees Fahrenheit internal temperature. ○ When basting be careful not to contaminate meats by reusing leftover marinade or adding sauce with a brush previously used on raw meats. Bring marinades to a rolling boil for one minute for safe use on cooked meats. ○ Stir, rotate and cover goods when microwaving to ensure even cooking. Check temperature with an instant-read thermometer in at least three spots and follow recommended standing times outside the microwave so food completes cooking. <p>7. Leftover food must be thrown out after each meal.</p> <p>Policy: Food Recall Action Plan</p> <ol style="list-style-type: none"> 1. The Nutrition Manager/Specialist will review any recall notification reports when received or any press release for public notification. 2. The Nutrition Manager/ Specialist will communicate the information to all Head Start sites as quickly as possible via email and/or phone call so that Site Supervisors and cooks understand their responsibilities.

Standard	Performance Standard	Plan of Action
(iii)	Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.	<ol style="list-style-type: none"> 3. The cooks will remove and inventory the recalled food. Food should be placed in a bag with removal date. 4. Collect health-related information needed for public communications if required. <ul style="list-style-type: none"> o Whether the product was served. o The dates the product was served. o Any reports of possible health problems related to the recalled product. 5. Submit information to manufacture, distributor, or State Agency describing the quantity in stock if required. 6. Determine if the food item is to be returned or destroyed per notification. 7. Follow written instructions in the recall notice to return or destroy product. 8. Document and submit information necessary for any reimbursement of food cost. 9. Maintain all files completed pertaining to the food recall for three years plus the current year. 10. Complete the Food Recall Information Sheet and submit to Nutrition Manager/Specialist. <ol style="list-style-type: none"> 1. Supplies used to clean and handle bodily fluids should be labeled as Bodily Fluids Only, Broom, Mop, Bucket and Dust Pan. 2. Nonporous disposable gloves will be made available to all staff and volunteers. 3. Staff must wear nonporous gloves when in contact with blood, visibly bloody bodily fluids or other potentially infectious materials. 4. Clean and disinfect work surfaces contaminated with blood or other bodily fluids immediately using the recommended liquid the recommended EPA approved solution and designated cleaning supplies. 5. Clean and disinfect rugs using appropriate carpet cleaning solution (do not use vacuum cleaner) 6. Dispose of all contaminated materials in a plastic bio-hazard bag and secure with tie.

Standard	Performance Standard	Plan of Action
<p>(7)</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p><u>Administrative safety procedures.</u> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>Emergencies;</p> <p>Fire prevention and response;</p> <p>Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness;</p>	<p>7. Clean, rinse and disinfect materials used for cleaning spills using the recommended liquid bleach solution.</p> <p>8. Staff will be trained on Bloodborne Pathogens before they start assigned job duties and yearly thereafter.</p> <p><u>Satanize: Bodily Fluids and Surfaces</u></p> <p>1. Satanize with a product that is registered by the EPA. You must follow the products labeling instructions for sanitizing.</p> <p>1. Supervisors will review Parent Handbook with new staff prior to staff beginning job duties at the center.</p> <p>2. Supervisors will review Emergency Response Plan that includes fire prevention and response with staff prior to staff beginning job duties at the center.</p> <p>3. Staff will be trained on safety practices yearly during pre-service training.</p> <p>4. Staff will be trained on safety practices periodically and as needed during all staff training, supervisor meetings and individual training if needed.</p> <p>1. The Welcome Packet and Parent Handbook will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Department of State Health Services in 25 TAC 97.7.</p> <p>2. Staff will complete an Incident/Illness Report form 7239 when a child is temporarily excluded from school due to a communicable disease listed in the operation handbook, or when any injury happens on school grounds. For minor illness an Acute Illness Report will be completed. A copy of the Incident/Illness Report</p>

Standard	Performance Standard	Plan of Action
(iv)	The handling, storage, administration, and record of administration of medication;	<p>& Acute Illness Report will be sent to the Health Manager and original placed in the Child’s State File.</p> <ol style="list-style-type: none"> 3. A child may be readmitted to the program when he or she meets appropriate criteria. 4. Some conditions may require approval by a local health official, before re-admittance is possible. 5. Staff may consult with local health officials and/or TDFPS regarding these conditions if applicable. 6. Staff, volunteers, and substitutes will be trained at orientations. 7. After being absent 4 consecutive days a Daily/4-Consecutive Days Absence Report along with a copy of the Incident/Illness Report & Health & Developmental Initial Plan will be submitted to the ERSEA Manager. <p>These procedures are in accordance with Day Care Licensing Minimum Standards and Head Start Performance Standards.</p> <p>Policy: Administration of Medication</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Head Start/Early Head Start staff will be trained at orientation, pre-service, and/or as needed on Medication Procedures, the use of Medical Equipment when applicable and possible side effects. 2. All medications must be in their original container. 3. Pharmacy label and/or Doctor’s instructions must include the following information: <ol style="list-style-type: none"> a. Child’s first and last name; b. Name of the medication; c. Date prescription was filled; d. Name of Health Care Provider who wrote the prescription; e. Medication expiration date; f. Dosage and frequency; g. Storage instruction if available. 4. On the original container staff will write the date the medication was brought into the center; 5. Place a picture of the student within a week on medication storage box/sack. 6. Parent/guardian must complete and sign Authorization for Dispensing Medication form 7238.

Standard	Performance Standard	Plan of Action
		<ol style="list-style-type: none"> 7. Medication will be administered only by Site Supervisor or designated person unless an emergency situation occurs. 8. Designated staff must be aware of the administration, handling and storage of children’s medication per instructions. 9. Store all medications in a locked cabinet or locked box except for emergency medication may be kept readily available but out of reach of children. 10. Head Start/Early Head Start designated staff will document each time medication is administered on the Authorization for Dispensing Medication form 7238. 11. The Authorization for Dispensing Medication form 7238 for each child will be kept confidential and in a notebook. The notebook will be kept at each Head Start/ Early Head Start Site. 12. Review the Authorization for Dispensing Medication form 7238 with the parent/guardian at the end of the designated period which medication is to be given. 13. For medications given for an extended period of time or emergency medication the Authorization for Dispensing Medication form 7238 will be reviewed with parent/guardian monthly. 14. Encourage parents/guardians to give the first dose of medication at home, so they can observe whether the child has any type of reaction. 15. Staff will watch for any changes in the child’s normal behavior such as signs of lethargy, moodiness, aggressiveness, difficulty breathing, or physical reactions such as rashes. 16. If changes in the child’s normal behavior are noted after administering the medication staff will document changes on the Illness/Incident Report and the Authorization for Dispensing Medication form 7238 and immediately brought to the parent’s/guardian’s attention. If an error occurs with regards to administering medication the person that administered the medication must complete a Medication Error Report. 17. A copy of the Incident/Illness Report will be given to the parent/guardian and encourage them to share this information with the physician.

Standard	Performance Standard	Plan of Action
<p>(v)</p> <p>(vi)</p>	<p>Maintaining procedures and systems to ensure children are only released to an authorized adult; and,</p> <p>Child specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.</p>	<p>18. If Head Start/Early Head Start classroom staff needs to take medication during program operation hours, the Site Supervisor must be informed.</p> <p>19. Arrangements will made for staff's medication to be stored in a locked cabinet or locked box.</p> <p>Policy: Medication Error Report Procedure: A medication error consists of the following:</p> <ul style="list-style-type: none"> • Incorrect dosage • Incorrect time • Incorrect person • Incorrect route • incorrect medication <p>In the event, a medication error occurs, the staff who administered the medication in error will:</p> <ol style="list-style-type: none"> 1. Call 911 and poison control for guidelines and/or instructions to follow, if necessary. 2. Call child's parent/guardian to explain medication error. 3. Call the Health Manager for assistance. 4. Complete Medication Error Report and Incident/Illness Report. 5. A copy of the Medication Error Report and Incident/Illness Report will be sent to the Health Manager and to the child's parent/guardian and to the staff that made the medication error. Original will be filed in child's State File. 6. In the event a medication error occurs, a copy of the Medication Error Report will be sent to Head Start Director and Health Manager. 7. Additional training will be provided by the Health Manager for the staff responsible for the medication error. <p>See §1302.47(5)(iv)</p>

Standard	Performance Standard	Plan of Action
(8)	<p><u>Disaster preparedness plan.</u> The program has all-hazards emergency management/disaster preparedness and response plans for more and less likely events including natural and manmade disasters and emergencies, and violence in or near programs.</p>	<ol style="list-style-type: none"> 1. Parent/guardian will complete a Health History and Nutrition Assessment. 2. Staff will review any concerns, health care needs and food allergies with parent/guardian. 3. If concerns require an Individual Health Care Plan and/or Food Allergy Emergency Plan, staff will ask parent to obtain one from a health care professional. 4. A Food Allergy Emergency Plan must include the following: <ul style="list-style-type: none"> o Possible symptoms if exposed to a food on the list; and o The steps to take if the child has an allergic reaction (Example: Use Epi Pen, call 911, etc. 5. Food Allergy Emergency Plan must be obtained prior to admission into the program. 6. The child's parent/guardian and health care professional must sign and date the plan. 7. Copy of the Individual Health Care Plan and the Food Allergy Emergency Plan will be filed in the child's file, outdoor backpack and carried on field trips. 8. Post the Food Allergy Emergency Plan where you prepare food and, in each room, where the child may spend time but keep list confidential by covering with the food allergy poster.
(c)	<p>A program must report any safety incidents in accordance with §1302.102(d)(1)(ii).</p>	<ol style="list-style-type: none"> 1. Emergency Response Plan will be reviewed for updates yearly. 2. If no updates required Emergency Response Plan will remain in use. 3. If updates are needed Emergency Response plan will be updated accordingly and approved as required. 4. Emergency Response Plan will be posted on Parent Board at the sites. 5. Emergency Response Plan will be shared with parents/guardians via Welcome Packet. <ol style="list-style-type: none"> 1. Program will report any safety incidents according to §1302.102(d)(1)(ii) to the Head Start Director.

Standard	Performance Standard	Plan of Action
	<p>Service Area: Nutrition Procedure: CACFP Enrollment Information References: CACFP</p> <p>The CACFP Enrollment Information must be done prior to the child’s first day of school. The parent must complete the following:</p> <ol style="list-style-type: none"> 1. Child’s Full Name 2. Child’s Date of Birth 3. Meals/snack normally served 4. Days and Hours of child in care 5. Parent Signature and Date signed <p>Staff must complete the following:</p> <ol style="list-style-type: none"> 1. Enrollment Date 2. Withdrawal Date (when applicable) 3. Center Name & Classroom <p>Once a child enrolls the form must be sent to the Nutrition Manager and placed in the Child’s Federal File in the Nutrition Component.</p>	

Memo

To: Executive Committee

From: Stephanie Hernandez – Assistant Director of Head Start

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

ITEM 13

Stephanie Hernandez, Assistant Director of Head Start, is seeking consideration and approval of the Head Start 1302 Subpart D Health Program Services.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Mason Wheeler

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

ITEM 14

Mason Wheeler is seeking consideration and approval of the 9-1-1 Biennial Strategic Plan 2B Detailed Budget.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Mason Wheeler

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

ITEM 15

Mason Wheeler is seeking consideration and approval of the authorization for the Executive Director to enter into a contract with Intrado for Power911/Mapflex/Symantec licensing and equipment maintenance per HGAC Contract EC07-23. The renewal term is September 1, 2023 – August 31, 2025 for \$171,776.00.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Mason Wheeler

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

ITEM 16

Mason Wheeler is seeking consideration and approval of the authorization for the Executive Director to enter into a contract for PowerMetrics / ECaTS software licensing with Intrado per HGAC Contract EC07-23. The renewal term is September 1, 2023 – August 31, 2025 for \$80,156.00.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Mason Wheeler

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

ITEM 17

Mason Wheeler is seeking consideration and approval of the authorization for the Executive Director to enter into a contract for one-time TCC Provisioning with Intrado for \$20,863.64 for transition to VIPER7, new MPLS network, and routers/firewalls. Contract pricing per HGAC Contract EC07-23.

Approved at the Executive Committee Meeting on September 13, 2023.

2023 THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA)

**Concho Valley Council of
Governments**

FOR OFFICIAL USE ONLY

Table of Contents

THIRA Overview	4
Threat/Hazards Context and Impacts	6
Capability Targets.....	13
Planning	13
Public Information and Warning.....	14
Operational Coordination.....	15
Forensics and Attribution.....	16
Intelligence and Information Sharing	17
Interdiction and Disruption.....	18
Screening, Search, and Detection	19
Access Control and Identity Verification	20
Cybersecurity	21
Physical Protective Measures.....	22
Risk Management for Protection Programs and Activities	23
Supply Chain Integrity and Security.....	24
Community Resilience.....	25
Long-term Vulnerability Reduction.....	26
Risk and Disaster Resilience Assessment.....	27
Threats and Hazards Identification	28
Critical Transportation	29
Environmental Response/Health and Safety	30
Fatality Management Services	31
Fire Management and Suppression.....	32
Logistics and Supply Chain Management.....	33
Mass Care Services	34
Mass Search and Rescue Operations	35
On-scene Security, Protection, and Law Enforcement.....	36
Operational Communications	37
Public Health, Healthcare, and Emergency Medical Services.....	38
Situational Assessment	39
Infrastructure Systems.....	40

FOR OFFICIAL USE ONLY

Economic Recovery41
Health and Social Services.....42
Housing.....43
Natural and Cultural Resources.....44

THIRA Overview

The THIRA is a three-step risk assessment that helps answer the following questions:

- What threats and hazards can affect our community?
- If they occurred, what impacts would those threats and hazards have on our community?
- Based on those impacts, what capabilities should our community have?

The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks. The outputs from this process lay the foundation for determining a community's capability gaps during the SPR process.

The THIRA follows a three-step process, as described in *Comprehensive Preparedness Guide 201, Third Edition*:

1. **Identify Threats and Hazards.** Based on a combination of experience, forecasting, subject matter expertise, and other available resources, develop a list of threats and hazards that could affect the community. When deciding what threats or hazards to include in the THIRA, communities consider only those that challenge the community's ability to deliver at least one core capability more than any other incident; the THIRA is not intended to include less challenging threats and hazards.
2. **Give Threats and Hazards Context.** Describe the threats and hazards identified in Step 1, showing how they may affect the community and create challenges in performing the core capabilities. Identify the impacts a threat or hazard may have on a community.
3. **Establish Capability Targets.** Using the impacts described in Step 2, determine the level of capability that the community plans to achieve over time in order to manage the threats and hazards it faces. Using standardized language, create capability targets for each of the core capabilities based on this desired level of capability by identifying impacts, objectives, and timeframe metrics. A core capability is comprised of several functional areas in which a community may have a gap. Each required standardized target addresses one or more functional areas.

Report Overview

This report contains two sections:

- **THIRA Steps 1 and 2: Threats /Hazards Context and Impacts**
 - Identified threats and hazards

FOR OFFICIAL USE ONLY

- Scenario descriptions
- Standardized impacts
- **THIRA Step 3: Capability Targets**
 - Standardized capability targets

Threat/Hazard Descriptions and Impacts *(add additional scenarios as needed)*

Category	Threat/Hazard Scenario Name	Terrorism?
Natural	Wildfire	No
Scenario Description		
<p>At 2:00 pm on Friday, July 3rd, at the intersection of 12th and 15th in Coke County, in a residential area of Robert Lee, an electrical fire spread to dry vegetation, which resulted in a fast-spreading wildfire. Wind speed was 20 mph moving SE with gust at 35 mph. Temperature was 105 degrees: less than 13% humidity. There has been no rain in this area for 2 months.</p>		

Standardized Impact Estimates (You have the option to include additional impacts, as needed)			
Impact Category	Estimate	Impact Category	Estimate
Fatalities	500	Partner Organizations Involved In Incident Management	10
People Requiring Medical Care	110	Customers (Without Power Service)	1,000
People Requiring Rescue	150	Customers (Without Water Service)	1,000
People Requiring Evacuation	1,000	Customers (Without Communication)	N/A
Exposed Individuals (Hazmat-Related Incidents)	100	Structure Fires	125
People With Access And Functional Needs (AFN) Affected	150	Miles Of Road Affected	5
People With Limited English Proficiency Affected	72	Affected Healthcare Facilities And Social Service Organizations	2
People Requiring Food and Water	1,200	Damaged Natural And Cultural Resources And Historic Properties	3
People Requiring Long-Term Housing	400	Businesses Closed Due To The Incident	10
People Requiring Shelter	1,000	Animals Requiring Shelter, Food, And Water	80
Jurisdictions Affected	3		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

robertleecarecenter.com 70 residents
<https://datausa.io/profile/geo/robert-lee-tx/#demographics> LEP-non-English speakers 18.2%=72
 Meeting with stakeholders and subject matter experts.
 Propane service store located in path of fire.

Category	Threat/Hazard Scenario Name	Terrorism?
Natural	Tornado	No

Scenario Description

An F4 tornado touches down in the vicinity of N. Main and E. 26th, San Angelo at 7:30 pm during rodeo season, Friday, February 15, leaving a ½ mile wide path of devastation as it passes SE through a residential area extending from E. 26th St to Jones St.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	30	Partner Organizations Involved In Incident Management	15
People Requiring Medical Care	450	Customers (Without Power Service)	20,000
People Requiring Rescue	250	Customers (Without Water Service)	20,000
People Requiring Evacuation	0	Customers (Without Communication)	40,000
Exposed Individuals (Hazmat-Related Incidents)	N/A	Structure Fires	2
People With Access And Functional Needs (AFN) Affected	1,200	Miles Of Road Affected	20
People With Limited English Proficiency Affected	5,400	Affected Healthcare Facilities And Social Service Organizations	3
People Requiring Food and Water	700	Damaged Natural And Cultural Resources And Historic Properties	0
People Requiring Long-Term Housing	700	Businesses Closed Due To The Incident	5
People Requiring Shelter	1,000	Animals Requiring Shelter, Food, And Water	5,000
Jurisdictions Affected	1		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

Assistant Fire Chief of City of San Angelo.

Category	Threat/Hazard Scenario Name	Terrorism?
Human Caused	Active Shooter	Yes

Scenario Description

At 9:00 pm, October 12th, during a pep rally for Homecoming festivities, one known assailant with several automatic weapons entered the Junell Center/Stephens Arena of Angelo State University, in San Angelo, TX, killing 30 and holding 100 individuals hostage in the VIP lounge. The assailant claimed to have placed three pressure dirty bombs under Texan Hall, a student dorm building.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	50	Partner Organizations Involved In Incident Management	10
People Requiring Medical Care	250	Customers (Without Power Service)	N/A
People Requiring Rescue	200	Customers (Without Water Service)	N/A
People Requiring Evacuation	6,700	Customers (Without Communication)	250
Exposed Individuals (Hazmat-Related Incidents)	200	Structure Fires	1
People With Access And Functional Needs (AFN) Affected	50	Miles Of Road Affected	10
People With Limited English Proficiency Affected	100	Affected Healthcare Facilities And Social Service Organizations	N/A
People Requiring Food and Water	0	Damaged Natural And Cultural Resources And Historic Properties	N/A
People Requiring Long-Term Housing	0	Businesses Closed Due To The Incident	4
People Requiring Shelter	0	Animals Requiring Shelter, Food, And Water	N/A
Jurisdictions Affected	1		
People Requiring Mental Health/Crisis Interventions	6,000		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

Discussions with law enforcement and emergency management SMEs.
Meeting with stakeholders and subject matter experts.
Language other than English=27.5%
Junell Center Capacity=6,500

Category	Threat/Hazard Scenario Name	Terrorism?
Technological	Hazmat Release-Chemical	No

Scenario Description

On Tuesday, April 5th, in San Angelo, TX, at 12 pm a truck traveling north on US Hwy 87 carrying 10,000 gallons of anhydrous ammonia collides with a train crossing under US Hwy 67 Overpass creating a 2-inch-deep puddle on the ground. The train engine caught fire and ignited the hazardous material. Central High School is near this location and many pedestrian students cross US Hwy 87 for local fast-food locations. The wind is NE at 25 mph which places Central High School directly downwind. The temp is 75 degrees and humidity are 30%. The collision stops traffic in all directions on US Hwy 67 and US Hwy 87.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	5	Partner Organizations Involved In Incident Management	10
People Requiring Medical Care	300	Customers (Without Power Service)	N/A
People Requiring Rescue	300	Customers (Without Water Service)	N/A
People Requiring Evacuation	5,000	Customers (Without Communication)	N/A
Exposed Individuals (Hazmat-Related Incidents)	3000	Structure Fires	N/A
People With Access And Functional Needs (AFN) Affected	30	Miles Of Road Affected	2
People With Limited English Proficiency Affected	1,375	Affected Healthcare Facilities And Social Service Organizations	2
People Requiring Food and Water	N/A	Damaged Natural And Cultural Resources And Historic Properties	N/A
People Requiring Long-Term Housing	N/A	Businesses Closed Due To The Incident	15
People Requiring Shelter	100	Animals Requiring Shelter, Food, And Water	10
Jurisdictions Affected	1		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

Census quick facts were used to determine LEP.
Discussions with law enforcement and first responders.
The population of the school was ascertained from the internet.
Meeting with stakeholders and subject matter experts.

FOR OFFICIAL USE ONLY

Category	Threat/Hazard Scenario Name	Terrorism?
Technological	Radiological	No

Scenario Description

At 5:15 pm, on Saturday in April, a transport vehicle carrying 1 ton of uranium hexafluoride was involved in a five-vehicle accident on Interstate 10 at the US Hwy 163 overpass traveling west through Crockett County. Rainwater on the ground mixed with the uranium hexafluoride leak causing a toxic plume, killing 10 people. Winds of 17 mph with gusts of up to 22 mph blew from the south/southeast. Firefighters responded and isolated the spill area 75 feet in all directions but were not able to contain the plume. The responding Hazmat Team, the Department of Energy, was two hours away.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	10	Partner Organizations Involved In Incident Management	7
People Requiring Medical Care	10	Customers (Without Power Service)	N/A
People Requiring Rescue	2	Customers (Without Water Service)	N/A
People Requiring Evacuation	30	Customers (Without Communication)	N/A
Exposed Individuals (Hazmat-Related Incidents)	12	Structure Fires	N/A
People With Access And Functional Needs (AFN) Affected	0	Miles Of Road Affected	10
People With Limited English Proficiency Affected	5	Affected Healthcare Facilities And Social Service Organizations	2
People Requiring Food and Water	0	Damaged Natural And Cultural Resources And Historic Properties	N/A
People Requiring Long-Term Housing	N/A	Businesses Closed Due To The Incident	5
People Requiring Shelter	N/A	Animals Requiring Shelter, Food, And Water	10
Jurisdictions Affected	1		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

<https://cameochemicals.noaa.gov/chemical/14922>

Discussions with county government officials, law enforcement, first responders and emergency management agencies.

Meeting with stakeholders.

Category	Threat/Hazard Scenario Name	Terrorism?
Technological	Power Grid Failure	No

Scenario Description

From February 13-17, a major winter deep freeze storm sweeps the country which takes the electrical generation system offline. The lack of electricity caused the water station to lose its filtration capability and residents to lose their source of heat. Additionally, the region's largest city experiences numerous water main breaks due to frozen pipes bursting, resulting in widespread domestic water outages in neighborhoods across the city as the potable water supply falls below operational levels.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	4	Partner Organizations Involved In Incident Management	25
People Requiring Medical Care	200	Customers (Without Power Service)	30,000
People Requiring Rescue	500	Customers (Without Water Service)	30,000
People Requiring Evacuation	N/A	Customers (Without Communication)	10,000
Exposed Individuals (Hazmat-Related Incidents)	N/A	Structure Fires	N/A
People With Access And Functional Needs (AFN) Affected	2,000	Miles Of Road Affected	100
People With Limited English Proficiency Affected	5,575	Affected Healthcare Facilities And Social Service Organizations	10
People Requiring Food and Water	5,300	Damaged Natural And Cultural Resources And Historic Properties	10
People Requiring Long-Term Housing	100	Businesses Closed Due To The Incident	100
People Requiring Shelter	5,000	Animals Requiring Shelter, Food, And Water	1,000
Jurisdictions Affected	31	Vehicles needing towing capabilities	125
Healthcare workers requiring transportation to work	500	Medical Transportation	40

Sources Used to Develop Context Description and Calculate Impacts (Optional)

San Angelo Jeep Club
 Concho 4 Wheelers club
 Historical Data
 Discussions with county government officials, law enforcement, first responders and emergency management agencies.

Category	Threat/Hazard Scenario Name	Terrorism?
Natural	Pandemic	No

Scenario Description

In January, a pandemic of unknown origin **hits** the northwest portion of the United States. Within weeks this novel respiratory virus is making thousands of people throughout the country sick. By March, this pandemic had reached Texas and the Concho Valley region. According to the CDC, this virus has a basic reproduction number (R0, or “R naught”) of 4, meaning that every person who is infected with the virus will infect 4 more people, on average. The virus is especially dangerous for individuals 65 or older: approximately 25% of all people in this age group who are infected with the virus die. For the 50-64 age group, the fatality rate is 2%; for the 18-49 age group, the fatality rate is 0.2%; and for the 0-17 age group, the fatality rate is only 0.008%. By April, nursing homes and assisted living centers in the region have experienced a high number of fatalities among residents. Hospitals in San Angelo and the surrounding areas are overwhelmed with patients, many of them needing respirators. ICU beds are rapidly running out.

Standardized Impact Estimates (You have the option to include additional impacts, as needed)

Impact Category	Estimate	Impact Category	Estimate
Fatalities	500	Partner Organizations Involved In Incident Management	100
People Requiring Medical Care	25,000	Customers (Without Power Service)	N/A
People Requiring Rescue	N/A	Customers (Without Water Service)	N/A
People Requiring Evacuation	N/A	Customers (Without Communication)	N/A
Exposed Individuals (Hazmat-Related Incidents)	N/A	Structure Fires	N/A
People With Access And Functional Needs (AFN) Affected	2,500	Miles Of Road Affected	N/A
People With Limited English Proficiency Affected	4,833	Affected Healthcare Facilities And Social Service Organizations	ALL
People Requiring Food and Water	N/A	Damaged Natural And Cultural Resources And Historic Properties	N/A
People Requiring Long-Term Housing	N/A	Businesses Closed Due To The Incident	5,000
People Requiring Shelter	N/A	Animals Requiring Shelter, Food, And Water	N/A
Jurisdictions Affected	14		

Sources Used to Develop Context Description and Calculate Impacts (Optional)

Historical Data
Discussions with county government officials, law enforcement, first responders and emergency management agencies.
Language other than English=27.5%
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/planning-scenarios.html#five-scenarios>

Capability Targets

Planning

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

Within every five years update all emergency operations plans that define the roles and responsibilities of 14 partner organizations involved in incident management across 14 jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.

Capability Target Context

The time frame given provides time for planners and/or emergency managers to update basic emergency management plans and ESFs/annexes.

- Current Emergency Operations Plans and ESFs for all fourteen counties in the CVCOG region. These counties are Coke, Concho, Crockett, Edwards, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green County.*
- Texas Division of Emergency Management requires updates to emergency operations plans, and ESFs, every five years.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Power Grid Failure

Public Information and Warning

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

Within six hours' notice of an incident, deliver reliable and actionable information to 20,000 people affected, including 200 people with access and functional needs (affected) and 2,700 people with limited English proficiency affected.

Capability Target Context

Not all jurisdictions have reverse notification systems or outdoor warning sirens. IPAWS is in use in our region but does not always reach the affected people. NIXLE is used by Tom Green County and City of San Angelo. Rural jurisdictions may not have reverse notification systems. Numbers could be derived from:

- *May 2019 Tornado in San Angelo*
- *Annex A Warning of the fourteen counties' current Emergency Operations Plans*
- *Sparse land areas*
- *13 of 14 counties in region are rural*
- *Census information*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

Operational Coordination

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

Within six hours of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across three jurisdictions affected and with ten partner organizations involved in incident management. Maintain for 14 day(s).

Capability Target Context

The largest jurisdiction has resources to manage most incidents; however, rural jurisdictions do not have the same capabilities.

- *Tornado in San Angelo*
- *Wildfires in Tom Green County*
- *Emergency Operations Plans in fourteen counties*
- *13 of 14 counties in region are rural*
- *Rural jurisdictions do not have Incident Management Teams*
- *No Hazardous Materials teams located in our region*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Radiological

Forensics and Attribution

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

Within 24 hours of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators.

Capability Target Context

The largest jurisdictions, Tom Green County and City of San Angelo have robust law enforcement agencies with special teams (SRT and SWAT). The remaining 16 law enforcement agencies are rural in nature and have small staffs.

Numbers derived from:

- Rural county/city law enforcement rely on Department of Public Safety Highway Patrol, Border Patrol, and State of Texas Game Wardens to assist.*
- Active shooter event in Reagan County*
- Active shooter event in Menard County*
- Active shooter event in Concho County*
- Emergency Operations Plans for fourteen counties/seventeen cities*
- State University in the largest jurisdiction*
- No fusion center or JTTF for 200 miles*
- Rural nature of our region*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Intelligence and Information Sharing

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

Within two weeks of the identification or notification of a credible threat, identify/analyze local context of the threat for the respective area of responsibility, and facilitate the sharing of threat information with 20 priority intelligence stakeholder agencies/entities in accordance with the intelligence cycle, and all dissemination protocols.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have SWAT/Special Response Teams. However, the remaining 16 jurisdictions do not. The nearest bomb squad is 88 miles away. Numbers derived from:

- *Active Shooter event in Reagan County*
- *Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- *Rural nature of the region*
- *No bomb squad teams in the region.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter/Attack

Interdiction and Disruption

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

Within 24 of the identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up interdiction and disruption activities that may be undertaken against identified suspects and/or contraband.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have SWAT/Special Response Teams. However, the remaining sixteen jurisdictions do not. The nearest bomb squad is eighty-eight miles away. Numbers derived from:

- Active Shooter event in Reagan County*
- Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- Rural nature of the region*
- No bomb squad teams in the region.*
- No fusion centers in Concho Valley region. Closest is in Austin (204 miles from San Angelo).*
- Critical infrastructure refers to local infrastructure. No national CIKR exists in region*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Screening, Search, and Detection

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

Within 72 hours of notice of a credible threat, conduct screening, search, and detection operations for 6,500 people requiring screening, including 50 people with access and functional needs (requiring screening).

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have SWAT/Special Response Teams. However, the remaining 16 jurisdictions do not. The nearest bomb squad is 88 miles away. Numbers derived from:

- *Active Shooter event in Reagan County*
- *Active Shooter event in Menard County*
- *Active Shooter event in Concho County*
- *Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- *Rural nature of the region*
- *No bomb squad teams in the region.*
- *No fusion centers in Concho Valley region. Closest is in Austin (204 miles from San Angelo).*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Access Control and Identity Verification

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

Within 72 hours of an event, be prepared to accept credentials from ten partner organizations involved in incident management.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have SWAT/Special Response Teams. However, the remaining 16 jurisdictions do not. The nearest bomb squad is 88 miles away. Numbers derived from:

- *Active Shooter event in Reagan County*
- *Active Shooter event in Menard County*
- *Active Shooter event in Concho County*
- *Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- *Rural nature of the region*
- *No bomb squad teams in the region.*
- *No fusion centers in Concho Valley region. Closest is in Austin (204 miles from San Angelo).*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter/Attack

Cybersecurity

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

Every year, appropriate authorities review and update cyber incident plans/ESFs/annexes based on evolving threats covering twenty publicly managed and/or regulated critical infrastructure facilities.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have Internet/Technology personnel. However, the remaining 16 jurisdictions do not. Numbers derived from:

- *Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- *Rural nature of the region*
- *Limited Cybersecurity personnel in Concho Valley rural areas.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

Physical Protective Measures

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

Within one week of completing a risk and vulnerability assessment, appropriate authorities review and update physical security plans covering twenty publicly managed and/or regulated critical infrastructure facilities to incorporate new information from the assessment.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have personnel to accomplish plans. However, the remaining 16 jurisdictions do not.

Numbers derived from:

- *Active Shooter event in Reagan County*
- *Menard County improved physical protection by adding security cameras to courthouse in 2019.*
- *Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- *Rural nature of the region*
- *No fusion centers in Concho Valley region. The closest is in Austin.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Risk Management for Protection Programs and Activities

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

Every year, appropriate authorities conduct a review of relevant physical and cyber threats and hazards, vulnerabilities, and strategies for risk management covering twenty publicly managed and/or regulated critical infrastructure facilities.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have EOC personnel on staff. The City of Brady and McCulloch County share the Fire Chief as their Emergency Manager. Reagan County has the Chief Deputy as the Emergency Manager. The remaining 12 counties and 15 cities do not have paid EOC personnel. A few of the rural counties have a volunteer as the Emergency Manager.

Numbers derived from:

- Active Shooter event in Reagan County*
- Active Shooter event in Menard County*
- Active Shooter event in Concho County*
- Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- Rural nature of the region*
- Critical infrastructure refers to local infrastructure. No national CIKR exists in the region.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Supply Chain Integrity and Security

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

Every year, engage twenty partner organizations involved in incident management to promote awareness of threats, dependencies, vulnerabilities, and strategies to support restoration of private sector supply chains.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have EOC personnel on staff. The City of Brady and McCulloch County share the Fire Chief as their Emergency Manager. Reagan County has the Chief Deputy as the Emergency Manager. The remaining 12 counties and 15 cities do not have paid EOC personnel. A few of the rural counties have a volunteer as the Emergency Manager.

Numbers derived from:

- Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- Rural nature of the region*
- Tornado in San Angelo*
- Supplies may be provided by Austin or El Paso, which are 206 miles and 404 miles consecutively.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

Community Resilience

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

Every year, conduct two outreach events or activities to increase awareness of locally significant threats and hazards to help the residents be more prepared to prevent, protect against, mitigate, respond to, and recover from those events.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have EOC personnel on staff. The City of Brady and McCulloch County share the Fire Chief as their Emergency Manager. Reagan County has the Chief Deputy as the Emergency Manager. The remaining 12 counties and 15 cities do not have paid EOC personnel. A few of the rural counties have a volunteer as the Emergency Manager.

Numbers derived from:

- Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- Rural nature of the region*
- Tornado in San Angelo*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

Long-term Vulnerability Reduction

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

Every biennial, two jurisdictions review their building codes, and, if necessary, enact or update risk-appropriate, disaster resilient building codes.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have planning personnel. However, the remaining 16 jurisdictions do not.

Numbers derived from:

- Current Emergency Operations Plans for City of San Angelo/Tom Green County*
- Rural nature of the region*
- Tornado in San Angelo*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

Risk and Disaster Resilience Assessment

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

Every year, after identifying threats and hazards of concern, model the impacts of five threat and hazard scenarios to incorporate into planning efforts.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have planning personnel. However, the remaining 16 jurisdictions do not.

Numbers derived from:

- Previous year's THIRA*
- Hazard Vulnerability Assessment from Regional Advisory Committee-K, Hospital Preparedness Committee*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Wildfire

Threats and Hazards Identification

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

Every year, engage with 14 jurisdictions and two partner organizations involved in incident management to assess the threats and hazards that are realistic and would significantly impact your communities.

Capability Target Context

The two largest jurisdictions; City of San Angelo and Tom Green County have planning personnel. However, the remaining 13 counties and 16 cities do not.

Numbers derived from:

- Hazard Vulnerability Assessment from Border Regional Advisory Committee, Hospital Preparedness Committee*
- Last year's THIRA*
- 14 County region of Coke, Concho, Crockett, Edwards, Irion, Kimble, Mason, McCulloch, Menard, Schleicher, Sterling, Sutton, and Tom Green Counties.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Wildfire

Critical Transportation

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

Within one-week notice of an impending incident, complete the evacuation of 6,700 people requiring evacuation, including 50 people with access and functional needs (requiring evacuation).

Within one hour of an incident, clear 10 miles of road affected, to enable access for emergency responders, including private and non-profit.

Capability Target Context

CVCOG is the governing body of the Concho Valley Transit system. Concho Valley Transit would be available to assist in any evacuation incident in the region. San Angelo school buses would also be utilized in such an incident. Other context for consideration:

- *Active Shooter event in Reagan County*
- *Active Shooter event in Menard County*
- *Active Shooter event in Concho County*
- *Current THIRA/SPR*
- *CVCOG is 92% rural*
- *Tom Green and San Angelo Law enforcement use NIXLE for communicating road blockages to public.*
- *Some rural areas do not have reverse notification or other alerting systems in place.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Environmental Response/Health and Safety

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

Within four hours of an incident, assess, contain, and begin cleaning up hazardous material releases from one hazmat release sites.

Within 24 hours of a hazmat incident, complete decontamination procedures for 300 exposed individuals (hazmat-related incidents).

Capability Target Context

The region does not have a Hazardous Materials Response team. The Air Force Base, located in San Angelo, the largest jurisdiction in the region, does have a Hazardous Materials Response team. The Air Force base and the city of San Angelo have a Memorandum of Understanding for response. However, the remaining jurisdictions would have to contact another larger metropolitan jurisdiction to request assistance. Additionally, if the Air Force base is on "lock-down," response would need to be requested from another jurisdiction with this capacity.

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Hazardous Materials

Fatality Management Services

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

Within three weeks of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for 70 fatalities.

Capability Target Context

There are no morgues in the region. There are several funeral homes located within the region, however, the region would run out of temporary storage services quickly. The Regional Advisory Committee-Trauma Services Area K does have a mobile body storage vehicle which has 48 body bags.

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Pandemic

Fire Management and Suppression

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

Within 30 minutes of an incident, conduct firefighting operations to suppress and extinguish five structure fires.

Capability Target Context

The Concho Valley region has one county with the majority of the population and 13 rural jurisdictions. The large county has the capacity to manage most of the fire activity within its area. Some assistance is needed from the Texas Forest Service. The rural jurisdiction requires assistance from other counties and/or Texas Forest Service on wildfires that last longer than the first operational period.

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Wildfire

Logistics and Supply Chain Management

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

Within six hours of an incident, identify and mobilize life-sustaining commodities, resources, and services to 1,200 people requiring shelter and 1,200 people requiring food and water. Maintain distribution system for two weeks.

Capability Target Context

The City of San Angelo, our largest jurisdiction has sheltered 533 persons, with assistance from partner organizations, in the past, for up to two weeks. Past the two-week mark, assistance from outside the region would need to be requested. The remaining jurisdictions would need assistance from either the City of San Angelo and/or the state of Texas.

- *Red Cross volunteers limited in the region.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Power grid failure

Mass Care Services

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

Within 24 hours of an incident, provide emergency sheltering, food, and water for 1,200 people requiring shelter and 150 people requiring food and water, including 150 people with access and functional needs (requiring accessible shelter) and 150 people with access and functional needs (requiring food and water), and 80 animals requiring shelter, food, and water. Maintain for two weeks.

Within two weeks of an incident, move 1,200 people requiring temporary, non-congregate housing, including 150 people with access and functional needs (requiring accessible, temporary, non-congregate housing), from congregate care to temporary housing.

Capability Target Context

The city of San Angelo, our largest jurisdiction has sheltered 533 persons, with assistance from partner organizations, in the past for up to two weeks. The remaining jurisdictions would need assistance from either the city of San Angelo and/or the state of Texas. Goodfellow AFB could provide volunteers through MOU with the city of San Angelo. The rural jurisdictions do not have access to military volunteers.

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Power Grid Failure

Mass Search and Rescue Operations

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

Within two weeks of an incident, conduct search and rescue operations for 300 people requiring rescue.

Capability Target Context

Tom Green County/City of San Angelo has a medium capacity for search and rescue. TGC/COSA will rely on Volunteer Fire Departments, COSA Police Canine Units and Goodfellow AFB (through MOU) to assist. Other assistance may be requested from state or federal agencies as well as non-government organizations. Rural jurisdictions may rely heavily on state/federal assistance.

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Tornado

On-scene Security, Protection, and Law Enforcement

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

Within 30 minutes of an incident, provide security and law enforcement services to protect emergency responders and 6,700 people affected.

Capability Target Context

Tom Green County/City of San Angelo have the personnel available to respond to any incident that occurs. The rural jurisdictions may need outside assistance in a major incident.

Numbers derived from:

- *Active Shooter in Reagan Co.*
- *Active Shooter in Menard Co.*
- *Active Shooter in Concho Co.*
- *ESF #13 Public Safety and Security of the counties' Emergency Operations Plans*
- *13 of 14 counties are rural.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Operational Communications

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

Within 12 hours of an incident, establish interoperable communications across three jurisdictions affected and with 10 partner organizations involved in incident management. Maintain for one week.

Capability Target Context

The City of San Angelo uses an 800-trunking system which works well in town. The remainder of the region uses conventional VHF. There are five VHF trunking towers which work for “in-site” mobile coverage. These trunked towers are not connected to a trunked system.

- Wildcat wildfire*
- Rural region-rolling hills on the east/flat plains on the west*
- The system was originally planned to be connected to a Switch which would allow for seamless communications. Funds were not available to continue with the project. Counties are not able to afford private lease fees for their antennas/repeaters. Two of the counties have taken their trunked repeater down and they are using conventional VHF*

Which of your identified threats and hazards most challenges the region’s ability to achieve this capability target?

Wildfire

Public Health, Healthcare, and Emergency Medical Services

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

Within 12 hours of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility 450 people requiring medical care.

Capability Target Context

Tom Green County/City of San Angelo are fairly equipped to manage medium scale disasters. If an incident with more than a few hundred injured occurred, outside assistance would be requested. Rural jurisdictions would need assistance with smaller scale disasters.

- *Tornado in San Angelo*
- *ESF #8 Public Health and Medical of the 14 counties' Emergency Operation Plans*
- *Rural region*
- *COVID-19*
- *Border RAC/RAC TSA-K*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Pandemic

Situational Assessment

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

Within 12 hours of incident, and on an operational cycle, thereafter, provide notification to leadership and 10 partner organizations involved in incident management of the current and projected situation. Maintain for two weeks.

Capability Target Context

Tom Green County/City of San Angelo Emergency Management can achieve situational assessments and has trained personnel to engage WebEOC. Rural jurisdictions do not have personnel either trained or available to engage WebEOC. Rural jurisdictions either contact their District Coordinator directly for state information/assistance or CVCOG for regional information/assistance. No fusion centers exist in our region.

- *Active shooter Reagan Co.*
- *Active shooter Menard Co.*
- *Active shooter Concho Co.*
- *CVCOG is 92% rural*
- *This capacity is not likely to advance due to the rural nature of our region.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Active Shooter

Infrastructure Systems

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

Within 10 days of an incident, restore service to 20,000 customers without water service.

Within 10 days of an incident, restore service to 20,000 customers without wastewater service.

Within 10 days_of an incident, restore service to 20,000 customers without communication service.

Within 10 days_of an incident, restore service to 20,000 customers without electricity service.

Capability Target Context

Tom Green County/City of San Angelo have the capabilities, resources, and personnel to regain services quickly. Other jurisdictions in the region are rural in nature and would need outside assistance.

- *City of San Angelo main water break.*
- *City of Junction, water plant power outage*
- *City of Robert Lee water incident*
- *City of Barnhart water incident*
- *City of San Angelo water incident*
- *ESF #3 Public Works and Engineering of the 14 counties' Basic Emergency Operations Plans*
- *ESF #12 Energy of the 14 counties' Basic Emergency Operations Plans*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Power Grid Failure

Economic Recovery

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

Within 12 hours of an incident, reopen 15 businesses closed due to the incident.

Capability Target Context

- *ESF #14 Long-term Community Recovery of the 14 counties' Basic Plan*
- *Rural region (13 of 14 counties)*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Pandemic

Health and Social Services

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

Within two weeks of an incident, restore functions at three affected healthcare facilities and social service organizations.

Capability Target Context

Health and social care centers in Tom Green County/City of San Angelo have the resources and capacity to reopen with minimal assistance and have a designated Local Health Authority. The remaining counties would need assistance from outside sources.

- *Tom Green County/City of San Angelo has health dept/local health authority.*
- *A few of the other 13 counties have Local Health Authorities designated.*
- *Other counties rely on DSHS and/or Regional Advisory Committees*
- *Mostly rural jurisdictions.*
- *ESF #8 Public Health and Medical Services of the 14 counties' Basic EOP.*
- *Rural jurisdictions lack personnel to improve this capacity.*
- *Tested by COVID-19*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Pandemic

Housing

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

Within one year of an incident, 700 people requiring long-term housing, including 70 people with access and functional needs (requiring accessible long-term housing), find and secure long-term housing.

Capability Target Context

Region is mostly rural except for San Angelo/Tom Green County, which is estimated to be 119,200. There are approximately 48,700 housing units in Tom Green County. San Angelo (largest city in Tom Green County and in region) cost of living mean is 81.6.

- *Tornado in San Angelo*
- *ESF #6 Mass Care, Emergency Assistance, Housing and Human Services of the 14 counties' Basic EOP*
- *ESF #14 Long-term Community Recovery of the 14 counties' Basic EOP*
- *Mostly rural jurisdictions*
- *Lower cost of living rate*
(https://www.bestplaces.net/cost_of_living/city/texas/san_angelo)

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Power Grid Failure

Natural and Cultural Resources

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

Within two years of an incident, restore three damaged natural and cultural resources and historic properties registered in the jurisdiction.

Capability Target Context

The region has numerous cultural and historic resources. The region is home to four 19th century forts: Fort Concho (Tom Green County), Fort McKavett (Menard County), Fort Mason (Mason County), and Fort Chadbourne (Coke County). The city of San Angelo has museums, such as the Railway Museum and the San Angelo Museum of Fine Arts. Other art resources are the Chicken Farm Art Center, Art in Uncommon Places, Paintbrush Alley, and the Pop Art Museum, as well as historical Murals throughout downtown San Angelo and sheep statues decorated by local artists.

- *ESF #14 Long-term Community Recovery of the 14 counties' Basic EOC*
- *Rolling hills (eastern counties in CVCOG) and flat lands (western counties in CVCOG)*
- *Worst case scenario- Cultural and historical downtown San Angelo burns in wildfire.*
- *Cultural resources are non-renewable.*

Which of your identified threats and hazards most challenges the region's ability to achieve this capability target?

Wildfire

Memo

To: Executive Committee

From: Nicole Nixon

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 18

ITEM 18

Nicole Nixon is seeking consideration and approval of the Concho Valley 2023 Threat and Hazard Identification of Risk Assessment (THIRA).

Approved at the Executive Committee Meeting on September 13, 2023.

2023 STAKEHOLDER PREPAREDNESS REVIEW (SPR)

**Concho Valley Council of
Governments**

DRAFT

FOR OFFICIAL USE ONLY**Table of Contents**

SPR Overview	4
SPR Capability Assessment	5
Planning	5
Public Information and Warning.....	7
Operational Coordination.....	9
Forensics and Attribution.....	11
Intelligence and Information Sharing	13
Interdiction and Disruption.....	15
Screening, Search, and Detection	17
Access Control and Identity Verification	19
Cybersecurity	20
Physical Protective Measures.....	22
Risk Management for Protection Programs and Activities	24
Supply Chain Integrity and Security.....	26
Community Resilience.....	28
Long-term Vulnerability Reduction.....	30
Risk and Disaster Resilience Assessment.....	31
Threats and Hazards Identification	33
Critical Transportation	35
Environmental Response/Health and Safety	37
Fatality Management Services	39
Fire Management and Suppression.....	41
Logistics and Supply Chain Management.....	43
Mass Care Services	45
Mass Search and Rescue Operations	47
On-scene Security, Protection, and Law Enforcement.....	48
Operational Communications	50
Public Health, Healthcare, and Emergency Medical Services.....	53
Situational Assessment	55
Infrastructure Systems.....	57
Economic Recovery	59

FOR OFFICIAL USE ONLY

Health and Social Services.....61
Housing.....63
Natural and Cultural Resources.....65
2023 Priorities.....67

SPR Overview

The SPR is an annual self-assessment of a community's capability levels based on the capability targets identified in the THIRA. It helps answer the questions:

- What are our current capability levels and how have our capabilities changed over the last year?
- What gaps exist between the capabilities we want to achieve and the capabilities we currently have?

The SPR follows a two-step process:

1. **Assess Capabilities.** Based on the language from the capability targets set in the THIRA, identify the community's current capability and describe any significant capability changes over the last year.
2. **Describe Capability Gaps:** Determine the causes of the capability gap between the capability target and the current capability identified in SPR Step 1, addressing each of the POETE elements (Planning, Organization, Equipment, Training, and Exercises).

SPR Capability Assessment

Planning

SPR Step 1: Assess Capabilities

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

Within every five years update all emergency operations plans that define the roles and responsibilities of 14 partner organizations involved in incident management across 14 jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.

Estimate of Current Capability

Within five years update all emergency operations plans that define the roles and responsibilities of 14 jurisdictions involved in incident management across the 14 jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.

Capability Change Description

This capability is sustained by CVCOG assisting all jurisdictions in maintaining their emergency operations plans for a rolling five-year period. The Emergency Management Coordinator in our largest jurisdiction increases this capability. This capability is improved by the hiring of a TDEM Regional Planner.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>No counties in the region have continuity plans. Emergency Operations Plans need validation through training events, exercises, and real-world events. Mitigation Plans need to add transportation needs. Sustainment of regional planning by CVCOG is needed.</p>
Organization
<p>Need involvement from individuals with disabilities or access and functional needs.</p>
Equipment
<p>Need printers in Menard, Crockett, Mason, and Schleicher Counties to assist in the planning process. Planning Section Chief (Type 3) EOC Planning Section Chief</p>

FOR OFFICIAL USE ONLY

Hazard Mitigation Planning Team
Training
<p>To improve upon the existing state of the Planning core capability, a wide array of training is needed to better understand the intricacies of planning for all hazards while taking a whole community approach. Necessary training includes, but is not limited to, the following courses as identified by stakeholders within the region:</p> <ul style="list-style-type: none"> VEOCI Training Business Continuity Planning
Exercises
<p>Need full-scale exercises to assess plans including those with disabilities or access and functional needs.</p>

Public Information and Warning

SPR Step 1: Assess Capabilities

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

Within six hours' notice of an incident, deliver reliable and actionable information to 20,000 people affected, including 200 people with access and functional needs (affected) and 2,700 people with limited English proficiency affected.

Estimate of Current Capability

Within six hours' notice of an incident, deliver reliable and actionable information to 20,000 people affected, including 200 people with access and functional needs (affected) and 2,700 people with limited English proficiency affected.

Capability Change Description

Capability sustained at largest jurisdiction. Smaller jurisdictions will have a harder time sustaining this capability due to the rural nature of our region. Not all jurisdictions have reverse notification systems or outdoor warning sirens. IPAWS is in use in our region but does not always reach the affected people. NIXLE is used by Tom Green County and City of San Angelo. Coke, Kimble, and Reagan counties use Code Red. Concho and Sterling Counties use Blackboard Connect. San Angelo Independent School District uses Classtag.

The largest school district is using the Classtag app to alert parents/staff.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Need to incorporate mutual aid into plans. Sub-jurisdictions within the region (such as schools) need to develop plans for alerting students/teachers/staff. Private businesses need to develop standard operating procedures for alerting employees.
Organization
Emergency Management needs to put out culturally and linguistically appropriate messaging. Standard operating procedures need to be developed for public information. Need Public Information Officer designated in rural counties
Equipment
Counties/municipalities need reverse notification systems. Electronic Boards, Arrow Boards

FOR OFFICIAL USE ONLY

<p>Electronic Boards, Variable Message Signs (VMS) Public Information Officer (Type 3) Public Address, Handheld or Mobile Systems Kimble County/City of Junction needs early warning sirens replaced.</p>
<p>Training</p>
<p>IS-251: Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities E0105: Public Information and Warning E0388: Advanced Public Information Officer E0952: NIMS ICS All-Hazards Public Information Officer Course</p>
<p>Exercises</p>
<p>Need exercises to test public alert/alarm/outdoor warning systems.</p>

Operational Coordination

SPR Step 1: Assess Capabilities

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

Within six hours of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across three jurisdictions affected and with ten partner organizations involved in incident management. Maintain for 14 day(s).

Estimate of Current Capability

Within 12 hours of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across three jurisdictions affected and with 10 partner organizations involved in incident management. Maintain for 14 day(s).

Capability Change Description

Angelo State University improved this capability by adding seven video monitors and a base radio to the new Emergency Operations Center.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
WebEOC and coordination tools have not been thoroughly implemented into existing plans. Emergency Operation plans in 13 counties do not identify or define processes for the utilization of WebEOC for incident responses or day-to-day use. Other operational coordination systems in regional use are EMResources for hospitals within the region.
Organization
Additional trained and qualified personnel are needed throughout the region to support this capability. Roles and responsibilities, particularly as they relate to ICS position-specific responsibilities, have not been identified in many local jurisdictions. Mason County needs an Assistant EMC to assist the county judge.
Equipment
All counties need Laptops for zoom meetings, WebEOC, EMResources. San Angelo Police Department needs a new Command Trailer
Training
AWR-148: Crisis Management for School-Based Incidents GRP-019: Active Shooter Threat Training Program San Angelo Police Department needs ALERRT training-Advanced Law Enforcement Rapid Response Training

FOR OFFICIAL USE ONLY

Mason County needs ICS training on all required courses. ALERRT and/or active shooter training.
Crockett County needs to send four emergency management personnel to ICS 300/400 courses. ALERRT training for all patrol positions.
PER-335: Critical Decision Making for Complex Coordinated Attacks

Exercises

City Mayors and City managers/administrators in the more populated areas need additional exercises using HSEEP.
Need more participation from NGOs during exercises.
Sterling County needs an Active Shooter exercise.
Crockett County needs an Active Shooter exercise.
San Angelo Police Department needs a multi-agency active shooter exercise

Forensics and Attribution

SPR Step 1: Assess Capabilities

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

Within 24 hours of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators.

Estimate of Current Capability

Within 24 hours of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators.

Capability Change Description

This capability is forecasted to be sustained at the same level. The largest jurisdictions, Tom Green County and City of San Angelo have robust law enforcement agencies with special teams (SRT and SWAT). The remaining 16 law enforcement agencies are rural in nature and have small staffs. Tom Green County, the largest county, has these capabilities: Camera systems for scene processing, latent fingerprint processing, latent print comparisons, presumptive testing, physical evidence searches and collection, and crime analysis

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
N/A
Organization
N/A
Equipment
<p>Concho Valley region does not have a Forensics Laboratory. All analytics are sent to other labs in the state. (I.e., DNA goes to Lubbock or Austin, Drugs or blood goes to Midland, Computer forensics goes to Austin.)</p> <p>Biometric systems, crime scene exploration and documentation tools, digital media and network security systems, and forensic analysis systems are needed throughout the</p>

FOR OFFICIAL USE ONLY

region. CBRNE material analysis equipment and evidence management systems need to be sustained and improved upon to support this capability. Most departments have no equipment to support advanced crime scene exploration or digital media/network forensic analysis. Excluding the City of San Angelo, the region has no capability to analyze trace evidence.

Additional equipment needed regionally, listed below:

- Forensic Software
- Forensic Computers
- DNA/RNA Detection Analysis
- Biological Batch Sampling / Evidence Recovery Kit
- Explosive, Laser-Based Detector
- Detector, Explosive, Passive, Standoff Detector
- Video and Recording Capability Microscope
- Odontology Tools
- Pathology Tools
- Laptops for in-car use/Toughbook

Training

- AWR-103: Crime Scene Management for CBRNE Incidents (CSM)
- AWR-305: Bioterrorism Awareness: Collaboration Among First Responders and Health Professionals
- E0102: Science of Disaster
- Mile2 Certified Network Forensics Examiner
- PER-201: Evidence Collection in a Hazardous Materials Environment
- PER-220: Emergency Response to Domestic Biological Incidents
- PER-222: Public Safety WMD Response-Sampling Techniques and Guidelines
- PER-228: Advanced Forensic Investigations for Hazardous Environments

Exercises

Increased incorporation into exercise objectives and scenarios is needed; capability is rarely included in exercises.

More realistic demonstrations of capability are needed; exercises have been limited to tabletops and proof-of-concept.

Increased focus on large-scale scenarios that identify "breaking points" for capabilities is needed; exercises have been limited to small-scale scenarios.

Increased participation from the private sector is needed.

Increased participation and involvement from leadership is needed, including elected and appointed officials.

Intelligence and Information Sharing

SPR Step 1: Assess Capabilities

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

Within two weeks of the identification or notification of a credible threat, identify/analyze local context of the threat for the respective area of responsibility, and facilitate the sharing of threat information with 20 priority intelligence stakeholder agencies/entities in accordance with the intelligence cycle, and all dissemination protocols.

Estimate of Current Capability

Within two weeks of the identification or notification of a credible threat, identify/analyze local context of the threat for the respective area of responsibility, and facilitate the sharing of threat information with 20 priority intelligence stakeholder agencies/entities in accordance with the intelligence cycle, and all dissemination protocols.

Capability Change Description

Capability gap sustained for the largest jurisdiction. Smaller jurisdictions will have a harder time sustaining. Mason County improved this capability by adding AXON service for new dash and body cameras. Texas Division of Emergency Management (TDEM) has improved this capability with the PIV-I cards for credentialing.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
N/A
Organization
Information/Intelligence Analysts are needed in all counties within the region. Integration of fusion centers is needed throughout the region. Law enforcement agencies need additional eleven personnel to conduct threat assessments, develop intelligence products, and disseminate information to stakeholders within the region.
Equipment
Local agencies need software/hardware solutions to prevent financial and information system disruption within the region. Additional equipment needed in region: Geospatial Information (GIS) System Handheld Computing Device Kimble County needs laptops for sheriff deputies. Crockett County Sheriff's Office needs to upgrade tablets in patrol units. Network Software, specifically Axon Pro licenses for San Angelo Police Department.

FOR OFFICIAL USE ONLY

<p>Usage Fees, for databases containing terrorist threat information. Intelligence Sharing Systems Investigative, Signals Intelligence Software Law Enforcement Surveillance Equipment Information Technology Contingency Operations System</p>
<p>Training</p>
<p>Homeland Security Information Network (HSIN) Training-basic how-to</p>
<p>Exercises</p>
<p>Additional exercises are needed to validate existing plans and practices in place throughout the region. Future exercises should include metrics, as applicable, to validate intelligence and information analysis practices, continuous threat assessments, the development and dissemination of intelligence/information products, feedback and evaluation of products, information/intelligence gathering, information monitoring, and sensitive information protection.</p>

Interdiction and Disruption

SPR Step 1: Assess Capabilities

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

Within 24 of the identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up interdiction and disruption activities that may be undertaken against identified suspects and/or contraband.

Estimate of Current Capability

Within 36 of the identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify five personnel assigned to support follow up interdiction and disruption activities that may be undertaken against identified suspects and/or contraband.

Capability Change Description

Tom Green County Sheriff's Office has improved this capability by adding ballistic shields, explosive entry equipment, thermal imaging optics, a flash bang deployment tool, fire extinguishers, and various hand tools to their Special Response Team.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Extensive planning efforts are needed to support this core capability. Additional stakeholder involvement, including in the private sector, is needed. Integration of anti-terrorism operations, CBRNE render safe, disease prevention, financial disruption, cargo interdiction, conveyance interdiction, CBRNE acquisition prevention, and wide-area search and detection operations is needed to strengthen this capability.</p> <p>Concho Valley does not have a HazMat team. Goodfellow Air Force Base located in the City of San Angelo does have a HazMat team and an MOU with the City of San Angelo.</p>
Organization
<p>Additional personnel are needed to support interdiction and disruption capabilities within the region. Law enforcement agencies across the region need personnel to support anti-terrorism operations, CBRNE detection, CBRNE render safe, deterrence, cargo interdiction, conveyance interdiction, CBRNE acquisition prevention, tactical operations, terrorist and weapon tracking, and wide-area search and detection capabilities. Regional response teams need additional personnel to support CBRNE detection and CBRNE render safe capabilities. Local public health stakeholders need additional personnel to</p>

support disease prevention. Local jurisdictions and the private sector need personnel to support financial disruption prevention.

Equipment

There are no fusion centers or Joint Terrorism Task Force (JTTF) in the region. The closest fusion center is 203 miles.

CBRNE detection and render safe tools are needed by regional response teams. Tactical equipment for law enforcement is needed, including personal protective equipment, optics, ballistic shields, and other tactical equipment. Local agencies need software/hardware solutions to prevent financial and information system disruption within the region.

Video Cameras (all 14 courthouses, water/sewage treatment facilities, schools)

Law Enforcement Aviation-Helicopters-Patrol and Surveillance

SWAT/Tactical Teams (only have in Tom Green County/City of San Angelo)

Tactical equipment for law enforcement is needed, including personal protective equipment, optics, ballistic shields, breaching tools and other tactical equipment.

Law Enforcement Patrol Team (Strike Team)

Rifle Silencers and ammunition 223 caliber, 357 sig, 12 gauge needed for Tom Green County Sheriff's Office.

Crockett County needs Audio/Video equipment for the interview room.

Thermal vision monocular (6) needed for Sterling County Sheriff's Office.

License Plate Reader needed for Sterling County Sheriff's Office.

Taser 7 with holsters needed for Sterling County Sheriff's Office.

Two in car computers with mounts for Sterling County Sheriff's Office

One patrol vehicle for Sterling County Sheriff's Office.

Polaris UTV and ATV with trailer needed for Sterling County Sheriff's Office.

Night Vision Goggles for Sterling and Irion County Sheriff's Offices

Audio/video equipment for interview room for Crockett County.

Additional equipment needed in the region:

Operational Vests

Training

Texas Association of Hostage Negotiators Conference

Exercises

Additional exercises are needed within the region to validate existing plans and practices. Future exercises need to incorporate, as applicable, metrics to validate practices and plans focused on anti-terrorism operations, CBRNE detection and render safe, deterrence presence of law enforcement, disease prevention, financial disruption prevention, cargo interdiction, conveyance interdiction, CBRNE acquisition prevention, tactical law enforcement operations, terrorist/weapon tracking, and wide-area search and detection operations.

Screening, Search, and Detection

SPR Step 1: Assess Capabilities

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

Within 72 hours of notice of a credible threat, conduct screening, search, and detection operations for 6,500 people requiring screening, including 50 people with access and functional needs (requiring screening).

Estimate of Current Capability

Within 72 hours of the notice of a credible threat, conduct screening, search, and detection operations for 6,500 people requiring screening, including 50 people with access and functional needs (requiring screening).

Capability Change Description

This capability will continue to be sustained by the largest jurisdictions, Tom Green County, and the city of San Angelo. The remaining jurisdictions will have difficulty sustaining or improving this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Additional planning efforts are needed to improve upon Bio surveillance, CBRNE detection, electronic search, laboratory testing, terrorist location, physical investigation, community resilience and awareness, screening practices, and wide-area search. Many discipline-specific planning mechanisms have not been integrated into local and multi-agency plans. Additional involvement from stakeholders and local agencies is needed to strengthen this capability.
Organization
Additional planning efforts are needed to improve upon Bio surveillance, CBRNE detection, electronic search, laboratory testing, terrorist location, physical investigation, community resilience and awareness, screening practices, and wide-area search. Many discipline-specific planning mechanisms have not been integrated into local and multi-agency plans. Additional involvement from stakeholders and local agencies is needed to strengthen this capability.
Equipment
Video Cameras, Computers/Laptops, Law Enforcement Aviation-Helicopters-Patrol & Surveillance, Law Enforcement Observation Aircraft (Fixed Wing), Portable X-Ray systems, Protective ensemble designed to provide protection from detonation, and Void

area video search camera and accessories for inspecting voids and confined spaces are needed in the region.

Training

- AWR-219: Site Protection through Observational Techniques (SPOT)
- IS0914: Surveillance Awareness: What You Can Do
- IS0915: Protecting Critical Infrastructure Against Insider Threats

Exercises

Additional exercise opportunities, both discussion- and operations-based, are needed to validate existing plans and practices within the region related to this capability. Future exercises should, as applicable, incorporate evaluation metrics for Bio surveillance, CBRNE detection, electronic search, laboratory testing, terrorist location, physical investigation, screening, and wide-area search. Public reporting of suspicious behavior should also be validated through exercise opportunities.

Access Control and Identity Verification

SPR Step 1: Assess Capabilities

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

Within 72 hours of an event, be prepared to accept credentials from ten partner organizations involved in incident management.

Estimate of Current Capability

Within 72 hours of an event, be prepared to accept credentials from ten partner organizations involved in incident management.

Capability Change Description

This capability will be sustained by the two largest jurisdictions: Tom Green County and the city of San Angelo. The remaining jurisdictions are rural and will have a more difficult time sustaining or increasing this capability. TDEM increased this capability by credentialing first responders with the Personal Identification Verification-Interoperable (PIV-I) card.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
No regional credentialing plans in place. No local credentialing plans in place.
Organization
N/A
Equipment
Software application and associated hardware and material for creating site/event credential badges. Law Enforcement Patrol Team (Strike Team)
Training
Use of PIV-I card training. Credentialing training
Exercises
Exercises for credentialing of first responders. Increased participation is needed from non-governmental organizations. Increased participation and involvement are needed from leadership, including elected and appointed officials.

FOR OFFICIAL USE ONLY

Cybersecurity

SPR Step 1: Assess Capabilities

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

Every year, appropriate authorities review and update cyber incident plans/ESFs/annexes based on evolving threats covering twenty publicly managed and/or regulated critical infrastructure facilities.

Estimate of Current Capability

Every five years, appropriate authorities review and update cyber incident plans/annexes based on evolving threats covering twenty publicly managed and/or regulated critical infrastructure facilities.

Capability Change Description

This capability was improved by the City of San Angelo adding new firewalls to the Fire and Police Department network servers. Angelo State University Regional Security Operations Center pilot project has improved this capability for Region XV Independent School Districts. CVCOG is working on a broadband project.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
No jurisdictions (14 of 14 counties, 16 of 16 cities) have continuity of operations for cyber systems or cybersecurity plans (Annex X- Cyber Hazards)
Organization
Additional personnel are needed to support this capability throughout the region. IT personnel are needed in all counties and jurisdictions within the region. Personnel to ensure continuity of operations for cyber systems are needed throughout the region. Additional personnel are needed at critical infrastructure sites to ensure continuity of operations and the protection of cyber systems that drive departmental and jurisdictional operation. Network managers, systems managers, network security analysts, and network engineers are needed in all jurisdictions within the region to support this capability. Currently, most jurisdictions rely on vendors to support the development, implementation, and maintenance of computer systems and networks.
Equipment
Software or appliance that gathers data from multiple security sources such as firewalls, intrusion detection systems, malware protection systems, etc. to provide log file

consolidation and event correlation capability in support of network security operations. Additional hardware and software are needed to harden cyber systems throughout the region. Systems are needed to share threat information across the region. Technical countermeasures, including equipment to support these countermeasures, are needed throughout the region and at all critical infrastructure. Gateways, switches, and firewalls are needed in all jurisdictions to support this capability. Most jurisdictions rely solely on ISP-provided gateways for network access. Most network infrastructure consists of non-hardened switches and routers. Few jurisdictions possess firewalls to protect local area network assets.

Training

Knowbe4 or similar training software needed regionally.
 AWR-135: Promoting Community Cyber Security
 AWR-136: Essentials of Community Cyber Security
 AWR-168W: Cyber Law and White-Collar Crime
 AWR-169W: Cyber Incident Analysis and Response
 AWR-174W: Cyber Ethics
 AWR-222W: Cyber Incident Awareness Training
 ICS Cybersecurity

Exercises

No exercises have been conducted to validate plans or practices related to this capability. Future exercises, as applicable, should incorporate evaluation metrics for cyber system continuity of operations, controlling electronic access, detecting malicious activity, investigating malicious actors, technical countermeasures, and protective measures, securing SCADA and CIKR systems; and sharing threat information.

Physical Protective Measures

SPR Step 1: Assess Capabilities

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

Within one week of completing a risk and vulnerability assessment, appropriate authorities review and update physical security plans covering twenty publicly managed and/or regulated critical infrastructure facilities to incorporate new information from the assessment.

Estimate of Current Capability

Within six weeks of completing a risk and vulnerability assessment, appropriate authorities review and update physical security plans covering twenty publicly managed and/or regulated critical infrastructure facilities to incorporate new information from the assessment.

Capability Change Description

No changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Additional planning efforts are needed throughout the region to integrate various plans into a comprehensive planning effort for this capability. Plans do not adequately address biosecurity, prioritization of assets, physical security measures, and the development of site-specific and process-specific risk assessments. Increased participation from external stakeholders and local agencies is needed throughout the region. No site-specific risk assessments.</p>
Organization
<p>Additional personnel are needed throughout the region to support biosecurity integration, identification and prioritization of critical assets, physical security measures, and site-process-specific risk assessment. Security personnel are needed at all critical infrastructure sites. Law enforcement agencies need additional management and operational personnel. Critical infrastructure analysts are needed in all jurisdictions to support the identification and prioritization of critical infrastructure assets, facilities, networks, and systems.</p>
Equipment
<p>Additional equipment is needed to support this capability. Physical security measures are needed at all locally identified critical infrastructure within the region. Biosecurity</p>

equipment is needed at all critical infrastructure sites. Software and hardware solutions are needed to support the identification, prioritization, and site-/process-specific risk assessment development activities within the region.

Plans Examiner I/II

Standalone sensors/alarms for use on critical systems or infrastructure items (security systems, power supplies, etc.) to provide warning when these systems fail or are near failure.

Training

- AWR-187: Terrorism and WMD Awareness in the Workplace
- PHY-100DE: Physical Protection Systems Overview
- PHY-101: Performance Testing of the Protective Force
- PHY-120: Intermediate Physical Security Systems
- PHY-200: Physical Security Performance Testing of Systems
- PHY-202: Survey of Physical Security Systems
- PHY-210: DE Facility Security Officer Overview
- R0385: Applications of Community Risk Reduction

Exercises

Additional exercises, both discussion- and operations-based, are needed throughout the region to validate existing plans and practices related to this capability. Evaluation metrics should be implemented, where appropriate, for biosecurity, asset identification and prioritization, physical security measures, and site/process-specific risk assessment.

Risk Management for Protection Programs and Activities

SPR Step 1: Assess Capabilities

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

Every year, appropriate authorities conduct a review of relevant physical and cyber threats and hazards, vulnerabilities, and strategies for risk management covering twenty publicly managed and/or regulated critical infrastructure facilities.

Estimate of Current Capability

Every five years, appropriate authorities conduct a review of relevant physical and cyber threats and hazards, vulnerabilities, and strategies for risk management covering twenty publicly managed and/or regulated critical infrastructure facilities.

Capability Change Description

The largest jurisdictions may sustain or increase this capability. Rural jurisdictions will need outside assistance to increase this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>No risk management planning in 14 counties/16 municipalities. (City of San Angelo only jurisdiction with risk management). Additional planning efforts for risk analysis, data collection, exercise design, risk assessment, and risk management planning are needed to support this capability further within the region. Existing plans across the region need to be integrated to adequately address this capability. Additional involvement from stakeholders and local agencies is needed to further develop this capability.</p> <p>Capital improvement plans require updating to include provisions for conducting risk assessments and risk management planning for critical infrastructure and key resources. Emergency management plans, including all annexes, should be reviewed, and updated to include risk assessments and risk management plans at the local level.</p> <p>Private sector entities are not included in most planning practices related to risk assessment for governmental entities. Increase private sector participation is necessary to ensure that all single points of failure are identified in local risk management plans.</p>
Organization
<p>Lacking risk assessment personnel in 14 counties/16 municipalities. (City of San Angelo only jurisdiction with risk management). Additional personnel are needed to support this capability. Information and Intelligence Analysts are needed to support risk assessment, analysis, and risk management planning activities. Additional coordination between agencies and stakeholders is needed to support exercise design and data collection.</p>

FOR OFFICIAL USE ONLY

<p>Equipment</p>
<p>Software or systems that facilitate capture, quantification, and management of risk factors involved in specific tasks, environments, or programs. Additional equipment, both hardware and software, is needed to support risk assessment, analysis, and risk management planning. Exercise design tools and data collection tools are needed as well. Exercise design systems are needed within the region to better support training and exercise for this capability. Risk management software, including hazard modeling software and comprehensive data sets, are needed to support risk management planning and risk assessments within the region.</p>
<p>Training</p>
<p>E-296: Application of Hazus Multi-Hazard for Risk Assessment IS-454: Fundamentals of Risk Management MGT-310: Threat and Risk Assessment (TRA) MGT-315: Enhanced Threat and Risk Assessment (ETRA)</p>
<p>Exercises</p>
<p>A limited number of exercise opportunities have effectively validated plans and processes for this capability. Additional exercises are needed. Future exercises should incorporate evaluation metrics, as appropriate, for risk assessment, risk analysis, risk management planning, data collection and use of collected data to support this capability.</p>

Supply Chain Integrity and Security

SPR Step 1: Assess Capabilities

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

Every year, engage twenty partner organizations involved in incident management to promote awareness of threats, dependencies, vulnerabilities, and strategies to support restoration of private sector supply chains.

Estimate of Current Capability

Every year, engage ten partner organizations involved in incident management to promote awareness of threats, dependencies, vulnerabilities, and strategies to support restoration of private sector supply chains.

Capability Change Description

Mason County added a Real-Time Location Systems for Asset Tracking & Management

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Additional planning efforts are needed to strengthen this capability within the region. Currently, few plans adequately address the intricacies of supply chain integrity and security, including the analysis of supply chain dependencies, the implementation of countermeasures and physical protection, the integration of security processes, and verification and detection of threats to the supply chain. External stakeholder and local agency participation in planning efforts must be increased.
Organization
Additional personnel and organizational structures are needed to support this capability. Personnel are needed to perform supply chain dependency analysis and to integrate countermeasures, physical protection measures, and security policies. Operations Management Analysts are needed at the local level to support this capability. The two largest jurisdictions; City of San Angelo and Tom Green County have EOC personnel. However, the remaining 16 jurisdictions do not.
Equipment
Disposable Blankets Biohazard Bag Biohazard Disposal Supplies

FOR OFFICIAL USE ONLY

Equipment Trailer
Leasing of Space for Equipment Storage
Training
<p>E-/L-967: NIMS ICS All-Hazards Logistics Section Chief (LSC) Course</p> <p>E/L-968: NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer</p> <p>E-722: Logistics Information Management System</p> <p>E-822: Fundamentals for management and Support Coordination in Federal Disaster Operations</p> <p>MGT-339: Resource Inventory Management for Rural Communities</p> <p>MGT-447: Managing Food Emergencies: Strategies for a Community Response</p> <p>PER-273: A Coordinated Response to Food Emergencies: Practice and Execution</p>
Exercises
<p>Additional exercises are needed throughout the region to validate existing plans and practices related to supply chain security and integrity. Future exercises should include, when applicable, evaluation metrics for supply chain dependent redundancy, physical protection and countermeasures, security processes, and the verification and detection of threats to the supply chain.</p>

Community Resilience

SPR Step 1: Assess Capabilities

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

Every year, conduct two outreach events or activities to increase awareness of locally significant threats and hazards to help the residents be more prepared to prevent, protect against, mitigate, respond to, and recover from those events.

Estimate of Current Capability

Every year, conduct one outreach events or activities to increase awareness of locally significant threats and hazards to help the residents be more prepared to prevent, protect against, mitigate, respond to, and recover from those events.

Capability Change Description

TDEM, CVCOG and COSA/TGC OEM are working with non-government entities to build a Community Organizations Active in Disasters (COAD) committee.
 Kimble and Menard Counties are training Community Emergency Response Team members.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Additional planning efforts are needed to implement community resilience into existing plans and processes. While the capability is addressed vaguely in emergency operations plans and mitigation plans, several key functions of the capability are not adequately addressed, including collaborative planning and decision-making, communication and outreach, education and skill building, partnership building, and data management to establish a comprehensive understanding of the community. VOADs/COADs and external stakeholders need to be better represented in planning efforts throughout the region. Increased involvement from external stakeholders and local agencies is needed throughout the region.</p>
Organization
<p>Additional personnel need to be identified to effectively implement this capability into local plans and operations. Additional volunteers are needed throughout the region, particularly in the rural areas. Personnel to sustain disaster volunteer programs are needed throughout the region. Community partners and stakeholders need to be identified throughout the region and included in planning and operational efforts.</p>

FOR OFFICIAL USE ONLY

Equipment
Educational materials for the public and for disaster volunteers are needed. A volunteer data management system is needed within the region. CERT Backpacks
Training
AWR-310: Natural Disaster Awareness for Community Leaders E0426: Building a Roadmap to Resilience: A Whole Community Training MGT-403: Response Planning for People with Access & Functional Needs in Rural America MGT-405: Mobilizing Faith Based Community Organizations in Preparing for Disaster Community Emergency Response Team (CERT) training
Exercises
VOAD, COAD, and non-governmental agencies need to be added to exercises.

Long-term Vulnerability Reduction

SPR Step 1: Assess Capabilities

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

Every biennial, two jurisdictions review their building codes, and, if necessary, enact or update risk-appropriate, disaster resilient building codes.

Estimate of Current Capability

Every five years, one jurisdiction reviews their building codes, and, if necessary, enact or update risk-appropriate, disaster resilient building codes.

Capability Change Description

No change in this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Planning personnel for rural jurisdictions.
Organization
N/A
Equipment
Compact tractors with mulching heads, Shredding equipment to clear rights-of-way or vegetation, creating fire breaks.
Training
MGT-336: Operational Value of Threat, Risk, and Vulnerability Assessment course MGT-338: Risk and Vulnerability Assessments for Rural Communities MGT-343: Disaster Management for Water and Wastewater Utilities MGT-345: Disaster Management for Electric Power systems TX-001-RESP: Vulnerability Assessment: Strategy, Design, and Mitigation
Exercises
Tabletop exercises needed in rural counties to exercise ESF #14.

Risk and Disaster Resilience Assessment

SPR Step 1: Assess Capabilities

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

Every year, after identifying threats and hazards of concern, model the impacts of five threat and hazard scenarios to incorporate into planning efforts.

Estimate of Current Capability

Every three years, after identifying threats and hazards of concern, model the impacts of five threat and hazard scenarios to incorporate into planning efforts.

Capability Change Description

No change to capabilities

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Additional planning efforts are needed throughout the region to support this capability. Current plans need to be integrated together to effectively implement the analysis of hazards and threats, education and training standards, and data acquisition and management. Additional involvement by VOAD, COAD, and non-governmental agencies is needed in order to improve upon planning for this capability.
Organization
Risk assessment personnel- Hazard Mitigation Risk Analyst Analysts are needed in all counties to support the identification and analysis of risks. Additional personnel are needed to develop and implement risk and resiliency-based training and exercises. Personnel are needed to gather and share risk data across the region. Volunteer recruitment, retention, and engagement needs to be improved across the region to support this capability.
Equipment
Software or systems that facilitate capture, quantification, and management of risk factors involved in specific tasks, environments, or programs.
Training
E0102: Science for Disasters E0167: Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists IS0164: HM Hazards and Performance Analysis (HPA) in Disaster Operations IS-2001: Threat and Hazard Identification and Risk Assessment (THIRA)

FOR OFFICIAL USE ONLY

L0299: Risk MAP Process and Tools
MGT-336: Operational Value of Threat, Risk, and Vulnerability Assessment Course
MGT-338: Risk and Vulnerability Assessment for Rural Communities

Exercises

Participation from the private sector and NGOs is lacking.
Increased participation and involvement from leadership, including elected and appointed officials is needed.
Participation from citizens is lacking.

Threats and Hazards Identification

SPR Step 1: Assess Capabilities

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

Every year, engage with 14 jurisdictions and two partner organizations involved in incident management to assess the threats and hazards that are realistic and would significantly impact your communities.

Estimate of Current Capability

Every year, engage with 14 jurisdictions and two partner organizations involved in incident management to assess the threats and hazards that are realistic and would significantly impact your communities.

Capability Change Description

No changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Work with DSHS on Pandemic Planning. Additional stakeholder collaboration and coordination is needed in all counties within the region. Models and data need to be integrated into all existing plans. Plans need to be integrated within each other to strengthen this capability.
Organization
GIS specialists and analysts are needed to effectively implement this capability into local emergency management practices in all jurisdictions. Improved participation by local and regional partners, including private sector partners, is needed at the local and regional planning levels.
Equipment
Hazard Mitigation Risk Analyst Improved GIS data sets are needed for the region. This includes floodplain maps for the counties that do not have such data, land cover and land use data, property value data, and other data to support hazard modeling
Training
E0167: Core Principles for Hazard Mitigation Hazard Performance Analysis specialist E0172: Hazus-MH for Flood E0313: Basic Hazus-MH

FOR OFFICIAL USE ONLY

IS0318: Mitigation Planning for Local and Tribal Communities

Exercises

Realistic demonstrations of capability; exercises have been limited to tabletops.
 Large-scale scenarios that identify "breaking points" for capabilities are needed;
 exercises have been limited to small-scale scenarios.
 Participation from the private sector is needed.
 Participation from citizens is needed.

Critical Transportation

SPR Step 1: Assess Capabilities

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

Within one-week notice of an impending incident, complete the evacuation of 6,700 people requiring evacuation, including 50 people with access and functional needs (requiring evacuation).

Within one hour of an incident, clear 10 miles of road affected, to enable access for emergency responders, including private and non-profit.

Estimate of Current Capability

Within one week notice of an impending incident, complete the evacuation of 3,000 people requiring evacuation, including 25 people with access and functional needs (requiring evacuation).

Within one hour of an incident, clear 10 miles of road affected, to enable access for emergency responders, including private and non-profit.

Capability Change Description

No significant changes.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Involvement from Concho Valley Transit, TxDot, and San Angelo ISD needs to be increased to strengthen this capability. Effective delivery of response assets, establishing access, evacuation, transportation safety and condition assessments need to be implemented into existing plans more effectively. Standard operating guidelines must be developed at the local level to fully support this capability.
Organization
EOC and ICS logistics personnel who have completed the position-specific training are needed during active incidents. Additional involvement from roadway construction entities and TxDOT in planning, training, and exercise opportunities is needed throughout the region. Public transportation entity involvement needs to increase in planning, training, and exercises to further improve this capability.
Equipment
Ambulance Strike Team/Ambulance Task Force Leader and Evacuation Coordination Teams are needed in the region.

FOR OFFICIAL USE ONLY

<p>Electronic signage-traffic cones Kimble County needs a vehicle for the Emergency Management Coordinator.</p>
<p>Training</p>
<p>PER-276: Transit Terrorist Tools and Tactic (T4) PER-326: Surface Transportation Emergency Preparedness and Security-Freight (STEPS-FR)</p>
<p>Exercises</p>
<p>Future exercises should implement evaluation metrics, as appropriate, for the delivery of response assets, establishing access, debris management, evacuation, and transportation safety and condition assessments.</p>

Environmental Response/Health and Safety

SPR Step 1: Assess Capabilities

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

Within four hours of an incident, assess, contain, and begin cleaning up hazardous material releases from one hazmat release sites.

Within 24 hours of a hazmat incident, complete decontamination procedures for 300 exposed individuals (hazmat-related incidents).

Estimate of Current Capability

Within four hours of an incident, assess, contain, and begin cleaning up hazardous material releases from one hazmat release sites.

Within 24 hours of a hazmat incident, complete decontamination procedures for 300 exposed individuals (hazmat-related incidents).

Capability Change Description

No change in status.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
All counties are revising their Annex Q, Hazmat and Oil Spill response to ESF #10, Oile and Hazardous Materials Response. These plans have not been tested/exercised.
Organization
A small HazMat/Decontamination team exists in the region. Contracts need to be put in place in advance for debris removal.
Equipment
Some HazMat/Decontamination equipment exists in the region. Additional HazMat/Decontamination Equipment needed. Environmental Health Team needed in region.
Training
AWR-151: Understanding the Dangers of Agroterrorism AWR-152: Principles of Preparedness for Agroterrorism and Food System Disasters

FOR OFFICIAL USE ONLY

Exercises

Functional/Full exercises are needed to validate existing Annex Q throughout the region. Future exercises should include evaluation metrics, as appropriate, related to debris removal, decontamination, hazardous material response and clean-up, health and safety monitoring/assessment, predictive modeling, responder safety, and survivor safety and assistance.

Fatality Management Services

SPR Step 1: Assess Capabilities

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

Within three weeks of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for 70 fatalities.

Estimate of Current Capability

Within three weeks of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for 40 fatalities.

Capability Change Description

No change in this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Functional, hazard-, threat-, or incident-specific annexes locally and regionally need to be developed or completed.
Organization
The governance of committees needs to be maintained. Additional personnel are needed to provide bereavement counseling, body recovery, family reunification, mortuary services, and victim identification. Contractual or mutual aid agreements are needed with private sector entities to support this capability. Additional trained volunteers are needed to support this capability in all counties. FBOs, NGOs, COADs, and VOADs need to be considered as resources for this capability.
Equipment
No morgue facilities in region. There are several funeral homes located within the region, however, the region would run out of temporary storage services quickly. The Regional Advisory Committee-Trauma Services Area K does have a mobile body storage vehicle which has 48 body bags. Additional storage locations and/or plots of land to store bodies needed. Storage facilities/refrigerated trucks needed to store bodies. Canine Search and Rescue Team-Land Cadaver Air Scent Human Remains Canine Search Technician
Training

FOR OFFICIAL USE ONLY

AWR-232: Mass Fatalities Planning & Response for Rural Communities
 AWR-309: Mass Fatalities Planning and Response for Rural Morticians and Funeral Directors
 Bereavement Counseling Training
 Bereavement Counseling Workshop
 E0912: IEMC: Preparing the Whole Community for a Complex Coordinated Attack
 G-386: Mass Fatalities Incident Response Course
 MGT-901: Healthcare Leadership for Mass Casualty Incident

Exercises

Mass Fatality Tabletop Exercise
 Mass Fatality Functional Exercise
 San Angelo Police Department needs a multi-agency mass casualty exercise. Additional exercises are needed to validate plans and processes related to this capability throughout the region. Future exercises should include evaluation metrics, as applicable, for bereavement counseling, body recovery, family reunification, mortuary services, and victim identification.
 Exercises must include metrics for identifying appropriate facilities as needed to support mass fatality response and recovery operations. Exercises should also validate local and regional plans, processes, and procedures while incorporating NGOs, FBOs, COADs, and VOADs

Fire Management and Suppression

SPR Step 1: Assess Capabilities

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

Within 30 minutes of an incident, conduct firefighting operations to suppress and extinguish five structure fires.

Estimate of Current Capability

Within 30 minutes of an incident, conduct firefighting operations to suppress and extinguish five structure fires.

Capability Change Description

No change in this capability. The Concho Valley region has one county with most of the population and 13 rural jurisdictions. The large county has the capability to handle most of the fire activity within its area. Some assistance is needed from the Texas Forest Service. The rural jurisdiction requires assistance from other counties and/or Texas Forest Service on wildfires that last longer than the first operational period.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
N/A
Organization
N/A
Equipment
Personal Protective Equipment, Irion County VFD 10+ Self-Contained Breathing Apparatus (SCBA) Open Circuit Air Purifying Respirators (APR) Powered Air Purifying Respirators (PAPR) Escape APR Escape SCBA Self-Contained Breathing Apparatus, Closed Circuit Brush trucks, Water Tank trucks for rural counties. Large heavy duty water truck Large heavy duty foam truck Area Command Team, Firefighting Incident Management Team, Firefighting

FOR OFFICIAL USE ONLY

Training
R0614: Wildland Urban Interface: Fire-Adapted Communities R0837: Wildland Urban Interface: Fire-Adapted Communities (VIP) S-130: Firefighter Training S-190: Introduction to Wildland Fire Behavior
Exercises
N/A

Logistics and Supply Chain Management

SPR Step 1: Assess Capabilities

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

Within six hours of an incident, identify and mobilize life-sustaining commodities, resources, and services to 1,200 people requiring shelter and 1,200 people requiring food and water. Maintain distribution system for two weeks.

Estimate of Current Capability

Within 12 hours of an incident, identify and mobilize life-sustaining commodities, resources, and services to 1,200 people requiring shelter and 1,200 people requiring food and water. Maintain distribution system for two weeks.

Capability Change Description

No change in capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Pandemic planning needs to add logistics and supply chain information.
Organization
Written agreements are needed with private-sector entities which provide fire response, resource delivery, donations management, emergency power, and fuel support for local jurisdictions during emergencies. Cost sharing agreements need to be established between private sector resources and local jurisdictions. Additional volunteers are needed to support donations management. Donations Management sites need to be identified throughout the region.
Equipment
Records management systems are needed to support donations management. Operations Area Personnel Tracking and Accountability System
Training
E-287: Voluntary Agency Liaison: Functions and Methods E-288: Local Volunteer and Donations management
Exercises
Tabletop/Functional to test donations management. Future exercises should include evaluation metrics, as appropriate, for accessing community staples, donations

FOR OFFICIAL USE ONLY

management, emergency power provisioning, fire response, fuel support, and resource delivery.

Mass Care Services

SPR Step 1: Assess Capabilities

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

Within 24 hours of an incident, provide emergency sheltering, food, and water for 1,200 people requiring shelter and 150 people requiring food and water, including 150 people with access and functional needs (requiring accessible shelter) and 150 people with access and functional needs (requiring food and water), and 80 animals requiring shelter, food, and water. Maintain for two weeks.

Within two weeks of an incident, move 1,200 people requiring temporary, non-congregate housing, including 150 people with access and functional needs (requiring accessible, temporary, non-congregate housing), from congregate care to temporary housing.

Estimate of Current Capability

Within 24 hours of an incident, provide emergency sheltering, food, and water for 1,200 people requiring shelter and 1,200 people requiring food and water, including 150 people with access and functional needs (requiring accessible shelter) and 150 people with access and functional needs (requiring food and water), and 80 animals requiring shelter, food, and water. Maintain for two weeks.

Within two weeks of an incident, move 1,200 people requiring temporary, non-congregate housing, including 150 people with access and functional needs (requiring accessible, temporary, non-congregate housing), from congregate care to temporary housing.

Capability Change Description

No change in capability

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Stakeholder and local agency participation need to increase to strengthen this capability. Access, reunification, feeding, hydration, pets, relocation, resource distribution, and sheltering functions need to be adequately addressed in local and regional plans, including identifying resource needs for such functions. NGO, FBO, and COAD/VOAD organizations are commonly not included in local planning efforts. Increased participation by these organizations is necessary to accurately identify resource availability and capability within the region.
Organization

FOR OFFICIAL USE ONLY

<p>Agreements with external stakeholders and the private sector are needed to sustain and enhance this capability. Additional trained volunteers are needed to support this capability in all counties within the region. Written agreements between NGOs, FBOs, and COAD/VOADs are needed throughout the region.</p>
<p>Equipment</p>
<p>Donations Coordinator, Mass Care Coordinator, Administrative Supplies, Feeding Station Equipment, Hydration Station Equipment, Sanitation Station Equipment, and Shelter Supplies are needed in the region. Blankets and cots for Kimble County</p>
<p>Training</p>
<p>Shelter Operations Course TWI-206: WebEOC for Texas Mass Care Partners</p>
<p>Exercises</p>
<p>Increased participation in exercises needed from non-governmental organizations, private sector, citizens, and elected/appointed officials.</p>

Mass Search and Rescue Operations

SPR Step 1: Assess Capabilities

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

Within two weeks of an incident, conduct search and rescue operations for 300 people requiring rescue.

Estimate of Current Capability

Within two weeks of an incident, conduct search and rescue operations for 300 people requiring rescue.

Capability Change Description

No changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Community-based partners need to be identified and included in plans across the region. Operational functions need to be expanded upon in site-specific plans. Site-specific plans need to be established for high-threat/high-hazard facilities and areas within the region.
Organization
Search and rescue technicians are needed to support all functions of this capability. Private-sector partners need to be identified and included in operational activities as appropriate. Agreements with private sector partners are needed.
Equipment
Swift Water Rescue Equipment, Medical Search and/or Rescue Technician, US&R Incident Support Team, Life safety ropes, Harnesses, Extrication tools, SCBAs, Monitors, and Night Vision Googles are needed in the region.
Training
PER-334: Search and Rescue in Community Disasters
Exercises
Future exercises need to include evaluation metrics, as appropriate, for community-based search and rescue support, rescue and search operations, specialized operations, and synchronizing operations.

On-scene Security, Protection, and Law Enforcement

SPR Step 1: Assess Capabilities

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

Within 30 minutes of an incident, provide security and law enforcement services to protect emergency responders and 6,700 people affected.

Estimate of Current Capability

Within 1 hour of an incident, provide security and law enforcement services to protect emergency responders and 6,700 people affected.

Capability Change Description

This capability was improved in Kimble County with the addition of seven patrol vehicles, a prisoner transport vehicle, and an All-Terrain Vehicle (ATV). This capability was improved in Mason County by the addition of two deputies, new Tasers, a drug detection canine and three patrol vehicles.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Site-specific security plans need to be developed for Tier II facilities and all critical infrastructure within the region.</p> <p>Annex G to local emergency management plans throughout the region needs to be revised to identify law enforcement resources by agency, type, and kind. This information should be provided as an appendix to Annex G.</p> <p>Local capital improvement plans need to be updated to ensure consideration of law enforcement agency needs, including personnel and equipment.</p>
Organization
<p>Mason County needs one more deputy sheriff. Mason County needs a new jail facility. Crockett County needs three more patrol positions (Sheriff's Office).</p>
Equipment
<p>Video Cameras, Surveillance Stands, Surveillance Cameras, Body Worn Cameras, Optics, Ballistic Shields, Personal Protective Equipment, and Perimeter Tape are all needed in the region. Also needed is Barricades, Patrol Vehicles, Command and Control Vehicles, and Law Enforcement Aviation-Helicopters-Patrol & Surveillance. San Angelo has a SWAT team and Tom Green County has an SRT team; however, in a major incident, the region may need two SWAT/Tactical Teams maintenance and equipment.</p>

FOR OFFICIAL USE ONLY

Concho County needs seven ballistic shields.
 Sterling County Sheriff's Office needs patrol vehicles.
 Sterling County Sheriff's Office needs a UAS.

Training

AWR-219: Site Protection through Observational Techniques (SPOT)
 MGT-406: Community Threat Group Identification, Assessment and Information Reporting for Rural Law Enforcement

Exercises

Future exercises need to integrate evaluation metrics, as applicable, for law enforcement operations, the protection of response personnel, and securing disaster areas.
 Increase participation by rural law enforcement agencies in exercises is needed.
 Mason County needs an active shooter exercise.

Operational Communications

SPR Step 1: Assess Capabilities

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

Within 12 hours of an incident, establish interoperable communications across three jurisdictions affected and with 10 partner organizations involved in incident management. Maintain for one week.

Estimate of Current Capability

Within 12 hours of an incident, establish interoperable communications across three jurisdictions affected and with 10 partner organizations involved in incident management. Maintain for one week.

Capability Change Description

CVCOG improved this capability by updating the Regional Interoperable Communications Plan (RICP) to align with the Texas Statewide Communications Interoperability Plan (TSCIP). Angelo State University improved this capability by acquiring four APX 8000 P-25 Portable Radios. Mason County improved this capability by adding a new generator to their radio tower. Crockett County improved this capability by upgrading the Computer Aided Dispatch at the Sheriff’s Office. The Concho Valley Council of Governments improved this capability by acquiring nine APX 900 P-25 Portable Radios to provide a cache for incidents. Tom Green County Sheriff’s Office improved this capability by adding AES encryption to their portable and mobile radios.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Existing plans need to be integrated with one another to ensure that all functions of this capability are addressed, including communication between responders and the affected population, data communications, voice communications, re-establishing communications infrastructure, and communication between responders using a variety of media. Public Safety Broadband implementation plans need to be developed within the region.
Organization
Additional personnel are needed to support all functions of this capability. Rural counties need a dedicated communication system specialist to ensure effective and efficient development of communication systems for land mobile and mobile data infrastructure. Incident communications personnel, including COMLs, COMTs and Incident Dispatchers are needed to support interoperability and operability during large-scale incidents. A committee of stakeholders needs to be established to support the integration of the Public Safety Broadband system.

FOR OFFICIAL USE ONLY

Equipment
<p>Trunking System 40% Complete. Funding unavailable to complete this project.</p> <p>Region has seven "in-sight" trunked sights in the Western portion of the region and none in the Eastern portion. Trunked sights need routers to connect to a Master Core (Switch). Rural counties are unable to pay yearly ~\$35-45K connection fees. Trunked sites need maintenance to continue working as "in-sight" trunking sights for the seven counties. Sutton County took down trunking repeater sight as lease was too expensive. Irion County took down their trunking repeater due to the cost to lease space on tower and cost to maintain.</p> <p>Only work as "In Sight" Repeaters.</p> <p>Mobile Radios needed in VFDs and LEOs. Irion County needs 10. Tom Green County Sheriff's Office needs 63. Sterling County Sheriff's Office needs 6. Angelo State University Police Department needs 9 mobile radios.</p> <p>Portables needed for VFDs and LEOs. Irion County needs 10. Tom Green County Sheriff's Office needs 63. Crockett County Sheriff's Office needs portable radios. Sterling County Sheriff's Office needs 6 portable radios. Angelo State University Police Department needs 16 portable radios.</p> <p>Concho County needs to replace their dispatch console and additional portable (hand-held) radios for the Volunteer Fire Departments. Concho County needs improved cellular service throughout the county.</p> <p>Concho County needs a large generator.</p> <p>Crockett County Sheriff's Office needs an upgraded communications radio and console.</p> <p>Base/Console Radio needed in Concho and Kimble Counties</p> <p>Mobile and Portable Radios for Kimble County</p> <p>Mobile and Portable Radios for Mason County (3 mobiles/ 4 portables)</p> <p>Three (3) VHF Repeaters for Mason County (LE, Fire, Road/Bridge)</p> <p>Two (2) additional Mobile Data Terminals for Mason County Sheriff's Office.</p> <p>Mason County needs a new Dispatch console (SERI 2023)</p> <p>Six (6) Portable Radios for Sterling County Sheriff's Office</p> <p>Twenty-six (26) On Ear Headsets for San Angelo Police Department</p> <p>Mobile Repeaters for Kimble County</p> <p>Two (2) Repeaters needed in North McCulloch County (SERI 2022-24)</p> <p>Antenna and Tower Systems for Kimble County (SERI 2022-24)</p>
Training
<p>Basic Radio User Course</p> <p>Basic Radio User Course Train-the-Trainer</p> <p>Communications for Emergency Services Success</p> <p>G0251: WEM Amateur Radio Resources</p> <p>IS0242.b: Effective Communication</p> <p>PER-304: Social Media for Natural Disaster Response and Recovery</p> <p>Social Media Engagement Strategies</p> <p>Social Media for Natural Disaster Response and Recovery</p> <p>Social Media Tools and Techniques</p>
Exercises

Interoperable Communication Exercise needed. Future exercises should integrate evaluation metrics, as appropriate, for communication between responders and the affected population, data and voice communications, interoperability, and re-establishing communication infrastructure.

Public Health, Healthcare, and Emergency Medical Services

SPR Step 1: Assess Capabilities

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

Within 12 hours of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility 450 people requiring medical care.

Estimate of Current Capability

Within 24 hours of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility 450 people requiring medical care.

Capability Change Description

No changes to this capacity.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Pre-plan PSAs to distribute out to media/public. Additional planning efforts are needed to support the integration of existing plans with one another to ensure a comprehensive approach is taken to this capability and all functional areas are addressed. Plan updates are needed. Increased stakeholder and local agency involvement are required to strengthen this capability. Laboratory testing is not adequately addressed in local plans. Annex H to local emergency management plans throughout the region needs to be revised to include resources by agency, type, and kind (where applicable). This information should be included as an appendix to Annex H. All jurisdictions within the region need to revise/update their Pandemic Plans.</p>
Organization
<p>Agreements between private sector stakeholders are needed to ensure the availability of trained and qualified personnel during times of disaster and emergency.</p>
Equipment
<p>Advanced Emergency Medical Technician Assessment Team Leader Mass Dispensing, Public Information Consultant Pharmaceuticals, personal protective equipment (PPE), portable and fixed decontamination systems, isolation beds, ventilators, and masks are needed for all rural hospitals.</p>

FOR OFFICIAL USE ONLY

<p>Insect Spraying equipment.</p> <p>Transfer boards</p> <p>Stop the Bleed-Angelo State University</p> <p>Automated External Defibrillator (Irion County needs 4 to have one in each SO unit.)</p> <p>Gloves, Gowns, Isolation gowns, shoe covers, disposable surgical masks, and N95 masks</p>
<p>Training</p>
<p>WR-323-W: Disease Containment Measures</p> <p>MGT-431: Rural Isolation and Quarantine Planning: Private Sector Readiness</p> <p>MGT-432: Isolation and Quarantine for Rural Public Safety Personnel</p> <p>MGT-433: Isolation and Quarantine for Rural Communities</p> <p>PER-308: Isolation and Quarantine for Public Health and Healthcare Professionals</p> <p>PER-310: Division of Strategic National Stockpile</p> <p>PER-320: Personal Protective Measures for Biological Events</p> <p>PER-321: Barrier Precautions and Controls for Highly Infectious Disease</p> <p>PER-902: Hospital Emergency Response Training for Mass Casualty Incidents</p>
<p>Exercises</p>
<p>SNS Exercises</p> <p>POD Exercises</p> <p>Future exercises should include evaluation metrics, as applicable, for definitive care, emergency medical transport, health assessments, laboratory medical testing, medical countermeasures, medical surge, and triage and initial stabilization.</p>

Situational Assessment

SPR Step 1: Assess Capabilities

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

Within 12 hours of incident, and on an operational cycle, thereafter, provide notification to leadership and 10 partner organizations involved in incident management of the current and projected situation. Maintain for two weeks.

Estimate of Current Capability

Within 12 hours of incident, and on an operational period cycle, thereafter, provide notification to leadership and 10 partner organizations involved in incident management of the current and projected situation. Maintain for two weeks.

Capability Change Description

No change in this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
Additional planning efforts are needed integrate the array of plans in existence to ensure that all functional areas of this capability are adequately address, including information analysis, hazard impact assessment, situation report delivery, stakeholder engagement, and response activity tracking. Increased involvement from external stakeholders and local agencies in planning efforts is required to strengthen this capability.
Organization
Additional personnel are needed in local jurisdictions to support all functional areas of this capability, including information analysis, hazard impact assessment, situation report delivery, stakeholder engagement, and response activity tracking. Additional volunteers are needed to support EOC activations. Incident Management Team personnel are needed to support incidents and EOC operations throughout the region for large scale incidents and events.
Equipment
Laptops and computer equipment are needed to maintain situational awareness. Irion County needs two for their EOC. White board for Irion County EOC. Rapid Needs Assessment Team Risk Assessment Specialist

FOR OFFICIAL USE ONLY

“Go-kits” with forms and materials are needed for all position-specific incident personnel and operations.
 Data and voice communications systems are needed to support stakeholders, responders, and senior official communications.
 Intelligence Sharing Systems

Training

Advanced Situational Awareness and Common Operating Picture
 ArcGIS for Emergency Managers Awareness of Command-and-Control Decisions at Multi-Alarm Incidents
 E/L-948: Situational Awareness and Common Operating Picture
 E-143: Advance Situational Awareness and Common Operating Picture

Exercises

Future exercises should include evaluation metrics, as appropriate, for information analysis, hazard impact assessment, situation report delivery, stakeholder engagement, and response activity tracking.
 Increased participation by NGOs, COADs, VOADs, and FBOs is needed for all exercises.

Infrastructure Systems

SPR Step 1: Assess Capabilities

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

Within 10 days of an incident, restore service to 20,000 customers without water service.
 Within 10 days of an incident, restore service to 20,000 customers without wastewater service.
 Within 10 days of an incident, restore service to 20,000 customers without communication service.
 Within 10 days of an incident, restore service to 20,000 customers without electricity service.

Estimate of Current Capability

Within 10 days of an incident, restore service to 20,000 customers without water service.
 Within 10 days of an incident, restore service to 20,000 customers without wastewater service.
 Within 10 days of an incident, restore service to 20,000 customers without communication service.
 Within 10 days of an incident, restore service to 20,000 customers without electricity service.

Capability Change Description

No significant changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
No separate CI/KR plans/annexes. Stakeholder and local agency involvement need to be increased to strengthen this capability. Existing plans need to be integrated with one another to strengthen this capability. Dams and flood control systems, food production and delivery entities, heating fuel provision, utility companies, public facilities, sanitation and water treatment facilities, and transportation infrastructure need to be included in existing plans. This will require the update or revision of all emergency management plans throughout the region, including Annexes J, K, L, and S. Local capital improvement plans need to be revised to consider these assets and their role in response and recovery.
Organization

FOR OFFICIAL USE ONLY

No organization for this capability exists beyond the EPAC committee. Additional personnel are needed to support this capability. Personnel are needed to ensure full operation of critical facilities, as identified below, during emergency operations. Organizational structures need to be expanded to ensure sustainment and recovery of infrastructure systems. Communication structures need to be established between public and private sector resources.

Equipment

Cranes, All Terrain & Rough Terrain Outside of what counties have; regionally, we do not have CI/KR equipment.
 We need a system for Infrastructure assessment.
 Generators are needed for back-up power in Coke, Concho, Crockett, Edwards, Irion, Kimble, Mason, Menard, Reagan, Schleicher, Sterling, and Sutton counties.
 Portable water trailer needed in Kimble County.
 Additional regional items needed:
 Equipment Tracking and Inventory Software
 Mason county needs a new jail facility.

Training

MGT-416: Continuity of Government Operations Planning for Rural Communities
 Other regional training needs:
 MGT-317: Disaster Management for Public Services
 MGT-342: Strategic Overview of Disaster Management for Water and Wastewater Utilities
 MGT-343: Disaster Management for Water and Wastewater Utilities
 MGT-345: Disaster Management for Electric Power Systems
 MGT-410: Business Continuity Planning for Rural Power Companies
 MGT 414: Advance Critical Infrastructure Protection
 MGT-416: Continuity of Government Operations Planning for Rural Communities

Exercises

Need Functional/Full-Scale exercises to validate training and plans.
 Future exercises should include communication systems, dams and flood control assets, food production and delivery assets, government facilities, heating fuel provision, hospitals, infrastructure site assessments, power restoration, public recreation facilities, public safety facilities, transportation infrastructure, sanitation, and water treatment facilities as applicable.

Economic Recovery

SPR Step 1: Assess Capabilities

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

Within 12 hours of an incident, reopen 15 businesses closed due to the incident.

Estimate of Current Capability

Within 12 hours of an incident, reopen 15 businesses closed due to the incident.

Capability Change Description

No significant changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Continuity of Operations Plan needed. While Emergency Operations plans exist, they do not adequately address the development of recovery objectives, workforce development, information dissemination in the post-disaster environment, economic impact assessments, incentivizing development of businesses and entrepreneurs, management planning, or reopening businesses. Plans need to be integrated to thoroughly assess the ability of the local jurisdiction to recover from disaster. Additional involvement is needed from external stakeholders and local agencies to improve this capability.</p> <p>Local jurisdictions need to develop short-term and long-term recovery plans to address disaster recovery. These plans should be integrated into the local emergency management plan and its annexes. Local jurisdictions need to review and revise their continuity of operations plans and incorporate them into their existing emergency management plans.</p>
Organization
<p>Recovery specialists and finance specialists are needed by most jurisdictions in order to assess economic impact. Policy development personnel are needed to assist in the development of the workforce, incentivizing development, management planning, and reopening businesses. Written agreements are needed with external stakeholders to support the development of this capability.</p>
Equipment
<p>Individual Assistance Disaster Assessment Team Leader Incident Management Team Animal Protection Document storage Data Storage</p>

FOR OFFICIAL USE ONLY

Training
<p>Mason County needs Continuity of Operation Planning (COOP) training</p> <p>Other regional training needs are:</p> <ul style="list-style-type: none"> MGT-381: Business Continuity Planning MGT-415: Disaster Recovery in Rural Communities MGT-416: Continuity of Government Operations Planning Preparing for Post-Disaster Responsibilities Providing Post-Disaster Substantial Damage Technical Assistance to Communities Rapid Needs Assessment Reconstitution Planning Workshop Recovery from Disaster: The Local Government Role
Exercises
<p>Functional exercise to test capability. Future exercises should implement evaluation metrics, as appropriate, for the development of recovery objectives, workforce development, and information dissemination, assessments of economic impact, incentivizing development, management planning, and reopening businesses.</p>

Health and Social Services

SPR Step 1: Assess Capabilities

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

Within two weeks of an incident, restore functions at three affected healthcare facilities and social service organizations.

Estimate of Current Capability

Within two weeks of an incident, restore functions at three affected healthcare facilities and social service organizations.

Capability Change Description

No significant changes in this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Rural jurisdictions do not have access to psychologists/psychiatrists to come to their location to treat patients. No Mental Health Teams exist. Additional planning efforts are needed to support functional areas related to this capability including behavior health, determining need, ensuring access to services and resources, environmental health, food safety, health assessment, healthcare facilities, medical products and services, public awareness, public health measures, response and recovery worker health, school impacts, and social services. Plans need to be integrated to address this capability more adequately. Increased involvement from external stakeholders and local agencies is needed to support and enhance this capability.</p>
Organization
<p>Public Health and Medical Team needed in rural counties (13 of 14) Behavioral Health Specialist, licensed needed in rural counties (13 of 14) Additional personnel and organizational structures are needed to support the provisioning of behavioral health, food safety, determining need, health assessments, public awareness, public health measures, and school impacts. Public health personnel are needed in the rural counties of the region as DSHS Region 9/10 cannot adequately address the many needs of the rural counties. Mental health counselors are needed in all counties to support this capability. Personnel are needed to support public education activities.</p>
Equipment

FOR OFFICIAL USE ONLY

Additional equipment is needed to support the provisioning of education and services in the post-disaster environment related to this capability. Public education materials are needed to support behavioral health, environmental health, health assessment, public awareness, and school impact. Operational and administrative equipment is needed to support the provisioning of all services related to the functional areas of this capability.

Training

- MGT-341: Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure
- MGT-415: Disaster Recovery in Rural Communities
- MGT-431: Rural Isolation and Quarantine Planning: Private Sector Readiness
- MGT-432: Isolation and Quarantine for Rural Public Safety Personnel
- MGT-433: Isolation and Quarantine for Rural Communities
- MGT-902: Advanced Public Information Officer: Health and Hospital Emergencies
- Psychological First Aid-DSHS

Exercises

Functional Exercises to test this capability. Future exercises should integrate evaluation measures, as applicable, for behavioral health, determining need, ensuring access to services and resources, environmental health, food safety, health assessment, healthcare facilities and coalitions, medical products and services, public awareness, public health measures, response and recovery worker health, school impacts, and social services.

Housing

SPR Step 1: Assess Capabilities

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

Within one year of an incident, 700 people requiring long-term housing, including 70 people with access and functional needs (requiring accessible long-term housing), find and secure long-term housing.

Estimate of Current Capability

Within one year of an incident, 700 people requiring long-term housing, including 70 people with access and functional needs (requiring accessible long-term housing), find and secure long-term housing.

Capability Change Description

No significant changes in the last year.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>Extensive planning efforts are needed to adequately address how local jurisdictions will address housing shortages, conduct housing assessments, reconstruct destroyed housing, and rehabilitate damaged housing in cooperation with citizens and private sector entities. Additional involvement from external stakeholders and local agencies is needed to strengthen this capability.</p> <p>A temporary and permanent housing plan needs to be developed by all jurisdictions. ESF #14 Long-Term Community Recovery needs to be reviewed and updated for all local jurisdictions. Local housing plans should be included as an appendix to ESF #14.</p>
Organization
<p>Subject matter experts are needed in this capability. Additional personnel are needed to support this capability. Structural engineers are needed to perform housing assessments and assist in the reconstruction or rehabilitation of damaged housing. Written agreements are needed with external stakeholders to support this capability.</p>
Equipment
<p>Individual Assistance Disaster Assessment Team Forklifts and other equipment needed for demolition of destroyed housing. Cleaning, Disinfection, and Fumigation products Additional equipment needed regionally, listed below: Large and Small Animal Housing</p>

FOR OFFICIAL USE ONLY

<p>Large and Small Animal Transportation</p> <p>Subsistence and Sanitation Housing (Shelter)</p>
<p>Training</p>
<p>Administration of Public Assistance for Community Recovery</p> <p>E0210: Recovery from Disaster: The Local Community Role</p> <p>E0416: Individual Assistance Housing Group Supervisor</p> <p>G0282.2: Manufactured Homes and the National Flood Insurance Program</p> <p>E-491: Direct Housing Management</p> <p>E-492: Direct Housing Specialist</p> <p>E-493: Direct Housing Support Specialist</p> <p>Leveraging Tools for Conducting Damage Assessments</p> <p>Leveraging Tools for Coordinated Community Disaster Communications</p> <p>MGT-405: Mobilizing Faith Based Community Organizations in Preparing for Disaster</p> <p>MGT-415: Disaster Recovery in Rural Communities</p> <p>MGT-416: Continuity of Government Operations Planning for Rural Communities</p> <p>Natural Disaster Awareness for Community Leaders</p> <p>Partner Coordination in Disaster Response and Recovery</p> <p>Preparing for Post-Disaster Responsibilities</p> <p>Rapid Needs Assessment</p> <p>Recovery from Disaster: The Local Government Role</p>
<p>Exercises</p>
<p>Functional exercise needed to validate plans. Increased participation needed from non-governmental organizations, private sector, and elected/appointed officials. Future exercises should integrate evaluation metrics, as applicable, for addressing housing shortages, housing assessments, reconstruction of destroyed housing, and the rehabilitation of damaged housing.</p>

Natural and Cultural Resources

SPR Step 1: Assess Capabilities

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

Within two years of an incident, restore three damaged natural and cultural resources and historic properties registered in the jurisdiction.

Estimate of Current Capability

Within two years of an incident, restore three damaged natural and cultural resources and historic properties registered in the jurisdiction.

Capability Change Description

No significant changes to this capability.

SPR Step 2: Describe Capability Gaps

Capability Gaps

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

Planning
<p>This capability is not adequately addressed in any local or regional plan. Extensive planning efforts are needed to address damage assessment, environmental and historic preservation, and restoration in the post-disaster environment. Increased involvement from external stakeholders and local agencies is required to improve this capability.</p> <p>ESF #14 Long-Term Community Recovery for all jurisdictions needs to be reviewed and revised to incorporate the most current resources and structures that must be considered when recovering from disaster.</p>
Organization
<p>Additional personnel are needed to support this capability. Written agreements are needed with external stakeholders to ensure that historic and environmental preservation is considered and addressed adequately. Additional volunteers are needed in all counties to conduct damage assessments.</p>
Equipment
<p>Still Camera Infra red (IR) Camera Video Camera Video Display Barriers: Fences; Jersey Walls</p>
Training

FOR OFFICIAL USE ONLY

E/L-253: Introduction to Environmental and Historic Preservation Compliance
E-265: Advance Methods of FEMA's Historic Preservation Program

Exercises

Plans need to be validated through training events, exercises, and real-world events. Future exercises should integrate evaluation metrics, as appropriate, for damage assessment, environmental preservation and restoration, and historic preservation.

2023 Priorities

Top 3 Core Capabilities to Sustain in 2023

1. Planning
2. Interdiction and Disruption
3. Physical Protective Measures

Top 3 Core Capabilities to Build in 2023

1. Community Resilience
2. Physical Protective Measures
3. Interdiction and Disruption

Memo

To: Executive Committee

From: Nicole Nixon

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 19

ITEM 19

Nicole Nixon is seeking consideration and approval of the Concho Valley 2023 Stakeholder Preparedness Review (SPR).

Approved at the Executive Committee Meeting on September 13, 2023.

CVCOG Procurement Policy Revision

September 13, 2023

Page 1 – Updated CVCOG logo, address, and added “Current Version as of 09/13/2023” pending board approval.

Page 20 – Removed “over \$5,000” and added “expected to exceed the micro-purchase threshold.”

Page 22 – Added “Transit Purchases: \$0.01 to \$2,999.99” to 3(a). Reducing the micro-purchase threshold to less than \$3,000 for CVT purchases.

Page 22 – Added “All Other Program Purchases: \$0.01 to \$4,999.99” to 3(a). Keeping the threshold the same as prior policy for all other programs until further review.

Page 22 – Added “Transit Purchases: \$3,000 to \$24,999.99” to 3(b). Reducing the micro-purchase threshold to less than \$3,000 for CVT purchases.

Page 22 – Added “All Other Program Purchases: \$5,000 to \$24,999.99” to 3(b). Keeping the threshold the same as prior policy for all other programs until further review.



PROCUREMENT POLICY

This policy document is the exclusive property of
The Concho Valley Council of Governments
~~2801 W. Loop 306, Suite A~~ 5430 Link Road
San Angelo, Texas 76904
325.944.9666

Current Version as of 09/13/2023
~~Current~~ **Prior approved** version as of 4/14/2021
Prior approved version as of 12/3/2019

Table of Contents

1. Introduction	5
1. Purpose	5
2. Applicability	5
3. Procurement Responsibilities	5
a. Promulgation of Procurement Policy	5
b. Administrative Policy	6
c. CVCOG Employees	6
iv. Conflict of Interest	6
v. Employee Disclosure Requirements	7
vi. Code of Conduct	7
4. Federal Requirements	7
a. Applicable Requirements	7
i. Common Grant Rules	8
ii. Federal Acquisition Regulations (FAR)	8
iii. Other Federal Requirements (CVTD Specific)	8
iv. Waivers	8
5. State and Local Laws/Requirements	8
6. Term Requirements (CVTD Specific)	9
7. Related Requirements	9
2. Contract Information	10
1. Determination of Needs	10
a. Eligibility	10
b. Necessity	11
c. Procurement Size	11
d. Options	11
e. Lease versus Purchase	11
f. Specifications	11
2. Required Documentation	12
c. Specific Documents	12
i. Independent Cost Estimate (ICE)	12
ii. System for Award Management (SAM)	13
iii. Budget Printout	13
3. Contents of Complete Contract Files	13
a. Written Record of Procurement History	13
b. Contract Administration and Closeout Documents	14
4. Award Criteria	15
5. Changes to Contracts	16
a. Types of Changes	16
i. Administrative Changes	16
ii. Substantive Changes	16
iii. Construction Changes	17
6. Cancellation, Rejection, and/or Termination	17
7. Necessary Approvals	17
8. New Accounts & Membership	18
3. Procurement Methods	18
1. Purchasing Instruments	18
a. Credit Cards	18
b. Purchase Order	18
c. Formal Written Contracts	19
d. Task Orders	19
2. Competition Required	20
3. Procurement Thresholds	21
a. Minor or Micro Purchases	21
b. Small Level Purchases	21

iv.	HUB/DBE Requirements	21
1.	Historically Underutilized Business (HUB)	21
2.	Disadvantaged Business Enterprise (DBE)	22
v.	Scope of Work	24
1.	Invitation for Bid	24
2.	Request for Qualifications (RFQ)	24
vi.	Cost or Price Analysis	24
1.	Cost Analysis	24
2.	Price Analysis	25
c.	Competitive Procurements	25
iv.	Competitive Proposals	25
1.	Request for Proposals (RFP)	25
vi.	Sealed Bids	26
d.	Third-Party Contracting Capacity	28
i.	Revenue Contracts	28
ii.	Specific Requirements	28
4.	Solicitation Requirements and Restrictions	31
a.	Description of Property or Services	31
b.	Evaluation Factors	33
c.	Contract Type Specified	33
d.	Other Federal Requirements Affecting the Property or Services to be Acquired	34
e.	Other Federal Requirements Affecting the Bidder or Offeror and the Contractor	34
f.	Reservation of Right to Award to Other Than the Low Bidder or Offeror	34
g.	Reservation of Right to Reject All Bids or Offers	34
5.	Evaluation Requirements	34
a.	General	34
b.	Options	34
i.	Evaluation Required	34
ii.	Evaluation Not Required	34
6.	Contract Award Requirements	34
a.	Award to Other Than the Lowest Bidder or Offeror	34
b.	Award Only to a Responsible Bidder or Offeror	35
c.	Rejection of Bids and Proposals	35
d.	Extent and Limits of Contract Award	35
e.	Approval of Contracts	35
7.	Exceptions to Procurement Thresholds	35
a.	Sole Source/Proprietary Purchases	35
b.	Purchasing Cooperatives (Co-Ops)	36
c.	Procuring from a State Contract	37
iv.	State Cooperative Contracts Using FTA Funds (CVTD)	38
v.	Texas SmartBuy	38
vi.	TXMAS	39
vii.	DIR	39
viii.	Federal Supply Schedules (FTA Funding/CVTD)	40
1.	Information Technology	40
d.	Local Contracts	40
e.	Emergency Purchases	41
v.	Urgent and Compelling (U&C)	42
8.	Federal Exceptions	42
9.	Special Requirements	44
a.	Architect and Engineering	44
iv.	Federal Laws and Regulations	45
b.	Construction Projects	46
iii.	Construction Special Requirements	46
iv.	Prevailing Wages	48
xi.	Preference for U.S. Property	49

1. Buy America.....	49
c. Audit Services.....	50
i. Single Audit Act.....	50
ii. Other Project Audits.....	50
d. Research, Development, Demonstration, Deployment, and Special Studies.....	51
e. Classified Advertisements.....	53
f. Direct Publications.....	53
g. Postal Services/Freight.....	53
h. IT Procurement.....	53
i. Advance Payment.....	53
4. Protest Procedures.....	54
1. CVCOG Right to Protest.....	54
2. Protest Procedures for Transit Related Procurements.....	55
5. Definitions/Glossary of Terms.....	58
6. References.....	65

1. **INTRODUCTION**

1. **Purpose:**

The purpose of this Procurement Policy is to establish procedures for staff of the Concho Valley Council of Governments, hereby known as CVCOG, to follow in connection with the purchase of goods or services. The procedures set forth within this Procurement Policy are designed to ensure timely and efficient acquisition of goods and/or services at the best value for the CVCOG that are consistent with good business practices and to assure full and open competition among vendors interested in doing business with the CVCOG. Unless stated otherwise, these procurement procedures shall apply to every purchase of goods or services, regardless of the funding source or payment method.

2. **Applicability:**

This procurement policy applies to the purchase of goods and/or services by the CVCOG, for itself, and for any of the following entities:

- 1) Area Agency on Aging (AAA)
- 2) Foster Grandparents Program (FGP)
- 3) Retired & Senior Volunteer Program (RSVP)
- 4) Senior Companion Program (SCP)
- 5) 2-1-1 Texas (211)
- 6) Criminal Justice (CJ)
- 7) Concho Valley Testing & Training Center (CVTTC)
- 8) Homeland Security (HSEC)
- 9) Head Start (HS)
- 10) Regional 9-1-1 (911)
- 11) Regional Services (RS)
- 12) Concho Valley Transit District (CVTD)
- 13) Aging and Disability Resource Center (ADRC)
- 14) Concho Valley Economic Development District (CVEDD)

3. **Procurement Responsibilities:**

a. **Promulgation of Procurement Policy:**

- i. The CVCOG Board of Directors, hereby known as the “Board,” will review and adopt this Procurement Policy and any amendments, by resolution of the Board.
- ii. Adopted as of April 14, 2021

b. Administrative Policy:

- i. The Executive Director is the CVCOG's Contracting Officer, and as such, shall have the responsibility for the administration and proper implementation of this policy.
- ii. The Executive Director, through the Director of Finance, has delegated specific responsibilities for the administration of procurement policies and procedures to the Procurement Department. This includes development of standard forms and documents for use in procurement transactions, current Terms and Conditions for contracts, procedures for procurements, etc.

c. CVCOG Employees:

- i. Each CVCOG employee shall comply with the provisions of this policy, unless otherwise directed in advance by the Executive Director or the CVCOG Executive Board.
- ii. For contracts requiring monitoring and management, a CVCOG employee shall serve as a contract manager. This employee will be responsible for monitoring the contractor's performance to ensure that CVCOG receives goods and/or services in accordance with the terms and conditions of the contract and that CVCOG receives the best value available.
- iii. A CVCOG employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with CVCOG, CVTD or CVEDD.

iv. Conflict of Interest:

1) It shall be a breach of ethical standards for any CVCOG employee who participates directly or indirectly in a procurement when the employee know:

- a. The employee or any member of the employee's immediate family, board member, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- c. Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

2) Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver):

- a. Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- i. Promptly file a written statement of disqualification with the Executive Director; and
 - ii. Withdraw from further participation in the procurement.
- 3) The employee may, at the same time, request from the Executive Director an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the Executive Director to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate.
- 4) Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.
- v. Employee Disclosure Requirements:
 - 1) A CVCOG employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a CVCOG employee or by the official acts or actions of CVCOG, shall disclose the precise nature and value of such interest in a written disclosure statement to the Executive Director.
 - 2) The employee's disclosure statement will be reviewed by the Executive Director and the Executive Director will respond to the employee in writing with an opinion as to the propriety of said interest.
- vi. Code of Conduct:
 - 1) All CVCOG employees, officers, agents, and/or board members will neither solicit nor accept gifts, gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 - 2) Penalties, sanctions, or other disciplinary action for violation of the CVCOG code of conduct will be issued by the Executive Director.

4. **Federal Requirements:**

CVCOG must comply with applicable 2 CFR Part 200, Texas Government Code Ch., 2155, Title 45 CFR, Federal Laws and Regulations including, but not limited to Federal transit laws at 49 U.S.C. Chapter 53, Federal Transit Administration (FTA) regulations, and other Federal laws and regulations that contain requirements applicable to Agency recipients and their federal assisted procurements.

a. **Applicable Procurements:**

FTA regulations and other Federal laws and regulations that contain requirements applicable to FTA recipients and their FTA assisted procurements specific to CVTD, but are not limited to the following for program specific procurements (CVCOG shall be responsible for complying with all other applicable laws and regulations particular to each program):

i. Common Grant Rules:

The Common Grant Rules for Governmental Recipients that apply to specific programs are stated in “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 2 CFR, 49 CFR Part 18 and 45 CFR Part 75.

ii. Federal Acquisition Regulations (FAR):

The FAR does not apply to federally assisted procurements, absent Federal laws or regulations to the contrary; however, in the case of FTA programs, FAR cost principles in Part 31 apply to grants and cooperative agreements with private for-profit entities. Although the FAR does not apply, CVCOG may review and utilize the FAR for guidance on how to accomplish specific tasks and incorporate language identified in acquisitions or contracts.

iii. Other Federal Requirements (CVTD Specific):

In addition to the Common Grant Rules, CVCOG must comply with applicable Federal transit laws and implementing regulations not addressed in the Common Grant Rules, and with other Federal cross cutting statues and regulations that affect what CVTD may acquire.

1) Program Master Agreement:

Citations to most Federal requirements are included in the latest edition of FTA’s Master Agreement, typically issued at the beginning of each Federal fiscal year, which includes comprehensive information about Federal laws and regulations that may apply to an FTA assisted project.

2) Conflicting Federal Requirements:

Requirements of the various Federal agencies that may be involved in the project will sometimes differ, with the result that agencies expect CVCOG to comply with all those differences. If compliance with all applicable Federal requirements is impossible, CVCOG may seek local Legal Counsel and should notify the Program Agency Chief Counsel for resolution.

iv. Waivers:

Request for waivers of Federal requirements should be addressed to the funding agency.

5. State and Local Laws/Requirements:

In accordance with the Common Grant Rules, CVCOG, CVTD, and CVEDD will use its own procurement procedures that comply with applicable State and local laws and regulations, and also comply with applicable Federal laws and regulations.

a. Inadequate State and Local Requirements:

If State or local laws or regulations do not adequately address a particular aspect of procurement, the FAR may provide useful guidance.

b. Conflicts Between Federal Requirements and State or Local Requirements:

If Federal requirements conflict with State or local requirements, CVCOG, CVTD, and/or CVEDD should provide written notification promptly to either the Agency Regional Counsel or the Assistant Chief Counsel for General Law in the case of projects administered by headquarters staff. Agencies will then work with CVCOG to make appropriate arrangements to proceed with the project. If unsuccessful, then Agencies reserve the right to amend or terminate Federal assistance for the underlying project or local Legal Counsel as appropriate.

6. Term Requirements (CVTD Specific):

In no instance shall a contractual vehicle be executed for more than five years for rolling stock, five years with options not to exceed nine years total for services, and one year for all others in accordance with Federal rules, laws, guidelines, regulations, or FTA policies for commodities, utilities or other types of procurements.

7. Related Requirements:

a. CVCOG Organizational Documents:

- i. The CVCOG was established under Texas Local Government Code, Chapter 391, and it authorizes CVCOG to purchase goods and/or services, and to make contracts that incur the liabilities thereof.
- ii. Furthermore, the Executive Director of the CVCOG is responsible for ensuring that full and accurate accounts of receipts and disbursements are kept. In regard to the purchase of goods and/or services, the Board's approval of the Policy shall serve as its delegation of such record-keeping responsibilities to the Director of Finance and the Procurement department.

b. Executive Director:

- i. The Concho Valley Council of Governments (CVCOG), its programs, Concho Valley Transit District (CVTD), and the Concho Valley Economic Development District (CVEDD) reports to the Concho Valley Council of Governments Executive Director who is appointed by CVCOG Board of Directors. The Executive Director is granted authority by the Board to enter into contracts and agreements in accordance with (IAW) Federal rules, laws, guidelines and regulations as advised and guided by Procurement Policy.
- ii. Pursuant to this Policy, the Executive Director shall execute all contracts entered into on behalf of CVCOG, unless the signing and execution thereof has been expressly delegated to another officer, employee, and/or agent of the CVCOG.

c. Board of Directors:

The Board of Directors may take action (by motion, resolution, etc.) to provide authorization, approval and/or disapproval, instructions, delegations of authority, conditions or requirements specific to a particular procurement transaction. In such instances, the Executive Director and the CVCOG employees shall follow the directives reflected in the Board's action, in addition to the policy and procedures set forth within this policy.

d. Administrative:

- i. The Executive Director shall have the authority to issue interpretations of this Policy, to issue directives, and to make decisions in circumstances where such authority is not otherwise specifically reserved to the Board.
- ii. CVCOG must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. CVCOG must maintain these records for seven (7) years (unless otherwise determined) after CVCOG and its sub-recipients, if any, have made final payment and all other pending matters are closed.
 - 1) CVCOG must provide FTA, DOT officials, the Comptroller General, funding agencies, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any agency project financed with Federal assistance.

e. Requirements of Specific Awards:

It is the intention of the CVCOG that this policy shall include methods and procedures for contractor selection that are consistent with the competitive procurement process utilized by the federal and state governments with which CVCOG interacts.

- i. Where a source of funding for a contract resulting from a particular procurement transaction consists of federal or state funding, and where specific conditions or related requirements (such as: specific contractor selection procedures, or specific levels/methods of competition) are mandated in connection with the expenditure of such funding, then if the awarding agency's mandated conditions or requirements are more specific, or more restrictive than those set forth in this policy, CVCOG will comply with the awarding agency's conditions and requirements.

2. CONTRACT INFORMATION

1. Determination of Needs:

CVCOG must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. CVCOG shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire:

a. Eligibility:

- i. All products and services to be acquired with Federal, State, Grant, or FTA funds must be eligible under the Federal or State law authorizing the funding entity or assistance award and any regulations there under.
- ii. All products and services to be acquired with Federal, State, Grant, or agency funds must also be eligible for support within the scope of the underlying grant or cooperative agreement from which the Federal, State, Grant, or agency assistance is to be derived.

b. Necessity:

CVCOG shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does need.

i. Unnecessary Reserves:

CVCOG shall limit the acquisition of federally assisted property and services to the amount it needs to support its operations.

ii. Acquisition for Assignment Purposes:

- 1) CVCOG shall contract only for its current and reasonably expected public transportation or other needs and shall not add quantities or options to third party contracts solely to permit assignment to another party at a later date:
- 2) If CVCOG chooses not to exercise all of its contract options for a particular contract, it may assign its unneeded contract authority to another entity that would like to acquire the products or services.
- 3) The general limit on assignments does not preclude CVCOG or its programs or sub-recipients from participating in joint procurements or purchasing from State Government Purchasing Contracts.

c. Procurement Size:

For every procurement, CVCOG shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women's business enterprises, CVCOG programs or sub-recipients shall not split a larger procurement merely to gain the advantage of micro-purchase or small purchase procedures.

d. Options:

CVCOG programs or sub-recipients shall justify as needed all option quantities included in every solicitation and contract.

e. Lease versus Purchase:

CVCOG shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most economical alternative. If CVCOG chooses to lease an asset then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.

f. Specifications:

CVCOG's program or sub-recipient specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated. Specifications shall not be exclusionary, discriminatory, unreasonably restrictive or otherwise in violation of Federal or State laws, regulations, or guidelines.

2. Required Documentation:

- a. All procurements conducted on behalf of CVCOG will have required documentation to substantiate the procurement and use of funds.
- b. Any procurement requests submitted to the procurement office missing documentation may be subject to rejection and sent back to the requesting department for clarification and/or correction.
- c. Specific Documents:
 - i. Independent Cost Estimate (ICE):
 - 1) An ICE is a tool for you to use to communicate to management, the purchasing department, etc. that you have done market research on the items/services you want to procure and you have an estimated cost and justification for the procurement.
 - 2) The ICE should address the need, scope, and justification of each procurement; moreover, the ICE provides a statement that the budget has been reviewed by the department for the finance office.
 - 3) Definitions:
 - a. Need: A lack of something wanted or deemed necessary (commodity or service).
 - b. Scope: Estimated Amount
 - c. Justification: A reason, fact, circumstance or explanation of why you need the commodity or service
 - 4) Per the National Transit Institute (NTI), “an ICE is a benchmark for evaluating the reasonableness of the contractor’s proposed cost or price, and may range from a simple budgetary estimate to a complex estimate, based on inspection of the product, review of drawings or specifications, and prior procurement data. An ICE is an independent assessment of what you would expect to pay for goods or services, based on a reliable source, such as paid historical prices, industry standard, or market research.”
 - 5) An ICE is needed for every procurement unless:
 - a. If an ICE is attached to a contract in the Contract Management System, another and/or subsequent ICE documents are not needed when paying against the contract. For example, if an RFP is awarded to a vendor, an ICE is included in the contract paperwork when the RFP is processed.
 - i. If multiple payments are made against the contract, ICEs are not needed with the subsequent paperwork.
 - b. Travel documents do not need an ICE

ii. **System for Award Management (SAM):**

- 1) Contractors must be checked against the Federal database to ensure that they are not a debarred or suspended contractor in the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award.
 - a. Entities that are listed as debarred or suspended contractors cannot be contracted with. Another contractor must be selected as a replacement.
- 2) Regardless if a SAM is attached to a contract in the Contract Management System, another and/or subsequent SAM documents are required when paying against the contract.
 - a. For example, if an RFP is awarded to a vendor, a SAM is included in the contract paperwork when the RFP is processed.
- 3) When multiple payments are made against the contract, SAMs are needed with the subsequent paperwork as the SAM document checks with the federal government if the vendor is in good standing and not debarred at the time of payment.

iii. **Budget Printout:**

A copy of the associated budget that the department wishes to pay for the good or service.

3. **Contents of Complete Contract Files:**

The following documents shall comprise the contents of a complete contract file for procurements above \$25,000 or the complexity of the project/contract as determined by Procurement for any dollar amount below \$25,000:

a. **Written Record of Procurement History:**

CVCOG shall maintain written records detailing the history of the procurement, including records relating to:

i. **Procurement Method:**

Procurement must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive and documents related to solicitation;

ii. **Contract Type:**

Procurement must state the reasons for selecting the contract type it used;

iii. **Contractor Selection:**

Procurement must state its reasons for contractor selection or rejection, including written justification when applicable;

iv. Contractor Responsibility:

Procurement must provide a written determination of responsibility for the successful contractor when applicable;

v. Cost or Price:

Procurement must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis; and

vi. Reasonable Documentation:

Retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

b. Contract Administration and Close-Out Documents:

Procurement shall maintain written records detailing the performance and close-out of the contract, including records relating to:

i. Contractor Performance:

CVCOG must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions;

ii. Contract Deliverables:

CVCOG must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables;

iii. Contract Changes:

CVCOG must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution;

iv. Contract Payments:

CVCOG must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products;

v. Contract Close-Out:

CVCOG must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to CVTD, and contract audit and final reconciliation. Files will be adequately maintained, accessible, and retained 7-years unless otherwise determined.

4. **Award Criteria:**

Awards by CVCOG will be made based on best value criteria to responsive and responsible contractors.

- a. In determining the best value, the purchase price and whether the goods or services meet specifications are the most important considerations; however, the department may also consider:
 - i. installation costs;
 - ii. life cycle costs;
 - iii. the quality and reliability of the goods and services;
 - iv. the delivery terms;
 - v. indicators of probable vendor performance under the contract such as past vendor performance, the vendor's financial resources and ability to perform, the vendor's experience or demonstrated capability and responsibility, and the vendor's ability to provide reliable maintenance agreements and support;
 - vi. the cost of any employee training associated with a purchase;
 - vii. the effect of a purchase on agency productivity;
 - viii. the vendor's anticipated economic impact to the state or a subdivision of the State, including potential tax revenue and employment; and
 - ix. other factors relevant to determining the best value for the State in the context of a particular purchase (Division, 2018)
- b. **Responsive** contractors submit responses that conform in all material respects to the requirements stated in any portion of the solicitation, whether they are informal and/or formal.
 - i. **Responsiveness** is determined from the solicitation documents themselves, and, with very few exceptions, is determined with no discussions or further input from the contractor. Examples of responsiveness can include:
 - 1) Are the submitted response documents complete and is any part of the proposal intentionally or inadvertently ambiguous? Is it susceptible to two or more reasonable interpretations?
 - 2) Were all requested documents submitted?
 - 3) Was the submitted proposal document signed?
 - 4) Were all material representations and certifications completed and signed, including but not limited to, state or federal requirements?
- c. A **responsible** contractor is a company, which based on its responding proposal, references, and any other pertinent information, has demonstrated it has the ability, willingness, and integrity to perform successfully under the terms and conditions of the Award and any contract resulting from the solicitation.

- i. Examples of Contractor responsibility, as identified in other parts of the solicitation package, are:
 - 1) Demonstrable integrity, record of past performance, and financial and technical resources needed to meet the required delivery and performance schedule, taking into consideration all the Contractor's existing commercial and governmental business commitments.
 - 2) The necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them;
 - 3) Compliance with applicable licensing and tax laws and regulations;
 - 4) The necessary production, construction, and technical equipment and facilities, or the ability to obtain them.
 - 5) Compliance with Affirmative Action and Disadvantaged Business Program requirements; and
 - 6) Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

5. **Changes to Contracts:**

During the course of contracts, including purchase orders, changes may need to be made. Changes can be minor administrative changes or they can be substantial changes that affect pricing, delivery, etc. When contract changes are necessary, please contact the procurement department.

a. **Types of Changes:**

i. **Administrative Changes:**

Administrative changes to contracts do not affect or alter the rights of either party in the contract. Examples include:

- 1) Changes in billing instructions or address
- 2) Corrections to typos not affecting the substance of the contract
- 3) Changes in agency personnel listed in the contract

ii. **Substantive Changes:**

- 1) Contractual changes that affect the rights of both parties.
- 2) Amendment(s) must be issued and accepted by both parties.
- 3) Examples include:
 - a. Change in price of the contract
 - b. Change in delivery schedule
 - c. Change in quantity

- d. Change in deliverables
- e. Change of terms and conditions

iii. Construction Changes:

- 1) If the contractor perceives that work is beyond the scope of the original contract, the contractor may claim the contract was “constructively” changed and may be entitled to additional compensation for the changes.
- 2) If a contract change(s) will overall increase the contract scope by ten percent or more, then the contract should be reviewed by the procurement department to see if it will need to be cancelled and rebid.

3) Per the Texas Procurement Manual:

“If the extent of the changes so substantially alters the original specifications that not re-advertising the revised specifications would deny a potential vendor an opportunity to respond to the revised specifications. If a revision is substantial, a new solicitation is needed to ensure compliance with the bidding statutes.”

6. Cancellation, Rejection, and/or Termination:

- a. Any solicitation, or any and all quotes, bids, or proposals received in response to a solicitation may be canceled or rejected when it would be in the CVCOG’s best interests to do so.
- b. The reasons for cancellation or rejection shall be set forth in writing and made part of the contract file; moreover, criteria for termination of a contract is listed in the terms and conditions of all contracts.
 - i. Termination for cause and/or convenience provisions must be included in third-party contracts exceeding \$5000.

7. Necessary Approvals:

- a. The Executive Director, or another delegated person serving in his/her place, shall not execute any contract involving an expenditure of \$25,000 or more (regardless of funding source) unless and until such contract has been approved by the board.
- b. In the event of a catastrophic disaster, such as tornado, flooding, and/or Act of God, the Executive Director has the authority to suspend the procurement levels and authority so emergency purchases can be conducted; however, the purchases should be within the public’s best interest to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the CVCOG.
 - i. Per the state, all procurements conducted as emergencies should be made as competitive as possible under the circumstances. The agency should make a reasonable attempt to obtain at least three informal bids.

8. **New Accounts & Membership:**

- a. To help track the number of online/local accounts and/or memberships under the CVCOG, the procurement division has created a New Account Form to avoid multiple departments having accounts/memberships with the same vendor.
- b. Prior to setting up an account with a vendor, please contact the procurement department to see if an account is already established and/or a request a copy of the form for account set up approval.

3. **PROCUREMENT METHODS**

1. **Purchasing Instruments:**

CVCOG uses the following instruments to authorize purchases and contractually bind CVCOG to a purchase of goods or services:

a. **Credit Cards:**

- i. The purpose of the Credit Card program is to establish a more efficient, cost-effective method of purchasing and paying for travel expenses.
- ii. The Credit Card program is not meant to be a substitute for our normal purchasing procedures, but may be used to enhance the procedures for travel and purchases made with approved vendors where a CVCOG account has not already been established (please see travel policy for more information.)
- iii. **A credit card cannot be used over \$5000 without prior approval in writing by the Executive Director.**
- iv. Please refer to the CVCOG Credit Card Guidelines for further instructions.

b. **Purchase Order:**

- i. A purchase order is a contract, approved by the Executive Director or a designated employee of the CVCOG, issued internally to a vendor to authorize the purchase of goods or services in specific quantities and prices.
- ii. For a purchase order to be valid, an offer and acceptance must be made between the CVCOG and the contractor. Given that CVCOG issues purchase orders internally, a contractor may request a Formal Procurement Statement be issued to formally execute in writing an offer and acceptance between the CVCOG and the contractor.
- iii. All documentation related to the procurement should be included in the purchase order file, such as ICE, bid tab (if necessary) quote, etc.
- iv. **Blanket Purchase Order:**
 - 1) A blanket purchase order (PO) is a commercial document issued by CVCOG/CVTD/CVEDD to a vendor to purchase a defined dollar amount of goods and services over a period of time.

- 2) Blanket POs are often used in place of standard POs when a buyer needs to place reoccurring orders with a seller over time, or when the exact quantities of goods desired are initially unknown.

v. **When to issue a requisition (REQ) versus a purchase order (PO)?**

- 1) If a procurement is **over \$5000** expected to exceed the micro-purchase threshold, then a REQ must be created and then the PO is converted from the information in the REQ.
- 2) If a contract is issued via formal procurement:
 - a. When the contract is On-going service, for example T-Shirts, which programs buy in small quantities, a REQ is issued.
 - b. However, when a contract is created for one-time project, there is no REQ issued – issue a PO.
 - c. “Type of Contract” Key:
 - i. P – One-Time Purchase and expires when purchase is made (No REQ needed)
 - ii. D – On –Going Service (multiple year contract) (REQ needed)
 - iii. A – Blanket Purchase Agreement (Terminate at Will) (REQ needed)
 - iv. R – Request for Proposal
 - v. B – Invitation to Bid
 - vi. Q – Request for Quote

c. **Formal Written Contracts:**

- i. A formal contractual agreement is a document which sets forth all of the terms and conditions of the parties’ agreement for the purchase of goods or services.
- ii. In cases where a substantial amount of money is involved, complicated terms or conditions apply to a transaction, or both, a formal written agreement is used to ensure that all of the parties’ agreements and understandings are set forth in one instrument that is signed by authorized representatives of both parties, as a means of verifying that there has been a “meeting of the minds” as to the obligations set forth within the document.
- iii. A formal contractual agreement may be in a format as simple as a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Interagency Cooperative Agreement, or it may consist of multiple pages of terms, conditions, and requirements, with attachments, schedules, or exhibits.
- iv. The form and content of a written contract document will depend on the nature of a particular transaction.

d. **Task Orders:**

- i. The orders are orders for service contracts, such as construction and/or repairs that are issued against a vendor's contract (i.e. a contract must be in place).
- ii. The task order specifies to the vendor what work is to be done, the estimated timeline, and estimated cost.
- iii. A **task order form** must be completed and authorized by management prior to the service start date.
- iv. A **task order number**, which must be included on the task order form, is issued by the Procurement Department.
- v. Upon receipt of invoice, please send to procurement with a copy of the task order to issue a purchase order for payment.

2. **Competition Required:**

As a recipient of Federal assistance, CVCOG must use third party procurement procedures that provide full and open competition. Third party contract awards may be made on the basis of:

a. **Solicitation of Competitive Price Quotes, Bids, or Proposals:**

Compliance with the solicitation procedures described below will fulfill requirements for "full and open competition".

b. **Receipt and Evaluation of Unsolicited Proposals:**

- i. CVCOG may enter into contracts based on an unsolicited proposal when authorized by applicable Federal or State law, guidelines, or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition.
- ii. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, CVCOG must seek competition.

c. **Prequalification:**

- i. CVCOG programs or sub-recipients may prequalify bidders, offerors and products for procurement purposes; however, CVCOG is not required to do so. The decision of whether to require prequalification for eligibility to participate in a procurement shall be made separately and approved by the Executive Director.
- ii. CVCOG sub-recipients may prequalify bidders, offerors and products for procurement purposes if:
 - 1) CVCOG Procurement ensures that all prequalification lists it uses are current;
 - 2) CVCOG Procurement ensures that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and

- 3) CVCOG permits potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date).
 - a. CVCOG and its sub-recipients or programs are not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must CVCOG expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

3. **Procurement Thresholds:**

a. **Minor or Micro Purchases:**

- i. Transit Purchases: \$0.01 to \$2,999.99
- ii. All Other Program Purchases: \$0.01 to \$4,999.99
- iii. No competitive quotes are required; however it is recommended by the procurement department to practice good faith and award based on best value criteria as three bids and/or bid tabs are no longer required.

b. **Small Level Purchases:**

- i. Transit Purchases: \$3,000 to \$24,999.99
- ii. All Other Program Purchases: \$5,000 to \$24,999.99
- iii. CVCOG staff shall solicit written price or rate quotes from **at least three sources**.
- iv. The solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods and or services to be procured.
 - 1) Please do not solicit bids via social media.

v. **HUB/DBE Requirements:**

At least two of the quotes are required/encouraged to be from **HUB and/or DBE contractor(s)** sources if they apply to the department funding:

1) **Historically Underutilized Business (HUB):**

- a. State agencies, such as 911 under the Commission on State Emergency, are constantly looking to work with businesses certified as Historically Underutilized Business (HUB) per the state of Texas.
- b. The goal of this good-faith effort is to actively involve HUBs in the Texas procurement process and ensure they receive a fair share of state business.
- c. Per the Comptroller, **a HUB is defined as:**

- i. A for-profit entity that has not exceeded the size standard prescribed by 34 TAC §20.294, and has its principal place of business in Texas, and
 - ii. At least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service-Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.
 - iii. Must be signed up and certified by the Texas Comptroller
- d. Please include copies of your HUB certification documentation in your RFP response.

2) **Disadvantaged Business Enterprises (DBE):**

- a. Concho Valley Transit District (CVTD) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26 (<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>).
- b. CVTD has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, CVTD has signed an assurance that it will comply with 49 CFR Part 26.
- c. Per the federal government, **a DBE is defined as:**
 - i. A business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
 - ii. A business whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
 - iii. **Socially and economically disadvantaged individual** means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as a member of groups and without regard to his or her individual qualities.
 - 1. The social disadvantage must stem from circumstances beyond the individual's control.

2. Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis. An individual must demonstrate that he or she has held himself or herself out, as a member of a designated group if you require it.
3. Any individual in the following groups, members of which are presumed to be socially and economically disadvantaged:
 - a. “Black Americans,” which includes persons having origins in any of the Black racial groups of Africa;
 - b. “Hispanic Americans,” which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - c. “Native Americans,” which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians;
 - d. “Asian-Pacific Americans,” which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - e. “Subcontinent Asian Americans,” which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - f. Women;
 - g. Any additional groups whose members are designated as socially and economically disadvantaged by the

SBA, at such time as the SBA designation becomes effective.

- 3) Contractors that fall into the HUB and/or DBE categories that need more information can contact the CVCOG Procurement department.

vi. **Scope of Work:**

Depending on the goods and/or services to be procured, such as specialized equipment or services, and the estimated amount of expenditure, the procurement department may determine that a simple description of goods or services will not be sufficient and that a **Scope of Work (SOW) must be created.**

- 1) **Invitation for Bid:**

Given that the success or failure of a procurement contract can usually be linked to the adequacy of the planning, analysis, and thoroughness of the SOW, it is recommended that an **Invitation to Bid** document and/or template be utilized with the guidance of the procurement department manager and the department subject matter expert(s).

- a. **Invitation for Bid (IFB):**

A written competitive sealed bid method used to obtain written bids. An IFB may be for both informal (procurements of \$25,000 or less) and formal (procurements exceeding \$25,000).

- 2) **Request for Qualifications (RFQ):**

- a. Generally used for professional services wherein the respondents are evaluated based solely on their qualifications and skills.
 - b. This solicitation method is more like an application process, where it is very clear what is expected from the vendor. Price is negotiated after the agency selects its preferred respondent based on how well the respondents met the published qualifications. (Division, 2018)

- 3) To fully develop the proper procurement document, departments will need to supply explicit, salient characteristics of the good or service to be procured along with any vendor information (if available) to the procurement department staff.

vii. **Cost or Price Analysis:**

If the funding agency requires it (such as TxDot) a **cost or price analysis** documentation may be required for the contract file:

- 1) **Cost Analysis:**

- a. A cost analysis entails the review and evaluation of the separate cost elements and the proposed profit of an offeror's cost or pricing data and the judgmental factors applied in estimating the costs.

- b. A cost analysis is generally conducted to form an opinion on the degree to which the proposed cost, including profit, represents what the performance of the contract should cost, assuming reasonable economy and efficiency.
- c. A cost analysis will not provide sufficient information to determine the reasonableness of the contract cost when:
 - i. The offeror submits elements of the estimated cost;
 - ii. Only a sole source is available, even if the procurement is a contract modification; or
 - iii. In the event of a change order.

2) **Price Analysis:**

If it is determined that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

- viii. The CVCOG will award to a responsible and responsive contractor that offers the best value elements of the goods and/or services that are optimal to the CVCOG's needs.
- ix. Documentation of each solicitation, and any written quotes received in response, shall be placed in the contract file.

c. **Competitive Procurements:**

- i. \$25,000 and above
- ii. Formal solicitation responses will be conducted by the Procurement Department on procurements in excess of \$25,000 that do not conform with one of the other procurement types listed in this operating policy (OP).
- iii. Subject matter experts from the initiating department will need to provide information to the procurement department to develop the necessary documentation for vendors.

iv. **Competitive Proposals:**

Competitive proposals are initiated through the issuance of a solicitation referred to as a **Request for Proposals (RFP)** or a formal **Invitation to Bid (IFB)**.

1) **Request for Proposals (RFP):**

- a. A Request for Proposals (RFP) is a written solicitation document for purchases acquired by means of the competitive sealed proposals procurement method.
- b. Generally, an RFP is recommended when factors other than price are to be considered, negotiations are desired, requirements cannot be described by detailed specifications included in a PO, or the vendor is expected to provide innovative ideas. This

solicitation type must be used when an IFB is not practicable or advantageous. One of the key differences between an IFB and an RFP is that negotiations are allowed in an RFP and not allowed in an IFB. (Division, 2018)

- c. Each RFP shall indicate in general terms what is to be procured, and shall contain or reference the applicable terms and conditions, including any unique capabilities or qualifications that will be required of the contractor.
- d. The RFP shall instruct prospective offerors of the need to demonstrate, within their proposals, their “responsibility.” Each RFP shall also specify the factors that will be used to evaluate the merits of proposals received, such as best value, along with the numeric importance.
- e. Please keep in mind that RFPs can take time to create given that multiple people may need to be involved to fully develop an RFP that meets the needs of the department.
- f. **Per the state Comptroller, an estimated month is needed to create an RFP and the following are standard times that an RFP should be posted online:**
 - i. General procurements must be posted online for a minimum of 21 days.
 - ii. Emergency procurements must be posted online for a minimum of 14 days.
 - 1. A written justification will be needed for posting the minimum amount of days.
 - iii. **Keep in mind that board approval will need to be factored into the calendar/timeline for a formal procurement.**
- v. Qualifications –based procurement (RFQ), where price is not initially used as a selection factor, can only be used for the following services:
 - 1) Architectural;
 - 2) Engineering;
 - 3) Accounting;
 - 4) Actuarial; and
 - 5) Legal
- vi. **Sealed Bids:**

Sealed bids are used in procurements in which bids are publically solicited and a firm fixed price contract is awarded to the responsible bidder whose bid,

confirming to all the material terms and conditions of the solicitation, is lowest in price.

- 1) The vehicles through which bids are solicited can be an Invitation for Bids, or a Request for Proposals.
 - a. The solicitation document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

2) When Appropriate:

- a. The sealed bid method of procurement is the preferred method for acquiring products and services, including construction services that cost greater than \$100,000.
- b. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate.
- c. The sealed bid method of procurement is appropriate if the following conditions apply:
 - i. Precise Specifications:

A complete, adequate, precise, and realistic specification or purchase description is available.
 - ii. Adequate Sources:

Two or more responsible bidders are willing and able to compete effectively for the business.
 - iii. Fixed Price Contract:

The procurement generally lends itself to a firm fixed price contract.
 - iv. Price Determinative:

The successful bidder can be selected on the basis of price, and those price-related factors listed in the solicitation

 1. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
 - v. Discussions Unnecessary:

Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.

d. **Third-Party Contracting Capacity:**

i. **Revenue Contracts:**

1) To ensure fair and equal access to all federally funded or agency assisted property and to maximize revenue derived from such property, CVCOG shall, on behalf of all programs, conduct its revenue contracting as follows:

a. **Limited Contract Opportunities:**

If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus), then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity.

b. **Open Contract Opportunities:**

If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system), and the recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations), then competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties.

2) CVCOG Procurement must maintain adequate technical capacity to carry out its agency and federally funded projects on behalf of all CVCOG programs and comply with Federal Common Grant Rules, Circulars, Federal and State Laws, regulations and guidelines.

3) All third party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, State, and local requirements.

4) All programs under the purview of CVCOG will conduct annual planning with its requirement organization in advance of receipt of purchase requests.

5) CVCOG programs will conduct formal planning for all requirements in excess of \$100,000.00.

ii. **Specific Requirements Include:**

1) **Contract Administration System:**

CVCOG Procurement shall maintain a contract administration system to ensure that it and its third party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and

applicable Federal, State and local requirements to include policies and procedures.

2) **Written Procurement Procedures:**

CVCOG Procurement Staff shall be responsible to ensure compliance and maintenance of procurement procedures that address the following as determined applicable and appropriate by Procurement Staff:

- a. Solicitations: Requirements for solicitations
- b. Necessity: Requirements related to need for products or services.
- c. Lease versus Purchase: Requirements related to the lease or purchase alternatives to achieve an economical and practical procurement.
- d. Metric Usage: Requirements related to the acceptance of products and services dimensioned in the metric system of measurement.
- e. Environmental and Energy Efficiency Preferences: Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient.
- f. Procurement Methods: Descriptions of procurement methods appropriate and deemed applicable to the acquisition.
- g. Legal Restrictions: Descriptions of Federal and State restrictions.
- h. Sources: Descriptions of the availability and use of various sources of products and services.
- i. Resolution of Third Party Contracting Issues: Procedures related to the resolution of third party contracting issues.

3) **Adequate Third Party Contract Provisions:**

Procurement Staff shall include provisions in all of its third party contracts that are adequate to form a sound and complete contract/agreement.

4) **Industry Contracts:**

CVCOG shall not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first been evaluated and the benefits of the provided contract are determined to be acceptable to CVCOG. CVCOG shall ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to any CVCOG program.

5) **Record Keeping:**

CVCOG must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. CVCOG must maintain these records for seven (7) years (unless otherwise determined) after CVCOG and its sub-recipients, if any, have made final payment and all other pending matters are closed. Specific record keeping requirements include:

- a. Written Record of Procurement History: CVCOG Procurement and Finance Departments shall maintain and make available to funding agencies, written records detailing the history of each procurement. For all procurements above the micro-purchase level Procurement Staff must maintain records relating to:
 - i. Procurement Method: Must provide rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive;
 - ii. Contract Type: Must state the reasons for contract type it used;
 - iii. Contractor Selection: Must state the reasons for contractor selection or rejection;
 - iv. Contractor Responsibility: Must provide a written determination of responsibility for the successful contractor;
 - v. Cost or Price: Must evaluate and state its justification for the contract cost or price; and
 - vi. Reasonable Determination: Must retain documentation commensurate with the size and complexity of the procurement.
- b. Access to Records: CVCOG must provide FTA, DOT officials, the Comptroller General, funding agencies, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any agency project financed with Federal assistance.

6) Use of Technology/Electronic Commerce:

CVCOG and sub-recipients may use and Electronic Commerce system to conduct third party procurements. If an Electronic Commerce system is used, then the following requirements apply:

- a. Sufficient System Capacity:

System must have sufficient system capacity necessary to accommodate all federal requirements for full and open competition.

b. Written Procedures:

Before any solicitation takes place, CVCOG must establish adequate written procedures to ensure that all information required for project administration is entered into the system and can be made readily available

c. Uses:

CVCOG may use its system to undertake the following types of third party procurements:

i. Standard Bidding and Proposal Procedures:

Standard procurement procedures may be implemented through an electronic medium or resource to the extent of the system's capacity.

ii. Electronic Bidding and Reverse Auctions:

CVCOG and sub-recipients may use electronic bidding and reverse auctions.

4. Solicitation Requirements and Restrictions:

Every procurement solicitation issued above the micro-purchase level must include the following information and be advertised in local/state publication papers or electronic advertisement websites for all procurements in excess of \$25,000 when not procured from state contracts:

a. Description of the Property or Services:

The solicitation and the contract awarded thereunder must include a clear and accurate description of technical requirements for the products or services to be acquired in a manner that provides for full and open competition.

- i. Requirements should be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - 1) Detailed product specifications should be avoided if at all possible; however, there is not prohibition against their use when appropriate.
- ii. Additional quantities or options above stated needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.
- iii. When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a "brand name or equal" description may be used to define the functional and physical

salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.

- iv. Solicitations with requirements that contain features that unduly restrict competition may not be used. Such features include:
 - 1) Excessive Qualifications:

Imposing unreasonable business requirements for bidders or offerors.
 - 2) Unnecessary Experience:

Imposing unnecessary experience requirements for bidders and offerors.
 - 3) Improper Prequalification:

Using prequalification procedures that conflict with the prequalification standards described above.
 - 4) Retainer Contracts:

Making a noncompetitive award to any person or firm on a retainer contract with CVCOG or specific programs if that award is not for the property or services specified for delivery under the retainer contract.
 - 5) Excessive Bonding:

Imposing unreasonable restrictive bonding requirements on bidders and offerors in excess of federal, agency, and state requirements.
 - 6) Brand Name Only:

Specifying only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the functional and physical salient characteristics that the “equal” product must meet to be acceptable for award.
 - 7) In-State or Local Geographic Restrictions:

Specifying in-state or local geographic preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by state or local laws or regulations, shall be taken into consideration based on establish federal or state provisions, rules, or regulations.

 - a. Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
 - 8) Organizational Conflicts of Interest:

Engaging in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:

a. Lack of Impartiality or Impaired Objectivity:

When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice due to other activities, relationships, contracts, or circumstances.

b. Unequal Access to Information:

When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.

c. Biased Ground Rules:

When during the conduct of an earlier procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

9) Remedies:

CVCOG shall analyze each planned acquisition in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award.

10) Urgent and Compelling:

CVCOG may upon determination, necessity, and documentation of file proceed with an acquisition be it for goods or services above the micro-purchase threshold should the need arise based on mission and/or task.

- a. CVCOG Procurement shall use guidelines from the FAR, FTA, Federal and State law, and DOT on how to proceed.

b. Evaluation Factors:

The solicitation must identify all factors to be used in evaluating bids or proposals and their relative order of importance. CVCOG Procurement shall conduct a public bid opening for all sealed bids. Contracts shall be awarded to the lowest, responsive, and responsible bidder considering price and other price-related factors set forth in the solicitation.

c. Contract Type Specified:

- i. The solicitation must state the type of contract that will be awarded.
- ii. CVCOG may review the Federal Acquisition Regulation (FAR) Part 16 to determine the best type of contract for a specific requirement.
- iii. **The following contract types are prohibited or restricted:**

- 1) Cost plus Percentage of Cost type contracts are prohibited

2) Time & Materials type contracts may be used only after a written determination is made that no other contract type is suitable.

a. CVCOG and the Contractor must specify a ceiling price that the Contractor may not exceed at its own risk.

d. Other Federal Requirements Affecting the Property or Services to be Acquired:

The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

e. Other Federal Requirements Affecting the Bidder or Offeror and the Contractor:

The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.

f. Reservation of Right to Award to Other Than the Low Bidder or Offeror:

The solicitation must specifically reserve CVCOG or CVTDs right to award a contract to other than the low bidder or offeror.

g. Reservation of Right to Reject All Bids or Offers:

The solicitation must specifically reserve CVCOG or CVTDs right to reject all bids or offers.

5. **Evaluation Requirements:**

The following standards shall apply to all evaluations of bids or proposals conducted by CVCOG:

a. General:

i. When evaluating bids or proposals received in response to a solicitation, CVCOG shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids, offers or proposals only on the evaluation factors included in those solicitation documents.

ii. CVCOG may not modify its evaluation factors after bids or proposals have been received without re-opening the application.

b. Options:

i. Evaluation Required:

In general, evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

ii. Evaluation Not Required:

It is not necessary to evaluate bids or offers for any option quantities when it is not intended to exercise those options after the contract is awarded or if it determines and documents that evaluation would not otherwise be in its best interest.

6. **Contract Award Requirements:**

The following standards shall apply to all contract award decisions made:

a. **Award to Other Than the Lowest Bidder or Offeror:**

CVCOG may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. Further, award of a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, a statement shall be included in the solicitation documents reserving the right to award the contract to other than the low bidder or offeror.

b. **Award Only to a Responsible Bidder or Offeror:**

Only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. Consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. Also ensure that the contractor is not listed as a debarred or suspended contractor in the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on the EPLS may not be determined to be responsible contractors.

c. **Rejection of Bids and Proposals:**

CVCOG may reject all bids or proposals submitted in response to an Invitation for Bids, or Request for Proposals. A statement shall be included in solicitation documents reserving the right to reject all bids or proposals.

d. **Extent and Limits of Contract Award:**

The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor's wholly owned affiliates to perform other work in connection with the project.

e. **Approval of Contracts:**

- i. All contracts must be signed by the Executive Director, or designated representative(s).
- ii. **Contracts exceeding \$25,000 must be approved by the Board of Directors at the monthly Board of Directors meeting.**

7. **Exceptions to Procurement Thresholds:**

The following items supersede the above procurement thresholds – please check with procurement department when wanting to use the following criteria as justification:

a. **Sole Source/Proprietary Purchases:**

- i. A proprietary purchase is one where the specifications or conditions of the proposed purchase are proprietary to one vendor and do not permit an equivalent product or service to be supplied.
- ii. The term “**proprietary**” refers to a product or service that has a distinctive feature or characteristic which is not shared or provided by competing or similar products or services.
- iii. Proprietary purchases include products or services manufactured or offered under exclusive rights of ownership, including rights under patent, copyright, or trade secret law.
- iv. Proprietary purchases, by definition, preclude competition because an attribute of the purchase limits consideration to only one product or supplier. In today’s robust marketplace, it is unusual for only one product or one vendor to be capable of addressing an agency’s business need. Because Texas procurement law promotes the use of competitive bidding for purchases, proprietary purchases are subject to enhanced scrutiny. (Division, 2018)

1) Competitive Proprietary Purchase:

A **competitive proprietary purchase** is justified when the specified product or service is available for purchase through more than one vendor such as, dealers, distributors, resellers, authorized service providers.

- a. Examples of competitive proprietary purchases include brand-specific replacement parts for equipment available through multiple OEM-authorized dealers and software that a software publisher makes available to the public through several resellers.

- v. A **sole source** is justified when the specified product or service is only available for purchase through a single vendor e.g., manufacturer, publisher, service provider, and/or they hold the patent or trademark.

- 1) Examples of sole source proprietary purchases include a back issue of a magazine available from only the publisher and an educational conference available from only the conference sponsor

- vi. The **Justification of Proprietary Purchase form** must be submitted and approved by the Executive Director with procurement paperwork if the above criteria apply.

b. Purchasing Cooperatives (Co-ops):

- i. A "**purchasing cooperative**" is a type of cooperative arrangement, often among businesses, to agree to aggregate demand to get lower prices from selected suppliers.

- 1) Retailers' cooperatives are a form of purchasing cooperative. It is often used by government agencies to reduce costs of procurement.

- ii. Purchasing Cooperatives are used frequently by government entities, since they are required to follow laws requiring competitive bidding above certain thresholds.
 - iii. Counties, municipalities, schools, colleges and universities in the majority of states can sign an inter-local agreement or contract that allows them to legally use a contract that was procured by another governmental entity.
 - iv. Advantages include better purchasing and a wider range of resources to share as the co-ops do the internal bidding and negotiating to provide the best value pricing.
 - v. **CVCOG, CVTD, and/or CVEDD currently belong to the following co-ops:**
 - 1) Sourcewell (formerly NJPA) – <http://www.sourcewell.com/en/>
 - 2) Buyboard – <https://www.buyboard.com/Home.aspx>
 - 3) HGACBuy – <https://www.hgacbuy.org>
 - a. **CVTD is prohibited from using HGACBuy due to FTA restrictions**
 - 4) TIPS USA – <https://www.tips-usa.com>
 - vi. To join a co-op, please submit a request to the procurement department as we're required to research any and all procurement programs before joining.
 - vii. Programs using **State and/or local funds** can request bids from co-ops and procure from the co-op regardless of the procurement level threshold given that co-ops do the bidding and/or negotiating internally.
 - 1) Reference: Texas Local Government Code, Chapter 252: <https://statutes.capitol.texas.gov/SOTWDOcs/LG/htm/LG.252.htm>
 - viii. Programs using **Federal Funds** can request bids from co-ops; however, due to federal restrictions, programs must attempt to acquire bids from multiple sources, such as DBEs, HUBs, and private sector vendors.
 - 1) For example, Federal guidelines require 3+ quotes on purchases over \$5000, so a quote from a co-op would only fill the need for one of the quotes.
 - 2) If the purchase(s) are approved by program managers, information will be submitted to the procurement department for purchase. All salient characteristics and co-op documentation should be attached in the contract file.
 - a. Examples of documentation can include screenshots, links, contact information, etc.
- c. **Procuring from a State Contract:**

- i. Statewide Procurement Division (SPD) contracts competitively bid items and negotiate contracts, so state agencies, universities, and local governments can utilize the state contracts when using state and/or local funds.
- ii. **State contracts supersede the procurement levels exempting departments from collecting the minimum 3 bids necessary for informal and formal purchase levels. However, to ensure best pricing, it is encouraged to seek out 3 bids on all purchases.**
- iii. **Unless authorized by the awarding agency or organization, departments using federal funds and/or federal match awards are not allowed to utilize these contracts and would have to adhere to the procurement levels to acquire commodities or services.**
- iv. **State Cooperative Contracts Using FTA Funds (CVTD):**
 - 1) Under Section 3019 of the FAST Act (2015), grantees may purchase rolling stock and related equipment from a State cooperative procurement contract.
 - a. **“Cooperative Procurement Contract”:**

A contract entered into between a State government or eligible nonprofit entities and one or more vendors under which the vendors agree to provide an option to purchase rolling stock and related equipment to multiple participants.
 - 2) The contract term for a cooperative procurement contract may be for an initial term of not more than two years and may include three optional extensions of one year each.
 - 3) State cooperative purchasing contracts or state schedules are subject to federal requirements, including, but not limited to, full and open competition, no geographic preferences, Buy America, and bus testing, and must include all FTA required clauses and certifications with its purchase orders issued under the State contract.
 - 4) Pursuant to Section 3019 of the FAST Act, recipients may purchase from another State’s schedule.
- v. **Texas SmartBuy:**
 - 1) The State of Texas best value marketplace for non-IT goods and services.
 - 2) As the state's central eProcurement system, state agencies and local governments utilize this site for hundreds of competitively bid and awarded state contracts with over 2 million items available.
 - 3) SPD is the State’s central authority for the procurement of non-IT goods and services.
 - a. SPD’s primary functions include managing statewide contracts, exercising procurement authority delegation of specific purchases to individual agencies, and providing guidance on

procurement practices which foster effective competition and ensure the quality and integrity of state purchases.

- b. SPD leverages the State's buying power by developing statewide Term Contracts and establishing TXMAS contracts for large-volume non-IT goods and services. These contracts are available on Texas Smart-Buy. (Division, 2018)

4) <http://www.txsmartbuy.com/contracts?filterBy=TxSmartBuy>

5) If the purchase(s) are approved by program managers, information will be submitted to the procurement department for purchase.

- a. All salient characteristics and Smart-buy documentation should be attached in the contract file. Examples of documentation can include screenshots, links, etc.

vi. **TXMAS:**

1) As an alternative purchasing method, the Statewide Procurement Division establishes **Texas Multiple Award Schedule (TXMAS)** contracts that have been developed from contracts awarded by the federal government or other governmental entities.

2) The General Services Administration's (GSA) Federal Supply Service awards Federal Supply Schedule contracts by competitive procurement procedures for more than 20 schedules that cover multiple commodities and services. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price allowable.

3) TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local governmental entity may negotiate a lower price for the goods or services offered on a TXMAS contract. A "best value" purchase must be made by following the TXMAS purchasing procedures via the Texas Smart-buy website.

a. <http://www.txsmartbuy.com/contracts?filterBy=TXMAS>

- b. If the purchase(s) are approved by program managers, information will be submitted to the procurement division for purchase. All salient characteristics and TXMAS documentation should be attached in the contract file. Examples of documentation can include screenshots, links, etc.

vii. **DIR:**

1) DIR is the State's information technology and telecommunications agency.

a. <https://dir.texas.gov/>

2) By leveraging the buying power of the State for technology purchases, DIR provides a range of IT and telecommunications products and

services to agencies and eligible voluntary customers, including local governments and universities.

- 3) More than 600 information technology (IT) commodity contracts are in place for products and services, including computers, software, security hardware and software, networking equipment, telecommunications equipment, IT staffing services, and technology-based training.
- 4) The Cooperative Contracts program offers customers a combination of discounted pricing, convenience, expedited processing, options across multiple vendors and resellers, and opportunities to purchase from Historically Underutilized Businesses (HUBs). (Division, 2018)
- 5) **Prior to procuring items from vendors listed on the DIR contracts, purchaser(s) must check with the IT department for approval.**
 - a. If the purchase(s) are approved by program managers and IT approves the procurement, information will be submitted to the procurement department for purchase. All salient characteristics and DIR documentation should be attached in the contract file. Examples of documentation can include screenshots, links, etc.

viii. **Federal Supply Schedules (FTA funding / CVTD):**

1) **Information Technology:**

- a. Section 211 of the E-Government Act of 2002, 40 U.S.C. Section 502(c)(1), authorizes State and local governments, within limits established by law, to acquire IT of various types through GSA's Cooperative Purchasing Program, Federal Supply Schedule 70.
- b. When using GSA schedules to acquire property or services in this manner, recipients must ensure all Federal requirements, required clauses, and certifications (including FTA's Buy America requirements) are properly followed.
- c. Also, when using GSA schedules to acquire property or services, recipients can fulfill the requirement for full and open competition by seeking offers from at least three sources.
- d. FTA expects a recipient using a price published on a GSA schedule to consider whether the GSA price is reasonable.

d. **Local Contracts:**

- i. CVCOG and its subsidiary entities contract with businesses within the Concho Valley and the state of Texas for goods and services.
- ii. Contract information is listed in the Contracts and Agreements server with limited access to staff.
- iii. Departments can inquire if a local contract is available to 'piggyback' onto.

1) **Piggybacking:**

a. An assignment of an existing contracts' rights to purchase goods and services for another department.

2) Depending on the age and monetary value of a contract, it may be possible to piggyback (if the vendor(s) agree(s)), by amending contract(s) for multiple department use; however, procurement guidelines must be maintained.

3) A contract's scope cannot change more than 10 percent without having to be rebid per state and federal standards; therefore, prior to discussing with a vendor, the contract would need to be reviewed by the procurement department.

4) The procurement department will decide if amending the contract would provide the best value to all of the CVCOG and the inquiring department. Items to consider are:

a. Does it provide best value to all departments by saving time, money, resources, etc.?

b. Are the inquiring department's needs for commodities/services in line with the current contract's scope of work, specifications, and amount of award?

i. Does the contract encompass the commodities or services that CVCOG needs? The proposed piggyback should not significantly unbalance the original scope, or change the nature, quantity or scope of the original contract. Confirm that the items in the contract are not outdated or that services are still relevant.

c. Does the term of the contract, including contract renewals and extension meet CVCOG's inquiring department needs and/or is the contract current?

e. **Emergency Purchases:**

i. An **emergency purchase** occurs when the agency must make the procurement quickly to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the CVCOG, including state, federal and/or local funds.

ii. Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat or to avoid undue additional cost to the CVCOG.

1) Proper procurement planning for anticipated business need is expected (i.e. lack of preparation does not constitute an emergency).

2) Pending expiration of funds does not constitute an emergency.

iii. All procurements conducted as emergencies should be made as competitive as possible under the circumstances.

- 1) The agency should make a reasonable attempt to obtain at least three informal bids.
 - 2) Emergency procurements over \$25,000 must be posted to the CVCOG website and the Electronic State Business Daily (ESBD); however, the minimum time for posting of the solicitation does not apply to the extent necessary to address the emergency.
- iv. Emergency purchases of goods or services should not exceed the scope or duration of the emergency. (Division, 2018)
- v. **Urgent and Compelling (U&C):**
- 1) CVCOG may limit the number of sources from which it solicits bids or proposals when such an unusual and urgent need for the products or services that CVCOG would be seriously injured unless it were permitted to limit the solicitation.
 - 2) CVCOG may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from full and open competitive solicitation for the products or services.

a. Example:

CVTD uses U&Cs to justify immediate repairs to a vehicle given the need to reinstate buses into service for the public. For example, an air conditioner repair during the heat of summer is urgent on bus A given there is no replacement bus for the route and the patrons need cool air.

8. **Federal Exceptions:**

a. **§ 75.404 Reasonable costs (specific to HHS):**

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- i. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- ii. The restraints or requirements imposed by such factors as: Sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
- iii. Market prices for comparable goods or services for the geographic area.
- iv. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.

- v. Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. (HHS, 2019)

b. **§ 75.405 Allocable costs (specific to HHS):**

- i. A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:
 - 1) Is incurred specifically for the Federal award;
 - 2) Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
 - 3) Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- ii. All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.
- iii. Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.
- iv. **Direct cost allocation principles:**
 - 1) If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.
 - 2) If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph 3 of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis.
 - 3) Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required. See also §§ 75.317 through 75.323 and 75.439.

- v. If the contract is subject to CAS, costs must be allocated to the contract pursuant to the Cost Accounting Standards. To the extent that CAS is applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions in this part. (HHS, 2019)

c. **§2900.6 DOJ Competition:**

- i. In order to avoid unfair competitive advantage, contractors that develop or draft specifications, requirements, statement of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.
- ii. The following situations are considered to be restrictive and should not take place:
 - 1) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - 2) Requiring unnecessary experience or excessive bonding;
 - 3) Noncompetitive pricing practices between firms or between affiliated companies;
 - 4) Noncompetitive contracts to consultants that are on retainer contracts;
 - 5) Organizational conflicts of interest;
 - 6) Specifying a “brand name” product instead of allowing “an equal” product to be offered; and
 - 7) Any arbitrary action in the procurement process. (Justice, 2017)

9. **Special Requirements:**

a. **Architect and Engineering:**

- i. Professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services or nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property.
- ii. Professional services of an architectural or engineering nature that are included are: perform studies, investigations, surveying and mapping, tests evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating maintenance manuals, and other related services.
- iii. CVCOG must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property.

- 1) In addition to A&E services, other services that must be procured by qualifications-based procurement procedures include: program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and related services.
- 2) The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used.

iv. **Federal Laws and Regulations:**

Federal laws and regulations impose the following requirements on A&E and related procurements which CVCOG will comply with:

1) Qualifications-Based Requirements:

For projects related to or leading to construction, CVCOG must use the qualifications-based procurement procedures of 40 U.S.C. Chapter 11 (Brooks Act procedures) when contracting for A&E services and other services described in 49 U.S.C. Section 5325(b), which include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, or related services.

2) Relation to Construction:

The nature of the services to be performed and its relationship to construction, not the nature of the prospective contractor, determines whether qualifications-based procurement procedures may be used.

3) Purpose of Services:

CVCOG interprets 49 U.S.C. Section 5325(b) to authorize the use of qualifications-based procurement procedures only for those services that directly support or are directly connected or related to construction, alteration, or repair of real property.

4) Requirements in the Context of a Construction Project:

A project involving construction does not always require the use of qualifications-based procurement procedures. Whether qualifications-based procurement procedures may be used depends on the actual services to be performed in connection with the construction project.

5) Type of Contractor Not Determinative:

The nature of the firm performing the services does not determine whether it will be selected through the use of qualifications-based procurement procedures.

6) Equivalent State Law (CVTD Specific):

As amended by the SAFETEA-LU Technical Corrections Act, 49 U.S.C. Section 5325(b)(1) requires A&E services to be procured using either Brooks Act procedures or an equivalent qualifications-based requirement adopted by a State before August 10, 2005 when selecting contractors using qualifications-based procurement procedures.

7) Special Requirements for Indirect Cost Rates (CVTD Specific):

SAFETEA-LU amended 49 U.S.C. Section 5325 to require the acceptance of FAR indirect cost rates for applicable one-year accounting periods if those rates are not currently in dispute. After the indirect cost rates are accepted as required, CVTD must use those indirect cost rates for contract estimates, negotiation, administration, reporting, and payments, with administrative or de facto ceiling limitations.

b. Construction Projects:

i. Design/Bid/Build Method:

- 1) For construction projects requiring separate contracts for design services and for construction services.
- 2) For design and construction simultaneously with contract award to a single contractor, consortium, joint venture, team, or partnership that will be responsible for both the project's design and construction.

ii. Design Services:

For design services, qualifications-based procurement procedures described above in compliance with applicable Federal and State law and regulation shall be used.

iii. Construction Special Requirements:

The following Federal laws and regulations impose requirements that may affect agency assisted construction projects:

1) Bonding:

The Common Grant Rules require bonds for all construction contracts exceeding the simplified acquisition threshold unless the funding agency determines that other arrangements adequately protect the Federal interest. CVMCOG's bonding policies are as follows:

a. Bid Guarantee:

Both FTA and the Common Grant Rules generally require each bidder to provide a bid guarantee equivalent to five percent (5%) of its bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure that the bidder will honor its bid upon acceptance.

b. Performance Bond:

Both FTA and the Common Grant Rules generally require the third-party contractor to obtain a performance bond for one hundred percent (100%) of the contract price. A “performance bond” is obtained to ensure completion of the obligations under the third-party contract.

c. Payment Bond:

The Common Grant Rules generally require the third-party contractor to obtain a standard payment bond for one hundred percent (100%) of the contract price.

i. A “payment bond” is obtained to ensure that the contractor will pay all people supplying labor and material for the third-party contract as required by law. CVCOG has determined that payment bonds in the following amounts are adequate to protect agency interest and will accept a local bonding policy that meets the following minimums:

1. Less Than \$1 Million: Fifty percent (50%) of the contract price if the contract price is not more than \$1 million;
2. More Than \$1 Million but Less Than \$5 Million: Forty percent (40%) of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
3. More Than \$5 Million: Two and one half million dollars (\$2,500,000) if the contract price is more than \$5 million (\$5,000,000).

d. Reduced Bonding:

Specific funding agencies or FTA will accept a local bonding policy that conforms to the minimums described above. Agencies may reserve the right to approve bonding amounts that do not conform to these minimums if the local bonding policy adequately protects the Federal interest. If CVCOG wishes to adopt less stringent bonding requirements, for a specific class of projects, or for a particular project, it should submit its policy and rationale to the funding agency Regional Administrator.

e. Excessive Bonding:

Compliance with State and local bonding policies that are greater than agency bonding requirements do not require FTA approval; however, if “excessive bonding” requirements would violate the Common Grant Rules as restrictive of competition, FTA will not

provide Federal assistance for procurements encumbered by those requirements.

iv. Seismic Safety (CVTD Specific):

CVTD must include seismic safety provisions in its third-party contracts for the construction of new buildings or additions to existing buildings as required by 42 U.S.C. Sections 7701 et seq., and DOT regulations, “Seismic Safety” [49 CFR Part 41 at Sections 41.117 and 41.120].

v. Value Engineering:

The Common Grant Rule for governmental recipients encourages them to use value engineering provisions in contracts for construction projects, and cautions that value engineering can be a pre-requisite for some Federal assistance awards.

vi. Equal Employment Opportunity:

The Common Grant Rules require that third-party construction contracts include provisions ensuring compliance with DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor” [41 CFR Parts 60 et seq.], which implement Executive Order No. 11246, “Equal Employment Opportunity,” September 24, 1965, as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” October 13, 1967.

vii. Prevailing Wages:

- 1) **All Federal Grants utilizing a service industry, must ensure that the Davis-Bacon Act prevailing wage protections apply to laborers and mechanics employed on assisted projects.**
- 2) Third-party contracts at any tier exceeding \$2,000 must include provisions requiring compliance with the Davis-Bacon Act [40 U.S.C. Sections 3141 et seq.], and implementing Department of Labor (DOL) regulations, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction” [29 CFR Part 5].
- 3) The Davis-Bacon Act requires contractors to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
- 4) The Davis-Bacon Act also requires contractors to pay wages not less than once a week. CVCOG must include a copy of the current prevailing wage determination issued by DOL in each contract solicitation and must condition contract award upon the acceptance of that wage determination.
- 5) These requirements are in addition to the separate Wage and Hour Requirements addressed above.

viii. Anti-Kickback:

- 1) All third-party construction and repair contracts exceeding \$100,000 require provisions for compliance with the Copeland “Anti-Kickback” Act, as amended [18 U.S.C. Section 874], and implementing DOL regulations, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States” [29 CFR Part 3].
- 2) The Copeland Anti- Kickback Act prohibits a contractor from inducing, by any means, any employee, to give up any part of his or her compensation to which he or she is otherwise entitled.

ix. Construction Safety:

All third-party construction and repair contracts exceeding \$100,000 require provisions to ensure safety at construction sites so that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous as prohibited by the safety requirements of Section 107 of the Contract Work Hours and Safety Standards Act [40 U.S.C. Section 3704], and its implementing DOL regulations, “Safety and Health Regulations for Construction” [29 CFR Part 1926].

x. Labor Neutrality:

- 1) Executive Order No. 13502, “Use of Project Labor Agreements for Federal Construction Projects,” February 6, 2009, rescinds Executive Order No 13202, “Preservation of Open Competition and Government Neutrality Towards Government Contractors’ Labor Relations on Federal and Federally Funded Construction Projects,” February 17, 2001, as amended by Executive Order No. 13208, April 6, 2001, 41 U.S.C. Section 251 note.
- 2) Consequently, a recipient may now require the use of a project labor agreement (PLA) in its third-party contract, and a third-party contractor or subcontractor may continue to use a PLA should it choose to do so.

xi. Preference for U.S. Property:

1) **Buy America:**

For any assisted third-party construction contract exceeding \$100,000, agency Buy America requirements may require the third-party contractor to provide property produced or manufactured in the United States for use in the construction project that CVCOG acquires, unless the agency has granted a waiver authorized by those regulations.

xii. Accessibility:

- 1) Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 et seq., DOT regulations, “Transportation Services for Individuals with Disabilities (ADA)” [49 CFR Part 37], and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles” [36 CFR Part 1192 and 49 CFR Part 38].

- 2) Moreover, the Americans with Disabilities Act (ADA) of 1990 includes specific guidelines for the construction of accessible, or ADA-compliant, facilities.
- 3) These design requirements must be met for most public and commercial bathrooms. They can also serve as a general guide for safe, user-friendly, accessible design when ADA compliance is not required.

c. **Audit Services:**

In general, the procurement procedures in the CVCOG Procurement Manual apply to the acquisition of audit services financed with agency assistance; however, the following considerations are especially important in procurements of audit services:

i. **Single Audit Act:**

Each recipient that spends \$750,000 or more in Federal awards in a single year must obtain an audit as required by the Single Audit Act of 1984, as amended [31 U.S.C. Sections 7501 et seq.], and must ensure compliance with OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations,” as revised.

1) **Organizational Conflicts of Interest:**

The auditor selected must be independent of the recipient.

2) **Eligibility of Costs:**

If programs spend \$750,000 or more in Federal awards in a single year it may charge the costs for audits required by the Single Audit Act to its project as direct or indirect costs as permitted by applicable Federal Cost Principles.

ii. **Other Project Audits:**

Before procuring audit services for a specific contract or project, CVCOG should be aware of the following:

1) **Organizational Conflicts of Interest:**

In general, CVCOG must select an auditor that is independent of the third-party contractor to be audited.

2) **Verification of Indirect Costs:**

Federal verification of a contractor’s indirect cost rates, such as provisional overhead (burden) and General & Administrative (G&A) rates, may be required. To the extent possible, relevant information available through undisputed audits of the contractor by other recipients should be used.

3) Duplication of Services:

- a. To prevent duplication and ensure the eligibility of particular audit services for Federal participation, CVCOG should contact the funding agency before undertaking an audit.
- b. 49 U.S.C. Section 5325(b)(3) requires that FAR Part 31 cost principles be used to audit A&E contracts. In addition, 49 U.S.C. Section 5325(b)(3) requires CVCOG, CVTD and its A&E contractors and subcontractors to accept indirect cost rates established under FAR cost principles if those rates are not under dispute.
- c. CVCOG should not obtain duplicative audits because they are likely to produce disparate indirect cost rates and may be ineligible for Federal assistance.
- d. CVCOG should seek guidance from the cognizant Federal auditor or agency that approved the third-party contractor's indirect cost rates before entering into audit contracts.
- e. Moreover, per 45 CFR § 75.503 (specific to HHS), prior to commencing such an audit, the Federal agency or pass-through entity must review the FAC for recent audits submitted by the non-Federal entity, and to the extent such audits meet a Federal agency or pass-through entity's needs, the Federal agency or pass-through entity must rely upon and use such audits.
- f. Any additional audits must be planned and performed in such a way as to build upon work performed, including the audit documentation, sampling, and testing already performed, by other auditors.

4) Eligibility of Costs:

Costs of third-party contract audits and proposal evaluations are eligible for reimbursement by funding agencies and programs as a direct or indirect charge as permitted by applicable Federal cost principles. Specific agencies may reserve the right to disallow payments for duplicative audit charges.

d. **Research, Development, Demonstration, Deployment, and Special Studies:**

i. Special Requirements:

Procurements of research-type services can involve circumstances that bring special Federal requirements into effect, including:

1) Patent Rights:

- a. CVCOG, CVTD, and/or CVEDD's third party contracts require provisions consistent with Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms"]37 CFR Part 401 (implementing 35

U.S.C. Sections 200 et seq.)], unless the Federal Government requires otherwise.

- b. Except in the case of an “other agreement” in which the Federal Government has agreed to take more limited rights, the Federal Government is entitled to a non-exclusive royalty free license to use the resulting invention or patent to the invention for Federal Government purposes.

2) Rights in Data (CVTD specific):

- a. The following conditions shall apply to rights in data requirements for FTA assisted research, development, demonstration, or special studies projects:

- i. Publication Restrictions:

- Except for its own internal use, neither CVCOG, CVTD and/or CVEDD nor the third party contractor may publish or reproduce subject data in whole or in part, or in any manner or form, without the advance written consent of the Federal Government, unless the Federal Government has released or approved the release of that data to the public.

- ii. Distribution of Data:

- 1. Except for contracts for adaptation of automatic data processing equipment or data provided in support of a capital project, and third party contractors must agree that, in addition to the rights in data and copyrights that they must provide to CVCOG or funding agencies, agencies may make available to any recipient, sub-recipient, third party contractor, or third party subcontractor, either license in the copyright to the subject data or a copy of the subject data.
 - 2. If, for any reason, the project is not completed, all data developed under the project is expected to be delivered as the agency may direct. In certain circumstances, however, agencies may determine that it is in the public interest to take only those rights in data identified in the Common Grant Rules.

3) Export Control:

If data developed in the course of a third party contract is subject directly or indirectly to U.S. Export Control regulations, that data may not be exported to any countries or any foreign persons, without first obtaining the necessary Federal license or licenses and complying with any applicable Department of Commerce, Export Administration Regulations [15 CFR Part 730].

4) Protection of Human Subjects:

A third party contractor providing services involving the use of human subjects must comply with 42 U.S.C. Sections 289 et seq., and DOT regulations, “Protection of Human Subjects” [49 CFR Part 11].

5) Protection of Animals:

A third party contractor providing services involving the use of animals must comply with the Animal Welfare Act, 7 U.S.C. Sections 2131 et seq., and Department of Agriculture regulations, “Animal Welfare” [9 CFR Subchapter A, Parts 1, 2, 3, and 4].

e. **Classified Advertisements:**

Examples include newspaper, magazine, online, etc.

f. **Direct Publications:**

i. Must be on REQ/PO

1) “Direct publication – not available from any other source”

ii. Direct subscriptions from publisher

iii. Audio, visual, or audiovisual materials (films, audio presentations, etc.)

iv. Software packages purchased directly from the developer

v. Newspaper and magazine subscriptions from the publisher

vi. Publications produced by professional societies

g. **Postal Services/Freight**

h. **IT Procurement:**

i. When a department needs to procure computer hardware or software, please submit a request to the procurement department and explain the need and/or salient characteristics, and a quote or quote(s) will be obtained.

ii. Prior to processing the order; however, the IT department will review the order to see if the hardware and/or software will be appropriate for the CVCOG, CVTD and/or CVEDD.

iii. Upon approval, the order will be processed depending on the procurement level of the associated procurement.

i. **Advance Payment:**

- i. It is recognized that advance payments are typically required for, but are not limited to, public utility connections and services, rent, tuition, insurance premiums, subscriptions to publications, software licenses, construction mobilization costs, transportation, hotel reservations, and conference and convention registrations.
- ii. Accordingly, CVCOG may use Federal or Agency assistance to support or reimburse the costs of such acquisitions.
- iii. Specific agency concurrence is required only when such advance payment or payments customarily required in the marketplace exceed \$100,000.

4. **PROTEST PROCEDURES**

Due to Federal policy, the CVCOG and CVTD programs have separate protest procedures. See Transit section for specific protest procedures for CVTD.

1. **CVCOG Right to Protest:**

a. **Aggrieved Bidders and Offerors:**

- i. Any aggrieved bidder or offeror may protest CVCOG’s decision to award a contract.
- ii. An “**aggrieved bidder or offeror**” is one who is an actual or prospective bidder or offeror, and who may be eligible for award of a contract if the protest is sustained. (Example: a fourth-ranked offeror will not be considered “aggrieved” and eligible to initiate a valid protest, unless the grounds for a protest, if sustained, would disqualify each of the top three (3) ranked bidders or offerors or would require that the solicitation be cancelled and reissued).

iii. Deadline:

A protest must be submitted to CVCOG’s Executive Director within five (5) working days of the date when the protester has received actual or constructive notice of CVCOG’s decision to award a contract.

iv. Contents of Protest:

The written protest shall identify the action being protested, or other basis for the protest, and it shall identify the specific relief sought. The written protest shall specifically describe relevant facts and documents, and shall cite to relevant language in the solicitation, CVCOG’s Procurement Policy, and any law relied upon.

- 1) No protest shall lie for a claim presented by an unsuccessful bidder or offeror, alleging that the successful bidder or offeror is non-responsible, except with respect to the following:
 - a. A good faith assertion, supported by verifiable factual evidence included with the written protest, that the successful bidder or offeror is debarred by a federal, state or local governmental authority, or

- b. A good faith assertion, supported by verifiable factual evidence included with the written protest, that the successful bidder or offeror does not hold a license or certification required by a governmental authority for or in connection with the provision of goods or services that are the subject of the solicitation.
- c. Except as noted above, a protest based on an allegation of non-responsibility of the successful offeror shall be deemed “invalid” for purposes of this section.

- 2) No protest shall lie for a claim presented by an interested party challenging the validity of the terms or conditions of any solicitation. Any such claim shall be deemed “invalid” for purposes of this section.

v. Authority to Resolve Protests:

- 1) The Executive Director shall have authority to make a final determination of whether a particular protester qualifies as an “interested party”, whether a particular claim constitutes a valid protest, and to make final decisions on valid protests initiated by interested parties.
- 2) The Executive Director shall issue a decision in writing within five (5) working days after receipt of a protest, stating his findings and the reasons for the action taken. However, the Director may, in his sole discretion, afford an interested party the opportunity to present his valid protest in person before a final decision is rendered.
- 3) If an in-person hearing is afforded, the Director shall render his written decision within five (5) days after the date on which the presentation occurs.
- 4) Decisions of the Executive Director shall be final.

vi. Effect of Protest Upon Contract Award:

- 1) Pending final determination of a protest, the validity of a contract awarded and accepted in good faith in accordance with this procurement policy shall not be affected by the fact that a protest or appeal has been filed.
- 2) CVCOG shall not be required or compelled to delay the award of a contract for the period allowed for initiation of protests; however, if a protest is received prior to a decision to award a contract, then no further action shall be taken to award the contract unless:
 - a. The Executive Director renders a written determination that proceeding without delay is necessary to protect CVCOG’s interests, or
 - b. A bid or offer would expire before a final decision on the protest can be rendered.

2. Protest Procedures for Transit Related Procurements:

a. Statement of Policy:

- i. CVTD is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third party procurements using good administrative practices and sound business judgement.
- ii. In general, FTA will not substitute its judgement for that of CVTD unless the matter is primarily a federal concern.
 - 1) FTA can become involved in CVTD's administrative decisions when a CVTD protest decision is appealed to FTA, or when CVTD seeks to use FTA assistance to support the costs of settlements or other resolutions of protests, disputes, claims, or litigation.
 - 2) CVTD shall give timely notification to FTA when it receives a third party protest and will keep FTA informed about the status of any such protest.
 - 3) CVTD shall disclose all information about third party procurement protests to FTA upon request.
- iii. CVTD shall insert its protest procedures in all solicitation documents for product and services having an estimated value of \$100,000 or greater.

b. Solicitation Provision (\$100,000 or greater:

i. Pre-Proposal Protests:

- 1) All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing to the Executive Director as specified below no later than 10 business days prior to the deadline for submission of bids/proposals.
- 2) The Executive Director may postpone the deadline for the submission of bids/proposals, but in any case, shall provide a written response to all protests no later than 5 business days prior to the deadline for submission of bids/proposals.
 - a. If the deadline is postponed, the postponement will be announced through an addendum to the solicitation.

ii. Pre-Award Protests:

- 1) With respects to protests made after the deadline for submission of bids/proposals but before contract award by CVCOG, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, CVCOG's failure to have or follow its protest procedures or its failure to review a complaint or protest.
- 2) Such protests shall be submitted in writing to the Executive Director as specified no later than 5 business days after the Recommendation for Contract Award announcement by CVCOG.

- 3) The Executive Director may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than 3 business days prior to the date that CVCOG shall announce the contract award.

iii. Requirements for Protests:

- 1) All protests must be submitted to CVCOG in writing, with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested.
- 2) The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by the Protestor, and be notarized.
- 3) The protest must also include a mailing address to which a response should be sent.
- 4) Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by CVCOG.

iv. Protest Response:

- 1) The Executive Director shall issue written responses to all protests received by the required protest response dates.
- 2) All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.
 - a. For convenience, CVCOG will also send a copy of the response to a protest to the protester by facsimile and/or electronic mail if those addresses are indicated in the protest letter.
 - b. The protest response transmitted by U.S. Postal Service shall be the official response to the protest and CVCOG will not be responsible for the failure of the protester to receive the protest response by either facsimile or electronic mail.

v. Review of Protests by Agency:

- 1) All protests involving contracts financed with federal assistance shall be disclosed to the funding agency in accordance with agency directives.
- 2) Protestors shall exhaust all administrative remedies with CVCOG prior to pursuing protests with funding agencies.
- 3) Agencies may limit its reviews of protests to:
 - a. A grantee's failure to have or follow its protest procedures;

- b. A grantee's failure to review a complaint or protest when presented an opportunity to do so;
 - c. Or violations of federal or state law or regulation.
- 4) Appeals to agencies must be received by the cognizant funding agency procedures with specified times per agency protocols.

5. **DEFINITIONS/GLOSSARY OF TERMS**

1. **Addendum:** A written change, addition, alteration, correction, or revision to a Solicitation document or a Contract.
2. **Amendment:** An agreed addition to, deletion from, correction, or modification of a Contract signed by all authorized parties. An Amendment may include a renewal or extension of a Contract.
3. **Assignment:** An authorized legal transfer of contractual rights from one party to another party.
4. **Auxiliary Enterprise:** a business activity that is conducted at a State agency, providing a Service to the agency and is not paid for with appropriated money Texas Government Code § 2252.061 (1).
5. **Best Value:** Factors to be considered in determining best overall value for the CVCOG. CVCOG will award the contractor with the *best value* as defined per the following:
 - a. Price, Reputation of the contractor
 - b. Contractor's goods and/or services
 - c. Quality of the contractor's goods and/or services
 - d. Extent to which the contractor's goods and/or services meet CVCOG needs
 - e. Contractor's past relationship with CVCOG
 - f. Long term cost to CVCOG for acquiring the contractor's goods and/or services
6. **Bid:** An Offer to Contract submitted in Response to an Invitation for Bid. The term Bid may also be referred to as a Response.
7. **Bid Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third-party accepts liability and guarantees that a Bidder will not withdraw a Bid during the Invitation for Bid process. A Bid Bond may also be required in a Request for Proposal process.
8. **Bid Opening:** The official process in which sealed Bids are opened, usually in the presence of one or more witnesses, at the time and place specified in the Invitation for Bid.
9. **Bid Tabulation:** A document used to record the Responses received from Bidders in the Invitation for Bid process.
10. **Bidder:** An individual or Contractor who submits a Response to an Invitation for Bid. The term includes anyone authorized to act on behalf of the individual or other entity that submits a Bid, such as agents, employees, and representatives. See also Respondent and Offeror.

11. **Blanket Purchase Order:** A blanket purchase order (PO) is a commercial document issued by CVCOG/CVTD/CVEDD to a vendor to purchase a defined dollar amount of goods and services over a period of time. Blanket POs are often used in place of standard POs when a buyer needs to place reoccurring orders with a seller over time, or when the exact quantities of goods desired are initially unknown.
12. **Board:** the governing body of the Concho Valley Council of Governments
13. **Change Order:** A written alteration that is issued to modify or amend a Purchase Order.
14. **Comptroller:** The Texas Comptroller of Public Accounts.
15. **Conflict of Interest:** A situation in which an employee, Board Member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee's private interests and his or her professional obligations to CVCOG, CVTD and/or CVEDD such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.
16. Immediate Family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.
17. **Consultant:** An individual or firm that provides Consulting Services to the CVCOG and does not involve the traditional relationship of employer and employee. Texas Government Code § 2254.021.
18. **Consulting Services:** The Services of studying and advising an Institution per Texas Government Code § 2254.021
19. **Contract:** A legally binding written agreement executed between the CVCOG or an Institution and a third-party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to: letter agreements, co-operative agreements, memorandums of understanding (MOU), Interagency Contracts, Inter-local Contracts, easements, licenses, leases, and Purchase Orders.
20. **Contract Administration:** Following the award of a Contract, the department level actions to oversee full compliance with all of the terms and conditions contained within a Contract.
21. **Contract Administrator:** The Contract Administrator is the department level individual responsible for adherence to all provisions contained within a Contract and for managing the performance of a Contract.
22. **Contract Close-out:** The process conducted at the completion of the Contract during which the Contract Administrator confirms and documents compliance with the terms and conditions of the Contract, final Deliverables are received, and outstanding payments are made.
23. **Contract Management:** The complete contracting process from Planning through Contract
24. Administration and concluding with Contract Close-out. The phases of contract management include: planning, procurement, contract formation, contract administration, and contract closeout.
25. **Contract Manager:** An individual who is responsible for coordinating the processes required for effective Contract Management. For Construction Project Contracts, the Contract Manager will be an individual within the CVCOG charged with the duty to oversee the Construction Project. The Contract Manager will provide guidance to Contract Administrators.

26. **Contract Review Team:** A team comprised of such members as the Contract Manager, the Contract Administrator, and as needed, cross-functional members such as: subject matter experts, information technology, risk management, legal, and price/cost analysts. The size and the members of the team are dependent on the nature and complexity of the Procurement.
27. **Contractor:** An individual or legal entity that has a Contract to provide Goods or Services to the CVCOG. Contractor is used interchangeably with the term “Vendor”.
28. **Cooperative Agreement:** A cooperative arrangement in which several government agencies agree to aggregate demand in order to Contract for Best Value. The Procurement cooperative conducts the Procurement process and provides general Contract oversight.
29. **Deliverable:** A unit or increment of work required by the Contract, including such items as Goods, Services, reports, or documentation.
30. **Disadvantaged Business Enterprise** a for-profit small business concern: (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or, in the case of a corporation, 51 percent of the stock of which is owned by one or more such individuals; and (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. (FTA, n.d.)
31. **Electronic State Business Daily (ESBD):** The electronic marketplace maintained by the Texas Comptroller’s Office where State of Texas Solicitation opportunities over \$25,000 are posted.
32. **Emergency Procurement:** Emergencies occur as the result of *unforeseeable circumstances* and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal Procurement practice is impracticable or contrary to the public interest, an Emergency Procurement may be warranted to prevent a *hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the Institution*.
33. **Exempt Purchase:** Certain Goods or Services that are exempt from the competitive Procurement rules, either by Statute or if the exemption is in the best interest of the public.
34. **Goods:** Supplies, materials, or equipment as defined in Texas Government Code § 2155.001. Goods do not include Services or real property.
35. **Historically Underutilized Business (HUB):** A for-profit entity with its principal place of business in the State of Texas that is at least 51% owned by a Black American, Hispanic American, woman, Asian Pacific American, Native American or disabled veteran as defined in Texas Government Code § 2161.001. See also the Texas Comptroller website at cpa.state.tx.us
36. **ICE:** An ICE is a benchmark for evaluating the reasonableness of the contractor’s proposed cost or price, and may range from a simple budgetary estimate to a complex estimate, based on inspection of the product, review of drawings or specifications, and prior procurement data. An ICE is an independent assessment of what you would expect to pay for goods or services, based on a reliable source, such as paid historical prices, industry standard, or market research. The ICE addresses the need, scope, and justification of each procurement; moreover, the ICE provides a statement that the budget has been reviewed by the department for the finance office.
37. **Independent Contractor:** An individual or legal entity who enters into a Contract to perform work for an Institution according to his or her own processes and methods. The Contractor is not subject to another’s control except for what is specified in a mutually binding agreement.

38. **Interagency Contract:** A Contract between one or more agencies of the State of Texas as defined by Texas Government Code § 771.002.
39. **Internal Repair:** An internal repair is a repair to state-owned equipment where the extent of the work cannot be determined until the equipment is disassembled. An internal repair must contain labor and may also include parts. Internal repairs are usually the result of an unexpected, basic service outage. If an internal repair qualifies as an emergency, it must be processed as an emergency purchase.
40. **Inter-local Contract:** A Contract between one or more agencies of the State of Texas and local government as defined by Texas Government Code § 791.003.
41. **Invitation for Bids (IFB):** A Procurement process used when the requirements are clearly defined, Negotiations are not necessary, and price is the major determining factor for selection.
42. **Liquidated Damages:** A specified Contract provision which entitles CVCOG to demand a set monetary amount determined to be reasonable estimate of damages an Institution will incur due to Contractor's failure to meet Contract requirements.
43. **Major Consulting Services Contract:** A Consulting Services Contract for which is reasonably foreseeable that the value of the Contract will exceed \$25,000, and modifications that increase the consideration. Texas Government Code § 2254.
44. **Memorandum of Agreement:** A memorandum of agreement (MOA) or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written understanding of the agreement between parties. The MOA can also be a legal document that is binding and hold the parties responsible to their commitment or just a partnership agreement.
45. **Memorandum of Understanding:** A memorandum of understanding (MOU) is a legal document describing a bilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a gentlemen's agreement, but generally lacks the bind power of a contract
46. **Minor Consulting Services Contract:** a Consulting Services Contract that is not a Major Consulting Services Contract.
47. **Negotiation(s):** conferring, discussing, or bargaining to reach a mutual agreement between two or more parties.
48. **Offer:** A Response to an Invitation for Bid (IFB), Request for Proposals (RFP), or a Request for Qualification (RFQ) and intended to be used as a basis to negotiate a Contract award. See also Bid, Proposal, and Qualification.
49. **Offeror:** An individual or legal entity submitting an Offer to an, Invitation to Bid, a Request for Proposal, or a Request for Qualification. The term includes anyone authorized to act on behalf of the individual or legal entity that submits an Offer, such as agents, employees, and representatives. See also Respondent, Bidder, and Proposer.
50. **Office of General Counsel:** the CVCOG General Counsel.
51. **Opening Date:** The date and time, after submission of Proposals, when sealed Proposal Responses are opened.

52. **Originating Department:** The System or Institutional department from which a Solicitation or Procurement is originated.
53. **Person:** an individual or a business entity. Texas Government Code § 572.002(7).
54. **Payment Bond:** A bond solely for the protection and use of Payment Bond beneficiaries who have a direct contractual relationship with the prime Contractor or a Subcontractor to supply labor or material.
55. **Performance Bond:** An instrument executed, subsequent to award, by a successful Proposer or Bidder that protects an Institution from loss due to the Contractor's inability to complete the Contract as agreed.
56. **Procurement (Procure):** Purchasing, renting, leasing, or otherwise acquiring any Goods and Services, including all functions that pertain to the acquisition through Contract Close-out.
57. **Professional Services:** Services directly related to professional practices as defined by the Professional Services Procurement Act (Texas Government Code § 2254.002). These include Services within the scope of the practice of: accounting; architecture; land surveying; medicine; optometry; professional engineering; real estate appraising or professional nursing. Services provided by professionals outside the scope of their profession (e.g., Consulting Services provided by accounting firms) are not considered Professional Services.
58. **Proposal:** A Response to a Request for Proposals (RFP) and intended to be used as a basis to negotiate a Contract award. See also Offer.
59. **Proposal Opening:** The public opening of Proposals, in which the names of the Respondents to a Solicitation are publicly read and recorded. No prices are divulged at a Proposal Opening as these types of Solicitations are subject to Negotiations.
60. **Proposer:** An individual or legal entity submitting a Proposal in response to a Request for Proposal. The term includes anyone authorized to act on behalf of the individual or legal entity that submits a Proposal, such as agents, employees, and representatives. See also Respondent and Offeror.
61. **Proprietary Purchase:** A Good or Service produced or marketed by a Contractor having the exclusive right to manufacture or sell it. See Texas Government Code § 2155.067 and Texas Comptrollers Procurement Manual for more information.
62. **Public Works Contract:** A Contract for constructing, altering, or repairing a public building or carrying out or completing any public work. A governmental entity is authorized by State of Texas law to make a Public Works Contract.
63. **Purchase Order:** A legal document issued to a Contractor which formalizes the terms and conditions of any purchase of Goods or Services.
64. **Purchasing Office:** The office designated by the CVCOG to purchase Goods or Services and oversee compliance with federal, State, and CVCOG Procurement Operating Policies and Procedures. For purposes of this Policy, the phrase "Purchasing Office" also encompasses "Contracting Office."
65. **Qualification:** A Response to a Request for Qualifications (RFQ) and intended to be used as a basis to qualify a Contractor.
66. **Quote:** A document setting forth an Offer to sell Goods or Services at a certain price under specified conditions.

67. **Renewal:** the process where an existing Contract is renewed for an additional time period in accordance with the terms and conditions of the original Contract.
68. **Request for Information (RFI):** A general invitation requesting information for a potential future Solicitation. The RFI is typically used as a research and information gathering tool for preparation of a Solicitation.
69. **Request for Proposal (RFP):** A Solicitation requesting submittal of a Proposal or Offer in response to the required Specifications and usually includes some form of a cost Proposal or Offer. The RFP process allows for Negotiations between a Proposer or Offeror and the issuing Institution.
70. **Request for Qualifications (RFQ):** A Solicitation document requesting submittal of Qualifications in response to the scope of Services required.
71. **Request for Quote (Quote):** A Solicitation document requesting pricing on informal purchases as determined by each Institution's chief Procurement officer.
72. **Response:** A submission to the CVCOG from a potential Contractor in response to a Solicitation.
73. **Responsible:** A Respondent who is fully capable to meet all of the financial and technical requirements of a Solicitation and any subsequent Contract.
74. **Responsive:** The Respondent has complied with all material aspects of the Solicitation, including submission of all required documents in accordance with the Specifications.
75. **Respondent:** An individual or legal entity submitting a Response to a Solicitation.
76. **Scope of Work (or "SOW"):** A detailed, written description of the conceptual requirements contained within the Specifications.
77. **Scoring Matrix:** A chart used to document the evaluation criteria of a Response.
78. **Service(s):** The furnishing of labor, time, and effort by a Contractor or Auxiliary Enterprise, including for a Construction Project, which may involve to a lesser degree, the delivery or supply of Goods.
79. **Solicitation:** A method or process used to obtain Responses for the purpose of gathering information or entering into a Contract.
80. **Solicitation Conference:** A meeting chaired by the Purchasing Office or Contracting Office which is designed to help potential Respondents understand the requirements of a Solicitation. May also be known as a Pre-Bid Conference, Pre-Solicitation Conference, or Pre-Proposal Conference.
81. **Specification(s):** Description of the requirements for Goods or Services including the Scope of Work, to be fulfilled by a Contractor.
82. **Statute:** a law enacted by a legislature.
83. **Subcontractor:** An individual or business entity retained by a Contractor to perform part of a Contractor's duties under a Contract.
84. **TPASS Contract:** Contract that is competitively procured and awarded by the Texas Comptroller's Office.

85. **Urgent & Compelling** CVCOG may upon determination, necessity, and documentation of file proceed with an acquisition be it for goods or services above the micro-purchase threshold should the need arise based on mission and/or task. CVCOG Procurement shall use guidelines from the FAR, FTA, Federal and State Law and DOT on how to proceed.
86. **Vendor:** An individual or business or governmental entity that has a Contract to provide Goods or Services to the State of Texas. Used interchangeably with the term “Contractor.”
87. **Vendor Debarment:** The status of any Vendor who is debarred from conducting business with an Institution by either the Texas Comptroller or the federal government. Debarment protects the State from risks associated with awarding Contracts to Vendors who have exhibited an inability or unwillingness to fulfill contractual requirements or who have displayed improper conduct. Debarment may include a Vendor’s successors-in-interest. Debarment does not relieve the Vendor from responsibility for fulfilling existing obligations.
88. **Vendor Performance Form:** A form prepared by the Contract Administrator that reports satisfactory and unsatisfactory performance by a Contractor.

6. REFERENCES

Division, S. P. (2018). *State of Texas Procurement and Contract Management Guide*. Statewide Procurement Division.

FTA. (n.d.). *FTA*. Retrieved from <https://www.transit.dot.gov/funding/procurement/bppm-disadvantaged-business-enterprise>.

HHS, U. S. (2019, October). Code of Federal Regulations, Title 45, Chapter A, Sub A, Part 75, 75.451.

Institute, N. T. (2018). Risk Assessment & Basic Cost or Price Analysis. In N. T. Institute.

Justice, U. D. (2017, December). DOJ Grants Financial Guide.

Texas Government Code:

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.572.htm>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.771.htm>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.791.htm>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2155.htm>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2251.htm>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2260.htm>

Memo

To: Executive Committee

From: Jaylon Seales

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 20

ITEM 20

Jaylon Seales is seeking consideration and approval of the proposed revisions for the Procurement Policy.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 21

ITEM 21

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval of the FY 23-24 General Assembly.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 22

ITEM 22

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval of the appointment of a nominating committee for the General Assembly & Executive Officers for FY 23-24.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 23

ITEM 23

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to accept TxDOT Grant 5310-2023-CVEDD-00063 in the amount of \$210,000 for Urban.

Approved at the Executive Committee Meeting on September 13, 2023.

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 24

ITEM 24

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to accept TxDOT Grant 5310-2023-CVEDD-00116 in the amount of \$59,422 for Rural.

Approved at the Executive Committee Meeting on September 13, 2023.

Enhanced Mobility of Seniors and Individuals with Disabilities Program

MEMORANDUM OF UNDERSTANDING

MOU Number: [23-CVEDD-M-0061](#)

This Memorandum of Understanding (MOU) sets the terms and understanding between the **Concho Valley Economic Development District (CVEDD)/Regional Services**, and **Concho Valley Transit District (CVTD)** in order for CVEDD to purchase transportation services from CVTD for the project regarding funding from 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program during the 2023-2025 Fiscal Year.

1. BACKGROUND AND PURPOSE

The Concho Valley Economic Development District is dedicated to serving the community within San Angelo and the surrounding counties. San Angelo serves as the county seat to a population of approximately 121,994 citizens (2021 estimate) with 16.8% being persons aged 65 years and over. Due to the number of seniors in the area and the increasing demand for transportation for these individuals, CVEDD has partnered with the Concho Valley Transit District to provide transportation to aging individuals 60 years old and over and individuals with disabilities. CVEDD and CVTD have aligned organizational goals and values to best service their customers and plan to continue this practice in future endeavors.

This MOU will serve as a partnership between CVEDD and CVTD to provide transportation services to organizations that assist the elderly and disabled. The goals of this partnership are to provide service coordination and transportation to the committed partners through funding awarded from the Texas Department of Transportation 5310 grant. Additionally, the CVTD Regional Coordinator will be overseeing outreach and regional coordination to educate organizations about the services outlined in this MOU.

The above goals will be accomplished by undertaking the following activities:

- a. Meeting quarterly to increase flow of information and involvement between the parties.
- b. Creating an intake process for organization of approved members.
- c. Providing points of contact at each location.
- d. Coordinating services between facilities.
- e. Completing monthly reports regarding services and financials.
- f. Conducting quarterly audits.
- g. Addressing further issues as they arise.

2. TERM OF AGREEMENT

This MOU is at-will and may be modified by mutual consent of authorized officials from the Concho Valley Economic Development District and Concho Valley Transit District. This MOU shall become effective upon signature by the authorized officials from the above partners and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from CVEDD and CVTD this MOU shall end on August 31, 2025.

3. FUNDING

Funding for the project is provided by the Concho Valley Economic Development District by funds awarded from 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program. This funding will purchase service from Concho Valley Transit District to perform the allotted trips.

4. AGREEMENT COSTS

CVEDD agrees to pay CVTD for urban and rural transportation services as indicated in the schedule below:

Type of Service	Trip Amount
Urban One-Way Trip	\$28.00
Rural One-Way Trip	\$37.00

5. INVOICING

CVTD shall submit an invoice for Urban Trips and an invoice for Rural Trips to CVEDD on a monthly basis. Each invoice must contain the following information:

1. Invoice Date
2. Billing Period
3. Invoice Number
4. Type of Service
5. Total Number of Trips
6. Trip Amount/Unit Price
7. Total Amount

6. REPORTING

The Concho Valley Economic Development District and Concho Valley Transit District will meet quarterly along with committed partners to address issues regarding services, financials, and outreach. CVTD will also provide monthly progress reports to CVEDD and CVTD's Regional Services Coordinator who are administering oversight for this project.

7. PARTIES BOUND

This Agreement shall be binding upon the successors and assigns of both parties in like manner as upon the original parties.

IN WITNESS WHEREOF

The Parties acknowledge that they have read, understand, and accept this Agreement, including any supplements or attachments, and that this Agreement constitutes the entire agreement between them and supersedes all other communications, written or oral, relating to the subject matter of this Agreement.

ERIN HERNANDEZ
Director
Economic Development District

JOHN AUSTIN STOKES
Executive Director
Concho Valley Council of Governments

Signature

Signature

Date

Date

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 25

ITEM 25

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the CVTD/EDD MOU for 5310 services.

Approved at the Executive Committee Meeting on September 13, 2023.



**Concho Valley
Economic Development
District, Inc.**

Title VI Plan

DRAFT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receives federal assistance. Other related regulations prohibit discrimination based on sex, age, and disability.

September 13, 2023

TABLE OF CONTENTS

- 1. PLAN APPROVAL AND REVISION LOG**
- 2. DESCRIPTION OF SERVICE**
- 3. POLICY STATEMENT**
- 4. NOTICE TO THE PUBLIC**
- 5. COMPLAINT PROCEDURE**
- 6. COMPLAINT FORM**
- 7. LIST OF TRANSIT RELATED TITLE VI INVESTIGATIONS,
COMPLAINTS AND LAWSUITS**
- 8. PUBLIC PARTICIPATION PLAN**
- 9. LANGUAGE ASSISTANCE PLAN**
- 10. MINORITY REPRESENTATION TABLE AND DESCRIPTION**
- 11. PROVIDING ASSISTANCE TO AND MONITORING SUBRECIPIENTS**
- 12. EQUITY ANALYSIS**
- 13. REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS**

Section 1: Title VI Plan Approval

This Title VI Plan was presented and adopted by the Executive Committee of the Concho Valley Council of Governments on _____. (Date)

Board Chair, Judge Jim O'Bryan

Board Vice-chair, Judge Brandon Corbin

Title VI Plan Revision Log

Date	Section Revised	Summary of Revisions

This is a rewrite of the Title VI policy. There are no revisions currently.

Section 2: Description of Organization and Service Provided

The Concho Valley Economic Development District (CVEDD) is an organization that provides economic opportunities for the Concho Valley. CVEDD encourages family living and community involvement, including those who are elderly and individuals with disabilities. The organization strives to provide advancement opportunities by maintaining a broad-based and inclusive Comprehensive Economic Development Strategy (CEDS) process. This strategy discusses the economic needs of these counties and individuals, as well as, action plans in correcting those needs.

CVEDD is staffed and administered under contract with the Concho Valley Council of Governments. Present staff members of the district are: John Austin Stokes - Executive Director, and Erin Hernandez, Assistant Executive Director who is also responsible for the CVEDD. CVEDD meets four times per year and represents a broad spectrum of perspectives including county government, local financial institutions, and business development organizations.

CVEDD is motivated to work with CVTD to connect these rural and urban communities to help enhance mobility and provide more effective services for this population. CVEDD's mission is to "...guide the economic prosperity and resiliency of an area..." by "...maintaining a robust economic system..." which helps to "...build regional capacity (through hard and soft infrastructure) that contributes to individual, firm, and community success (3, CEDS)." Because of this vision, CVEDD has chosen to partner with CVTD to enhance their mission by boosting economic development, as well as, working with CVTD in providing efficient transportation to senior citizens and those with disabilities.

CVTD and CVEDD are fostering stewardship by working together with the Concho Valley Area Agency on Aging and our local 2-1-1 on an extended network of outreach and marketing for CVTD programs including 5310 transportation for senior citizens and individuals with disabilities. Along with this, CVEDD and CVTD can leverage resources through CVTD's existing accessible vehicles and trained vehicle operators.

This service is a continuation of transportation services funded through CVEDD. CVEDD will continue to be the fiscal agent aiding in connecting the Concho Valley. CVTD and CVEDD will look into continuing service with existing clients, as well as, outreaching new communities to aid more of the elderly and disabled in the Concho Valley. CVTD and CVEDD will be able to meet the current service demands as they have done in past years.

CVEDD and CVTD are committed to meeting with representatives of the community who are invested in the elderly and disabled populations. These representatives can provide input, share their knowledge, aid in outreach, and bring solutions to better transportation for this subset of citizens. Many of these representatives are already key members of the Concho Valley Regional Coordination Planning Committee, or are Committee Stakeholders; therefore, the context of this program is accessible and familiar. With this committee, it is our goal to reach out to meet more individuals and businesses that can benefit from this service. CVEDD's existing network will allow CVTD to include more individuals in their safe and friendly transportation services.

The district serves the thirteen counties known as the Concho Valley: Coke, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green. There are

fifteen cities in our service region: Big Lake, Brady, Bronte, Eden, Eldorado, Junction, Mason, Melvin, Menard, Mertzon, Paint Rock, Robert Lee, San Angelo, Sonora, and Sterling City. The City of San Angelo, located in Tom Green County, is the region's largest urban area with the Census estimating a population of 121,994 in 2021.

The region coincides with Service Delivery Area 10, as designated by the Governor, for which the Concho Valley Council of Governments was created in 1967. The Council of Governments was assigned responsibility for consolidation and elimination of duplication of effort in providing services to the region. In such a rural and sparsely populated region as the Concho Valley, collaboration among governments and institutions is essential to providing necessary services to citizens in an efficient manner.

The district's goals in designing its service delivery system are to offer a comprehensive, coordinated, and flexible continuum of services for older persons; provide services to secure and maintain maximum independence, well-being, safety, and dignity in home and institutional environments; develop client-centered services; meet all fiscal and programmatic requirements and develop new programs and/or methods to meet the emerging needs of the older population in the Concho Valley.

The Concho Valley Economic Development District will be the source of information and direct services to this older regional population, seen by many in the region as the leader in providing services to those 60 years of age and older. To further promote independence for individuals with disabilities and individuals 65 years of age and older the Concho Valley Concho Valley Economic Development District will partner with the Concho Valley Transit District to purchase transportation services for eligible recipients as funding allows. The district has no revenue service vehicles because service is procured from Concho Valley Transit District through an agreement/partnership that has been established. CVEDD has 2-3 designated staff within the Concho Valley Economic Development District and the Concho Valley Transit District responsible for the oversight of the 5310 program. The district will ensure that it will reference FTA Circular 4702.1B.

Section 3: Title VI Policy Statement

The **Concho Valley Economic Development District**, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Texas Department of Transportation (TxDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and TxDOT PTN requirements as specified in Master Grant Agreement, and State Management Plan.

CVEDD does not provide funding to sub-recipients, even if they are only purchases of service.

TITLE VI Notice to the Public

The Concho Valley Economic Development District's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI THE CONCHO VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.

- The **Concho Valley Economic Development District** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Concho Valley Economic Development District**.
- For more information on the **Concho Valley Economic Development District's Title VI** program, the procedures to file a complaint, or to file a complaint contact 325-944-9666; email erinm@cvcog.org or visit our administrative office at 5430 Link Road, San Angelo, TX 76904. For more information, visit www.cvcog.org
- This notice will be posted at the CVCOG main office, the public meetings rooms that the CVEDD utilizes at the CVCOG, and in the CVTD lobby.
- A complaint may also be filed directly with the:

Texas Department of Transportation
Attn: TxDOT-PTN,
125 E. 11th Street
Austin, TX 78701-2483

-or-

Federal Transit Administration, Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR,
1200 New Jersey Ave.
SE Washington, DC, 20590.

*If information is needed in another language, contact 1-325-944-9666

*Si necesita información en otro idioma, póngase en contacto con 1-325-944-9666

The **Concho Valley Economic Development District's** Notice to the Public is posted in the following locations:

- Agency Website www.cvcog.org
- Reception Area
- Meeting Rooms
- CVTD Lobby

Section 5: Title VI Complaint Procedure

The **Concho Valley Economic Development District's** Title VI Complaint Procedure is made available in the following locations:

Agency website www.cvcog.org

Hard copy at the Admin Office: CVCOG 5430 Link Rd., San Angelo, TX 76904

Via Email: erinm@cvcog.org Subject: Title VI Complaint Procedure

Any person who believes she or he has been discriminated against based on race, color, or national origin by the **Concho Valley Economic Development District** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Complaint forms can be found at: www.cvcog.org or requested at 5430 Link Rd., San Angelo, TX 76904.

The **Concho Valley Economic Development District** investigates complaints received no more than 180 days after the alleged incident. The **Concho Valley Economic Development District** will process complaints that are complete.

Once the complaint is received, the **Concho Valley Economic Development District** will review it to determine if our office has jurisdiction. (A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt.) The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated by our office

The **Concho Valley Economic Development District** has 14 business days to investigate the complaint. If more information is needed to resolve the case, **Concho Valley Economic Development District** may contact the complainant.

The complainant has 10 business days from the date of the letter to send the requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, **Concho Valley Economic Development District** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 10 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

*If information is needed in another language, please contact 325-944-9666.

*Si necesita información en otro idioma, por favor póngase en contacto con 325-944-9666.

Section 6: Title VI Complaint Form

The **Concho Valley Economic Development District's** Title VI Complaint Form is made available in the following locations:

Agency website www.cvcog.org

Hard copy at the Admin Office: CVCOG 5430 Link Rd., San Angelo, TX 76904

Available in appropriate languages for LEP populations meeting the Safe Harbor Threshold

Via Email: erinm@cvcog.org Subject: Title VI Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Email Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person to whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____			
Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Please sign and date below:

Signature

Date

*If information is needed in another language, contact 1-325-944-9666

*Si necesita información en otro idioma, póngase en contacto con 1-325-944-9666
Please submit this form in person at the address below, or mail this form to:

**ATTN: Erin Hernandez
Concho Valley Economic Development District, Inc
5430 Link Rd.
San Angelo, TX 76904**

Section 7: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

The **Concho Valley Economic Development District** maintains a list or logs of all Title VI investigations, complaints, and lawsuits, about its transit-related activities.

Check One:

 X There have been no investigations, complaints, and/or lawsuits filed against us since the last plan submission.

 There have been investigations, complaints, and/or lawsuits filed against us. *See the list below. Attach additional information as needed.*

Section 8: Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the **Concho Valley Economic Development District** will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program, and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent, and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The public outreach and involvement activities conducted by the **Concho Valley Economic Development District** are in partnership with the **Concho Valley Transit District**.

- Determine and identify what meetings and program activities lend themselves to client public participation.
 - Foster Grandparents
 - Senior Companion
 - Area Agency on Aging
 - Angelo State University
 - Howard College
 - Goodfellow Air Force Base
 - Shannon Medical Center
 - Concho Valley Workforce Solutions
 - HEB Feast of Sharing
 - Disability Connections
 - Health & Social Resource Coalition
 - West Texas Lighthouse for the Blind

- Schedule meetings and times that are convenient and accessible for minority and LEP communities. Offer transportation when having meetings at the CVT Depot Annex building.

- Employing different meeting sizes and formats.

- Coordinate with community organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

- Consider social media, television, or radio ads and publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.

- Provide opportunities for public participation through means other than written communication, such as personal interviews or the use of audio or video recording devices to capture oral comments.

Summary of Public Outreach

CVEDD and Transit staff provided 5310 and other transportation program information at the following events. During these events, a member of CVEDD, Transit or another CVCOG program is represented at these meetings/events and shares of all the programs and services provided under the CVCOG umbrella including public transportation and the 5310 program. Team members are cross-trained to share information or provide a point of contact for inquiries that require further information. Sometimes these events are presentations, question and answer session, distribution of materials or networking opportunities.

- CVTD Regional Coordination Meetings - Quarterly
- Health & Social Resource Coalition Meetings – 2nd Friday of the month
- Homeless Coalition Meetings - 2nd Wednesday of the month
- Texas Hunger Initiative Coalition Meetings – 2nd Wednesday of the month

- Galilee CDC Board Meetings – 4th Thursday of the Month
- United Way Board Meetings – 4th Thursday of the Month
- Rural Outreach Days at Libraries, Soup Kitchens, Food Pantries, Nutrition Sites, and other locations upon request/need. – these dates and times vary throughout the year.
- Local Outreach Days at Libraries, Soup Kitchens, Rust Street, Food Pantries, Nutrition Sites, Homeless Navigation Day, and other locations upon request/need. – these dates and times vary throughout the year.

Section 9: Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the **Concho Valley Economic Development District** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **Concho Valley Economic Development District's** Language Assistance Plan includes the following elements:

- Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

Four-Factor Analysis Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **Concho Valley Economic Development District** has conducted a *Four Factor Analysis* of the following areas: 1) LEP Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

U.S. Census Date-American Community Survey (2021 1-year Estimates Detailed)
 Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov for CVEDD's service area.

Label	Concho Valley Estimate
Total:	148,403
Speak only English	109,382
Spanish or Spanish Creole:	36987
Speak English "very well"	26204
Speak English less than "very well"	10783
French (incl. Patois, Cajun):	109
Speak English "very well"	66
Speak English less than "very well"	43
French Creole:	47
Speak English "very well"	32
Speak English less than "very well"	15
Italian:	45
Speak English "very well"	32
Speak English less than "very well"	13
Portuguese or Portuguese Creole:	20
Speak English "very well"	19
Speak English less than "very well"	1
German:	302
Speak English "very well"	261
Speak English less than "very well"	41
Yiddish:	0
Speak English "very well"	0
Speak English less than "very well"	0
Other West Germanic languages:	8
Speak English "very well"	8
Speak English less than "very well"	0
Scandinavian languages:	12
Speak English "very well"	0
Speak English less than "very well"	12
Greek:	26
Speak English "very well"	26
Speak English less than "very well"	0
Russian:	39

Speak English "very well"	24
Speak English less than "very well"	15
Polish:	5
Speak English "very well"	5
Speak English less than "very well"	0
Serbo-Croatian:	11
Speak English "very well"	11
Speak English less than "very well"	0
Other Slavic languages:	11
Speak English "very well"	11
Speak English less than "very well"	0
Armenian:	0
Speak English "very well"	0
Speak English less than "very well"	0
Persian:	21
Speak English "very well"	21
Speak English less than "very well"	0
Gujarati:	0
Speak English "very well"	0
Speak English less than "very well"	0
Hindi:	0
Speak English "very well"	0
Speak English less than "very well"	0
Urdu:	51
Speak English "very well"	51
Speak English less than "very well"	0
Other Indic languages:	7
Speak English "very well"	7
Speak English less than "very well"	0
Other Indo-European languages:	16
Speak English "very well"	16
Speak English less than "very well"	0
Chinese:	135
Speak English "very well"	80

Speak English less than "very well"	55
Japanese:	20
Speak English "very well"	3
Speak English less than "very well"	17
Korean:	221
Speak English "very well"	118
Speak English less than "very well"	103
Mon-Khmer, Cambodian:	14
Speak English "very well"	0
Speak English less than "very well"	14
Hmong:	0
Speak English "very well"	0
Speak English less than "very well"	0
Thai:	38
Speak English "very well"	10
Speak English less than "very well"	28
Laotian:	146
Speak English "very well"	57
Speak English less than "very well"	89
Vietnamese:	325
Speak English "very well"	228
Speak English less than "very well"	97
Other Asian languages:	59
Speak English "very well"	59
Speak English less than "very well"	0
Tagalog:	208
Speak English "very well"	157
Speak English less than "very well"	51
Other Pacific Island languages:	26
Speak English "very well"	26
Speak English less than "very well"	0
Navajo:	0
Speak English "very well"	0
Speak English less than "very well"	0

Other Native North American languages:	19
Speak English "very well"	19
Speak English less than "very well"	0
Hungarian:	0
Speak English "very well"	0
Speak English less than "very well"	0
Arabic:	34
Speak English "very well"	34
Speak English less than "very well"	0
Hebrew:	11
Speak English "very well"	11
Speak English less than "very well"	0
African languages:	48
Speak English "very well"	23
Speak English less than "very well"	25
Other and unspecified languages:	0
Speak English "very well"	0
Speak English less than "very well"	0

Factor 2: The frequency with which LEP persons come into contact with the program:

Identifies and assesses the frequency that CVEDD's staff comes into contact with LEP persons. Examples of contact could include:

- (a) Use of bus and rail service;
- (b) Purchase of tickets through vending machines, outlets, websites, and over the phone;
- (c) Participation in public meetings;
- (d) Customer service interactions;
- (e) Ridership surveys;
- (f) Operator surveys.

The CVEDD works closely with the CVTD which offers two primary types of transportation services that are provided to the general public, para-transit and fixed routes. The CVEDD has an MOU in place for the purchase of services for the transportation demand response program. CVTD ensures that all of the services offered are accessible by LEP persons and the areas they predict they originate. Although these services are accessible to LEP populations, the CVEDD would like to grow the number of LEP riders by making available materials, training, and outreach services that would help serve this population better. The CVEDD works closely with CVTD, who has completed Spanish language translations of all vital documents and signage at the Multi-Modal Terminal and on all revenue vehicles.

Several of CVTD's drivers, both para-transit and fixed route, two customer service representatives, one supervisor, and the administrative office full-time receptionist speak Spanish with proficiency. The CVEDD has staff who are also bilingual to assist with the intake process and answer questions that the public may have regarding transportation services. Their ability to speak with our LEP population has allowed us to continue to serve the needs of the majority of the LEP public. Though this helps us significantly, there are many obvious barriers to having only a limited number of people who can assist most of our LEP population such as, but not limited to, being tied up with other tasks, being unavailable during breaks, taking days off, and being busy communicating with other customers.

Having technology available on computers, laptops, tablets, and phones has made it easier than ever to communicate in different languages using Google Translate, voice, email, and text messaging services. We have used these methods in the past and will continue to use these methods as necessary for LEP population that our nothing within the language scope of people available.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

The mission of the **Concho Valley Economic Development District** is to be the Concho Valley's leader and advocate in facilitating those supportive services and opportunities that enable older citizens to be able to live dignified, independent, and productive lives. Some of **Concho Valley Economic Development District's** key partners include Concho Valley Transit District, MHMR, Area Agency on Aging, United Way of the Concho Valley, 2-1-1 Texas, Aging and Disability Resource Center, Nutrition sites throughout the region, Homeless Coalition, Public Housing, The Senior Volunteer Programs, and Adult Protective Services. We also have close relationships with social workers from Shannon Medical Center. All partners are aware of the services provided through the Concho Valley Economic Development District and the 5310 funding can complete referrals on behalf of individuals via the cvcog.org website, or by calling our local office.

Public transportation accessibility is incredibly important for a variety of reasons. Firstly, it provides equal opportunities and ensures that everyone has the ability to travel and access essential services such as healthcare, education, and employment. By offering affordable transportation options, public transit reduces the reliance on private vehicles which ultimately eases traffic congestion and decreases pollution levels - benefiting both the environment and overall quality of life. Additionally, accessible public transportation promotes inclusivity by catering to individuals with mobility

challenges, allowing them to participate fully in society. It also enhances community connections by facilitating social interactions among diverse groups of people. It is clear that public transportation accessibility is not just a convenience but an indispensable element for building more equitable and sustainable communities.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations, and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well-substantiated before using this factor as a reason to limit language assistance.

The **Concho Valley Economic Development District** works closely with community partners, including the various programs under the Concho Valley Economic Development District and the Concho Valley Council of Governments to ensure that all outreach efforts are completed at the most reasonable cost. Oftentimes, the Concho Valley Economic Development District partners with the Concho Valley Transit District to split the costs when visiting the rural counties; costs that are split include rental, fuel, and/or personal vehicle mileage reimbursement. These rates vary and there are no funds allocated through TXDOT to cover expenses for outreach, therefore, any outreach and awareness done on behalf of the 5310 program is done in conjunction with outreach efforts that the Area Agency on Aging was already doing regarding meeting goals through the Older American Act funding. The Concho Valley Economic Development District relies heavily on email distributions, mailouts, and Public Service Announcements when working to promote the services offered through the Concho Valley Economic Development District, Inc. Key priority populations for the Area Agency on Aging and the Aging and Disability Resource Center, through funding received through Health and Human Services include Low-Income, Minority individuals residing in rural areas. The language primarily spoken in the Concho Valley region, aside from English, is predominantly Spanish. There are no costs associated with translating forms from English to Spanish because it is all done by EDD or CVCOG.

Language Assistance Plan

Public transit is a key means of achieving mobility for many LEP persons. According to the 2021 Census records, more than 15 percent of LEP persons aged 16 years and over reported the use of public transit as their primary means of transportation to work, compared with about 5 percent of English speakers. Recent immigrants to the United States (including those persons who may not be limited English proficient) use public transportation at higher rates than native-born adults. Agencies that provide language assistance to persons with limited English proficiency competently and effectively will help ensure that their services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

Catering to LEP persons may also help increase and retain ridership among the agency's broader immigrant communities in two important ways: (1) agencies that reach out to recent immigrant populations to prepare a language implementation plan send a positive message to these persons that their business is valued, and

(2) community outreach designed to identify appropriate language assistance measures can also assist the agency in identifying the transportation needs of immigrant populations.

Limited English Proficient (LEP) Resource Materials: **“I Speak” Language Identification Card**

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaø oâ naøy neáu quyù vò bieát ñoïc vaø nouì ñõõic Vieät Ngõõ.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Log of LEP Encounters

Date	Time	Language Spoken by Individual <i>(If available)</i>	Name and Phone Number of Individual <i>(If available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes
None							

Section 10: Minority Representation Information

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Guidance: If you don’t have a non-elected transit-related board, committee, or council, then leave the table below blank, and in section B write that there are no non-elected transit-related boards, committees, or councils.

A. Minority Representation Table

Table Depicting Membership of Board, Committees, Councils, Broken Down by Race

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Population	%	%	%	%	%	%
Name of Committee 1	%	%	%	%	%	%

B. Efforts to Encourage Minority Participation

There are no non-elected transit-related boards, committees, or councils through the Concho Valley Economic Development District. The CVEDD Board will be responsible for providing input and representation for Seniors and/or Senior needs throughout the Concho Valley region.

The Concho Valley Concho Valley Economic Development District has a Memorandum of Understanding in place with the Concho Valley Transit District for the purchase of transportation services. Both the CVEDD and the CVTD are under the Concho Valle Council of Governments. Internal monitoring tools are in place to ensure that funds are spent appropriately and all backup documentation is in place for any fiscal or program monitoring requirements.

Section 11: Providing Assistance to and Monitoring Subrecipients

CVEDD is a pass-through entity for funds received through an inter-local agreement with the Concho Valley Transit District. CVEDD provides funds to CVTD who is our sub-recipient. CVEDD does not provide funding to directly to clients for transportation services.

Monthly: CVTD provides a monthly report to CVEDD with client trip information for urban and rural bus services. CVEDD then takes that report and audits 10% of the clients for urban and 10% of the clients for rural, ensuring there is a completed application and verification of trips on file for the selected clients. Once this has been audited and approved by CVEDD, CVTD will then send an invoice to CVEDD for processing and payment by the finance department.

Annually: CVEDD completes an annual review of CVTD which includes the following areas to ensure we remain state and federally complaint:

- Asset Management
- Americans with Disabilities Act
- Title VI of the 1964 Civil Rights Act
- Equal Employment Opportunity

Section 12: Title VI Equity Analysis

1. Has the agency built a facility? (Check a response below)

No, the agency has not built a facility.

Yes, the agency has built a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site. (Include at the end of the TVI plan a copy of the Title VI equity analysis.)

Section 13: Requirements for Fixed Route Transit Providers NA, No Fixed Routes

Recipients that provide fixed route services must provide the following service standard information:

1. Vehicle load for each mode
2. Vehicle headway for each mode
3. On-time performance for each mode
4. Service availability for each mode

And the following service policies information:

1. Transit amenities for each mode
2. Vehicle assignment for each mode

Examples of how to report this information can be found in the FTA C4702.1B Appendix G and Appendix H.

Guidance: Requirements for Metropolitan Planning Organizations (MPOs)

All MPOs must complete a Title VI Program and submit it directly to FTA for approval. Upon FTA approval, MPOs must provide a copy to the TxDOT PTN as the primary recipient. More information on MPO requirements are in Chapter VI of FTA C4702.1B.



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

September 5, 2023

John Austin Stokes
Executive Director
Concho Valley Council of Governments
5430 Link Road
San Angelo, Texas 76904

Regarding: Approval of Title VI Plan

Dear Mr. Stokes,

The Texas Department of Transportation (TxDOT) Public Transportation Division (PTN) has reviewed Concho Valley Economic District's Title VI Plan. TxDOT PTN gives you concurrence to submit this Title VI Plan for board approval.

The next steps to comply with Title VI Circular 4702.1B is the following:

- Submit the updated Title VI plan to your board for approval.
 - Once approved, upload the plan into IGX with the board meeting minutes or a board resolution.
 - Note: The plan will not be accepted by TxDOT PTN until approved by your board. The expiration date will be three-years from board approval date.
- Website Posting
 - Update the following website documents if they were changed during this process:
 - Public Notice of Title VI (English/Spanish)
 - Complaint Procedures (English/Spanish)
 - Complaint Forms (English/Spanish)

Once these remaining steps are completed, notify your assigned Public Transportation Coordinator (PTC), Delma Childress, so TxDOT PTN can document that all required steps are now complete. If you have any questions or concerns about the process, please direct those questions to your assigned PTC as well.

Sincerely,

Christopher Ramirez
TxDOT PTN Compliance

CC: Delma Childress, Public Transportation Coordinator, TxDOT

**CONCHO VALLEY ECONOMIC DEVELOPMENT DISTRICT
CONCHO VALLEY COUNCIL OF GOVERNMENTS
RESOLUTION 23-0913**

APPROVAL OF THE CVEDD TITLE VI PLAN

WHEREAS, the Executive Committee of the Concho Valley Council of Government (CVCOG), comprised primarily of local elected officials, is the policy body and has been and continues to be the regional forum for cooperative decisions on all CVCOG business; and

WHEREAS, the Concho Valley Economic Development District (CVEDD) is a recipient of 5310 Enhanced Mobility of Senior and Individuals with Disability Funds from the Texas Department of Transportation; and

WHEREAS, CVEDD works together with the Concho Valley Transit District (CVTD) to provide these said services; and

WHEREAS, Title VI of the Civil Rights Act of 1964 and related statutes prohibit discrimination on the basis of race, religion, color, national origin, sex, age, or disability; and,

WHEREAS, CVEDD, as a recipient of federal financial assistance and a Federal Transit Administration (FTA) designated recipient, is required to comply with Title VI requirements, which include review and approval of a Title VI Plan every three years; and,

WHEREAS, the CVEDD has undertaken an effort to review and update its Title VI Plan for 2023.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Executive Committee of the Concho Valley Council of Governments and the Board of Directors of the Concho Valley Economic Development District hereby certify:

1. The approval of the CVEDD Title VI Plan and their commitment to operating its programs according to the plan;
2. This resolution shall be transmitted to the Texas Department of Transportation, Federal Transit Administration, and other funding agencies as appropriate; and
3. This resolution shall be in effect immediately upon its adoption.

DULY ADOPTED at the Executive Committee Meeting of the Concho Valley Council of Governments on this 13th day of September 2023.

Judge Jim O'Bryan, Board Chair

Judge Brandon Corbin, Board Vice-chair

Memo

To: Executive Committee

From: Erin Hernandez – Assistant Executive Director

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 26

ITEM 26

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the CVEDD Title VI Plan for TxDOT.

Approved at the Executive Committee Meeting on September 13, 2023.

CONCHO VALLEY COUNCIL OF GOVERNMENTS

October 1, 2023 through September 30, 2024

- **State Salary Schedule FY 23-24**
- **Skill-Base Pay Certifications FY 23-24**
- **Proposed FY 23-24 Employee Salary Schedule**
- **Proposed Fringe Benefits FY 23-24**
- **Program Budgets for FY 23-24**

STATE SALARY SCHEDULE

- State Salary Schedule due to Governor's Office August 17, 2023. Salary Schedule must contain:
 - Classification for each position and specify the salaries for that position
 - All levels reflected must show Min, Mid, and Max, on each position
 - Salary comparison must not exceed the State Salary Schedule

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State
								Min	Mid	Max
Executive	Executive Director		Exempt	1	\$ 70,000.00		\$ 212,100.00	\$ 70,000.00		\$ 345,250.00
Administrative Support	Director of Finance	Level I	B26	1620	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level II	B27	1621	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
		Level III	B28	1622	\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
		Level IV	B29	1623	\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Assistant Director of Finance/Procurement	Level I	B24	1602	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level II	B25	1603	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
		Level III	B26	1604	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level IV	B27	1605	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Finance Manager	Level I	B22	1600	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
		Level II	B23	1601	\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
		Level III	B24	1602	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level IV	B25	1603	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
	Finance Specialist	Level I	B14	1012	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level II	B15	1014	\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
		Level III	B17	1016	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
		Level IV	B19	1018	\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Accounting Technician/Receptionist	Level I	A11	1000	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32
		Level II	A13	1002	\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74
		Level III	B14	1012	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level IV	B15	1014	\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
	Record Retention Officer/Accounting Technician	Level I	B14	7405	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level II	B16	7407	\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
		Level III	B18	7409	\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level IV	B20	7411	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
	Administrative Assistant	Level I	A09	0150	\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20
		Level II	A11	0152	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32
		Level III	A13	0154	\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74
Level IV		A15	0156	\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46	
Procurement Clerk/Receptionist	Level I	A09	0006	\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20	
	Level II	A11	0132	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32	
	Level III	A13	0134	\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74	
	Level IV	A15	136	\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46	

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State	
								Min	Mid	Max	
Procurement Services	Contract/Open Records Manager	Level I	B21	1984	1	\$ 47,735.57	\$ 58,498.32	\$ 69,261.12	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00
		Level II	B23	1986		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
		Level III	B25	1960		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
		Level IV	B27	1962		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Procurement Manager/Trainer	Level I	B20	1558	-	\$ 45,462.45	\$ 55,712.69	\$ 65,962.97	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00
		Level II	B22	1559		\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
		Level III	B24	1560		\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level IV	B26	1561		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
	Purchaser	Level I	B16	1932	1	\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
		Level II	B18	1933		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level III	B20	1934		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
		Level IV	B22	1935		\$ 24.10	\$ 29.53	\$ 34.96	\$ 26.26	\$ 34.45	\$ 42.65
	Procurement Lead	Level I	B14	1931	1	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level II	B16	1932		\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
		Level III	B18	1933		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level IV	B20	1934		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
Program Coordinator	Level I	B12	1930	3	\$ 14.79	\$ 18.13	\$ 21.46	\$ 14.83	\$ 18.66	\$ 22.50	
	Level II	B14	1931		\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06	
	Level III	B16	1932		\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95	
	Level IV	B18	1933		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State	
								Min	Mid	Max	
Human Resources Services	Director of Human Resources	Level I	B26	1620	1	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level II	B27	1621		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
		Level III	B28	1622		\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
		Level IV	B29	1623		\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Human Resource Generalist Supervisor	Level I	B20	1583	1	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
		Level II	B21	1584		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
		Level III	B23	1586		\$ 25.30	\$ 31.01	\$ 36.71	\$ 27.97	\$ 36.80	\$ 45.63
		Level IV	B25	1588		\$ 27.90	\$ 34.19	\$ 40.47	\$ 31.86	\$ 42.05	\$ 52.24
	Human Resource Coordinator/Payroll	Level I	B15	1291	1	\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
		Level II	B17	1292		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
		Level III	B19	1293		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
		Level IV	B21	1294		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
	Human Resource Assistant	Level I	B12	1727	1	\$ 14.79	\$ 18.13	\$ 21.46	\$ 14.83	\$ 18.66	\$ 22.50
		Level II	B14	1729		\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level III	B16	1731		\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
		Level IV	B18	1733		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
Administrative Assistant	Level I	A09	0150	-	\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20	
	Level II	A11	0152		\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32	
	Level III	A13	0154		\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74	
	Level IV	A15	0156		\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46	

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State Min	State Mid	State Max
Information Technology Services										
	Director of Information Technology-Infrastructure			-						
	Level I	B26	1620		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
	Level II	B27	1621		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Level III	B28	1622		\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
	Level IV	B29	1623		\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Manager of Information Technology			1						
	Level I	B22	1600		\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
	Level II	B23	1601		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
	Level III	B24	1602		\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
	Level IV	B25	1603		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
	Computer Operating Specialist			-						
	Level I	B12	0260		\$ 14.79	\$ 18.13	\$ 21.46	\$ 14.83	\$ 18.66	\$ 22.50
	Level II	B14	0261		\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
	Level III	B16	0262		\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
	Level IV	B18	0263		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
	Systems Support Specialist			2						
	Level I	B13	0228		\$ 15.53	\$ 19.04	\$ 22.54	\$ 15.60	\$ 19.67	\$ 23.74
	Level II	B15	0229		\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
	Level III	B17	0230		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
	Level IV	B19	0231		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Systems Analyst			-						
	Level I	B16	0252		\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95
	Level II	B18	0253		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
	Level III	B20	0254		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
	Level IV	B22	0255		\$ 24.10	\$ 29.53	\$ 34.96	\$ 26.26	\$ 34.45	\$ 42.65
	Programmer			1						
	Level I	B19	0241		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Level II	B21	0242		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
	Level III	B23	0243		\$ 25.30	\$ 31.01	\$ 36.71	\$ 27.97	\$ 36.80	\$ 45.63
	Level IV	B25	0244		\$ 27.90	\$ 34.19	\$ 40.47	\$ 31.86	\$ 42.05	\$ 52.24

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

<u>Department</u>	<u>Position</u>	<u>Salary Group</u>	<u>Class Code</u>	<u>Number of Positions</u>	<u>CVCOG Min</u>	<u>CVCOG Mid</u>	<u>CVCOG Max</u>	<u>State Min</u>	<u>State Mid</u>	<u>State Max</u>
Regional Services/Economic Development District										
	Solid Waste Specialist			-						
	Level I	B17	1570		\$ 39,272.17	\$ 48,126.71	\$ 56,981.29	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00
	Level II	B18	1571		\$ 41,235.78	\$ 50,533.05	\$ 59,830.36	\$ 42,521.00	\$ 55,096.00	\$ 67,671.00
	Level III	B19	1572		\$ 43,297.57	\$ 53,059.70	\$ 62,821.87	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00
	Level IV	B20	1573		\$ 45,462.45	\$ 55,712.69	\$ 65,962.97	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00
	Assistant Executive Director			1						
	Level I	B26	1620		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
	Level II	B27	1621		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Level III	B28	1622		\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
	Level IV	B29	1623		\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Regional Services Grant Writer (VISTA)			1						
	Level I	B17	0516		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
	Level II	B19	0517		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Level III	B21	0518		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
	Level IV	B23	0519		\$ 25.30	\$ 31.01	\$ 36.71	\$ 27.97	\$ 36.80	\$ 45.63
	CVEDD Revolving Loan Specialist			-						
	Level I	B17	1260		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
	Level II	B19	1261		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Level III	B21	1262		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
	Level IV	B23	1263		\$ 25.30	\$ 31.01	\$ 36.71	\$ 27.97	\$ 36.80	\$ 45.63
	Addressing/GIS Specialist			1						
	Level I	B18	0270		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
	Level II	B20	0271		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
	Level III	B22	0272		\$ 24.10	\$ 29.53	\$ 34.96	\$ 26.26	\$ 34.45	\$ 42.65
	Level IV	B24	0273		\$ 26.57	\$ 32.56	\$ 38.55	\$ 29.81	\$ 39.32	\$ 48.83

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State Min	State Mid	State Max
911 Emergency Communications										
	Director of Public Safety			1						
		Level I	B26	1620	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level II	B27	1621	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
		Level III	B28	1622	\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
		Level IV	B29	1623	\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	911 Program Manager			2						
		Level I	B22	0272	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
		Level II	B24	0273	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level III	B26	0274	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level IV	B27	1621	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	911 GIS Specialist - Lead			1						
		Level I	B20	0271	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
		Level II	B22	0272	\$ 24.10	\$ 29.53	\$ 34.96	\$ 26.26	\$ 34.45	\$ 42.65
		Level III	B24	0273	\$ 26.57	\$ 32.56	\$ 38.55	\$ 29.81	\$ 39.32	\$ 48.83
		Level IV	B26	0274	\$ 35.04	\$ 42.94	\$ 50.84	\$ 35.04	\$ 47.15	\$ 59.26
	911 GIS Specialist			3						
		Level I	B18	0270	\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level II	B20	0271	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
		Level III	B22	0272	\$ 24.10	\$ 29.53	\$ 34.96	\$ 26.26	\$ 34.45	\$ 42.65
		Level IV	B24	0273	\$ 26.57	\$ 32.56	\$ 38.55	\$ 29.81	\$ 39.32	\$ 48.83
Criminal Justice/Homeland Security Program										
	Criminal Justice Instructor, Training Specialist			1						
		Level I	CJ01	1783	\$ 36,976.00	\$ 47,688.00	\$ 58,399.00	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00
		Level II	CJ02	1784	\$ 42,244.00	\$ 55,602.00	\$ 68,960.00	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00
		Level III	CJ03	1785	\$ 48,278.00	\$ 63,616.00	\$ 78,953.00	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00
		Level IV	CJ04	1786	\$ 55,184.00	\$ 72,789.00	\$ 90,393.00	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
	Public Safety Manager			1						
		Level I	B22	1600	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
		Level II	B23	1601	\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
		Level III	B24	1602	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level IV	B25	1603	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
	Public Safety Coordinator			1						
		Level I	B18	1571	\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level II	B19	1572	\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
		Level III	B20	1573	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
		Level IV	B21	1574	\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
	Public Safety Program Specialist			1						
		Level I	B17	1570	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
		Level II	B18	1571	\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
		Level III	B19	1572	\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
		Level IV	B20	1573	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25

State Salary Group
B17
B19
B21
B23

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State	
								Min	Mid	Max	
CV Transit District	Director of Transportation	Level I	B26	1620	1	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level II	B27	1621		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
		Level III	B28	1622		\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
		Level IV	B29	1623		\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Assistant Director of Transportation	Level I	B24	1602	1	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level II	B25	1603		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
		Level III	B26	1604		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
		Level IV	B27	1605		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Finance Manager / Project Manager	Level I	B22	1600	1	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
		Level II	B23	1601		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
		Level III	B24	1602		\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
		Level IV	B25	1603		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
	Regional Coordinator/Grant Writer/Office Administrator	Level I	B17	1570	1	\$ 39,272.17	\$ 48,126.71	\$ 56,981.29	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00
		Level II	B18	1571		\$ 41,235.78	\$ 50,533.05	\$ 59,830.36	\$ 42,521.00	\$ 55,096.00	\$ 67,671.00
		Level III	B19	1572		\$ 43,297.57	\$ 53,059.70	\$ 62,821.87	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00
		Level IV	B20	1573		\$ 45,462.45	\$ 55,712.69	\$ 65,962.97	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00
	Research Specialist	Level I	B17	0602	1	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
		Level II	B19	0604		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
		Level III	B21	0606		\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86
		Level IV	B23	0608		\$ 25.30	\$ 31.01	\$ 36.71	\$ 27.97	\$ 36.80	\$ 45.63
	Finance Specialist	Level I	B14	1012	1	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level II	B15	1014		\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
		Level III	B17	1016		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
		Level IV	B19	1018		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Data Entry/Collections	Level I	A11	1000	1	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32
		Level II	A13	1002		\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74
		Level III	B14	1012		\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06
		Level IV	B15	1014		\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46
Operation Safety Manager	Level I	B24	1602	2	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00	
	Level II	B25	1603		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	
	Level III	B26	1604		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00	
	Level IV	B27	1605		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00	
Safety & Compliance Specialist	Level I	B17	1570	1	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52	
	Level II	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	
	Level III	B19	1572		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81	
	Level IV	B20	1573		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25	
Cashier	Level I	A07	0055	2	\$ 11.84	\$ 14.51	\$ 17.18	\$ 11.87	\$ 14.27	\$ 16.67	
	Level II	A09	0057		\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20	
	Level III	A11	0059		\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32	
	Level IV	A13	0134		\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74	

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State		
								Min	Mid	Max		
CV Transit District	Road Supervisor	Level I	B20	1583	2	\$ 45,462.45	\$ 55,712.69	\$ 65,962.97	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	
		Level II	B21	1584		\$ 47,735.57	\$ 58,498.32	\$ 69,261.12	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	
		Level III	B23	1586		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	
		Level IV	B25	1588		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	
	Assistant Road Supervisor	Level I	B17	1580	-	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52	
		Level II	B18	1581		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	
		Level III	B19	1582		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81	
		Level IV	B20	1583		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25	
	Demand Response Bus Driver	Level I	CVTD01	0136	40	\$ 14.00	\$ 17.16	\$ 20.31	\$ 15.60	\$ 19.67	\$ 23.74	State Salary Group
		Level II	A17	0138		\$ 17.53	\$ 21.48	\$ 25.43	\$ 19.22	\$ 24.37	\$ 29.52	A13
		Level III	CVTD02	1570		\$ 16.00	\$ 19.61	\$ 23.21	\$ 19.22	\$ 24.37	\$ 29.52	B17
		Level IV	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	
	Demand Response/Rural Bus Driver - Lead	Level I	CVTD01	0136	2	\$ 14.00	\$ 17.16	\$ 20.31	\$ 15.60	\$ 19.67	\$ 23.74	State Salary Group
		Level II	A17	0138		\$ 17.53	\$ 21.48	\$ 25.43	\$ 19.22	\$ 24.37	\$ 29.52	A13
		Level III	CVTD02	1570		\$ 16.00	\$ 19.61	\$ 23.21	\$ 19.22	\$ 24.37	\$ 29.52	B17
		Level IV	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	
Fixed Route Bus Driver	Level I	CVTD02	1570	19	\$ 16.00	\$ 19.61	\$ 23.21	\$ 19.22	\$ 24.37	\$ 29.52	State Salary Group	
	Level II	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	B17	
	Level III	B19	1572		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81		
	Level IV	B20	1573		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25		
Fixed Route Bus Driver - Lead	Level I	CVTD02	1570	1	\$ 16.00	\$ 19.61	\$ 23.21	\$ 19.22	\$ 24.37	\$ 29.52	State Salary Group	
	Level II	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	B17	
	Level III	B19	1572		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81		
	Level IV	B20	1573		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25		
Dispatcher Lead	Level I	B17	1570	1	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52		
	Level II	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53		
	Level III	B19	1572		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81		
	Level IV	B20	1573		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25		
Dispatcher	Level I	A11	0132	2	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32		
	Level II	A13	0134		\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74		
	Level III	A15	0136		\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46		
	Level IV	A17	0138		\$ 17.53	\$ 21.48	\$ 25.43	\$ 19.22	\$ 24.37	\$ 29.52		
Maintenance	Facilities Manager	Level I	B17	1990	1	\$ 39,272.17	\$ 48,126.71	\$ 56,981.29	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00	
		Level II	B19	1992		\$ 43,297.57	\$ 53,059.70	\$ 62,821.87	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00	
		Level III	B21	1994		\$ 47,735.57	\$ 58,498.32	\$ 69,261.12	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	
		Level IV	B23	1995		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	
	Custodian/Groundskeeper	Level I	A05	8003	1	\$ 10.95	\$ 13.41	\$ 15.88	\$ 10.95	\$ 13.13	\$ 15.31	
Maintenance Specialist	Level II	A06	8005	1	\$ 11.38	\$ 13.95	\$ 16.52	\$ 11.40	\$ 13.68	\$ 15.97		
	Level III	A08	8007		\$ 12.31	\$ 15.09	\$ 17.87	\$ 12.36	\$ 14.89	\$ 17.42		
	Level IV	A12	8021		\$ 14.40	\$ 17.65	\$ 20.90	\$ 14.83	\$ 18.66	\$ 22.50		

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: **Doubled checked State Codes and rates. Doubled check CVCOG rates**
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG			State		
					Min	Mid	Max	Min	Mid	Max
Maintenance Specialist Vehicle Technician	Level I	A09	9041	1	\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20
	Level II	A11	9042		\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32
	Level III	A12	9043		\$ 14.40	\$ 17.65	\$ 20.90	\$ 14.83	\$ 18.66	\$ 22.50
	Level IV	A14	9044		\$ 15.58	\$ 19.09	\$ 22.61	\$ 16.42	\$ 20.74	\$ 25.06
	Level I	A12	9417		\$ 14.40	\$ 17.65	\$ 20.90	\$ 14.83	\$ 18.66	\$ 22.50
	Level II	A14	9418		\$ 15.58	\$ 19.09	\$ 22.61	\$ 16.42	\$ 20.74	\$ 25.06
	Level III	A16	9419		\$ 16.85	\$ 20.65	\$ 24.45	\$ 18.23	\$ 23.09	\$ 27.95
	Level IV	A18	9420		\$ 18.23	\$ 22.34	\$ 26.45	\$ 20.44	\$ 26.49	\$ 32.53
Area Agency on Aging	Director of Access and Assistance			1						
	Level I	B26	1620	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00	
	Level II	B27	1621	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00	
	Level III	B28	1622	\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00	
	Level IV	B29	1623	\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00	
	Access and Assistance Operation Manager				1					
	Level I	B22	1600	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00	
	Level II	B23	1601	\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	
	Level III	B24	1602	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00	
	Level IV	B25	1603	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	
	Access and Assistance Program Advisor				4					
	Level I	B14	5624	\$ 16.31	\$ 19.99	\$ 23.66	\$ 16.42	\$ 20.74	\$ 25.06	
	Level II	B15	5626	\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46	
	Level III	B16	5628	\$ 17.98	\$ 22.04	\$ 26.09	\$ 18.23	\$ 23.09	\$ 27.95	
	Level IV	B17	1570	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52	
	Access and Assistance Program Specialist				-					
	Level I	B17	1570	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52	
	Level II	B18	1571	\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53	
	Level III	B19	1572	\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81	
	Level IV	B20	1573	\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25	
	Managing Local Ombudsman				1					
	Level I	B23	3665	\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	
	Level II	B25	3666	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	
	Level III	B27	3667	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00	
	Level IV	B29	3668	\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00	
	Field Ombudsman				-					
	Level I	B15	3659	\$ 17.13	\$ 20.99	\$ 24.85	\$ 17.30	\$ 21.88	\$ 26.46	
	Level II	B17	3660	\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52	
Level III	B19	3662	\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81		
Level IV	B21	3663	\$ 22.95	\$ 28.12	\$ 33.30	\$ 24.65	\$ 32.25	\$ 39.86		
Access and Assistant Assistant				1						
Level I	A09	0130	\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20		
Level II	A11	0132	\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32		
Level III	A13	0134	\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74		
Level IV	A15	0136	\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46		

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions		CVCOG			State		
						Min	Mid	Max	Min	Mid	Max
211 Information & Referral Services											
	2-1-1 I&R Service Specialist			3							
	Level I	A09	0130		\$	12.81	\$	15.69	\$	18.58	\$ 12.88 \$ 15.54 \$ 18.20
	Level II	A11	0132		\$	13.85	\$	16.97	\$	20.10	\$ 14.10 \$ 17.71 \$ 21.32
	Level III	A13	0134		\$	14.98	\$	18.36	\$	21.74	\$ 15.60 \$ 19.67 \$ 23.74
	Level IV	A15	0136		\$	16.20	\$	19.86	\$	23.51	\$ 17.30 \$ 21.88 \$ 26.46
	2-1-1 I&R Service Specialist - Lead			-							
	Level I	B17	1570		\$	18.88	\$	23.14	\$	27.39	\$ 19.22 \$ 24.37 \$ 29.52
	Level II	B18	1571		\$	19.82	\$	24.29	\$	28.76	\$ 20.44 \$ 26.49 \$ 32.53
	Level III	B19	1572		\$	20.82	\$	25.51	\$	30.20	\$ 21.75 \$ 28.28 \$ 34.81
	Level IV	B20	1573		\$	21.86	\$	26.78	\$	31.71	\$ 23.15 \$ 30.20 \$ 37.25
ADRC Services											
	ADRC Program Specialist - Lead			1							
	Level I	B17	1570		\$	18.88	\$	23.14	\$	27.39	\$ 19.22 \$ 24.37 \$ 29.52
	Level II	B18	1571		\$	19.82	\$	24.29	\$	28.76	\$ 20.44 \$ 26.49 \$ 32.53
	Level III	B19	1572		\$	20.82	\$	25.51	\$	30.20	\$ 21.75 \$ 28.28 \$ 34.81
	Level IV	B20	1573		\$	21.86	\$	26.78	\$	31.71	\$ 23.15 \$ 30.20 \$ 37.25
	ADRC Program Specialist			1							
	Level I	B17	1570		\$	18.88	\$	23.14	\$	27.39	\$ 19.22 \$ 24.37 \$ 29.52
	Level II	B18	1571		\$	19.82	\$	24.29	\$	28.76	\$ 20.44 \$ 26.49 \$ 32.53
	Level III	B19	1572		\$	20.82	\$	25.51	\$	30.20	\$ 21.75 \$ 28.28 \$ 34.81
	Level IV	B20	1573		\$	21.86	\$	26.78	\$	31.71	\$ 23.15 \$ 30.20 \$ 37.25

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

<u>Department</u>	<u>Position</u>	<u>Salary Group</u>	<u>Class Code</u>	<u>Number of Positions</u>	<u>CVCOG Min</u>	<u>CVCOG Mid</u>	<u>CVCOG Max</u>	<u>State Min</u>	<u>State Mid</u>	<u>State Max</u>
Foster Grandparent/Senior Companion/Retired Senior Volunteer Program										
	Foster Grandparent/Senior Companion Director			1						
	Level I	B26	1620		\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00
	Level II	B27	1621		\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00
	Level III	B28	1622		\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00
	Level IV	B29	1623		\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00
	Foster Grandparent/Senior Companion Manager			1						
	Level I	B22	1600		\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 54,614.00	\$ 71,659.00	\$ 88,703.00
	Level II	B23	1601		\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00
	Level III	B24	1602		\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00
	Level IV	B25	1603		\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00
	RSVP Specialist			2						
	Level I	B17	1570		\$ 18.88	\$ 23.14	\$ 27.39	\$ 19.22	\$ 24.37	\$ 29.52
	Level II	B18	1571		\$ 19.82	\$ 24.29	\$ 28.76	\$ 20.44	\$ 26.49	\$ 32.53
	Level III	B19	1572		\$ 20.82	\$ 25.51	\$ 30.20	\$ 21.75	\$ 28.28	\$ 34.81
	Level IV	B20	1573		\$ 21.86	\$ 26.78	\$ 31.71	\$ 23.15	\$ 30.20	\$ 37.25
	Administrative Assistant			-						
	Level I	A09	0150		\$ 12.81	\$ 15.69	\$ 18.58	\$ 12.88	\$ 15.54	\$ 18.20
	Level II	A11	0152		\$ 13.85	\$ 16.97	\$ 20.10	\$ 14.10	\$ 17.71	\$ 21.32
	Level III	A13	0154		\$ 14.98	\$ 18.36	\$ 21.74	\$ 15.60	\$ 19.67	\$ 23.74
	Level IV	A15	0156		\$ 16.20	\$ 19.86	\$ 23.51	\$ 17.30	\$ 21.88	\$ 26.46

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State Min	State Mid	State Max		
Head Start Program	Director of Head Start	Level I	HSD01	1620	1	\$ 59,858.72	\$ 73,354.83	\$ 86,850.99	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00	State Salary B26
		Level II	HSD02	1621		\$ 62,851.66	\$ 77,022.57	\$ 91,193.54	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00	B27
		Level III	HSD03	1622		\$ 65,994.24	\$ 80,873.70	\$ 95,753.22	\$ 88,191.00	\$ 118,673.00	\$ 149,155.00	B28
		Level IV	HSD04	1623		\$ 69,293.95	\$ 84,917.38	\$ 100,540.88	\$ 97,010.00	\$ 130,540.00	\$ 164,069.00	B29
Assistant Director of Head Start		Level I	HSD05	1602	1	\$ 44,920.91	\$ 55,049.05	\$ 65,177.24	\$ 62,004.00	\$ 81,780.00	\$ 101,556.00	State Salary B24
		Level II	HSD06	1603		\$ 47,166.96	\$ 57,801.50	\$ 68,436.10	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
		Level III	HSD07	1604		\$ 49,525.31	\$ 60,691.58	\$ 71,857.90	\$ 72,886.00	\$ 98,077.00	\$ 123,267.00	B26
		Level IV	HSD08	1605		\$ 52,001.57	\$ 63,726.16	\$ 75,450.80	\$ 80,174.00	\$ 107,884.00	\$ 135,594.00	B27
HS Education Manager/Coach/Class/Disability		Level I	HSEM01	0821	1	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00	State Salary B19
		Level II	HSEM02	0822		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	HSEM03	0823		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	HSEM04	0824		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
Mental Health/Health Manager and Pregnant Women		Level I	HSHM01	4411	1	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00	State Salary B19
		Level II	HSHM02	4412		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	HSHM03	4413		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	HSHM04	4414		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
FAMCO/Policy Council Manager and Pregnant Women		Level I	HSFP01	1583	1	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	State Salary B20
		Level II	HSFP02	1584		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	HSFP03	1586		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	HSFP04	1588		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
ERSEA Specialist/Facilities Manager/Transition/Class		Level I	HSER01	1583	1	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	State Salary B20
		Level II	HSER02	1584		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	HSER03	1586		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	HSER04	1588		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
EHS Education Manager/Coach/Class/Iters		Level I	EHSEM01	1583	-	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	State Salary B20
		Level II	EHSEM02	1584		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	EHSEM03	1586		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	EHSEM04	1588		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
Compliance Specialist/Class/Iters/Nutrition Manager		Level I	HSCS01	1583	1	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	State Salary B20
		Level II	HSCS02	1584		\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	\$ 51,278.00	\$ 67,090.00	\$ 82,901.00	B21
		Level III	HSCS03	1586		\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	\$ 58,184.00	\$ 76,549.00	\$ 94,913.00	B23
		Level IV	HSCS04	1588		\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	\$ 66,259.00	\$ 87,463.00	\$ 108,666.00	B25
Site Supervisor/Family Service Worker		Level I	HSCDFS01	1580	5	\$ 30,698.47	\$ 37,619.93	\$ 44,541.42	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00	State Salary B17
		Level II	HSCDFS02	1581		\$ 32,233.39	\$ 39,500.93	\$ 46,768.49	\$ 42,521.00	\$ 55,096.00	\$ 67,671.00	B18
		Level III	HSCDFS03	1582		\$ 33,845.06	\$ 41,475.97	\$ 49,106.92	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00	B19
		Level IV	HSCDFS04	1583		\$ 35,537.31	\$ 43,549.77	\$ 51,562.26	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	B20

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

Department	Position	Salary Group	Class Code	Number of Positions	CVCOG Min	CVCOG Mid	CVCOG Max	State	State	State	
								Min	Mid	Max	
Site Supervisor	Level I	HSCD01	1580	2	\$ 30,698.47	\$ 37,619.93	\$ 44,541.42	\$ 39,976.00	\$ 50,688.00	\$ 61,399.00	State Salary B17
	Level II	HSCD02	1581		\$ 32,233.39	\$ 39,500.93	\$ 46,768.49	\$ 42,521.00	\$ 55,096.00	\$ 67,671.00	B18
	Level III	HSCD03	1582		\$ 33,845.06	\$ 41,475.97	\$ 49,106.92	\$ 45,244.00	\$ 58,826.00	\$ 72,408.00	B19
	Level IV	HSCD04	1583		\$ 35,537.31	\$ 43,549.77	\$ 51,562.26	\$ 48,158.00	\$ 62,818.00	\$ 77,477.00	B20
Family Service Worker	Level I	HSFS01	1570	8	\$ 14.14	\$ 17.33	\$ 20.52	\$ 19.22	\$ 24.37	\$ 29.52	State Salary B17
	Level II	HSFS02	1571		\$ 14.85	\$ 18.19	\$ 21.54	\$ 20.44	\$ 26.49	\$ 32.53	B18
	Level III	HSFS03	1572		\$ 15.59	\$ 19.10	\$ 22.62	\$ 21.75	\$ 28.28	\$ 34.81	B19
	Level IV	HSFS04	1573		\$ 16.37	\$ 20.06	\$ 23.75	\$ 23.15	\$ 30.20	\$ 37.25	B20
Head Start Teacher	Level I	HST01	1781	22	\$ 12.11	\$ 14.84	\$ 17.57	\$ 15.60	\$ 19.67	\$ 23.74	State Salary B13
	Level II	HST02	1782		\$ 12.72	\$ 15.58	\$ 18.45	\$ 17.30	\$ 21.88	\$ 26.46	B15
	Level III	HST03	1783		\$ 13.35	\$ 16.36	\$ 19.37	\$ 19.22	\$ 24.37	\$ 29.52	B17
	Level IV	HST04	1784		\$ 14.02	\$ 17.18	\$ 20.34	\$ 21.75	\$ 28.28	\$ 34.81	B19
Early Head Start Teacher	Level I	EHST01	1781	30	\$ 12.11	\$ 14.84	\$ 17.57	\$ 15.60	\$ 19.67	\$ 23.74	State Salary B13
	Level II	EHST02	1782		\$ 12.72	\$ 15.58	\$ 18.45	\$ 17.30	\$ 21.88	\$ 26.46	B15
	Level III	EHST03	1783		\$ 13.35	\$ 16.36	\$ 19.37	\$ 19.22	\$ 24.37	\$ 29.52	B17
	Level IV	EHST04	1784		\$ 14.02	\$ 17.18	\$ 20.34	\$ 21.75	\$ 28.28	\$ 34.81	B19
Head Start Teacher Assistant	Level I	HSTA01	0812	24	\$ 10.37	\$ 12.70	\$ 15.04	\$ 12.88	\$ 15.54	\$ 18.20	State Salary A09
	Level II	HSTA02	0813		\$ 10.88	\$ 13.34	\$ 15.79	\$ 14.10	\$ 17.71	\$ 21.32	A11
	Level III	HSTA03	0814		\$ 11.43	\$ 14.00	\$ 16.58	\$ 15.60	\$ 19.67	\$ 23.74	A13
	Level IV	HSTA04	0814		\$ 12.00	\$ 14.71	\$ 17.41	\$ 15.60	\$ 19.67	\$ 23.74	A13
Early Head Start Floaters	Level I	EHSF01	0812	2	\$ 10.37	\$ 12.70	\$ 15.04	\$ 12.88	\$ 15.54	\$ 18.20	State Salary A09
	Level II	EHSF02	0813		\$ 10.88	\$ 13.34	\$ 15.79	\$ 14.10	\$ 17.71	\$ 21.32	A11
	Level III	EHSF03	0814		\$ 11.43	\$ 14.00	\$ 16.58	\$ 15.60	\$ 19.67	\$ 23.74	A13
	Level IV	EHSF04	0814		\$ 12.00	\$ 14.71	\$ 17.41	\$ 15.60	\$ 19.67	\$ 23.74	A13
Receptionist	Level I	HSR01	0006	2	\$ 10.28	\$ 12.60	\$ 14.92	\$ 12.88	\$ 15.54	\$ 18.20	State Salary A09
	Level II	HSR02	0132		\$ 10.80	\$ 13.23	\$ 15.66	\$ 14.10	\$ 17.71	\$ 21.32	A11
	Level III	HSR03	0134		\$ 11.34	\$ 13.89	\$ 16.45	\$ 15.60	\$ 19.67	\$ 23.74	A13
	Level IV	HSR04	0136		\$ 11.90	\$ 14.59	\$ 17.27	\$ 17.30	\$ 21.88	\$ 26.46	A15
Head Start Data Clerk	Level I	A07	0055	1	\$ 11.87	\$ 14.27	\$ 16.67	\$ 11.87	\$ 14.27	\$ 16.67	
	Level II	A09	0057		\$ 12.88	\$ 15.54	\$ 18.20	\$ 12.88	\$ 15.54	\$ 18.20	
	Level III	A11	0059		\$ 14.10	\$ 17.71	\$ 21.32	\$ 14.10	\$ 17.71	\$ 21.32	
Head Start Cook/Custodian	Level I	HSCC01	8116	4	\$ 9.62	\$ 11.79	\$ 13.96	\$ 11.40	\$ 13.68	\$ 15.97	State Salary A06
	Level II	HSCC02	8117		\$ 10.10	\$ 12.38	\$ 14.66	\$ 11.87	\$ 14.27	\$ 16.67	A07
	Level III	HSCC03	8118		\$ 10.61	\$ 13.00	\$ 15.39	\$ 12.88	\$ 15.54	\$ 18.20	A09
	Level IV	HSCC04	8119		\$ 11.14	\$ 13.65	\$ 16.16	\$ 14.10	\$ 17.71	\$ 21.32	A11
Head Start Custodian	Level I	HSCU01	8003	5	\$ 8.78	\$ 10.77	\$ 12.75	\$ 10.95	\$ 13.13	\$ 15.31	State Salary A05
	Level II	HSCU02	8005		\$ 9.22	\$ 11.30	\$ 13.38	\$ 11.40	\$ 13.68	\$ 15.97	A06
	Level III	HSCU03	8007		\$ 9.69	\$ 11.87	\$ 14.05	\$ 12.36	\$ 14.89	\$ 17.42	A08
	Level IV	HSCU04	8021		\$ 10.17	\$ 12.46	\$ 14.76	\$ 14.83	\$ 18.66	\$ 22.50	A12

CONCHO VALLEY COUNCIL OF GOVERNMENTS STATE SALARY COMPARABILITY
 FY 2023-2024

Color Key: Doubled checked State Codes and rates. Doubled check CVCOG rates
Items that changed

<u>Department</u>	<u>Position</u>	<u>Salary Group</u>	<u>Class Code</u>	<u>Number of Positions</u>	<u>CVCOG Min</u>	<u>CVCOG Mid</u>	<u>CVCOG Max</u>	<u>State Min</u>	<u>State Mid</u>	<u>State Max</u>	
Head Start Cook				6							State Salary
	Level I	HSC01	8116		\$ 9.62	\$ 11.79	\$ 13.96	\$ 11.40	\$ 13.68	\$ 15.97	A06
	Level II	HSC02	8117		\$ 10.10	\$ 12.38	\$ 14.66	\$ 11.87	\$ 14.27	\$ 16.67	A07
	Level III	HSC03	8118		\$ 10.61	\$ 13.00	\$ 15.39	\$ 12.88	\$ 15.54	\$ 18.20	A09
	Level IV	HSC04	8119		\$ 11.14	\$ 13.65	\$ 16.16	\$ 14.10	\$ 17.71	\$ 21.32	A11
Head Start Universal Substitute											State Salary
	Level I	HSCU05	0812	14	\$ 9.62	\$ 11.79	\$ 13.96	\$ 12.88	\$ 15.54	\$ 18.20	A09
Total Positions				<u>267</u>							

Salary

Group	Min	Mid	Max	Min	Mid	Max
A04	\$ 21,893.00	\$ 26,829.13	\$ 31,765.28	\$ 10.53	\$ 12.90	\$ 15.27
A05	\$ 22,768.72	\$ 27,902.29	\$ 33,035.89	\$ 10.95	\$ 13.41	\$ 15.88
A06	\$ 23,679.47	\$ 29,018.38	\$ 34,357.32	\$ 11.38	\$ 13.95	\$ 16.52
A07	\$ 24,626.65	\$ 30,179.12	\$ 35,731.62	\$ 11.84	\$ 14.51	\$ 17.18
A08	\$ 25,611.71	\$ 31,386.28	\$ 37,160.88	\$ 12.31	\$ 15.09	\$ 17.87
A09	\$ 26,636.18	\$ 32,641.74	\$ 38,647.32	\$ 12.81	\$ 15.69	\$ 18.58
A10	\$ 27,701.63	\$ 33,947.40	\$ 40,193.21	\$ 13.32	\$ 16.32	\$ 19.32
A11	\$ 28,809.69	\$ 35,305.30	\$ 41,800.94	\$ 13.85	\$ 16.97	\$ 20.10
A12	\$ 29,962.08	\$ 36,717.51	\$ 43,472.97	\$ 14.40	\$ 17.65	\$ 20.90
A13	\$ 31,160.57	\$ 38,186.21	\$ 45,211.89	\$ 14.98	\$ 18.36	\$ 21.74
A14	\$ 32,406.99	\$ 39,713.66	\$ 47,020.37	\$ 15.58	\$ 19.09	\$ 22.61
A15	\$ 33,703.27	\$ 41,302.21	\$ 48,901.18	\$ 16.20	\$ 19.86	\$ 23.51
A16	\$ 35,051.40	\$ 42,954.30	\$ 50,857.23	\$ 16.85	\$ 20.65	\$ 24.45
A17	\$ 36,453.45	\$ 44,672.47	\$ 52,891.52	\$ 17.53	\$ 21.48	\$ 25.43
A18	\$ 37,911.59	\$ 46,459.37	\$ 55,007.18	\$ 18.23	\$ 22.34	\$ 26.45
A19	\$ 39,428.06	\$ 48,317.74	\$ 57,207.47	\$ 18.96	\$ 23.23	\$ 27.50
A20	\$ 41,005.18	\$ 50,250.45	\$ 59,495.77	\$ 19.71	\$ 24.16	\$ 28.60
A21	\$ 42,645.39	\$ 52,260.47	\$ 61,875.60	\$ 20.50	\$ 25.13	\$ 29.75
A22	\$ 44,351.20	\$ 54,350.89	\$ 64,350.62	\$ 21.32	\$ 26.13	\$ 30.94
A23	\$ 46,125.25	\$ 56,524.92	\$ 66,924.65	\$ 22.18	\$ 27.18	\$ 32.18
A24	\$ 47,970.26	\$ 58,785.92	\$ 69,601.63	\$ 23.06	\$ 28.26	\$ 33.46
A25	\$ 49,889.07	\$ 61,137.36	\$ 72,385.70	\$ 23.99	\$ 29.39	\$ 34.80
A26	\$ 51,884.63	\$ 63,582.85	\$ 75,281.12	\$ 24.94	\$ 30.57	\$ 36.19
A27	\$ 53,960.02	\$ 66,126.17	\$ 78,292.37	\$ 25.94	\$ 31.79	\$ 37.64
A28	\$ 56,118.42	\$ 68,771.21	\$ 81,424.06	\$ 26.98	\$ 33.06	\$ 39.15

Used 4% between Levels

Salary Group	Min	Mid	Max	Min	Mid	Max
B10	\$ 27,910.00	\$ 34,202.76	\$ 40,495.54	\$ 13.42	\$ 16.44	\$ 19.47
B11	\$ 29,305.50	\$ 35,912.89	\$ 42,520.32	\$ 14.09	\$ 17.27	\$ 20.44
B12	\$ 30,770.78	\$ 37,708.54	\$ 44,646.33	\$ 14.79	\$ 18.13	\$ 21.46
B13	\$ 32,309.31	\$ 39,593.97	\$ 46,878.65	\$ 15.53	\$ 19.04	\$ 22.54
B14	\$ 33,924.78	\$ 41,573.66	\$ 49,222.58	\$ 16.31	\$ 19.99	\$ 23.66
B15	\$ 35,621.02	\$ 43,652.35	\$ 51,683.71	\$ 17.13	\$ 20.99	\$ 24.85
B16	\$ 37,402.07	\$ 45,834.96	\$ 54,267.90	\$ 17.98	\$ 22.04	\$ 26.09
B17	\$ 39,272.17	\$ 48,126.71	\$ 56,981.29	\$ 18.88	\$ 23.14	\$ 27.39
B18	\$ 41,235.78	\$ 50,533.05	\$ 59,830.36	\$ 19.82	\$ 24.29	\$ 28.76
B19	\$ 43,297.57	\$ 53,059.70	\$ 62,821.87	\$ 20.82	\$ 25.51	\$ 30.20
B20	\$ 45,462.45	\$ 55,712.69	\$ 65,962.97	\$ 21.86	\$ 26.78	\$ 31.71
B21	\$ 47,735.57	\$ 58,498.32	\$ 69,261.12	\$ 22.95	\$ 28.12	\$ 33.30
B22	\$ 50,122.35	\$ 61,423.24	\$ 72,724.17	\$ 24.10	\$ 29.53	\$ 34.96
B23	\$ 52,628.47	\$ 64,494.40	\$ 76,360.38	\$ 25.30	\$ 31.01	\$ 36.71
B24	\$ 55,259.89	\$ 67,719.12	\$ 80,178.40	\$ 26.57	\$ 32.56	\$ 38.55
B25	\$ 58,022.89	\$ 71,105.07	\$ 84,187.32	\$ 27.90	\$ 34.19	\$ 40.47
B26	\$ 72,886.00	\$ 89,319.31	\$ 105,752.70	\$ 35.04	\$ 42.94	\$ 50.84
B27	\$ 76,530.30	\$ 93,785.28	\$ 111,040.34	\$ 36.79	\$ 45.09	\$ 53.38
B28	\$ 80,356.82	\$ 98,474.54	\$ 116,592.35	\$ 38.63	\$ 47.34	\$ 56.05
B29	\$ 84,374.66	\$ 103,398.27	\$ 122,421.97	\$ 40.56	\$ 49.71	\$ 58.86
B30	\$ 88,593.39	\$ 108,568.19	\$ 128,543.07	\$ 42.59	\$ 52.20	\$ 61.80
B31	\$ 93,023.06	\$ 113,996.59	\$ 134,970.22	\$ 44.72	\$ 54.81	\$ 64.89
B32	\$ 97,674.21	\$ 119,696.42	\$ 141,718.74	\$ 46.96	\$ 57.55	\$ 68.13
B33	\$ 102,557.92	\$ 125,681.25	\$ 148,804.67	\$ 49.31	\$ 60.42	\$ 71.54
B34	\$ 107,685.82	\$ 131,965.31	\$ 156,244.91	\$ 51.77	\$ 63.44	\$ 75.12
B35	\$ 113,070.11	\$ 138,563.57	\$ 164,057.15	\$ 54.36	\$ 66.62	\$ 78.87

Used 5% between Levels

CVCOG Instructor Salary Schedule

Instructor, Training Specialist	<u>Salary Group</u>	<u>Class Code</u>	<u>CVCOG Min</u>	<u>CVCOG Mid</u>	<u>CVCOG Max</u>	<u>State Min</u>	<u>State Mid</u>	<u>State Max</u>	<u>State Salary Group</u>
Level I	CJ01	1783	\$ 36,976.00	\$ 47,688.00	\$ 58,399.00	\$ 36,976.00	\$ 47,688.00	\$ 58,399.00	B17
Level II	CJ02	1784	\$ 42,244.00	\$ 55,602.00	\$ 68,960.00	\$ 42,244.00	\$ 55,602.00	\$ 68,960.00	B19
Level III	CJ03	1785	\$ 48,278.00	\$ 63,616.00	\$ 78,953.00	\$ 48,278.00	\$ 63,616.00	\$ 78,953.00	B21
Level IV	CJ04	1786	\$ 55,184.00	\$ 72,789.00	\$ 90,393.00	\$ 55,184.00	\$ 72,789.00	\$ 90,393.00	B23

Note: Position is comparable to State

CVTD Salary Schedule

	<u>Salary</u>				
	<u>Group</u>	<u>Minimum</u>		<u>Midpoint</u>	<u>Maximum</u>
Demand Response Bus Drivers:					
Driver Starting Pay	CVTD 01	\$ 14.00	\$	17.16	\$ 20.31
Fixed Route Bus Drivers:					
Driver Starting Pay	CVTD 02	\$ 16.00	\$	19.61	\$ 23.21

Head Start Administrative Salary Schedule

	Salary Group	Rate FY 22-23					
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director of Head Start/Nutrition Manager							
Level I	HSD01	\$ 59,858.72	\$ 73,354.83	\$ 86,850.99	56,684.39	69,464.80	82,245.26
Level II	HSD02	\$ 62,851.66	\$ 77,022.57	\$ 91,193.54	59,518.61	72,938.04	86,357.52
Level III	HSD03	\$ 65,994.24	\$ 80,873.70	\$ 95,753.22	62,494.55	76,584.94	90,675.40
Level IV	HSD04	\$ 69,293.95	\$ 84,917.38	\$ 100,540.88	65,619.27	80,414.19	95,209.17
Assistant Director of Head Start							
Level I	HSD05	\$ 44,920.91	\$ 55,049.05	\$ 65,177.24	42,538.74	52,129.78	61,720.87
Level II	HSD06	\$ 47,166.96	\$ 57,801.50	\$ 68,436.10	44,665.68	54,736.27	64,806.91
Level III	HSD07	\$ 49,525.31	\$ 60,691.58	\$ 71,857.90	46,898.97	57,473.09	68,047.26
Level IV	HSD08	\$ 52,001.57	\$ 63,726.16	\$ 75,450.80	49,243.91	60,346.74	71,449.62
HS Education Manager/Coach/Class/Disability							
Level I	HSEM01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	HSEM02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	HSEM03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	HSEM04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,592.43
Mental Health/Health Manager and Pregnant Women							
Level I	HSHM01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	HSHM02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	HSHM03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	HSHM04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,580.93
FAMCO/Policy Council Manager and Pregnant Women							
Level I	HSFP01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	HSFP02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	HSFP03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	HSFP04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,580.93
ERSEA Specialist/Facilities Manager/Transition/Class							
Level I	HSER01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	HSER02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	HSER03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	HSER04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,580.93
EHS Education Manager/Coach/Class/Iters							
Level I	EHSEM01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	EHSEM02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	EHSEM03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	EHSEM04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,580.93
Compliance Specialist/Class/Iters/Nutrition Manager							
Level I	HSCS01	\$ 42,488.64	\$ 52,068.38	\$ 61,648.17	40,235.45	49,307.18	58,378.95
Level II	HSCS02	\$ 44,613.07	\$ 54,671.80	\$ 64,730.57	42,247.22	51,772.54	61,297.89
Level III	HSCS03	\$ 46,843.72	\$ 57,405.39	\$ 67,967.10	44,359.59	54,361.16	64,362.79
Level IV	HSCS04	\$ 49,185.91	\$ 60,275.66	\$ 71,365.46	46,577.57	57,079.22	67,580.93

When receiving a COLA award from HHS-ACF, it is required that the rate scale be permanently moved by the COLA percentage.

The rate scale above reflects the COLA awarded FY23-24 of 5.6%

Head Start Service Provider Salary Schedule

	Salary Group	Rate FY 22-23					
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Site Supervisor/Teacher Assistant:							
Level I - CDA	HSCDTA01	\$ 30,698.47	\$ 37,619.93	\$ 44,541.42	29,070.52	35,624.93	42,179.38
Level II - AA	HSCDTA02	\$ 32,233.39	\$ 39,500.93	\$ 46,768.49	30,524.05	37,406.18	44,288.34
Level III - BA	HSCDTA03	\$ 33,845.06	\$ 41,475.97	\$ 49,106.92	32,050.25	39,276.49	46,502.76
Level IV	HSCDTA04	\$ 35,537.31	\$ 43,549.77	\$ 51,562.26	33,652.76	41,240.31	48,827.90
Site Supervisor/Family Service Worker:							
Level I - CDA	HSCDFS01	\$ 30,698.47	\$ 37,619.93	\$ 44,541.42	29,070.52	35,624.93	42,179.38
Level II - AA	HSCDFS02	\$ 32,233.39	\$ 39,500.93	\$ 46,768.49	30,524.05	37,406.18	44,288.34
Level III - BA	HSCDFS03	\$ 33,845.06	\$ 41,475.97	\$ 49,106.92	32,050.25	39,276.49	46,502.76
Level IV	HSCDFS04	\$ 35,537.31	\$ 43,549.77	\$ 51,562.26	33,652.76	41,240.31	48,827.90
Site Supervisor:							
Level I - CDA	HSCD01	\$ 30,698.47	\$ 37,619.93	\$ 44,541.42	29,070.52	35,624.93	42,179.38
Level II - AA	HSCD02	\$ 32,233.39	\$ 39,500.93	\$ 46,768.49	30,524.05	37,406.18	44,288.34
Level III - BA	HSCD03	\$ 33,845.06	\$ 41,475.97	\$ 49,106.92	32,050.25	39,276.49	46,502.76
Level IV	HSCD04	\$ 35,537.31	\$ 43,549.77	\$ 51,562.26	33,652.76	41,240.31	48,827.90
Family Service Worker:							
Level I - CDA	HSFS01	\$ 14.14	\$ 17.33	\$ 20.52	13.39	16.41	19.43
Level II - AA	HSFS02	\$ 14.85	\$ 18.19	\$ 21.54	14.06	17.23	20.40
Level III - BA	HSFS03	\$ 15.59	\$ 19.10	\$ 22.62	14.76	18.09	21.42
Level IV	HSFS04	\$ 16.37	\$ 20.06	\$ 23.75	15.50	19.00	22.49
Head Start Teacher:							
Level I - (CDA Waiver)	HST01	\$ 12.11	\$ 14.84	\$ 17.57	11.47	14.05	16.64
Level II - AA, ECE	HST02	\$ 12.72	\$ 15.58	\$ 18.45	12.04	14.76	17.47
Level III - BA, EHS Specialist	HST03	\$ 13.35	\$ 16.36	\$ 19.37	12.64	15.49	18.34
Level IV	HST04	\$ 14.02	\$ 17.18	\$ 20.34	13.28	16.27	19.26
Early Head Start Teacher:							
Level I - (CDA Waiver)	EHST01	\$ 12.11	\$ 14.84	\$ 17.57	11.47	14.05	16.64
Level II - AA, ECE	EHST02	\$ 12.72	\$ 15.58	\$ 18.45	12.04	14.76	17.47
Level III - BA, EHS Specialist	EHST03	\$ 13.35	\$ 16.36	\$ 19.37	12.64	15.49	18.34
Level IV	EHST04	\$ 14.02	\$ 17.18	\$ 20.34	13.28	16.27	19.26
Head Start Teacher Assistant:							
Level I - no experience	HSTA01	\$ 10.37	\$ 12.70	\$ 15.04	9.82	12.03	14.24
Level II - with experience, CDA	HSTA02	\$ 10.88	\$ 13.34	\$ 15.79	10.31	12.63	14.95
Level III - AA	HSTA03	\$ 11.43	\$ 14.00	\$ 16.58	10.82	13.26	15.70
Level IV - BA	HSTA04	\$ 12.00	\$ 14.71	\$ 17.41	11.36	13.93	16.49
Early Head Start Teacher Floater:							
Level I - no experience	EHSF01	\$ 10.37	\$ 12.70	\$ 15.04	9.82	12.03	14.24
Level II - with experience, CDA	EHSF02	\$ 10.88	\$ 13.34	\$ 15.79	10.31	12.63	14.95
Level III - AA	EHSF03	\$ 11.43	\$ 14.00	\$ 16.58	10.82	13.26	15.70
Level IV - BA	EHSF04	\$ 12.00	\$ 14.71	\$ 17.41	11.36	13.93	16.49

Head Start Service Provider Salary Schedule

	<u>Salary Group</u>				<u>Rate FY 22-23</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Receptionist:							
Level I	HSR01	\$ 10.28	\$ 12.60	\$ 14.92	\$ 9.74	\$ 11.93	\$ 14.13
Level II	HSR02	\$ 10.80	\$ 13.23	\$ 15.66	\$ 10.22	\$ 12.53	\$ 14.83
Level III	HSR03	\$ 11.34	\$ 13.89	\$ 16.45	\$ 10.73	\$ 13.15	\$ 15.58
Level IV	HSR04	\$ 11.90	\$ 14.59	\$ 17.27	\$ 11.27	\$ 13.81	\$ 16.35
Head Start Cook/Custodian:							
Level I	HSCC01	\$ 9.62	\$ 11.79	\$ 13.96	9.11	11.17	13.22
Level II	HSCC02	\$ 10.10	\$ 12.38	\$ 14.66	9.57	11.73	13.88
Level III	HSCC03	\$ 10.61	\$ 13.00	\$ 15.39	10.05	12.31	14.58
Level IV	HSCC04	\$ 11.14	\$ 13.65	\$ 16.16	10.55	12.93	15.31
Head Start Cook:							
Level I	HSC01	\$ 9.62	\$ 11.79	\$ 13.96	9.11	11.17	13.22
Level II	HSC02	\$ 10.10	\$ 12.38	\$ 14.66	9.57	11.73	13.88
Level III	HSC03	\$ 10.61	\$ 13.00	\$ 15.39	10.05	12.31	14.58
Level IV	HSC04	\$ 11.14	\$ 13.65	\$ 16.16	10.55	12.93	15.31
Head Start Custodian:							
Level I	HSCU01	\$ 8.78	\$ 10.77	\$ 12.75	8.32	10.19	12.07
Level II	HSCU02	\$ 9.22	\$ 11.30	\$ 13.38	8.73	10.70	12.67
Level III	HSCU03	\$ 9.69	\$ 11.87	\$ 14.05	9.17	11.24	13.31
Level IV	HSCU04	\$ 10.17	\$ 12.46	\$ 14.76	9.63	11.80	13.97
Head Start Universal Substitute:							
Level I	HSCU05	\$ 9.62	\$ 11.79	\$ 13.96	9.11	11.17	13.22

When receiving a COLA award from HHS-ACF, it is required that the rate scale be permanently moved by the COLA percentage.

The rate scale above reflects the COLA awarded FY 22-23 of 5.6%

SKILL-BASE PAY CERTIFICATIONS

Training and Pay are subject to budget availability

SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skill

Certified employees must understand the overall process and be able to apply their skills when necessary

Type of Payout for Certification:

Pay Raise : can be \$ rate or % increase

Bonus System (Can be used for retention of skilled workers.)

Program Directors must:

Identify potential jobs

Identify the specific skills needed for the job at time of hire and what will be needed to participate in Skill-based Pay

Before identifying a skill, consideration must be given as to if the skill will become obsolete over time

Evaluate the potential costs and benefits:

Do the benefits outweigh the costs to the organization? (i.e. Training development, delivery, and time for training)

Will the higher skill result in a lower labor cost due to leaner staffing needs?

Director must develop the appropriate techniques that will be used to assess the new skill, knowledge and competence:

Director should determine the dollar amount for the acquired skill and the type of payout

The following are identified skills and the associated payout:

HEAD START PROGRAM

Rates cannot be stacked, if education continued. Only the difference between the certifications will be paid

	<u>Pay Rate Increase</u>
Child Development Associate (CDA)	\$0.25
Associate Degree Early Childhood Development (AAS)	\$0.60
Bachelor Degree Early Childhood Development (BS)	\$1.00

PROCUREMENT

This certification is only required for Procurement staff that are Purchasers. Program will pay for travel, materials, course, and one certification attempt

Any retesting or course attendance will be the responsibility of the employee

	<u>Pay Rate Increase</u>
Certified Texas Contract Developer	3.00%

HUMAN RESOURCES

Pay increase is only for the initial certification. Staff will be required to maintain their certification, but no additional pay increase will be offered

	<u>Pay Rate Increase</u>
SHRM Certified Professional	2.50%
SHRM Senior Certified Professional	5.00%

SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skill

Certified employees must understand the overall process and be able to apply their skills when necessary

FINANCE

The Executive Director and Director of Finance are required to receive their Investment certificates, every two years. There is no pay increase with this certification. Ten hours of training are required.

New Executive Director or new Director of Finance must receive their first Investment certificate within 12 months of taking position

Finance staff are encouraged to attend trainings that will assist them with their growth and in staying abreast of all Federal and State regulations related to grants and COGs. There will be no pay increases associated with these trainings. Webinars are highly encouraged

Texas Association of Regional Councils. Director of Finance can attend twice a year. (February and September)

Executive Director attends three times a year. (February, June, and September)

The following are training recommendations:

Federal Grant Procurement: How to Prepare Request for Proposals

Federal Grant Procurement Under Duress

Cost Allowability for Program Staff: Can We Charge This to Our Federal Grant

Indirect Cost Recovery for Local Governments

Federal Grant Policy

Federal Grant Human Resources Policies

Federal Grant Audit

How to effectively treat Audit Findings

Charging Facility Costs to Federal Grants

Fundamentals of OMB's Uniform Grant Guidance (2 CFR 200)

Grantees and Personal Identifiable Information (PII)

Non-federal Share, How to determine match and what can be used for match

Closing Out Federal Grant Awards

Texas State Comptroller Purchasing/Contract Development

Training for State and Local Records Managers (TSLAC)

TCDRS annual training, only one time attendance is necessary as the trainings are repetitive

Any trainings offered by the Program Awarding Agencies, are encouraged

SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skill

Certified employees must understand the overall process and be able to apply their skills when necessary

INFORMATION TECHNOLOGY DEPARTMENT

One Certification, per year, is budgeted for each staff member. Prior approval of the Program Director is required

Program will pay for self-study material, to include books and one (1) online prep material, not to exceed \$200.00

Program will pay for 1st attempt at certification test. Any re-test will be the employee's responsibility

Certifications approved for System Support Specialist

One Certification, per year is budgeted from either Category 1 or 2

<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
1	CompTia A+	2.00%
	Google IT Support Professional Certificate	2.00%
	Microsoft 365 Fundamentals	2.00%
	Microsoft Azure Fundamentals	2.00%

<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
2	ITIL Foundation	3.00%
	CompTia Network +	3.00%
	CompTia Security +	3.00%

Certifications approved for the Program Director, as it applies to job functions

One Certification, per year is budgeted from either Category 1 or 2

<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
1	Microsoft Certified: Azure Administrator Associate	2.00%
	Microsoft Certified: Identity and Access Administrator	2.00%

<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
2	PMI Certified Associate in Project Management (CAPM)	3.00%
	Certified Scrum Master (CSM)	3.00%
	System Security Certified Practitioner (SSCP)	3.00%

SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skill

Certified employees must understand the overall process and be able to apply their skills when necessary

The following are recommended courses that Network staff are encouraged to complete as

it will enhance their understanding of technologies. These will not necessitate a raise

SQL - Ultimate MySQL Bootcamp: Udemy

HTML & CSS - Certification Course for Beginners: Udemy

Responsive Web Design Certification: FreeCodeCamp

Customer Service Basics: Improve your Service Now: Udemy

Quality Assurance Certification

ACCESS AND ASSISTANCE

AIRS Community Resource Specialist (Comprehensive I&R) Required for all full-time 211 IRA Staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
AIRS Community Resource Specialist A/D (specific to Aging and Disability target populations) Required for full-time ADRC IRA Staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
AIRS Community Resource Specialists - Database Curator Requirement for 211 Program, must have at least one	<u>Pay Rate Increase</u> 5.00%
Certified Ombudsman (STLCO) requirement for full-time Ombudsman roles	<u>Pay Rate Increase</u> 5.00%
Ombudsman II certification (STLCO) after 2-years as Certified Ombudsman, staff can seek this certification This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Certified Benefits Counselor (TLSC) requirement for full-time Benefits Counseling staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 5.00%
Certified Benefits Counselor II (TLSC) This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Certified Benefits with Advance Directives (TLSC) This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Evidence Based Intervention Certifications Added value to allow direct service to programs	<u>Pay Rate Increase</u> 5.00%

PUBLIC SAFETY

SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skill

Certified employees must understand the overall process and be able to apply their skills when necessary

The following certification can be attained by staff, but is not required for their job duties. No additional pay increases with the certifications

GISP	Certified Geographic Information Systems (GIS) Professional
ENP	Emergency Number Professional Certification

EMPLOYEE SALARY SCHEDULE

October 1, 2023 through September 30, 2024

- All Programs are requesting 5.6% COLA adjustments
 - Finance, Human Resources, Procurement, Information Technology, Regional Services, Access and Assistance, Senior Volunteer Services, and Public Safety, Head Start, & Transit
 - Assistant Executive Director pay to increase by a total of 11% to be in line with duties as assigned from Executive Director.

Executive Director position to be reviewed separately and separate action taken to award

- Performance Review Committee, met August 9, 2023
 - Recommendation to increase the Executive Director's salary by the same 5.6% COLA.

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24
Executive Director	Stokes	John Austin	2/1/2014	9.7	2/1/2014	9.7	138,190.50	\$5,757.94	138,190.50	5.60%	\$6,080.38	\$ -	0.00%	\$6,080.38	145,929.17	
Director of Finance	Sanders	Brandon	2/6/2023	0.7	2/6/2023	0.7	106,074.16	\$3,229.17	77,500.00	5.60%	\$3,410.00	\$ -	0.00%	\$3,410.00	81,840.00	
Assistant Director of Finance/Procurement	Meek	Michael	2/16/2022	1.6	2/16/2022	1.6	70,966.92	\$2,956.95	70,966.80	5.60%	\$3,122.54	\$ -	0.00%	\$3,122.54	74,940.94	
Finance Manager/Assets	Dalton	Nerelyn	10/28/2019	3.9	10/1/2021	2.0	64,590.97	\$2,691.29	64,590.97	5.60%	\$2,842.00	\$ -	0.00%	\$2,842.00	68,208.06	
Finance Specialist	Echols	Danielle	9/1/2016	7.1	12/1/2022	0.8	20,966.40	\$20.16	41,932.80	5.60%	\$21.29	\$ -	0.00%	\$21.29	44,281.04	
Records Retention Officer/Receptionist	Franke	Cheryl	5/18/2011	12.4	10/1/2019	4.0	37,174.25	\$17.87	37,174.25	5.60%	\$18.87	\$ -	0.00%	\$18.87	39,256.01	
Full-Time Receptionist/Accounting Tech	Ybarra	Ester	10/28/2013	9.9	10/28/2013	9.9	31,619.48	\$15.20	31,619.48	5.60%	\$16.05	\$ -	0.00%	\$16.05	33,390.17	
Total Administrative							469,582.68		461,974.80					487,845.39	18,262.71	
							FTE 7							# FTE's	7.00	
Director of Human Resources	Jones	Felicitee	5/1/2015	8.4	10/1/2018	5.0	89,044.18	\$3,710.17	89,044.08	5.60%	\$3,917.94	\$ -	0.00%	\$3,917.94	94,030.55	
PT Assistant moved to HR Generalist Supervisor Level II	Lindsey	Felicia	11/16/2020	2.9	11/16/2020	2.9	50,037.10	\$24.06	50,044.80	5.60%	\$25.41	\$ -	0.00%	\$25.41	52,847.31	
HR Coordinator/Payroll	Neighbors	Nicholas	3/1/2023	0.6	3/1/2023	0.6	35,667.49	\$16.00	33,280.00	5.60%	\$16.90	\$ -	0.00%	\$16.90	35,143.68	
HR Administrative Assistant	Laney	Stephanie	12/13/2021	1.8	12/13/2021	1.8	31,969.60	\$15.37	31,969.60	5.60%	\$16.23	\$ -	0.00%	\$16.23	33,759.90	
Total Human Resources							206,718.37		204,338.48					215,781.43	9,063.06	
							FTE 4							# FTE's	4.00	
Contract/Open Records Manager	Seales	Jaylon	9/1/2021	2.1	8/1/2022	1.2	50,521.68	\$2,105.07	50,521.68	5.60%	\$2,222.95	\$ -	10.00%	\$2,433.46	58,403.06	
Procurement Lead	Garcia	Crystal	8/29/2022	1.1	2/1/23		31,200.00	\$18.03	37,502.40	5.60%	\$19.04	\$ -	0.00%	\$19.04	39,602.53	
Purchaser II	Russell	Kyle	6/20/2023	0.3	6/20/2023	0.3	39,122.85	\$17.25	35,880.00	5.60%	\$18.22	\$ -	0.00%	\$18.22	37,889.28	
Procurement Coordinator I	Jake	Burton	5/1/2023	0.4	5/1/2023	0.3	30,316.00	\$14.00	29,120.00	5.60%	\$14.78	\$ -	0.00%	\$14.78	30,750.72	
Procurement Coordinator I	Hill	Patricia	4/3/2023	0.5	4/3/2023	0.5	29,764.80	\$14.25	29,640.00	5.60%	\$15.05	\$ -	0.00%	\$15.05	31,299.84	
Procurement Coordinator I	Calhoun	Debra	3/1/2023	0.6	3/1/2023	0.6	29,764.80	\$14.25	29,640.00	5.60%	\$15.05	\$ -	0.00%	\$15.05	31,299.84	
Total Procurement Services							210,690.13		212,304.08					229,245.28	18,555.15	
							FTE 7							# FTE's	6.00	
Manager of Information Technology	Lynda	Franks	8/1/2023	0.2	8/1/2023	0.2	65,000.00	\$2,708.33	65,000.00	5.60%	\$33.66	\$ -	0.00%	\$2,860.00	5,948,800.00	
System Support Specialist II	Khun	Matthew	11/1/2019	3.9	2/1/2021	2.7	40,480.13	\$19.46	40,476.80	5.60%	\$20.55	\$ -	0.00%	\$20.55	42,743.50	
System Support Tech	Terral	Travis	9/12/2022	1.1	9/12/2022	1.1	31,969.60	\$15.68	32,614.40	5.60%	\$16.56	\$ -	0.00%	\$16.56	34,440.81	
PT Programmer	Hardin	Mark	2/3/2023	0.7	2/3/2023	0.7	0.00	\$27.67	28,776.80	5.60%	\$29.22	\$ -	0.00%	\$29.22	30,388.30	
Total Information Technology							137,449.73		166,868.00					6,056,372.61	5,918,922.88	
							FTE 4							# FTE's	4.00	4306.25%
Addressing Billing/GIS Specialist	Vasquez	John	11/1/2019	3.9	4/1/2021	2.5	51,409.77	\$24.72	51,417.60	5.60%	\$26.10	\$ -	0.00%	\$26.10	54,296.99	
Assistant Executive Director/Regional Services Director	Hernandez	Erin	6/8/2018	5.3	10/1/2021	2.0	80,080.47	\$3,336.69	80,080.56	5.60%	\$3,523.54	\$ -	0.00%	\$3,523.54	84,565.07	
VISTA Coordinator	Simmons	Tracy	7/11/2022	1.2	7/11/2022	1.2	45,573.22	\$21.91	45,572.80	5.60%	\$23.14	\$ -	0.00%	\$23.14	48,124.88	
Total Regional Services							177,063.46		177,070.96					186,986.93	9,923.47	
							FTE 3							# FTE's	3.00	5.60%
Director of Access and Assistance	Roberts	Toni P.	10/25/2005	17.9	7/1/2012	11.3	101,994.43	\$4,249.77	101,994.48	5.60%	\$4,487.76	\$ -	0.00%	\$4,487.76	107,706.17	
AAA Administravtive Assistant	Jazlyn	Caza	4/17/2023	0.5	4/17/2023	0.5	33,280.00	\$13.54	28,163.20	5.60%	\$14.30	\$ -	0.00%	\$14.30	29,740.34	
Managing Local Ombudsman Trainee/MLO	Wes	Morrison	4/17/2023	0.5	4/17/2023	0.5	52,208.00	\$22.58	46,966.40	5.60%	\$23.84	\$ -	0.00%	\$23.84	49,596.52	
AAA Program Advisor	Duran	Regina	3/7/2022	1.6	3/7/2022	1.6	35,838.40	\$17.23	35,838.40	5.60%	\$18.19	\$ -	0.00%	\$18.19	37,845.35	
AAA Program Advisor/211 I&R Specialist	Rodriguez	Nicole	3/21/2022	1.5	12/1/2022	0.8	29,852.99	\$14.35	29,848.00	5.60%	\$15.15	\$ -	0.00%	\$15.15	31,519.49	
AAA Program Advisor	Elliott	Charlyn Dominy	8/23/2021	2.1	11/1/2021	1.9	35,838.40	\$17.23	35,838.40	5.60%	\$18.19	\$ -	0.00%	\$18.19	37,845.35	
AAA Program Advisor	Open			123.8		123.8	35,838.40	\$14.56	30,284.80	5.60%	\$15.38	\$ -	0.00%	\$15.38	31,980.75	
AAA Program Advisor	Garcia (Devargas)	Shahana	3/9/2020	3.6	10/1/2021	2.0	37,669.01	\$18.11	37,668.80	5.60%	\$19.12	\$ -	0.00%	\$19.12	39,778.25	
Access and Assistance Operations Manager	Sedeno	Amanda	1/20/2014	9.7	11/1/2021	1.9	55,650.00	\$2,318.75	55,650.00	5.60%	\$2,448.60	\$ -	0.00%	\$2,448.60	58,766.40	
Total Area Agency on Aging							418,169.63		402,252.48					424,778.62	6,608.99	
							FTE 7.73							# FTE's	9.00	1.58%
ADRC Housing Navigator/AaA Program Advisor/211 Program Specialist	Villanueva	Sandra	3/1/2019	4.6	9/1/2020	3.1	38,646.40	\$18.58	38,646.40	5.60%	\$19.62	\$ -	0.00%	\$19.62	40,810.60	
ADRC/211 Program Specialist	Open	Marshall Clements	10/1/2018	5.0	5/1/2020	3.4	36,814.43	\$17.70	36,816.00	5.60%	\$18.69	\$ -	0.00%	\$18.69	38,877.70	
Total ADRC							75,460.83		75,462.40					79,688.29	0.00	
							FTE 2							# FTE's	2.00	
211 I&R Specialist	Ybarra	Victoria	2/16/2012	11.6	5/1/2020	3.4	33,058.77	\$15.89	33,051.20	5.60%	\$16.78	\$ -	0.00%	\$16.78	34,902.07	
211 I&R Specialist	open	Valdez, Julieta	4/17/2023	0.5	4/17/2023	0.5	0.00	\$14.00	29,120.00	5.60%	\$14.78	\$ -	0.00%	\$14.78	30,750.72	
212 I&R Specialist	Mendez	Melissa	11/1/2019	3.9	11/1/2021	1.9	31,484.54	\$15.14	31,491.20	5.60%	\$15.99	\$ -	0.00%	\$15.99	33,254.71	
Total 2-1-1 Information & Referral							64,543.31		93,662.40					98,907.49	34,364.18	
							FTE 3							# FTE's	3.00	53.24%

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24
Director of Senior Volunteer Services SCP(20%),FGP(45%),RSVP(35%)	Mears	Philip Nolan	10/24/2013	9.9	1/16/2015	8.7	84,804.20	\$3,533.51	84,804.24	5.60%	\$3,731.39	\$ -	0.00%	\$3,731.39	89,553.28	
Program Manager SCP(45%), FGP(55%)	Urista	Clementine	7/1/2015	8.3	7/1/2019	4.3	49,859.85	\$2,077.49	49,859.76	5.60%	\$2,193.83	\$ -	0.00%	\$2,193.83	52,651.91	
RSVP Coordinator - Abilene (32 hours per week) (5/1/23 move to 22 hours)	Open	Max Ann Bowlin	4/1/2020	3.5	7/31/2023	0.2	29,973.28	\$18.01	20,603.44	5.60%	\$19.02	\$ -	0.00%	\$19.02	21,757.23	
RSVP Coordinator - San Angelo	Covey	Teresa	4/1/2020	3.5	4/1/2020	3.5	44,955.43	\$21.61	44,948.80	5.60%	\$22.82	\$ -	0.00%	\$22.82	47,465.93	
Total Senior Volunteer Programs							209,592.76		200,216.24					211,428.35	1,835.59	
							FTE 4							# FTE's	3.55	0.88%
Criminal Justice Instructor	Faison	David	2/2/2015	8.7	2/2/2015	8.7	69,289.26	\$2,887.05	69,289.20	5.60%	\$3,048.72	\$ -	0.00%	\$3,048.72	73,169.40	
Public Safety Manager	Nixon	Patricia N.	1/16/2006	17.7	10/1/2019	4.0	63,602.04	\$2,650.08	63,601.92	5.60%	\$2,798.48	\$ -	0.00%	\$2,798.48	67,163.63	
Public Safety Coordinator	Open	Beth Holland-Mull	10/21/2019	3.9	10/21/2019	3.9	46,102.37	\$22.16	46,092.80	5.60%	\$23.40	\$ -	0.00%	\$23.40	48,674.00	
Public Safety Program Specialist (Radio Infrastructure)	Wolfe	David	pending 8/25/23	#VALUE!	2/3/2023	0.7	35,360.00	\$18.58	38,646.40	5.60%	\$19.62	\$ -	0.00%	\$19.62	40,810.60	
Total Criminal Justice/Homeland Security							214,353.67		217,630.32					229,817.62	15,463.95	
							FTE 3							# FTE's	4.00	7.21%
Director of Public Safety	Arredondo-Garibay	Hilda I.	1/1/1990	33.8	10/1/1994	29.0	91,318.24	\$3,804.93	91,318.32	5.60%	\$4,018.01	\$ -	0.00%	\$4,018.01	96,432.15	
911 Program Manager	Wheeler	Mason	5/16/2017	6.4	10/1/2019	4.0	58,736.15	\$2,447.34	58,736.16	5.60%	\$2,584.39	\$ -	0.00%	\$2,584.39	62,025.38	
911 GIS Specialist	Brooks	Cody	10/28/2019	3.9	10/28/2019	3.9	51,409.77	\$24.72	51,417.60	5.60%	\$26.10	\$ -	0.00%	\$26.10	54,296.99	
911 GIS Specialist	Flores	John Paul	pending 2/7/23				45,094.40	\$22.25	46,280.00	5.60%	\$23.50	\$ -	0.00%	\$23.50	48,871.68	
911 GIS Specialist - County Tech (300 hrs annually)	Schneemann	Brenda	9/1/2009	14.1	9/1/2009	14.1	9,237.77	\$30.79	9,237.00	5.60%	\$32.51	\$ -	0.00%	\$32.51	9,754.27	
911 Program Manager	Lopez	Jeffrey	12/8/2006	16.8	2/1/2018	5.7	64,722.02	\$2,696.75	64,722.00	5.60%	\$2,847.77	\$ -	0.00%	\$2,847.77	68,346.43	
911 GIS Specialist - Lead	Garza Jr	Rogelio (Roger)	8/16/2013	10.1	10/1/2019	4.0	57,909.07	\$27.84	57,907.20	5.60%	\$29.40	\$ -	0.00%	\$29.40	61,150.00	
Total 9-1-1 Communications							378,427.42		379,618.28					400,876.90	22,449.48	
							FTE 6.50							# FTE's	6.25	5.93%
Director of Transportation	York	Jeff	7/2/2020	3.2	7/2/2020	3.2	93,391.26	\$3,891.30	\$93,391.20	5.60%	\$4,109.21	\$ -	0.00%	\$4,109.21	98,621.11	
Assistant Director of Transportation	Herrera	Ryan	1/4/2016	7.7	9/1/2020	3.1	72,034.89	\$3,001.45	\$72,034.80	5.60%	\$3,169.53	\$ -	0.00%	\$3,169.53	76,068.75	
Finance Manager/Program	Aguirre	Audrey	7/16/2007	16.2	9/1/2020	3.1	61,725.07	\$2,571.88	\$61,725.12	5.60%	\$2,715.91	\$ -	0.00%	\$2,715.91	65,181.73	
Research Specialist	Ojwang	Amos	12/13/2021	1.8	12/13/2021	1.8	36,379.20	\$17.49	\$36,379.20	5.60%	\$18.47	\$ -	0.00%	\$18.47	38,416.44	
Regional Coordinator/Grant Writer/Office Administrator	Robert	Aspen	11/16/2022	0.9	11/16/2022	0.9	45,410.40	\$1,892.10	\$45,410.40	5.60%	\$1,998.06	\$ -	0.00%	\$1,998.06	47,953.38	
Data Entry/Collections	Haby	Pamela	9/29/2022	1.0	9/29/2022	1.0	29,764.80	\$14.31	\$29,764.80	5.60%	\$15.11	\$ -	0.00%	\$15.11	31,431.63	
Accounting Technician move to CVT Finance Specialist	Williams	Devin	4/1/2022	1.5	8/1/2022	1.2	35,276.80	\$16.96	\$35,276.80	5.60%	\$17.91	\$ -	0.00%	\$17.91	37,252.30	
Cashier - Greyhound Lead	Heredia	Fabian	pending 9/1/23	#VALUE!		123.8	24,804.00	\$12.00	\$24,960.00	5.60%	\$12.67	\$ -	0.00%	\$12.67	26,357.76	
Cashier - Greyhound PT (1521 hours)	Open	Alexandria Washburn	pending 2/22/23				17,734.86	\$10.46	\$15,909.66	5.60%	\$11.05	\$ -	0.00%	\$11.05	16,800.60	
Operations Safety Manager	Witherspoon	O'Keith	6/1/2018	5.3	11/16/2019	3.9	62,614.71	\$2,608.95	\$62,614.80	5.60%	\$2,755.05	\$ -	0.00%	\$2,755.05	66,121.23	
Safety and Compliance Specialist	Cardona	Blanca	5/11/2020	3.4	5/11/2020	3.4	41,038.40	\$19.73	\$41,038.40	5.60%	\$20.83	\$ -	0.00%	\$20.83	43,336.55	
Operations Safety Manager	Warren	Jerami	12/1/2020	2.8	12/1/2020	2.8	62,169.00	\$2,590.38	\$62,169.12	5.60%	\$2,735.44	\$ -	0.00%	\$2,735.44	65,650.59	
Road Supervisor (Fixed Route)	Schneider	Randy	9/1/2016	7.1	10/1/2017	6.0	52,000.08	\$2,166.67	\$52,000.08	5.60%	\$2,288.00	\$ -	0.00%	\$2,288.00	54,912.08	
Road Supervisor (Demand Response)	Cavin	Jesse	10/1/2017	6.0	11/1/2019	3.9	50,396.64	\$2,099.86	\$50,396.64	5.60%	\$2,217.45	\$ -	0.00%	\$2,217.45	53,218.85	
Road Supervisor (Rural)	Open	Dustin Medders	6/1/2018	5.3	10/1/2019	4.0	51,898.32	\$2,162.43	\$51,898.32	5.60%	\$2,283.53	\$ -	0.00%	\$2,283.53	54,804.63	
Lead Dispatcher	Sheffield	Alitca	10/21/2006	16.9	2/16/2019	4.6	40,744.70	\$19.59	\$40,747.20	5.60%	\$20.69	\$ -	0.00%	\$20.69	43,029.04	
Dispatcher	Hernandez	Elia	pending 9/1/23				29,235.65	\$14.00	\$29,120.00	5.60%	\$14.78	\$ -	0.00%	\$14.78	30,750.72	
Dispatcher	Castillo	Kristina	pending 8/18/23	#VALUE!	2/9/2018	5.6	33,027.90	\$14.00	\$29,120.00	5.60%	\$14.78	\$ -	0.00%	\$14.78	30,750.72	
Facilities Manager	Jansa	Ryan	8/12/2019	4.1	12/1/2022	0.8	60,102.00	\$2,504.25	\$60,102.00	5.60%	\$2,644.49	\$ -	0.00%	\$2,644.49	63,467.71	
Fleet Technician/Maintenance Specialist	Schwertner	Bobby	10/16/2020	3.0	10/16/2020	3.0	41,494.34	\$19.95	\$41,496.00	5.60%	\$21.07	\$ -	0.00%	\$21.07	43,819.78	
Building and Grounds Maintenance Technician	Lopez	Leonel	11/30/2021	1.8	11/30/2021	1.8	28,662.40	\$13.78	\$28,662.40	5.60%	\$14.55	\$ -	0.00%	\$14.55	30,267.49	
Maintenance Specialist	Aguilar	Juan	8/17/2020	3.1	8/17/2020	3.12	31,197.92	\$15.00	\$31,200.00	5.60%	\$15.84	\$ -	0.00%	\$15.84	32,947.20	

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24
Route FR 1 Driver							34,336.26	\$18.32	\$ 34,336.26	5.60%	\$ 19.35	\$ -	0.00%	\$ 19.35	\$ 36,259.09	
Route FR 2 Driver (Lead)							33,511.34	\$18.38	\$ 33,511.34	5.60%	\$ 19.41	\$ -	0.00%	\$ 19.41	\$ 35,387.97	
Route FR 3 Driver							33,417.88	\$17.83	\$ 33,417.88	5.60%	\$ 18.83	\$ -	0.00%	\$ 18.83	\$ 35,289.28	
Route FR 4 Driver							34,973.51	\$18.66	\$ 34,973.51	5.60%	\$ 19.70	\$ -	0.00%	\$ 19.70	\$ 36,932.02	
Route FR 5 Driver							29,172.00	\$16.00	\$ 29,172.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 30,805.63	
Route FR 6 Driver							31,599.22	\$17.83	\$ 31,599.22	5.60%	\$ 18.83	\$ -	0.00%	\$ 18.83	\$ 33,368.77	
Route FR 7 Driver							29,664.28	\$16.27	\$ 29,664.28	5.60%	\$ 17.18	\$ -	0.00%	\$ 17.18	\$ 31,325.48	
Route FR 8 Driver							31,779.25	\$17.43	\$ 31,779.25	5.60%	\$ 18.41	\$ -	0.00%	\$ 18.41	\$ 33,558.89	
Route FR 9 Driver							33,087.91	\$18.67	\$ 33,087.91	5.60%	\$ 19.72	\$ -	0.00%	\$ 19.72	\$ 34,940.83	
Route FR 10 Driver							32,526.78	\$17.84	\$ 32,526.78	5.60%	\$ 18.84	\$ -	0.00%	\$ 18.84	\$ 34,348.28	
Route FR 11 Driver							32,668.18	\$16.00	\$ 29,988.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 31,667.33	
Route FR 12 Driver							33,886.44	\$18.08	\$ 33,886.44	5.60%	\$ 19.09	\$ -	0.00%	\$ 19.09	\$ 35,784.08	
Route FR 13 Driver							-	\$17.45	\$ -	5.60%	\$ 18.43	\$ -	0.00%	\$ 18.43	\$ -	
PT-Transportation Driver - FR - 1							22,848.00	\$16.00	\$ 22,848.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 24,127.49	
PT-Transportation Driver - FR - 2							19,788.00	\$16.00	\$ 19,788.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 20,896.13	
PT-Transportation Driver - FR - 3							19,788.00	\$16.00	\$ 19,788.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 20,896.13	
PT-Transportation Driver - FR - 4							24,480.00	\$16.00	\$ 24,480.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 25,850.88	
PT-Transportation Driver - FR - 5							22,032.00	\$16.00	\$ 22,032.00	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ 23,265.79	
Fixed Route Floater							34,569.60	\$16.62	\$ 34,569.60	5.60%	\$ 17.55	\$ -	0.00%	\$ 17.55	\$ 36,505.50	
Route A1 Driver							27,865.13	\$14.57	\$ 27,865.13	5.60%	\$ 15.39	\$ -	0.00%	\$ 15.39	\$ 29,425.57	
Route A2 Driver							27,253.13	\$14.25	\$ 27,253.13	5.60%	\$ 15.05	\$ -	0.00%	\$ 15.05	\$ 28,779.30	
Route A3 Driver							30,427.88	\$15.91	\$ 30,427.88	5.60%	\$ 16.80	\$ -	0.00%	\$ 16.80	\$ 32,131.84	
Route A4 Driver							32,225.63	\$16.85	\$ 32,225.63	5.60%	\$ 17.79	\$ -	0.00%	\$ 17.79	\$ 34,030.26	
Route A5 Driver							29,356.88	\$15.35	\$ 29,356.88	5.60%	\$ 16.21	\$ -	0.00%	\$ 16.21	\$ 31,000.86	
Route A6 Driver (Lead)							32,416.88	\$16.95	\$ 32,416.88	5.60%	\$ 17.90	\$ -	0.00%	\$ 17.90	\$ 34,232.22	
Route A7 Driver							26,775.00	\$14.00	\$ 26,775.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 28,274.40	
Route A8 Driver							38,670.75	\$20.22	\$ 38,670.75	5.60%	\$ 21.35	\$ -	0.00%	\$ 21.35	\$ 40,836.31	
Route A9 Driver							26,775.00	\$14.00	\$ 26,775.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 28,274.40	
Route A10 Driver							30,969.24	\$15.98	\$ 30,969.24	5.60%	\$ 16.87	\$ -	0.00%	\$ 16.87	\$ 32,703.52	
Route A12 Driver							31,376.22	\$16.19	\$ 31,376.22	5.60%	\$ 17.10	\$ -	0.00%	\$ 17.10	\$ 33,133.29	
Route A13 Driver							-	\$14.00	\$ -	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ -	
Route TG-1 Driver							29,873.25	\$15.62	\$ 29,873.25	5.60%	\$ 16.49	\$ -	0.00%	\$ 16.49	\$ 31,546.15	
Route TG-19 Driver							26,775.00	\$14.00	\$ 26,775.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 28,274.40	
PT-Transportation Driver - ADA - 1							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 2							13,375.26	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 3							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 4							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 4							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 5							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 3							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
PT-Transportation Driver - ADA - 7							12,852.00	\$14.00	\$ 12,852.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 13,571.71	
FT-Transportation Driver-Coke County/Bronte							14,280.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
PT-Transportation Driver-Kimble County							14,280.00	\$14.00	\$ 14,280.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 15,079.68	
Transportation Driver-Coke County/Robert Lee							32,578.80	\$15.97	\$ 32,578.80	5.60%	\$ 16.86	\$ -	0.00%	\$ 16.86	\$ 34,403.21	
Transportation Driver-Concho County							30,804.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
Transportation Driver-Irion County							29,722.80	\$14.57	\$ 29,722.80	5.60%	\$ 15.39	\$ -	0.00%	\$ 15.39	\$ 31,387.28	
Transportation Driver-Crockett County							31,314.00	\$15.35	\$ 31,314.00	5.60%	\$ 16.21	\$ -	0.00%	\$ 16.21	\$ 33,067.58	
Transportation Driver-Kimble County							28,560.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
Transportation Driver-McCulloch County (Lead)							36,006.00	\$17.65	\$ 36,006.00	5.60%	\$ 18.64	\$ -	0.00%	\$ 18.64	\$ 38,022.34	
Transportation Driver-McCulloch County							28,560.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
Transportation Driver-McCulloch County							30,518.40	\$14.96	\$ 30,518.40	5.60%	\$ 15.80	\$ -	0.00%	\$ 15.80	\$ 32,227.43	
Transportation Driver-Menard County							28,560.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
Transportation Driver-Regan County							49,286.40	\$24.16	\$ 49,286.40	5.60%	\$ 25.51	\$ -	0.00%	\$ 25.51	\$ 52,046.44	
Transportation Driver-Regan County							30,518.40	\$14.96	\$ 30,518.40	5.60%	\$ 15.80	\$ -	0.00%	\$ 15.80	\$ 32,227.43	
Transportation Driver-Schleicher							28,560.00	\$14.00	\$ 28,560.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 30,159.36	
PT-Transportation Driver-Sutton County							28,560.00	\$14.00	\$ 14,280.00	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 15,079.68	
Transportation Driver-Sutton County							30,518.40	\$14.96	\$ 30,518.40	5.60%	\$ 15.80	\$ -	0.00%	\$ 15.80	\$ 32,227.43	
Part-Time Transp Sterling County Driver DR (1560 hrs)							18,168.75	\$14.25	\$ 18,168.75	5.60%	\$ 15.05	\$ -	0.00%	\$ 15.05	\$ 19,186.20	
PT-Transportation Driver-Extended Medical							4,819.50	\$14.00	\$ 4,819.50	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ 5,089.39	
Floater-Transportation Driver							-	\$16.00	\$ -	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ -	
Floater-Transportation Driver							-	\$16.00	\$ -	5.60%	\$ 16.90	\$ -	0.00%	\$ 16.90	\$ -	
Floater-Transportation Driver							-	\$0.00	\$ -	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ -	
Floater-Transportation Driver							-	\$0.00	\$ -	5.60%	\$ 14.78	\$ -	0.00%	\$ 14.78	\$ -	
Total Transportation							2,524,946.69			2,513,812.80					2,654,586.31	129,639.62
							FTE 70							# FTE's	67	5.13%

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60% June 1st 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA Oct 1st 0.00%	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24
Head Start Director	Raymond	Carolina	10/1/2019	4.0	9/1/2020	3.1	88,359.61	\$3,681.65	88,359.60	5.60%	\$3,887.82	\$ -	0.00%	\$3,887.82	93,307.74	
HS Education/Coach/Class/Disability Manager	Mayberry	Cheryl K.	7/27/2004	19.2	7/27/2004	19.2	67,592.43	\$2,816.35	67,592.40	5.60%	\$2,974.07	\$ -	0.00%	\$2,974.07	71,377.57	
Mental Health/Health/Pregnant Women Manager	Miranda	Melissa	7/31/2019	4.2	7/31/2019	4.2	56,289.18	\$2,345.38	56,289.12	5.60%	\$2,476.72	\$ -	0.00%	\$2,476.72	59,441.31	
FAMCO/Policy Council/Pregnant Women Manager	Walker	Stacy	7/8/2019	4.2	7/8/2019	4.2	56,289.18	\$2,345.38	56,289.12	5.60%	\$2,476.72	\$ -	0.00%	\$2,476.72	59,441.31	
ERSEA/Facilities/Transition/Class Manager	Barron	Ofelia C.	8/1/2005	18.2	6/1/2020	3.3	58,806.25	\$2,450.26	58,806.24	5.60%	\$2,587.47	\$ -	0.00%	\$2,587.47	62,099.39	
Compliance/Class/Iters/Nutrition Manager	Husted	Mary K.	7/17/2006	17.2	8/1/2020	3.2	53,034.23	\$2,209.76	53,034.24	5.60%	\$2,333.51	\$ -	0.00%	\$2,333.51	56,004.16	
Assistant Head Start Director/EHS Education Manager	Hernandez	Stephanie	7/8/2019	4.2	9/1/2020	3.1	65,005.28	\$2,708.55	65,005.20	5.60%	\$2,860.23	\$ -	0.00%	\$2,860.23	68,645.49	
									0.00							
Site Supervisor/FSW - Menard	Deanda	Bertha	8/9/2004	19.1	8/9/2004	19.1	40,937.12	\$1,705.71	40,937.04	5.60%	\$1,801.23	\$ -	0.00%	\$1,801.23	43,229.51	
Head Start Teacher - Menard	Valdez	Michelle R.	8/9/2004	19.1	8/9/2004	19.1	34,437.46	\$16.56	34,444.80	5.60%	\$17.49	\$ -	0.00%	\$17.49	36,373.71	
Head Start Teacher Assist - Menard	Petty	Cydney	7/15/2021	2.2	7/15/2021	2.2	20,983.63	\$10.34	21,507.20	5.60%	\$10.92	\$ -	0.00%	\$10.92	22,711.60	
Early Head Start Teacher - Menard	Hidalgo	Gladys	10/14/2021	2.0	10/14/2021	2.0	24,465.38	\$12.01	24,980.80	5.60%	\$12.68	\$ -	0.00%	\$12.68	26,379.72	
Early Head Start Teacher - Menard	Wallace	Marsha	8/24/2021	2.1	10/16/2021	2.0	24,465.38	\$12.01	24,980.80	5.60%	\$12.68	\$ -	0.00%	\$12.68	26,379.72	
Early Head Start Floater - Menard	Karnes	Malissa	pending 8/3/23				28,209.64	\$10.42	21,673.60	5.60%	\$11.00	\$ -	0.00%	\$11.00	22,887.32	
Cook/Custodian - Menard	Waggoner	Donna	8/23/2012	11.1	8/23/2012	11.1	23,132.33	\$11.12	23,129.60	5.60%	\$11.74	\$ -	0.00%	\$11.74	24,424.86	
Head Start Universal Substitutes - Menard	Turner	Emilee	pending 9/1/23	#VALUE!		123.8	1,020.67	\$10.42	1,167.04	5.60%	\$11.00	\$ -	0.00%	\$11.00	1,232.39	
Head Start Universal Substitutes - Menard	OPEN	Marsha Wallace					1,020.67	\$9.11	1,020.32	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,077.46	
Site Supervisor/FSW - Christoval	Day	Antoinette	7/17/2006	17.2	8/1/2019	4.2	41,554.97	\$1,731.46	41,555.04	5.60%	\$1,828.42	\$ -	0.00%	\$1,828.42	3,803,117.26	
Teacher Assist - Christoval	Espinosa	Kaytlynn	pending 3/10/23				22,360.00	\$11.00	22,880.00	5.60%	\$11.62	\$ -	0.00%	\$11.62	24,161.28	
Head Start Universal Substitutes - Christoval	Sanchez	Melissa	11/16/2022	0.9	11/16/2022	0.9	1,020.67	\$9.11	1,020.32	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,077.46	
PT Custodian - Christoval (621 hours)	Open						5,659.26	\$9.11	5,657.31	5.60%	\$9.62	\$ -	0.00%	\$9.62	5,974.12	
Site Supervisor/FSW - Eldorado	Ussery	Abigail	2/14/2022	1.6	2/14/2022	1.6	36,378.95	\$1,515.79	36,378.96	5.60%	\$1,600.67	\$ -	0.00%	\$1,600.67	38,416.18	
Teacher Assist - Eldorado	Banda	Elsa	8/7/2018	5.2	8/16/2021	2.1	23,652.70	\$11.37	23,649.60	5.60%	\$12.01	\$ -	0.00%	\$12.01	24,973.98	
Cook/Custodian - Eldorado	Adame	Julie	8/25/2021	2.1	8/25/2021	2.1	21,244.03	\$10.21	21,236.80	5.60%	\$10.78	\$ -	0.00%	\$10.78	22,426.06	
Head Start Universal Substitutes - Eldorado	Rivera	Felicia	8/14/2023	0.1	8/14/2023	0.1	1,020.67	\$10.42	1,167.04	5.60%	\$11.00	\$ -	0.00%	\$11.00	1,232.39	
Site Supervisor/FSW - Ozona	Ybarra	Tracy A.	10/3/2005	18.0	10/3/2005	18.0	38,495.41	\$1,603.98	38,495.52	5.60%	\$1,693.80	\$ -	0.00%	\$1,693.80	40,651.27	
Teacher - Ozona	Tijerina	Eliza M.	3/16/2007	16.5	3/16/2007	16.5	26,734.06	\$12.85	26,728.00	5.60%	\$13.57	\$ -	0.00%	\$13.57	28,224.77	
Teacher Assist - Ozona	Benson	LeAndra	pending 2/28/23	#VALUE!		#VALUE!	22,763.01	\$11.25	23,400.00	5.60%	\$11.88	\$ -	0.00%	\$11.88	24,710.40	
Cook/Custodian - Ozona	Duron	Bridget	7/26/2023	0.2	7/26/2023	0.2	21,895.02	\$10.86	22,588.80	5.60%	\$11.47	\$ -	0.00%	\$11.47	23,853.77	
Head Start Universal Substitutes - Ozona (NEW)	open			123.8		#VALUE!	1,020.32	\$9.11	1,020.32	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,077.46	
Head Start Universal Substitutes - Ozona	Open	Angelic Sarabia	11/19/2020	2.9	11/19/2020	2.9	1,028.23	\$9.18	1,028.16	5.60%	\$9.69	\$ -	0.00%	\$9.69	1,085.74	
Site Supervisor/FSW - Eden	Torres	Mary	8/9/2004	19.1	8/9/2004	19.1	38,495.41	\$1,603.98	38,495.52	5.60%	\$1,693.80	\$ -	0.00%	\$1,693.80	40,651.27	
Teacher Assist - Eden	Carrión	Lorena	7/16/2023	0.2	7/16/2023	0.2	22,699.61	\$11.47	23,857.60	5.60%	\$12.11	\$ 1.25	0.00%	\$13.36	27,793.63	
Teacher - Eden	Garza	Brittany	7/16/2023	0.2	7/16/2023	0.2	24,018.62	\$11.47	23,857.60	5.60%	\$12.11	\$ 1.25	0.00%	\$13.36	27,793.63	
Cook/Custodian - Eden	Yanez-Mendez	Eva	11/29/2021	1.8	11/29/2021	1.8	21,508.26	\$10.34	21,507.20	5.60%	\$10.92	\$ -	0.00%	\$10.92	22,711.60	
Head Start Universal Substitutes - Eden	New						1,020.32	\$9.11	1,020.32	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,077.46	
Head Start Universal Substitutes - Eden	Flores	Gabriella	pending 1/12/23				1,020.67	\$9.11	1,020.32	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,077.46	
Family Service Worker - Day	Open		7/17/2006	17.2	8/1/2019	4.2	41,554.97	\$18.80	39,104.00	5.60%	\$19.85	\$ -	0.00%	\$19.85	41,293.82	
Site Supervisor - Day - Early Head Start	Hollis	Comoshontai	7/15/2019	4.2	7/15/2019	4.2	41,534.60	\$1,730.61	41,534.64	5.60%	\$1,827.52	\$ -	0.00%	\$1,827.52	43,860.58	
Head Start Teacher - Day Room #1	Valles	Eva	10/23/2006	16.9	7/1/2023	0.3	26,954.46	\$13.95	29,016.00	5.60%	\$14.73	\$ -	0.00%	\$14.73	30,640.90	
Head Start Teacher - Day Room #1	Morales	Kimberly	7/31/2019	4.2	3/1/2022	1.6	27,665.46	\$13.30	27,664.00	5.60%	\$14.04	\$ -	0.00%	\$14.04	29,213.18	
Head Start Teacher Assistant - Day Room #1	Andrade	Eloina	7/31/2019	4.2	7/31/2019	4.2	26,907.66	\$13.19	27,435.20	5.60%	\$13.93	\$ -	0.00%	\$13.93	28,971.57	
Head Start Teacher - Rio Vista Room #16	Stamps	Amanda	1/2/2023	0.7	7/16/2023	0.2	1,531.01	\$11.88	24,710.40	5.60%	\$12.55	\$ -	0.00%	\$12.55	26,094.18	
Head Start Teacher Assistant - Day Room #3	DuBose	Brandy	3/20/2023	0.5	6/16/2023	0.3	27,439.51	\$13.00	27,040.00	5.60%	\$13.73	\$ -	0.00%	\$13.73	28,554.24	
Head Start Teacher - Day Room #3	Cardenas	Joanna	7/31/2019	4.2	4/20/2023	0.4	29,783.94	\$14.25	29,640.00	5.60%	\$15.05	\$ -	0.00%	\$15.05	31,299.84	
Head Start Teacher Assistant - Day Room #3	Open	Caitlyn Flores	4/3/2023	0.5	4/3/2023	0.5	23,400.00	\$11.00	22,880.00	5.60%	\$11.62	\$ -	0.00%	\$11.62	24,161.28	
Head Start Teacher - Day Room #4	Cortez	Jessica	7/30/2019	4.2	7/30/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher - Day Room #2	Chambless	Lauren	7/25/2022	1.2	8/1/2023	0.2	23,401.66	\$12.51	26,020.80	5.60%	\$13.21	\$ -	0.00%	\$13.21	27,477.96	
Head Start Teacher - Day Room #10	Rhodes	Tanya	7/31/2019	4.2	7/31/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher Assistant - Day Room #10	Carrillo	Jessica	7/31/2019	4.2	7/31/2019	4.2	27,443.77	\$13.19	27,435.20	5.60%	\$13.93	\$ -	0.00%	\$13.93	28,971.57	
Head Start Teacher - Day Room #11	Gomez	Cristiana	7/31/2019	4.2	7/31/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher Assistant - Day Room #11	Falcon	Martina	8/14/2023	0.1	8/14/2023	0.1	23,088.00	\$12.25	25,480.00	5.60%	\$12.94	\$ -	0.00%	\$12.94	26,906.88	
Head Start Teacher - Day Room #8	Cannon	Tonja	2/22/2021	2.6	2/1/2022	1.7	29,188.26	\$14.28	29,702.40	5.60%	\$15.08	\$ -	0.00%	\$15.08	31,365.73	
Head Start Teacher Assistant - Day Room #8	White	Brittany	8/8/2022	1.1	8/8/2022	1.1	24,960.00	\$12.27	25,521.60	5.60%	\$12.96	\$ -	0.00%	\$12.96	26,950.81	
Head Start Teacher Assistant - Day Room #9	Martinez	Alexis	7/17/2023		7/17/2023	0.2	27,443.77	\$13.43	27,934.40	5.60%	\$14.18	\$ -	0.00%	\$14.18	29,498.73	
Head Start Teacher - Day Room #12	Foster	Kayce	7/16/2020	3.2	7/16/2020	3.2	32,723.19	\$15.73	32,718.40	5.60%	\$16.61	\$ -	0.00%	\$16.61	34,550.63	
Head Start Teacher Assistant - Day Room #12	Martinez	Cynthia	7/18/2022	1.2	6/1/2023	0.3	23,933.52	\$11.51	23,940.80	5.60%	\$12.15	\$ -	0.00%	\$12.15	25,281.48	
Early Head Start Teacher - Day Room #15	Gonzales	Anna	6/5/2023	0.3	6/5/2023	0.3	24,460.80	\$14.75	30,680.00	5.60%	\$15.58	\$ -	0.00%	\$15.58	32,398.08	
Early Head Start Teacher - Day Room #15	Kaneshi	Jocelyn	3/3/2022	1.6	3/3/2022	1.6	30,166.87	\$14.75	30,680.00	5.60%	\$15.58	\$ -	0.00%	\$15.58	32,398.08	
Early Head Start Teacher - Day Room #16	Castaneda	Maria	7/15/2019	4.2	7/15/2019	4.2	32,507.04	\$15.63	32,510.40	5.60%	\$16.51	\$ -				

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24
Early Head Start Teacher - Day Room #22	Sanchez	Mercedes	8/7/2023	0.2	8/7/2023	0.2	32,506.61	\$11.76	24,460.80	5.60%	\$12.42	\$ -	0.00%	\$12.42	25,830.60	
Early Head Start Teacher - Day Room #23	Smith	Abigail	1/14/2021	2.7	1/14/2021	2.7	27,635.24	\$13.29	27,643.20	5.60%	\$14.03	\$ -	0.00%	\$14.03	29,191.22	
Early Head Start Teacher - Day Room #23	Castaneda	Emily	Pending 3/8/23	#VALUE!		123.8	29,954.13	\$11.76	24,460.80	5.60%	\$12.42	\$ -	0.00%	\$12.42	25,830.60	
Early Head Start Floater - Day	Baker	Kathleen	7/25/2022	1.2	7/25/2022	1.2	22,763.44	\$10.94	22,755.20	5.60%	\$11.55	\$ -	0.00%	\$11.55	24,029.49	
Family Service Worker - Day	Garza	Nelda	7/31/2019	4.2	7/31/2019	4.2	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Day	Sosa	Cynthia	7/31/2019	4.2	7/31/2019	4.2	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Day	Vasquez	Maria	7/18/2013	10.2	8/1/2019	4.2	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Day - Early HS	Palacios	Lori	7/15/2019	4.2	7/15/2019	4.2	37,801.35	\$18.17	37,793.60	5.60%	\$19.19	\$ -	0.00%	\$19.19	39,910.04	
Receptionist - Day	Heiser	Cathleen	7/15/2019	4.2	7/15/2019	4.2	26,517.49	\$12.75	26,520.00	5.60%	\$13.46	\$ -	0.00%	\$13.46	28,005.12	
Head Start Cook - Day	Barrera	Mario	7/31/2019	4.2	8/1/2021	2.2	24,890.01	\$11.97	24,897.60	5.60%	\$12.64	\$ -	0.00%	\$12.64	26,291.87	
Head Start Cook - Day (1664 hours)	Saucedo	Yadira	pending 8/3/23				24,890.01	\$10.42	21,673.60	5.60%	\$11.00	\$ -	0.00%	\$11.00	22,887.32	
Head Start Cook - Day	Parry	Iris	7/15/2019	4.2	7/1/2023	0.3	23,827.15	\$11.46	19,069.44	5.60%	\$12.10	\$ 0.50	0.00%	\$12.60	20,969.33	
Head Start Custodian - Day	Buenostro	Maria	7/31/2019	4.2	7/31/2019	4.2	22,806.86	\$10.96	22,796.80	5.60%	\$11.57	\$ -	0.00%	\$11.57	24,073.42	
Head Start Custodian - Day - Early HS	Juarbe	Jamie	7/8/2021	2.2	7/8/2021	2.2	22,796.80	\$10.96	22,796.80	5.60%	\$11.57	\$ -	0.00%	\$11.57	24,073.42	
Site Supervisor - Rio Vista	Aguirre	Michelle	7/15/2019	4.2	7/15/2019	4.2	41,534.60	\$1,730.61	41,534.64	5.60%	\$1,827.52	\$ -	0.00%	\$1,827.52	43,860.58	
Head Start Teacher - Rio Vista #11	Blanco	Lindsey	9/1/2019	4.2	9/1/2019	4.1	29,717.99	\$14.29	29,723.20	5.60%	\$15.09	\$ -	0.00%	\$15.09	31,387.70	
Head Start Teacher - Rio Vista Room #15	Lopez	Sandy	7/31/2019	4.2	7/31/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher Assistant - Rio Vista Room #15	Castillo	Britney	7/31/2019	4.2	7/31/2019	4.2	26,911.91	\$12.94	26,915.20	5.60%	\$13.66	\$ -	0.00%	\$13.66	28,422.45	
Head Start Teacher Assistant - Rio Vista Room #16	Alvarado	Cecilia	7/19/2023	0.2	7/19/2023	0.2	31,442.90	\$12.25	25,480.00	5.60%	\$12.94	\$ -	0.00%	\$12.94	26,906.88	
Head Start Teacher Assistant - Rio Vista Room #16	Perez	Adelina	7/31/2019	4.2	7/31/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher Assistant - Rio Vista Room #12	Ayala	Selena	7/25/2022	1.2	7/25/2022	1.2	23,082.55	\$11.10	23,088.00	5.60%	\$11.72	\$ -	0.00%	\$11.72	24,380.93	
Head Start Teacher Assistant - Rio Vista Room #20	Neaves	Vanessa	2/23/2021	2.6	7/1/2023	0.3	32,723.19	\$11.75	24,440.00	5.60%	\$12.41	\$ 0.25	0.00%	\$12.66	26,328.64	
Head Start Teacher Assistant - Rio Vista Room #17	Perez	Christopher	1/10/2023	0.7	1/10/2023	0.7	25,480.00	\$12.25	25,480.00	5.60%	\$12.94	\$ -	0.00%	\$12.94	26,906.88	
Head Start Teacher - Rio Vista Room #18	Martinez	Elizabeth	7/31/2019	4.2	7/31/2019	4.2	31,442.90	\$15.12	31,449.60	5.60%	\$15.97	\$ -	0.00%	\$15.97	33,210.78	
Head Start Teacher Assistant - Rio Vista Room #14	Galindo	Trystian	pending 8/30/23	#VALUE!		123.8	23,940.80	\$12.82	26,665.60	5.60%	\$13.54	\$ -	0.00%	\$13.54	28,158.87	
Head Start Teacher - Rio Vista Room #14	Castillo	Heather	7/25/2022	1.2	1/1/2023	0.8	26,020.80	\$12.51	26,020.80	5.60%	\$13.21	\$ -	0.00%	\$13.21	27,477.96	
Head Start Teacher Assistant - Rio Vista Room #19	Reyna	Mary	10/2/2019	4.0	11/1/2019	3.9	23,359.12	\$11.23	23,358.40	5.60%	\$11.86	\$ -	0.00%	\$11.86	24,666.47	
Head Start Teacher - Rio Vista Room #20	De LaCruz	Bonnie	7/31/2019	4.2	2/16/2021	2.6	30,379.61	\$14.61	30,388.80	5.60%	\$15.43	\$ -	0.00%	\$15.43	32,090.57	
Head Start Teacher Assistant - Rio Vista Room #20	Porras	Amanda	8/22/2022	1.1	8/22/2022	1.1	24,146.26	\$11.61	24,148.80	5.60%	\$12.26	\$ -	0.00%	\$12.26	25,501.13	
Head Start Teacher - Rio Vista Room #13	Reyes	Alicia	8/17/2020	3.1	8/1/2022	1.2	28,720.22	\$14.06	29,244.80	5.60%	\$14.85	\$ -	0.00%	\$14.85	30,882.51	
Head Start Teacher Assistant - Rio Vista Room #13	Gomez	Irene	7/31/2019	4.2	6/1/2022	1.3	27,443.77	\$13.19	27,435.20	5.60%	\$13.93	\$ -	0.00%	\$13.93	28,971.57	
Head Start Teacher - Assistant Rio Vista Room #15	Tucker	LaDonna	3/21/2022	1.5	8/1/2022	1.2	31,911.36	\$13.75	28,600.00	5.60%	\$14.52	\$ -	0.00%	\$14.52	30,201.60	
Head Start Teacher - Rio Vista Room #12	Krejci (Abbott)	Stephanie	7/29/2020	3.2	7/29/2020	3.2	29,186.13	\$14.28	29,702.40	5.60%	\$15.08	\$ -	0.00%	\$15.08	31,365.73	
Head Start Teacher Assistant - Rio Vista Room #12	Olvera	Veronica	7/31/2019	4.2	6/1/2023	0.3	26,907.66	\$12.94	26,915.20	5.60%	\$13.66	\$ -	0.00%	\$13.66	28,422.45	
Head Start Teacher - Rio Vista Room #12	Sinar	Victoria	10/6/2020	3.0	4/1/2021	2.5	29,186.13	\$14.03	29,182.40	5.60%	\$14.82	\$ -	0.00%	\$14.82	30,816.61	
Head Start Teacher Assistant - Rio Vista Room #14	Castillo	Brittney	7/31/2019	4.2	6/1/2023	0.3	25,529.09	\$12.94	26,915.20	5.60%	\$13.66	\$ -	0.00%	\$13.66	28,422.45	
Early Head Start Teacher - Rio Vista Room #1	Morales	Elizabeth	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #1	Romo	Jennifer	7/15/2019	4.2	7/15/2021	2.2	28,188.37	\$13.55	28,184.00	5.60%	\$14.31	\$ -	0.00%	\$14.31	29,762.30	
Early Head Start Teacher - Rio Vista Room #2	Temple	Argentina	7/15/2019	4.2	1/1/2022	1.8	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #2	Tobar	Lorena	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #3	Peterson	Mildred	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #3	Kibbett	Toni	pending 8/22/23	#VALUE!		123.8	29,783.94	\$12.00	24,960.00	5.60%	\$12.67	\$ -	0.00%	\$12.67	26,357.76	
Early Head Start Teacher - Rio Vista Room #4	Torres	Anita	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #4	Espinosa	Valerie	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #5	Rios	Ana	7/15/2019	4.2	7/15/2019	4.2	32,506.61	\$15.63	32,510.40	5.60%	\$16.51	\$ -	0.00%	\$16.51	34,330.98	
Early Head Start Teacher - Rio Vista Room #5	Villagomez	Alondra	10/24/2022	0.9	10/24/2022	0.9	24,960.00	\$12.00	24,960.00	5.60%	\$12.67	\$ -	0.00%	\$12.67	26,357.76	
Early Head Start Floater - Rio Vista	Elizondo	Edna	pending 8/18/23	#VALUE!	pending 8/18/23	#VALUE!	22,763.44	\$10.94	22,755.20	5.60%	\$11.55	\$ -	0.00%	\$11.55	24,029.49	
Family Service Worker - Rio Vista	Salinas	Rebecca	7/31/2019	4.2	7/31/2019	4.2	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Rio Vista	Geary	Kristy	7/31/2019	4.2	7/31/2019	4.2	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Rio Vista	Rojas	Maida	7/31/2019	4.2	7/1/2023	0.3	36,737.64	\$17.66	36,732.80	5.60%	\$18.65	\$ -	0.00%	\$18.65	38,789.84	
Family Service Worker - Rio Vista - Early HS	Ceballos	Emily	7/31/2019	4.2	6/1/2023	0.3	37,801.35	\$17.95	37,336.00	5.60%	\$18.96	\$ -	0.00%	\$18.96	39,426.82	
Receptionist - Rio Vista	Garcia	Valerie	7/15/2019	4.2	7/15/2019	4.2	26,517.49	\$12.75	26,520.00	5.60%	\$13.46	\$ -	0.00%	\$13.46	28,005.12	
Head Start Cook - Rio Vista	Carter	Marissa	7/15/2019	4.2	7/15/2019	4.2	24,890.01	\$11.97	24,897.60	5.60%	\$12.64	\$ -	0.00%	\$12.64	26,291.87	
Head Start Cook - Rio Vista	Ybarra	Edna	8/22/2022	1.1	8/22/2022	1.1	23,933.52	\$11.51	23,940.80	5.60%	\$12.15	\$ -	0.00%	\$12.15	25,281.48	
Head Start Cook - Rio Vista (1664 hours)	Open	Maria Eller	9/5/2023	0.1		123.8	22,847.59	\$11.55	19,219.20	5.60%	\$12.20	\$ -	0.00%	\$12.20	20,295.48	
Head Start Custodian - Rio Vista	Torres	Rodolfo	9/26/2022	1.0	9/26/2022	1.0	22,806.83	\$10.96	22,796.80	5.60%	\$11.57	\$ -	0.00%	\$11.57	24,073.42	
Head Start Custodian part time - Rio Vista - Early HS	Open	Marylou Brown	10/3/2022	1.0	10/3/2022	1.0	23,316.57	\$10.96	22,796.80	5.60%	\$11.57	\$ -	0.00%	\$11.57	24,073.42	
Data Clerk (Day MWF) and Rio (T/TR) (1560 hours)	Cummings	Dolores	1/4/2021	2.7	1/4/2021	2.7	24,520.69	\$11.79	18,392.40	5.60%	\$12.45	\$ 0.50	0.00%	\$12.95	20,202.37	
Traveling Custodian (Day MWF) and (Rio T/TR)	Ramos	Maria	8/2/2019	4.2	10/1/2022	1.0	22,806.83	\$10.96	22,796.80	5.60%	\$11.57	\$ -	0.00%	\$11.57	24,073.42	
Head Start Universal Substitute - San Angelo	Burney	Kathrine	pending 8/30/23	#VALUE!		123.8	1,531.01	\$9.11	1,530.48	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,616.19	
Head Start Universal Substitute - San Angelo	Davila	Vanessa	pending 2/16/2023				1,531.01	\$9.11	1,530.48	5.60%	\$9.62	\$ -	0.00%	\$9.62	1,616.19	
Head Start Universal Substitute - San Angelo	Mireles	Erica	pending 8/3/23				1									

CONCHO VALLEY COUNCIL OF GOVERNMENTS SALARIES 2023-2024

Annual Full Time Hours = 2080 (260 work days x 8 hours)
 Part Time (without benefits) = 1521 max

POSITION	Last Name	First, MI Name	HIRE DATE	Hire Date Tenure 10/1/2023	Date in Current Position	Position Tenure 10/1/2023	Approved Budget 2022-2023 Salary	Revised 2022-2023 Rate	Revised 2022-2023 Salary	COLA 5.60%	Rate 2023-2024 with COLA	Rate Adjustment	Merit and HS add'l COLA	Budget 2023-2024 Rate	Budget 2023-2024 Salary	Approved Budget FY 22-23 vs Budget FY 23-24	
			Total Head Start				<u>3,739,959.00</u>		<u>3,728,762.51</u>						<u>7,703,950.72</u>		
						FTE 122									# FTE's	122	
			Grand Total				<u>8,826,957.68</u>		<u>8,833,973.75</u>						Grand Total	<u>18,980,265.95</u>	<u>6,185,089.09</u>
			# of Positions				277								# of Positions	279	70.07%
			# FTE's				239								# FTE's	241	

FRINGE BENEFITS SCHEDULE

October 1, 2023 through September 30, 2024

- FY 23-24 Vacation Leave Accrual Rate for the 1000 series and 4000 series employee IDs, will be 6.63%, down from 7.34% in FY 22-23
- Reflecting 7.% increase in Health Insurance
- No changes to Dental or Life Insurance rates
- The required TCDRS Pension rate for 2024 is 11.97%, up from 10.84% in 2023
 - No changes to Basic Plan Options:
 - Employee Deposit Rate 7%
 - Employer Matching 250%
 - Prior Year Service Credit 100%
 - Retirement Eligibility:
 - Age 60 with 10 years of service
 - Rule of 80 = 80-years total age + service
 - At any age with 30 years of service

Overall Fringe Benefit % of Direct Wages is 32.43% for FY 23-24, down from 46.31% in FY 22-23

**CONCHO VALLEY COUNCIL OF GOVERNMENTS
Fringe Benefit Comparison**

	FY 17-18 YTD	FY 18-19 YTD	FY 19-20 YTD	FY 20-21 YTD	FY 21-22 YTD	FY 22-23 YTD	FY 23-24 YTD
	Budget **	Budget **	Budget **	Budget **	Budget **	Budget **	Budget **
Vacation Leave, with associated payroll costs (see Schedule E)	248,376	277,053	304,550	344,924	365,858	367,818	715,831
Less Excess General Fund Allocation	-	-	-	-	-	-	-
Total Vacation Accrual Expense	248,376	277,053	304,550	344,924	365,858	367,818	715,831
Direct Salaries/Wages eligible for Vacation	3,429,551	3,704,997	4,145,126	4,645,627	4,884,487	5,012,936	10,790,011
Vacation % of Direct Salaries/Wages eligible for Vacation	7.24%	7.48%	7.35%	7.42%	7.49%	7.34%	6.63%

****Note: Fringe Costs billed directly to the grants associated with the employee. Vacation is accrued to the associated grant where earned and retained in Vacation Pool.**

Total Direct Salaries/Wages	3,928,259	4,371,244	7,281,909	7,818,013	8,016,311	8,522,179	17,890,030
Total Fringe Benefits	1,902,786	2,178,137	3,419,561	3,802,972	4,077,536	3,946,710	5,801,022
Fringe Benefit % of Direct Salaries/Wages	48.44%	49.83%	46.96%	48.64%	50.87%	46.31%	32.43%

**CONCHO VALLEY COUNCIL OF GOVERNMENTS
 VACATION LEAVE ACCRUAL RATE FY 2023-2024**

Basis for Vacation Leave calculation: Gross Salaries on employees eligible for Vacation x's Fringe Benefit Rate
 Gross Salaries on employees eligible for Vacation Leave Time 10,790,011

Discretionary Personnel Costs:

Vacation Leave Time

Vacation 10-15 days, excluding Head Start Site Centers and staff working less than 30 hours per pay period
Total Vacation Leave Time 567,895

Associated Benefits on Vacation Leave Time

Health Insurance	63,836	
Dental Insurance	2,149	
Life Ins, AD&D & Disability	2,086	
		<u><u>68,071</u></u>

Total Associated Benefits on Vacation Leave

Total Discretionary Costs **635,966**
Discretionary Percentage on Chargeable Time **5.89%**

Non-Discretionary Personnel Costs on Vacation Leave Time:

Worker's Compensation	5,106	
State Unemployment Tax	53	
Medicare Payroll Tax	8,245	
Pension Plan (In Lieu of Social Security)	66,461	
		<u><u>79,865</u></u>

Total Non-Discretionary Costs

Non-Discretionary Percentage on Chargeable Time **0.74%**

Total Vacation Leave Costs **715,831**
Rate used for Employees Eligible for Vacation Leave **6.63%**

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

			High Deductible Plan		\$ 10,653.48	\$ 370.56											
			No change in rate, Benefit capped FY 22-23			7.00%	0.00%										
POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	Health Program	Dental Program	Life Program	First \$9,000 SUTA	0.0145 Medicare	10.00% Workers Comp	Jan-Sept 2024 TCDRS 0.1197 Pension Plan	Oct-Dec 2023 TCDRS 0.1084 Pension Plan			
Executive Director	Stokes	John Austin	2/1/2014	138,633	7,296	145,929	11,399	371	594	9	2,116	300	13,101	3,955			
Director of Finance	Sanders	Brandon	2/6/2023	77,748	4,092	81,840	11,399	371	594	9	1,187	168	7,347	2,218			
Assistant Director of Finance/Procurement	Meek	Michael	2/16/2022	71,944	3,747	75,691	11,399	371	594	9	1,087	154	6,728	2,031			
Finance Manager/Assets	Dalton	Nereyn	10/28/2019	64,798	3,410	68,208	0	371	540	9	989	140	6,123	1,848			
Finance Specialist	Echols	Danielle	9/1/2016	42,067	2,214	44,281	11,399	371	351	9	642	91	3,975	1,200			
Records Retention Officer/Receptionist	Franks	Cheryl	5/18/2011	37,293	1,963	39,256	11,399	371	311	9	569	81	3,524	1,064			
Full-Time Receptionist/Accounting Tech	Ybarra	Ester	10/28/2013	31,721	1,670	33,390	11,399	371	264	9	484	69	2,998	905			
Sub-Total Admin (Indirect)				463,453	24,392	487,845	68,395	2,594	3,248	63	7,074	1,003	43,796	13,221			
Director of Human Resources	Jones	Felicitee	5/1/2015	89,329	4,702	94,031	11,399	371	594	9	1,363	193	8,442	2,548			
PT Assistant moved to HR Generalist Supervisor Level II	Lindsey	Felicia	11/16/2020	50,205	2,642	52,847	11,399	371	419	9	766	109	4,744	1,432			
HR Coordinator/Payroll	Neighbors	Nicholas	3/1/2023	33,386	1,757	35,144	11,399	371	278	9	510	72	3,155	952			
HR Administrative Assistant	Laney	Stephanie	12/13/2021	32,072	1,688	33,760	11,399	371	267	9	490	69	3,031	915			
Sub-Total Human Resource Services				204,992	10,789	215,781	45,597	1,482	1,558	36	3,129	444	19,372	5,848			
Contract/Open Records Manager	Seales	Jaylon	9/1/2021	55,483	2,920	58,403	11,399	371	463	9	847	120	5,243	1,583			
Procurement Lead	Garcia	Crystal	8/29/2022	37,622	1,980	39,603	11,399	371	314	9	574	81	3,555	1,073			
Purchaser II	Russell	Kyle	6/20/2023	35,995	1,894	37,889	11,399	371	300	9	549	78	3,402	1,027			
Procurement Coordinator I	Jake	Barton	5/1/2023	29,213	1,538	30,751	11,399	371	244	9	446	63	2,761	833			
Procurement Coordinator I	Hill	Patricia	4/3/2023	29,735	1,565	31,300	11,399	371	248	9	454	64	2,810	848			
Procurement Coordinator I	Calhoun	Debra	3/1/2023	29,735	1,565	31,300	11,399	371	248	9	454	64	2,810	848			
Sub-Total Procurement Services				217,783	11,462	229,245	68,395	2,223	1,816	54	3,324	471	20,580	6,213			
Manager of Information Technology	Lynda	Franks	8/1/2023	5,651,360	297,440	5,948,800	11,399	371	594	9	86,258	12,234	534,054	161,212			
System Support Specialist II	Khun	Matthew	11/1/2019	40,606	2,137	42,744	11,399	371	339	9	620	88	3,837	1,158			
System Support Tech	Terral	Travis	9/12/2022	32,719	1,722	34,441	11,399	371	273	9	499	71	3,092	933			
PT Programmer	Hardin	Mark	2/3/2023	30,388	0	30,388	0	0	0	9	441	62	2,728	824			
Sub-Total Information Technology				5,755,073	301,299	6,056,373	34,198	1,112	1,205	36	87,817	12,455	543,711	164,128			
Addressing Billing/GIS Specialist	Vasquez	John	11/1/2019	51,582	2,715	54,297	11,399	371	430	9	787	112	4,875	1,471			
Assistant Executive Director/Regional Services Director	Hernandez	Erin	6/8/2018	80,337	4,228	84,565	11,399	371	594	9	1,226	174	7,592	2,292			
VISTA Coordinator	Simmons	Tracy	7/1/2022	45,719	2,406	48,125	11,399	371	381	9	698	99	4,320	1,304			
Sub-Total Regional Services				177,638	9,349	186,987	34,198	1,112	1,405	27	2,711	385	16,787	5,067			
Director of Access and Assistance	Roberts	Toni P.	10/25/2005	102,321	5,385	107,706	11,399	371	594	9	1,562	222	9,669	2,919			
AAA Administrative Assistant	Jazlyn	Caza	4/17/2023	28,253	1,487	29,740	11,399	371	236	9	431	61	2,670	806			
Managing Local Ombudsman Trainee/MLO	Wes	Morrison	4/17/2023	47,117	2,480	49,597	11,399	371	393	9	719	102	4,453	1,344			
AAA Program Advisor	Duran	Regina	3/7/2022	35,953	1,892	37,845	11,399	371	300	9	549	78	3,398	1,026			
AAA Program Advisor/211 I&R Specialist	Rodriguez	Nicole	3/21/2022	29,944	1,576	31,519	11,399	371	250	9	457	65	2,830	854			
AAA Program Advisor	Elliott	Charlyn Dominy	8/23/2021	35,953	1,892	37,845	11,399	371	300	9	549	78	3,398	1,026			
AAA Program Advisor	Garcia (Devargas)	Shahana	3/9/2020	37,789	1,989	39,778	11,399	371	315	9	577	82	3,571	1,078			
Access and Assistance Operations Manager	Sedeno	Amanda	1/20/2014	55,828	2,938	58,766	11,399	371	465	9	852	121	5,276	1,593			
Sub-Total Area Agency on Aging				373,158	19,640	392,798	91,194	2,964	2,852	72	5,696	808	35,263	10,645			
ADRC Housing Navigator/AAA Program Advisor/211 Program Specialist	Villanueva	Sandra	3/1/2019	38,770	2,041	40,811	11,399	371	323	9	592	84	3,664	1,106			
ADRC/211 Program Specialist	Open	Marshall Clements	10/1/2018	36,934	1,944	38,878	11,399	371	308	9	564	80	3,490	1,054			
Sub-Total ADRC				75,704	3,984	79,688	22,798	741	631	18	1,155	164	7,154	2,160			
211 I&R Specialist	Ybarra	Victoria	2/16/2012	33,157	1,745	34,902	11,399	371	276	9	506	72	3,133	946			
211 I&R Specialist	open	Valdez, Julieta	4/17/2023	29,213	1,538	30,751	11,399	371	244	9	446	63	2,761	833			
212 I&R Specialist	Mendez	Melissa	11/1/2019	31,922	1,663	33,255	11,399	371	263	9	482	68	2,985	901			
Sub-Total 2-1-1 Information Services				93,962	4,945	98,907	34,198	1,112	783	27	1,434	203	8,879	2,680			
Director of Senior Volunteer Services SCP(20%),FGP(45%),RSVP(35%)	Mears	Philip Nolan	10/24/2013	85,076	4,478	89,553	0	0	594	9	1,299	184	8,040	2,427			
Program Manager SCP(45%),FGP(55%)	Urista	Clementine	7/1/2015	50,019	2,633	52,652	0	371	417	9	763	108	4,727	1,427			
RSVP Coordinator - Abilene (32 hours per week) (5/1/23 move to 22 hours)	Open	Max Ann Bowlin	4/1/2020	21,757	0	21,757	0	0	0	9	315	45	1,953	590			
RSVP Coordinator - San Angelo	Covey	Teresa	4/1/2020	45,093	2,373	47,466	0	371	376	9	688	98	4,261	1,286			
Sub-Total Senior Volunteer Program				201,945	9,484	211,428	0	741	1,387	36	3,066	435	18,981	5,730			
Criminal Justice Instructor	Faison	David	2/2/2015	69,511	3,658	73,169	11,399	371	580	9	1,061	150	6,569	1,983			
Public Safety Manager	Nixon	Patricia N.	1/16/2006	63,805	3,358	67,164	11,399	371	532	9	974	138	6,030	1,820			
Public Safety Coordinator	Open	Beth Holland-Mull	10/21/2019	46,240	2,434	48,674	11,399	371	385	9	706	100	4,370	1,319			
Public Safety Program Specialist (Radio Infrastructure)	Wolfe	David	pending 8/25/23	38,770	2,041	40,811	11,399	371	323	9	592	84	3,664	1,106			
Sub-Total CJ/Homeland Security				218,327	11,491	229,818	45,597	1,482	1,820	36	3,332	473	20,632	6,228			
Director of Public Safety	Arredondo-Garibay	Hilda I.	1/1/1990	91,611	4,822	96,432	0	371	594	9	1,398	198	8,657	2,613			
911 Program Manager	Wheeler	Mason	5/16/2017	58,924	3,101	62,025	11,399	371	491	9	899	128	5,568	1,681			
911 GIS Specialist	Brooks	Cody	10/28/2019	51,582	2,715	54,297	11,399	371	430	9	787	112	4,875	1,471			
911 GIS Specialist	Flores	John Paul	pending 2/7/23	46,428	2,444	48,872	11,399	371	387	9	709	101	4,387	1,324			
911 GIS Specialist - County Tech (300 hrs annually)	Schneemann	Brenda	9/1/2009	9,754	0	9,754	0	0	0	10	141	20	876	264			
911 Program Manager	Lopez	Jeffrey	12/8/2006	64,929	3,417	68,346	11,399	371	541	9	991	141	6,136	1,852			
911 GIS Specialist - Lead	Garza Jr	Rogelio (Roger)	8/16/2013	58,093	3,058	61,150	11,399	371	484	9	887	126	5,490	1,657			
Sub-Total 9-1-1 Communication Services				381,321	19,536	400,877	56,990	2,223	2,928	64	5,813	824	35,989	10,864			

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

High Deductible Plan \$ 10,653.48 \$ 370.56

No change in rate, Benefit capped FY 22-23

POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	High Deductible Plan		First \$9,000	0.0145 Medicare	Workers Comp	10.00%	Jan-Sept 2024 TCDRS	Oct-Dec 2023 TCDRS	
							7.00%	0.00%							
							\$ 11,399.22	\$ 370.56							
							Health Program	Dental Program	Life Program	0.0010 SUTA					
							98,621	11,399	371	594	9	1,430	203	8,854	2,673
							76,069	11,399	371	602	9	1,103	156	6,829	2,061
							65,182	11,399	371	516	9	945	134	5,852	1,766
							38,416	11,399	371	304	9	557	79	3,449	1,041
							47,953	11,399	371	380	9	695	99	4,305	1,300
							31,432	11,399	371	249	9	456	65	2,822	852
							37,252	11,399	371	295	9	540	77	3,344	1,010
							26,358	11,399	371	209	9	382	54	2,366	714
							16,801	0	0	0	9	244	35	1,508	455
							62,815	3,306	371	524	9	959	136	5,936	1,792
							41,170	2,167	371	343	9	628	89	3,891	1,174
							62,368	3,283	371	520	9	952	136	5,894	1,779
							52,166	2,746	371	435	9	796	2,656	4,930	1,488
							50,558	2,661	371	421	9	772	2,574	4,778	1,442
							52,064	2,740	371	454	9	795	2,651	4,920	1,485
							40,878	2,151	371	341	9	624	88	3,863	1,166
							29,213	1,538	371	244	9	446	63	2,761	833
							29,213	1,538	371	244	9	446	63	2,761	833
							60,294	3,173	371	503	9	920	1,757	5,698	1,720
							41,629	2,191	371	347	9	635	1,378	3,934	1,188
							28,754	1,513	371	240	9	439	838	2,717	820
							31,300	1,647	371	261	9	478	912	2,958	893
							34,446	1,813	371	287	9	526	1,712	3,255	983
							33,619	1,769	371	280	9	513	1,712	3,177	959
							33,525	1,764	371	279	9	512	1,707	3,168	956
							35,085	1,847	371	293	9	536	1,787	3,316	1,001
							29,265	1,540	371	244	9	447	1,490	2,766	835

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

			High Deductible Plan		\$ 10,653.48		\$ 370.56							
			No change in rate, Benefit capped FY 22-23		7.00%		0.00%							
POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	Health Program	Dental Program	Life Program	First \$9,000 SUTA	0.0145 Medicare	10.00% Workers Comp	Jan-Sept 2024 TCDRS 0.1197 Pension Plan	Oct-Dec 2023 TCDRS 0.1084 Pension Plan
Route FR 6 Driver				31,700	1,668	33,369	11,399	371	264	9	484	1,614	2,996	904
Route FR 7 Driver				29,759	1,566	31,325	11,399	371	248	9	454	1,515	2,812	849
Route FR 8 Driver				31,881	1,678	33,559	11,399	371	266	9	487	1,623	3,013	909
Route FR 9 Driver				33,194	1,747	34,941	11,399	371	277	9	507	1,690	3,137	947
Route FR 10 Driver				32,631	1,717	34,348	11,399	371	272	9	498	1,662	3,084	931
Route FR 11 Driver				30,084	1,583	31,667	11,399	371	251	9	459	1,532	2,843	858
Route FR 12 Driver				33,995	1,789	35,784	11,399	371	283	9	519	1,731	3,213	970
Route FR 13 Driver				0	0	0	0	0	0	0	0	0	0	0
PT-Transportation Driver - FR - 1				24,127	0	24,127	0	0	0	9	350	1,167	2,166	654
PT-Transportation Driver - FR - 2				20,896	0	20,896	0	0	0	9	303	1,011	1,876	566
PT-Transportation Driver - FR - 3				20,896	0	20,896	0	0	0	9	303	1,011	1,876	566
PT-Transportation Driver - FR - 4				25,851	0	25,851	0	0	0	9	375	1,251	2,321	701
PT-Transportation Driver - FR - 5				23,266	0	23,266	0	0	0	9	337	1,125	2,089	631
Fixed Route Floater				34,680	1,825	36,505	11,399	371	289	9	529	1,766	3,277	989
Route A1 Driver				27,954	1,471	29,426	11,399	371	233	9	427	1,423	2,642	797
Route A2 Driver				27,340	1,439	28,779	11,399	371	228	9	417	1,392	2,584	780
Route A3 Driver				30,525	1,607	32,132	11,399	371	254	9	466	1,554	2,885	871
Route A4 Driver				32,329	1,702	34,030	11,399	371	270	9	493	1,646	3,055	922
Route A5 Driver				29,451	1,550	31,001	11,399	371	246	9	450	1,500	2,783	840
Route A6 Driver (Lead)				32,521	1,712	34,232	11,399	371	271	9	496	1,656	3,073	928
Route A7 Driver				26,861	1,414	28,274	11,399	371	224	9	410	1,368	2,538	766
Route A8 Driver				38,794	2,042	40,836	11,399	371	323	9	592	1,975	3,666	1,107
Route A9 Driver				26,861	1,414	28,274	11,399	371	224	9	410	1,368	2,538	766
Route A10 Driver				31,068	1,635	32,704	11,399	371	259	9	474	1,582	2,936	886
Route A12 Driver				31,477	1,657	33,133	11,399	371	262	9	480	1,603	2,975	898
Route A13 Driver				0	0	0	0	0	0	0	0	0	0	0
Route TG-1 Driver				29,969	1,577	31,546	11,399	371	250	9	457	1,526	2,832	855
Route TG-19 Driver				26,861	1,414	28,274	11,399	371	224	9	410	1,368	2,538	766
PT-Transportation Driver - ADA - 1				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 2				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 3				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 4				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 4				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 5				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 3				13,572	0	13,572	0	0	0	9	197	657	1,218	368
PT-Transportation Driver - ADA - 7				13,572	0	13,572	0	0	0	9	197	657	1,218	368
FT-Transportation Driver-Coke County/Bronite				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
PT-Transportation Driver-Kimble County				15,080	0	15,080	0	0	0	9	219	729	1,354	409
Transportation Driver-Coke County/Robert Lee				32,683	1,720	34,403	11,399	371	272	9	499	1,664	3,089	932
Transportation Driver-Concho County				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
Transportation Driver-Irion County				29,818	1,569	31,387	11,399	371	249	9	455	1,518	2,818	851
Transportation Driver-Crockett County				31,414	1,653	33,068	11,399	371	262	9	479	1,600	2,969	896
Transportation Driver-Kimble County				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
Transportation Driver-McCulloch County (Lead)				36,121	1,901	38,022	11,399	371	301	9	551	1,839	3,413	1,030
Transportation Driver-McCulloch County				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
Transportation Driver-McCulloch County				30,616	1,611	32,227	11,399	371	255	9	467	1,559	2,893	873
Transportation Driver-Menard County				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
Transportation Driver-Regan County				49,444	2,602	52,046	11,399	371	412	9	755	2,518	4,672	1,410
Transportation Driver-Regan County				30,616	1,611	32,227	11,399	371	255	9	467	1,559	2,893	873
Transportation Driver-Schleicher				28,651	1,508	30,159	11,399	371	239	9	437	1,459	2,708	817
PT-Transportation Driver-Sutton County				15,080	0	15,080	0	0	0	9	219	729	1,354	409
Transportation Driver-Sutton County				30,616	1,611	32,227	11,399	371	255	9	467	1,559	2,893	873
Part-Time Transp Sterling County Driver DR (1560 hrs)				19,186	0	19,186	11,399	371	152	9	278	928	1,722	520
PT-Transportation Driver-Extended Medical				5,089	0	5,089	0	0	0	5	74	246	457	138
Floater-Transportation Driver				0	0	0	0	0	0	0	0	0	0	0
Floater-Transportation Driver				0	0	0	0	0	0	0	0	0	0	0
Floater-Transportation Driver				0	0	0	0	0	0	0	0	0	0	0
Floater-Transportation Driver				0	0	0	0	0	0	0	0	0	0	0
Sub-Total Transportation Services				2,536,599	117,987	2,654,586	706,752	22,975	18,654	707	38,492	94,851	238,315	71,939
Head Start Director	Raymond	Carolina	10/1/2019	88,642	4,665	93,308	11,399	371	594	9	1,353	491	8,377	2,529
HS Education Coach/Class/Disability Manager	Mayberry	Cheryl K.	7/27/2004	67,809	3,569	71,378	11,399	371	565	9	1,035	376	6,408	1,934
Mental Health/Health/Pregnant Women Manager	Miranda	Melissa	7/31/2019	56,469	2,972	59,441	11,399	371	471	9	862	313	5,336	1,611
FAMCO/Policy Council/Pregnant Women Manager	Walker	Stacy	7/8/2019	56,469	2,972	59,441	11,399	371	471	9	862	313	5,336	1,611
ERSEA/Facilities/Transition/Class Manager	Barron	Ofelia C.	8/1/2005	58,994	3,105	62,099	11,399	371	492	9	900	327	5,575	1,683
Compliance/Class/Trainers/Nutrition Manager	Husted	Mary K.	7/17/2006	53,204	2,800	56,004	11,399	371	444	9	812	295	5,028	1,518
Assistant Head Start Director/EHS Education Manager	Hernandez	Stephanie	7/8/2019	43,230	3,432	46,662	11,399	371	544	9	995	362	6,163	1,860
Site Supervisor/FSW - Menard	Doandz	Bertha	8/9/2004	43,230	0	43,230	11,399	371	342	9	627	228	3,881	1,172
Head Start Teacher - Menard	Valdez	Michelle R.	8/9/2004	36,374	0	36,374	11,399	371	288	9	529	192	3,265	986
Head Start Teacher Assist - Menard	Petty	Cyndy	7/15/2021	22,712	0	22,712	11,399	371	180	9	329	120	2,039	615
Early Head Start Teacher - Menard	Hidalgo	Gladys	10/14/2021	26,380	0	26,380	11,399	371	209	9	383	139	2,368	715
Early Head Start Teacher - Menard	Wallace	Marsha	8/24/2021	26,380	0	26,380	11,399	371	209	9	383	139	2,368	715
Early Head Start Floater - Menard	Karnes	Malissa	pending 8/3/23	22,887	0	22,887	11,399	371	181	9	332	121	2,055	620
Cook/Custodian - Menard	Waggoner	Donna	8/23/2012	24,425	0	24,425	11,399	371	193	9	354	676	2,193	662
Head Start Universal Substitutes - Menard	Turner	Emilee	pending 9/1/23	1,232	0	1,232	0	0	0	1	18	6	111	33
Head Start Universal Substitutes - Menard	OPEN	Marsha Wallace		1,077	0	1,077	0	0	0	1	16	6	97	29
Site Supervisor/FSW - Christoval	Day	Antoinette	7/17/2006	3,803,117	0	3,803,117	11,399	371	30,121	9	55,145	20,030	341,425	103,064
Teacher Assist - Christoval	Espinosa	Kaytlynn	pending 3/10/23	24,161	0	24,161	11,399	371	191	9	350	127	2,169	655
Head Start Universal Substitutes - Christoval	Sanchez	Melissa	11/16/2022	1,077	0	1,077	0	0	0	1	16	6	97	29
PT Custodian - Christoval (621 hours)	Open			5,974	0	5,974	0	0	0	6	87	165	536	162
Site Supervisor/FSW - Eldorado	Ussery	Abigail	2/14/2022	38,416	0	38,416	11,399	371	304	9	557	202	3,449	1,041
Teacher Assist - Eldorado	Banda	Elsa	8/7/2018	24,974	0	24,974	11,399	371	198	9	362	132	2,242	677

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

High Deductible Plan \$ 10,653.48 \$ 370.56

No change in rate, Benefit capped FY 22-23

POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	High Deductible Plan		Life Program	First \$9,000 SUTA	0.0145 Medicare	Workers Comp	10.00%	Jan-Sept 2024	Oct-Dec 2023
							7.00%	0.00%					TCDRS	TCDRS	
							Health Program	Dental Program		0.0010			0.1197	0.1084	
Cook/Custodian - Eldorado	Adame	Julie	8/25/2021	22,426	0	22,426	11,399	371	178	9	325	621	2,013	608	
Head Start Universal Substitutes - Eldorado	Rivera	Felicia	8/14/2023	1,232	0	1,232	0	0	0	1	18	6	111	33	
Site Supervisor/FSW - Ozona	Ybarra	Tracy A.	10/3/2005	40,651	0	40,651	11,399	371	322	9	589	214	3,649	1,102	
Teacher - Ozona	Tijerina	Eliza M.	3/16/2007	28,225	0	28,225	11,399	371	224	9	409	149	2,534	765	
Teacher Assist - Ozona	Benson	LeAndra	pending 2/28/23	24,710	0	24,710	11,399	371	196	9	358	130	2,218	670	
Cook/Custodian - Ozona	Duron	Bridget	7/26/2023	23,854	0	23,854	11,399	371	189	9	346	660	2,141	646	
Head Start Universal Substitutes - Ozona (NEW)	open	0	10/19/00	1,077	0	1,077	0	0	0	1	16	6	97	29	
Head Start Universal Substitutes - Ozona	Open	Angelic Sarabia	11/19/2020	1,086	0	1,086	0	0	0	1	16	6	97	29	
Site Supervisor/FSW - Eden	Torres	Mary	8/9/2004	40,651	0	40,651	11,399	371	322	9	589	214	3,649	1,102	
Teacher Assist - Eden	Carrión	Lorena	7/16/2023	27,794	0	27,794	11,399	371	220	9	403	146	2,495	753	
Teacher - Eden	Garza	Brittany	7/16/2023	27,794	0	27,794	11,399	371	220	9	403	146	2,495	753	
Cook/Custodian - Eden	Yanez-Mendez	Eva	11/29/2021	22,712	0	22,712	11,399	371	180	9	329	629	2,039	615	
Head Start Universal Substitutes - Eden	New	0	1/12/23	1,077	0	1,077	0	0	0	1	16	6	97	29	
Head Start Universal Substitutes - Eden	Flores	Gabriella	pending 1/12/23	1,077	0	1,077	0	0	0	1	16	6	97	29	
Family Service Worker - Day	Open	0	7/17/2006	41,294	0	41,294	11,399	371	327	9	599	217	3,707	1,119	
Site Supervisor - Day - Early Head Start	Hollis	Comoshontai	7/15/2019	43,861	0	43,861	11,399	371	347	9	636	231	3,938	1,189	
Head Start Teacher - Day Room #1	Morales	Kimberly	7/31/2019	29,213	0	29,213	11,399	371	231	9	424	154	2,623	792	
Head Start Teacher Assistant - Day Room #1	Andrade	Eloina	7/31/2019	28,972	0	28,972	11,399	371	229	9	420	153	2,601	785	
Head Start Teacher Assistant - Day Room #3	DuBose	Brandy	3/20/2023	28,554	0	28,554	11,399	371	226	9	414	150	2,563	774	
Head Start Teacher - Day Room #3	Cardenas	Joanna	7/31/2019	31,300	0	31,300	11,399	371	248	9	454	165	2,810	848	
Head Start Teacher Assistant - Day Room #3	Open	Caitlyn Flores	4/3/2023	24,161	0	24,161	11,399	371	191	9	350	127	2,169	655	
Head Start Teacher - Day Room #4	Cortez	Jessica	7/30/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900	
Head Start Teacher - Day Room #2	Chambless	Lauren	7/25/2022	32,478	0	32,478	11,399	371	218	9	398	145	2,467	745	
Head Start Teacher - Day Room #10	Rhodes	Tanya	7/31/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900	
Head Start Teacher Assistant - Day Room #10	Carrillo	Jessica	7/31/2019	28,972	0	28,972	11,399	371	229	9	420	153	2,601	785	

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

High Deductible Plan \$ 10,653.48 \$ 370.56
No change in rate, Benefit capped FY 22-23

POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	High Deductible Plan		Life	First \$9,000 SUTA	Medicare	Workers Comp	Jan-Sept 2024 TCDRS	Oct-Dec 2023 TCDRS
							\$ 7.00%	\$ 0.00%						
							Health Program	Dental Program		0.0145	10.00%	0.1197	0.1084	
Head Start Teacher - Day Room #11	Gomez	Cristana	7/31/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900
Head Start Teacher Assistant - Day Room #11	Falcon	Martina	8/14/2023	26,907	0	26,907	11,399	371	213	9	390	142	2,416	729
Head Start Teacher - Day Room #8	Cannon	Tonja	2/22/2021	31,366	0	31,366	11,399	371	248	9	455	165	2,816	850
Head Start Teacher Assistant - Day Room #8	White	Brittany	8/8/2022	26,951	0	26,951	11,399	371	213	9	391	142	2,420	730
Head Start Teacher - Rio Vista #11	Blanco	Lindsey	7/31/2019	31,388	0	31,388	11,399	371	249	9	455	165	2,818	851
Head Start Teacher Assistant - Day Room #9	Martinez	Alexis	7/17/2023	29,499	0	29,499	11,399	371	234	9	428	155	2,648	799
Head Start Teacher - Day Room #12	Foster	Kayce	7/16/2020	34,551	0	34,551	11,399	371	274	9	501	182	3,102	936
Head Start Teacher Assistant - Day Room #12	Martinez	Cynthia	7/18/2022	25,281	0	25,281	11,399	371	200	9	367	133	2,270	685
Early Head Start Teacher - Day Room #15	Gonzales	Anna	6/5/2023	32,398	0	32,398	11,399	371	257	9	470	171	2,909	878
Early Head Start Teacher - Day Room #15	Kaneshi	Jocelyn	3/3/2022	32,398	0	32,398	11,399	371	257	9	470	171	2,909	878
Early Head Start Teacher - Day Room #16	Castaneda	Maria	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #16	Martinez	Miranda	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #17	Dillon	Pamela	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #17	Hernandez	Anastasia	2/22/2021	26,885	0	26,885	11,399	371	213	9	390	142	2,414	729
Early Head Start Teacher - Day Room #18	Barboza	Celia	11/12/2019	27,522	0	27,522	11,399	371	218	9	399	145	2,471	746
Early Head Start Teacher - Day Room #18	Martinez	Maria	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #19	Ortiz	Brenda	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #19	Rutledge	Aundrea	9/26/2022	25,831	0	25,831	11,399	371	205	9	375	136	2,319	700
Early Head Start Teacher - Day Room #20	Davis	Jakiya	6/5/2023	26,358	0	26,358	11,399	371	209	9	382	139	2,366	714
Early Head Start Teacher - Day Room #20	Rico	Rebecca	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #15	Lopez	Lorena	7/25/2022	26,351	0	26,351	11,399	371	209	9	382	139	2,366	714
Early Head Start Teacher - Day Room #21	Rico	Olivia	1/10/2023	25,831	0	25,831	11,399	371	205	9	375	136	2,319	700
Early Head Start Teacher - Day Room #22	Sissney	Rachel	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Day Room #22	Sanchez	Mercedes	8/7/2023	25,831	0	25,831	11,399	371	205	9	375	136	2,319	700
Early Head Start Teacher - Day Room #23	Smith	Abigail	1/14/2021	29,191	0	29,191	11,399	371	231	9	423	154	2,621	791
Early Head Start Teacher - Day Room #23	Castaneda	Emily	Pending 3/8/23	25,831	0	25,831	11,399	371	205	9	375	136	2,319	700
Early Head Start Floater - Day	Baker	Kathleen	7/25/2022	24,029	0	24,029	11,399	371	190	9	348	127	2,157	651
Family Service Worker - Day	Garza	Nelda	7/31/2019	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Day	Sosa	Cynthia	7/31/2019	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Day	Vasquez	Maria	7/18/2013	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Day - Early HS	Palacios	Lori	7/15/2019	39,910	0	39,910	11,399	371	316	9	579	210	3,583	1,082
Receptionist - Day	Heiser	Cathleen	7/15/2019	28,005	0	28,005	11,399	371	222	9	406	58	2,514	759
Head Start Cook - Day	Barrera	Mario	7/31/2019	26,292	0	26,292	11,399	371	208	9	381	632	2,360	713
Head Start Cook - Day (1664 hours)	Saucedo	Yadira	Pending 8/3/23	22,887	0	22,887	11,399	371	181	9	332	550	2,055	620
Head Start Cook - Day	Parry	Iris	7/15/2019	20,969	0	20,969	11,399	371	166	9	304	504	1,883	568
Head Start Custodian - Day	Buenostro	Maria	7/31/2019	24,073	0	24,073	11,399	371	191	9	349	667	2,161	652
Head Start Custodian - Day - Early HS	Juarbe	Jamie	7/8/2021	24,073	0	24,073	11,399	371	191	9	349	667	2,161	652
Site Supervisor - Rio Vista	Aguirre	Michelle	7/15/2019	43,861	0	43,861	11,399	371	347	9	636	231	3,938	1,189
Head Start Teacher - Rio Vista Room #15	Lopez	Sandy	7/31/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900
Head Start Teacher Assistant - Rio Vista Room #15	Castillo	Brilyn	7/31/2019	28,422	0	28,422	11,399	371	225	9	412	150	2,552	770
Head Start Teacher Assistant - Rio Vista Room #16	Perez	Adelina	7/31/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900
Head Start Teacher Assistant - Rio Vista Room #12	Avila	Selena	7/25/2022	24,381	0	24,381	11,399	371	193	9	354	122	2,189	661
Head Start Teacher Assistant - Rio Vista Room #20	Neaves	Vanessa	2/23/2021	26,329	0	26,329	11,399	371	209	9	382	139	2,364	714
Head Start Teacher Assistant - Rio Vista Room #17	Perez	Christopher	1/10/2023	26,907	0	26,907	11,399	371	213	9	390	142	2,416	729
Head Start Teacher - Rio Vista Room #18	Martinez	Elizabeth	7/31/2019	33,211	0	33,211	11,399	371	263	9	482	175	2,981	900
Head Start Teacher Assistant - Rio Vista Room #14	Galindo	Trystian	Pending 8/30/23	28,159	0	28,159	11,399	371	223	9	408	148	2,528	763
Head Start Teacher - Rio Vista Room #14	Castillo	Heather	7/25/2022	27,478	0	27,478	11,399	371	218	9	398	145	2,467	745
Head Start Teacher Assistant - Rio Vista Room #19	Reyna	Mary	10/2/2019	24,666	0	24,666	11,399	371	195	9	358	130	2,214	668
Head Start Teacher - Rio Vista Room #20	De LaCruz	Bonnie	7/31/2019	32,091	0	32,091	11,399	371	254	9	465	169	2,881	870
Head Start Teacher Assistant - Rio Vista Room #20	Porras	Amanda	8/22/2022	25,501	0	25,501	11,399	371	202	9	370	134	2,289	691
Head Start Teacher - Rio Vista Room #13	Reyes	Alicia	8/17/2020	30,883	0	30,883	11,399	371	245	9	448	163	2,772	837
Head Start Teacher Assistant - Rio Vista Room #13	Gomez	Irene	7/31/2019	28,972	0	28,972	11,399	371	229	9	420	155	2,601	785
Head Start Teacher - Assistant Rio Vista Room #15	Tucker	LaDonna	3/21/2022	30,202	0	30,202	11,399	371	239	9	438	159	2,711	818
Head Start Teacher - Day Room #1	Valles	Eva	10/23/2006	30,641	0	30,641	11,399	371	243	9	444	161	2,751	830
Head Start Teacher - Rio Vista Room #12	Krejci (Abbott)	Stephanie	7/29/2020	31,366	0	31,366	11,399	371	248	9	455	165	2,816	850
Head Start Teacher Assistant - Rio Vista Room #12	Olvera	Veronica	7/31/2019	28,422	0	28,422	11,399	371	225	9	412	150	2,552	770
Head Start Teacher - Rio Vista Room #12	Sinar	Victoria	10/6/2020	30,817	0	30,817	11,399	371	244	9	447	162	2,767	835
Head Start Teacher Assistant - Rio Vista Room #14	Castillo	Britney	7/31/2019	28,422	0	28,422	11,399	371	225	9	412	150	2,552	770
Early Head Start Teacher - Rio Vista Room #1	Morales	Elizabeth	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #1	Romo	Jennifer	7/15/2019	29,762	0	29,762	11,399	371	236	9	432	157	2,672	807
Early Head Start Teacher - Rio Vista Room #2	Temple	Argentina	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #2	Tobar	Lorena	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #3	Peterson	Mildred	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #3	Kibbett	Toni	Pending 8/22/23	26,358	0	26,358	11,399	371	209	9	382	139	2,366	714
Early Head Start Teacher - Rio Vista Room #4	Torres	Anita	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #4	Espinosa	Valerie	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #5	Rios	Ana	7/15/2019	34,331	0	34,331	11,399	371	272	9	498	181	3,082	930
Early Head Start Teacher - Rio Vista Room #5	Villagomez	Alondra	10/24/2022	26,358	0	26,358	11,399	371	209	9	382	139	2,366	714
Early Head Start Floater - Rio Vista	Elizondo	Edna	Pending 8/18/23	24,029	0	24,029	11,399	371	190	9	348	127	2,157	651
Family Service Worker - Rio Vista	Salinas	Rebecca	7/31/2019	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Rio Vista	Geary	Kristy	7/31/2019	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Rio Vista	Rojas	Maida	7/31/2019	38,790	0	38,790	11,399	371	307	9	562	204	3,482	1,051
Family Service Worker - Rio Vista - Early HS	Ceballos	Emily	7/31/2019	39,427	0	39,427	11,399	371	312	9	572	208	3,540	1,068
Receptionist - Rio Vista	Garcia	Valerie	7/15/2019	28,005	0	28,005	11,399	371	222	9	406	58	2,514	759
Head Start Cook - Rio Vista	Carter	Marissa	7/15/2019	26,292	0	26,292	11,399	371	208	9	381	632	2,360	713
Head Start Cook - Rio Vista	Ybarra	Edna	8/22/2022	25,281	0	25,281	11,399	371	200	9	367	607	2,270	685
Head Start Cook - Rio Vista (1664 hours)	Open	Maria Eller	9/5/2023	20,295	0	20,295	11,399	371	161	9	294	488	1,822	550
Head Start Custodian - Rio Vista	Torres	Rodolfo	9/26/2022	24,073	0	24,073	11,399	371	191	9	349	667	2,161	652
Head Start Custodian part time - Rio Vista - Early HS	Open	Marylou Brown	10/3/2022	24,073	0	24,073	11,399	371	191	9	349	667	2,161	652
Data Clerk (Day MWF) and Rio (T/TR) (1560 hours)	Cummings	Dolores	1/4/2021	20,202	0	20,202	11,399	371	160	9	293	485	1,814	547
Traveling Custodian (Day MWF) and (Rio T/TR)	Ramos	Maria	8/2/2019	24,073	0	24,073	11,399	371	191	9	349	667	2,161	652
Head Start Universal Substitute - San Angelo	Burney	Kathrine	Pending 8/30/23	1,616	0	1,616	0	0	0	2	23	9	145	44

CONCHO VALLEY COUNCIL OF GOVERNMENTS

SALARY AND FRINGE BENEFITS
October 1, 2023 - September 30, 2024

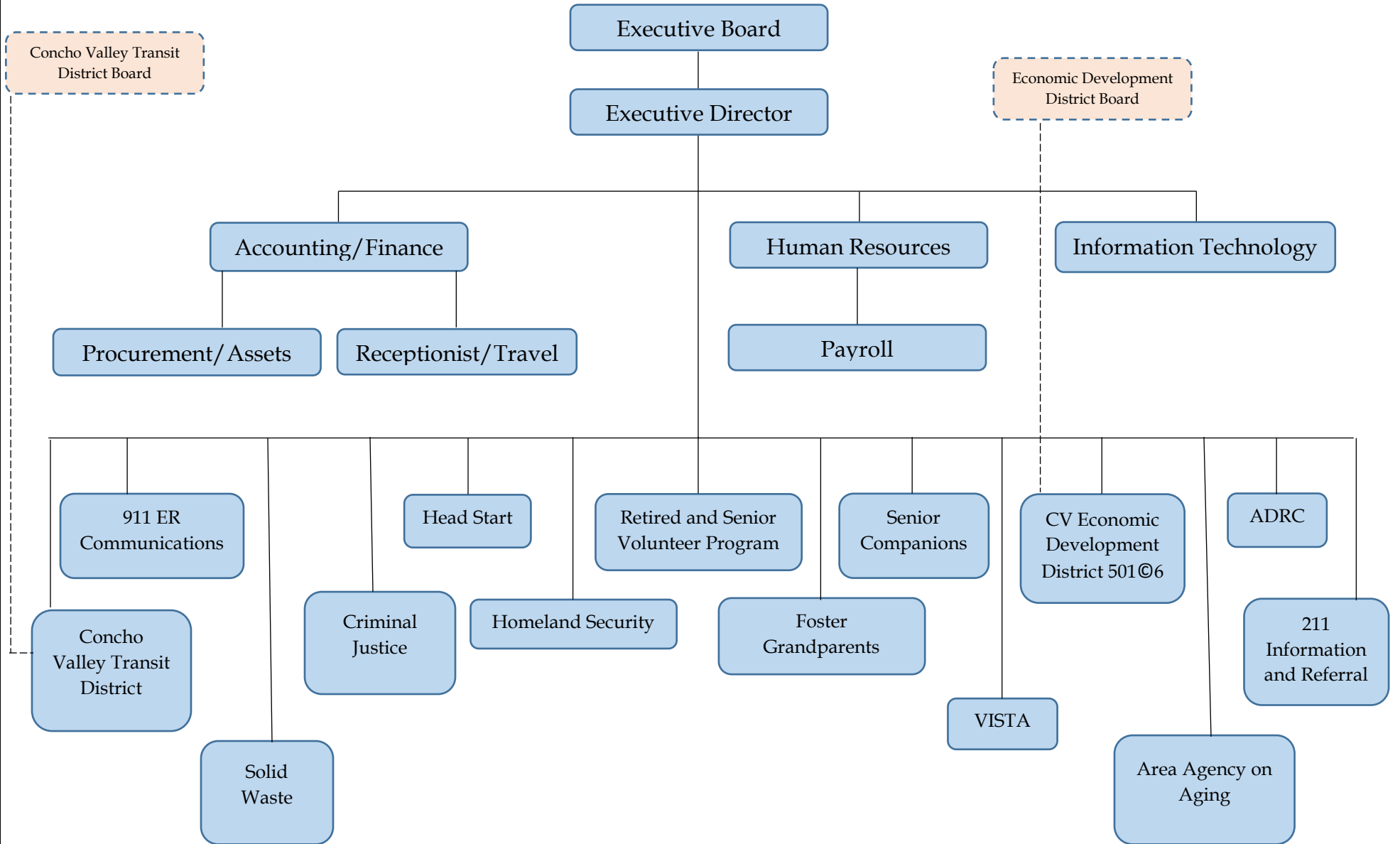
POSITION	Last Name	First, MI Name	Hire Date	TOTAL DIRECT	Leave Time	TOTAL Salary	High Deductible Plan		Life	First \$9,000 SUTA	0.0145 Medicare	Workers Comp	10.00% TCDRS	Jan-Sept 2024 0.1197 TCDRS	Oct-Dec 2023 0.1084 TCDRS
							\$ 10,653.48	\$ 370.56							
							No change in rate, Benefit capped FY 22-23								
							7.00%	0.00%							
							\$ 11,399.22	\$ 370.56							
							Health Program	Dental Program	Life Program	0.0010	0.0145	Workers Comp	10.00%	Jan-Sept 2024 0.1197	Oct-Dec 2023 0.1084
Head Start Universal Substitute - San Angelo	Davila	Vanessa	pending 2/16/2023	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	Mireles	Erica	pending 8/3/23	2,129	0	2,129	0	0	0	2	31	11			191
Head Start Universal Substitute - San Angelo	Salinas	Marina	pending 8/30/23	2,015	0	2,015	0	0	0	2	29	11			181
Head Start Universal Substitute - San Angelo	Villarreal-Sanchez	Melissa	11/16/2022	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	Schoonover	Cenzie	9/20/2021	1,629	0	1,629	0	0	0	2	24	9			146
Head Start Universal Substitute - San Angelo	Allison	Elizabeth	pending 8/18/23	2,015	0	2,015	0	0	0	2	29	11			181
Head Start Universal Substitute - San Angelo	Jennifer	Villanueva	7/17/2023	2,129	0	2,129	0	0	0	2	31	11			191
Head Start Universal Substitute - San Angelo	Aguirre	Ilda	pending 8/3/23	2,129	0	2,129	0	0	0	2	31	11			191
Head Start Universal Substitute - San Angelo	Oropeza	Karissa	pending 8/15/23	2,015	0	2,015	0	0	0	2	29	11			181
Head Start Universal Substitute - San Angelo	Katherine	Davis	pending 4/28/23	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	Jimenez	Maria	4/1/2022	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	open	Jessica Robles	10/1900	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	Open	Mary Rodriguez	11/7/2022	1,616	0	1,616	0	0	0	2	23	9			145
Head Start Universal Substitute - San Angelo	Ramos	Briana	pending 8/3/23	1,419	0	1,419	0	0	0	1	21	7			127
Head Start Teacher - Rio Vista Room #16	Stamps	Amanda	1/2/2023	26,094	0	26,094	0	0	0	26	378	137			2,343
Head Start Universal Substitute - San Angelo	Open	Jordan Lane	pending 7/13/23	2,129	0	2,129	0	0	0	2	31	11			191
Head Start Universal Substitute - San Angelo	Lopez	Ernest	pending 8/3/23	2,129	0	2,129	0	0	0	2	31	11			191
Sub-Total Head Start				7,653,528	23,516	7,677,044	1,356,508	44,097	60,086	1,143	111,317	48,224		689,207	208,048
Grand Total				18,353,483	567,895	18,921,378	2,564,825	84,858	98,374	2,319	274,360	160,740		1,698,667	512,769
				FY 22-23		FY 23-24									
				# of Positions	277	279									Tot
				# FTE's	239	241									

CVCOG PROGRAMS

- CVCOG Summary
- Administrative
- Non-Project
- Procurement Department
- Human Resources Department
- Information Technology Department
- Link Road Facility Management Department
- Concho Valley Transit District
- Head Start
- Senior Volunteer Programs
 - Foster Grandparent
 - Senior Companion
 - Retired Senior Volunteer Program (RSVP)
- Access and Assistance Programs
 - Area Agency on Aging
 - Aging Disability Resource Center (ADRC)
 - 211 Information and Referral
- Public Safety Programs
 - 911 Emergency Communications
 - Homeland Security
 - Criminal Justice
- Regional Services Programs
 - Concho Valley Economic Development District
 - Solid Waste
 - Community & Economic Development Assistance
 - Volunteers in Service to America (VISTA)



Concho Valley Council of Governments Organizational Chart

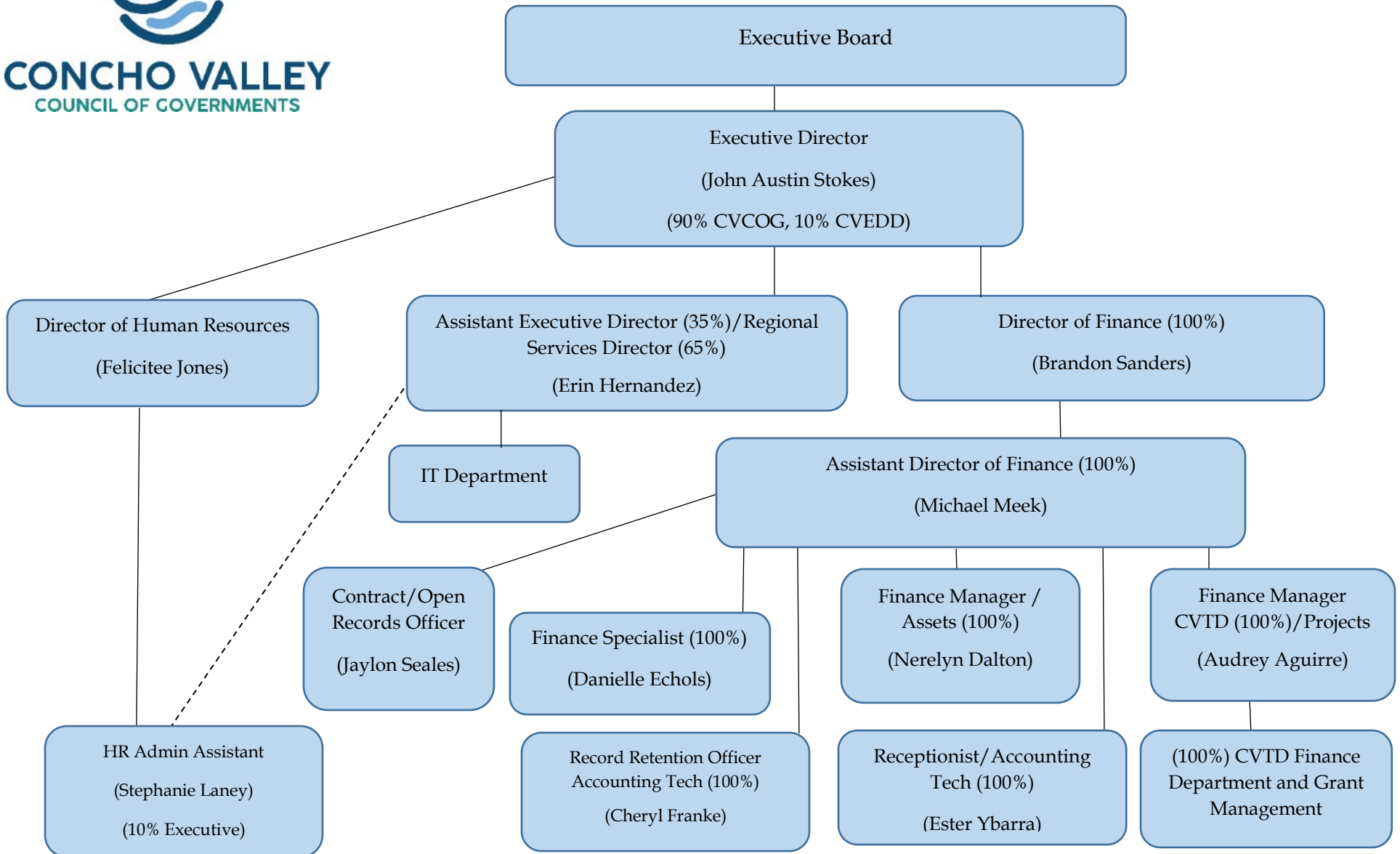


CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
PROGRAM SUMMARY

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	8,195,810.46	8,726,253.20	9,814,471.95	9,250,256.28	8,826,353.18	10,251,995.00	10,726,618.00
COVID-19 and ARP Funding	-	-	1,740,909.48	3,023,301.76	1,485,594.85	432,824.00	-
State Administrated Federal State	2,799,623.39	2,566,928.13	2,886,795.63	2,452,070.06	3,193,692.88	3,687,813.55	3,878,347.79
State	4,120,664.77	5,019,941.20	3,590,206.27	4,287,687.35	4,162,574.28	4,236,858.12	5,162,236.00
Program Income	236,769.99	221,850.63	160,907.92	161,376.38	165,458.20	213,022.00	261,249.84
Local Funds	1,528,247.15	1,589,663.14	1,654,601.26	1,651,618.01	2,970,851.91	1,626,943.31	1,939,321.74
Interest	7,651.08	17,615.36	10,058.96	15,785.24	20,961.01	9,067.00	9,316.67
InKind	2,114,688.89	2,368,995.82	1,846,002.58	1,319,685.38	1,908,809.95	2,202,141.00	2,158,968.00
Membership Dues	99,820.63	108,130.05	101,528.33	108,978.10	102,301.89	110,352.00	107,618.00
Total Program Revenue	19,103,276.36	20,619,377.53	21,805,482.38	22,270,758.56	22,836,598.15	22,771,015.98	24,243,676.04
Salaries/Wages	3,912,898.98	4,612,739.91	6,714,752.82	7,042,346.07	7,076,692.93	7,686,118.62	7,527,059.32
Overtime	-	-	47,992.69	-	25,214.49	35,309.63	-
Incentives and Certifications	-	-	-	-	-	-	40,127.00
Fringe Benefits	1,740,973.05	1,995,030.02	2,911,806.65	3,108,270.93	3,227,187.69	3,563,955.39	3,543,263.59
Total Personnel	5,653,872.03	6,607,769.93	9,674,552.16	10,150,617.00	10,329,095.11	11,285,383.64	11,110,449.91
AdministrativeCosts	912,067.51	880,120.46	725,840.99	687,895.22	639,614.99	695,311.06	809,873.93
Network Services	6,757.52	202,484.25	266,469.49	302,694.90	318,563.77	404,862.83	400,951.28
Procurement Services	-	-	144,242.05	340,437.71	425,975.71	388,200.80	349,538.72
Human ResourceServices	-	-	260,887.18	286,072.43	306,381.07	384,807.79	375,807.12
Facility Cost Allocation	307,544.42	326,178.89	331,263.83	379,317.43	503,784.53	332,726.38	355,315.83
Total Cost Allocations	1,226,369.45	1,408,783.60	1,728,703.54	1,996,417.69	2,194,320.07	2,205,908.86	2,291,486.87
Delegate Salaries	3,609,744.67	3,197,264.19	-	-	-	-	-
Stipend - FGP/SCP Volunteers	317,713.33	309,147.47	355,491.52	375,541.50	219,492.89	358,501.00	358,493.72
Uniforms	20,368.94	3,808.72	18,171.69	51,934.60	1,292.27	5,625.00	9,100.00
Recognition	34,057.22	57,959.06	48,753.44	54,802.98	47,047.03	75,006.61	58,887.66
Audit & Legal	41,935.54	17,604.33	44,546.56	20,088.73	16,885.90	18,552.00	18,798.88
Contract Services	513,428.85	592,578.52	610,389.60	665,013.72	756,928.30	717,512.68	767,327.47
Head Start Services	32,759.12	4,353.23	39,783.63	3,110.25	3,718.13	11,027.05	7,225.00
AAA Meals	406,488.37	403,604.79	537,720.53	599,008.16	593,321.09	494,210.60	578,634.00
Pass-Thru Funds	133,472.21	-	47,761.72	14,081.40	68,861.66	50,000.00	50,000.00
Head Start T & T A	37,356.86	21,018.86	72,759.77	103,604.14	84,264.77	75,682.00	85,682.00
Travel-In Region	23,716.14	31,898.09	13,187.58	12,222.26	15,332.82	40,057.34	35,238.29
Travel-Out of Region	66,455.32	84,308.50	21,538.04	4,789.26	40,124.44	104,628.02	102,062.06
Travel Advisory	1,874.02	4,193.24	1,596.30	-	-	4,000.00	3,307.00
Meals	149,107.48	198,333.24	257,886.63	406,571.21	376,488.46	414,525.00	415,998.00
Travel-Volunteer	56,427.52	58,202.53	28,078.25	20,975.17	51,696.14	66,918.00	59,082.00
Fuel & Lubricant	439,895.25	434,508.16	339,981.39	359,029.94	546,144.88	458,179.23	477,923.69
Vehicle Maintenance	4,542.25	2,141.22	6,769.87	629.47	6,787.29	8,034.60	6,500.00
Tnsp Preventative Maintenance	304,190.40	359,814.21	455,195.33	337,753.20	402,416.01	320,179.36	358,524.35
County Facility Rent	149,777.90	281,884.47	286,196.72	281,843.51	283,447.38	282,720.00	254,911.43
Utilities	54,816.40	71,815.37	147,972.46	161,498.12	195,025.20	138,490.72	117,905.72
Building/Land Purchase	-	-	2,240,000.00	-	-	-	-
Bldg Maintenance	132,881.44	160,826.27	305,269.06	306,207.60	177,566.15	159,573.35	148,316.12
Capital Facility Improvements	-	-	8,515.00	897,759.49	721,073.43	110,997.00	-
Supplies	175,903.08	165,299.73	198,281.97	282,483.56	241,303.61	156,628.61	179,850.69
Head Start Supplies	61,431.70	77,431.10	132,028.62	118,769.94	223,983.86	117,099.97	241,299.97
Project Equipment	17,575.47	161,484.52	3,035.28	370,967.53	204,687.31	109,273.27	62,359.84
Computer/Software	189,231.72	23,649.00	85,282.53	134,915.62	99,976.80	21,481.68	43,201.42
Capital Equipment	579,309.80	11,185.76	843,997.59	118,190.13	181,162.98	62,520.00	36,262.00
Copier	16,686.21	27,799.48	49,721.13	38,949.42	38,160.23	46,897.70	52,762.11
Insurance	98,706.65	116,407.80	122,584.14	137,940.59	129,120.04	133,259.36	137,004.36
Cell Phones	17,774.50	8,996.20	10,133.37	13,919.06	5,017.40	18,959.60	19,345.60
Internet	22,380.26	15,081.52	18,363.75	21,629.83	22,598.45	18,075.08	16,075.08
Printing	20,358.09	29,048.13	12,813.62	18,197.91	10,780.38	32,028.00	22,547.66
Ads & Promotions	5,597.42	2,833.71	4,929.50	7,375.18	18,738.74	13,514.12	14,503.44
Publications	1,378.28	411.92	270.84	1,502.07	6,639.15	1,828.23	1,828.23
Training	54,783.82	21,107.38	6,327.54	5,488.70	3,318.60	10,000.00	13,842.68
Dues and fees	24,383.02	24,742.55	90,637.36	45,118.54	44,272.58	43,157.51	41,131.01
Communications	106,924.03	147,868.86	174,018.61	174,149.33	186,296.97	189,553.55	188,692.55
Postage/freight	8,494.34	9,910.10	9,378.35	8,404.30	5,756.59	16,281.12	14,426.00
911 Services	2,127,575.34	3,042,703.44	1,222,173.10	1,789,179.79	1,825,274.78	1,605,836.10	2,611,515.00
Other	8,487.15	61,118.92	13,718.50	317,859.03	14,372.15	11,342.57	12,430.06
Coffee Expense	2,025.78	1,899.03	781.97	531.92	2,269.44	2,150.00	2,150.00
Physicals/Safety	16,659.67	24,485.20	15,822.14	13,675.15	20,078.25	18,435.00	19,138.00
InKind Other	2,114,688.89	2,368,995.82	1,846,002.58	1,319,685.38	1,908,809.95	2,202,141.00	2,170,927.00
Executive Director Allowance	518.97	34.50	467.52	-	-	500.00	500.00
General Assembly	2,702.19	2,035.95	1,793.12	3,227.91	266.18	4,000.00	4,000.00
Sub-Total Program Expenditures	12,204,585.61	12,639,795.09	10,750,128.22	9,618,605.60	9,800,798.68	8,749,382.03	9,819,710.09
Grand Total Program Expenditures	19,084,827.09	20,656,348.62	22,153,383.92	21,765,640.29	22,324,213.86	22,240,674.53	23,221,646.87
Revenue over Expenditures	18,449	(36,971)	(347,902)	505,118	512,384	530,341	1,022,029



Executive/Finance Organization Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 ADMINISTRATIVE
 SCHEDULE D

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Salaries/Wages	517,961	492,909	360,758	340,122	387,595	490,847	499,338
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	194,553	191,857	122,940	122,090	137,581	168,526	162,852
Total Personnel	712,514	684,766	483,698	462,212	525,176	659,373	662,190
Administrative Costs	0	0	0	0	0	0	0
Network Services	28,842	26,146	10,971	15,196	17,891	26,658	37,606
Procurement Services	0	0	15,638	7,045	14,861	9,287	6,730
Human Resource Services	0	0	6,303	7,201	9,083	10,594	11,121
Facility Cost Allocation	77,717	73,449	46,242	42,732	50,173	38,301	48,823
Total Cost Allocations	106,559	99,595	79,154	72,174	92,009	84,840	104,280
Audit & Legal	35,000	33,388	34,575	33,414	34,129	42,542	42,542
Contract Services	0	2,631	897	2,153	25,593	2,500	5,000
Travel-In Region	7,758	4,225	5,061	6,260	9,737	13,418	13,068
Travel-Out of Region	12,865	10,195	2,659	1,358	5,496	9,840	8,940
Supplies	6,000	4,433	25,065	8,887	61,667	19,750	16,250
Computer/Software	0	0	0	0	0	0	0
Copier	(5,272)	(12,858)	(21,438)	(7,180)	(299)	4,590	7,893
Insurance	9,250	8,956	0	1,486	1,854	2,111	2,533
Cell Phones	1,355	(56)	0	0	0	0	0
Printing	2,050	1,121	992	584	3,778	3,850	3,850
Ads & Promotions	2,750	333	90	1,129	0	0	0
Publications	1,225	741	790	1,162	1,006	1,279	1,107
Training	5,625	1,950	361	4,772	1,553	3,740	3,740
Dues and fees	32,394	24,100	23,275	28,413	31,698	14,009	11,499
Postage/freight	12,807	9,134	12,363	4,113	7,499	7,085	7,150
Sub-Total Program Expenditures	123,807	88,293	84,690	86,551	183,712	124,714	123,572
					PY Excess Returned	(126,189.57)	(121,289)
Grand Total Program Expenditures	942,880	872,654	647,542	620,937	674,707	747,638	890,042

Program Allocation	Percentage to be		
	Salaries plus Fringe	allocated	\$ Amount Allocated
Human Resources	289,983	0.02	\$ 21,422
Procurement	332,010	0.03	\$ 24,526
Network	266,989	0.02	\$ 19,723
Facility	89,215	0.01	\$ 6,590
VISTA	76,051	0.01	\$ 5,618
Solid Waste	35,473	0.00	\$ 2,620
CEDAF	5,912	0.00	\$ 437
Economic Development District	95,108	0.01	\$ 7,026
911 ER Communications	605,289	0.05	\$ 44,714
Criminal Justice Academy	93,708	0.01	\$ 6,922
Criminal Justice Planning	38,816	0.00	\$ 2,867
Criminal Justice Purchase of Services	9,905	0.00	\$ 732
Criminal Justice VAWA	18,209	0.00	\$ 1,345
Homeland Security	165,814	0.01	\$ 12,249
Transit	3,818,687	0.32	\$ 282,092
Area Agency on Aging	521,402	0.04	\$ 38,517
ADRC	86,137	0.01	\$ 6,363
211 Information & Referral	127,949	0.01	\$ 9,452
Foster Grandparent	98,816	0.01	\$ 7,300
Senior Companion	56,270	0.00	\$ 4,157
RSVP	135,394	0.01	\$ 10,002
Head Start	5,081,383	0.42	\$ 375,369
	12,048,520	1.00	\$ 890,042

7.39%

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 NON-PROJECT

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 BUDGET	FY 22-23 BUDGET
Local Funds	601.13	7,683.79	1,522.45	741.45	16,269.77	-
Interest	-	-	-	-	1,729.42	-
Membership Dues	8,987.62	14,796.45	8,194.73	14,645.10	9,431.27	14,270.00
Total Program Revenue	9,588.75	22,480.24	9,717.18	15,386.55	27,430.46	14,270.00
Salaries/Wages	-	2,390.11	197.50	-	3,310.17	-
Overtime	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-
Fringe Benefits	-	515.48	42.29	-	719.35	-
Total Personnel	-	2,905.59	239.79	-	4,029.52	-
Administrative Costs	-	387.05	17.69	-	249.40	-
Network Services	-	87.75	-	-	-	-
Procurement Services	-	-	-	-	-	285.12
Human Resource Services	-	-	-	-	-	-
Facility Cost Allocation	-	-	-	-	-	-
Total Cost Allocations	-	474.80	17.69	-	249.40	285.12
Recognition - Employee	1,668.23	2,612.15	94.20	3,537.70	-	4,270.00
Contract Services	-	1,000.00	-	-	-	-
Travel-In Region	-	-	234.89	-	-	-
Travel-Out of Region	179.90	644.60	-	-	-	-
Supplies	9.48	537.05	3,392.87	-	860.45	1,500.00
Project Equipment	-	-	-	-	13,244.77	-
Copier	-	113.84	26.38	8.62	-	-
Ads & Promotions	-	-	1,050.00	5,837.98	16,294.99	-
Dues and fees	3,413.42	820.26	1,618.75	677.09	1,593.98	1,714.88
Postage/freight	-	13.50	-	-	-	500.00
Other	245.00	-	-	-	-	-
Coffee Expense	851.56	664.78	781.97	203.88	395.32	1,500.00
Executive Director Allowance	518.97	34.50	467.52	-	-	500.00
General Assembly	2,702.19	2,035.95	1,793.12	3,227.91	266.18	4,000.00
Sub-Total Program Expenditures	9,588.75	8,476.63	9,459.70	13,493.18	32,655.69	13,984.88
Grand Total Program Expenditures	9,588.75	11,857.02	9,717.18	13,493.18	36,934.61	14,270.00
Revenue over Expenditures	-	10,623.22	-	1,893.37	(9,504.15)	-

Note: Salaries/Wages in prior years are for time spent fund raising and researching new grants

FY 23-24
BUDGET

-
-
14,270.00
14,270.00

-
-
-
-

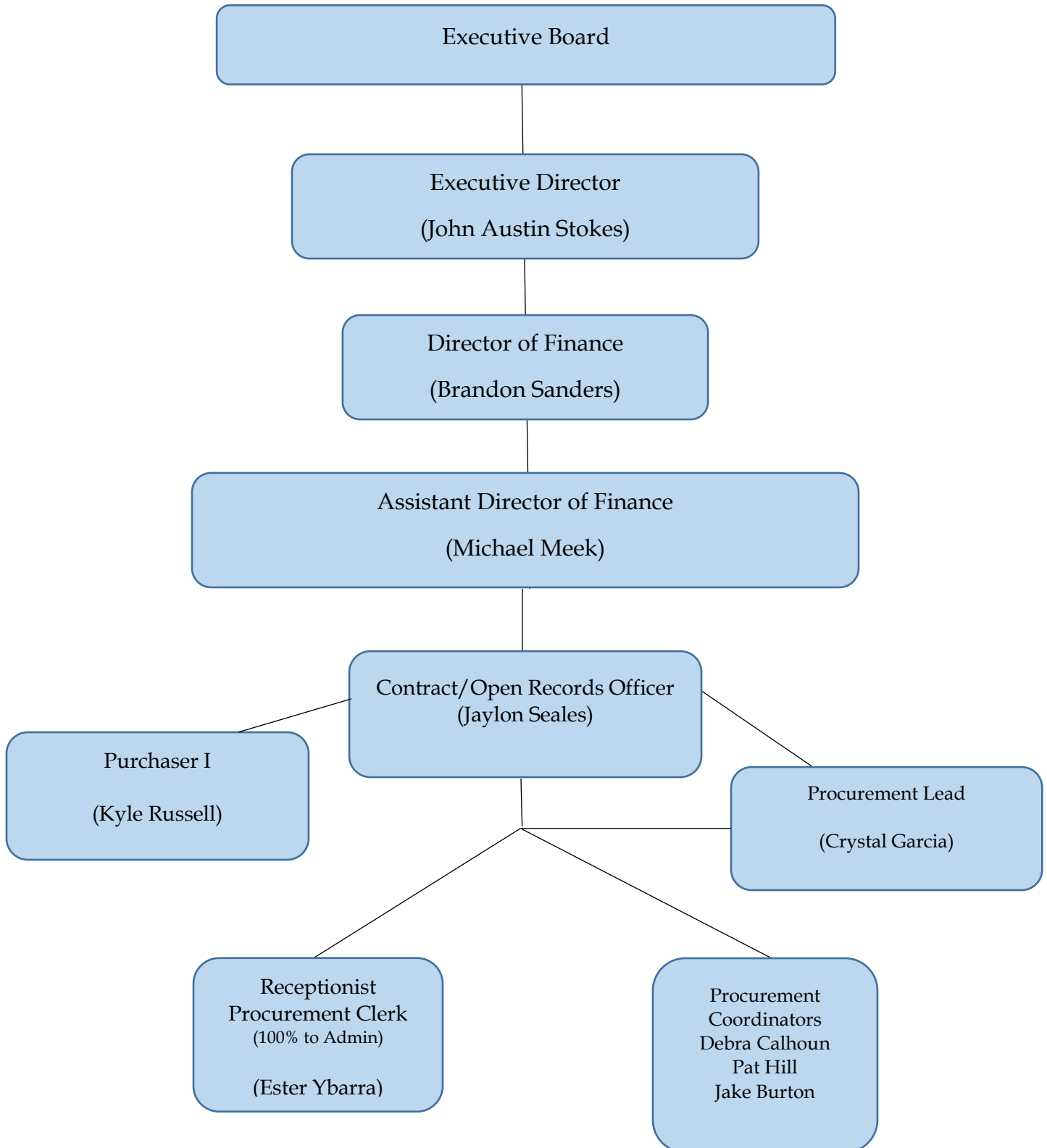
-
-
206.41
-
-
206.41

4,270.00
-
-
-
1,500.00
-
-
-
1,714.88
500.00
-
1,500.00
500.00
4,000.00
13,984.88

14,191.29

78.71

Procurement Organization Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 PROCUREMENT SERVICES COST CENTER
 Schedule H

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Salaries/Wages	-	-	112,797	214,134	230,266	211,043	220,597
Incentives and Certifications	-	-	-	-	-	9,275.04	-
Fringe Benefits	-	-	55,965	95,916	112,366	107,459	111,413
Total Personnel	-	-	168,762	310,049	342,632	327,777	332,010
AdministrativeCosts	-	-	12,415	21,008	21,231	20,194	23,905
Network Services	-	-	10,174	20,298	24,672	35,544	32,853
Procurement Services	-	-	-	-	-	-	-
Human ResourceServices	-	-	5,251	7,532	8,096	9,081	7,699
Facility Cost Allocation	-	-	17,991	40,101	46,655	34,076	24,254
Total Cost Allocations	-	-	45,831	88,938	100,654	98,895	88,711
Contract Services	-	-	-	-	504	-	-
Travel-In Region	-	-	20	725	10	500	300
Travel-Out of Region	-	-	1,059	-	-	3,000	3,500
Fuel & Lubricant	-	-	-	-	472	3,000	2,000
Vehicle Maintenance	-	-	-	-	7,426	2,000	-
Supplies	-	-	1,276	1,948	5,264	3,000	2,800
Computer/Software	-	-	5,578	5,296	-	-	2,600
Copier	-	-	161	15	37	500	300
Insurance	-	-	-	-	65	-	-
Cell Phones	-	-	30	-	-	-	-
Ads & Promotions	-	-	297	-	-	-	-
Training	-	-	40	2,823	880	1,000	1,500
Dues and fees	-	-	221	-	-	-	-
Postage/freight	-	-	23	-	-	-	-
Physicals/Safety	-	-	-	-	228	-	-
Sub-Total Program Expenditures	-	-	8,705	10,807	14,886	13,000	13,000
Grand Total Program Expenditures	-	-	223,298	409,795	458,172	439,672	433,721

Note: Expenses allocated to Programs based on \$ amount of Program Procurements
 Department consists of 6 employees to perform procurement for programs

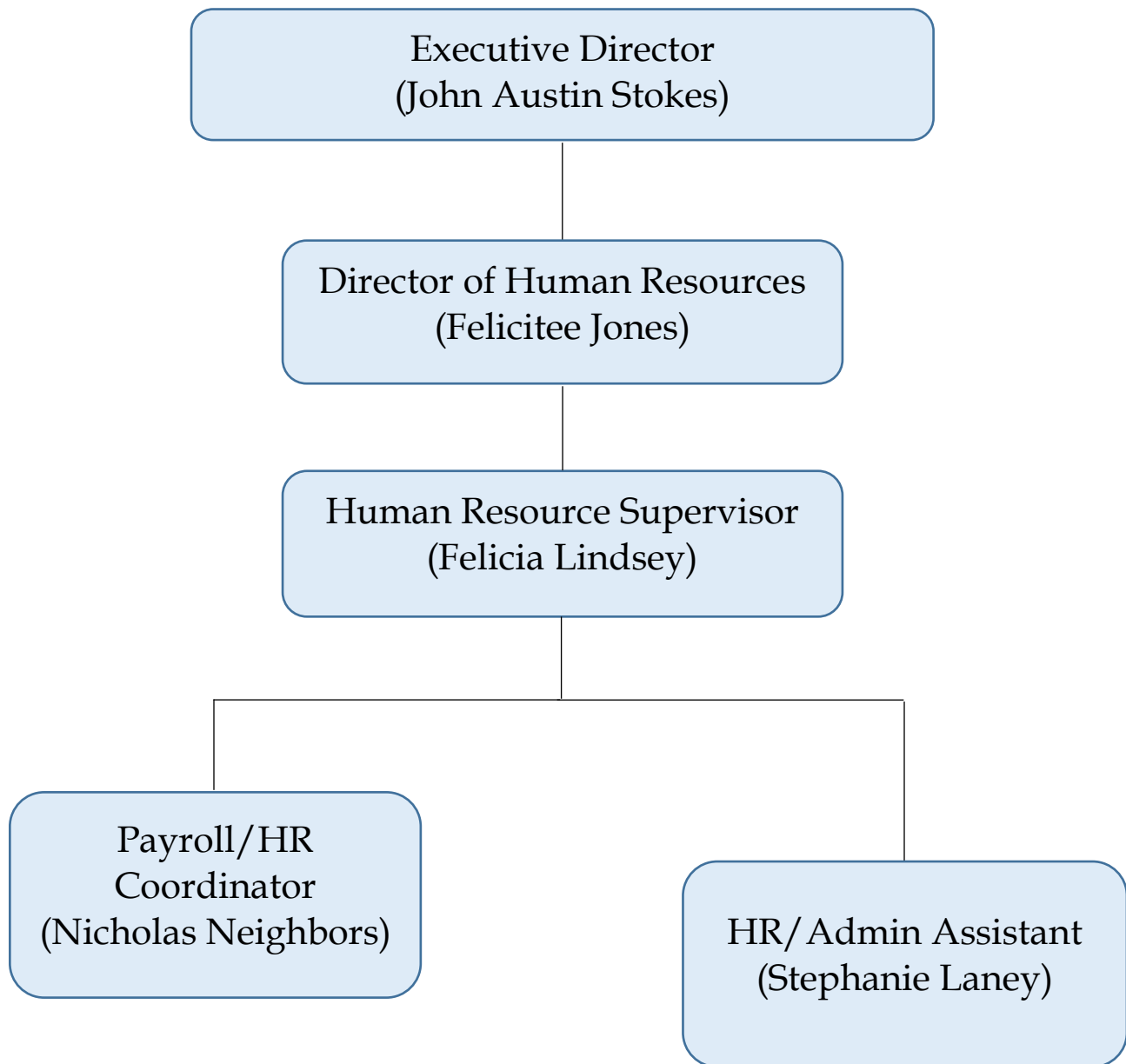
Program Allocation by CLASS	Total \$ Purchase Orders	Percentage to be allocated	\$ Amount Allocated
Administration	97,824	0.02 %	\$ 6,730
Non-Project	3,000	0.00 %	\$ 206
Network	130,733	0.02 %	\$ 8,995
Human Resources	46,788	0.01 %	\$ 3,219
Link Road	209,195	0.03 %	\$ 14,393
Solid Waste	67,699	0.01 %	\$ 4,658
Economic Development District	2,941	0.00 %	\$ 202
EDD Addressing	-	- %	\$ -
Vista	6,000	0.00 %	\$ 413
911 ER Communications	2,744,515	0.44 %	\$ 188,828
Criminal Justice Academy	40,103	0.01 %	\$ 2,759
CJ Planning	-	- %	\$ -
CJ Juvenile Justice Services	14,602	0.00 %	\$ 1,005
CJ VAWA	13,629	0.00 %	\$ 938
Homeland Security	6,505	0.00 %	\$ 448
Transit	1,772,848	0.28 %	\$ 121,975
Area Agency on Aging	150,260	0.02 %	\$ 10,338
ADRC	21,094	0.00 %	\$ 1,451
211 Information & Referral	1,919	0.00 %	\$ 132
Foster Grandparent	22,917	0.00 %	\$ 1,577
Senior Companion	15,566	0.00 %	\$ 1,071
RSVP	6,235	0.00 %	\$ 429
Head Start	929,546	0.15 %	\$ 63,954
	6,303,918	1.00 %	\$ 433,721



CONCHO VALLEY

COUNCIL OF GOVERNMENTS

Human Resources Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
HUMAN RESOURCES SERVICES COST CENTER
Schedule I

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Salaries/Wages	-	-	124,129	147,911	169,847	160,384	204,438
Incentives and Certifications	-	-	-	-	-	2,000	2,000
Fringe Benefits	-	-	47,137	53,032	72,867	71,350	85,545
Total Personnel	-	-	171,266	200,943	242,714	233,734	291,983
Administrative Costs	-	-	12,593	13,620	15,039	14,468	20,879
Network Services	-	-	10,672	12,192	13,538	16,759	18,773
Procurement Services	-	-	41,755	33,592	980	960	2,473
Human Resource Services	-	-	-	-	-	-	-
Facility Cost Allocation	-	-	20,784	19,280	34,847	23,061	38,903
Total Cost Allocations	-	-	85,804	78,683	64,403	55,248	81,028
Travel-In Region	-	-	271	107	166	1,500	1,500
Travel-Out of Region	-	-	-	-	35	1,000	1,000
Conference Fees	-	-	-	-	-	1,000	1,000
Supplies	-	-	2,967	1,391	2,729	2,000	2,000
Computer/Software	-	-	3,433	2,604	-	1,000	2,700
Copier	-	-	3,604	1,771	766	2,000	2,000
Training	-	-	300	1,093	356	3,500	3,500
Dues and fees	-	-	11,959	19,769	16,962	20,000	42,088
Postage/freight	-	-	113	350	171	550	550
Physicals/Safety	-	-	-	-	-	-	-
Sub-Total Program Expenditures	-	-	22,647	27,086	21,185	32,550	56,338
Grand Total Program Expenditures	-	-	279,717	306,713	328,303	321,532	429,349

Note: Expenses allocated to Programs based on number of employees in Program
Department consists of 4 employees to cover all staffing needs for CVCOG

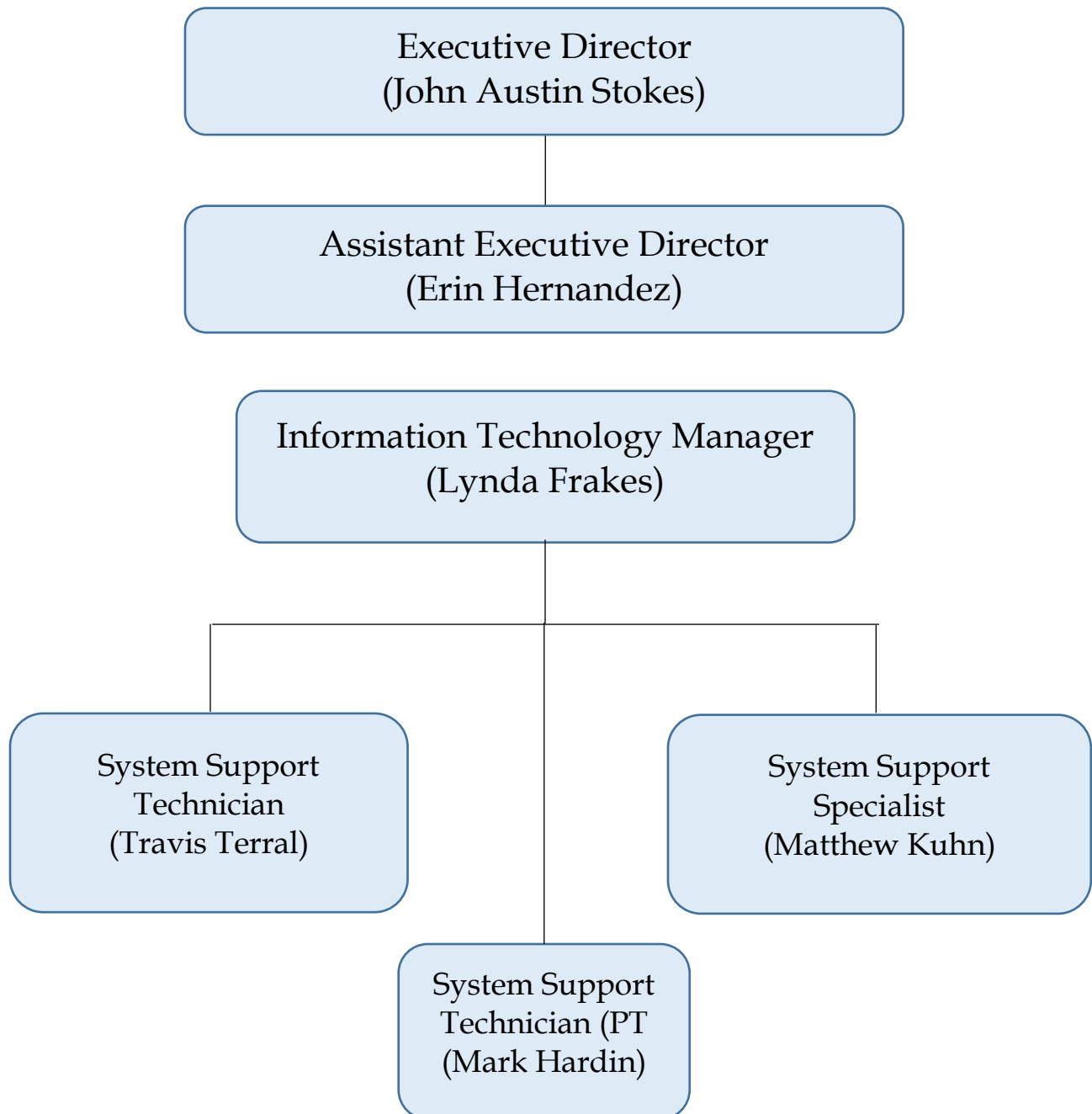
Program Allocation	# Employees	Percentage to be	
		allocated	\$ Amount Allocated
Administration	7	0.03	\$ 11,120.97
Procurement	6	0.02	\$ 9,532.26
Network	3	0.01	\$ 4,766.13
Facility	1.5	0.01	\$ 2,383.07
Solid Waste	0.4	0.00	\$ 635.48
CDBG	0.1	0.00	\$ 158.87
Vista	1	0.00	\$ 1,588.71
Economic Development District	0.5	0.00	\$ 794.36
EDD Addressing	1	0.00	\$ 1,588.71
911 ER Communications	8	0.03	\$ 12,709.68
Criminal Justice Academy	1	0.00	\$ 1,588.71
CJ Planning	0.44	0.00	\$ 699.03
Homeland Security	1.56	0.01	\$ 2,478.39
Transit	77.5	0.29	\$ 123,125.04
Area Agency on Aging	8	0.03	\$ 12,709.68
ADRC	1.25	0.00	\$ 1,985.89
211 Information & Referral	3	0.01	\$ 4,766.13
Foster Grandparent	1	0.00	\$ 1,588.71
Senior Companion	1	0.00	\$ 1,588.71
RSVP	2	0.01	\$ 3,177.42
Head Start	145	0.54	\$ 230,362.98
	270.25	1.00	429,348.94
Human Resources	4		
Total Positions	274.25		



CONCHO VALLEY

COUNCIL OF GOVERNMENTS

Information Technology Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 INFORMATION TECHNOLOGY COST CENTER
 Schedule F

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Salaries/Wages	81,275	114,702	145,989	179,631	173,575	154,628	193,125
Incentives and Certifications	-	-	-	-	-	9,500	4,000
Fringe Benefits	20,764	34,626	57,239	87,122	73,843	63,253	73,864
Total Personnel	102,039	149,328	203,229	266,752	247,418	227,381	270,989
Administrative Costs	16,500	19,890	14,951	17,268	15,328	14,009	20,018
Network Services	-	-	-	-	-	-	-
Procurement Services	-	-	1,494	3,682	3,601	18,202	12,364
Human Resource Services	-	-	3,228	4,799	4,651	4,540	7,130
Facility Cost Allocation	8,251	9,130	19,351	20,974	35,961	34,680	37,636
Total Cost Allocations	24,751	29,020	39,024	46,723	59,541	71,431	77,150
Contract Services	-	1,165	-	-	-	5,000	5,000
Travel-In Region	-	-	300	1,006	314	1,800	1,800

Supplies:	6,165	2,415	4,616	1,900	1,303	7,000	7,000
Cables	-	-	-	27	114	500	500
Toner for IT Staff	2,047	368	-	180	-	500	500
Power Supplies	1,234	-	30	135	167	1,500	1,500
Switches	1,824	-	-	-	-	-	-
Hard drives for backup space	-	66	412	-	-	1,500	1,500
Computer Supplies (keyboards, mouse)	433	951	2,896	849	893	1,000	1,000
Office Supplies	-	831	1,279	710	129	2,000	2,000
Security Camera System	580	199	-	-	-	-	-
Imaging Drum	47	-	-	-	-	-	-

Project Equipment:	6,676	-	4,878	1,977	11,390	3,000	3,000
Laptop for IT Staff	2,554	-	4,218	1,977	-	-	-
Desktop for IT Staff	960	-	-	-	5,222	3,000	3,000
Printer for IT Staff	1,467	-	-	-	-	-	-
Static IP and VPN	-	-	660	-	-	-	-
ID Card Printer & Supplies	1,695	-	-	-	-	-	-
Migration to Link Road (Snider IT)	-	-	-	-	1,719	-	-
Networking Hardware	-	-	-	-	4,449	-	-

Computer/Software:	9,689	12,172	14,979	17,032	30,422	128,680	67,897
MailRoute SPAM filtering @ \$2 mo. per email acct	-	1,940	2,665	3,037	2,280	3,570	3,570
Domain Name (FRS) (CVCOG)	-	42	-	42	42	70	70
Exchange Service Certificate	988	480	-	400	-	-	-
TRS Certificate	-	-	-	-	-	145	145
SQL Server License	-	-	80	-	95	-	-
Hosted Exchange Migration	-	-	-	-	-	10,000	-
Hosted Exchange (191 mailboxes @ \$12.50 mo)	-	-	-	-	-	28,650	28,650
Server Maintenance	594	-	-	-	-	1,000	1,000
Firewall/Web Filtering	-	-	3,500	-	2,213	1,980	1,980
Software (additions and upgrades)	-	1,350	-	1,656	-	1,985	1,985
Bluehost - Web hosting	-	-	288	151	312	300	300
Anti-virus Renewal-3 years	-	-	-	-	-	1,415	1,415
MIP Accounting System Maint. Support	8,107	8,360	8,446	8,995	23,230	9,500	1,977
TRS Time Migration	-	-	-	-	-	64,625	21,365
Exchange User Licenses	-	-	-	-	-	2,690	2,690
Asset Tracking System	-	-	-	2,750	2,250	2,750	2,750

Cell Phones	360	300	-	120	-	-	-
Training	-	95	724	798	1,319	1,600	1,600
Dues and fees	-	-	81	-	88	100	100
Communications	-	31,340	30,728	28,759	22,871	47,736	47,736
Sub-Total Program Expenditures	22,890	47,488	56,305	51,592	67,707	194,916	134,133

Grand Total Program Expenditures 149,679 225,836 298,558 365,068 374,666 493,728 482,271

Note: Expenses allocated to Programs based on number of email accounts
 FY 19-20 increase related to additional staff member added. FY 20-21 added one more member to meet program demands.

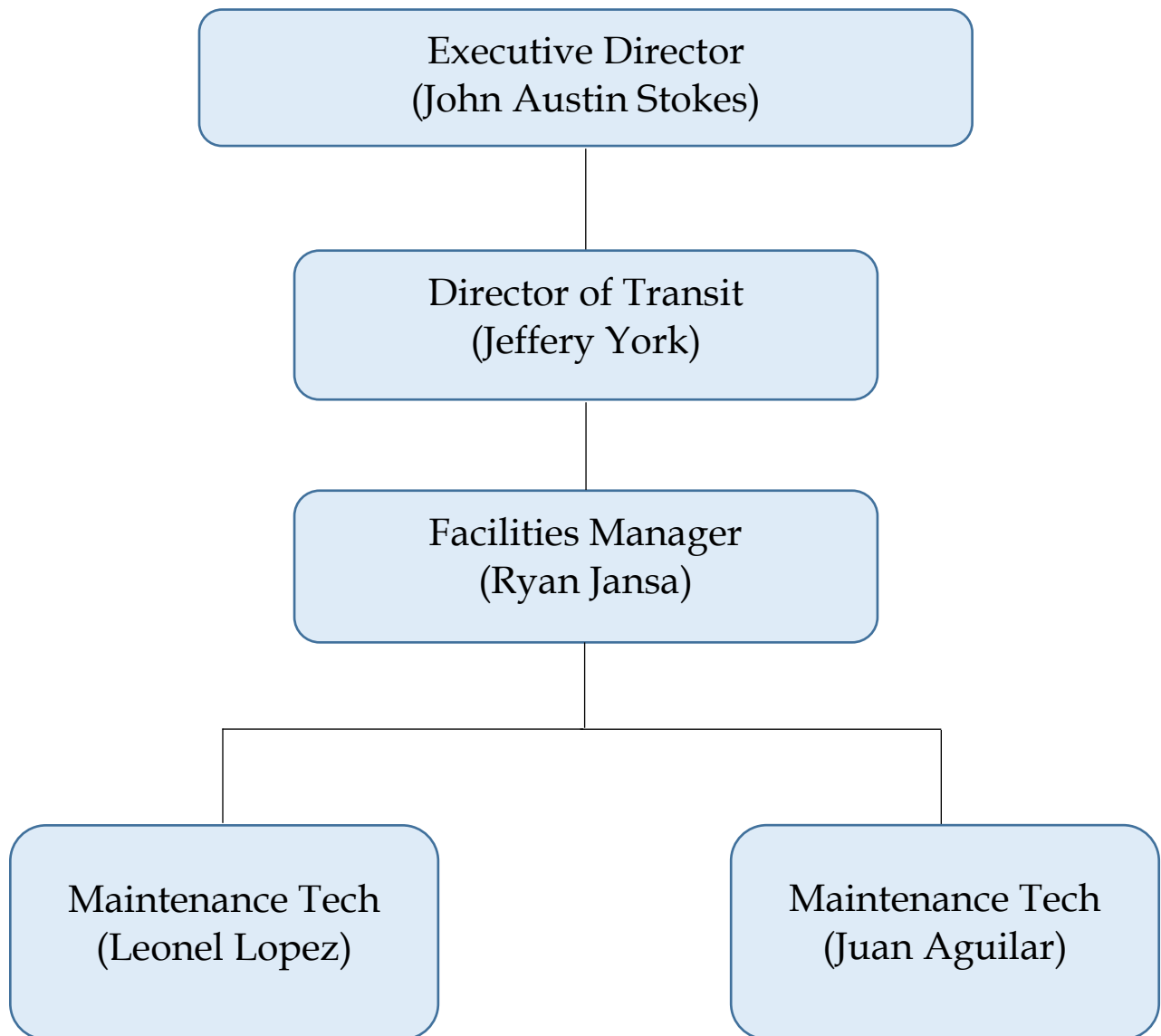
Program Allocation	# Email Accounts	Percentage Allocation to Programs	\$ Amount Allocated
Administration	9	0.0783	\$ 37,743
Procurement	8	0.0696	\$ 33,549
Facility	1	0.0087	\$ 4,194
Human Resources	4	0.0348	\$ 16,775
Solid Waste	1	0.0087	\$ 4,194
Economic Development District	1	0.0087	\$ 4,194
EDD Addressing	1	0.0087	\$ 4,194
Vista	2	0.0174	\$ 8,387
911 ER Communications	12	0.1043	\$ 50,324
Criminal Justice Academy	3	0.0261	\$ 12,581
CJ Planning	0	-	\$ -
Homeland Security	2	0.0174	\$ 8,387
Transit	25	0.2174	\$ 104,842
Area Agency on Aging	10	0.0870	\$ 41,937
ADRC	2	0.0174	\$ 8,387
211 Information & Referral	4	0.0348	\$ 16,775
Foster Grandparent	1	0.0087	\$ 4,194
Senior Companion	0.65	0.0057	\$ 2,726
RSVP	2.35	0.0204	\$ 9,855
Head Start	26	0.2261	\$ 109,035
sub-total Program Email Accts	115.00	1.00	\$ 482,271
Network			10.00
Total Email Accounts, as of 7/6/2022			125.00



CONCHO VALLEY

COUNCIL OF GOVERNMENTS

Facility Management Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 FACILITY MAINTENANCE COST CENTER- Link Road
 Schedule G

	Loop 306 FY 17-18 ACTUAL	Loop 306 FY 18-19 ACTUAL	Loop 306 FY 19-20 ACTUAL	Loop 306 FY 20-21 ACTUAL	Both Facilities FY 21-22 ACTUAL	Link Road FY 22-23 BUDGET	Link Road FY 23-24 BUDGET
Salaries/Wages	22,396	22,561	23,620	22,603	41,860	54,418	59,141
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	13,280	15,108	14,695	13,379	21,158	26,367	30,074
Total Personnel	35,676	37,669	38,305	35,982	63,018	80,785	89,215
Administrative Costs	5,754	5,017	2,817	2,436	3,906	4,977	6,050
Network Services	-	1,138	2,629	2,667	1,139	4,443	4,312
Procurement Services	-	-	8,613	25,038	26,755	18,296	32,489
Human Resource Services	-	-	1,063	1,109	853	2,270	1,781
Facility Cost Allocation	20,588	20,369	-	-	-	-	-
Total Cost Allocations	26,342	26,524	15,122	31,250	32,652	29,986	44,632
Uniforms	-	-	-	-	-	500	449
Contract Services	2,123	-	-	518	8,092	140,000	140,000
Travel-In Region	-	-	-	114	-	500	200
Vehicle Maintenance	-	-	-	-	285	-	-
Facility Improvement	-	-	312,000	312,000	234,000	30,000	30,000
Southland Park Lease	-	-	312,000	312,000	234,000	-	-
Capital Construction-Local	-	-	-	-	-	30,000	30,000
Total Utilities	44,338	37,861	30,991	43,713	53,214	54,738	56,432
Gas Utilities	780	729	857	1,037	712	8,360	4,880
Water Utilities	2,825	2,946	3,106	3,075	3,558	3,812	6,840
Trash Services	3,646	3,149	3,875	3,401	5,430	4,266	3,198
Electric Utilities	36,559	30,358	23,153	33,861	42,053	38,300	41,514
Southland Storm Water Fee	528	679	-	2,339	1,462	-	-
Total Building Maintenance	17,390	19,235	24,567	23,602	3,618	88,195	101,542
Floor	-	-	-	-	-	-	-
Generator Maintenance	414	2,524	1,807	-	450	8,200	8,200
Air Filter Maintenance	5,377	7,134	9,149	10,980	(2,043)	3,000	3,000
AC Maintenance	-	-	-	-	-	38,000	52,500
Pest Control	1,408	405	495	495	90	565	1,140
Non-Vehicle Maintenance	-	-	-	-	-	2,382	2,382
Angelo Water RO Service	1,757	2,192	1,877	1,997	701	546	438
Misc Electrical Maintenance	168	270	1,528	923	210	-	-
Misc Building Maintenance	5,504	3,901	7,079	4,726	1,355	24,000	20,000
Misc Plumbing Maintenance	562	1,444	909	2,518	2,041	8,000	10,200
CINTAS (mats, mops and terry cloths)	2,200	1,365	1,723	1,963	815	3,502	3,682
Supplies	6,073	5,709	6,058	28,468	4,009	15,860	18,260
Cleaning Supplies	5,112	3,196	4,252	5,015	758	4,600	3,000
General Supplies	961	2,513	1,806	23,453	3,250	11,260	15,260
Insurance	-	-	8,206	6,856	8,262	24,251	24,251
Ads & Promotions	-	-	-	-	485	-	-
Dues and fees	-	-	-	-	3	-	-
Physicals/Safety	895	704	555	570	3,813	9,458	8,709
Fire Alarm Service	570	524	203	-	1,697	3,841	4,340
Access Control	-	-	-	-	-	5,000	3,500
AED (Defibrillator)	-	-	262	-	2,021	350	350
Fire Extinguisher and Fire Inspection Service	325	180	90	570	95	267	519
Sub-Total Program Expenditures	70,819	63,509	382,377	415,842	315,782	363,502	379,844
Grand Total Program Expenditures	132,837	127,702	435,804	483,074	411,451	474,273	513,691

Note: Expenses allocated to Programs based on square footage occupied at Link Road

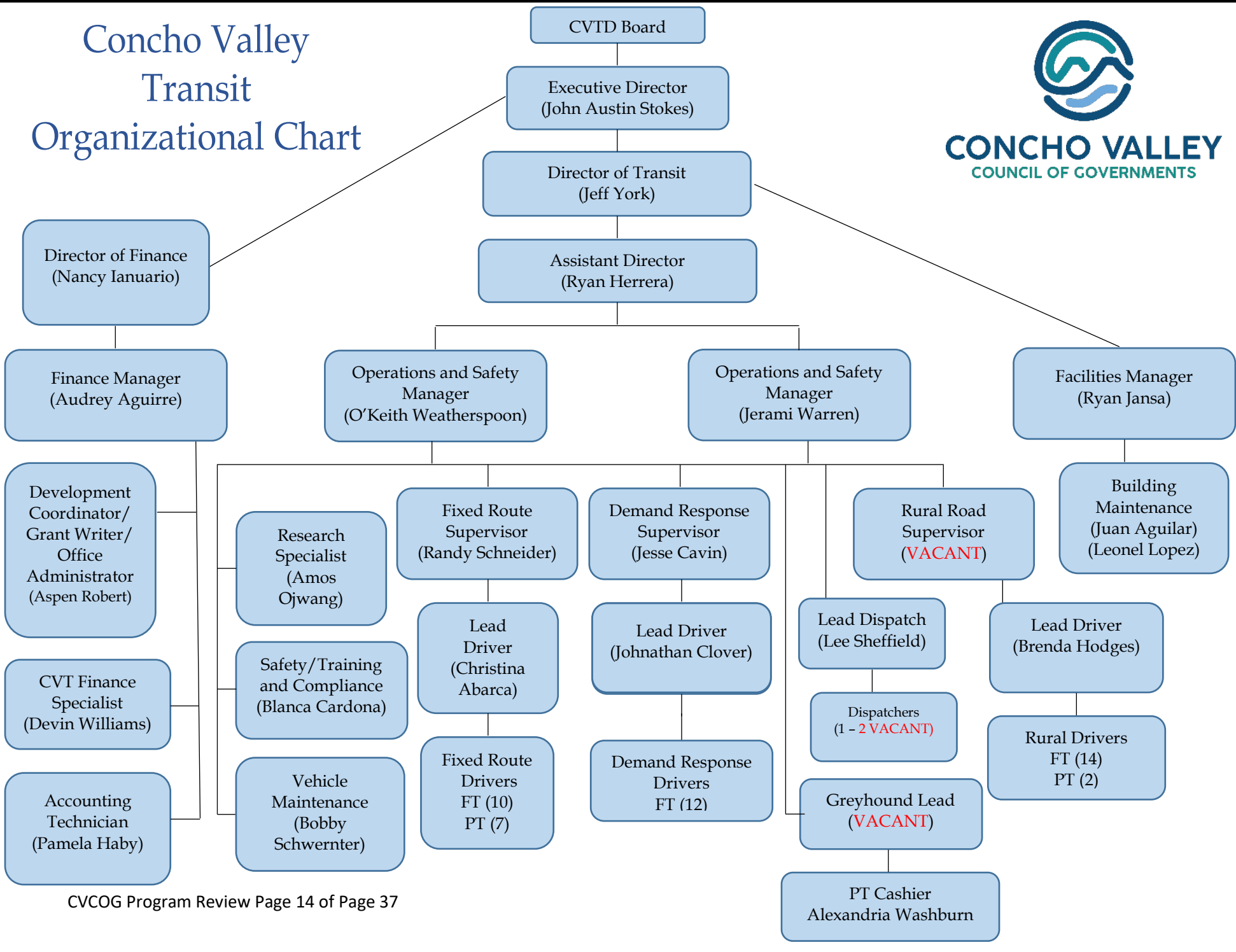
Department	Sq Footage Occupied			Room #	FGP	SCP	RSVP
AAA Admin	358.00	2.25%	11,582.88				
AAA Care Coordination	229.50	1.45%	7,425.34				
AAA Caregiver Support	153.00	0.96%	4,950.23				
AAA Caregiver Information	76.50	0.48%	2,475.11				
AAA IRA	343.00	2.16%	11,097.57				
AAA Ombudsman	313.00	1.97%	10,126.93				
AAA Data Management	344.00	2.17%	11,129.92				
Z11 space	525.00	3.31%	16,986.07				
ADRC SGR	526.00	3.31%	17,018.43				
ADRC Housing Navigator	-	0.00%	-				
ADRC Promoting Independence	-	0.00%	-				
FGP	373.94	2.36%	12,098.61				
SCP	261.33	1.65%	8,455.18	S108	45%	20%	35%
RSVP	248.73	1.57%	8,047.52	S106	45%	20%	35%
911 space	2,906.00	18.30%	94,021.95	S105	55%	45%	
VISTA	306.00	1.93%	9,900.45	S104	55%	45%	
Transportation	466.00	2.94%	15,077.16				
Head Start (Administrative)	1,615.00	10.17%	52,252.39				
Network	1,149.00	7.24%	37,175.23				
HR Services	1,188.00	7.48%	38,437.05				
Administration	1,509.00	9.50%	48,822.82				
Procurement Services	954.00	6.01%	30,866.12				
Criminal Justice	1,158.00	7.29%	37,466.42				
Homeland Security	636.00	4.01%	20,577.41				
CVEDD	119.00	0.75%	3,850.18				
Solid Waste	119.00	0.75%	3,850.18				
	15,877.00	100.00% must equal 100%					
Common Space (Training/Kitchen/Record Room)	24,157						

Facility offices	<u>382</u>
Total office space	<u><u>40,416</u></u>

Concho Valley Transit Organizational Chart



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 Concho Valley Transit District

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	1,601,172.00	1,703,462.00	2,686,548.00	1,950,067.20	1,557,466.80	2,631,033.00	3,090,656.00
COVID-19 Funding	-	-	1,142,975.44	1,902,646.19	951,571.00	-	-
State Administrated Federal	1,344,913.36	919,510.00	1,196,351.00	695,576.00	935,743.00	1,273,544.76	1,435,993.00
State	1,035,267.00	843,920.00	823,556.00	809,300.00	932,785.00	840,928.00	861,917.00
Program Income	202,828.63	178,485.22	118,910.02	105,258.12	129,581.46	172,022.00	200,500.00
Local Funds	1,446,852.46	1,505,967.24	1,532,447.85	1,532,273.18	2,842,810.30	1,448,122.18	1,749,353.74
InKind - Toll Credits	110,621.00	26,889.00	120,903.00	39,940.00	33,847.00	42,599.00	30,000.00
Membership Dues	-	-	-	-	-	-	-
Total Program Revenue	5,741,654.45	5,178,233.46	7,621,691.31	7,035,060.69	7,383,804.56	6,408,248.94	7,368,419.74
Salaries/Wages	1,840,120.56	2,041,521.18	1,873,933.61	2,186,324.56	2,273,355.46	2,371,599.03	2,552,945.52
Overtime	-	-	47,992.69	-	-	35,309.63	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	843,149.38	981,335.92	862,513.20	1,019,905.15	1,106,518.93	1,190,587.88	1,265,741.59
Total Personnel	2,683,269.94	3,022,857.10	2,784,439.50	3,206,229.71	3,379,874.39	3,597,496.54	3,818,687.11
AdministrativeCosts	432,976.07	402,644.67	219,378.08	217,372.86	209,404.06	221,636.99	274,945.47
Network Services	-	91,290.52	47,132.68	80,221.15	103,339.38	124,403.29	132,594.61
Procurement Services	-	-	55,585.40	116,229.87	163,367.07	121,699.98	82,592.25
Human ResourceServices	-	-	72,747.11	88,528.86	94,889.74	117,294.29	141,984.23
Facility Cost Allocation	15,486.40	3,748.56	3,079.54	22,859.18	83,978.03	18,532.01	15,548.76
Total Cost Allocations	448,462.47	497,683.75	397,922.81	525,211.92	654,978.28	603,566.56	647,665.32
Uniforms	1,516.19	2,071.42	14,171.41	43,350.42	1,292.27	700.00	5,100.00
Audit & Legal	16,474.87	17,604.33	23,944.56	20,088.73	16,885.90	18,552.00	18,798.88
Contract Services	186,279.78	162,216.84	162,021.95	77,055.41	239,598.05	6,000.00	237,146.00
Pass-Thru Funds	133,472.21	-	47,761.72	14,081.40	68,861.66	50,000.00	50,000.00
Travel-In Region	3,407.46	3,229.67	1,920.92	16.00	53.89	500.00	500.00
Travel-Out of Region	9,774.29	18,201.43	1,043.89	-	4,290.26	7,000.00	7,000.00
Meals	-	-	-	-	71.94	-	-
Fuel & Lubricant & Tires	439,134.50	433,622.39	339,039.87	357,977.73	544,757.82	451,179.23	469,923.69
Tnsp Vehicle Maintenance	304,190.40	359,814.21	455,195.33	337,753.20	402,416.01	320,179.36	358,524.35
County Facility Rent	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00
Utilities	25,475.14	27,398.58	40,978.11	48,947.53	74,919.14	25,490.72	25,490.72
Building/Land Purchase	-	-	2,240,000.00	-	-	-	-
Bldg Maintenance	83,142.52	26,439.35	112,218.32	155,047.37	58,969.17	64,568.12	64,568.12
Capital Facility Improvements	-	-	8,515.00	897,759.49	721,073.43	110,997.00	-
Supplies	90,080.70	95,086.83	95,943.22	153,799.96	116,378.37	62,123.94	81,751.45
Project Equipment	10,255.28	26,835.48	3,035.28	100,831.96	-	-	-
Computer/Software	188,352.72	1,080.00	84,232.53	9,537.76	29,902.64	17,451.75	18,588.42
Capital Equipment	579,309.80	11,185.76	519,042.00	118,190.13	102,883.34	62,520.00	36,262.00
Capital Construction	-	-	-	-	-	-	110,997.00
Copier	3,539.05	3,611.41	2,696.13	1,017.46	848.72	1,000.00	1,000.00
Insurance	93,648.00	109,646.00	107,741.24	121,373.00	112,205.14	115,537.36	115,537.36
Cell Phones	15,325.52	6,185.39	6,698.79	6,840.38	2,125.26	2,109.60	2,109.60
Internet	22,380.26	15,081.52	15,338.58	15,146.26	14,740.50	16,075.08	16,075.08
Printing	14,213.85	19,086.62	4,315.08	11,778.56	7,696.52	4,000.00	4,500.00
Ads & Promotions	4,028.81	738.56	159.57	341.00	61.64	200.00	200.00
Publications	1,378.28	411.92	270.84	1,502.07	6,639.15	1,828.23	1,828.23
Training	45,817.82	13,782.88	1,213.54	-	-	-	-
Dues and fees	4,613.77	3,256.47	66,732.79	17,485.52	12,913.88	14,279.45	14,479.45
Communications	76,656.85	122,804.00	147,520.92	148,537.98	133,305.39	156,553.55	156,553.55
Postage/freight	3,992.36	4,244.25	3,483.25	2,777.60	1,207.01	1,050.00	1,050.00
Other	8,014.22	60,718.92	3,989.48	16,821.47	14,372.15	8,500.00	9,587.49
Coffee Expense	1,174.22	1,234.25	-	328.04	1,874.12	650.00	650.00
Physicals/Safety	13,652.17	14,654.25	14,588.79	12,424.13	17,218.74	10,200.00	10,200.00
InKind Other	110,621.00	26,889.00	120,903.00	39,940.00	33,847.00	42,599.00	52,199.00
Sub-Total Program Expenditures	2,609,922.04	1,707,131.73	4,764,716.11	2,850,750.56	2,861,409.11	1,691,844.39	1,990,620.39
Grand Total Program Expenditures	5,741,654.45	5,227,672.58	7,947,078.42	6,582,192.19	6,896,261.78	5,892,907.49	6,456,972.82
Revenue over Expenditures	-	(49,439.12)	(325,387.11)	452,868.50	487,542.78	515,341.45	911,446.92

Excess FTA funds carried to next fiscal year

NOTE: The Transit District Fiscal Year is September through August.

FY 18-19 used prior year funds to purchase vehicles

FY 19-20 used prior year funds to purchase land at Christoval Road

FY 19-20, FY 20-21, and FY 21-22 reflecting COVID and ARP funding

FY 22-23 Federal and State Federal award increases are due to the requirement to spend COVID and ARP funding first. Federal and State Federal appropriation funds were carried forward.

FTA excess funds carried forward are due to lack of local funds required to match Federal award in order to request the Federal funding

Appropriations are based on legislative formulas that look at population, population density, revenue vehicle miles, and low-income individuals in rural areas.

Head Start/ Early Head Start Organizational Chart



Executive Board

Executive Director
(John Austin Stokes)

Director of Head Start
(Carolina Raymond)

Assistant Director
(Stephanie Hernandez)

Policy Council

Compliance and
Nutrition Specialist
(Mary Husted)

HS Education
Manager
(Cheryl Mayberry)

Health and Mental
Health Manager
(Melissa Miranda)

Family and
Community
Manager
(Stacy Walker)

ERSEA and
Facilities Manager
(Ofelia Baron)

EHS Education
Manager
(Stephanie Hernandez)

Christoval HS
- Site Supervisor/
Family Service Worker
- Teachers
- Teacher Assistants
- Custodian

Eldorado HS
Site Supervisor/ Family
Service Worker
Teachers
Teacher Assistants
Cook/Custodian

Ozona HS
Site Supervisor/ Family
Service Worker
Teachers
Teacher Assistants
Custodian
Cook

Day HS
Site Supervisor
Family Service Worker
Teachers
Teacher Assistants
Receptionist
Cook
Custodian

Day EHS
Site Supervisor
Family Service Worker
Teachers
Teacher Assistants
Receptionist
Cook
Custodian

Eden HS
Site Supervisor/ Family
Service Worker
Teachers
Teacher Assistants
Cook
Custodian

Menard HS & EHS
Site Supervisor/ Family
Service Worker
Teachers
Teacher Assistants
Cook/Custodian

Blackshear HS
Site Supervisor
Family Service Worker
Teachers
Teacher Assistants
Receptionist
Cook
Custodian

Rio Vista HS
Site Supervisor
Family Service Worker
Teachers
Teacher Assistants
Receptionist
Cook
Custodian

Rio Vista EHS
Site Supervisor
Family Service Worker
Teachers
Teacher Assistants
Receptionist
Cook
Custodian

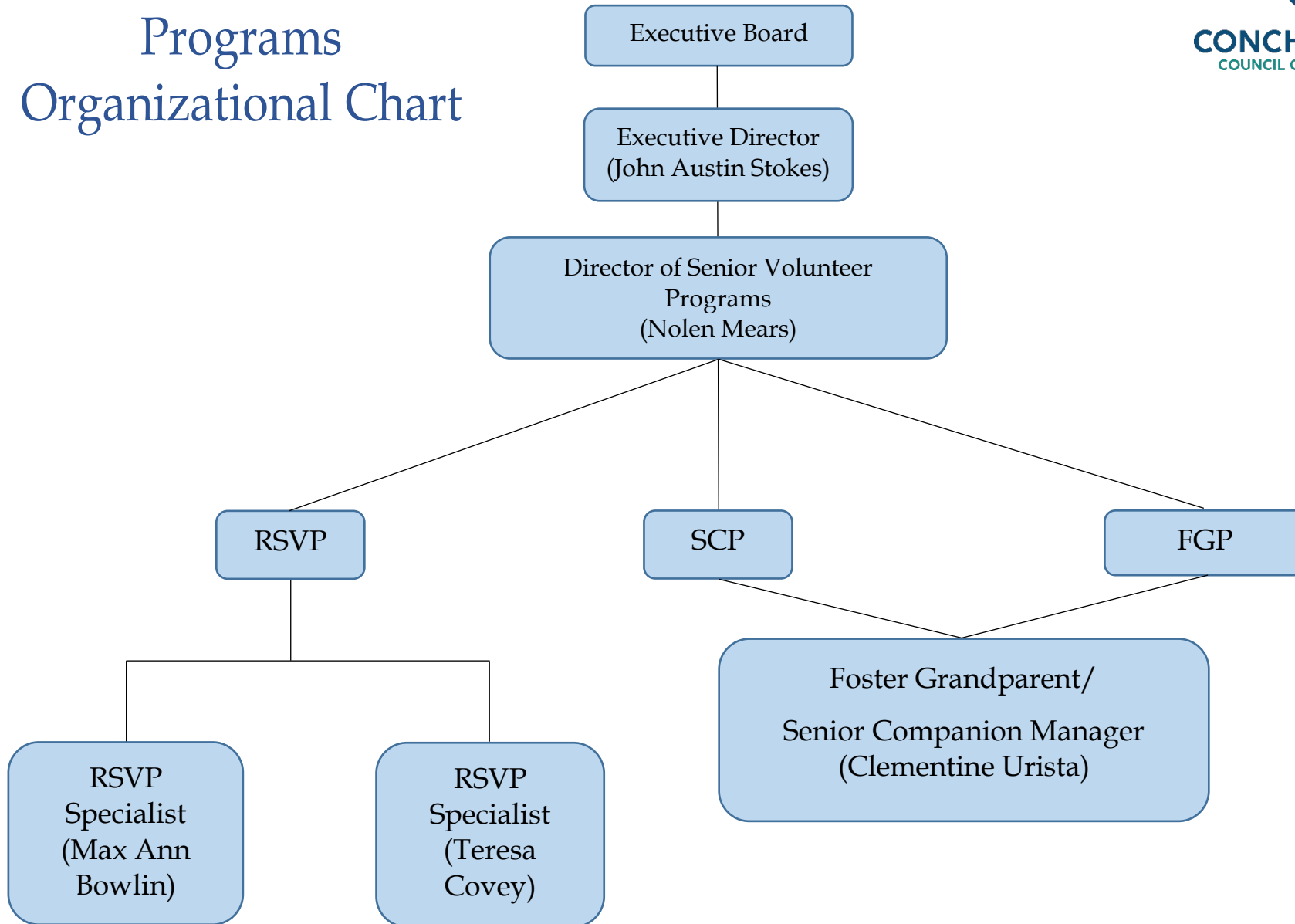
CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 HEAD START

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	5,923,507.69	6,340,260.82	6,385,064.07	6,528,913.72	6,565,887.88	6,704,272.00	6,704,272.00
COVID-19 Funding	-	-	358,390.04	247,338.77	279,067.81	432,824.00	-
State Administrated Federal	181,650.70	219,209.59	343,504.43	437,987.57	495,187.15	473,060.00	473,060.00
Program Income	1,527.90	2,417.43	228.41	-	-	-	-
Local Funds	549.52	1,800.00	3,390.00	19,335.13	(12,061.63)	11,000.00	11,000.00
InKind	1,613,993.48	1,906,058.97	1,319,136.87	1,077,978.34	1,669,854.18	1,681,734.00	1,676,068.00
Total Program Revenue	7,721,229.29	8,469,746.81	8,409,713.82	8,311,553.53	8,997,935.39	9,302,890.00	8,864,400.00
Salaries/Wages	1,147,419.44	1,562,138.00	3,591,321.36	3,511,527.20	3,522,686.28	3,876,019.12	3,419,210.00
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	40,127.00
Fringe Benefits	546,062.58	614,457.41	1,589,416.56	1,581,286.06	1,646,623.81	1,804,596.94	1,662,173.00
Total Personnel	1,693,482.02	2,176,595.41	5,180,737.92	5,092,813.26	5,169,310.09	5,680,616.06	5,121,510.00
Administrative Costs	273,108.79	289,900.61	380,724.88	345,011.60	319,926.19	349,975.23	374,769.14
Network Services	1,066.32	68,612.80	141,531.46	123,145.16	85,718.39	106,631.39	93,302.43
Procurement Services	-	-	27,918.63	68,781.36	117,339.52	71,963.78	56,185.80
Human Resource Services	-	-	153,841.84	159,331.41	173,826.76	219,453.83	186,463.44
Facility Cost Allocation	30,904.20	38,009.07	40,241.59	43,598.13	61,314.93	48,744.61	51,181.79
Total Cost Allocations	305,079.31	396,522.48	744,258.40	739,867.66	758,125.79	796,768.84	761,902.60
Delegate Costs	3,609,744.67	3,197,264.19	-	-	-	-	-
Recognition	-	-	-	-	1,915.12	-	-
Contract Services	63,784.50	72,080.30	74,241.41	88,566.25	68,676.30	70,420.00	135,562.00
Head Start Services	32,759.12	4,353.23	39,783.63	3,110.25	3,718.13	11,027.05	7,225.00
Head Start T & T A	37,356.86	21,018.86	72,759.77	103,604.14	84,264.77	75,682.00	85,682.00
Travel-In Region	9,403.75	14,383.32	4,043.43	5,604.98	5,081.84	3,000.00	6,000.00
Travel-Out of Region	65.00	172.45	-	-	-	-	-
Meals	139,725.97	189,511.23	253,605.19	402,016.42	367,624.53	396,005.00	396,005.00
Fuel & Lubricant	-	-	-	-	-	5,000.00	5,000.00
Vehicle Maintenance	-	-	-	-	-	-	-
County Facility Rent	28,243.25	160,400.00	158,850.00	150,800.00	152,350.00	150,800.00	132,511.43
Utilities	29,341.26	44,416.79	106,994.35	112,550.59	120,106.06	113,000.00	92,415.00
Site Ctr Maintenance	49,738.92	134,386.92	193,050.74	151,160.23	118,596.98	95,005.23	83,748.00
Supplies	23,647.27	32,823.30	58,322.70	73,719.23	58,921.83	25,169.00	25,169.00
Head Start Supplies	61,431.70	77,431.10	132,028.62	118,769.94	223,983.86	117,099.97	241,299.97
Computer/Software	-	-	-	119,732.86	40,210.71	-	20,813.00
Capital Equipment	-	-	-	-	78,279.64	-	-
Copier	5,612.70	7,942.23	25,982.52	27,711.17	29,428.00	25,229.00	31,800.00
Insurance	2,514.64	3,541.75	9,502.00	10,615.80	10,784.81	10,754.00	11,462.00
Printing	153.37	1,390.21	2,425.27	2,053.07	179.46	13,000.00	2,000.00
Ads & Promotions	1,419.37	1,946.24	761.83	1,073.94	2,057.64	4,500.00	2,500.00
Training	-	-	-	955.93	93.60	-	-
Dues and fees	4,022.81	10,477.76	11,452.77	7,176.14	10,687.05	6,079.85	7,000.00
Communications	9,097.83	15,960.67	20,611.77	20,469.77	21,485.87	20,000.00	14,589.00
Postage/freight	1,085.58	1,141.16	1,217.09	876.59	945.87	1,000.00	1,500.00
Physicals/Safety	-	-	-	326.97	1,253.26	1,000.00	2,638.00
InKind Other	1,613,993.48	1,906,058.97	1,319,136.87	1,077,978.34	1,669,854.18	1,681,734.00	1,676,068.00
Sub-Total Program Expenditures	5,723,142.05	5,896,700.68	2,484,769.96	2,478,872.61	3,070,499.51	2,825,505.10	2,980,987.40
Grand Total Expenditures	7,721,703.38	8,469,818.57	8,409,766.28	8,311,553.53	8,997,935.39	9,302,890.00	8,864,400.00
Revenue over Expenditures	(474.09)	(71.76)	(52.46)	-	-	-	-

NOTE: The Head Start Grant Year is June 1 through May 31. CACFP Nutrition Award period is October 1 through September 30
 FY 16-17 Budget reflects a 1.8% mandated COLA award.
 FY 17-18 Budget reflects mandated 1% COLA award.
 FY 18-19 Budget reflects 2.6% mandated COLA award.
 FY 19-20, FY 20-21, FY 21-22 and FY 22-23 reflects COVID-19 Supplemental funding
 FY 19-20 Budget reflects 1.77% mandated COLA award. Increase in State Federal funds is due to CACFP (Nutrition). Federal award increase is due to removal of Delegate Rent, Utility and Building Maint. Increase is due to SAISD centers and Meals is related to CACFP award and removal of Delegate
 FY 20-21 Budget reflects 2% mandated COLA and a Quality Improvement funding increase that was used to sustain employee benefits, total funding increase is \$283,86
 FY 21-22 Budget reflects 1.22% mandated COLA
 FY 22-23 Budget reflects 2.88% mandated COLA and a Quality Improvement funding increase that was used to sustain employee benefits, total funding increase is \$178,40
 Per the Award, Administration Cap is 15% of award. FY 22-23 is projecting an Administrative Percentage of 11.91%



Senior Volunteer Programs Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 FOSTER GRANDPARENT PROGRAM

	1st Year						2ND Year	
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
Federal	374,225.47	363,668.31	387,416.40	365,784.69	358,919.43	294,984.48	424,092.00	424,092.00
State	-	-	-	5,000.00	10,632.96	-	5,316.00	5,316.00
Local Funds (covered grant writing)	10.00	-	-	-	-	-	-	-
Interest	-	-	-	-	0.32	-	-	-
InKind	49,890.90	45,561.60	48,283.00	21,046.00	4,681.00	17,500.00	41,808.00	16,900.00
Membership Dues	-	-	-	-	-	-	-	-
Total Program Revenue	424,126.37	409,229.91	435,699.40	391,830.69	374,233.71	312,484.48	471,216.00	446,308.00
Salaries/Wages	50,971.66	52,624.20	59,739.78	57,823.18	50,135.68	54,345.45	58,277.36	77,144.57
Overtime	-	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-	-
Fringe Benefits	11,867.37	12,110.08	13,150.58	12,791.80	11,118.41	11,949.63	12,359.43	21,671.73
Total Personnel	62,839.03	64,734.28	72,890.36	70,614.98	61,254.09	66,295.08	70,636.79	98,816.30
Administrative Costs	10,123.34	10,441.23	9,709.08	5,192.10	4,150.65	4,107.94	4,351.84	7,299.71
Network Services	226.35	180.00	2,201.34	4,344.33	2,609.79	3,384.56	4,442.97	4,193.66
Procurement Services	-	-	-	306.39	1,192.89	2,064.91	2,410.46	1,405.28
Human Resource Services	-	-	-	2,251.68	1,167.10	1,365.61	1,513.47	1,588.71
Facility Cost Allocation	9,537.95	10,923.90	11,114.73	9,886.02	7,660.82	11,402.80	10,587.99	12,098.61
Total Cost Allocations	19,887.64	21,545.13	23,025.15	21,980.52	16,781.25	22,325.82	23,306.73	26,585.98
Stipend - FGP/SCP Volunteers	205,412.79	195,991.12	197,925.22	219,016.18	239,095.50	142,045.90	220,363.00	220,355.72
Uniforms	2,790.40	-	1,365.98	2,000.14	4,944.35	-	3,400.00	2,000.00
Recognition	31,636.20	32,388.99	35,903.71	30,918.61	28,497.08	19,627.18	35,788.48	26,000.00
Travel-In Region	223.53	765.97	367.45	317.56	17.92	125.41	750.00	900.00
Travel-Out of Region	590.53	1,544.99	1,530.68	1,304.08	-	1,800.74	5,345.00	3,319.00
Meals	6,697.88	5,947.51	5,845.80	2,190.26	2,909.16	5,454.55	11,000.00	11,132.00
Travel-Volunteer	38,790.03	35,055.71	36,337.03	18,120.30	7,166.95	32,185.21	45,600.00	31,300.00
Supplies	2,342.94	2,731.00	4,933.23	1,978.25	6,685.69	2,814.66	3,750.00	2,541.00
Copier	328.80	164.72	232.98	262.88	166.55	94.59	750.00	750.00
Insurance	586.94	586.94	581.61	443.80	739.05	739.05	712.00	749.00
Printing	24.38	-	41.40	55.63	23.40	93.20	2,500.00	750.00
Dues and fees	100.00	175.00	195.00	500.00	240.00	150.00	525.00	286.00
Postage/freight	175.68	157.03	255.52	361.50	146.72	212.59	981.00	678.00
Physicals/Safety	1,808.70	1,879.92	5,985.28	720.00	885.00	1,020.50	4,000.00	3,245.00
InKind Other	49,890.90	45,561.60	48,283.00	21,046.00	4,681.00	17,500.00	41,808.00	16,900.00
Sub-Total Program Expenditures	341,399.70	322,950.50	339,783.89	299,235.19	296,198.37	223,863.58	377,272.48	320,905.72
Grand Total Program Expenditures	424,126.37	409,229.91	435,699.40	391,830.69	374,233.71	312,484.48	471,216.00	446,308.00
Revenue over Expenditures	-	-	-	-	-	-	-	0.00

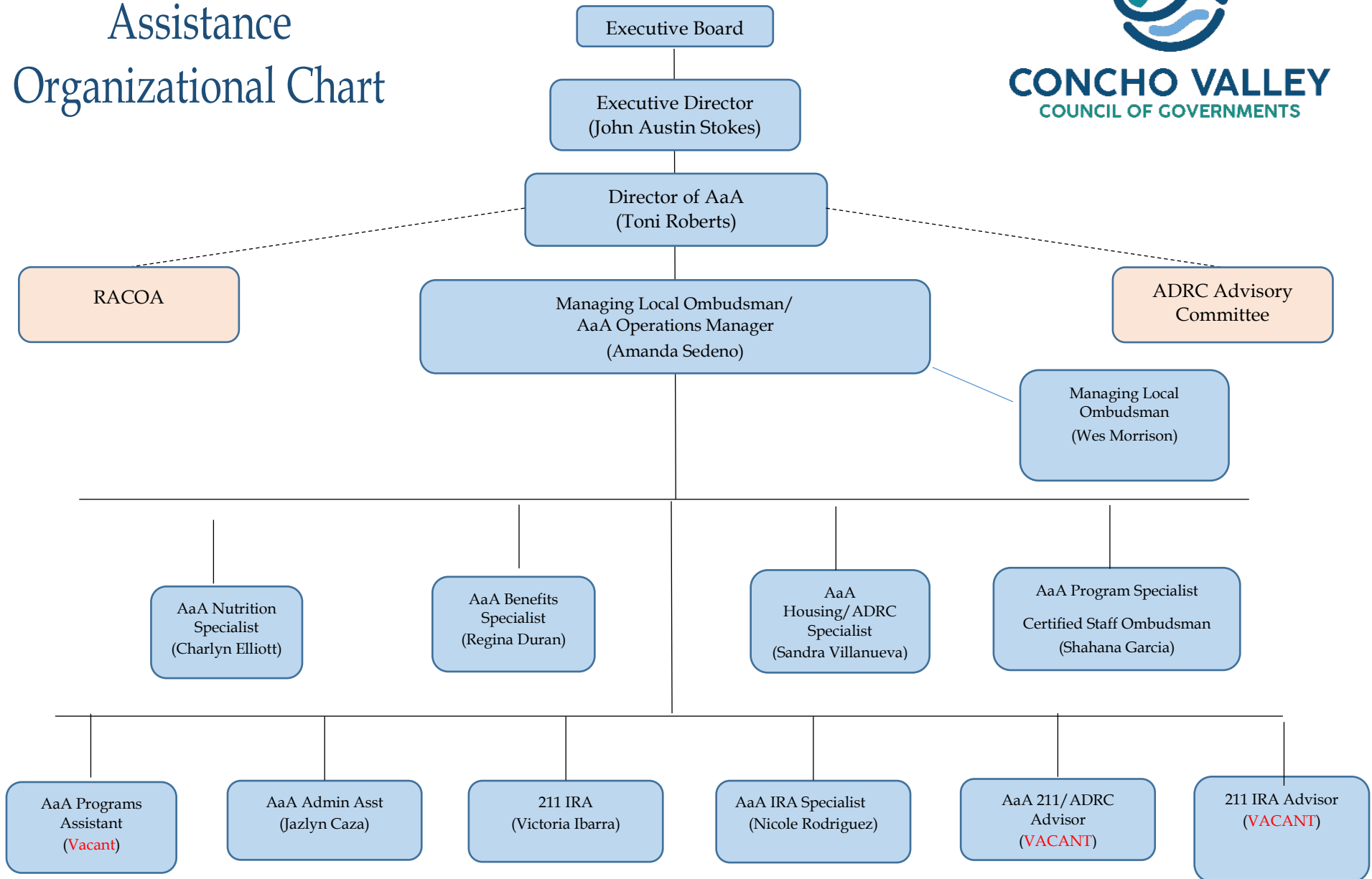
NOTE: Grants are awarded in 3 year increments.
 Federal Award Period is July thru June
 State Award Period is September thru August

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

	FY 16-17 ACTUAL	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	-	-	-	79,681.67	114,385.79	153,986.50	150,606.00	150,606.00
State	-	-	-	-	62,354.18	34,730.78	48,452.00	48,452.00
Local Funds	-	-	-	-	240.00	650.00	-	-
Interest	-	-	-	-	7.24	1.65	-	-
Total Program Revenue	-	-	-	79,681.67	176,987.21	189,368.93	199,058.00	199,058.00
Salaries/Wages	-	-	-	45,269.13	92,498.40	97,317.13	103,407.87	108,122.40
Overtime	-	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	13,246.29	30,089.17	31,933.05	30,818.53	27,271.45
Total Personnel	-	-	-	58,515.42	122,587.57	129,250.18	134,226.40	135,393.85
Administrative Costs	-	-	-	4,306.22	8,307.08	8,007.99	8,269.51	10,001.75
Network Services	-	-	-	2,771.40	6,322.07	7,953.72	10,440.99	9,855.11
Procurement Services	-	-	-	378.39	1,537.07	2,672.00	1,627.59	449.78
Human Resource Services	-	-	-	843.27	2,852.38	3,209.18	3,026.95	3,177.42
Facility Cost Allocation	-	-	-	866.80	1,787.44	3,495.43	3,961.44	8,047.52
Total Cost Allocations	-	-	-	9,166.08	20,806.04	25,338.32	27,326.48	31,531.57
Recognition	-	-	-	28.00	4,919.74	10,030.68	11,448.12	12,656.89
Contract Services	-	-	-	-	-	-	-	-
Travel-In Region	-	-	-	643.44	1,576.05	1,231.47	2,700.00	1,800.00
Travel-Out of Region	-	-	-	-	-	2,060.49	2,000.00	3,810.69
Meals	-	-	-	-	-	-	-	-
Travel-Volunteer	-	-	-	-	-	-	-	-
County Facility Rent	-	-	-	5,160.00	10,320.00	10,320.00	10,320.00	2,400.00
Supplies	-	-	-	31.93	9,502.94	3,510.78	2,400.00	2,400.00
Meal Supplies	-	-	-	-	-	-	-	-
Computer/Software	-	-	-	1,050.00	900.00	900.00	1,492.00	1,500.00
Copier	-	-	-	581.00	639.10	788.50	600.00	900.00
Insurance	-	-	-	1,038.13	1,153.15	1,154.69	1,132.00	1,300.00
Cell Phones	-	-	-	-	-	-	-	-
Internet	-	-	-	3,025.17	2,030.22	1,801.33	2,000.00	-
Printing	-	-	-	-	1,164.06	832.29	678.00	-
Ads & Promotions	-	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-
Dues and fees	-	-	-	300.00	252.50	202.50	500.00	500.00
Postage/freight	-	-	-	142.50	1,135.84	1,947.70	2,000.00	2,630.00
Physicals/Safety	-	-	-	-	-	-	235.00	235.00
InKind Other	-	-	-	-	-	-	-	2,000.00
Sub-Total Program Expenditures	-	-	-	12,000.17	33,593.60	34,780.43	37,505.12	32,132.58
Grand Total Program Expenditures	-	-	-	79,681.67	176,987.21	189,368.93	199,058.00	199,058.00
Revenue over Expenditures	-	-	-	-	-	-	-	(0.00)

NOTE: Grants are awarded in 3 year increments.
 Federal Award Period is July thru June
 State Award Period is September thru August
 FY 22-23 funds are less due to moving program from April thru March to a July to June program. Move was made to follow FGP and SCP programs.

Access and Assistance Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 AREA AGENCY ON AGING

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State Adminstrated Federal	916,854.00	966,107.00	1,053,324.00	849,404.00	1,290,546.00	1,336,813.00	1,365,192.00
State	89,761.00	89,145.00	103,148.00	102,974.00	110,578.00	89,145.00	89,145.00
Program Income	59.50	3,360.00	133.00	82.00	-	-	-
Local Funds	25.00	52.50	3,100.00	3,000.00	5,623.57	-	-
InKind	301,445.26	327,811.85	343,742.71	159,831.04	172,343.77	417,000.00	417,000.00
Membership Dues	28,333.01	28,333.60	28,333.60	28,333.00	27,717.62	28,333.00	28,348.00
Total Program Revenue	1,336,477.77	1,414,809.95	1,619,269.31	1,550,850.04	1,606,808.96	1,871,291.00	1,899,685.00
Salaries/Wages	272,073.31	268,608.54	270,095.29	254,600.69	266,308.59	381,644.59	362,987.75
Overtime							
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	112,623.44	122,394.97	114,150.95	104,195.66	119,911.98	180,699.42	158,413.96
Total Personnel	384,696.75	391,003.51	384,246.24	358,796.35	386,220.57	562,344.01	521,401.71
AdministrativeCosts	62,048.90	52,082.00	28,260.26	24,306.71	23,928.93	34,645.27	38,516.73
Network Services	2,324.24	11,805.44	23,241.24	22,575.37	29,682.30	35,543.80	41,936.64
Procurement Services	-	-	18,484.77	39,025.39	46,204.39	18,295.49	10,972.37
Human ResourceServices	-	-	11,013.66	9,810.32	8,998.25	12,107.80	12,709.68
Facility Cost Allocation	56,463.46	51,945.25	50,432.97	55,266.02	63,853.95	46,994.03	56,312.87
Total Cost Allocations	120,836.60	115,832.69	131,432.90	150,983.81	172,667.82	147,586.39	160,448.29
Recognition	-	50.00	-	-	-	1,000.00	500.00
Contract Services	83,482.67	107,647.17	174,996.08	247,826.23	251,691.93	175,000.00	132,904.00
AAA Meals	406,488.37	403,604.79	537,720.53	599,008.16	593,321.09	494,210.60	578,634.00
Travel-In Region	4,330.41	6,674.36	2,935.27	1,623.43	3,653.63	8,000.00	9,424.00
Travel-Out of Region	11,512.79	20,244.58	3,625.83	-	9,877.28	25,000.00	26,105.00
Travel Advisory	1,874.02	1,661.56	492.50	-	-	2,000.00	2,000.00
Meals	-	-	248.57	140.65	159.96	300.00	500.00
Supplies	8,619.80	5,739.87	9,183.81	12,342.63	7,986.37	9,000.00	8,048.00
Computer/Software	-	9,140.55	-	-	-	-	-
Copier	4,042.78	11,362.82	18,055.44	7,565.16	3,504.79	6,000.00	6,085.00
Insurance	-	-	-	-	-	500.00	500.00
Cell Phones	1,470.00	1,695.00	1,230.00	2,118.50	1,416.00	8,350.00	8,395.00
Printing	1,544.63	2,659.15	417.36	-	-	3,000.00	5,615.00
Ads & Promotions	-	-	2,575.00	-	-	-	5,993.00
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	4,774.62	5,840.69	4,589.06	7,970.01	2,854.86	5,500.00	7,100.00
Communications	-	682.14	623.63	587.29	169.37	1,000.00	5,550.00
Postage/freight	1,358.65	3,099.75	3,096.91	2,068.51	939.82	5,500.00	3,482.00
InKind Other	301,445.26	327,811.85	343,742.71	159,831.04	172,343.77	417,000.00	417,000.00
Sub-Total Program Expenditures	830,944.00	907,914.28	1,103,532.70	1,041,081.61	1,047,918.87	1,161,360.60	1,217,835.00
Grand Total Program Expenditures	1,336,477.35	1,414,750.48	1,619,211.84	1,550,861.77	1,606,807.26	1,871,291.00	1,899,685.00
Revenue over Expenditures	0.42	59.47	57.47	(11.73)	1.70	-	(0.00)

NOTE: The Area Agency on Aging Grant Year is October through September.

FY 16-17 reflects TXDOT 5310 Elderly & Disabled funds spent on contract services, award moved to CVEDD in FY 17-18

FY 19-20 COVID-19 Supplemental funds were received, FY 20-21 is reflecting the continued spend of those funds

FY 21-22 and FY 22-23 we will continue to spend the remaining COVID-19 and ARP funds, however they are not reflected as the amounts were unknown

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 AGING AND DISABILITY RESOURCE CENTER (ADRC)

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State Administrated Federal	-	-	44,141.42	34,494.12	55,041.23	70,280.00	70,280.00
State	-	-	118,309.97	113,889.45	93,094.31	101,274.00	101,274.00
Total Program Revenue	-	-	162,451.39	151,421.13	148,135.54	171,554.00	171,554.00
Salaries/Wages	-	-	80,824.51	65,933.66	63,612.47	55,398.15	60,275.84
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	-	-	32,942.84	29,376.42	28,793.30	23,701.40	25,861.58
Total Personnel	-	-	113,767.35	95,310.08	92,405.77	79,099.55	86,137.42
Administrative Costs	-	-	8,360.77	6,459.85	5,724.68	4,873.22	6,363.10
Network Services	-	-	3,391.29	5,924.14	6,434.86	8,885.94	8,387.33
Procurement Services	-	-	406.98	1,643.06	414.51	2,164.68	1,033.55
Human Resource Services	-	-	1,062.88	2,154.09	1,851.14	3,026.95	1,985.89
Facility Cost Allocation	-	-	17,447.06	21,770.60	23,779.34	13,612.27	17,018.43
Total Cost Allocations	-	-	30,668.98	37,951.74	38,204.53	32,563.06	34,788.29
Contract Services	-	-	14,874.07	10,258.83	4,955.09	12,058.70	11,779.84
Travel-In Region	-	-	229.19	-	-	4,306.03	3,883.00
Travel-Out of Region	-	-	945.87	-	1,221.40	12,308.00	9,681.00
Travel-Volunteer	-	-	-	-	-	-	-
Supplies	-	-	1,088.86	2,135.34	1,171.43	18,651.09	11,467.00
Computer/Software	-	-	-	-	8,311.25	-	-
Copier	-	-	826.32	123.20	12.53	1,000.00	3,377.11
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	30.00	1,035.00	-	4,000.00	3,525.00
Printing	-	-	-	-	-	2,000.00	1,500.00
Ads & Promotions	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	-	-	-	1,519.32	1,833.00	2,125.00	2,057.77
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	34.75	50.06	20.54	600.00	515.00
Sub-Total Program Expenditures	-	-	18,029.06	18,159.31	17,525.24	59,891.39	50,628.29
Grand Total Program Expenditures	-	-	162,465.39	151,421.13	148,135.54	171,554.00	171,554.00
Revenue over Expenditures	-	-	(14.00)	-	-	-	0.00

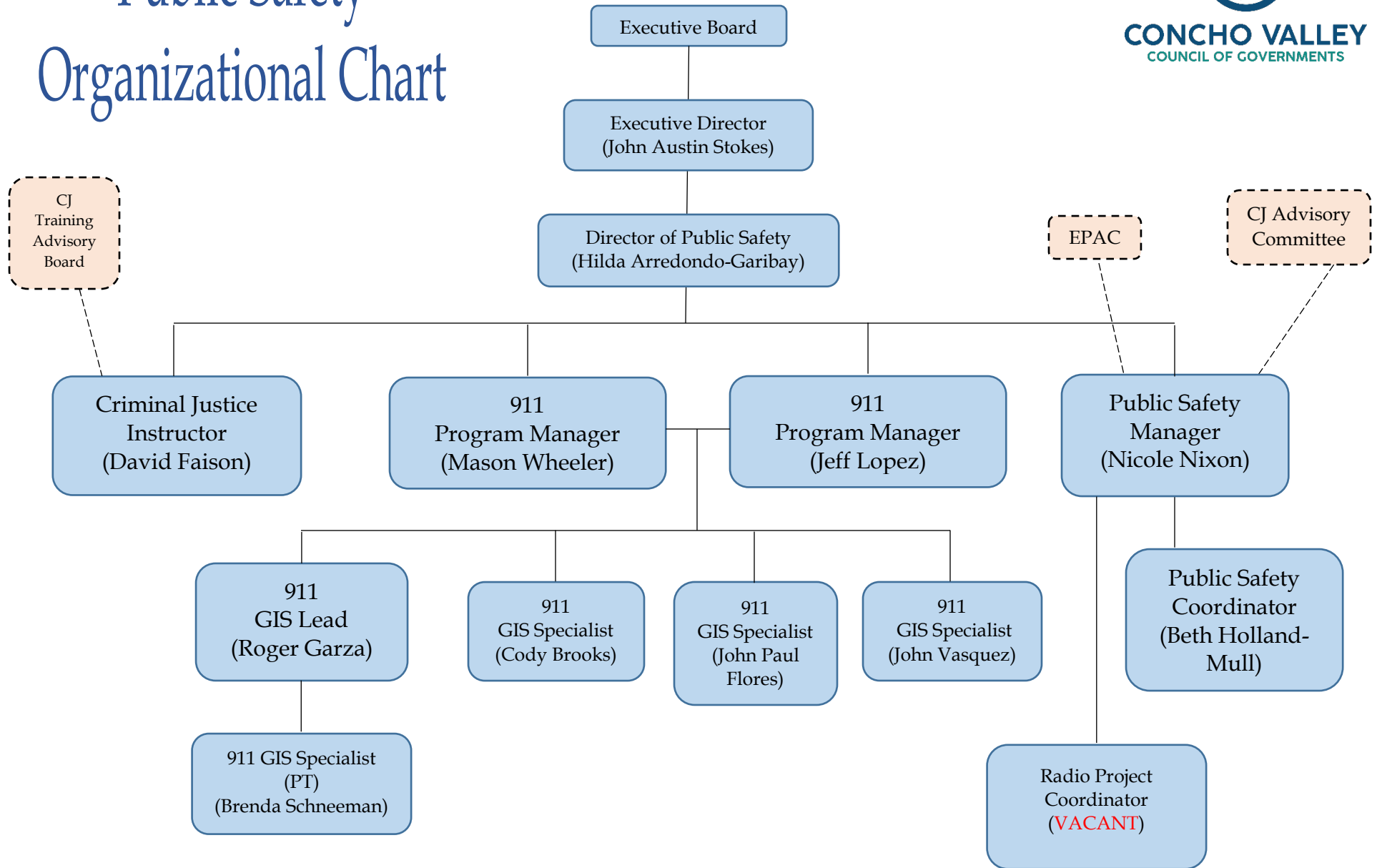
Program award period is September 1 thru August 31.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 2-1-1 INFORMATION & REFERRAL

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
State Administrated Federal	95,176.91	102,228.81	105,999.47	92,514.16	107,387.85	194,630.00	194,630.00
State	86,394.00	93,134.92	96,955.80	103,211.42	88,219.71	2,537.00	2,537.00
Local Funds	8.23	-	-	-	-	-	-
Interest	-	301.92	69.99	42.23	18.47	-	-
Total Program Revenue	181,579.14	195,665.65	203,025.26	195,767.81	195,626.03	197,167.00	197,167.00
Salaries/Wages	73,816.80	91,809.61	109,862.19	97,312.47	88,335.25	73,088.48	84,031.69
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	34,675.74	45,293.44	46,654.13	43,527.62	42,151.62	40,200.10	43,916.83
Total Personnel	108,492.54	137,103.05	156,516.32	140,840.09	130,486.87	113,288.58	127,948.52
Administrative Costs	17,488.03	18,262.10	11,517.12	9,563.72	8,084.43	6,979.56	9,451.75
Network Services	1,162.82	4,140.42	6,584.31	10,920.23	11,817.41	17,771.90	15,695.00
Procurement Services	-	-	214.36	696.92	1,520.62	256.61	131.98
Human Resource Services	-	-	3,330.68	4,177.42	3,546.02	4,540.42	4,766.13
Facility Cost Allocation	14,242.51	16,404.90	14,721.27	14,627.57	22,468.65	25,956.88	16,986.07
Total Cost Allocations	32,893.36	38,807.42	36,367.74	39,985.86	47,437.13	55,505.37	47,030.92
Contract Services	35,428.00	6,000.00	5,500.00	6,000.00	6,500.00	6,000.00	6,000.00
Travel-In Region	536.01	700.14	204.98	-	170.58	1,000.00	1,000.00
Travel-Out of Region	2,452.36	2,302.57	-	-	-	5,000.00	4,869.02
Conference Fees	-	-	-	-	-	-	-
Supplies	1,125.89	1,861.93	2,205.94	377.83	507.84	2,200.00	1,418.54
Computer/Software	-	4,891.59	-	-	-	2,537.93	-
Copier	-	-	41.52	228.14	165.14	500.00	500.00
Cell Phones	-	75.00	240.00	1,411.50	540.00	1,200.00	1,200.00
Printing	41.92	2,432.15	732.48	12.16	-	500.00	500.00
Ads & Promotions	-	-	-	-	-	7,435.00	5,000.00
Training	-	-	-	-	-	-	-
Dues and fees	2,765.50	667.32	1,177.59	6,870.00	9,800.00	1,500.00	1,500.00
Postage/freight	1,108.48	522.56	-	-	-	500.12	200.00
Sub-Total Program Expenditures	43,458.16	19,453.26	10,102.51	14,899.63	17,683.56	28,373.05	22,187.56
Grand Total Program Expenditures	184,844.06	195,363.73	202,986.57	195,725.58	195,607.56	197,167.00	197,167.00
Revenue over Expenditures	(3,264.92)	301.92	38.69	42.23	18.47	-	(0.00)

NOTE: Receiving level funding. No funding change since FY 12-13
 Program Period is September through August.

Public Safety Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 9-1-1 EMERGENCY COMMUNICATIONS

	Biennial		Biennial		Biennial		Biennial
	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State	2,717,647.77	3,711,554.06	2,263,887.52	2,744,703.67	2,674,944.83	2,570,839.00	3,703,269.00
Local Funds	-	2,504.58	-	-	-	-	-
Interest	-	7,822.46	-	-	845.37	-	250.00
Total Program Revenue	2,717,647.77	3,721,881.10	2,263,887.52	2,744,703.67	2,675,790.20	2,570,839.00	3,703,519.00
Salaries/Wages	251,841.77	316,960.00	343,368.66	356,040.40	372,507.24	393,964.25	437,659.11
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	89,297.35	117,651.82	118,797.83	128,449.73	139,417.72	139,645.09	167,630.16
Total Personnel	341,139.12	434,611.82	462,166.49	484,490.13	511,924.96	533,609.34	605,289.27
Administrative Costs	55,038.15	57,881.83	33,994.49	32,846.53	31,716.91	32,874.95	44,713.63
Network Services	-	13,130.94	22,245.67	27,230.56	34,472.25	53,315.70	50,323.97
Procurement Services	-	-	35,552.42	93,444.44	75,245.19	156,026.10	185,326.90
Human Resource Services	-	-	8,182.62	8,490.06	9,068.64	12,107.80	12,709.68
Facility Cost Allocation	92,346.02	111,024.62	105,995.91	114,829.25	132,497.83	87,710.11	94,021.95
Total Cost Allocations	147,384.17	182,037.39	205,971.11	276,840.84	283,000.82	342,034.66	387,096.13
Contract Services	500.00	1,855.98	3.09	-	2,500.00	12,000.00	5,000.00
Travel-In Region	3,039.17	4,498.73	1,823.53	2,741.51	4,280.84	6,500.00	6,500.00
Travel-Out of Region	26,641.02	25,077.94	8,343.02	4,315.97	14,647.04	23,033.32	26,500.00
County Facility Rent	1,028.65	1,228.47	2,186.72	698.51	777.38	1,500.00	-
Supplies	39,874.05	10,032.05	11,888.85	18,654.53	18,142.08	13,825.58	30,000.00
Project Equipment	-	-	-	155,238.33	-	-	-
Computer/Software	-	-	-	-	-	-	-
Capital Equipment	-	-	324,955.59	-	-	-	-
Printing	4,310.00	3,359.35	4,327.85	3,151.06	1,875.02	5,000.00	6,332.66
Ads & Promotions	-	148.91	-	-	175.56	1,000.00	500.00
Training	8,966.00	7,324.50	5,114.00	4,077.77	3,225.00	10,000.00	12,000.00
Dues and fees	643.58	284.00	286.00	288.00	401.64	5,500.00	785.94
Communications	16,341.94	7,740.31	4,708.22	3,977.63	9,398.52	10,000.00	10,000.00
Postage/freight	204.73	185.58	210.93	1,049.60	166.56	1,000.00	2,000.00
911 Services	2,127,575.34	3,042,703.44	1,222,173.10	1,789,179.79	1,825,274.78	1,605,836.10	2,611,515.00
Other-Give Aways	-	400.00	9,729.02	-	-	-	-
Sub-Total Program Expenditures	2,229,124.48	3,104,839.26	1,595,749.92	1,983,372.70	1,880,864.42	1,695,195.00	2,711,133.60
Grand Total Program Expenditures	2,717,647.77	3,721,488.47	2,263,887.52	2,744,703.67	2,675,790.20	2,570,839.00	3,703,519.00
Revenue over Expenditures	-	392.63	-	-	-	-	(0.00)

Excess interest earned on several awards, recognize as revenue

NOTE: The 9-1-1 Emergency Communication Services Program Period is September through August.
 FY 22-23 Equipment will be funded, but the funds are unknown. Should know funding amount sometime in October.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 HOMELAND SECURITY

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State Administrated Federal	109,737.20	125,718.09	110,756.64	118,351.51	139,029.26	132,293.00	132,000.00
State	17,033.10	-	19,245.81	17,106.47	16,585.67	279,547.00	94,670.00
Local Funds	500.00	-	-	-	-	-	-
Interest	-	-	-	0.51	-	-	-
Total Program Revenue	127,270.30	125,718.09	130,002.45	135,458.49	155,614.93	411,840.00	226,670.00
Salaries/Wages	54,464.22	48,031.58	63,443.54	60,628.83	59,526.41	93,174.99	109,293.07
Overtime	-	-	-	-	25,214.49	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	23,527.18	20,469.89	23,929.29	24,679.03	-	41,942.80	56,521.10
Total Personnel	77,991.40	68,501.47	87,372.83	85,307.86	84,740.90	135,117.79	165,814.17
Administrative Costs	12,576.13	8,973.62	6,426.54	5,783.19	5,250.05	8,324.43	12,248.94
Network Services	-	2,228.43	1,695.64	2,592.52	4,353.04	8,885.94	8,387.33
Procurement Services	-	-	53.10	409.97	1,284.60	928.18	453.81
Human Resource Services	-	-	2,125.75	2,399.69	1,582.53	2,361.02	2,478.39
Facility Cost Allocation	21,661.82	23,265.69	23,707.54	30,108.88	26,750.88	14,215.92	20,577.41
Total Cost Allocations	34,237.95	34,467.74	34,008.57	41,294.25	39,221.10	34,715.49	44,145.88
Contract Services	-	-	-	-	-	212,000.00	-
Travel-In Region	211.70	-	-	-	-	4,801.12	250.00
Travel-Out of Region	4,182.23	3,903.30	532.26	-	1,416.38	8,000.00	5,597.95
Travel Advisory Counsel	-	2,531.68	1,103.80	-	-	2,000.00	1,307.00
Travel-Volunteer	1,553.06	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	304.99	-	1,164.60	-
Supplies	189.17	345.13	1,547.74	930.55	962.52	4,202.00	601.00
Project Equipment	5,530.00	7,569.60	-	-	-	-	-
Computer/Software	-	7,657.86	-	-	-	-	-
Copier	441.84	174.68	15.20	-	187.75	2,550.00	2,500.00
Insurance	310.00	466.00	931.00	931.00	928.52	1,064.00	1,404.00
Cell Phones	978.98	1,040.81	1,276.59	1,576.81	593.50	2,500.00	2,500.00
Dues and fees	885.41	25.00	166.50	288.89	438.64	1,125.00	350.00
Communications	1,660.66	681.74	554.07	576.66	21,937.82	2,000.00	2,000.00
Postage/freight	2.35	6.00	6.65	13.94	-	600.00	200.00
Sub-Total Program Expenditures	15,945.40	24,401.80	6,133.81	4,622.84	26,465.13	242,006.72	16,709.95
Grand Total Program Expenditures	128,174.75	127,371.01	127,515.21	131,224.95	150,427.13	411,840.00	226,670.00
Revenue over Expenditures	(904.45)	(1,652.92)	2,487.24	4,233.54	5,187.80	-	(0.00)

Note: Homeland Security consists of the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Activity (LETPA) and HSGD Planning. Closed Citizens Corps Program (CCP) in FY 18-19. The Program Period is October thru September
 FY 22-23 is reflecting award for Radio Infrastructure which includes a Project Specialist to oversee a 1.5 million equipment purchase and installation which includes: a repeater for Menard, two repeaters in McCulloch, a radio console for Mason and four tower upgrades in Kimble
 Radio Infrastructure award is pending approval from Governor's Office.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 CRIMINAL JUSTICE LAW ENFORCEMENT ACADEMY

	1st Biennium FY 17-18 ACTUAL	2nd Biennium FY 18-19 ACTUAL	1ST Biennium FY 19-20 ACTUAL	2nd Biennium FY 20-21 ACTUAL	1ST Biennium FY 21-22 ACTUAL	2nd Biennium FY 22-23 BUDGET	1ST Biennium FY 23-24 BUDGET
State	62,941.59	62,214.26	58,109.67	61,599.53	83,262.01	59,985.00	59,985.00
Program Income	32,353.96	37,587.98	41,636.49	56,036.26	35,876.74	41,000.00	60,749.84
Local Funds	40,887.00	37,525.00	37,000.00	18,086.30	40,927.00	40,900.00	37,000.00
Membership Dues	62,500.00	65,000.00	65,000.00	60,382.43	57,858.00	57,858.00	55,030.00
Total Program Revenue	198,682.55	202,327.24	201,746.16	196,104.52	217,923.75	199,743.00	212,764.84
Salaries/Wages	56,814.49	63,579.95	65,928.89	59,235.45	62,445.46	64,249.87	68,446.95
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	21,179.25	23,833.57	23,354.06	21,685.89	23,575.09	23,271.18	25,261.17
Total Personnel	77,993.74	87,413.52	89,282.95	80,921.34	86,020.55	87,521.05	93,708.12
Administrative Costs	12,584.77	11,669.73	6,569.15	5,486.60	5,313.91	5,392.06	6,922.36
Network Services	-	2,614.41	5,086.92	7,777.54	9,185.21	8,885.95	12,580.99
Procurement Services	-	-	1,149.36	3,677.40	3,006.72	3,529.46	2,797.71
Human Resource Services	-	-	1,062.88	1,199.85	2,514.29	1,513.47	1,588.71
Facility Cost Allocation	39,333.10	43,608.21	41,954.36	45,447.94	45,496.08	34,951.24	37,466.42
Total Cost Allocations	51,917.87	57,892.35	55,822.67	63,589.33	65,516.21	54,272.18	61,356.20
Audit & Legal	25,460.67	-	20,602.00	-	-	-	-
Contract Services	-	12,468.05	-	23,148.00	20,120.00	20,000.00	19,890.00
Travel-In Region	168.61	426.36	-	-	217.11	1,500.00	434.00
Travel-Out of Region	5,829.21	6,333.69	2,594.25	515.79	567.41	5,700.00	5,000.00
Meals	149.74	424.11	177.67	238.82	228.14	220.00	1,065.00
Fuel & Lubricant	760.75	885.77	941.52	1,052.21	1,387.06	2,000.00	3,000.00
Vehicle Maintenance	4,542.25	2,141.22	6,769.87	324.48	6,787.29	6,870.00	6,500.00
Other Facility Rent	506.00	256.00	-	25.00	-	100.00	-
Supplies	7,429.33	9,676.18	10,229.16	703.13	8,521.23	4,946.00	4,146.00
Project Equipment	-	-	-	-	-	5,313.77	3,359.84
Computer/Software	-	-	-	-	20,652.20	-	-
Copier	2,086.52	3,073.08	74.70	691.70	2,653.15	5,000.00	3,500.00
Insurance	1,178.00	1,707.25	2,537.00	2,572.00	2,751.24	3,000.00	5,502.00
Cell Phones	-	-	657.99	936.87	342.64	800.00	1,616.00
Training	-	-	-	-	-	-	1,342.68
Dues and fees	1,156.84	1,668.76	1,782.60	390.50	1,707.76	2,000.00	2,195.00
Communications	3,011.07	-	-	-	-	-	-
Postage/freight	231.32	236.89	134.70	25.30	26.00	500.00	150.00
Sub-Total Program Expenditures	52,510.31	39,297.36	46,501.46	30,623.80	65,961.23	57,949.77	57,700.52
Grand Total Program Expenditures	182,421.92	184,603.23	191,607.08	175,134.47	217,497.99	199,743.00	212,764.84
Revenue over Expenditures	16,260.63	17,724.01	10,139.08	20,970.05	425.76	-	0.00

NOTE: The Criminal Justice Law Enforcement Academy Program Period is September through August.
 Local funds are from County Membership dues and an Agreement with Howard College
 FY 21-22 was reflecting a \$20,000 CJ JAG Grant for Equipment

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 CRIMINAL JUSTICE PLANNING FUND 421

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State (Contract)	42,194.74	43,073.56	46,479.64	44,068.18	39,982.50	42,501.78	42,502.00
Interest	-	-	-	0.40	-	-	-
Total Program Revenue	42,194.74	43,073.56	46,479.64	44,068.58	39,982.50	42,501.78	42,502.00
Salaries/Wages	18,889.74	22,401.80	21,572.72	23,638.99	22,187.01	26,585.65	28,084.06
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	7,813.20	9,529.15	8,410.94	9,355.30	8,808.66	10,052.35	10,731.71
Total Personnel	26,702.94	31,930.95	29,983.66	32,994.29	30,995.67	36,638.00	38,815.77
Administrative Costs	4,307.47	4,349.98	2,205.59	2,237.22	1,920.19	2,257.22	2,762.79
Network Services	-	861.82	-	-	-	-	-
Procurement Services	-	-	-	-	302.00	-	-
Human Resource Services	-	-	-	-	-	665.93	-
Facility Cost Allocation	5,665.27	5,595.57	4,088.64	-	-	-	-
Total Cost Allocations	9,972.74	10,807.37	6,294.23	2,237.22	2,222.19	2,923.15	2,762.79
Contract Services	-	-	-	-	-	-	-
Travel-In Region	-	-	-	-	-	-	-
Travel-Out of Region	-	676.75	-	-	764.09	1,600.00	923.44
Supplies	-	-	363.65	439.97	428.53	-	-
Project Equipment	-	-	-	-	-	-	-
Computer/Software	-	-	-	-	-	-	-
Copier	225.80	322.42	-	-	-	890.63	-
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	-	-	-	-	-
Internet	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-
Ads & Promotions	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	134.17	30.00	615.00	168.89	268.64	250.00	-
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	-	-	-	200.00	-
Sub-Total Program Expenditures	359.97	1,029.17	978.65	608.86	1,461.26	2,940.63	923.44
Grand Total Program Expenditures	37,035.65	43,767.49	37,256.54	35,840.37	34,679.12	42,501.78	42,502.00
Revenue over Expenditures	5,159.09	(693.93)	9,223.10	8,228.21	5,303.38	-	-

NOTE: The Concho Valley 421 Planning Program Award Period is September through August.
This is a contract award.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 CRIMINAL JUSTICE JUVENILE JUSTICE SERVICES

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State Administrated Federal	27,293.22	24,984.64	32,718.67	40,373.70	29,554.39	25,900.79	25,900.79
Total Program Revenue	27,293.22	24,984.64	32,718.67	40,373.70	29,554.39	25,900.79	25,900.79
Salaries/Wages	4,284.87	3,329.01	7,527.92	6,055.07	6,091.04	4,379.72	6,840.57
Overtime							
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	2,034.29	1,553.45	3,131.41	2,708.85	2,842.43	1,959.59	3,064.88
Total Personnel	6,319.16	4,882.46	10,659.33	8,763.92	8,933.47	6,339.31	9,905.45
AdministrativeCosts	1,019.16	670.88	784.34	593.78	553.45	390.56	713.07
Network Services	-	125.72	-	-	-	-	-
Procurement Services	-	-	-	-	552.47	1,663.89	680.27
Human ResourceServices	-	-	-	-	-	-	-
Facility Cost Allocation	-	-	-	-	-	-	-
Total Cost Allocations	1,019.16	796.60	784.34	593.78	1,105.92	2,054.45	1,393.34
Contract Services	19,954.90	20,141.18	21,275.00	31,016.00	19,515.00	17,507.03	14,602.00
Travel-In Region	-	-	-	-	-	-	-
Travel-Out of Region	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Computer/Software	-	-	-	-	-	-	-
Copier	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-
Ads & Promotions	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	-	-	-	-	-
Sub-Total Program Expenditures	19,954.90	20,141.18	21,275.00	31,016.00	19,515.00	17,507.03	14,602.00
Grand Total Program Expenditures	27,293.22	25,820.24	32,718.67	40,373.70	29,554.39	25,900.79	25,900.79
Revenue over Expenditures	-	(835.60)	-	-	-	-	-

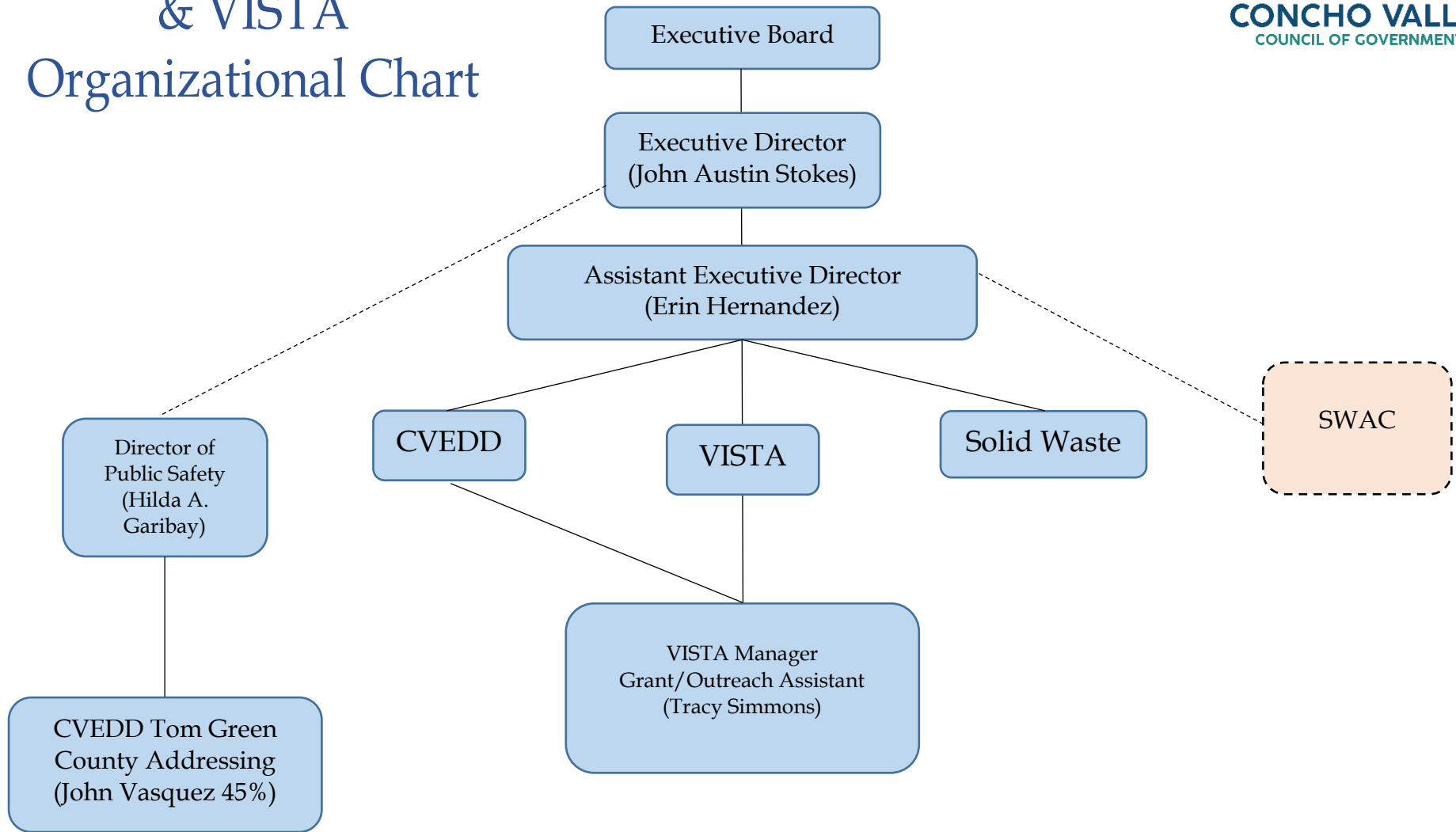
NOTE: The Criminal Justice Juvenile Justice Services Award Period is October through September

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 CRIMINAL JUSTICE Violence Against Women Act (VAWA)

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
State	-	-	-	12,325.25	9,009.67	20,312.39	23,264.00
Membership Dues	-	-	-	5,617.57	7,295.00	9,891.00	9,970.00
Total Program Revenue	-	-	-	17,942.82	16,304.67	30,203.39	33,234.00
Salaries/Wages	-	-	-	9,636.97	8,312.70	15,203.64	13,242.83
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	3,610.50	3,279.31	5,620.42	4,966.16
Total Personnel	-	-	-	13,247.47	11,592.01	20,824.06	18,208.99
Administrative Costs	-	-	-	898.48	733.93	1,282.94	1,307.87
Network Services	-	-	-	-	-	-	-
Procurement Services	-	-	-	-	-	640.39	888.14
Human Resource Services	-	-	-	-	-	-	-
Facility Cost Allocation	-	-	-	-	-	-	-
Total Cost Allocations	-	-	-	898.48	733.93	1,923.33	2,196.01
Contract Services	-	-	-	3,196.00	2,167.93	5,234.95	10,300.00
Travel-In Region	-	-	-	-	-	718.05	100.00
Travel-Out of Region	-	-	-	-	-	-	-
Supplies	-	-	-	600.87	1,744.51	1,503.00	2,429.00
Computer/Software	-	-	-	-	-	-	-
Copier	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	-	-	-	-	-
Printing	-	-	-	-	66.29	-	-
Ads & Promotions	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	-	-	-	-	-
Sub-Total Program Expenditures	-	-	-	3,796.87	3,978.73	7,456.00	12,829.00
Grand Total Program Expenditures	-	-	-	17,942.82	16,304.67	30,203.39	33,234.00
Revenue over Expenditures	-	-	-	-	-	-	0.00

NOTE: The Criminal Justice VAWA Award Period is September through August
 This program does have a matching requirement. Academy Membership dues are used as match on this program

Regional Services & VISTA Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 Concho Valley Economic Development District

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	77,500.00	70,000.00	70,000.00	69,999.99	73,428.82	70,000.00	70,000.00
COVID-19 Funding	-	-	152,056.00	463,053.24	254,956.04	-	-
State Administrated Federal	123,998.00	209,170.00	-	183,369.00	141,204.00	181,292.00	181,292.00
Local Funds	38,803.81	34,130.03	67,986.24	43,578.03	42,878.69	41,968.00	41,968.00
Interest	7,651.08	9,490.98	9,988.97	15,734.14	18,366.10	9,067.00	9,066.67
InKind	24,799.00	41,835.00	30,412.00	32,523.00	-	-	-
Total Program Revenue	272,751.89	364,626.01	330,443.21	808,257.40	530,833.65	302,327.00	302,326.67
Salaries/Wages	67,626.21	69,383.15	111,193.61	160,858.36	98,373.18	55,390.86	70,165.82
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	24,411.74	25,385.71	42,024.48	64,878.30	38,836.20	20,481.36	24,941.71
Total Personnel	92,037.95	94,768.86	153,218.09	225,736.66	137,209.38	75,872.22	95,107.53
AdministrativeCosts	14,835.90	12,638.30	11,276.22	15,294.97	8,499.75	4,674.39	7,025.74
Network Services	-	2,865.92	3,391.28	8,603.59	16,296.23	13,328.92	8,387.33
Procurement Services	-	-	3,164.14	10,037.97	9,139.76	365.81	205.20
Human ResourceServices	-	-	2,205.37	3,981.49	3,984.02	2,270.21	2,383.07
Facility Cost Allocation	8,615.06	9,249.54	8,601.57	11,344.29	13,441.77	11,801.33	3,850.18
Total Cost Allocations	23,450.96	24,753.76	28,638.58	49,262.31	51,361.53	32,440.66	21,851.51
Recognition	-	-	-	-	650.07	-	-
Contract Services	123,999.00	209,169.00	157,478.00	177,947.00	141,204.00	181,292.00	177,143.63
Travel-In Region	1,150.19	1,125.00	354.35	367.19	136.60	2,173.12	1,150.00
Travel-Out of Region	3,005.18	2,471.23	1,769.95	-	1,357.85	3,500.00	3,162.00
Supplies	617.96	1,266.29	876.62	205.12	16,501.95	1,899.00	1,491.00
Project Equipment	-	-	-	5,275.00	156,283.04	-	-
Computer/Software	879.00	879.00	-	-	-	-	-
Copier	341.82	836.90	1,041.64	670.00	244.21	2,400.00	450.00
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	-	-	-	-	-
Internet	-	-	-	4,453.35	6,056.62	-	-
Printing	-	-	-	-	-	450.00	450.00
Training	-	-	-	455.00	-	-	-
Dues and fees	1,351.38	1,322.29	835.76	1,422.79	1,017.12	1,500.00	1,000.00
Communications	155.68	-	-	-	-	-	-
Postage/freight	140.21	89.85	211.77	51.21	77.86	800.00	521.00
Other (includes Foreclosed Assets)	227.93	-	-	298,000.00	-	-	-
InKind Other	24,799.00	41,835.00	30,412.00	32,523.00	-	-	-
Sub-Total Program Expenditures	156,667.35	258,994.56	192,980.09	521,369.66	323,529.32	194,014.12	185,367.63
Grand Total Program Expenditures	272,156.26	378,517.18	374,836.76	796,368.63	512,100.23	302,327.00	302,326.67
Revenue over Expenditures	595.63	(13,891.17)	(44,393.55)	11,888.77	18,733.42	-	0.00

NOTE: The CVEDD Fiscal Year is July through June. The EDA award is on a calendar year and is to provide Regional Planning.
 FY 17-18 started TXDOT - 5310 award for transportation of Elderly & Disability, contract with CVTD. Funds assist CVTD with Federal match.

Excess expenses in FY 18-19 and FY 19-20 CVEDD used Prior Year excess funds to cover expenses related to growing program
 FY 20-21 and FY 21-22 reflect CARES funding received for Revolving Loan Expansion and COVID Recovery

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 REGIONAL SERVICES - SOLID WASTE

	1ST Biennium FY 17-18 ACTUAL	2ND Biennium FY 18-19 ACTUAL	1ST Biennium FY 19-20 ACTUAL	2ND Biennium FY 20-21 ACTUAL	1ST Biennium FY 21-22 ACTUAL	2ND Biennium FY 22-23 Budget	1st Biennium FY 23-24 BUDGET
State	61,290.19	169,727.78	45,633.31	180,609.58	68,884.05	161,115.95	115,000.00
Total Program Revenue	61,290.19	169,727.78	45,633.31	180,609.58	68,884.05	161,115.95	115,000.00
Salaries/Wages	31,898.08	22,192.53	24,804.50	40,796.97	14,601.91	24,409.06	26,477.44
Overtime							
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	14,093.52	10,031.28	8,807.37	14,600.49	5,454.58	8,598.99	8,995.13
Total Personnel	45,991.60	32,223.81	33,611.87	55,397.46	20,056.49	33,008.05	35,472.57
Administrative Costs	7,415.16	4,216.20	2,473.33	3,757.77	1,242.10	2,067.11	2,620.41
Network Services	1,905.37	1,027.35	1,995.17	3,039.72	3,384.56	4,995.14	4,193.66
Procurement Services	-	-	778.85	2,863.44	1,246.40	4,728.96	4,309.11
Human Resource Services	-	-	1,062.88	1,199.85	541.12	1,747.36	635.48
Facility Cost Allocation	3,466.74	3,686.73	4,124.20	4,467.95	5,651.08	6,484.61	3,850.18
Total Cost Allocations	12,787.27	8,930.28	10,434.43	15,328.73	12,065.26	20,023.18	15,608.85
Travel-In Region	-	-	-	-	-	600.00	500.00
Travel-Out of Region	238.38	1,803.86	596.42	(62.50)	1,184.32	1,000.70	1,519.44
Supplies	-	231.43	-	-	-	1,459.00	1,888.70
Project Equipment	1,790.19	127,079.44	-	109,622.24	35,159.50	103,959.50	59,000.00
Computer/Software	-	-	-	-	-	-	-
Copier	-	-	-	-	5.93	228.07	100.00
Insurance	-	-	-	-	-	-	-
Cell Phones	-	-	-	-	-	-	-
Printing	94.32	51.65	374.20	-	-	-	-
Ads & Promotions	-	-	218.20	122.26	148.91	379.12	310.44
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	296.52	25.00	230.54	201.39	263.64	358.33	500.00
Postage/freight	91.91	10.20	167.65	-	-	100.00	100.00
Sub-Total Program Expenditures	2,511.32	129,201.58	1,587.01	109,883.39	36,762.30	108,084.72	63,918.58
Grand Total Program Expenditures	61,290.19	170,355.67	45,633.31	180,609.58	68,884.05	161,115.95	115,000.00
Revenue over Expenditures	-	(627.89)	-	-	-	-	0.00

NOTE: The State funding for this Biennial award is \$230,000 .
 The award period is September through August

Program is for solid waste management and recycling.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 COMMUNITY & ECONOMIC DEVELOPMENT ASSISTANCE

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
State	8,135.38	7,171.62	3,405.55	13,081.45	8,746.00	8,114.00	8,114.00
Total Program Revenue	8,135.38	7,171.62	3,405.55	13,081.45	8,746.00	8,114.00	8,114.00
Salaries/Wages	3,489.34	3,015.55	2,219.95	5,558.41	2,807.47	4,879.97	4,412.91
Overtime							
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	1,352.27	1,160.54	798.25	2,005.23	1,026.09	1,945.86	1,499.19
Total Personnel	4,841.61	4,176.09	3,018.20	7,563.64	3,833.56	6,825.83	5,912.10
Administrative Costs	780.65	619.74	222.45	512.56	237.31	420.53	436.74
Network Services	-	105.02	-	-	-	-	-
Procurement Services	-	-	-	-	-	-	-
Human Resource Services	-	-	-	-	-	151.35	158.87
Facility Cost Allocation	1,157.90	1,130.72	-	-	-	-	-
Total Cost Allocations	1,938.55	1,855.48	222.45	512.56	237.31	571.88	595.61
Contract Services	-	-	-	-	-	-	-
Travel-In Region	-	-	-	-	-	566.29	806.29
Travel-Out of Region	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	500.00
Computer/Software	-	-	-	-	-	-	-
Copier	129.02	-	-	-	-	100.00	200.00
Cell Phones	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-
Ads & Promotions	149.24	-	164.90	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-
Dues and fees	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	-	-	-	50.00	100.00
Sub-Total Program Expenditures	278.26	-	164.90	-	-	716.29	1,606.29
Grand Total Program Expenditures	7,058.42	6,031.57	3,405.55	8,076.20	4,070.87	8,114.00	8,114.00
Revenue over Expenditures	1,076.96	1,140.05	-	5,005.25	4,675.13	-	0.00

U.S. Department of Housing and Urban Development provides annual grants on a formula basis to entitled cities and counties to develop viable communities. These funds are to provide technical assistance, but not on a specific TxCDBG project. Contract agreement is for the September to August period.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30
 VOLUNTEERS IN SERVICE TO AMERICA (VISTA)

	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 BUDGET	FY 23-24 BUDGET
Federal	-	-	-	-	4,055.80	15,000.00	30,000.00
Local Funds	-	-	9,154.72	34,363.92	33,754.21	84,953.13	100,000.00
Total Program Revenue	-	-	9,154.72	34,363.92	37,810.01	99,953.13	130,000.00
Salaries/Wages	-	-	6,356.06	23,712.80	24,693.04	47,018.13	52,760.05
Overtime	-	-	-	-	-	-	-
Incentives and Certifications	-	-	-	-	-	-	-
Fringe Benefits	-	-	2,170.26	8,425.50	7,463.85	19,999.33	23,291.17
Total Personnel	-	-	8,526.32	32,138.30	32,156.89	67,017.46	76,051.22
Administrative Costs	-	-	628.40	2,177.22	1,993.01	4,128.86	5,618.02
Network Services	-	-	-	-	341.91	4,442.97	8,387.33
Procurement Services	-	-	-	-	183.39	95.05	335.30
Human Resource Services	-	-	-	-	116.11	1,513.47	1,588.71
Facility Cost Allocation	-	-	-	-	2,004.04	2,414.59	9,900.45
Total Cost Allocations	-	-	628.40	2,177.22	4,638.46	12,594.94	25,829.81
Recognition	-	-	-	-	-	-	-
Audit & Legal	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	17,000.00
Travel-In Region	-	-	-	-	42.71	1,890.73	1,500.00
Travel-Out of Region	-	-	-	-	-	2,100.00	1,750.00
Travel Advisory Council	-	-	-	-	-	-	-
Meals	-	-	-	-	21.65	-	-
Travel-Volunteer	-	-	-	-	-	-	-
Supplies	-	-	-	-	698.20	1,000.00	2,500.00
Computer/Software	-	-	-	-	-	-	2,300.00
Capital Equipment	-	-	-	-	-	-	-
Copier	-	-	-	48.40	209.73	250.00	1,000.00
Cell Phones	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-
Ads & Promotions	-	-	-	-	-	-	-
Publications	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	500.00
Dues and fees	-	-	-	-	42.37	-	1,568.97
Communications	-	-	-	-	-	-	-
Postage/freight	-	-	-	-	-	100.00	-
Sub-Total Program Expenditures	-	-	-	48.40	1,014.66	5,340.73	28,118.97
Grand Total Program Expenditures	-	-	9,154.72	34,363.92	37,810.01	84,953.13	130,000.00
Revenue over Expenditures	-	-	-	-	-	15,000.00	(0.00)

carry forward

Current funding is provided by the San Angelo Health Foundation

Memo

To: Executive Committee

From: Brandon Sanders – Director of Finance

Date: 9/13/2023

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 28

ITEM 28

Brandon Sanders, Director of Finance, is seeking consideration and approval concerning the CVCOG FY 23-24 Proposed Annual Budgets.

- a. State Salary Comparability Schedule for FY 23-24
- b. Employee Salary Schedule and Fringe Benefits for FY 23-24
- c. Administrative Budgets for FY 23-24
- d. Executive Director's Salary

Approved at the Executive Committee Meeting on September 13, 2023.

BYLAWS

Concho Valley Regional Assistance Corporation

Article I

Name and Purpose

Section 1. Name The name of the corporation is the
Concho Valley Regional Assistance Corporation.

Section 2. Purpose The purpose of the Corporation is:

- (a) to assist the residents in the Concho Valley in all areas of life;
- (b) to assist the residents in having adequate police, fire, and emergency medical services;
- (c) to assist the residents with adequate transportation in the Concho Valley;
- (d) to assist the elderly population in a good quality of life;
- (e) to assist the residents with obtaining adequate housing; and
- (f) to conduct all activities with the good of the residents of the Concho Valley in mind.

Section 3. Service Area The corporation shall serve the Concho Valley Region consisting of the following counties: Coke, Concho, Crockett, Irion, Kimble, McCulloch, Mason, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green.

Article II

Board of Directors

Section 1. General Powers and Qualifications The business and affairs of the Corporation shall be exercised, controlled, directed, and supervised by its Board of Directors (**Board**). Unless changed by amendment to these bylaws, the number of directors serving this board shall not

exceed 5.

Section 2. Composition The Board will be comprised of the following representatives appointed by the Concho Valley Council of Governments Executive Committee.

- (a) **Local Government Officials** At least a simple majority of the Board shall be elected officials or employees of general purpose units of local government appointed to represent such government.
- (b) **Private Citizens** At least one-fifth of the Board's membership shall be private citizens who are neither elected officials of a general purpose unit of government nor employees of such government appointed to represent that government.

Section 3. Tenure All representatives shall serve terms of two years. Each Director shall serve for his or her term of office, and until his or her successor shall have been duly appointed. All directors are eligible for re-appointment without limitation, so long as they continue to meet qualifications for the category they represent. If a Director, during his or her term, ceases to meet the qualifications for the category he or she represents, they will be removed from the Board and a successor appointed.

Section 4. Vacancies Vacancies on the Board may be filled in the same manner as that in which they are initially appointed. If an appointment is made to fill a vacancy on the Board, the successor shall serve for the remaining unexpired term of his or her predecessor.

Section 5. Resignation Each Director shall have the right to resign at any time upon written notice thereof to the President or Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect when a successor has been duly appointed.

ARTICLE III

Duties of the Board

Section 1. General The corporate powers, business, and property of the Board shall be exercised, conducted, and controlled by the Board. The Board shall serve as the policy-making body of the Corporation.

Section 2. Organization The Board may recruit and retain staff or may contract for staff services. The Board shall designate an Executive Director to serve as its Chief Administrative Officer. The Board shall adopt management and accounting policies and procedures.

Section 3. Contracts The Board has the authority to enter into contracts and to accept and expend funds from federal, state, and local governmental entities and private sources. The Board of Directors will enter into an agreement with the Concho Valley Council of Governments for administrative services.

Section 4. Subcommittees The Board may establish such subcommittees as it determines are needed to meet the needs of the members.

Section 5. Civil Rights The Board will establish procedures and take actions necessary to assure compliance with all applicable civil rights laws and regulations.

Section 6. Coordination and Implementation The Board will coordinate the Corporation's activities with the local governments.

ARTICLE IV

Meetings of the Board

Section 1. Regular Meetings Regular meetings of the Board shall be held at least annually during each fiscal year.

Section 2. Special Meetings Special meetings may be called by the Board President, Executive Director of the Corporation, or upon request of at least two members of the Board. All requirements for notice, quorum, and other rules governing regular meetings shall apply to special meetings.

Section 3. Notice All meetings of the Board shall be called by written notice deposited in the United States mail, first class postage prepaid, at least three (3) days prior to the meeting. Such notice shall state the date, hour, and place of the meeting. A waiver of notice, in writing and signed by the person entitled to such notice, whether before or after the time notice is required, shall be equivalent to the giving of such notice. Attendance of a Director at a meeting shall constitute a waiver of such notice of such meeting, except where the Director attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

Section 4. Quorum At any meeting of the Board, a 51% majority of the Directors being present in person and entitled to vote at such meeting shall constitute a quorum for all purposes, except where it is otherwise provided by law or these By-Laws.

Section 5. Organization The President of the Board, or in his or her absence, the Vice-President, shall preside at each meeting of the Board, as prescribed in Article V, Sections 5 and 6 of these By-Laws.

Section 6. Manner of Acting The affirmative vote of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board except for Article VI, Section 6 herein. Any action required to be taken by a meeting of the Board may be taken without a meeting if a consent in writing setting forth the action to be taken, shall be signed by all members of the Board. Such consent shall have the same force and effect as a unanimous vote.

Section 7. No Proxies All voting by the Directors shall be done in person at a meeting called to these bylaws, There shall be no proxy voting.

Section 8. Attendance and Removal of Board Members Any Director failing to attend three (3) consecutive regular or special Board meetings may be removed at the discretion of the President of the Board.

ARTICLE V

Officers

Section 1. Officers The Officers of the Corporation shall consist of an Executive Director, a President, Vice-President, and a Secretary/Treasurer, all of whom shall be elected by the Board. Any two offices may be held by the same person except the office of the President. The Board may from time to time grant certain officers the right to act on behalf of the District. At all times the President, Vice-President, and Executive Director are each authorized to execute and deliver agreements and other instruments on behalf of the Corporation.

Section 2. Tenure of Office and Removal The tenure of office of each officer of the Board shall be one year. Any officer may succeed himself or herself. Any officer may be removed at any time prior to the expiration of his or her term by affirmative vote of two-thirds of the Directors present, at a meeting duly called and held where a quorum is present.

Section 3. The President The President shall preside at all meetings of the Corporation and at all meetings of the Directors at which he or she is present. He or she shall see that all orders and resolutions of the Board are carried into effect.

Section 4. Vice-President The Vice-President shall, during the absence of the President, or in case of his or her inability to act, be vested with the powers and shall perform the duties of the

President. The Vice-President shall also perform such other duties and exercise such other powers as may from time to time be imposed upon or vested in him or her by resolution of the Board.

Section 5. Secretary/Treasurer The Secretary/Treasurer shall attend all meetings of the Board. He or she shall assure that official records of the Board shall be maintained and give notice of all meetings as required by these bylaws. The Secretary/Treasurer shall also be responsible for reporting to the Board the financial affairs concerning the Corporation.

Section 6. Executive Director The Board may employ or designate an Executive Director. Such an Executive Director may not be a member of the Board. The Executive Director shall be the Chief Administrative Officer for the Corporation. He or she shall employ, direct, and supervise Corporation staff and staff activities pursuant to District policies.

Section 7. Vacancies in Office If an office of the Corporation becomes vacant by reason of death, resignation, retirement, disqualification, or removal from office or inability to act, the Board may, in every such case, choose a successor for such officer who shall hold office for such term as may be prescribed by the Board but no longer than the unexpired portion of the term of the officer or agent whose place is vacant, and until his or her successor shall have been duly elected and qualified.

ARTICLE VI

Miscellaneous Provisions

Section 1. Budget The Corporation's Board shall adopt an annual budget for the operation of the Corporation prior to each fiscal year as established by the Board. Such budget may include federal and state grants. The Board shall assure that local matching funds will be provided for state or federal grants.

Section 2. Disbursements All payments for Corporation expenses shall be in accordance with the Corporation budget and pursuant to fiscal policies and procedures adopted by the Board.

Section 3. Limitation of Liability Any debt, liability, or obligations of the Corporation shall be those of the Corporation only, and not of any other entity participating in the Corporation.

Section 4. Indemnification The Corporation may indemnify any current or former Director, officer, agent, employee, or similar functionary of the Corporation against judgements, penalties, fines, settlements, and reasonable expenses actually incurred by such functionary as provided in Article 1396-2.22A of Vernon's Annotated Texas Statutes, as amended.

Section 5. Contributions The Board may accept on behalf of the Corporation, any contribution, gift, bequest, or device for any purpose of the Corporation.

Section 6. Amendments The Board may amend or repeal these bylaws or adopt new bylaws not inconsistent with the Articles of Incorporation or laws of this state, upon an affirmative vote of two-thirds of the Directors. Proposed amendments for initial consideration must be forwarded to each Director at least ten days in advance of a Board meeting.

Section 7. Dissolution The Corporation's Board may dissolve the Corporation in accordance with the provisions set forth in the Articles of Incorporation and the Texas Non-Profit Corporation Act.

Section 8. Fiscal Year The Fiscal Year of the Corporation shall begin on the 1st day of October and end on the 30th day of September of each calendar year.

Section 9. Books and Records The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the meetings of its Board and subcommittees.

Section 10. Non-Profit Status The Corporation is a non-profit corporation. It shall be organized and operated exclusively for non-profit purposes. No part of its earnings shall inure to the benefit of any officer, director, member, or private individual, nor shall it ever declare or make to any such persons any dividend or other distribution.

Section 11. Reasonable Compensation for Services Nothing herein shall prevent the payment of reasonable compensation for services rendered or the reimbursement of reasonable expenses incurred in connection with the Corporation's affairs.

Section 12. Political Activities Prohibited The Corporation shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE VII

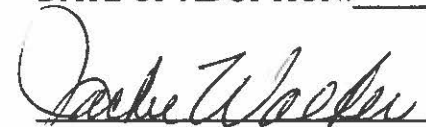
Effective Date

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth herein.

DATE OF ADOPTION: 8/13/03



President, Board of Directors



Vice President, Board of Directors

To:

Coke County Judge Hal Spain
Concho County Judge David Dillard
Crockett County Judge Frank Tambunga
Edwards County Judge Souli Asa Shanklin
Irion County Judge Molly Criner
Kimble County Judge Hal A. Rose
Mason County Judge Sheree Hardin

McCulloch County Judge Frank Trull
Menard County Judge Brandon Corbin
Reagan County Judge James T. O'Bryan
Schleicher County Judge Charlie Bradley
Sterling County Judge Deborah Horwood
Sutton County Judge Joseph (Jody) Harris
Tom Green County Judge Lane Carter

From: Concho Valley Council of Governments

Date: September 6, 2023

Re: Regional Approach to Broadband in the Concho Valley

To Those That Represent The Concho Valley Region,

John Austin Stokes and Tom Green County Commissioner Rick Bacon are co-chairs of the Broadband Development Office's (BDO) West Texas Working Group. They want to make sure West Texas and especially the CVCOG receive the funding necessary to provide Broadband, also known as high-speed internet, to rural West Texas.

The BDO is expecting local government officials to have an active part in the planning and implementation of the State Broadband Development Plan. We understand the confusion of what your involvement should be. The CVCOG and Tom Green County have hired the consulting firms CobbFendley and GrantWorks to facilitate a unified effort to help our local government officials with their involvement. The consultants will identify the areas in need; create a plan specific to your area and assist you in implementing the plan. Our primary goal is to secure the funding necessary to bring broadband to our rural areas.

Our consultant team is available to help you work through this process. They will be contacting you and asking for your input on what you think your specific needs are. We are asking all local officials associated with the CVCOG not to engage directly with Internet Service Providers (ISPs) and to be patient as we develop the plan. If an ISP contacts you, please reach out to our consultants for assistance. Their contact information is listed below. Don't hesitate to contact them with any questions.

Thank you for your assistance in getting Broadband access to your County.

John Austin Stokes & Rick Bacon

CobbFendley

Jarod Branstetter (jbranstetter@cobbfendley.com)
Jacob Triska (jtriska@cobbfendley.com)

GrantWorks

Kent Burgess (kent.burgess@grantworks.net)
Stephen Bass (stephen.bass@grantworks.net)

CVCOG
 Balance Sheet - CVCOG Balance Sheet mrm
 As of 7/31/2023

	Current Period Balance	
Assets		
First Financial General Bank Acct	1,329,427.52	1112000
CNCS Petty Cash	300.00	1197000
CitiBank Credit Card	(61,012.50)	1198000
First Financial Credit Card	(10,214.32)	1199000
Grant Receivable, CJ VAWA	830.86	1203000
State Contract, HSGD	1,458.33	1204000
Grant Receivable, 2-1-1	29,646.28	1205000
Grant Receivable, 9-1-1	687,362.58	1211000
Grant Receivable, AAA	417,078.58	1212000
Grant Receivable CNCS VISTA	3,964.14	1213000
State Contract, CJ Planning	3,541.81	1214000
Grant Receivable, RSVP	11,729.89	1216000
Grant Receivable, Juvenile Justice Services	587.97	1217000
Grant Receivable, Foster Grandparent	22,024.95	1219000
Grant Receivable, Senior Companion	15,516.53	1220000
Grant Receivable, ADRC	23,716.85	1221000
OOG CV Communications Upgrade	17.39	1225000
Grant Receivable, Homeland Security SHSP	9,148.41	1232000
Grant Receivable, CACFP Head Start	9,418.07	1243000
Grant Receivable, Head Start HHS	288,577.17	1249000
Economic Development District	19,695.41	1290000
CV Transit District AR	293,582.73	1329000
Accounts Receivable-General	350.65	1391000
Staff Travel Advance	(32.00)	1392000
Prpd Workers Comp	19,360.50	1591000
Prpd Health Insurance	1,583.84	1592000
Prepaid COBRA-Health Services	52.40	1594000
Prepaid Life Insurance	116.57	1595000
Prepaid AFLAC	190.34	1598000
Prepaid MASA Insurance	39.50	1599000
First Financial 911 Investment	11,155.88	1614000
CVCOG Investment Account	281,774.81	1618000
Leasehold Improvements	85,951.58	1730000
Facility Improvements	170,941.59	1732000
Other Assets - Project Equipment	1,241,306.87	1811000
Total Assets	4,909,191.18	

Liabilities		
AP	830,469.77	2111000
AP Clearing	22,139.17	2112000
AP First Financial Credit Card	956.34	2114000
AP CitiBank Credit Card	76,911.25	2117000
Payroll Payable - Administration	283,636.66	2151000
Federal Withholding Tax	21,787.71	2311000
Medicare Payable	9,908.79	2321000
SUTA Payable	24.35	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	4,771.07	2413000
Dental Insurance Payable	8,710.84	2415000
Vision Insurance Payable	1,885.68	2419000
Employer Pension Plan Payable	112,620.67	2422000
Employee Contr to Pension Plan	72,725.68	2423000
Deferred Income Plan Withheld	3,560.00	2431000
State Comptroller Unclaimed	79.58	2434000
United Way Payable	1,326.02	2441000
Child Support Payable	1,861.71	2442000
Other Payroll Garnishments	184.39	2444000

CVCOG
 Balance Sheet - CVCOG Balance Sheet mrm
 As of 7/31/2023

Liabilities continued

Accrued Vacation Leave	179,324.13	2521000
Inter-Fund Payable CVTD	661,706.85	2600000
Unearned Revenue General Fund	47.45	2911000
Unearned Revenue- 911 Program	205,391.23	2917000
Unearned Revenue-VISTA	101,712.13	2918000
Unearned Revenue-Head Start	14,152.05	2919000
Unearned Revenue - Regional Law Academy Tuition	4,250.00	2926000
Unearned Revenue- RSVP	100.00	2929000
Unearned Revenue-Solid Waste	25,244.78	2938000
Unearned Revenue Regional Broadband Initiative	250,000.00	2943000
Total Liabilities	<u>2,935,632.52</u>	

Fund Balance

General Unrestricted Fund Balance	475,065.30	3000000
Long Term Debt - Annual Leave	(179,324.13)	3105000
Long Term Debt - Inter-Fund CVTD	(661,706.85)	3107000
Investment - Capital Assets	1,498,200.04	3110000
Restricted - USDA Note Available	23,850.00	3202000
Restrict - Regional Assistance Corp 501c3	35,286.51	3204000
Restricted - CV Medical Reserve Corp	3,765.02	3205000
Assigned - Area Agency on Aging	3,696.26	3401000
Assigned - SCP Visiting Program	9,867.64	3402000
Assigned - Caregiver	2,213.65	3403000
Assigned - Housing Finance	94,001.34	3404000
Assigned - Homeland Security	23,235.05	3405000
Assigned - CJ Planning	110,053.74	3406000
Assigned - CJ Law Enf Academy	187,620.09	3407000
Assigned - 211 Information Referral	42,300.72	3408000
Assigned - CEDAF	35,449.54	3409000
Total Fund Balance	<u>1,703,573.92</u>	

Excess Revenue Over Expenditures FY 22-23	<u>269,984.74</u>
---	--------------------------

Total Liabilities, Fund Balance and Excess Revenue	<u>4,909,191.18</u>
---	----------------------------

CVCOG

Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures
From 10/1/2022 Through 7/31/2023

	<u>Current Period Actual</u>	
Revenue		
CNCS Senior Companion CFDA 94.016	155,554.12	4164000
CNCS Foster Grandparent CFDA 94.011	292,756.87	4165000
CNCS RSVP CFDA 94.002	112,060.59	4167000
HHS-ACF Head Start ARP 06HE001000 C6	375,571.04	4170000
HHS-ACF Head Start CFDA 93.600	5,486,757.47	4173000
VISTA CNCS FY 22-23 CFDA 94.013	39,576.26	4174000
AAA - Title IIIB CFDA 93.044	89,160.54	4201000
CACFP Prior Year CFDA 10.558	18,773.45	4203000
AAA - Title IIIC1 CFDA 93.045	205,199.85	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	22,390.14	4206000
AAA - Title IIIC-2 CFDA 93.045	161,445.99	4207000
AAA - Title IIIE CFDA 93.052	19,494.52	4215000
AAA - Title VII EAP CFDA 93.041	749.00	4216000
AAA - Title VI OM CFDA 93.042	8,557.00	4218000
AAA - NSIP CFDA 93.053	70,725.00	4219000
CACFP Nutrition CFDA 10.558	446,249.84	4221000
Off Gov-Violence Against Women Act CFDA 16.588	6,868.81	4222000
PY - ARP Title III B CFDA 93.044	7,727.24	4224000
PY - Title IIIB CFDA 93.044	152,654.00	4227000
PY - ARP Title III C2 CFDA 93.045	18,116.00	4229000
211 TANF OPS FED CFDA 93.558	673.76	4231000
PY - Title IIIC1 CFDA 93.045	80,142.00	4232000
PY ARP Title III C1	5,676.00	4232100
211 Food Stamps CFDA 10.561	26,774.37	4233000
PY - Title IIIC2 CFDA 93.045	77,491.00	4235000
PY - Title IIIE CFDA 93.052	42,638.41	4239000
211 Child Health Ins CFDA 93.767	4,220.64	4245000
211 Child Care CFDA 93.575	2,315.34	4258000
211 CHIPS OPS Fed CFDA 93.778	27,891.96	4265000
CF - HICAP Basic CFDA 93.324	58,024.00	4267000
211 COVID TANF OPS CFDA 93.558	31.82	4269000
211 COVID Food Stamps CFDA 10.561	1,137.86	4271000
ADRC Housing Navigator Sept to Dec CFDA 93.791	5,762.39	4274000
ARP Title III-B	127,657.55	4276000
ARP Title III C1	95,610.89	4277000
ARP Title III C2	100,717.00	4278000
ADRC MIPPA CFDA 93.071	7,350.27	4279000
ADRC Life Span Respite CFDA 93.072	1,200.00	4281000
211 COVID Child Health Ins CFDA 93.767	179.38	4289000
ARP Title III E	11,214.69	4290000
PY ARP Title III E	20,655.00	4290100
ARP Title VII OM CFDA 93.042	4,350.00	4291000
211 COVID CHIPS CFDA 93.778	1,185.35	4292000
Off Gov-Homeland Security SHSP CFDA 97.067	98,205.54	4294000
PY AAA - MIPPA CFDA 93.071	9,943.56	4297000
ADRC Housing Navigator Jan to Aug CFDA 93.791	10,343.78	4298000
ADRC Local Contact Agency Jan to Aug CFDA 93.791	2,164.00	4299000
AAA State General	37,580.25	4301000
TCEQ Solid Waste State	134,271.01	4302000
2-1-1 COVID SGR	2,518.23	4305000
Off Gov - CJ Academy State	52,435.14	4307000
AAA - State OMB ALF	8,331.09	4308000
TxHHS-RSVP State	48,542.48	4309000
Off Gov - HSGD Contract State	13,966.66	4311000
TxHHS - 211 State Funds	59,330.85	4312000
Grant Z02, NG911 Project SB8	625,546.23	4314000
Off Gov, CJ Planning Services	33,400.03	4315000

CVCOG

Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures
From 10/1/2022 Through 7/31/2023

Revenue continued

CSEC 911 ER Communications State	2,059,221.01	4316000
ADRC State General Revenue	54,014.50	4325000
Grant X07, OOG CV Communications Upgrade 4467201	16,732.15	4327000
ADRC State Promoting Independence	10,345.22	4331000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
AAA - State General ARP	59,530.00	4341000
IK Contributions	1,896,411.51	4411000
Senior Center Program Income-Tracking Only	83,653.56	4416000
CVCOG Membership Dues	15,553.80	4511000
Area Agency on Aging Membership Dues	27,717.62	4512000
CJ Membership Dues	66,460.00	4513000
Program Income	30,335.00	4522000
Local Revenue	77,034.78	4523000
Sale of Equipment	11,949.79	4711000
Interest Income General	8,589.31	4731000
Interest on 911 Trust Acct	(845.37)	4732000
Credit Card Cash Rewards Redemption	15,797.05	4737000
Economic Development District Pass-Thru	432,305.99	4760000
Concho Valley Transit District Pass-Thru	3,380,419.04	4761000
Prior Year Cost Pool Contribution	121,289.00	4762000
Vacation Accrual Allocation	305,648.02	4911000
Indirect Cost Allocations	580,890.67	4912000
Information Technology Services	270,156.33	4913000
Human Resources Allocation	305,783.07	4914000
Procurement Dept Allocation	299,362.77	4915000
Total Revenue	19,670,329.04	

Expenditures

General Wages	5,821,318.16	5110000
General Overtime Hours	5,726.58	5118000
Holiday Work Time	942.40	5119000
Vacation Time Allocation	305,648.02	5150000
Medicare Tax	99,834.99	5151000
Workers Comp Insurance	89,300.90	5172000
SUTA	2,350.60	5173000
Health Insurance Benefit	1,604,316.42	5174000
Dental Insurance Benefit	59,876.32	5175000
Life Insurance Benefit	48,755.00	5176000
HSA Insurance Benefit	66,495.52	5177000
Retirement	794,372.51	5181000
Indirect Allocation	580,910.95	5199000
Employee Health and Welfare	2,592.99	5200000
Stipend - FGP Volunteers	151,222.73	5201000
Stipend - SCP Volunteers	72,375.03	5202000
Recognition	56,080.24	5205000
HR Service Center	305,918.78	5206000
Procurement Service Center	299,362.77	5207000
Information Technology Service Center	270,020.62	5208000
Driver Wages	1,154,229.57	5210000
Dispatch/Customer Service Wages	63,258.80	5217000
Driver Overtime Hours	82,013.39	5218000
Dispatch/Customer Service Overtime Wages	10,214.00	5219000
Driver Double Time	818.29	5222000
Audit & Legal	38,243.32	5231000
Counseling Services	14,298.79	5251000
Contract Services	659,381.06	5291000
HS Health & Disab Svc	227.25	5293000
HS Policy Council	306.39	5294000

CVCOG

Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures
From 10/1/2022 Through 7/31/2023

Expenditures continued

HS Nutrition Service	335,474.71	5295000
HS Parent Service	1,517.81	5296000
AAA Congregate Meals	392,911.37	5301000
AAA Home Delivered Meals	396,719.53	5302000
Head Start T & T A	45,157.75	5308000
Travel-In Region	22,225.23	5309000
Travel-Out of Region	52,217.07	5310000
Conference Fees	255.00	5311000
Meals	11,149.64	5312000
Travel-Volunteer	45,648.67	5313000
Executive Director Allowance	493.22	5314000
Travel Advisory Council	1,119.69	5317000
Contractor Travel	224.06	5318000
Fuel	1,659.93	5351000
Lubricant	12.00	5352000
Vehicle Maintenance	932.79	5361000
Tires	54.70	5363000
Bus Stop Maintenance	43.98	5365000
Non-Vehicle Maintenance	944.96	5366000
Other Facility Rent	7,190.00	5412000
HS Site Rent	15,480.00	5413000
Utilities	38,257.20	5431000
HS Site Center Utilities	100,777.58	5433000
Facility Allocation	348,268.54	5451000
HS Site Center Bldg Maint	211,136.60	5453000
Supplies	147,437.58	5510000
HS Class Room Supplies	207,993.04	5512000
HS Food Serv Sup	90,517.30	5513000
HS Medical Supplies	6,159.14	5514000
HS Disability Supplies	12.54	5515000
Supplies - Bus/Service Vehicles	5,000.64	5516000
HS Diapers and Wipes	19,291.35	5518000
Parts Supply	4,711.05	5520000
Internal Project Equipment	674.93	5621000
Internal Computer/Software	68,467.26	5622000
Internal Capital Equipment	65,372.00	5623000
County Project Equipment	186,411.72	5627000
Tools	1,210.10	5629000
Copier	19,423.21	5632000
Copier Lease	12,391.54	5633000
Copier Paper	3,315.00	5634000
Insurance	25,231.05	5711000
Cell Phones	3,711.87	5713000
Internet	1,528.54	5714000
Printing	1,628.63	5721000
Ads & Promotions	2,561.56	5722000
Publications	360.00	5723000
HS Capital Playground	12,142.35	5734000
Training	6,499.85	5751000
Dues and fees	56,404.14	5753000
Vehicle Registration	505.00	5754000
HS Site Center Communications	17,369.78	5760000
Communications	20,762.84	5761000
Postage/freight	8,594.99	5762000
911 PSAP Services	1,533.18	5766000
911 Equipment Maintenance	697.45	5767000
911 PSAP Training	3,890.50	5768000
911 PUB ED	4,069.60	5771000
911 PSAP Room Prep	61,813.12	5773000

CVCOG

Statement of Revenues and Expenditures - CVCOG Statement of Revenue and Expenditures
From 10/1/2022 Through 7/31/2023

Expenditures continued

911 Network Reliability	4,702.50	5774000
911 Network	120,531.74	5775000
911 MIS	4,118.38	5776000
911 PSAP Network	826,538.07	5777000
911 Text-to-911	20,400.00	5779000
911 Geographic Information Systems	23,511.05	5780000
911 Core Functions	275,630.58	5781000
911 Info Sec	3,289.32	5783000
911 CPE Front-Back FY 23	296,665.65	5785000
911 UPS	214,795.20	5787000
911 GIS Mapping Equipment	(94,761.67)	5788000
Other	54.34	5791000
Coffee Expense	1,640.72	5792000
Physicals	195.00	5793000
General Assembly Costs	4,603.38	5794000
Safety	4,045.66	5796000
Multi-Modal Supplies	2,970.78	5810000
Multi-Modal Internet	12,131.03	5814000
Multi-Modal Utilities	7,148.91	5831000
Multi-Modal Building Maintenance	567.80	5851000
Multi-Modal Communications	5,784.68	5861000
Shop Christoval Rd Supplies	4,663.50	5870000
Shop Christoval Rd Tools	4,565.08	5871000
Shop Christoval Rd Utilities	2,163.82	5876000
InKind Travel	168,067.00	6310000
InKind Other	1,728,344.51	6791000
Total Expenditures	<u>19,400,344.30</u>	
Excess Revenue over Expenditures	<u>269,984.74</u>	

CVCOG
 Expenditure Journal - All Grant Exp Recap YTD
 From 10/1/2022 Through 7/31/2023

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total Expenditures
010	CVTD Pass-thru ICB Program	20,974.64	181.39	21,156.03
018	Pass-Thru CVTD Medicaid	87,694.04	0.00	87,694.04
025	Grant 025, VISTA 22VS247722	23,633.20	122.16	23,755.36
027	Grant 027, VISTA 23VS252124	42,053.72	5,721.20	47,774.92
040	Pass-Thru CV Economic Development Dist	105,677.23	3,456.99	109,134.22
043	CVEDD Pass-Thru Revolving Loan	3,169.77	0.00	3,169.77
092	Procurement	289,966.87	9,395.93	299,362.80
093	Human Resources	296,866.86	8,916.23	305,783.09
094	Information Technology	231,220.00	38,961.32	270,181.32
095	Engagement Committee Funds	(134.87)	4,968.94	4,834.07
097	Non-Project Expenses	210.88	7,832.11	8,042.99
098	Vacation Program Costs	281,390.51	978.50	282,369.01
099	INDIRECT COSTS	588,321.00	98,185.77	686,506.77
805	Grant 805, 911 CSEC State FY21 Funding 2nd Biennium	0.00	0.00	0.00
825	Pass Thru CVTD Rural CARES	233,256.31	9,972.58	243,228.89
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	160,744.78	229,755.84	390,500.62
A01	HHSC-OAAA Grant A01, Area Agency on Aging FY 21-22	(6,994.76)	7,203.09	208.33
A02	HHSC-OAAA Grant A02, Area Agency on Aging FY 22-23	759,929.94	930,106.44	1,690,036.38
C01	OOG State Grant C01, CJ Academy FY 21-23 1480417	118,036.58	26,417.31	144,453.89
C04	OOG Contract C04, CJD Planning FY 22-23	27,768.17	134.16	27,902.33
D02	Grant D02, HHSC ADRC FY 22-23 HHS000270200007	86,392.49	4,787.67	91,180.16
F03	Grant F03, CNCS Foster Grandparent 22-23 Y1 22FGTX003	273,616.09	17,990.83	291,606.92
F04	Grant F04, FGP HHSC State HHS000871100029 Year 3	5,316.48	0.00	5,316.48
F05	Grant F05, CNCS Foster Grandparent 23-24 Y2 22SFGTX003	23,556.93	710.02	24,266.95
G02	Grant G02, CNCS RSVP FY 22-23 20SRWTX024 Y3	77,399.34	22,961.36	100,360.70
G03	Grant G03, RSVP HHSC State HHS000871100009 Year 3	48,542.48	0.00	48,542.48
G04	Grant G04, CNCS RSVP FY 23-24 23SRGTX015 Y1	11,399.03	300.86	11,699.89
H02	Grant H02, CACFP Head Start Nutrition FY 21-22 Q2022	(7,421.50)	7,421.50	0.00
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	5,512,426.56	657,470.60	6,169,897.16
H04	Grant H04, CACFP Head Start Nutrition FY 22-23	40,327.72	434,458.22	474,785.94
H05	HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	955,901.22	84,961.72	1,040,862.94
I01	Pass Thru Grant I01, CVEDD TXDOT	0.00	2.00	2.00
I02	Grant I02, CVEDD Pass-Thru TXDOT Rural	0.00	72,318.00	72,318.00
I03	Grant I03, CVEDD Pass-Thru TXDOT Urban	0.00	247,682.00	247,682.00
J02	OOG Grant J02, Juvenile Justice Service FY 22-23 1484323	8,091.35	14,298.79	22,390.14
K01	CVTD Pass-Thru Head Start Maintenance FY 22-23	14,527.67	219.15	14,746.82
L01	CVTD Pass-Thru Link Road Facility	(1,517.50)	3,416.27	1,898.77
L02	CVTD Pass-Thru Link Road Facility FY 22-23	76,282.46	44,053.94	120,336.40
M03	Pass-thru Grant M03, Mobility Management Urban FY 22-23	45,739.36	0.00	45,739.36
M04	Pass-thru Grant M04, Mobility Management Rural FY 22-23	31,101.75	0.00	31,101.75
P02	CVTD Pass-Thru, RPTCP FY 22-23	33,628.27	221.31	33,849.58
Q01	Grant Q01, CEDAF FY 22-23	6,207.82	0.00	6,207.82
R01	Pass-thru Grant R01, CVTD Rural FY 21-22	0.00	3,955.99	3,955.99
R03	Pass-thru CVTD Grant R03 Rural FY 22-23	778,648.81	19,922.96	798,571.77
S03	Grant S03, CNCS Senior Companion 22-23 Y1 22SCGTX003	143,931.86	10,356.23	154,288.09
S04	Grant S04, SCP HHSC State HHS000871100039 Year 3	6,791.48	0.00	6,791.48
S05	SCP Prior Year Funds Acct 3402	0.00	1,667.80	1,667.80
S06	Grant S06, CNCS Senior Companion 23-24 Y2 22SCGTX003	17,286.04	271.99	17,558.03
T02	Grant T02, TIRN 211 Information & Referral FY 22-23	118,723.72	7,535.84	126,259.56
U01	Pass-thru Grant U01, CVTD Urban FY 21-22	0.00	5,312.33	5,312.33
U02	Grant U02, CVTD Pass-Thru	558.13	26.32	584.45
U03	Pass-thru Grant U03, CVTD Urban FY 22-23	1,938,997.40	33,245.46	1,972,242.86
V02	OOG Grant V02, Violence Against Women Act 3973003	15,272.25	1,398.64	16,670.89
W01	Grant W01, TCEQ State Solid Waste FY 21-23	40,418.96	93,852.05	134,271.01
X01	OOG Grant X01, Homeland Security (HSGP) FY 21-22	(255.70)	255.70	0.00
X04	OOG State Contract X04, HSGD FY 22-23	9,342.77	1,091.68	10,434.45
X05	OOG Grant X05, Homeland Security (HSGP) FY 22-23 2952908	93,222.17	4,983.37	98,205.54
X07	OOG Grant X07 CV Communications Upgrade 4467201	16,732.15	0.00	16,732.15
Z01	Grant Z01, 911 CSEC State FY 22 Funding, 1st Biennium	0.00	0.00	0.00
Z02	Grant Z02, NG911 Project SB8	1,127.98	571,168.25	572,296.23
Z03	Grant Z03, 911 CSEC State FY23 Funding, 2nd Biennium	644,337.62	1,319,276.96	1,963,614.58
Report Total		14,330,438.53	5,069,905.77	19,400,344.30

SCHEDULE OF REVENUE BY SOURCE
October 1, 2022 - July 31, 2023

CVCOG Grant No	Grant Name	Federal	ARP COVID-19 CARES Act	State Administered Federal	State	Program Income	Local Revenue	In-kind	Membership	Pass Thru Sr. Centers & CVEDD & CVTD	Fringe Benefit & Indirect	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
025	VISTA Program	13,179.46	-	-	-	-	10,575.90	-	-	-	-	23,755.36	23,755.36	-	
027	VISTA Program	26,396.80	-	-	-	-	21,378.12	-	-	-	-	47,774.92	47,774.92	(0.00)	excess funds, will use through year
033	TDHCA Housing	-	-	-	-	-	175.10	-	-	-	-	175.10	-	175.10	housing bond interest received, will use through year
040	Economic Development District	-	-	-	-	-	-	-	-	109,134.22	-	109,134.22	109,134.22	-	
043	CVEDD Pass-Thru Revolving Loan	-	-	-	-	-	-	-	-	3,169.77	-	3,169.77	3,169.77	-	
805	911 CSEC FY 21, 2nd Yr Biennium	-	-	-	94,761.06	-	-	-	-	-	-	94,761.06	-	94,761.06	correction on EFR-0001003
829	Head Start FY 21-22	-	375,571.04	-	-	-	14,929.58	-	-	-	-	390,500.62	390,500.62	-	
Multi	CVTD AR Expenses	-	-	-	-	-	-	-	-	3,380,419.04	-	3,380,419.04	3,380,419.04	-	
A01	Area Agency on Aging FY 21-22	-	-	-	-	-	208.33	-	-	-	-	208.33	208.33	-	
A02	Area Agency on Aging FY 22-23	-	451,254.37	976,224.87	45,911.34	50.00	3,168.10	132,999.88	27,717.62	83,653.56	-	1,720,979.74	1,690,036.38	30,943.36	HICAP waiting budget approval
C01	CJ Academy FY 21-23	-	-	-	52,435.14	30,285.00	37,000.00	-	56,569.00	-	-	176,289.14	144,453.89	31,835.25	excess funds, will use through year
C04	CJD Planning FY 22-23	-	-	-	33,400.03	-	-	-	-	-	-	33,400.03	27,902.33	5,497.70	excess funds, will use through year
D02	ADRC FY 22-23	-	-	26,820.44	64,359.72	-	-	-	-	-	-	91,180.16	91,180.16	-	
F03	Foster Grandparent FY 22-23	270,812.92	-	-	-	-	-	20,794.00	-	-	-	291,606.92	291,606.92	-	
F04	FGP HHSC State Year 3	-	-	-	5,316.48	-	-	-	-	-	-	5,316.48	5,316.48	-	
F05	Foster Grandparent FY 23-24	21,943.95	-	-	-	-	-	2,323.00	-	-	-	24,266.95	24,266.95	-	
G02	RSVP Federal FY 22-23	100,360.70	-	-	-	-	-	-	-	-	-	100,360.70	100,360.70	-	
G03	RSVP HHSC State Year 3	-	-	-	48,542.48	-	53.98	-	-	-	-	48,596.46	48,542.48	53.98	interest earned
G04	RSVP Federal FY 23-24	11,699.89	-	-	-	-	-	-	-	-	-	11,699.89	11,699.89	-	
H03	Head Start FY 22-23	4,445,894.53	-	-	-	-	-	1,724,002.63	-	-	-	6,169,897.16	6,169,897.16	-	
H04	CACFP Head Start Nutrition FY 22-23	-	-	465,023.29	-	-	-	-	-	-	-	465,023.29	474,785.94	(9,762.65)	excess expenses will be paid by Head Start at grant end
H05	Head Start FY 23-24	1,040,862.94	-	-	-	-	-	-	-	-	-	1,040,862.94	1,040,862.94	-	
I01	Economic Development District-TXDOT	-	-	-	-	-	-	-	-	2.00	-	2.00	2.00	-	
I02	CVEDD Pass-Thru TXDOT Rural	-	-	-	-	-	-	-	-	72,318.00	-	72,318.00	72,318.00	-	
I03	CVEDD Pass-Thru TXDOT Urban	-	-	-	-	-	-	-	-	247,682.00	-	247,682.00	247,682.00	-	
J02	Juvenile Justice Services FY 22-23	-	-	22,390.14	-	-	-	-	-	-	-	22,390.14	22,390.14	-	
Q01	CEDAF FY 22-23	-	-	-	-	-	-	-	-	-	-	-	6,207.82	(6,207.82)	contract will bill annually in August
S03	Senior Companion Federal FY 22-23	140,564.09	-	-	-	-	-	13,724.00	-	-	-	154,288.09	154,288.09	-	
S04	SCP HHSC State Year 3	-	-	-	6,791.48	-	1.94	-	-	-	-	6,793.42	6,791.48	1.94	interest earned
S05	SCP Prior Year Funds Acct 3402	-	-	-	-	-	-	-	-	-	-	-	1,667.80	(1,667.80)	spending prior year local funds, will clear when closing fiscal year
S06	Senior Companion Federal FY 23-24	14,990.03	-	-	-	-	-	2,568.00	-	-	-	17,558.03	17,558.03	-	
T02	211 Information & Referral FY 22-23	-	5,052.64	61,876.07	59,330.85	-	65.02	-	-	-	-	126,324.58	126,259.56	65.02	interest earned
V02	Violence Against Women FY 22-23	-	-	6,868.81	-	-	-	-	9,891.00	-	-	16,759.81	16,670.89	88.92	match funding to be used through year to draw state funds
W01	TCEQ Solid Waste FY 21-23	-	-	-	134,271.01	-	-	-	-	-	-	134,271.01	134,271.01	-	
X04	HSGD FY 22-23	-	-	-	13,966.66	-	-	-	-	-	-	13,966.66	10,434.45	3,532.21	excess funds, will use through year
X05	Homeland Security HSGP FY 22-23	-	-	98,205.54	-	-	-	-	-	-	-	98,205.54	98,205.54	-	
X07	CV Communications Upgrade	-	-	-	16,732.15	-	-	-	-	-	-	16,732.15	16,732.15	-	
Z01	911 CSEC FY 22, 1st Yr Biennium	-	-	-	845.37	-	(845.37)	-	-	-	-	-	-	-	
Z02	Next Generation 911 Fund, ARP	-	-	-	625,546.23	-	-	-	-	-	-	625,546.23	572,296.23	53,250.00	
Z03	911 CSEC FY 23, 2nd Yr Biennium	-	-	-	1,963,614.58	-	-	-	-	-	-	1,963,614.58	1,963,614.58	-	
092	Procurement Services	-	-	-	-	-	-	-	-	-	299,362.77	299,362.77	299,362.80	(0.03)	rounding from allocation percentages
093	Human Resources Services	-	-	-	-	-	-	-	-	-	305,783.07	305,783.07	305,783.09	(0.02)	rounding from allocation percentages
094	Information Technology Services	-	-	-	-	-	25.00	-	-	-	270,156.33	270,181.33	270,181.32	0.01	rounding from allocation percentages
095	Engagement Committee	-	-	-	-	-	-	-	5,055.12	-	-	5,055.12	4,834.07	221.05	excess funds, will use through year
097	Non Project Expenses	-	-	-	-	-	25,776.38	-	9,214.88	-	-	34,991.26	8,042.99	26,948.27	excess funds, will use through year
098	Vacation Accrual	-	-	-	-	-	13.48	-	-	-	305,648.02	305,661.50	282,369.01	23,292.49	excess funds, will use through year
099	Indirect	-	-	-	-	-	-	-	1,283.80	-	702,179.67	703,463.47	686,506.77	16,956.70	excess funds, will use through year
		<u>6,086,705.31</u>	<u>831,878.05</u>	<u>1,657,409.16</u>	<u>3,165,824.58</u>	<u>30,335.00</u>	<u>112,525.56</u>	<u>1,896,411.51</u>	<u>109,731.42</u>	<u>3,896,378.59</u>	<u>1,883,129.86</u>	<u>19,670,329.04</u>	<u>19,400,344.30</u>	<u>269,984.74</u>	
		0.52	0.07	0.14	0.27										

Total Government Grants Spent	11,741,817.10	General	67,418.47	25%
Total Program	30,335.00	Dedicated	202,566.27	75%
Total Local	222,256.98		<u>269,984.74</u>	
Total In-Kind	1,896,411.51			
Total Pass-Thru	3,896,378.59			
Total Cost Allocation	<u>1,883,129.86</u>			
	<u>19,670,329.04</u>			

Concho Valley Council of Governments Cash Flow

FY 22-23	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)			First Financial General Investment Savings			CVCOG Balance	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			Total Balance		
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest		Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows		Outflows	Balance
Beginning Balance:	\$ 638,852			\$ 559,508			\$ 257,453				\$ 678,239			\$ 19,205			\$ 511,460					
October	1,311,609	(1,540,522)	409,940	-	1,098	(100,783)	459,822	1,550	550	-	259,554	1,129,315	387,282	(462,883)	602,638	6,239	(6,527)	18,918	142,658	(13,014)	641,103	2,391,975
November	1,729,481	(1,701,221)	438,200	-	1,039	(146,355)	314,507	-	681	-	260,234	1,012,941	720,765	(628,066)	695,337	6,448	(6,772)	18,594	3,085	(153,223)	490,966	2,217,838
December	1,577,879	(1,395,790)	620,289	-	801	(136,962)	178,346	-	797	-	261,031	1,059,666	390,613	(665,982)	419,968	3,840	(3,076)	19,358	16,511	(43,143)	464,334	1,963,327
January	2,041,899	(1,421,878)	1,240,310	-	464	(75,687)	103,124	-	827	-	261,859	1,605,292	1,151,281	(666,264)	904,985	2,630	(2,875)	19,114	47,003	(86,097)	425,240	2,954,631
February	1,435,188	(1,945,856)	729,642	348,245	824	(243,902)	208,290	-	793	-	262,651	1,200,583	334,884	(450,291)	789,578	3,352	(2,572)	19,894	66,726	(11,538)	480,427	2,490,482
March	1,477,271	(1,555,200)	651,713	-	264	(207,955)	599	275	963	-	263,889	916,201	534,326	(512,429)	811,475	2,236	(179)	21,951	33,689	(84,002)	430,115	2,179,741
April	2,083,317	(1,471,600)	1,263,430	-	2	-	601	-	836	-	264,725	1,528,756	733,884	(611,307)	934,053	2,686	(1)	24,636	92,370	(13,649)	508,836	2,996,281
May	1,297,703	(1,853,182)	707,951	193,614	349	-	194,564	-	979	-	265,704	1,168,219	772,266	(857,231)	849,088	3,856	(0)	28,492	4,030	(63,194)	449,673	2,495,471
June	1,970,854	(1,591,396)	1,087,409	-	383	(183,831)	11,116	13,972	1,083	-	280,760	-	553,352	(435,898)	966,541	3,554	(5,762)	26,284	58,486	(58,106)	450,052	1,442,878
July	1,769,676	(1,517,032)	1,340,053	-	40	-	11,156	-	1,015	-	281,775	253,699	590,396	(420,880)	1,136,057	2,895	-	29,179	111,074	(31,688)	529,438	1,948,373
August	-	-	1,340,053	-	-	-	11,156	-	-	-	281,775	253,699	-	-	1,136,057	-	-	29,179	-	-	529,438	1,948,373
September	-	-	1,340,053	-	-	-	11,156	-	-	-	281,775	253,699	-	-	1,136,057	-	-	29,179	-	-	529,438	1,948,373

Interest Rate at 2.685700% as of 10/03/22
 Interest Rate at 3.190500% as of 11/01/22
 Interest Rate at 3.606300% as of 12/01/22
 Interest Rate at 3.740300% as of 1/3/23
 Interest Rate at 3.945900% as of 2/1/23
 Interest Rate at 4.051700% as of 3/1/23
 Interest Rate at 4.130800% as of 4/3/23
 Interest Rate at 4.355200% as of 5/1/23
 Interest Rate at 4.502500% as of 6/1/23
 Interest Rate at 4.550100% as of 7/3/23

Interest Rate at 2.685700% as of 10/03/22
 Interest Rate at 3.190500% as of 11/01/22
 Interest Rate at 3.606300% as of 12/01/22
 Interest Rate at 3.740300% as of 1/3/23
 Interest Rate at 3.945900% as of 2/1/23
 Interest Rate at 4.051700% as of 3/1/23
 Interest Rate at 4.130800% as of 4/3/23
 Interest Rate at 4.355200% as of 5/1/23
 Interest Rate at 4.502500% as of 6/1/23
 Interest Rate at 4.550100% as of 7/3/23

Account opened to segregate Greyhound Funds
 \$19,571.34 belongs to CVTD deposited to maintain account

FY 21-22	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)			First Financial General Investment Savings			CVCOG Balance	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial CVEDD (000's)			Total Balance		
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest		Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows		Outflows	Balance
Beginning Balance:	\$ 1,125,860			\$ 254			\$ 217,955				\$ 627,043			\$ 9,391			\$ 255,421					
October	1,831,397	(2,351,835)	605,422	497,988	11	(65,252)	433,001	34,731	7	-	252,692	1,291,116	295,515	(129,602)	792,956	4,507	(3,752)	10,146	40,434	(92,963)	202,893	2,297,110
November	1,223,321	(1,441,853)	386,890	-	12	(124,881)	308,132	-	9	-	252,701	947,723	341,246	(619,654)	514,549	3,888	(3,587)	10,447	60,561	(40,302)	223,152	1,695,871
December	1,400,883	(1,580,398)	207,375	-	9	(80,228)	227,914	-	9	-	252,710	687,999	844,674	(488,407)	870,816	5,646	(4,603)	11,491	84,060	(65,000)	242,212	1,812,518
January	2,094,100	(1,477,340)	824,135	-	7	(213,753)	14,167	-	12	-	252,722	1,091,024	930,683	(768,227)	1,033,273	5,043	(4,510)	12,024	17,567	(80,318)	179,461	2,315,782
February	1,369,212	(1,558,245)	635,102	265,904	12	(21,042)	259,042	-	24	-	252,746	1,146,890	279,483	(602,194)	710,562	4,784	(4,847)	11,961	3,959	(12,095)	171,325	2,040,737
March	1,426,261	(1,464,307)	597,056	-	57	(90,417)	168,682	3,025	63	-	255,834	1,021,572	578,397	(502,085)	786,873	6,629	(5,231)	13,359	199,768	(41,566)	329,528	2,151,331
April	1,722,799	(1,712,298)	607,556	313,881	97	-	482,660	-	85	-	255,919	1,346,135	278,721	(437,195)	628,399	7,273	(7,110)	13,522	156,069	(107,117)	378,480	2,366,537
May	1,779,201	(1,636,003)	750,754	-	236	(144,620)	338,276	-	146	-	256,065	1,345,095	786,189	(472,045)	942,544	7,448	(6,310)	14,660	112,528	(22,677)	468,330	2,770,629
June	1,200,924	(1,316,649)	635,029	-	173	(172,103)	166,345	-	178	-	256,243	1,057,617	253,386	(431,870)	764,060	7,240	(6,221)	15,679	7,802	(11,644)	464,489	2,301,845
July	1,446,069	(1,670,275)	410,823	136,179	151	(104,000)	198,675	-	279	-	256,522	866,020	660,096	(573,616)	850,541	9,206	(8,194)	16,692	18,445	(9,026)	473,908	2,207,160
August	1,539,412	(1,408,299)	541,936	-	80	(179,916)	18,839	-	423	-	256,944	817,720	641,176	(528,168)	963,548	10,044	(6,646)	20,089	43,051	(8,108)	508,851	2,310,208
September	1,891,171	(1,794,254)	638,852	559,035	138	(18,504)	559,508	-	509	-	257,453	1,455,814	243,033	(528,342)	678,239	6,967	(7,851)	19,205	13,851	(11,242)	511,460	2,664,718

Interest Rate at 0.034500% as of 10/01/21
 Interest Rate at 0.043400% as of 11/01/21
 Interest Rate at 0.041200% as of 12/01/21
 Interest Rate at 0.055300% as of 1/03/22
 Interest Rate at 0.122800% as of 2/01/22
 Interest Rate at 0.2911% as of 3/01/22
 Interest Rate at 0.3925% as of 4/01/22
 Interest Rate at 0.6917% as of 5/02/22
 Interest Rate at 0.8468% as of 6/01/2022
 Interest Rate at 1.282100% as of 7/01/2022
 Interest Rate at 1.939500% as of 8/01/2022
 Interest Rate at 2.260200% as of 9/01/2022

Interest Rate at 0.034500% as of 10/01/21
 Interest Rate at 0.043400% as of 11/01/21
 Interest Rate at 0.041200% as of 12/01/21
 Interest Rate at 0.055300% as of 1/03/22
 Interest Rate at 0.122800% as of 2/01/22
 Interest Rate at 0.2911% as of 3/01/22
 Interest Rate at 0.3925% as of 4/01/22
 Interest Rate at 0.6917% as of 5/02/22
 Interest Rate at 0.8468% as of 6/01/2022
 Interest Rate at 1.282100% as of 7/01/2022
 Interest Rate at 1.939500% as of 8/01/2022
 Interest Rate at 2.260200% as of 9/01/2022

Account opened to segregate Greyhound Funds
 \$15,681.07 belongs to CVTD deposited to maintain account

In compliance with PRIA 2256.823 and CVCOG Policy section XI


 CVCOG Executive Financial Investment Officer
 Date: 8/9/25
 CVCOG Director of Finance

PO Box 701, Abilene, TX 79604

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.

0006011

3380FF

30549J00X.007

DnpAndE H=N,D

*0006011 S10
CONCHO VALLEY COUNCIL OF GOVERNMENTS
5430 LINK RD
SAN ANGELO TX 76904-9812
|||

STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	131
PAGE	1 of 19

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110101484	Public Funds Checking	1,340,052.67

ACCOUNT SUMMARY

Public Funds Checking			
Account Number	61110101484	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	1,087,408.78	Days in Statement Period	29
32 Deposits/Credits	1,769,676.35	Average Ledger	1,071,795.58
144 Checks/Debits	1,517,032.46	Average Collected	1,071,120.45
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	0.00		
Ending Balance	1,340,052.67		



PO Box 701, Abilene, TX 79604

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.


0017315

3380FF

52453A00X.011

DmpAndE H=N,D

*0017315 S1
CONCHO VALLEY COUNCIL OF GOVERNMENTS
911 TRUST
5430 LINK RD
SAN ANGELO TX 76904-9812



STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	0
PAGE	1 of 2

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110102391	Interest Public Fund	11,155.88

ACCOUNT SUMMARY

<i>Interest Public Fund</i>			
Account Number	61110102391	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	11,115.69	Days in Statement Period	29
0 Deposits/Credits	0.00	Average Ledger	11,115.69
0 Checks/Debits	0.00	Average Collected	11,115.69
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	40.19		
Ending Balance	11,155.88	2023 Interest Paid	2,325.45



PO Box 701, Abilene, TX 79604

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.


0017316

3380FF

52455A00X.011

DnpAndE H=N,D

*0017316 S1
CONCHO VALLEY COUNCIL OF GOVERNMENTS
INVESTMENT
5430 LINK RD
SAN ANGELO TX 76904-9812



STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	0
PAGE	1 of 2

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110102409	Interest Public Fund	281,774.81

ACCOUNT SUMMARY

<i>Interest Public Fund</i>			
Account Number	61110102409	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	280,759.82	Days in Statement Period	29
0 Deposits/Credits	0.00	Average Ledger	280,759.82
0 Checks/Debits	0.00	Average Collected	280,759.82
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	1,014.99		
Ending Balance	281,774.81	2023 Interest Paid	6,496.45



PO Box 701, Abilene, TX 79604

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.


0006012

3380FF

30569J00X.007

DppAndE H=N,D

*0006012 S10
CONCHO VALLEY COUNCIL OF GOVERNMENTS
CONCHO VALLEY TRANSIT DISTRICT
5430 LINK RD
SAN ANGELO TX 76904-9812



STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	143
PAGE	1 of 19

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110101500	Public Funds Checking	1,136,056.85

ACCOUNT SUMMARY

Public Funds Checking			
Account Number		Statement Dates	7/03/23 thru 7/31/23
61110101500	Previous Balance	966,541.40	Days in Statement Period 29
110	Deposits/Credits	590,395.59	Average Ledger 1,122,585.29
63	Checks/Debits	420,880.14	Average Collected 1,121,142.87
	Monthly Maintain Fee	0.00	
	Interest Pd This Stmt	0.00	
	Ending Balance	1,136,056.85	



PO Box 701, Abilene, TX 79604

PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.

0006014

3380FF

30593C00X.007

*0006014 S3
CONCHO VALLEY COUNCIL OF GOVERNMENTS
CONCHO VALLEY TRANSIT DISTRICT
ICB
5430 LINK RD
SAN ANGELO TX 76904-9812



STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	13
PAGE	1 of 5

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110102417	Public Funds Checking	29,179.16

ACCOUNT SUMMARY

Public Funds Checking

Account Number	61110102417	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	26,284.16	Days in Statement Period	29
13 Deposits/Credits	2,895.00	Average Ledger	27,514.74
0 Checks/Debits	0.00	Average Collected	27,514.74
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	0.00		
Ending Balance	29,179.16		

DnpAndE H=N,D



PO Box 701, Abilene, TX 79604


PLEASE EXAMINE AT ONCE

Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.

0006010
3380FF

30543C00X.007

*0006010 S3
CONCHO VALLEY ECONOMIC DEVELOPMENT
DISTRICT INCORPORATED
5430 LINK RD
SAN ANGELO TX 76904-9812



STATEMENT DATES	7/03/23-7/31/23
ENCLOSURES	5
PAGE	1 of 4

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
61110101435	Public Funds Checking	529,438.21

ACCOUNT SUMMARY

Public Funds Checking			
Account Number	61110101435	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	450,052.37	Days in Statement Period	29
9 Deposits/Credits	111,074.06	Average Ledger	504,021.99
3 Checks/Debits	31,688.22	Average Collected	503,698.60
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	0.00		
Ending Balance	529,438.21		

DmpAndE H=N,D





September 2023



The Head Start office requires our program to report enrollment statistics to determine if programs have achieved and maintained enrollment levels. Enrollment data will be collected every month. This information will be combined enrollment for Head Start and Early Head Start and the Pregnant Mom's Program. – *Ofelia Baron*

Enrollment – July

	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	Closed		
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

Disability – July

	Current	Actual Enrollment
HS # of Children with IEP	Closed	
Percentage this month		
EHS Children with IFSP	11	120 (children only)
Percentage this month	9%	
Total # of children with IEP/IFSP	11	120
Program wide % this month	9%	

HEAD START STAFF

Administrative Office
5430 Link Road
Phone (325)944-9666

Carolina Raymond
Director

Stephanie Hernandez
Assistant Director / Early Head Start
Education Manager

Cheryl Mayberry
Education & Disability Manager

Ofelia Barron
ERSEA & Facility Manager

Mary Husted
Compliance & Nutrition Specialist

Stacy Walker
Family & Community, Parent
Engagement Manager

Melissa Miranda
Health & Mental Health Manager



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

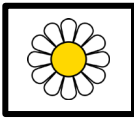


Head Start

HEAD START & EARLY HEAD START

HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



To complete an online please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Christoval Head Start	Antionette Day	Antionette Day	7:45 am - 3:30 pm	325-896-7281
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa Nelda Garza Lori Palacios Maida Rojas	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas Maria Vasquez Emily Ceballos	7:45 am - 4:00 pm	325-659-3670



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



Program News

- Teachers are implementing a new nutrition program called “Harvest of the Month” in the classrooms. This program introduces new fruits and vegetables monthly to the table in addition to worksheets.
- Family Partnerships have started to build new relationships with our families. Parents are working with our Family Service Workers to set new goals for family improvement.
- Our 45 day Health analysis will be completed at the end of September for all sites. It includes the following: height and weight checks, nutrition review, vision and hearing screenings, and a mental health evaluation.

Self-Assessment Goal Updates

Goal 1 – Provide education materials, training, and events to promote positive mental health for parents, students and Head Start staff.

- Update 1 –
We purchased Second Step Social Emotional Learning Curriculum. Teachers introduce concepts into classroom and send home activities. To include: activities to be sent home for learning within the home. Frogstreet provided social emotional training to teachers during in-service for EHS on August 9th.

Goal 2- Design improvements for monitoring through program content areas to ensure compliance with all federal and state guidelines.

- Update 1
Administration purchased and updated iPad for classroom monitoring to provide data for improvement across program content area. We updated the Classroom and Site Health and Safety Checklists completed daily at the sites.

Goal 3 – Promote an inclusive and diverse environment where students, families, and community partners feel welcome and engaged within the program.

- Update 1

In September, we issued a Parent Take Home Engagement that included a book called “The Skin I Live In.” The activity discusses inclusion and diversity at home and in the classroom. It gives the family a chance to explore differences in us all with their child. Purchased materials for the classrooms to promote diversity and inclusion.



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

**CVCOG Head Start/Early Head Start
Job Postings**

September 23

**HIP-HIP
HOORAY!**

WE'RE

HIRING

JOIN OUR TEAM

**HIP-HIP
HOORAY!**

Job Positions Available

- Head Start Teacher Assistant @ Day and Rio Vista HS/EHS
- Substitutes @ San Angelo, Christoval, Eldorado, Menard, Eden, Ozona

CVCOG Head Start/Early Head Start

325-944-9666 / <https://www.cvcog.org/cvcog/>

5430 Link Rd. San Angelo, TX 76903