



EXECUTIVE COMMITTEE MEETING

Wednesday, July 9, 2025 at 1:45 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/81188899397>

*Meeting ID: **811 8889 9397** *Passcode: **828068**

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 May 14, 2025 Meeting.
 - b. Consider and take appropriate action concerning the Staff Travel Report April/May 2025.

REGULAR AGENDA

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for April 2025.
6. Consider and take appropriate action concerning Checks in excess of \$2,000 for May 2025.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H07 FY 24-25, YTD June 1, 2024 through April 30, 2025.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through April 30, 2025.
9. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for April 2025.

10. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H07 FY 24-25, YTD June 1, 2024 through May 31, 2025.
11. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through May 31, 2025.
12. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for May 2025.
13. Consider and take appropriate action concerning the Head Start Policies and Procedures.
14. Consider and take appropriate action concerning the Head Start Non-Federal Share Waiver.
15. Consider and take appropriate action concerning the Head Start Disability Waiver.
16. Consider and take appropriate action concerning the Head Start Parent Handbook.
17. Consider and take appropriate action concerning the Head Start Supplemental Fund Request.
18. Consider and take appropriate action concerning the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Lakeshore Learning Materials utilizing Sourcewell cooperative purchasing contracts #091423-LSH and #010725-LSH in a cumulative amount not to exceed \$150,000 for FY 25-26.
19. Consider and take appropriate action concerning the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas BuyBoard cooperative purchasing contracts #750-24 and #767-25 in a cumulative amount not to exceed \$100,000 for FY 25-26.
20. Consider and take appropriate action concerning the approval of the 9-1-1 Program's Strategic Plan Stage 2B submission to the Commission on State Emergency Communications for 9-1-1's 2026-2027 operating budget.
21. Consider and take appropriate action concerning the request to award a contract to Intrado Life and Safety for annual 9-1-1 licensing, software, and support based on quote 78565 and Houston Galveston Area Council (HGAC) Contract EC07-23. Not to exceed \$210,000 for a 2-year term.
22. Consider and take appropriate action concerning the request to award a contract to Intrado Life and Safety for annual Text-to-911 licensing based on quote 78566 and HGAC Contract EC07-23. Not to exceed \$60,000 for a 2-year term.
23. Consider and take appropriate action concerning the request to award a contract to Intrado Life and Safety for annual ECaTS/PowerMetrics Management Information Systems software based on quote 78567 and HGAC Contract EC07-23. Not to exceed \$110,000 for a 2-year term.
24. Consider and take appropriate action concerning the request to award a contract to Intrado Life and Safety for a regional refresh of Front-Room Call Handling Equipment based on quote 77333 and HGAC Contract EC07-23. Not to exceed \$300,000.

25. Consider and take appropriate action concerning approval to execute a contract with Motorola Solutions via the state's Department of Information Resources (DIR) for the Crockett County channel upgrade with State Emergency Radio Infrastructure funds, as prioritized by the Emergency Preparedness Advisory Committee (EPAC) and the Executive Committee last year. Contract is not to exceed the preapproved costs of \$190,051.
26. Consider and take appropriate action concerning approval to execute a contract with Motorola Solutions via DIR for the Kimble County channel upgrade with State Emergency Radio Infrastructure funds, as prioritized by the EPAC and the Executive Committee last year. Contract is not to exceed the preapproved costs of \$435,053.
27. Consider and take appropriate action concerning the updates to the Equal Employment Opportunity (EEO) policy.
28. Consider and take appropriate action to accept the Texas Veterans Commission Grant in the amount of \$215,000 to provide transportation services in partnership with Concho Valley Transit (CVT).
29. Consider and take appropriate action concerning the appointment of a committee to conduct a Performance Evaluation of the CVCOG Executive Director.
30. Consider and take appropriate action concerning the appointment of a Budget/Investment Committee for CVCOG FY 25-26.
31. Consider and take appropriate action concerning the appointment of a Concho Valley Space Port Steering Committee.

32. INFORMATION ITEMS AND REPORTS

- a. Review of the CVCOG Monthly Financials for May 2025 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
- b. CVCOG Head Start Director's Report for April/May 2025 – Carolina Raymond, Director of Head Start
- c. CVCOG Report – John Austin Stokes, Executive Director

33. Consideration of any other business.

34. 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, 2nd day of July 2025.



John Austin Stokes, Executive Director



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 14, 2025

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, May 14, 2025 at 1:45 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

Hal Rose, Chairman, Kimble County Judge
Frank Tambunga, Vice-Chairman, Crockett County Judge
Charlie Bradley, Schleicher County Judge
Lane Carter, Tom Green County Judge
Brandon Corbin, Menard County Judge
Belinda Counts, Sterling County Judge
Molly Criner, Irion County Judge
Bill Dendle, San Angelo ISD Board Member
David Dillard, Concho County Judge
Lucy Gonzales, COSA Council Member, District 4
Souli Shanklin, Edwards County Judge
Hal Spain, Coke County Judge
Frank Trull, McCulloch County Judge via Zoom

Members absent were:

Sheree Hardin, Secretary, Mason County Judge
Jody Harris, Sutton County Judge
Jim O'Bryan, Reagan County Judge

Guests present were:

Karin Kuykendall, Regional Director for Representative August Pfluger
Lori Wilson, District Director for State Representative Drew Darby

BUSINESS

Chairman Judge Hal Rose announced the presence of a quorum and called the meeting to order at 1:46 p.m.

Judge Brandon Corbin gave the invocation and led the Pledge of Allegiance.

APPROVAL of the Consent Agenda

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from April 9, 2025. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.
- b. Judge Souli Shanklin made a motion to approve the Staff Travel report from March 2025. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Michael Meek, Director of Finance, presented the checks in excess of \$2,000 written for March 2025. Judge Charlie Bradley made a motion to approve the checks as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Grant H07

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Grant H07 FY 24-25, YTD June 1, 2024 through March 31, 2025 for approval. Judge Molly Criner made a motion to approve the Budget Comparison Report as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Nutrition Grant H08

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through March 31, 2025 for approval. Judge Charlie Bradley made a motion to approve the Budget Comparison Report as presented. Judge Frank Tambunga 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 March 2025 for approval. Judge Souli Shanklin made a motion to approve the summary of transactions as presented. Council Member Lucy Gonzales seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the relocation of the Rio Vista Head Start site to San Jacinto Elementary, which would become San Jacinto Head Start

Carolina Raymond, Director of Head Start, presented the relocation of the Rio Vista Head Start site to San Jacinto Elementary, which would become San Jacinto Head Start for approval. Judge Brandon Corbin made a motion to approve the relocation request as presented. Board Member Bill Dendle seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the carryover up to \$250,000 of supplemental funds, previously approved for playground improvements, into the 2025–2026 program year budget

Carolina Raymond, Director of Head Start, presented the carryover up to \$250,000 of supplemental funds, previously approved for playground improvements, into the 2025–2026 program year budget for approval. Judge Souli Shanklin made a motion to approve the carryover request as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the budget adjustment to reallocate funds up to \$250,000 previously approved for playground improvements at Day and Eden Head Start sites to be utilized for playground equipment and playground improvements at the San Jacinto Head Start Site

Carolina Raymond, Director of Head Start, presented the budget adjustment to reallocate funds up to \$250,000 previously approved for playground improvements at Day and Eden Head Start sites to be utilized for playground equipment and playground improvements at the San Jacinto Head Start Site for approval. Judge Molly Criner made a motion to approve the budget adjustment as presented. Council Member Lucy Gonzales seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the updates to the Equal Employment Opportunity (EEO) Policy

Felicia Lindsey, Director of Human Resources, presented the updates to the Equal Employment Opportunity (EEO) Policy for approval. Judge Souli Shanklin made a motion to approve the policy as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Affirmative Action Plan (AAP)

Felicia Lindsey, Director of Human Resources, presented the Affirmative Action Plan (AAP) for approval. Judge Souli Shanklin made a motion to approve the plan as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the proposed updates to the CVCOG Procurement Policy

Jaylon Seales, Procurement Manager, presented proposed updates to the CVCOG Procurement Policy for approval. Judge Brandon Corbin made a motion to approve the policy updates as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously.

INFORMATION ITEMS & REPORTS

- a. Kayla Driver, Wildland Urban Interface Coordinator with the Texas A&M Forest Service, introduced herself to the Executive Committee. She shared that her job is to help communities reduce the risk of wildfires in areas where homes and natural vegetation meet. Kayla offers support with wildfire prevention education, planning, and preparedness efforts, and let the committee know she's available to assist however she can.
- b. Toni Roberts, Director of AaA (Access and Assistance), provided brief updates on Area Agency on Aging (AAA), 2-1-1, and the Aging and Disability Resource Center (ADRC). She noted recent funding cuts to AAA, which have led to a greater focus on educating repeat clients and leaning more heavily on case management services. Despite the cuts, the program has been able to continue offering some services, and recent climate-related efforts have been well received. All available funds have been fully utilized. Toni also shared that she recently visited Edwards County and the local senior center. Regarding ADRC, she reported that respite funding has supported 14 events so far. For 2-1-1, accreditation will begin in May, and the team hopes to present updates in the fall.
- c. Michael Meek, Director of Finance, gave the report of the CVCOG Monthly Financials for March 2025. He gave an overview of the balance sheet, schedule of revenue and cash flow.
- d. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers for the Head Start and Early Head Start Centers for the month of March 2025.
- e. John Austin Stokes, Executive Director, gave a brief overview of items that the COG is working on. Mr. Stokes introduced all the guests in attendance: Karin Kuykendall and Lori Wilson. Mr. Stokes informed the committee that the BPOC (Basic Peace Officer Course) graduation is scheduled for June 12th, with a new class set to begin in August. He discussed sustainability within the COG, noting that while the organization is in a good position, it will require additional support moving forward. Administrative costs have increased, and options such as capping or cutting premiums may need to be considered. He also shared that the space agreement with Judge Rose has been forwarded, and the next step will be to procure an advisory committee. Mr. Stokes expressed interest in appointing an advisory committee in July. Additionally, he mentioned that they are exploring battery storage facilities in Crockett County as a strategy to address compliance with Rule 391.

ADJOURNMENT

There being no further business to discuss, Judge Charlie Bradley made a motion to adjourn the meeting. Judge Frank Tambunga seconded the motion. Judge Hal Rose adjourned the meeting at 2:44 p.m.

Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 9th day of July 2025.

Judge Hal Rose, Chairman

Judge Frank Tambunga, Vice-Chairman

Concho Valley Council of Governments
Travel Report
For the month of April 2025

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Travel Cost	Travel Advances
Apen Robert (ASPR)	CVT	Association of Mobility Managers Inaugural Annual Conference	Oklahoma City, OK	04/04/25-04/09/25	1,514.55	440.00
John Austin Stokes (JAS) (TRIP CANCELLED)	ADMIN	Texas Aerospace Research and Space Economy Consortium	Fort Worth, TX	04/15/25-04/16/25		
Carol Raymond (CAY)	HS	Texas Head Start Association Leadership Summit	Austin, TX	04/30/25-05/02/25	1,439.93	200.00
					\$ 2,954.48	\$ 640.00

**Concho Valley Council of Governments
Travel Report
For the month of May 2025**

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Travel Cost	Travel Advances
Lisa Rine (LR)	RS	2025 SWERDA Conference	Las Cruces, NM	05/06/25-05/09/25	2,274.85	238.00
Lynda Frakes (LF)	ADMIN	2025 DIR Information Security Forum	Austin, TX	05/27/25-05/29/25	710.13	200.00
Gary Wolfe (GW)	PUB	2025 TDEM Conference	Ft. Worth, TX	05/27/25-05/30/25	1,636.22	280.00
Mattye Davenport (MED)	PUB	2025 TDEM Conference	Ft. Worth, TX	05/27/25-05/30/25	280.00	280.00
					\$ 4,901.20	\$ 998.00

CVCOG
Check/Voucher Register
From 4/1/2025 Through 4/30/2025

Docum... Number	Document Date	Name	Transaction Description	Document Amount
196997	4/1/2025	AFLAC	J5711 Employees Premium 03/01/2025-03/31/2025	10,958.88
196999	4/1/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 03/01/25-03/31/25	9,796.04
	4/1/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00002 Employee Vision Premium 03/01/25-03/31/25	2,109.32
197002	4/1/2025	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health Ins. 04/01/25-04/30/25	199,985.20
197005	4/1/2025	CONDLEY AND COMPANY LLP	Audit services rendered through 02/28/2025	10,000.00
197014	4/1/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 03/31/2025	3,602.50
197020	4/1/2025	SNIDER TECHNOLOGY SERVICES, LLC	Monthly SOPHOS Firewall and Cloud Services Agreement for bil	3,249.00
197022	4/1/2025	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 01/15/	3,235.10
197027	4/8/2025	AMERICAN UNITED LIFE INSURANCE COMPANY	G 00620509 Employees Life Premium 04/01/25-04/30/25	8,614.28
197030	4/8/2025	CITY OF ELDORADO	Solid waste pass through grant	20,000.00
197032	4/8/2025	CLEVEREX SYSTEMS, INC.	Purchase of GoEngage Pro-rated Annual Subscription, GoEngage	7,975.41
197042	4/8/2025	SNIDER TECHNOLOGY SERVICES, LLC	Monthly SOPHOS Firewall and Cloud Services Agreement for bil	3,219.50
197043	4/8/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,465.56
	4/8/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,367.81
	4/8/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,822.59
197048	4/15/2025	AT&T -5001	911 91514006536056 Monitoring Srvc 04/01/25-04/30/25	2,070.00
197054	4/15/2025	CITY OF BRADY	Congregate Meals Brady 02-25	3,591.04
	4/15/2025	CITY OF BRADY	HDM Meals Brady 02-25	5,098.50
197055	4/15/2025	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 02-25	6,569.10
197056	4/15/2025	CITY OF SONORA	Congregate Meals Sonora 02-25	2,129.92
197057	4/15/2025	CITY OF SONORA	HDM Sonora 02-25	8,160.00
197058	4/15/2025	COKE COUNTY	HDM Meals Coke 02-25	2,719.20
197064	4/15/2025	HELPING HANDS FOR THE ELDERLY, INC.	HDM Meals HH 02-25	3,785.56
197067	4/15/2025	KIMBLE COUNTY SCBA	Congregate Meals KMOW 02-25	2,698.80
	4/15/2025	KIMBLE COUNTY SCBA	HDM Meals KMOW 02-25	2,377.28
197073	4/15/2025	MENARD COUNTY	HDM Meals Menard 02-25	3,405.00
197076	4/15/2025	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - March 2025 Janitorial Srves	12,250.00
197082	4/15/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,633.24
	4/15/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,986.34
	4/15/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,409.41
197087	4/22/2025	CITY OF BRADY	Congregate Meals Brady 03-25	3,591.04
	4/22/2025	CITY OF BRADY	HDM Meals Brady 03-25	5,098.50
197088	4/22/2025	COKE COUNTY	HDM Meals Coke 03-25	2,719.20
197089	4/22/2025	CVCOG TRANSIT DISTRICT	Rural Trips for 03-01/25-03/31/25	43,660.00
	4/22/2025	CVCOG TRANSIT DISTRICT	Urban trips for 03/01/25-03/31/25	76,468.00
	4/22/2025	CVCOG TRANSIT DISTRICT	AAA Urban Trips 03/01/25-03/31/25	6,160.00
197090	4/22/2025	HELPING HANDS FOR THE ELDERLY, INC.	HDM Meals HH 03-25	3,785.56
197091	4/22/2025	KIMBLE COUNTY SCBA	Congregate Meals KMOW 03-25	2,698.80
	4/22/2025	KIMBLE COUNTY SCBA	HDM Meals KMOW 03-25	2,377.28

CVCOG
Check/Voucher Register
From 4/1/2025 Through 4/30/2025

Docum... Number	Document Date	Name	Transaction Description	Document Amount
197092	4/22/2025	Mason County - Nutrition Program	Congregate Meals MASON 02-25	3,073.44
	4/22/2025	Mason County - Nutrition Program	Congregate Meals Mason 03-25	3,518.28
	4/22/2025	Mason County - Nutrition Program	HDM MASON 02-25	5,829.66
	4/22/2025	Mason County - Nutrition Program	HDM Mason 03-25	5,829.66
197093	4/22/2025	MENARD COUNTY	HDM Meals Menard 03-25	3,405.00
197094	4/22/2025	MOTOROLA SOLUTIONS, INC	Purchase of telecommunications equipment upgrade and install	13,291.15
	4/22/2025	MOTOROLA SOLUTIONS, INC	Purchase of telecommunications equipment upgrade and install	41,118.80
197097	4/22/2025	TEXAS TRUST CREDIT UNION	Purchase of 62 gift cards in the amount of \$100.00 each for	6,200.00
197099	4/29/2025	AFLAC	J5711 Employees Premium 04/01/2025-04/30/2025	11,085.54
197100	4/29/2025	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 05/01/25-05/31/25	8,655.20
197101	4/29/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 04/01/25-04/30/25	9,828.48
	4/29/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00002 Employee Vision Premium 04/01/25-04/30/25	2,109.32
197106	4/29/2025	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health Ins 05/01/25-05/31/25	196,095.08
197107	4/29/2025	CITY OF SONORA	Congregate Meals Sonora 03-25	2,129.92
197108	4/29/2025	CITY OF SONORA	HDM Sonora 03-25	8,160.00
197109	4/29/2025	CLEVEREX SYSTEMS, INC.	GoEngage Annual Subscription for Head Start/Early Head Start	12,183.50
197111	4/29/2025	CONDLEY AND COMPANY LLP	For services rendered through 03/31/2025	3,718.10
197114	4/29/2025	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	13,375.16
197123	4/29/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 4/15/2025	3,567.50
	4/29/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 4/30/2025	3,602.50
197124	4/29/2025	OnShore IT LLC	The installation of new routers with the software will help	31,545.00
197125	4/29/2025	REAGAN COUNTY	Travel Reimbursement for F Leija and R Ortiz to attend the T	3,187.20
197127	4/29/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	3,681.36
	4/29/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	3,564.04
	4/29/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,124.99
197130	4/29/2025	TML INTERGOVERNMENTAL RISK POOL	April 2025 CVCOG Quarterly Insurance	34,794.00
	4/29/2025	TML INTERGOVERNMENTAL RISK POOL	04012025 Auto liability, errors & omissions, general liabili	15,010.16
197131	4/29/2025	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 02/13/	2,897.58
Report Total				966,423.58

CVCOG
Check/Voucher Register
From 5/1/2025 Through 5/31/2025

Docum... Number	Document Date	Name	Transaction Description	Document Amount
197145	5/6/2025	GEO-COMM, INC	Purchase of GIS Data Manager Licensing Fee and Support & Mtc	7,121.25
197153	5/6/2025	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - April 2025 Janitorial Srvc	12,250.00
197155	5/6/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,596.42
197160	5/13/2025	ABILA, INC (Community Brands Holdco, LLC)	Microix Hosting, MIP Cloud: Executive View User(s)-Subscript	2,523.50
197167	5/13/2025	CPR Savers & First Aid Only	Head Start purchase of CPR infant manikin kits (4), AED trai	4,767.50
197168	5/13/2025	CTWP	HS copier lease and usage 03/20/25 to 04/19/25 3/60	2,525.92
197180	5/13/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 5/15/2025	3,602.50
197184	5/13/2025	Playgrounds ETC, LLC	Day HS purchase and installation of protective playground ba	3,788.36
197186	5/13/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,943.89
	5/13/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,192.05
	5/13/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,413.33
197187	5/13/2025	TEXAS ASSOCIATION OF REGIONAL COUNCILS	TARC Member Service Fee for 10/01/2024-09/30/2025	6,510.02
197200	5/20/2025	AT&T -5001	911 91514006536056 Monitoring Srvc 05/01/25-05/31/25	2,070.00
197218	5/20/2025	SAN ANGELO POLICE DEPARTMENT	SACC Travel Reimbursement for L Waller & M Farrell to attend	3,789.82
197219	5/20/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,526.67
197223	5/27/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 05/01/25-05/31/25	9,720.32
	5/27/2025	AMERITAS LIFE INSURANCE CORP	010-028641-00002 Employee Vision Premium 05/01/25-05/31/25	2,077.28
197226	5/27/2025	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health 06/01/25-06/30/25	192,787.04
197227	5/27/2025	CVCOG TRANSIT DISTRICT	April bus trips for AAA clients	3,670.00
197230	5/27/2025	LAKESHORE LEARNING MATERIALS	Rio Vista HS purchase of light tables, light centers, arts &	4,651.05
	5/27/2025	LAKESHORE LEARNING MATERIALS	Rio Vista HS purchase of 6 9x12 charcoal carpets and 4 9x12	3,790.50
197235	5/27/2025	Sysco West Texas	Rio Vista HS/EHS purchase of nutrition items for children an	4,293.20
	5/27/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,359.16
Report Total				295,969.78

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07 004	HHS-ACF Grant H07, Head Start FY 24- Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	6,545,297.25	(1,359,779.75)	82.79%
4411000	IK Contributions	1,853,365.00	1,324,704.47	(528,660.53)	71.47%
4523000	Local Revenue	9,201.11	7,060.64	(2,140.47)	76.73%
Total 004	Revenue	9,767,643.11	7,877,062.36	(1,890,580.75)	80.64%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,408,115.00	2,234,812.25	173,302.75	92.80%
5119000	Holiday Work Time	3,160.02	1,435.10	1,724.92	45.41%
5150000	Vacation Time Allocation	27,297.70	26,131.85	1,165.85	95.72%
5151000	Medicare Tax	34,188.36	31,176.22	3,012.14	91.18%
5172000	Workers Comp Insurance	33,696.02	31,727.42	1,968.60	94.15%
5173000	SUTA	9,145.85	9,144.91	0.94	99.98%
5174000	Health Insurance Benefit	722,798.82	683,553.43	39,245.39	94.57%
5175000	Dental Insurance Benefit	25,892.54	23,213.21	2,679.33	89.65%
5176000	Life Insurance Benefit	17,047.55	16,225.51	822.04	95.17%
5177000	HSA Insurance Benefit	30,041.92	5,616.82	24,425.10	18.69%
5181000	Retirement	277,232.22	245,992.67	31,239.55	88.73%
5199000	Indirect Allocation	256,596.00	238,253.63	18,342.37	92.85%
5200000	Employee Health and Welfare	8,741.29	0.00	8,741.29	0.00%
5206000	HR Service Center	138,813.04	138,812.52	0.52	99.99%
5207000	Procurement Service Center	68,044.43	49,263.05	18,781.38	72.39%
5208000	Information Technology Service Center	116,582.16	116,582.03	0.13	99.99%
5291000	Contract Services	49,545.00	33,551.06	15,993.94	67.71%
5293000	HS Health & Disab Svc	6,383.18	132.66	6,250.52	2.07%
5294000	HS Policy Council	897.69	0.00	897.69	0.00%
5295000	HS Nutrition Service	5,253.40	0.00	5,253.40	0.00%
5296000	HS Parent Service	4,895.43	4,654.25	241.18	95.07%
5309000	Travel-In Region	1,872.68	354.80	1,517.88	18.94%
5310000	Travel-Out of Region	2,288.32	0.00	2,288.32	0.00%
5351000	Fuel	1,100.75	955.34	145.41	86.78%
5361000	Vehicle Maintenance	571.75	539.21	32.54	94.30%
5413000	HS Site Rent	84,500.15	78,851.46	5,648.69	93.31%
5433000	HS Site Center Utilities	84,715.59	81,522.68	3,192.91	96.23%
5451000	Facility Allocation	74,185.98	46,896.46	27,289.52	63.21%
5453000	HS Site Center Bldg Maint	104,551.90	79,360.35	25,191.55	75.90%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
5506000	Janitorial and Facility Supplies	15,624.61	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	27,249.58	0.00	27,249.58	0.00%
5510000	Supplies	30,571.32	25,155.98	5,415.34	82.28%
5512000	HS Class Room Supplies	89,871.89	49,007.88	40,864.01	54.53%
5514000	HS Medical Supplies	6,491.42	2,765.09	3,726.33	42.59%
5515000	HS Disability Supplies	3,160.56	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	6,350.58	10,090.48	38.62%
5622000	Internal Computer/Software	93,573.64	50,862.75	42,710.89	54.35%
5632000	Copier	28,874.03	25,721.33	3,152.70	89.08%
5711000	Insurance	8,617.60	5,360.18	3,257.42	62.20%
5721000	Printing	1,530.70	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	360.33	1,553.28	18.82%
5734000	HS Capital Playground	521,620.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	1,973.42	475.94	80.56%
5760000	HS Site Center Communications	19,876.54	18,769.34	1,107.20	94.42%
5762000	Postage/freight	1,148.71	507.88	640.83	44.21%
5791000	Other	3,071.89	0.00	3,071.89	0.00%
5796000	Safety	1,606.63	1,194.04	412.59	74.31%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(4,367,438.48)	1,104,409.41	79.82%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,323,896.89	1,214,039.08	109,857.81	91.70%
5119000	Holiday Work Time	1,232.11	540.82	691.29	43.89%
5150000	Vacation Time Allocation	6,044.79	5,251.59	793.20	86.87%
5151000	Medicare Tax	18,463.17	16,818.77	1,644.40	91.09%
5172000	Workers Comp Insurance	16,608.87	15,364.47	1,244.40	92.50%
5173000	SUTA	5,105.74	4,745.01	360.73	92.93%
5174000	Health Insurance Benefit	389,452.69	367,625.29	21,827.40	94.39%
5175000	Dental Insurance Benefit	13,417.18	12,925.81	491.37	96.33%
5176000	Life Insurance Benefit	9,623.00	9,210.46	412.54	95.71%
5177000	HSA Insurance Benefit	5,569.35	3,123.53	2,445.82	56.08%
5181000	Retirement	146,018.22	133,603.52	12,414.70	91.49%
5199000	Indirect Allocation	139,288.00	128,393.87	10,894.13	92.17%
5200000	Employee Health and Welfare	1,544.58	0.00	1,544.58	0.00%
5206000	HR Service Center	24,018.44	21,830.95	2,187.49	90.89%
5207000	Procurement Service Center	11,260.01	8,892.79	2,367.22	78.97%
5208000	Information Technology Service Center	28,906.96	22,378.79	6,528.17	77.41%

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Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
5291000	Contract Services	13,304.85	7,986.64	5,318.21	60.02%
5293000	HS Health & Disab Svc	46.85	46.85	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	521.92	670.33	43.77%
5309000	Travel-In Region	88.03	14.34	73.69	16.28%
5310000	Travel-Out of Region	41.52	0.00	41.52	0.00%
5351000	Fuel	57.34	49.81	7.53	86.86%
5413000	HS Site Rent	31,111.09	27,477.54	3,633.55	88.32%
5433000	HS Site Center Utilities	29,350.96	18,962.68	10,388.28	64.60%
5451000	Facility Allocation	8,451.55	6,960.17	1,491.38	82.35%
5453000	HS Site Center Bldg Maint	31,600.55	21,063.29	10,537.26	66.65%
5506000	Janitorial and Facility Supplies	52.80	0.00	52.80	0.00%
5510000	Supplies	11,544.01	8,643.98	2,900.03	74.87%
5512000	HS Class Room Supplies	20,000.52	7,569.99	12,430.53	37.84%
5514000	HS Medical Supplies	680.91	609.01	71.90	89.44%
5515000	HS Disability Supplies	247.20	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	2,967.47	473.01	86.25%
5622000	Internal Computer/Software	19,000.24	12,515.95	6,484.29	65.87%
5632000	Copier	7,665.28	4,873.34	2,791.94	63.57%
5711000	Insurance	1,615.20	633.97	981.23	39.25%
5721000	Printing	1,625.53	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	601.94	0.77%
5753000	Dues and fees	763.17	206.83	556.34	27.10%
5760000	HS Site Center Communications	5,249.33	3,414.68	1,834.65	65.04%
5762000	Postage/freight	664.42	0.00	664.42	0.00%
5796000	Safety	1,041.39	232.93	808.46	22.36%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(2,090,259.77)	239,685.58	89.71%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	52,451.19	4,372.81	92.30%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(52,451.19)	4,372.81	92.30%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	17,625.89	11,232.11	61.07%

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Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(17,625.89)	11,232.11	61.07%
407	Head Start Nutrition				
5295000	HS Nutrition Service	200.00	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	79.84	99.55%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	1,324,704.47	528,660.53	71.47%
Total 409	Head Start InKind	(1,853,365.00)	(1,324,704.47)	528,660.53	71.48%
997	Non Project				
5200000	Employee Health and Welfare	4,099.20	2,049.60	2,049.60	50.00%
5510000	Supplies	251.92	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.34	2.66	86.70%
Total 997	Non Project	(9,201.11)	(7,060.64)	2,140.47	76.73%
Total Expenditures		(9,738,785.11)	(1,291,584.25)	558,511.07	13.26%

Head Start (Project 400, 402)	(5,528,671.89)	(4,419,889.67)	1,108,782.22	79.94%
Early Head Start (Project 401, 403)	(2,358,803.35)	(2,107,885.66)	250,917.69	89.36%
CACFP (Project 407)	(17,601.76)	(17,521.92)	79.84	99.55%
Total Federal	(7,905,077.00)	(6,545,297.25)	1,359,779.75	82.80%
Total Non-Federal, includes any	(1,862,566.11)	(1,331,765.11)	530,801.00	71.50%
Grand Total Head Start Expenditures	(9,767,643.11)	(7,877,062.36)	1,890,580.75	80.64%
Non-Federal Percentage of Total	16.91%	match of 20%		
Head Start Admin Expenditures	652,190.73			
Administrative Indirect Expenditures	366,647.50			
Total Administrative Costs	1,018,838.23			
Administrative Percentage of Total	12.93%	max of 15%		

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Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 4/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25				
004	Revenue				
4221000	CACFP Nutrition CFDA 10.558	769,173.60	385,215.52	(383,958.08)	50.08%
Total 004	Revenue	769,173.60	385,215.52	(383,958.08)	50.08%
407	Head Start Nutrition				
5110000	General Wages	89,114.62	34,391.16	54,723.46	38.59%
5151000	Medicare Tax	1,292.00	421.28	870.72	32.60%
5172000	Workers Comp Insurance	3,433.00	1,736.56	1,696.44	50.58%
5173000	SUTA	256.00	253.20	2.80	98.90%
5174000	Health Insurance Benefit	35,473.00	8,962.63	26,510.37	25.26%
5175000	Dental Insurance Benefit	1,462.00	314.27	1,147.73	21.49%
5176000	Life Insurance Benefit	706.00	156.23	549.77	22.12%
5177000	HSA Insurance Benefit	3,868.00	61.57	3,806.43	1.59%
5181000	Retirement	9,912.00	3,783.05	6,128.95	38.16%
5199000	Indirect Allocation	5,025.00	3,605.81	1,419.19	71.75%
5291000	Contract Services	35,000.00	150.00	34,850.00	0.42%
5295000	HS Nutrition Service	482,431.98	255,235.12	227,196.86	52.90%
5513000	HS Food Serv Sup	101,000.00	58,592.86	42,407.14	58.01%
5761000	Communications	200.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(367,663.74)	401,509.86	47.80%
Report Difference		0.00	17,551.78	17,551.78	100.00%

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

Head Start Transactions	April, 2025
Citibank P-Card	17,319.61
Dean's Dairy	7,449.57
First Financial Credit Card	-
Lowes Pay and Save	669.97
Sysco Food Services	40,802.75
West Texas Fire Extinguisher	4,028.17
	<u>\$ 70,270.07</u>

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Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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>
5296000	HS Parent Service	4/8/2025	022534	Day HS and Rio Vista HS purchase of food for April parent meeting CB HS	52.72
5296000	HS Parent Service	4/14/2025	095649	Head Start purchase of snacks for open enrollment CB HS	97.66
5296000	HS Parent Service	4/16/2025	023745	Head Start purchase of meals for staff working open enrollment CB HS	162.20
5296000	HS Parent Service	4/24/2025	062777	Head Start purchase of meals for staff working open enrollment CB HS2	202.13
5308000	Head Start T & T A	4/1/2025	173274	Observer recertification for S.W. CB HS2	135.00
5308000	Head Start T & T A	4/3/2025	2026836	Head Start purchase of E-Courses Responding to Anger & Rage and Handling Upset (1 year) for M.M. CB HS2	898.00
5308000	Head Start T & T A	4/3/2025	2026839	Head Start purchase of E-Courses Responding to Anger & Rage and Handling Upset (1 year) for M.R. CB HS2	898.00
5308000	Head Start T & T A	4/3/2025	2325196	Day HS CDA renewal fee for K.M. CB HS2	125.00
5308000	Head Start T & T A	4/3/2025	MCKEE 04-03-25	Eldorado HS purchase of 2025 Business Courses Bundle 6 for supervisor's management hours CB HS	50.00
5308000	Head Start T & T A	4/4/2025	045927	Head Start purchase of snacks for ERSEA training CB HS2	97.05
5308000	Head Start T & T A	4/7/2025	1842638	Eden HS Preschool/FCC - English CDA initial application fee for B.G. CB HS2	425.00
5308000	Head Start T & T A	4/15/2025	HGJA 04-15-25	Conference fee for TXHSA Leadership Summit May 1-2, 2025 for C.R. CB HS2	625.00
5308000	Head Start T & T A	4/17/2025	410948	Head Start purchase of food for Health/Mental Health Advisory Committee meeting CB HS	250.05
5308000	Head Start T & T A	4/17/2025	83064814	Head Start purchase of drinks for Health/Mental Health Advisory Committee meeting CB HS	16.49
5309000	Travel-In Region	4/7/2025	077094	Head Start purchase of fuel for travel to sites CB HS	35.78

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5351000	Fuel	4/7/2025	34663	Head Start purchase of fuel for program vehicle CB HS2	41.58
5351000	Fuel	4/9/2025	36878	Head Start purchase of fuel for program vehicle CB HS2	49.01
5433000	HS Site Center Utilities	3/13/2025	221727-180106 02-25	Day HS/EHS water utility service from 02/07/25 to 03/11/25 (acct# 221727-180106) CBG	193.84
5433000	HS Site Center Utilities	3/31/2025	0691-001354014	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 04/01/25 to 04/30/25, including waste/recycling overages from 03/14/25 to 03/28/25 CBG	698.74
5433000	HS Site Center Utilities	3/31/2025	0691-001354370	Day HS/EHS trash service for acct# 3-0691-2405694 from 04/01/25 to 04/30/25 CBG	947.94
5433000	HS Site Center Utilities	4/4/2025	221727-179684 03-25	Rio Vista HS/EHS water utility service from 02/27/25 to 03/28/25 (acct# 221727-179684) CBG	432.48
5433000	HS Site Center Utilities	4/22/2025	05-0560-02 03-25	Eden HS water, garbage, and sewer service from 03/15/25 to 04/17/25 CBG	239.85
5453000	HS Site Center Bldg Maint	3/31/2025	0691-001353448	Day HS/EHS trash service for temporary dumpster acct# 3-0691-0024923 from 03/17/25 to 03/31/25 and container removal fee CBG2	319.03
5453000	HS Site Center Bldg Maint	4/1/2025	76rkf255getz	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I191893) and Rio Vista (Invoice I191891) Head Start sites from 04/01/25 to 04/30/25 CBG	155.00
5453000	HS Site Center Bldg Maint	4/7/2025	2791	Rio Vista EHS service to repair sink in room 4 (installed faucet, p-trap, and protective wrap) CVG2	716.09
5453000	HS Site Center Bldg Maint	4/10/2025	4307658-8532235	Rio Vista HS/EHS purchase of carabiners for playground gates CBG2	7.99

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Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	4/14/2025	2066816-4867409	Rio Vista HS/EHS purchase of wasp spray (4 cans) CBG2	31.96
5453000	HS Site Center Bldg Maint	4/21/2025	5345440-0121067 CM	Rio Vista HS/EHS refund for exchanged pedestrian crosswalk sign (1 of 2) CBG2	(183.05)
5453000	HS Site Center Bldg Maint	4/22/2025	5345440-0121067 CM-1	Rio Vista HS/EHS refund for exchanged pedestrian crosswalk sign (2 of 2) CBG2	(143.07)
5453000	HS Site Center Bldg Maint	4/28/2025	62136	Head Start purchase of leaf vacuum tool, 40V battery, and charger for outdoor playground maintenance CB Reg Svcs	367.00
5510000	Supplies	4/1/2025	060518	Head Start purchase of pens, highlighters, planner, and sticky notes CB HS2	59.35
5510000	Supplies	4/14/2025	6572067-1077028	Ozona HS purchase of dividers, staplers & staples, tape, markers, musical toys, staple removers, dry erase sleeves, erasers, glue, dry erase boards, label tape, wall hooks & clips, chair pockets, storage bins, scissors, and box cutters CBG2	20.85
5510000	Supplies	4/14/2025	9341905-2915459	Eden HS purchase of drum for printer CBG2	113.00
5510000	Supplies	4/15/2025	083218	Head Start purchase of laminating pouches CB HS	62.14
5510000	Supplies	4/15/2025	5876320-8445012	Head Start ERSEA purchase of mailing labels CBG2	14.06
5510000	Supplies	4/22/2025	8948197-8481803	Day HS/EHS purchase of laptop stand for data clerk CBG2	47.49
5510000	Supplies	4/23/2025	1362322-7832257	Head Start purchase of disinfecting wipes, desk organizers, mouse pad, markers, and chalkboard cleaner and organizer CBG2	151.79
5510000	Supplies	4/23/2025	9716556-4080224	Head Start purchase of sanitizer CBG2	39.98

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Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/25/2025	3016573-8191420	Day HS purchase of replacement keyboard and mouse for HS family service worker CBG2	85.01
5510000	Supplies	4/29/2025	6186558-6883459	Eldorado HS purchase of filing cabinet CBG2	181.98
5512000	HS Class Room Supplies	3/31/2025	1664422-4074622	Eden HS purchase of ink cartridges CBG2	58.00
5512000	HS Class Room Supplies	4/1/2025	3363563-0660215	Rio Vista HS/EHS purchase of 3 2-packs laminating film CBG2	211.14
5512000	HS Class Room Supplies	4/8/2025	10283269501	Rio Vista EHS purchase of Tide Pods (6) CBG2	179.88
5512000	HS Class Room Supplies	4/14/2025	1726712-8195414	Ozona HS purchase of permanent markers CBG2	18.98
5512000	HS Class Room Supplies	4/14/2025	6572067-1077028	Ozona HS purchase of dividers, staplers & staples, tape, markers, musical toys, staple removers, dry erase sleeves, erasers, glue, dry erase boards, label tape, wall hooks & clips, chair pockets, storage bins, scissors, and box cutters CBG2	610.09
5632000	Copier	2/24/2025	38639823	HS copier lease and usage - initial billing 1/60 CBG2	1,436.94
5632000	Copier	3/26/2025	38860833	HS copier lease and usage 02/20/25 to 03/19/25 2/60 CBG2	2,520.00
5753000	Dues and fees	4/7/2025	226VR15668901B	Head Start purchase of registration renewal for 2 Chevrolet Traverses CBG2	19.00
5760000	HS Site Center Communications	3/8/2025	0708195 03-25	Head Start rural phone/internet service from 03/08/25 to 04/07/25 CBG	448.41
5760000	HS Site Center Communications	4/10/2025	07710150890010 04-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 03/25/25 to 04/24/25 CBG	263.93
5760000	HS Site Center Communications	4/12/2025	49965-94 04-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 04/12/25 to 05/12/25 CBG2	420.00

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Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5760000	HS Site Center Communications	4/17/2025	07710150887017 04-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 04/01/25 to 04/30/25 CBG	164.06
5760000	HS Site Center Communications	4/25/2025	07710150503019 04-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 04/15/25 to 05/14/25 CBG	324.15
5760000	HS Site Center Communications	4/25/2025	07710150505015 04-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 04/15/25 to 05/14/25 CBG	367.92
5796000	Safety	3/28/2025	UZTX5ZSBQT	Daycare licensing (fingerprinting) for prospective Head Start employee T.O. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/7/2025	UZTX616BVT	Daycare licensing (fingerprinting) for prospective Head Start employee B.A. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/9/2025	UZTX61K7ZZ	Daycare licensing (fingerprinting) for prospective Head Start employee D.R. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/11/2025	UZTX61FSNH	Daycare licensing (fingerprinting) for prospective Head Start employee W.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/14/2025	405SP0000561130	Criminal history search for prospective new employee on B.A. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/14/2025	405SP0000561145	Criminal history search for prospective new employee on W.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/14/2025	405SP0000561169	Criminal history search for prospective new employee on S.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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>
5796000	Safety	4/14/2025	405SP0000561188	Criminal history search for prospective new employee on K.M. (Day HS/EHS and Rio Vista HS/EHS) CB HR	6.39
5796000	Safety	4/14/2025	405SP0000561203	Criminal history search for prospective new employee on D.R. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	4/16/2025	UZX61RFZ2	Daycare licensing (fingerprinting) for prospective Head Start employee K.M. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	4/30/2025	405SP0000571410	Criminal history search for prospective new employee on G.G. (Rio Vista EHS) CB HR	12.53
					<hr/> 15,991.37
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	<hr/> 15,991.37

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/2/2025	0168246-7759456	Day HS/EHS and Rio Vista HS/EHS purchase of food serving baskets CBG2	267.80
5295000	HS Nutrition Service	4/3/2025	5169389-6015440	Rio Vista HS/EHS purchase of food serving baskets (12) CBG2	28.32
5295000	HS Nutrition Service	4/11/2025	070283	Day HS and Rio Vista EHS purchase of oat milk and Pediasure CB HS2	69.42
5295000	HS Nutrition Service	4/16/2025	096616	Rio Vista EHS purchase of formula CB HS2	104.91
5295000	HS Nutrition Service	4/21/2025	026017	Day HS purchase of nutrition items for special dietary needs CB HS2	59.89
5295000	HS Nutrition Service	4/22/2025	098221	Day HS purchase of nutrition items for special dietary needs CB HS2	14.55
5295000	HS Nutrition Service	4/24/2025	030355	Day EHS purchase of lactose free whole milk and formula CB HS2	132.70
5295000	HS Nutrition Service	4/25/2025	008112	Day EHS purchase of formula CB HS2	139.44
5295000	HS Nutrition Service	4/28/2025	4818299-2977826	Day EHS purchase of gelmix infant thickener CBG	47.90
5295000	HS Nutrition Service	4/30/2025	085660	Rio Vista HS/EHS purchase of plant based milk CB HS2	19.48
5513000	HS Food Serv Sup	4/2/2025	163771	Rio Vista HS/EHS purchase of tongs (9) and colander CB HS	49.08
5513000	HS Food Serv Sup	4/16/2025	11818	Rio Vista HS/EHS quarterly RO system filter maintenance CBG	199.00
5513000	HS Food Serv Sup	4/17/2025	6456789-5093827	Eden HS purchase of heavy duty saucepan with lid CBG2	139.99
5513000	HS Food Serv Sup	4/29/2025	75047004	Rio Vista EHS purchase of sippy cups for room 5 CBG	55.76
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					1,328.24
Report Opening/Current Balance					

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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 Transaction Totals					17,319.61
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	3/31/2025	652281124	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 180 1% 9/CS, and 12 2% lactose free 6BX	756.32
5295000	HS Nutrition Service	4/1/2025	650684063	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/1/2025	650684065	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	83.02
5295000	HS Nutrition Service	4/1/2025	652083710	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 180 1% 9/CS, and 30 1% lactose free 6BX	747.11
5295000	HS Nutrition Service	4/2/2025	650684075	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/2/2025	652281158	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/7/2025	652281431	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 180 1% 9/CS, and 18 2% lactose free 6BX	746.14
5295000	HS Nutrition Service	4/8/2025	650684446	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/8/2025	650684449	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	83.02
5295000	HS Nutrition Service	4/8/2025	652083993	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 198 1% 9/CS, and 30 1% lactose free 6BX	829.87
5295000	HS Nutrition Service	4/9/2025	650684455	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/9/2025	652281464	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/14/2025	652281734	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 18 2% lactose free 6BX	634.93
5295000	HS Nutrition Service	4/15/2025	650684828	Eden HS purchase of milk for children - 5 1% 9/CS	15.40
5295000	HS Nutrition Service	4/15/2025	650684831	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 18 1% 9/CS	64.54

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/15/2025	652084282	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 135 1% 9/CS, and 12 1% lactose free 6BX	552.99
5295000	HS Nutrition Service	4/16/2025	650684837	Eldorado HS purchase of milk for children - 7 1% 9/CS	21.55
5295000	HS Nutrition Service	4/16/2025	652281768	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/21/2025	650685198	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/21/2025	652282031	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 108 1% 9/CS, and 12 2% lactose free 6BX	496.94
5295000	HS Nutrition Service	4/22/2025	650685221	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.95
5295000	HS Nutrition Service	4/22/2025	650685241	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 18 1% 9/CS	64.54
5295000	HS Nutrition Service	4/22/2025	652084571	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS and 144 1% 9/CS	498.09
5295000	HS Nutrition Service	4/23/2025	652282063	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
5295000	HS Nutrition Service	4/28/2025	652282332	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 126 1% 9/CS, and 9 2% lactose free 6BX	483.93
5295000	HS Nutrition Service	4/29/2025	650685696	Eden HS purchase of milk for children - 15 1% 9/CS	46.19
5295000	HS Nutrition Service	4/29/2025	652084894	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 144 1% 9/CS, and 6 1% lactose free 6BX	553.06
5295000	HS Nutrition Service	4/30/2025	650685705	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 24 1% 9/CS	79.98
5295000	HS Nutrition Service	4/30/2025	650685707	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.71

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/30/2025	652084924	Rio Vista HS/EHS purchase of milk for children - 6 whole lactose free 6BX and 24 1% lactose free 6BX	137.72
5295000	HS Nutrition Service	4/30/2025	652282378	Ozona HS purchase of milk for children - 18 1% 9/CS	55.42
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Report Opening/Current Balance					
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Report Transaction Totals					7,449.57
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	3/4/2025	250304-120-1-1-17	Eldorado HS purchase of nutrition items	15.47
5295000	HS Nutrition Service	3/18/2025	250318-120-1-1-32	Eldorado HS purchase of nutrition items	23.64
5295000	HS Nutrition Service	3/26/2025	250326-168-1-1-27	Eldorado HS purchase of nutrition items	21.64
5295000	HS Nutrition Service	3/31/2025	250331-118-2-2-7	Eldorado HS purchase of nutrition items	27.28
5295000	HS Nutrition Service	3/31/2025	250331-239-3-3-26	Ozona HS purchase of nutrition items	78.11
5295000	HS Nutrition Service	4/1/2025	250401-422-2-2-...	Menard HS/EHS purchase of nutrition items	46.56
5295000	HS Nutrition Service	4/7/2025	250407-205-2-2-8	Eden HS purchase of nutrition items	42.81
5295000	HS Nutrition Service	4/7/2025	250407-239-3-3-21	Ozona HS purchase of nutrition items	70.14
5295000	HS Nutrition Service	4/7/2025	250407-399-3-3-22	Menard HS/EHS purchase of nutrition items	32.57
5295000	HS Nutrition Service	4/14/2025	250414-239-3-3-24	Ozona HS purchase of nutrition items	66.84
5295000	HS Nutrition Service	4/15/2025	250415-203-2-2-24	Eden HS purchase of nutrition items	23.64
5295000	HS Nutrition Service	4/16/2025	250416-239-3-3-42	Ozona HS purchase of nutrition items	28.00
5295000	HS Nutrition Service	4/16/2025	250416-422-2-2-27	Menard HS/EHS purchase of nutrition items	5.34
5295000	HS Nutrition Service	4/21/2025	250421-191-2-2-45	Eden HS purchase of nutrition items	78.56
5295000	HS Nutrition Service	4/23/2025	250423-382-2-2-3	Menard HS/EHS purchase of nutrition items	14.12
5295000	HS Nutrition Service	4/28/2025	250428-206-2-2-11	Eden HS purchase of nutrition items	68.17
5295000	HS Nutrition Service	4/28/2025	250428-399-1-1-49	Menard HS/EHS purchase of nutrition items	27.08
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Report Opening/Current Balance					
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Report Transaction Totals					669.97

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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 Current Balances					

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/1/2025	378082048	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	4,421.66
5295000	HS Nutrition Service	4/3/2025	378083741	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,073.25
5295000	HS Nutrition Service	4/3/2025	378083761	Eden HS purchase of nutrition items for children and kitchen supplies	738.57
5295000	HS Nutrition Service	4/4/2025	378084301	Day HS/EHS purchase of nutrition items for children	173.16
5295000	HS Nutrition Service	4/5/2025	378085363	Eden HS credit for sales error on steak fingers and green beans	(90.31)
5295000	HS Nutrition Service	4/8/2025	378087150	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,957.35
5295000	HS Nutrition Service	4/9/2025	378087614	Rio Vista HS/EHS credit for sales errors on cranberry juice and crushed pineapple	(87.04)
5295000	HS Nutrition Service	4/10/2025	378088238	Day HS/EHS purchase of nutrition items	19.73
5295000	HS Nutrition Service	4/10/2025	378088623	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,547.06
5295000	HS Nutrition Service	4/10/2025	378088653	Menard HS/EHS purchase of nutrition items for children	1,079.48
5295000	HS Nutrition Service	4/10/2025	378088662	Eldorado HS purchase of nutrition items for children and kitchen supplies	619.21
5295000	HS Nutrition Service	4/12/2025	378090071	Ozona HS credit - Customer Incentive Program	(2.06)
5295000	HS Nutrition Service	4/12/2025	378091098	Rio Vista HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	4/15/2025	378091941	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,964.12
5295000	HS Nutrition Service	4/17/2025	378093583	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,535.16
5295000	HS Nutrition Service	4/21/2025	378096491	Day HS/EHS purchase of nutrition items for children	26.64
5295000	HS Nutrition Service	4/22/2025	378096726	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,468.57

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/24/2025	378098212	Eldorado HS purchase of nutrition items for children	417.88
5295000	HS Nutrition Service	4/24/2025	378098269	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,665.02
5295000	HS Nutrition Service	4/26/2025	378100634	Rio Vista HS/EHS purchase of nutrition items for children	88.56
5295000	HS Nutrition Service	4/28/2025	378101232	Rio Vista HS/EHS purchase of nutrition items for children	88.56
5295000	HS Nutrition Service	4/29/2025	378101475	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,740.62
5513000	HS Food Serv Sup	4/1/2025	378082048	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	400.93
5513000	HS Food Serv Sup	4/3/2025	378083741	Day HS/EHS purchase of nutrition items for children and kitchen supplies	336.16
5513000	HS Food Serv Sup	4/3/2025	378083761	Eden HS purchase of nutrition items for children and kitchen supplies	110.64
5513000	HS Food Serv Sup	4/5/2025	378085360	Day HS/EHS credit for foam plates short on truck	(19.93)
5513000	HS Food Serv Sup	4/7/2025	378086221	Day HS/EHS purchase of kitchen supplies	127.08
5513000	HS Food Serv Sup	4/8/2025	378087150	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	675.89
5513000	HS Food Serv Sup	4/10/2025	378088623	Day HS/EHS purchase of nutrition items for children and kitchen supplies	439.28
5513000	HS Food Serv Sup	4/10/2025	378088662	Eldorado HS purchase of nutrition items for children and kitchen supplies	62.25
5513000	HS Food Serv Sup	4/15/2025	378091941	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	599.92
5513000	HS Food Serv Sup	4/17/2025	378093583	Day HS/EHS purchase of nutrition items for children and kitchen supplies	589.83
5513000	HS Food Serv Sup	4/22/2025	378096726	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	212.79
5513000	HS Food Serv Sup	4/24/2025	378098269	Day HS/EHS purchase of nutrition items for children and kitchen supplies	278.87

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/28/2025	378101196	Day HS/EHS purchase of kitchen supplies	5.84
5513000	HS Food Serv Sup	4/29/2025	378101475	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	451.43
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					40,802.75
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					40,802.75
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Report Opening/Current Balance					
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Report Transaction Totals					40,802.75
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/1/2025	314815	Rio Vista HS/EHS purchase of replacement mop kit and credit for broken mop	(26.39)
5510000	Supplies	4/2/2025	314482-01	Rio Vista HS/EHS purchase of hand cleaner (1 case)	31.60
5510000	Supplies	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	45.03
5510000	Supplies	4/3/2025	314970-01	Rio Vista HS/EHS purchase of paper towels	20.62
5510000	Supplies	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	161.47
5510000	Supplies	4/8/2025	315274	Day HS/EHS purchase of bowl cleaner, disinfectant cleaners and wipes, dish soap, furniture polish, nitrile gloves, glass and carpet cleaners, trash can liners, hand soap, and paper towels	1,342.89
5510000	Supplies	4/8/2025	315311	Rio Vista HS/EHS purchase of disinfecting wipes, facial tissue, trash can liners, and disposable gloves	203.16
5510000	Supplies	4/9/2025	315344	Rio Vista HS/EHS purchase of paper towels (3 cases)	96.73
5510000	Supplies	4/10/2025	315135-01	Menard HS/EHS purchase of paper napkins	18.53
5510000	Supplies	4/11/2025	313338	Rio Vista HS/EHS purchase of paper towel dispenser for room 10	49.61
5510000	Supplies	4/11/2025	315274-01	Day HS/EHS purchase of disinfectant cleaner and toilet tissue	251.75
5510000	Supplies	4/11/2025	315311-01	Rio Vista HS/EHS purchase of toilet tissue (2 cases)	43.87

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	220.96
5510000	Supplies	4/22/2025	313935-01	Ozona HS purchase of deck mops (2)	18.54
5512000	HS Class Room Supplies	4/1/2025	314815	Rio Vista HS/EHS purchase of replacement mop kit and credit for broken mop	(26.39)
5512000	HS Class Room Supplies	4/2/2025	314482-01	Rio Vista HS/EHS purchase of hand cleaner (1 case)	31.60
5512000	HS Class Room Supplies	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	45.03
5512000	HS Class Room Supplies	4/3/2025	314970-01	Rio Vista HS/EHS purchase of paper towels	20.62
5512000	HS Class Room Supplies	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	140.29
5512000	HS Class Room Supplies	4/8/2025	315311	Rio Vista HS/EHS purchase of disinfecting wipes, facial tissue, trash can liners, and disposable gloves	203.16
5512000	HS Class Room Supplies	4/9/2025	315344	Rio Vista HS/EHS purchase of paper towels (3 cases)	96.74
5512000	HS Class Room Supplies	4/11/2025	315311-01	Rio Vista HS/EHS purchase of toilet tissue (2 cases)	43.87
5512000	HS Class Room Supplies	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	220.97
5512000	HS Class Room Supplies	4/23/2025	316056	Day HS/EHS purchase of shop rags - 10 cases	180.00
					<hr/> 3,434.26 <hr/>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 4/1/2025 Through 4/30/2025

<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>
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	3,434.26

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 4/1/2025 Through 4/30/2025

<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	4/2/2025	314970	Rio Vista HS/EHS purchase of toilet brushes and holders, broom, and vacuum bags	11.70
5513000	HS Food Serv Sup	4/8/2025	315135	Menard HS/EHS purchase of toilet tissue, plastic cups, nitrile gloves, trash can liners, disinfectants, and paper towels	97.59
5513000	HS Food Serv Sup	4/10/2025	315135-01	Menard HS/EHS purchase of paper napkins	18.54
5513000	HS Food Serv Sup	4/14/2025	315634	Menard HS/EHS semi-annual vent and hood inspection (single system) and Ansul fusible links	168.00
5513000	HS Food Serv Sup	4/15/2025	315737	Rio Vista HS/EHS purchase of paper and reusable towels, toilet tissue, cleaner, trash can liners, and sponges and credit for returned trash can liners	276.85
5513000	HS Food Serv Sup	4/16/2025	314483	Rio Vista HS/EHS purchase of self-wringing mop for kitchen	21.23
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	593.91
Report Opening/Current Balance					
Report Transaction Totals					4,028.17
Report Current Balances					

CVCOG
Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07	HHS-ACF Grant H07, Head Start FY 24-25					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	7,145,298.91	7,145,298.91	(759,778.09)	90.38%
4411000	IK Contributions	1,853,365.00	1,483,348.00	1,483,348.00	(370,017.00)	80.03%
4523000	Local Revenue					
Total 004	Revenue	9,767,643.11	8,636,536.30	8,636,536.30	(1,131,106.81)	88.42%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,438,497.00	2,438,496.48	2,438,496.48	0.52	99.99%
5119000	Holiday Work Time	1,987.02	1,435.10	1,435.10	551.92	72.22%
5150000	Vacation Time Allocation	28,500.70	28,499.78	28,499.78	0.92	99.99%
5151000	Medicare Tax	34,018.36	34,016.98	34,016.98	1.38	99.99%
5172000	Workers Comp Insurance	34,647.02	34,646.64	34,646.64	0.38	99.99%
5173000	SUTA	9,195.85	9,195.12	9,195.12	0.73	99.99%
5174000	Health Insurance Benefit	749,788.82	749,788.67	749,788.67	0.15	99.99%
5175000	Dental Insurance Benefit	25,472.54	25,470.52	25,470.52	2.02	99.99%
5176000	Life Insurance Benefit	17,777.55	17,776.79	17,776.79	0.76	99.99%
5177000	HSA Insurance Benefit	5,861.92	5,861.21	5,861.21	0.71	99.98%
5181000	Retirement	268,402.22	268,398.02	268,398.02	4.20	99.99%
5199000	Indirect Allocation	260,182.00	260,181.63	260,181.63	0.37	99.99%
5200000	Employee Health and Welfare	1.29	0.00	0.00	1.29	0.00%
5206000	HR Service Center	152,108.04	152,107.67	152,107.67	0.37	99.99%
5207000	Procurement Service Center	55,966.43	55,965.85	55,965.85	0.58	99.99%
5208000	Information Technology Service Center	125,024.16	125,024.05	125,024.05	0.11	99.99%
5291000	Contract Services	35,876.00	35,875.27	35,875.27	0.73	99.99%
5293000	HS Health & Disab Svc	133.18	132.66	132.66	0.52	99.60%
5294000	HS Policy Council	0.69	0.00	0.00	0.69	0.00%
5295000	HS Nutrition Service	0.40	0.00	0.00	0.40	0.00%
5296000	HS Parent Service	4,981.43	4,980.72	4,980.72	0.71	99.98%
5309000	Travel-In Region	632.68	632.18	632.18	0.50	99.92%
5310000	Travel-Out of Region	0.32	0.00	0.00	0.32	0.00%
5351000	Fuel	1,100.75	1,040.11	1,040.11	60.64	94.49%
5361000	Vehicle Maintenance	571.75	539.21	539.21	32.54	94.30%
5413000	HS Site Rent	80,349.15	80,348.83	80,348.83	0.32	99.99%
5433000	HS Site Center Utilities	91,395.59	89,395.16	89,395.16	2,000.43	97.81%
5451000	Facility Allocation	71,129.98	50,722.79	50,722.79	20,407.19	71.31%
5453000	HS Site Center Bldg Maint	104,551.90	83,540.19	83,540.19	21,011.71	79.90%

CVCOG
Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variz	Percent Total Budget
5506000	Janitorial and Facility Supplies	15,624.61	0.00	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	23,949.58	0.00	0.00	23,949.58	0.00%
5510000	Supplies	33,871.32	33,552.67	33,552.67	318.65	99.05%
5512000	HS Class Room Supplies	89,871.89	57,478.58	57,478.58	32,393.31	63.95%
5514000	HS Medical Supplies	6,491.42	3,001.09	3,001.09	3,490.33	46.23%
5515000	HS Disability Supplies	3,160.56	650.79	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	11,191.06	7,372.12	7,372.12	3,818.94	65.87%
5622000	Internal Computer/Software	98,823.64	51,810.89	51,810.89	47,012.75	52.42%
5632000	Copier	28,874.03	28,427.55	28,427.55	446.48	98.45%
5711000	Insurance	8,617.60	5,360.18	5,360.18	3,257.42	62.20%
5721000	Printing	1,530.70	0.00	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	360.33	360.33	1,553.28	18.82%
5734000	HS Capital Playground	521,620.00	0.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	2,379.64	2,379.64	69.72	97.15%
5760000	HS Site Center Communications	20,611.54	19,777.49	19,777.49	834.05	95.95%
5762000	Postage/freight	1,148.71	559.35	559.35	589.36	48.69%
5791000	Other	2,336.89	0.00	0.00	2,336.89	0.00%
5796000	Safety	1,606.63	1,229.68	1,229.68	376.95	76.53%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(4,766,031.99)	(4,766,031.99)	705,815.90	87.10%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,326,585.89	1,326,585.41	1,326,585.41	0.48	99.99%
5119000	Holiday Work Time	541.11	540.82	540.82	0.29	99.94%
5150000	Vacation Time Allocation	5,733.79	5,733.05	5,733.05	0.74	99.98%
5151000	Medicare Tax	18,376.17	18,375.41	18,375.41	0.76	99.99%
5172000	Workers Comp Insurance	16,942.87	16,942.33	16,942.33	0.54	99.99%
5173000	SUTA	4,810.74	4,810.02	4,810.02	0.72	99.98%
5174000	Health Insurance Benefit	400,822.69	400,822.35	400,822.35	0.34	99.99%
5175000	Dental Insurance Benefit	14,126.18	14,125.61	14,125.61	0.57	99.99%
5176000	Life Insurance Benefit	10,049.00	10,048.90	10,048.90	0.10	99.99%
5177000	HSA Insurance Benefit	3,263.35	3,262.57	3,262.57	0.78	99.97%
5181000	Retirement	145,984.22	145,983.52	145,983.52	0.70	99.99%
5199000	Indirect Allocation	139,275.00	140,200.53	140,200.53	(925.53)	100.66%
5200000	Employee Health and Welfare	0.58	0.00	0.00	0.58	0.00%
5206000	HR Service Center	23,004.44	23,004.05	23,004.05	0.39	99.99%
5207000	Procurement Service Center	9,485.01	9,484.21	9,484.21	0.80	99.99%
5208000	Information Technology Service Center	23,123.96	23,123.67	23,123.67	0.29	99.99%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variz	Percent Total Budget
5291000	Contract Services	11,629.85	8,429.09	8,429.09	3,200.76	72.47%
5293000	HS Health & Disab Svc	46.85	46.85	46.85	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	545.27	545.27	646.98	45.73%
5309000	Travel-In Region	88.03	14.34	14.34	73.69	16.28%
5310000	Travel-Out of Region	41.52	0.00	0.00	41.52	0.00%
5351000	Fuel	57.34	49.81	49.81	7.53	86.86%
5413000	HS Site Rent	31,111.09	27,530.17	27,530.17	3,580.92	88.48%
5433000	HS Site Center Utilities	29,350.96	19,690.32	19,690.32	9,660.64	67.08%
5451000	Facility Allocation	8,451.55	7,297.79	7,297.79	1,153.76	86.34%
5453000	HS Site Center Bldg Maint	31,600.55	21,219.56	21,219.56	10,380.99	67.14%
5506000	Janitorial and Facility Supplies	52.80	0.00	0.00	52.80	0.00%
5510000	Supplies	11,544.01	9,701.00	9,701.00	1,843.01	84.03%
5512000	HS Class Room Supplies	22,550.52	21,413.94	21,413.94	1,136.58	94.95%
5514000	HS Medical Supplies	680.91	679.52	679.52	1.39	99.79%
5515000	HS Disability Supplies	247.20	81.70	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	3,343.51	3,343.51	96.97	97.18%
5622000	Internal Computer/Software	16,950.24	12,847.81	12,847.81	4,102.43	75.79%
5632000	Copier	7,165.28	5,118.03	5,118.03	2,047.25	71.42%
5711000	Insurance	1,615.20	633.97	633.97	981.23	39.25%
5721000	Printing	1,625.53	677.23	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	4.70	601.94	0.77%
5753000	Dues and fees	763.17	217.81	217.81	545.36	28.54%
5760000	HS Site Center Communications	5,249.33	3,478.53	3,478.53	1,770.80	66.26%
5762000	Postage/freight	664.42	0.00	0.00	664.42	0.00%
5796000	Safety	1,041.39	236.60	236.60	804.79	22.71%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(2,286,300.00)	(2,286,300.00)	43,645.35	98.13%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	56,272.04	56,272.04	551.96	99.02%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(56,272.04)	(56,272.04)	551.96	99.03%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	28,858.00	19,172.96	19,172.96	9,685.04	66.43%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(19,172.96)	(19,172.96)	9,685.04	66.44%

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Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

407	Head Start Nutrition					
5295000	HS Nutrition Service	200.00	120.16	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	17,401.76	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	(17,521.92)	79.84	99.55%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	1,483,348.00	1,483,348.00	370,017.00	80.03%
Total 409	Head Start InKind	(1,853,365.00)	(1,483,348.00)	(1,483,348.00)	370,017.00	80.04%
997	Non Project					
5200000	Employee Health and Welfare	4,099.20	2,878.35	2,878.35	1,220.85	70.21%
5510000	Supplies	251.92	163.71	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.34	17.34	2.66	86.70%
Total 997	Non Project	(9,201.11)	(7,889.39)	(7,889.39)	1,311.72	85.74%
Total Expenditures		(9,767,643.11)	(8,636,536.30)	(8,636,536.30)	88.42%	

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 5/31/2025

Head Start (Project 400, 402)	(7,801,793.24)	(7,052,331.99)	(7,052,331.99)	90.39%
Early Head Start (Project 401, 403)	(2,358,803.35)	(2,305,472.96)	19,177.66	97.74%
CACFP (Project 407)	(17,601.76)	(17,521.92)	(17,521.92)	99.55%
Total Federal	(10,178,198.35)	(9,375,326.87)	(7,050,676.25)	92.11%
Total Non-Federal, includes any Local Funds	(1,862,566.11)	(1,491,237.39)	(1,491,237.39)	80.06%
Grand Total Head Start Expenditures	(12,040,764.46)	(10,866,564.26)	(8,541,913.64)	90.25%
Non-Federal Percentage of Total Expenditur	13.72%	match of 20%		
Head Start Admin Expenditures	709,228.21			
Administrative Indirect Expenditures	400,382.16			
Total Administrative Costs	1,109,610.37			
Administrative Percentage of Approved Bud	10.21%	max of 15%		

CVCOG

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	439,542.07	439,542.07	(329,631.53)	57.14%
Total 004	Revenue	769,173.60	439,542.07	439,542.07	(329,631.53)	57.14%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	40,142.01	40,142.01	48,972.61	45.04%
5151000	Medicare Tax	1,292.00	504.02	504.02	787.98	39.01%
5172000	Workers Comp Insurance	3,433.00	2,025.65	2,025.65	1,407.35	59.00%
5173000	SUTA	281.00	280.38	280.38	0.62	99.77%
5174000	Health Insurance Benefit	35,448.00	10,688.58	10,688.58	24,759.42	30.15%
5175000	Dental Insurance Benefit	1,462.00	374.71	374.71	1,087.29	25.62%
5176000	Life Insurance Benefit	706.00	186.64	186.64	519.36	26.43%
5177000	HSA Insurance Benefit	3,868.00	70.84	70.84	3,797.16	1.83%
5181000	Retirement	9,912.00	4,415.65	4,415.65	5,496.35	44.54%
5199000	Indirect Allocation	5,025.00	4,225.63	4,225.63	799.37	84.09%
5291000	Contract Services	35,000.00	150.00	150.00	34,850.00	0.42%
5295000	HS Nutrition Service	482,431.98	287,845.35	287,845.35	194,586.63	59.66%
5513000	HS Food Serv Sup	101,000.00	64,673.20	64,673.20	36,326.80	64.03%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(415,582.66)	(415,582.66)	353,590.94	54.03%
Report Difference		0.00	23,959.41	23,959.41	23,959.41	100.00%

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

Head Start Transactions	May, 2025
Citibank P-Card	20,625.63
Dean's Dairy	4,493.34
First Financial Credit Card	323.28
Lowes Pay and Save	768.91
Sysco Food Services	40,802.75
West Texas Fire Extinguisher	30,606.76
	<u>\$ 97,620.67</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5200000	Employee Health and Welfare	5/6/2025	003904	Head Start purchase of decorations and ribbon for teacher appreciation CB HS	89.68
5200000	Employee Health and Welfare	5/6/2025	033743	Head Start purchase of teacher appreciation gift cards CB HS	680.00
5200000	Employee Health and Welfare	5/6/2025	063228	Head Start purchase of teacher appreciation gift cards CB HS	80.00
5200000	Employee Health and Welfare	5/7/2025	015068	Head Start credit for returned decorations for teacher appreciation CB HS	(20.93)
5296000	HS Parent Service	5/6/2025	032575	Day HS/EHS and Rio Vista HS/EHS purchase of supplies & decorations for HS 60th birthday party CB HS2	34.94
5296000	HS Parent Service	5/7/2025	082550	Head Start purchase of birthday bulletin board decorations CB HS	68.61
5296000	HS Parent Service	5/12/2025	010868	Day HS purchase of snacks and drinks for May parent meeting CB HS	38.92
5296000	HS Parent Service	5/12/2025	096443	Day HS/EHS and Rio Vista HS/EHS purchase of cupcakes for HS 60th birthday party CB HS2	207.35
5308000	Head Start T & T A	5/14/2025	1854959	Day EHS Infant Toddler - CDA initial application fee for B.D. CB HS	425.00
5308000	Head Start T & T A	5/15/2025	1825087	Early Head Start purchase of CDA Course Set: Infant/Toddler Center-Based CB HS	398.00
5308000	Head Start T & T A	5/27/2025	2041174	Head Start purchase of E-courses Responding to Anger & Rage, Handling Upset, & Start Strong (1 yr) & Understanding Trauma Webinar (3 yr) CB HS2	1,749.45
5308000	Head Start T & T A	5/29/2025	16N9780401	Day HS/EHS purchase of ServSafe Manager online course CB HS2	125.00
5308000	Head Start T & T A	5/29/2025	16N9780470	Ozona HS purchase of ServSafe Manager online course CB HS2	125.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/29/2025	16N9780571	Head Start purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780581	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780594	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780611	Day HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780635	Day HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780646	Eldorado HS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780659	Ozona HS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780676	Rio Vista HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9780691	Menard HS/EHS purchase of ServSafe Allergens course and exam for managers and food handlers CB HS2	25.00
5308000	Head Start T & T A	5/29/2025	16N9781089	Menard HS/EHS purchase of ServSafe Manager online course CB HS2	125.00
5308000	Head Start T & T A	5/29/2025	61960	Head Start purchase of Chef Fundamentals online training course for kitchen staff CB HS2	711.00
5308000	Head Start T & T A	5/29/2025	61963	Rio Vista HS/EHS purchase of ServSafe Manager Certification online course for J.H. CB HS2	189.90

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/30/2025	01010853	Head Start purchase of infant/toddler/preschool online training courses CB HS2	138.00
5308000	Head Start T & T A	5/30/2025	1860268	Early Head Start purchase of CDA Competency Standards Book: Infant and Toddler Edition (10) CB HS2	316.00
5308000	Head Start T & T A	5/30/2025	1860330	Ozona HS CDA renewal fee for E.T. CB HS2	125.00
5351000	Fuel	5/21/2025	092154	Head Start purchase of fuel for program vehicle CB HS2	43.72
5433000	HS Site Center Utilities	4/11/2025	221727-180106 03-25	Day HS/EHS water utility service from 03/11/25 to 04/08/25 (acct# 221727-180106) CBG	193.84
5433000	HS Site Center Utilities	4/30/2025	0691-001359759	Day HS/EHS temporary dumpster service for acct# 3-0691-0024923 from 04/01/25 to 04/10/25, including tax credit from invoice 0691-001353448 CBG2	11.59
5433000	HS Site Center Utilities	4/30/2025	0691-001360405	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 05/01/25 to 05/31/25, including waste/recycling overages from 04/02/25 to 04/21/25 CBG	737.22
5433000	HS Site Center Utilities	4/30/2025	0691-001360762	Day HS/EHS trash service for acct# 3-0691-2405694 from 05/01/25 to 05/31/25 CBG	947.94
5433000	HS Site Center Utilities	5/2/2025	221727-179684 04-25	Rio Vista HS/EHS water utility service from 03/28/25 to 04/29/25 (acct# 221727-179684) CBG	648.48
5433000	HS Site Center Utilities	5/8/2025	512876849052	Rio Vista HS/EHS temporary 30-yard dumpster rental and trash service for cleaning before move CBG	438.38
5433000	HS Site Center Utilities	5/19/2025	05-0560-02 04-25	Eden HS water, garbage, and sewer service from 04/17/25 to 05/15/25 CBG	238.43

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5433000	HS Site Center Utilities	5/22/2025	514144414052	Rio Vista HS/EHS temporary dumpster service for cleaning before move CBG	80.59
5453000	HS Site Center Bldg Maint	5/1/2025	tg2ryfr3vj90	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I195977) and Rio Vista (Invoice I195921) Head Start sites from 05/01/25 to 05/31/25 CBG	155.00
5453000	HS Site Center Bldg Maint	5/23/2025	61003	Ozona HS purchase of supplies for repairs CB FAC	71.23
5453000	HS Site Center Bldg Maint	5/27/2025	B683322	Ozona HS purchase of paint CB FAC	25.86
5453000	HS Site Center Bldg Maint	5/28/2025	021332	Day HS/EHS purchase of Pediasure and Rio Vista HS purchase of stretch wrap for move CB HS	119.52
5453000	HS Site Center Bldg Maint	5/28/2025	87654	Day HS purchase of 2 56V 7.5AH batteries and 2 56V 550W chargers for blowers CB HS	1,096.00
5510000	Supplies	5/1/2025	047759	Head Start purchase of tray drawers for Admin use CB HS2	45.94
5510000	Supplies	5/2/2025	0938224-0117834	Day HS and Rio Vista HS purchase of birthday decorations, dot markers, crayons, and rubbing plates CBG2	217.72
5510000	Supplies	5/8/2025	9503331-7105836	Rio Vista HS/EHS purchase of 36 rolls packing tape w/ 6 dispensers CBG2	89.70
5510000	Supplies	5/8/2025	WN16916004	Rio Vista HS/EHS purchase of 150 moving boxes CBG	324.90
5510000	Supplies	5/9/2025	033133	Head Start purchase of candy for teacher appreciation CB HS	164.92
5510000	Supplies	5/12/2025	027949	Day HS/EHS purchase of staples for parent board CB HS	7.88
5510000	Supplies	5/14/2025	089367	Rio Vista HS purchase of stretch wrap for packing CB HS2	44.80
5510000	Supplies	5/15/2025	018851	Head Start Admin purchase of office planner, notebook, and pens CB HS2	57.47

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/19/2025	5183180-8837052	Head Start purchase of file jackets (4 50 packs) CBG2	121.48
5510000	Supplies	5/22/2025	6401675-7973026	Rio Vista HS/EHS purchase of banker boxes and file folder jackets CBG2	237.90
5510000	Supplies	5/23/2025	WG89812094	Rio Vista HS/EHS purchase of 50 small and 200 medium moving boxes CBG	545.00
5510000	Supplies	5/27/2025	76002007	Rio Vista HS/EHS purchase of moving boxes and tape CB HS	109.15
5510000	Supplies	5/27/2025	76054169	Rio Vista HS/EHS purchase of paper packing tape - 20 rolls CBG	139.00
5510000	Supplies	5/27/2025	76067421	Rio Vista HS/EHS purchase of tape dispensers (3) CBG	29.85
5510000	Supplies	5/27/2025	9203002-7441861	Rio Vista HS purchase of charger for HS staff member laptop CBG2	25.99
5510000	Supplies	5/28/2025	0190045-1684262	Rio Vista HS/EHS purchase of outlet covers CBG2	79.90
5510000	Supplies	5/28/2025	1715624-8668245	Rio Vista HS/EHS purchase of highlighters CBG2	40.36
5510000	Supplies	5/28/2025	6009411-8696236	Rio Vista HS/EHS purchase of packaging, invisible, and labeling tape CBG2	172.93
5510000	Supplies	5/28/2025	6103946-6841830	Rio Vista HS/EHS purchase of color labeling system refills CBG2	109.86
5510000	Supplies	5/28/2025	7582576-5492210	Rio Vista HS/EHS purchase of pens, markers, label tape & arrows, pencil sharpener, stapler & staples, binders & rings, laminating sheets, sticky notes, boxes, and pocket sleeves CBG2	880.46
5510000	Supplies	5/28/2025	9548186-5185805	Rio Vista HS/EHS purchase of binder dividers and commercial staplers CBG2	223.18
5510000	Supplies	5/29/2025	7445015-1921045	Rio Vista HS/EHS purchase of classification folders and file jackets CBG2	181.83

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	5/29/2025	76338689	Rio Vista HS/EHS purchase of 50 small and 140 medium boxes and 20 rolls tape CBG	464.40
5510000	Supplies	5/30/2025	5023144-8682617	Day Head Start Center Banker boxes for 2024-2025 file storage CBG2	44.98
5512000	HS Class Room Supplies	5/2/2025	5775469-7794636	Day HS purchase of 120 pull down projection screen CBG2	104.49
5512000	HS Class Room Supplies	5/20/2025	1000527360	Early Head Start purchase of fluoride free tooth paste (2 cases) CBG2	391.84
5512000	HS Class Room Supplies	5/21/2025	1000527360 CM	Early Head Start credit for tax and discount on fluoride free toothpaste CBG 2	(76.52)
5514000	HS Medical Supplies	5/20/2025	3978278-1853024	Head Start purchase of alcohol pads CBG2	119.40
5514000	HS Medical Supplies	5/20/2025	3978278-185302...	Head Start purchase of adhesive bandages and stickers CBG2	187.11
5518000	HS Diapers and Wipes	5/1/2025	10292081814	Rio Vista EHS purchase of size 3 diapers (5 boxes) CBG2	231.90
5518000	HS Diapers and Wipes	5/5/2025	10293725939	Menard HS/EHS purchase of assorted size diapers and wipes CBG2	345.08
5518000	HS Diapers and Wipes	5/21/2025	10299725228	Day HS/EHS purchase of assorted size diapers and wipes CBG	820.60
5753000	Dues and fees	5/27/2025	ED-SFMO 05-25	Eden Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	EL-SFMO 05-25	Eldorado Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	MN-SFMO 05-25	Menard Head Start site fire safety inspection CB HS	104.30
5753000	Dues and fees	5/27/2025	OZ-SFMO 05-25	Ozona Head Start site fire safety inspection CB HS	104.30
5760000	HS Site Center Communications	4/8/2025	0708195 04-25	Head Start rural phone/internet service from 04/08/25 to 05/07/25 CBG	448.84
5760000	HS Site Center Communications	5/11/2025	07710150890010 05-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 04/25/25 to 05/24/25 CBG	264.10

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/12/2025	43971-90 05-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 05/12/25 to 06/12/25 CBG2	195.00
5760000	HS Site Center Communications	5/17/2025	07710150887017 05-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 05/01/25 to 05/31/25 CBG	164.06
5796000	Safety	5/5/2025	UZX61S2YS	Daycare licensing (fingerprinting) for prospective Head Start employee S.B. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
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					18,650.73
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Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					18,650.73

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/1/2025	051124	Day HS purchase of Pediasure CB HS2	59.28
5295000	HS Nutrition Service	5/9/2025	5445664-3376240	Day EHS purchase of plant based (4) and hypoallergenic (6) baby formula CBG2	378.02
5295000	HS Nutrition Service	5/13/2025	016580	Rio Vista HS/EHS purchase of plant based milk CB HS	6.22
5295000	HS Nutrition Service	5/19/2025	67887281	Day EHS purchase of formula (3 Enfamil Optimum 20.5 oz.) CBG2	140.61
5295000	HS Nutrition Service	5/19/2025	7449060-3189823	Day EHS purchase of gelmix infant thickener CBG2	47.90
5295000	HS Nutrition Service	5/20/2025	4449252-5036262	Day EHS purchase of gelmix infant thickener for rm 23 CBG2	71.85
5295000	HS Nutrition Service	5/22/2025	004921	Rio Vista EHS purchase of soy milk CB HS	8.24
5295000	HS Nutrition Service	5/22/2025	038672	Day EHS purchase of oat milk CB HS	6.76
5295000	HS Nutrition Service	5/28/2025	021332	Day HS/EHS purchase of Pediasure and Rio Vista HS purchase of stretch wrap for move CB HS	59.28
5513000	HS Food Serv Sup	5/29/2025	16N9780264	Rio Vista HS/EHS purchase of ServSafe Manager online course and exam for E.Y. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	16N9780295	Eldorado HS purchase of ServSafe Manager online course and exam for J.A. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	16N9780379	Day HS/EHS purchase of ServSafe Manager online course and exam for M.B. CB HS2	179.00
5513000	HS Food Serv Sup	5/29/2025	6594814-3356249	Day HS/EHS and Rio Vista HS/EHS purchase of food service tongs CBG2	98.16
5513000	HS Food Serv Sup	5/29/2025	7584788-9203465	Day HS/EHS, Rio Vista HS/EHS, and Menard EHS purchase of measuring cups and serving spoon sets CBG2	561.58

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	1,974.90
	Report Opening/Current Balance				
	Report Transaction Totals				20,625.63
	Report Current Balances				

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/5/2025	652282695	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 12 2% lactose free 6BX	596.90
5295000	HS Nutrition Service	5/6/2025	650686085	Eden HS purchase of milk for children - 11 1% 9/CS	33.26
5295000	HS Nutrition Service	5/6/2025	652084950	Rio Vista HS/EHS purchase of milk for children - 36 whole 9/CS, 150 1% 9/CS, and 24 1% lactose free 6BX	670.23
5295000	HS Nutrition Service	5/7/2025	650686093	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	69.43
5295000	HS Nutrition Service	5/7/2025	650686097	Eldorado HS purchase of milk for children - 10 1% 9/CS	30.24
5295000	HS Nutrition Service	5/7/2025	652282379	Ozona HS purchase of milk for children - 18 1% 9/CS	54.42
5295000	HS Nutrition Service	5/12/2025	652282696	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 162 1% 9/CS, and 18 2% lactose free 6BX	705.71
5295000	HS Nutrition Service	5/13/2025	650686475	Eden HS purchase of milk for children - 13 1% 9/CS	39.31
5295000	HS Nutrition Service	5/13/2025	652085245	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 162 1% 9/CS, and 24 1% lactose free 6BX	652.76
5295000	HS Nutrition Service	5/14/2025	650686483	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 22 1% 9/CS	75.48
5295000	HS Nutrition Service	5/14/2025	650686485	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.28
5295000	HS Nutrition Service	5/14/2025	652282732	Ozona HS purchase of milk for children - 18 1% 9/CS	54.42
5295000	HS Nutrition Service	5/19/2025	652283002	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 108 1% 9/CS, and 6 2% lactose free 6BX	434.34
5295000	HS Nutrition Service	5/20/2025	650686855	Eden HS purchase of milk for children - 9 1% 9/CS	27.21

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	5/20/2025	652085540	Rio Vista HS/EHS purchase of milk for children - 161 1% 9/CS, 6 whole lactose free 6BX, 24 1% lactose free 6BX, and 6 2% lactose free 6 BX	650.03
5295000	HS Nutrition Service	5/22/2025	650686885	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 10 1% 9/CS	36.21
5295000	HS Nutrition Service	5/23/2025	652085867	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS	80.62
5295000	HS Nutrition Service	5/27/2025	650687237	Menard EHS purchase of milk for children - 2 whole 9/CS	5.97
5295000	HS Nutrition Service	5/27/2025	652085807	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS and 44 1% 9/CS	186.78
5295000	HS Nutrition Service	5/27/2025	652283730	Day EHS purchase of milk for children - 9 whole 9/CS	26.87
5295000	HS Nutrition Service	5/27/2025	652283732	Day EHS purchase of milk for children - 6 whole lactose free 6BX	26.87
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					4,493.34
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					4,493.34
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Report Opening/Current Balance					
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Report Transaction Totals					4,493.34
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start First Financial Credit Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/2/2025	50689	Hotel stay to attend TXHSA Leadership Summit May 1-2, 2025 for C.R. CR FF	207.54
5308000	Head Start T & T A	5/2/2025	50689-1	Hotel garage vehicle parking for TXHSA Leadership Summit May 1-2, 2025 for C.R. CR FF	74.69
5351000	Fuel	5/1/2025	2671	Head Start purchase of fuel for program vehicle CM FF	41.05
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					323.28
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					Total H07 - HHS-ACF Grant H07, Head Start FY 24-25
					323.28
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Report Opening/Current Balance					
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Report Transaction Totals					323.28
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	4/9/2025	250409-207-1-1-24	Eldorado HS purchase of nutrition items	27.63
5295000	HS Nutrition Service	4/16/2025	250416-207-1-1-27	Eldorado HS purchase of nutrition items	11.20
5295000	HS Nutrition Service	4/21/2025	250421-168-1-1-29	Eldorado HS purchase of nutrition items	17.65
5295000	HS Nutrition Service	4/22/2025	250422-239-1-1-16	Ozona HS purchase of nutrition items	87.66
5295000	HS Nutrition Service	4/28/2025	250428-239-3-3-26	Ozona HS purchase of nutrition items	139.83
5295000	HS Nutrition Service	4/29/2025	250429-120-1-1-41	Eldorado HS purchase of nutrition items	13.48
5295000	HS Nutrition Service	5/1/2025	250501-428-1-1-42	Menard HS/EHS purchase of nutrition items	16.10
5295000	HS Nutrition Service	5/2/2025	250502-239-3-3-9	Ozona HS purchase of nutrition items	4.73
5295000	HS Nutrition Service	5/5/2025	250505-206-2-2-34	Eden HS purchase of nutrition items	57.22
5295000	HS Nutrition Service	5/5/2025	250505-239-3-3-27	Ozona HS purchase of nutrition items	139.95
5295000	HS Nutrition Service	5/7/2025	250507-239-3-3-17	Ozona HS purchase of nutrition items	10.15
5295000	HS Nutrition Service	5/8/2025	250508-206-2-2-18	Eden HS purchase of nutrition items	17.34
5295000	HS Nutrition Service	5/9/2025	250509-169-2-2-62	Ozona HS purchase of nutrition items	138.18
5295000	HS Nutrition Service	5/12/2025	250512-206-2-2-54	Eden HS purchase of nutrition items	32.93
5295000	HS Nutrition Service	5/12/2025	250512-206-2-2-56	Eden HS purchase of nutrition items	11.96
5295000	HS Nutrition Service	5/19/2025	250519-206-2-2-16	Eden HS purchase of nutrition items	42.90
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					768.91
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					768.91
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Report Opening/Current Balance					
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Report Transaction Totals					768.91
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Report Current Balances					<hr/>
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CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	4/19/2025	378094870	Day HS/EHS credit - Customer Incentive Program	(34.61)
5295000	HS Nutrition Service	4/19/2025	378094872	Rio Vista HS/EHS credit - Customer Incentive Program	(29.40)
5295000	HS Nutrition Service	4/19/2025	378094893	Eldorado HS credit - Customer Incentive Program	(1.73)
5295000	HS Nutrition Service	4/19/2025	378094894	Menard HS/EHS credit - Customer Incentive Program	(2.07)
5295000	HS Nutrition Service	4/19/2025	378094895	Ozona HS credit - Customer Incentive Program	(3.58)
5295000	HS Nutrition Service	5/1/2025	378104738	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	494.66
5295000	HS Nutrition Service	5/1/2025	378104764	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,767.37
5295000	HS Nutrition Service	5/3/2025	378106348	Menard HS/EHS credit for canned pineapple short on truck	(44.75)
5295000	HS Nutrition Service	5/6/2025	378107981	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,682.84
5295000	HS Nutrition Service	5/8/2025	378109464	Menard HS/EHS purchase of nutrition items for children	305.59
5295000	HS Nutrition Service	5/8/2025	378109522	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,096.28
5295000	HS Nutrition Service	5/13/2025	378112590	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,917.61
5295000	HS Nutrition Service	5/15/2025	378114099	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,875.53
5295000	HS Nutrition Service	5/20/2025	378117147	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,973.18
5295000	HS Nutrition Service	5/22/2025	378118341	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,582.75
5295000	HS Nutrition Service	5/27/2025	378121106	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	820.37
5295000	HS Nutrition Service	5/29/2025	378122203	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,083.20

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/30/2025	378122611	Day HS/EHS purchase of nutrition items-cereal	86.58
5513000	HS Food Serv Sup	5/1/2025	378104738	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	105.07
5513000	HS Food Serv Sup	5/1/2025	378104764	Day HS/EHS purchase of nutrition items for children and kitchen supplies	829.05
5513000	HS Food Serv Sup	5/6/2025	378107981	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	730.49
5513000	HS Food Serv Sup	5/7/2025	378109116	Rio Vista HS/EHS credit for wiper towels damaged on truck	(42.14)
5513000	HS Food Serv Sup	5/8/2025	378109522	Day HS/EHS purchase of nutrition items for children and kitchen supplies	430.39
5513000	HS Food Serv Sup	5/13/2025	378112590	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	375.59
5513000	HS Food Serv Sup	5/15/2025	378114099	Day HS/EHS purchase of nutrition items for children and kitchen supplies	483.63
5513000	HS Food Serv Sup	5/17/2025	378115691	Day HS/EHS purchase of kitchen supplies	36.06
5513000	HS Food Serv Sup	5/20/2025	378117147	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	433.00
5513000	HS Food Serv Sup	5/22/2025	378118341	Day HS/EHS purchase of nutrition items for children and kitchen supplies	140.59
5513000	HS Food Serv Sup	5/24/2025	378120516	Rio Vista HS/EHS purchase of kitchen supplies	1.54
5513000	HS Food Serv Sup	5/27/2025	378121106	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	299.49
5513000	HS Food Serv Sup	5/29/2025	378122203	Day HS/EHS purchase of nutrition items for children and kitchen supplies	214.18
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					30,606.76
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					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					30,606.76
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CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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					<u>30,606.76</u>
Report Current Balances					<u><u> </u></u>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 5/1/2025 Through 5/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	5/28/2025	318188	Annual fire extinguisher inspection for Eden Head Start Center	25.50
5510000	Supplies	5/6/2025	316476	Ozona HS purchase of disinfectant and multi-purpose cleaners, paper towels, and trash can liners	207.99
5510000	Supplies	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	199.53
5510000	Supplies	5/14/2025	317428	Rio Vista HS/EHS purchase of trash can liners, toilet tissue, and dish detergent	98.04
5510000	Supplies	5/21/2025	317793	Day EHS purchase of disinfecting wipes & cleaners, nitrile gloves, trash can liners, paper & reusable towels, and toilet tissue	798.05
5512000	HS Class Room Supplies	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	199.53
5512000	HS Class Room Supplies	5/9/2025	317197	Day HS/EHS purchase of broom, dust pan, and nitrile gloves	229.08
5512000	HS Class Room Supplies	5/12/2025	316056-01	Day HS/EHS purchase of shop rags - 10 boxes	180.00
5512000	HS Class Room Supplies	5/14/2025	317428	Rio Vista HS/EHS purchase of trash can liners, toilet tissue, and dish detergent	98.05
					<hr/> 2,035.77
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					<hr/> 2,035.77

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 5/1/2025 Through 5/31/2025

<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	5/7/2025	316924	Rio Vista HS/EHS purchase of reusable & paper towels, glass cleaner, laundry & dish detergents, and disinfectant	39.57
5513000	HS Food Serv Sup	5/8/2025	317093	Day HS/EHS purchase of eyewash bottle for kitchen	21.82
5513000	HS Food Serv Sup	5/9/2025	317197	Day HS/EHS purchase of broom, dust pan, and nitrile gloves	29.28
5513000	HS Food Serv Sup	5/12/2025	316924-01	Rio Vista HS/EHS purchase of degreaser	32.91
5513000	HS Food Serv Sup	5/14/2025	317501	Rio Vista HS/EHS credit for returned dish detergent	(28.96)
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	94.62
Report Opening/Current Balance					
Report Transaction Totals					2,130.39
Report Current Balances					



REFERENCE		1301 Program Governance		
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025		Pages: 1
SUBJECT	Training	STANDARD	1301.5	

Training

- The Head Start director, FAMCO Manager, and other appropriate trainers will provide training to Policy Council, Community Representatives, and CVCOG Executive Committee members. Our current training for Executive Committee and Policy Council follows our program **Policy Council By-Laws** and will occur within the required 180 days of the beginning of the new term and follow the outline below. Training methods can vary from instructor led, online training, mentoring, and or workshops.
- Executive Committee members will be training every two years or within the 180-day requirement upon entrance into the committee. They will receive training in these key areas to effectively oversee the program: program overview, roles and responsibilities, Head Start Performance Standards, fiscal responsibility and budget oversight, data and program outcomes, selection criteria, monitoring/risk management, and mandated reporting. Additional training will be provided as needed.
- All new Policy Council members training will occur yearly within the required 180 days of the beginning of the term. Current re-elected members are required to attending training every other year. They will receive training in these key areas to effectively oversee the program: governance overview, Head Start Performance Standards, roles and responsibilities, fiscal and budget oversight, monitoring/continuous improvement, and mandated reporting. Additional training will be provided as needed.
- All PC and EC members will sign the **Policy Council Standards of Conduct** form beginning their service presenting and training members on confidentiality, professional, and standard codes of conduct. FAMCO Manager will track all paperwork completion and member terms.



REFERENCE		1302 Subpart E Family and Community Engagement Program Services	
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10 th , 2024/ July 9 th 2025 /July 9 th 2025	Pages: 1
SUBJECT	Family Engagement	STANDARD	1302.50

Family Engagement Approach

Parents as Children's Primary Teachers

- Teaching staff will provide homework activities for parents to lead at home learning that correlates with classroom curriculum.
- The Family Engagement Approach is a comprehensive plan developed by the FAMCO Manager to foster meaningful connections between families and the Head Start program. This plan outlines strategies and activities that promote family well-being, strengthen parent-child relationships, and support ongoing learning and development at home and in the classroom throughout the school year. Teachers will implement this approach in their classroom throughout the year and will receive training on the Family Engagement Approach during In-Service and On-boarding.**
- Teaching staff will share child portfolios and assessment reports with parents to engage, inform, and strengthen parental abilities to measure their child's learning and developmental progress.
- Parents are asked to volunteer at the sites on the **Parent Education/Volunteer Survey** and share cultural enrichment traditions, languages, and stories with classrooms to promote cultural responsiveness, and empower parents to play active roles in their child's education.

Relationships with Parents

- Staff will approach families with respect, care, and lay aside personal opinions, feelings and or differences.
- Open-door policy is practiced by emphasizing transparency, accessibility, and inclusivity.
- Parent Education/Volunteer Survey completed during enrollment opens the door for us to work side by side and server together with our families to inspire trust by fostering respect, understanding, empathy, inclusivity, and build lasting relationships with our Head Starts.**

Initial Family Partnership Agreement

- Family Service Workers (FSW) will invite all families entering the program from June 1st to April 15th to participate in the Family Partnership Agreement. Families entering after April 1st will have a Family Needs Assessment completed.**

Parent Opportunities to Participate

- FSWs will encourage parents to fill out the **Parent Education/Volunteer Survey** at enrollment which discusses and promotes program volunteer opportunities. Parents that consistently volunteer more than 8 hours weekly must fill out a **Volunteer Packet** provided in the Head Start office or FSW office.
- All FSWs and teachers will continuously promote parent participation by monthly newsletters, calendars, flyers, and sticker reminders. Current job openings will be posted on site boards, in site



newsletters, and in the **Director's Report** monthly. All current Head Start parents will receive preference for employment vacancies for which they are qualified.

Preferred Language and Safe Environments

- Interpreters will be provided, if possible, or other communication tools will be used for all non-English speaking families. Materials will be translated into the family's native language, when applicable.
- An area will be provided for any or all communications with families. Families may choose an alternate location if desired.

Procedures for sharing information:

- Follow Standards and Implementations – 1303 Subpart C – Protections for the Privacy of Child Record



REFERENCE		1302 Subpart E Family and Community Engagement Program Services	
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025/July 9 th 2025	Pages: 1-2
SUBJECT	Family Partnership Services/Process	STANDARD	1302.52

Family Partnership Process

- Family Partnership Agreement will begin in September/October. Family Service Worker (FSW) will schedule a meeting with families at their selected locations. Family Partnership Agreements will be conducted within 60 days of the students first day of attendance.
- FSW will invite families entering the program during the school calendar year prior to April 30th to participate in the Family Partnership Agreement. Families entering after April 30th will have a **Family Needs Assessment** completed so services can be provided if needed and family will begin the full Family Partnership Process the next calendar school year. Early Head Start dates will vary due to full time status. Please consult FAMCO Manager for time schedules.
- The Family Partnership Agreement will include the following tasks: **Family Needs Assessment, IFPA-Goal Setting and Follow-up, Family Skills Inventory, and, Internal/External Referrals**. Staff will join in the process together with families to help them achieve individualized family established goals.

Individualize Family Partnership Completion

- All forms/processes below are part of the Family Partnership Process. Families without access to technology will be provided with the necessary tools to complete forms, or they may choose to complete them on paper
 - **Needs Assessment** -Identification of family strengths and needs based off of Head Start Family and Community Engagement Framework. Complete on paper, enter into GoEngage, and scan into GoEngage.
 - **IFPA Goal Setting and Follow up**- Establish goals review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary. Completed in and document with signatures in GoEngage.
 - **Family Skills Inventory** – Identifies interests, goals, strengths, and aspirations of the family. Complete on paper and scan into GoEngage.
 - **Internal/External Referrals** – An outreach of services from within our organization and with community partner, based on urgency and intensity of identified family needs and goals. Complete in GoEngage and document with signatures.
- FAMCO Manger will access GoEngage to confirm completion of all Family Partnership Agreements and analyze aggravated data throughout the year.



REFERENCE		1302 Subpart E Family and Community Engagement Program Services	
APPROVAL/EFFECTIVE		July 10 th , 2024 / July 10, 2024/ July 9 th 2025/July 9 th 2025	Page: 1
SUBJECT	Community Partnerships and Coordination	STANDARD	1302.53

Community Partnerships

- Site Supervisor/ Family Service Workers (FSW) will establish 5-year and 1-year **Memorandum of Understanding (MOU)** agreements and partnerships with community agencies and organizations yearly and every new grant period.
- Site Supervisors / FSWs will conduct annual follow-ups with all organizations, checking on services and new programs offered, while recording data on the **MOU Tracking Update Form**.
- Training will be provided annually for the current year's expectations by the FAMCO Manager.
- **FAMCO Manager will upload all new Memorandum of Understandings and MOU Tracking Update Forms yearly into GoEngage for program access.**
- We will establish necessary collaborative relationships and partnerships with the following community organizations:
 - ✓ Health care provider, mental health providers, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, and substance abuse treatment providers.
 - ✓ Agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of childcare services.
 - ✓ Family preservation and support services, child protective services and other agencies to which child abuse must be reported.
 - ✓ Educational and cultural intuitions and libraries for both children and families.
 - ✓ TANF nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education and post-secondary education institutions, and agencies or financial institutions.
 - ✓ Housing assistance agencies and providers.
 - ✓ Domestic violence prevention and support providers.
 - ✓ Organizations or businesses that provide support and resources to families.

Coordination with Other Programs

- We will follow 1303 Subpart C – Protecting the Privacy of Child Records

Education MOU

- Education Manager establishes MOU/Collaborative Partnerships with the Local Education Agency (LEA) in our service area.



REFERENCE	1302 Subpart C Education and Child Development Program Services		
APPROVAL/EFFECTIVE	July 10, 2024/ July 10, 2024, June 23, 2025		Pages: 1-3
SUBJECT	Child screenings and assessments for Head Start	STANDARD	1302.33

Screening

1. Family Service Workers (FSW) inform parents/guardians of the types and purpose of all screenings to be administered during the enrollment process.
2. Parents/guardians give written consent for screenings during the enrollment process.
3. If a parent/guardian does not give consent, FSW will follow the decline of service policy.
4. Concho Valley Council of Governments (CVCOG) Head Start uses the Learning Accomplishment Profile-Diagnostic (LAP-D) developmental screening tool for ages three through five to identify concerns regarding a child's motor, cognitive and language development.
5. All newly enrolled, first-year children will have a developmental screening administered within 45-calendar days of the child's entry into the program. A second- or third-year child may be rescreened if developmental concerns are suspected. (See 1302.45 screening to identify concerns related to behavioral, social and emotional concerns)
6. A letter explaining the program's requirement for administering a developmental screening (LAP-D) and the importance of their child's attendance, will be given to the parents/guardians of the children for whom the teachers will be administering the LAP-D.
7. The LAP-D screening tool provides a systematic method for observing children's functioning in the thirty-to-seventy-two-month range and is designed for children with typical and atypical development. The LAP-D kit contains a standardized set of materials necessary to administer each item.
8. Teaching staff use the appropriate LAP-D scoring sheet for the child's age.
9. Teaching staff will follow the directions outlined in the LAP-D user guide to administer the screening.
10. If the child's total score is greater than the primary cut-off score, circle "P" for pass; no further testing is required.
11. If the child's total score is equal to or less than the primary cut-off score, circle "R" for Rescreen. The child will be rescreened in 4 to 6 weeks. This time will give the child an opportunity to learn new skills.
12. Teaching staff will record the initial score in **GoEngage**. If a rescreen is required, a collaboration note will be sent to the Disability Manager, letting her know the results of the initial LAP-D.
13. If the child fails the rescreening, with parents/guardians' permission, an internal referral will be sent to the Disability Manager. The Disability Manager will initiate an external referral to the local education agency (LEA).
14. All LAP-D scoring sheets will be uploaded into **GoEngage**.
15. If a child is determined eligible for services under the Individuals with Disabilities Education Act (IDEA), the Disability Manager will obtain a copy of the child's Individualized Education Program (IEP). The LEA



will be responsible for implementing the Individuals with Disabilities Education Act (IDEA) and the delivery of services.

16. If a child is determined not eligible for services, the Disability Manager will consult with the representative from the LEA to determine if the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness. If the child has a significant delay, in consultation with parents/guardians, the Disability Manager will discuss options for other services and initiate an external referral to the appropriate agency. Such services may be available through a child's health insurance, or it may be appropriate for the program to provide needed services and supports under section 504 of the Rehabilitation Act, if the child satisfies the definition of disability according to the Rehabilitation Act. If the child satisfies the definition in the Rehabilitation Act, the child will not be excluded from the program.
17. CVCOG Head Start funds may be used for services and support when no other sources of funding are available.
18. Data obtained from the LAP-D screening, observations, assessments and information obtained from parents/guardians will be used to establish goals and plan individual instruction for each child.

Assessment for Individualization

1. CVCOG Head Start uses **Desired Results Developmental Profile (DRDP)** to conduct standardized and structured ongoing developmental assessments three times during the program year.
2. DRDP is correlated to the Head Start Early Learning Outcomes Framework (ELOF). The Texas PreK Guidelines require measurement at the beginning, middle, and end of year in core domains using a commissioner-approved instrument. The DRDP is on Texas's approved list for this purpose and is frequently used by districts.
3. Depending on the child's entry date, some children may receive fewer assessments. The Education Manager will provide teaching staff with an annual schedule indicating assessments required based on the month of the child's entry. (Wave 1 – Fall, Wave 2 – Winter, Wave 3 – Spring)
4. Teaching staff observe children in different settings throughout the day and document using **anecdotal notes/observations**. This data is used to complete developmental assessments for each child.
5. Teaching staff is required to have one anecdotal/observation note for each measure outlined in the DRDP assessment tool for each child.
6. Teaching staff use assessment data, observation notes, and information gathered from parents and guardians – through home visits and parent-teacher conferences - to develop individualized goals that support each child's progress toward school readiness. These goals guide planned activities that are tailored to:
 - individualize instruction for each child
 - small group learning
 - large group experiences
7. Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



8. Children are assessed in their home language whenever possible. When necessary, program staff will make every effort to identify an individual who speaks and understands the child's language and culture to conduct the assessment. If all reasonable efforts to find such an individual has been exhausted, the screening and assessment may be conducted in English. In these cases, teaching staff will supplement the assessment with additional information, including structured observations over time and input gathered from the family in the child's home language, to accurately evaluate the child's development and progress.
9. If warranted by the assessment data, and with consent from parents/guardians, an internal referral will be sent to the Disability Manager; the Disability Manager will initiate an external referral to the (LEA).
10. Assessment results are shared with parents/guardians during home visits and parent/teacher conferences.
11. Screening data is never used to exclude a child or family from participating in the program.
12. The Education Manager analyzes children's assessment data at least three times a year including subgroups, such as dual language learners and children with disabilities, and shares data with the Executive Committee, Policy Council and teaching staff. This data is used to establish program goals and for continuous program improvement.



REFERENCE	1302 Education and Child Development Program Services		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024		Pages 1-3
SUBJECT	EHS Child screenings and assessment steps	STANDARD	1302.33

Policy: Teaching staff will utilize the selected ongoing assessment tool in assessing, promoting, and supporting a child’s educational progress within 30 calendar days for Early Head Start children and 45 calendar days for Head Start children.

Brigance Screens III-Brigance III is a screening instrument utilized to identify developmental needs quickly and accurately in Head Start/Early Head Start, which allow teachers to easily identify potential developmental delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills—all in 10–15 minutes per child.

1. Family Service Workers (FSW) will inform parent/guardian of the types and purpose of all screenings **administered** prior to the developmental screening.
2. FSW’s will receive parental consent for developmental screening during the enrollment process.
3. If parent/guardian decline consent for developmental screening, the FSW will follow the Decline of Service Policy.
4. Early Head Start (EHS) teachers will complete an initial developmental screening using the **Brigance Screens III** on each child within 30 calendar days of enrollment and every 6 months thereafter. One month prior to the child turning three years old, teaching staff will complete **Brigance Screens III** to understand where the child is developmentally prior to their transition out of Early Head Start.
 - Teachers will **plan** and become familiar with the directions and scoring procedures before screening a child.
 - Only one teacher at a time (per classroom) can screen a child.
 - Teachers will organize materials before screening a child, making sure all tools needed are available. **Doing so** will allow the teaching staff to focus their attention on the child and administer the screening effectively.
 - Teachers will determine the child’s chronological age by following the instructions given in the **Brigance Screens III Technical Manuel** or by using the chronological age calculator at www.BRIGRANCE.com.
 - Teachers will use the appropriate Brigance III scoring sheet for the child's age.
 - Once the basal (the point in the assessment at which the teacher is confident that the child would receive credit for all earlier items), is established, the child will receive credit for all items below the basal.
 - Teachers will give enough time for the child to perform the skill but not too much time that he/she becomes bored waiting for the next direction.
 - If the child offers a correct response or demonstrates ability to do the item, the teaching staff will circle the **correct answer or item demonstrated**.



- If the child offers an incorrect response or is unable to demonstrate the skill **required**, the teaching staff will slash through the number.
- If the child's skill mastery is marginal, emerging, or inconsistent, credit for that skill will not be given.
- To obtain a child's Total Score, teachers will record the number of correct responses for each assessment in the "Number Correct" column. Teachers will not count any correct responses above the discontinued point.
- Teachers will multiply the "Number Correct" by the assigned "Point Value." This number will then be recorded in the "Child's Score" column.
- Teachers will calculate the "Total Score" by adding the numbers in the "Child's Score" column.
- If there are any next steps or recommendations regarding referrals, the teacher will note this on the "Next Steps" section of the form.
- If a child scores low in the first screening, a second **screening** will be conducted within four to six weeks.
- Recommendations for referrals will be made based on the cutoff scores and on analysis of the child's areas of weakness.
- For children who are bilingual, teachers will follow the recommendations in the Brigance Screens III guide.
- If a referral is needed, teachers will follow the "Referral Policy and Procedures."
- Data obtained from the screening will be used to **individualize each child** and for lesson planning.
- Scores from the screening will be uploaded into the Brigance Online Management System by the teacher or the Early Head Start Education Manager.
- **Teachers will submit a copy of the screening to the Early Head Start Manager within two weeks of completion. EHS Education Manager will input the score in GoEngage. If a referral is required, a "collaboration" note will be sent to the Disability Manager.**
- **The date of completion will be documented on the Education and Health Tracking by the 15th of each month.**
- The original screening will be reviewed with the child's parents during the next Home Visit by the teacher.
- A copy of the child's screening will be filed in each child's Education Federal File by the teacher.
- Another copy of the child's screening will be filed in an Individualization Notebook/Folder kept in the classroom.
- Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.

Assessments for Individualization

Concho Valley Council of Governments Early Head Start uses Teaching Strategies Gold (TSG) online to conduct Checkpoints for each child four times during the program year. Teachers will also use TSG online to complete Anecdotal Notes for each child. TSG online offers a revolutionary approach to early childhood assessment. It is



an assessment tool available to teachers that is user-friendly and inclusive—one that enables them to increase the effectiveness of their assessments while **spending more time with children.**

- Teachers will collect observations ongoing **to** complete each child's Checkpoint.
- **Checkpoints** will be completed in TSG four times a year (fall, winter, spring, and summer) by the teacher.
- Checkpoints will be printed from TSG once completed and filed in the child's Education File.
- Checkpoint completion date will be documented on the **Education and Health Tracking by the 15th of each month.**
- Teachers will obtain at least one anecdotal observation per week for each child.
- Anecdotal observations will be uploaded into TSG online.
- Anecdotal notes will be printed off by the teacher each month and placed in the Education section of the child's Federal File **no later than the 10th of each month.**
- Data obtained from the anecdotal notes and from the Checkpoints will be used to **individualize** each child and for lesson planning.
- Teachers will analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages:1

SUBJECT	Determining Community Strengths & Needs.	STANDARD	1302.11; Head Start Act Sec. 642 (b)(11)(e)(1)
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Policy:

The **Head Start Program** will conduct a Community Assessment once over the five-year grant period with annual updates.

Results from the Community Assessment will be used to reassess goals, service areas, program options, services provided, site locations, and determination of selection criteria points.

The Community Assessment and updates will include information related to:

- Number of children experiencing homelessness and foster care
- Availability of publicly funded full day pre-k
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities and services
- Education, health, nutrition, and social service needs of Head Start eligible children and their families including prevalent social and economic factors impacting their well-being
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local re-schools, and the approximate number of eligible children served
- Resources that are available in the community to address the needs of eligible children and their families
- Strengths of the communities

If resources are determined to be inadequate to meet the needs of the entire service area, the Head Start Program will select the areas that have the greatest need for the Head Start Program services.

The Community Assessment and all updates will be approved by Policy Council and Executive Committee.



(REFERENCE)	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/July 9, 2025		Pages: 1-4
SUBJECT	Determining, verifying, and documenting eligibility.	STANDARD	1302.12

Policy:

Process overview: Family Service Worker's (FSW) will complete a face-to-face application with legal guardian of the child enrolling. An over the phone application may be completed when every effort has been made, and documentation of those efforts is on the **Enrollment Status** to complete a face-to-face application.

The application process must be completed prior to determining a child's eligibility in the Head Start Program and include requirements described below:

○ **Age:**

Head Start Preschool: Children must be three years old prior to September 1st and be no older than the age of five by September 1st.

Early Head Start: Children must be four weeks old and not older than 3 years old

Age will be determined by verifying one of the following documents; legal birth certificate, Baptismal certificate (with seal), Medicaid card, Passport or shot record. If the family cannot provide one of the above documents and doing so creates a barrier for the family to enroll the child, no documentation is required.

○ **Income:**

- Family's income is equal to or below the 100% poverty guidelines; or
- Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless as defined in the McKinney-Vento Act are eligible for the Head Start program regardless of income.
- If a child transitions from Early Head Start Program to Head Start Program, the family's income must be re-verified.
- Parents/guardians with an income above 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of applicants with an income above 130% of the Federal Poverty Guidelines must not exceed 10% of total funded enrollment. Children accepted above the 130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Income will be determined by verifying one of the following documents;

- Current money wages or salary before deductions; except from net income from non-farm self-employment & net income from farm self-employment



- Check stubs (Gross Income)
- Current W-2, Income Tax Forms from previous year (Total Income)
- Unemployment compensation, worker' compensation, social security, supplemental security income,
- Public assistance or welfare payments including TANF and/or SNAP
- Veterans' payments
- Survivor benefits
- Disability benefits
- Pension or retirement income, Interest income, Dividends; Rents, royalties and estates and trusts,
- Educational assistance
- Child support and/or Alimony
- Financial assistance from outside of the household
- Military income (including pay and allowances)
- Foreign government pensions
- Other sources when approved by the ERSEA Manager.

A family's gross income can be adjusted for excessive housing costs, when the family spends more than 30 percent of their total gross income on housing costs. The following documents must be verified and kept:

- Bills (Water, Gas, Electric, Mortgage statement, Renter's statement, House Insurance, Renter's Insurance)
- Bank statements can be used, when the above statements cannot be provided. **The information must clearly specify what the cost is for.**

The **Housing Cost(s) tab in GoEngage** will be used to calculate the information and to verify if the family falls in the category for the family's income to be adjusted. A copy of the calculation will be printed and kept with supporting documents in the ERSEA federal file and attached **in GoEngage**.

The following forms can be used when income documentation is not available:

- **Employment Verification**-Employer must complete when parent/guardian is unable to provide W-2, check stubs, or pay envelopes. Employers must be contacted to verify information and document it on the form.
- **No Income Verification**-FSW must be completed when parents/guardians report no income for the relevant time period. 3rd party must be contacted when family grants permission.
- **Family Residency Verification**-FSW must complete when a statement is provided from the shelter, school provider or service agency that the parents/guardians meet the McKinney-Vento Act or they are self-declaring homelessness, meeting the Mc-Kinney Vento Act. A third party must be contacted when granted permission to verify.
- **Declaration of Income**- parents/guardians must complete when they are unable to provide paystubs, receipts, or other documentation of income. FSW must verify information when contact is available.

Income Calculation Worksheet must be completed when parents/guardians have multiple check stubs, W-2, and/or child support.



Income will be calculated using the following formula, when applicable:

- **Weekly X 52**
- **Every two weeks X 26**
- **Twice a month X 24**
- **Monthly X 12**

Additional Allowance:

- Parents/guardians with an income at or below 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of families with an income between 101%-130% of the Federal Poverty Guidelines must not exceed 35% of the total funded enrollment. Children accepted 101%-130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Eligibility Duration

- **Head Start** **Preschool**-The child remains eligible through the end of the succeeding year. 3rd year students must reapply and will be placed on the appropriate **Waiting List** according to their income.
- **Early Head Start**-If a Pregnant Woman enrolls, the infant once enrolled remains eligible until they turn three years old or the date on the **Transition Plan**.
- **Early Head Start**- The child remains eligible until they turn three years old or the date on the **Transition Plan**.

Records

- A copy of all documents used to determine age, income and if applicable, documents to justify points awarded must be kept and placed in the ERSEA Federal File and scanned **into GoEngage**.
- A **Head Start Eligibility Verification Form, Compliance Certification Form, Enrollment Status** and **Head Start/Early Head Start** **Prioritization** **Criteria** and/or **Pregnant Woman Selection Criteria** must be completed on each applicant applying for an enrollment opportunity and placed in ERSEA Federal File.
- All records must be kept for a minimum of 7 years after the child withdraw date.

Violating eligibility determination regulations

The Head Start Program will develop a system to provide training on eligibility, Performance Standards and ERSEA policies and procedures that include at minimum the following:



- **Annual training for Head Start staff who determine Head Start eligibility to include:**

- Methods to collect and complete eligibility information from families and third-party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families, or participants who provide false information.
- Training for any staff member who determines Head Start eligibility will be within 90 days of hire;
 - Training for the Executive Committee and Policy Council members will be within 180 days of the beginning of a term; and,
 - All training records, including sign-in sheets, agendas, and training materials, will be maintained.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1-2
SUBJECT	Selection Process	STANDARD	1302.14

Policy:

The Concho Valley Council of Governments (CVCOG) Head Start/Early Head Start Program will select children and families with most need for the Head Start services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and CVCOG Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the **prioritization** criteria point system which is developed from the Community Assessment and approved by the Policy Council and the Executive Committee.

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the **prioritization** criteria point system. Each applicant is assigned a score, and the waiting list is ordered from the highest to lowest score.

Procedure:

1. Eligibility Determination

- Family Service Worker (FSWs)/Enrollment staff determine eligibility through income verification and documentation.
- Eligible children are entered into the GoEngage & TEAMS.

2. Placement on Waiting List

- All children are placed on the waiting list.
- ERSEA Manager reviews and approves all applications.
- The list is updated in real-time and reflects the most current applicant data and scores.

3. Notification of Waitlist Status

- Families are notified in writing or verbally that their child has been placed on the waiting list.
- The notification includes the assurance of being contacted when a space becomes available.

4. Vacancy Management

- When a vacancy occurs, staff pull the highest-scoring child from the waiting list.
- FSWs must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **over-income**. The ERSEA Manager is responsible for ensuring that the program has not exceeded the **10% over-income enrollment threshold** as allowed by federal regulations.
- FSWs must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **130%**. The ERSEA Manager is responsible for ensuring that



the program has not exceeded the **35% 130%-income enrollment threshold** as allowed by federal regulations.

- d. If applicants have the same number of points, priority will be given to the child who is income-eligible unless the child has a diagnosed disability(All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into GoEngage). If both are income-eligible, the applicant who submitted their application first will be prioritized. If the applications were submitted on the same day, the child from the household with the lower annual income will have priority. If the annual incomes are identical, priority will be given to the youngest child.

5. Contacting Families

- a. Staff contact the family to confirm continued interest and availability.
- b. If the family cannot be reached after 3 documented contact attempts over a 5-day period, the next child is selected.

6. Recordkeeping

- a. All waiting list records, including scoring documentation and Enrollment Status, are maintained in compliance with data privacy and retention policies.
- b. FSWs will maintain ERSEA federal files securely in their office, stored under lock and key.

The waiting list is reviewed and updated monthly.

Children with Disabilities

To comply with Head Start's requirements of having 10 percent of funded enrollment be children with diagnosed disabilities, CVCOG may give priority to children with diagnosed disabilities during the selection process based on **prioritization** criteria point system.

All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into **GoEngage**.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9,2025/July 9,2025		Pages: 1
SUBJECT	Enrollment	STANDARD	1302.15

Policy:

All forms must be completed and all necessary documents obtained prior to enrollment of child in the Head Start programs. Annually Concho Valley Council of Governments (CVCOG) will examine the enrollment process and make necessary improvements to simplify and enhance the experience for families.

Each site will be fully enrolled within 30 days of programs start date and must fill any vacancies within 30 days.

If a Head Start child is determined eligible and is enrolled in the program, he or she remains eligible through that enrollment year and the succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year regardless of income.

Concho Valley Council of Governments may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots may be reserved.

- **Head Start** must fill all reserved slots within 30 days. If not filled, the slots become vacant. From the time the reserved slots become vacant, the slots must be filled as soon as possible, not to exceed 30 days.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages: 1-2	
SUBJECT	Attendance	STANDARD	1302.16

Policy:

The Concho Valley Council of Governments will create a process to provide attendance **at Head Start** on a daily basis. Head Start programs will ensure daily attendance and absence reasons are recorded in **GoEngage**.

PROCEDURE

If absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedure for all children with four or more consecutive unexcused absences. Families must contact the site when their child is absent from the program.

Consecutive Absenteeism:

1. First day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am.
2. Second day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am.
3. Third day of absence: Family Service Worker (FSW) will be required to conduct a home visit or other direct contact with the family. If unable to make contact, FSW will email or leave a letter stating if we do not hear from them by the fourth consecutive day the child will be placed on the waiting list and the child's slot will be considered vacant.
4. Fourth day of absence: If no contact is still not made, the child's slot will be considered vacant.

Chronic Absenteeism:

1. After the fourth day of unexcused absence, the FSW is required to develop an **Attendance Success Plan** that outlines the causes of a child's absenteeism and includes strategies to improve attendance. Follow-up on the **Attendance Success Plan** will occur when the child accumulates three more unexcused absences, with the understanding that the child may be dropped from the program after ten unexcused absences.
2. In cases of chronic absenteeism, where a child has more than ten unexcused absences, the child's slot will be considered vacant with ERSEA Managers approval.

Excused vs. Unexcused Absences



- **Excused absences** include illness, medical appointments, family emergencies, or other valid personal reasons.
- **Unexcused absences** include lack of transportation, oversleeping, or other non-essential reasons.

When the monthly average daily attendance rate falls below 85%, the Site Supervisors and Family Service Workers must analyze the causes of absenteeism and determine the systemic issues contributing to the Site's absentee rate. Site Supervisors and FSWs must implement a process using absenteeism data. This information will be documented in the Below **85% Attendance Analysis**.

If a child is determined homeless, the child is to be enrolled temporarily for 30 days without immunization records. The FSW will work with the families to become Texas state compliant with current immunization requirement of the State of Texas.

- The FSW will assist children experiencing homelessness and unable to attend classes regularly with community transportation where available.



REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/ July 9, 2025		Pages: 1
SUBJECT	Suspension and Expulsion	STANDARD	1302.17

Policy:

The Concho Valley Council of Governments **Head Start program** prohibits suspension or expulsion for children from the program due to a child's behavior. Exception to this policy may be considered on a case-by-case basis. Consultation with the Mental Health Manager and Education Manager must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Director for approval prior to any action.

1. Behavior plans are for children who pose a safety threat to children and staff.
2. Behavior notes must be submitted to the Health/Mental Health Manager, Disabilities Manager, and the Classroom Support Specialist.
3. Observations must be conducted by the Mental Health Consultant, Health/Mental Health Manager, and Classroom Support Specialist.
4. If the Mental Health Consultant, Health/Mental Health Manager, Disabilities Manager, and Classroom Support Specialist feel a child needs to be put on a behavior plan, the Family Service Worker (FSW) will set up a time and date to meet with parents/guardians.
5. Health/Mental Health Manager, Classroom Support Specialist, Site Supervisor, FSW and teacher are required to be present at meetings with the parents/guardians.
6. If the child is put on a behavior plan, discussion with parents/guardians will be conducted and recommendations for services will be offered. If parents/guardians agree, a referral will be completed by FSW.
7. If parents/guardians do not seek the services referred to or decline services an addendum will be made to the original behavior plan.
8. After several attempts to work with the parents/guardians, and several addendums to the behavior plan. Only then will suspension and expulsion be considered as a last resort, with the approval of the Head Start Director.
9. All documentation must be provided showing all the attempts to work with the parents/guardians, and the child in question.
10. Suspension and expulsion must have the approval of the Head Start Director.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024/ July 9, 2025/ July 9, 2025		Pages: 1-2
SUBJECT	Collaboration and communications with parents	STANDARD	1302.41

Collaboration and communication with parents/guardians

Family Service Workers (FSW) and/or Teachers will communicate and collaborate with parents/guardians regarding the health and mental health of their children. Staff will effectively discuss a child's health needs, developmental concerns, and any mental health concerns with parents/guardians.

Authorization/Refusal

FSW will obtain prior authorization from parent/guardian for all health and developmental procedures administered through the program by written documentation. If parents/guardians refuse the following must take place:

1. Encourage parents/guardians to discuss reasons for their refusal.
2. FSW will share educational information regarding health and mental health services.
3. FSW will get approval from the Health/Mental Health Manager before requesting the **Decline of Services**.
4. FSW will document efforts made and parents/guardians' responses in obtaining health and mental health services requirements in **GoEngage**.
5. A completed **Decline of Services** form must be uploaded into **GoEngage in the Enrollment Package under the medical records tab** with parent/guardian signature.
6. ~~This form will be attached behind the specific **Health and Development Initial Plan (H&D)** for the service being denied. Documents need to be filed into the child's Federal File.~~

Emergency Response System

Staff will share policies for health and mental health emergencies that require rapid response for staff and children that need immediate medical attention with parents/guardians. This can be found in the Parent Handbook.

The following procedures are in place for emergency response systems:

1. Emergency telephone numbers will be displayed next to each telephone at the site.
2. The caller will be prepared to give emergency response team the following information:
 - a. Name of caller



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- b. Agency
 - c. Nature of emergency
 - d. Telephone number
 - e. Address
 - f. Directions
 - g. Location of injured person
 - h. Age of the person
 - i. Condition of the person
3. Each teacher, teacher assistant, and substitute are trained on where the children's emergency contact information is kept.
4. Copies of the following information will accompany staff and children when they go outside to play, fire drills, or anytime they leave the classroom:
 - a. Form 2935 **State Admission Information**
5. Form 2935 **State Admission Information** will be updated monthly with parents/guardians using the **Monthly Emergency Updates** and filed in the State files.
6. The Site Supervisor will inform the Head Start Director and/or the Health Manager of the incident.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	August 14, 2024, November 13, 2024, December 11, 2024/July 9, 2025/ July 9, 2025	Pages: 1-7	
SUBJECT	Child Health Status and Care	STANDARD	1302.42

Source of Health Care

Within 30 calendar days after the child first attends the Concho Valley Council of Governments (CVCOG) Head Start Program will consult with parents/guardians whether each child has ongoing sources of continuous health care and health care insurance.

1. Determine if the child has a health care provider and a dental provider to serve as a medical home.
2. Determine the source of funding for health care.
3. Assist families with access to healthcare.
4. Provide a list of health, dental, oral, and vision providers for parents/guardians in the **Welcome Packet**.
5. Parents will sign stating they received a copy.

Ensuring up-to-date child health status

1. The Head/Early Head Start will follow the **the current guidelines of the Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT)** for children birth through twenty years of age.
2. Will follow the **Center for Disease Prevention Immunization Schedule**.
3. Ask parents/guardians to provide an enrolled child's last immunization, medical, dental, or mental health visit from their health care provider.
4. A case note will be initiated in GoEngage in My Health Workbook in the Dental Home/Medical Home tab every month until follow-up treatment or ongoing care is established.
5. ~~A Health and Developmental Initial Plan (H&D) will be initiated if physical and dental is not obtained by the first day of enrollment. A Family Service Worker (FSW) will update information using the H&D until follow-up treatment is complete or ongoing care is established.~~
6. The FSW will familiarize parents/guardians with the **EPSDT schedule** of preventative care.
7. Parents/guardians will sign a **Parent/Guardian Consent to Exchange Information** form for their health, dental, or mental health care provider if necessary.
8. The FSW will review information 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 providers.
9. If there are any concerns about physicals, dentals, and mental health issues that have not been addressed by the health care professional, **a FSW will initiate a case note in GoEngage under My**



Health Workbook in the Physical/Dental Exam tab and will indicate the concern, and resources will be provided to parents/guardians and referred to appropriate health professional.

10. The FSW will continue to update the H&D using H&D Follow up notes until treatment is complete or on-going care is established in GoEngage.
11. The FSW or designated staff will upload all H&D Follow up notes and the H&D and upload them into Go Engage.
12. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.

Policy:

The Head Start Program will develop and implement procedures to ensure 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.

Procedures must include the system to meet the following:

30- Day Requirement:

- Within 30 calendar days after the child's entry date to the program each year, the Head Start Program must consult with parents/guardians to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45- Day Screenings:

- Each child will have the following screening obtained and completed within 45 days of their entry date: **growth assessment, mental wellness assessment, nutrition assessment, health and behavior form 10, vision and hearing screenings.**
- **Head Start Hearing Screen Procedure:**
 1. Parental consent will be obtained prior to screening.
 2. Screening will be performed by certified staff using the Pure Tone Audiometer or other state-approved equipment.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, and entered into My Health Workbook and uploaded into GoEngage in Enrollment Package under the medical records tab. This must be done by the 5th of next month after the hearing screen is done.
 4. All children who failed the test must be rescreened within 3-4 weeks of the initial test.
 5. If a 3-year-old child fails the rescreen, parents/guardians will complete the questions on the **3-Year-Old Vision and Hearing Screening Report** with a staff member. If parents/guardians answered NO to any of the questions, then a **Health and**



~~Developmental Initial Plan (H&D) will be initiated, and appropriate referral will be done.~~

6. If a 3 or 5-year-old fails the rescreen, a case note in GoEngage under My Health Workbook in the Hearing screen tab will be initiated for the appropriate referral.
7. ~~FSW and/or data clerk will continue to update H&Ds using Health and Developmental Follow-Up Notes until follow up treatment is complete or ongoing care is established in GoEngage.~~
8. The FSW and/or data clerk will initiate an internal referral under the hearing tab.
9. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and upload to GoEngage in Enrollment Package under medical records.
10. ~~FSW and/or data clerk will attach H&Ds with the results of hearing screen and u~~
 - **Head Start Vision Screen Procedure:**
 1. Parental consent will be obtained prior to the screening.
 2. Screening will be performed by a certified staff member or trained professional using the 10-foot HOTV Vision Chart or other state approved equipment or chart.
 3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, entered GoEngage under My Health Workbook and uploaded in the Enrollment Package under the medical records tab by the 5th of the next month after the screening is complete.
 4. All children who fail to respond or fail the test using the HOTV Vision Chart will be rescreened 2-3 weeks after the initial test. Children who failed with the Spot Vision Screener do not need to be rescreened.
 5. ~~All failed screening forms will be returned to the FSW for follow up screening.~~
 6. FSW and/or data clerk will initiate a case note in GoEngage in My Health Workbook in the Vision screening tab, and an internal referral will be made under the vision tab. This is for children who fail the rescreening of the HOTV, or the initial Spot Vision Screener.
 7. ~~FSW and/or data clerk will attach H&Ds with the results of the vision screen and file in the appropriate section of the child's federal file.~~
 8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.
 - **Growth Assessment**



1. FSW/teachers/teacher aide will obtain the height and weight for each child twice a year. First time within the first 45 days of enrollment, the second will be in January for the following calendar year.
2. If the parents/guardians do not present a physical and/or if the physical is not current, teaching staff will obtain a height and weight within the 45 days.
3. Data clerk/FSW will enter height and weight into GoEngage in My Health Workbook by the 5th of next month after screening is completed.
4. For abnormal BMIs, FSW will initiate a case note in GoEngage in My Health Workbook under Height and Weight screening.
5. Data clerk will initiate an Abnormal Growth Plan for children under/overweight. Parents will sign the Abnormal Growth Plan if they want information from the nutrition specialist.
6. Growth Assessments will be done twice a year, the first one within 45 days, and the second one in January.
7. FSW will print and file growth charts in the child's federal file.
8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.

● **Health & Behavioral Form 10**

1. Teachers will fill out the **Health & Behavioral Form 10** within 45 days of the child's entry into the program.
2. Teachers will give the form to the data clerk to enter and upload into GoEngage by the 5th of the month.
3. Data clerk/FSW will return the form to the teacher to file in the child's federal file.
4. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be attached to the **H&B**.

Early Head Start Hearing Procedure:

1. Early Head Start parents/guardians will complete the **THSteps Hearing Checklist for Parents** within 30 days of enrollment, and then every 6-months continuously while enrolled in the program. Teachers will do hearing forms with their parents.
2. If parents/guardians answer NO to any of the questions on the **THSteps Hearing Checklist for Parents** or if parents/guardians, or staff are concerned the FSW will initiate a case note in GoEngage under My Health Workbook in Hearing screen tab, a referral will be made.



3. The FSW and/or data clerk will initiate an internal referral under the hearing tab.
 4. The case notes will be done monthly until treatment is complete and/or ongoing care has been established.
 5. Teaching staff will turn in **THSteps Hearing Checklist for Parents** to the data clerk to upload and enter and upload to GoEngage under the Enrollment Package in the medical records tab by the 5th of the next month after the screening is completed. Data Clerk will return forms to the teaching staff after entry.
 - ~~6. The teaching staff will file the **THSteps Hearing Checklist for Parents** and the **H&Ds** in the child's federal file.~~
 7. The teaching staff will document all results on the **State Admission Form**.
 8. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage under the Enrollment Package in the medical records tab.
- **Early Head Start Vision Procedure:**
 1. Early Head Start parents/guardians will complete a **Vision Questionnaire Form** within 30 days of enrollment, and then every 6 months continuously while enrolled in the program. Teachers will do the vision form with the parents.
 2. If parents/guardians answer No to any of the questions on the **Vision Questionnaire Form** or if parents/guardians, or staff are concerned the FSW will initiate a case note in My Health Workbook in Vision screening and a referral will be made.
 3. FSW and/or data clerk will initiate an internal referral under the vision tab.
 4. The case notes will be done monthly until treatment is complete and/or ongoing care has been established.
 5. Teaching staff will turn in **Vision Questionnaire Form** to the data clerk to enter results in My health Workbook and upload to GoEngage in the Enrollment Package under the medical records tab by the 5th of the next month after the screening is completed. Data clerk will return the forms to the teaching staff after entry.
 - ~~6. The teaching staff will file the **Vision Questionnaire Form** and **H&Ds** in the child's federal file.~~
 7. The teaching staff will document all results on the **State Admissions Form**.



7. If noncompliance is still exhibited after barriers are addressed and resources have been provided; with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage under Enrollment Package under Medical Records.

- **Early Head Start Heights and Weights**

1. Teachers will get the heights, weights and head circumference every 6 months and record them in the health file under screenings give them to the data clerk to enter in My Health Workbook and upload to GoEngage under Enrollment Package in the medical record tab by the 5th of the next month after the screening is completed.

☐ The Family Service Worker (FSW) will obtain a Decline of Service form within 90 days for physicals, dental exams, lead screenings, and any necessary follow-up treatments. This applies to both currently enrolled and withdrawn children in the program. The FSW will continue to make monthly attempts to collect these documents, documenting efforts through case notes.

If physicals, dental exams, lead screenings, or follow-up treatment documentation are not received by the end of the year, the Decline of Service form will be used in place of these records. It will be uploaded to GoEngage under the Enrollment Package in the Medical Records tab.

Ongoing Care

Policy: CVCOG Head Start will do periodic observations or other appropriate strategies for staff and parent/guardians to identify new or recurring developmental, medical, oral, or mental health concerns.

1. All staff members will welcome parents/guardians every morning.
2. Teaching staff will complete **Daily Well Check** with parents/guardians as the child arrives at school every morning.
3. Teaching staff will document any findings not mentioned in the **Daily Well Check** with the parents/guardians that morning.
4. The teaching staff will describe finding with time and date on the **Daily Well Check**.
5. Teaching staff will notify the Site Supervisor of any findings, and a courtesy call will be made to the parents/guardians or if warranted CPS if needed.
6. The Health Manager will receive water reports to check fluoride levels.
7. Children will brush their teeth twice a day if fluoride levels are low.

Extended Follow Up Care

Policy: CVCOG Head Start will assist parents as needed in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.



1. All referrals made will be entered into GoEngage as a case note under My Health Workbook. Under the tab, the referral is for FSW.

Use of Funds

Policy:

1. CVCOG Head Start will provide generic brands of diapers and wipes for enrolled children.
2. If a specific brand of diapers and wipes is needed, a doctor's note is required, and the program will purchase accordingly for the program's day.

CVCOG Head Start may use program funds for professional medical and oral health services when no other source of funding is available, and if funding is available through CVCOG

1. FSW will refer family/child/pregnant woman to public health insurance programs.
2. If family/child/pregnant woman is denied for public health insurance, they must provide documentation showing the denial.
3. FSW will contact local community agencies to see if funds are available to help cover the cost.
4. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a **Request for Payment Services** that contains the following information:
 - a. Name
 - b. Medical/Dental provider
 - c. Type of service needed
 - d. Cost
5. **Request for Payment of Services** will be forwarded to the Head Start Director for approval.

Lead and Anemia Policy:

Head/Early Head Start programs will develop and implement procedures to ensure that all children are up to date with anemia and lead screenings. The State of Texas early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule requires children to receive a blood screening at 12 months of age and 24 months (about 2 years) of age. These screenings may be obtained from an outside source such as WIC, THSteps physical, Head Start physical, and others. The Head/Early Start program will provide onsite screenings for any child with missing anemia and lead screenings.

1. Staff will inform parents/guardians of the screening and provide an **Anemia and Lead Consent Form** to be signed before blood is drawn.
2. Parents/guardians will be informed of when the blood will be drawn.
3. Blood screening will be performed on-site by a qualified health staff, provider, or agency.
4. Results will be documented on the **Lead & Anemia Screening Results Form** and sent to the Family Service Workers.
5. FSW and/or data clerk will enter in My Health Workbook and upload results to GoEngage in the Enrollment Package under medical records tab by the 5th of the next month after results have been submitted.



6. Children with abnormal blood results, the data clerk will initiate an internal referral to their medical provider for further evaluation. A FSW and/or data clerk will initiate a case note in GoEngage My Health Workbook under the Lead/Anemia screening that will indicate the blood results, and the referral information.
- ~~7. The designated staff will attach the H&D with the Lead & Anemia Screening Results Form and file it in the appropriate section of the children's federal file.~~

Tuberculosis (TB) Policy:

1. A TB will be completed according to the EPSDT.
2. Head Start/Early Head Start children must have the questionnaire within 45 days of entry into the program. FSW will complete this TB Questionnaire with parents/guardians during enrollment in GoEngage under My Program Workbook.
3. If parents/guardians answer "yes" or "I don't know" on the TB Questionnaire, FSW will complete a case notes in GoEngage in My Health Workbook under TB screening and provide parents/guardians with information on TB exposure.
4. Child will be required to have a TB skin test if the provider deems it necessary.
5. Designated staff will update information using the case notes monthly in Go Engage under My Health Workbook until treatment is complete or ongoing care is established.
- ~~6. TB Questionnaire will be filed in the child's health federal file.~~
7. If noncompliance is exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parents/guardians will be asked to sign a Decline of Services form and upload into GoEngage under Enrollment Package under the medical records tab.

Immunization Policy:

CVCOG Head Start Program will ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)). The program must also ensure children meet the Texas Minimum State Vaccine Requirements.

If a child is not up to date with minimum requirements, they may be excluded from attendance but not un-enrolled from the program.

1. Applicants must submit an official immunization record stating the child's full name and date of birth generated by a state or local health authority.
2. Any child may be placed on the **Waiting List** when immunization is not up to date if they have one of the following:
 - a. Official State Affidavit signed and notarized (pending affidavits will not be accepted).
 - b. Statement from doctor to when immunizations will be up to date.
 - c. Approval from the Health Manager on a case-by-case basis.
3. Children that are in foster care and/or experiencing homelessness will have 30 days to obtain immunization records and/or get a catch-up immunization schedule.
4. The Health Manager will approve all immunizations for applicants.



5. FSW/data clerk will upload the most current immunization record/affidavits in GoEngage in Enrollment Package under the medical records tab and file it in the child's DHS file by the 5th of the next month.
6. If immunizations are not up to date, the Health Manager will complete the **Immunization Notice Form** with an exclusion date. Parents/guardians will have 30 days to get missing immunizations. After the 30 days, the child will exclude 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.
7. The Family Service Worker will continue to review the case notes in GoEngage under My Health Workbook under the immunization tab for children that are not up to date.
8. The Family Service Worker will work with families to ensure they are informed and have the resources needed to complete the requirements.
9. FSW and/or data clerk will attach all **H&D** and file in the appropriate section of the child's federal file.
10. FSW and/or data clerk will upload all immunization records and immunization exemptions into GoEngage.



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/ July 9, 2025	Pages: 1-2	
SUBJECT	Child Nutrition	STANDARD	1302.44

Nutrition Service Requirements

Concho Valley Council of Governments (CVCOG) will design and implement a culturally and developmentally appropriate nutrition program that, meets the nutritional needs and accommodates the feeding requirements each child, including children with special dietary needs and children with disabilities.

- Family Service Workers (FSWs) will utilize the GoEngage database system to identify and document children's health needs, including cultural, religious, ethnic, and special dietary requirements, particularly for children with nutrition-related health concerns.
- FSW will talk with parents/guardians about any food allergies, special diets or nutrition-related health concerns identified from the GoEngage database system.
- Parents/Guardians will provide the FSW with a doctor's statement expressing any special dietary requirements for the child. If a child drinks lactose free milk, a note will be provided by the parents/guardians.
- FSW will assign the child a number so that the information is kept confidential and will share the information with teaching and kitchen staff to ensure special accommodation is provided.
- If the family has a religious reason for a food substitution, an alternative meal pattern will be discussed with parents/guardians to ensure food substitution meets religious reasons and follows the Child Adult Care Food Program (CACFP) meal requirements.

Menus

1. The Nutrition Manager will use the CACFP meal pattern chart to develop a nutritionally balanced menu and submit the completed menu to the contracted Nutritionist for approval.
 - i. Children will be served a nutritious breakfast regardless of the arrival time.
2. Menus will be posted in the classroom; kitchen, and a copy will be given to parents/guardians with the monthly newsletter.
3. Menu changes will be completed prior to each meal, approved by Nutrition Manger or Site Supervisor and posted in each classroom.
4. Meals provided are 2/3 of the child's daily nutritional needs and conform to the United States Department of Agriculture (USDA) and CACFP regulations.
5. Kitchen staff will follow the **Food Buying Guide** to ensure the proper amount of food is prepared and will prepare extra for children that want seconds.
6. Age-appropriate foods will be on the menu which will prevent choking hazard and meet their proper nutritional needs.

Infant Feeding

1. FSW/Teaching staff will provide the parents/guardians with the **Infant Feeding Schedule** and **CACFP Infant Feeding Preference** form to complete prior to the infants' first day and update as needed.



2. Mothers of breast-fed infants will be provided with an area to feed their infants upon request.
3. Classroom refrigerators will only be used for mother's breast milk, milk, children's snacks provided by the program, and water for staff and children.
4. Formula and breast milk will be properly stored, dated and prepared to ensure that each infant receives his or her own mother's milk or correct formula.
5. The teaching staff will keep a copy of the **Feeding schedule and Feeding preference** forms that were provided by parents/guardians and follow each infant's individual dietary needs.
6. Infants are fed on demand, held, and comforted during feeding time.
7. The program will provide infants/toddlers with formula, including those with dietary restrictions.

Family Style Dining

- Family style dining will be implemented during all meals and snacks. Staff will sit with children, encourage and assist them to serve each component.

Meal Counts

- Teacher/Teacher Assistant will complete **Daily Meal Count and Attendance Record (1535)** form during the designated mealtimes for each meal provided.

Meals provided from home for children on a special diet

- Parents and guardians are required to provide a note from the child's doctor if meals from home are needed due to medical health risks. Our staff is committed to accommodating the child's special dietary needs. Please note that children bringing meals from home will not be included in the **Daily Meal Count**.



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024 / August 14, 2024, November 13, 2024 / November 13, 2024, July 9, 2025/ July 9, 2025	Pages:1-2	
SUBJECT	Child Mental Health and Social and Emotional Well-being	STANDARD	1302.45

Policy:

Concho Valley Council of Governments Head Start will promote children's mental health, social and emotional well-being, and overall health. We will provide support for effective classroom management and positive learning environments, supportive teaching practices, strategies for supporting children with challenging behaviors, and other social, emotional, and mental health concerns.

Programs must use a multidisciplinary approach to mental health and mental wellness. Mental health consultations services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavior health support specialists who coordinate with a mental health consultant.

1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
3. **Social Emotional Screening Assessment** will be done two times a year. First time with the FSW enrollment in GoEngage under the My Program Workbook with parents/guardians, and the second time teachers will do one with parents/guardians in January.
4. ~~FSW and/or data clerk will enter Mental Wellness Checklist date completed and uploaded into GoEngage by the 5th of the month. If staff and/or parents/guardians have concerns about a child's mental health, the Mental Health Manager and Mental Health Consultant will be informed.~~
5. Referrals will be made by the FSW, and/or Health/Mental Health Manager for any services regarding mental health and emotional needs for children, families, and staff with parents/guardians' permission.
6. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
7. **The FSW will enter a case note information into GoEngage in the My Program Workbook under the Social Emotional Screening Assessment first. If a referral is to be made, an internal referral will be initiated by FSW under the Social Emotional Screening Assessment.**
8. The Health/Mental Health Manager will keep track of referrals in **GoEngage**.

The implementation of policies to limit suspension and prohibit expulsion as described in 1301.17.

1. **For children with consistent challenging behaviors, Teachers/Teacher Assistants will complete Behavior Observation Notes before a Behavior Plan is concerned.**



2. **Behavior Observation Notes** will be sent to the Mental Health Manager as they occur through email.
3. Information that needs to be included in the Behavior Observation Notes:
 - a. What was the child doing before the behavior occurred? (Jojo was playing with some blocks in the corner).
 - b. Describe the behavior. (Jojo grabbed the toys from Sally and slapped her in the face). Do not add your thoughts (because he was mad, angry, frustrated).
 - c. What happened after the behavior? (I took Jojo to a safe space and let him calm down).
4. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
5. The Mental Health Manager, Education Manager and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/or resources to the teaching staff.
6. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
7. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
8. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
9. **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. If suspension is necessary, it will have to be approved by the Head Start Program director.
10. FSW and/or data clerk will upload all notes into GoEngage in My Program Workbook under the Social Emotional Screening Assessment by the 5th of the month.
11. ~~FSW will file Behavior Plans in the child's federal file.~~
12. If a child is hurting other children/staff and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from Mental Health Manager, or anyone in Admin.
13. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.

Early Head Start:

1. FSW will complete a Social Emotional Screening Assessment in GoEngage under the My Program Workbook with the parents every 6 months.

~~2. Teachers will file them in the child's federal folder.~~

Mental Health Consultants:



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1. Mental health consultants must be able to provide services to the parents/guardians who have children enrolled in the Head Start Program.
2. Mental health consultants must include social and emotional development in children when providing services to parents/guardians.



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024 , July 9, 2025/July 9, 2025		Pages: 1
SUBJECT	Family Support Services for Health, Nutrition, and Mental Health	STANDARD	1302.46

Policy:

Head Start/Early Head Start must collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition, and mental health educational support services.

1. Family Service Worker (FSW) will meet with parents/guardians that express concerns about health, nutrition, and mental health services.
2. Parents/guardians will complete a **Social Emotional Screening Assessment** and ~~Nutrition Assessment~~ before entering the program.
3. ~~FSW will help parents/guardians choose healthy choices when completing the Nutrition Assessment.~~
4. Upon entry, parents/guardians will have access to the **Welcome Packet**.
5. Parents/Guardians will complete the **Parent Education Survey**.
6. FSW will share and evaluate a family's health and well-being during the Family Partnership process and provide services as needed.
7. FSW will share information and education with parents/guardians during Family Partnerships Agreements and Parent Education meetings.
8. Upon entry, the FSW will explain to parents/guardians all services and screenings the child will receive while in the program.
9. FSW will help parents/guardians understand any diagnostic and treatment procedures needed for ongoing care.
10. FSW will collaborate with parents/guardians that express concerns about health, nutrition, and mental health services.
11. ~~Parent meetings will include topics of social and emotional development, mental health, good eating choices, vehicle and pedestrian safety, and much more.~~



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025 / July 9, 2025		Pages: 1- 12
SUBJECT	Safety Practices	STANDARD	1302.47

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will train staff, implement, and enforce a system of health and safety practices that ensure children are always kept safe.

1. Administration staff and Site Supervisors will review safety procedures with new staff members before starting job duties at the site.
2. All staff are trained in safety practices during the annual in-service training.
3. All staff are trained in safety practices annually and as needed during staff training days and meetings.
4. The program will follow State Minimum Standards for Childcare Centers.

Facilities Policy:

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating at a minimum:

1. Meet state, tribal, or local licensing requirements, even if exempted by the licensing entity.
2. Head Start/Early Head Start facilities will be treated for pests monthly by a licensed professional.
3. If a problem is noted, appropriate treatment will be given on the advice of the licensed professional.
4. Services will be conducted after children have left and/or on days when children are not present.
5. The Concho Valley Council of Government (CVCOG) Head Start will have tests annually for the presence of lead.
6. CVCOG Head Start will contain any lead found in any building children can access. CVCOG Head Start will contract a professional provider to do any lead containment work.
7. Lead-free paint will always be used in all Head Start/Early Head Start facilities, including painting interior and exterior surfaces.
8. Lead levels in the water will be tested annually in all Head Start/Early Head Start facilities.
9. Excess garbage and food will be removed from the classroom after each meal.
10. Playgrounds will be checked daily and documented on the **Daily Playground Checklist**.
11. Flashlights are placed in each room with children present and are put in an easily accessible designated area.
12. Flashlights will be tested daily and documented on the **Classroom Daily Health and Safety Checklist** and the **Site Daily Health and Safety Checklist**.



13. All classrooms will have safe and effective lighting.
14. Fire extinguishers and carbon monoxide are in each site, checked and recorded monthly on the **Emergency Practices form 7263** by the Site Supervisor and/or custodian.
15. Carbon Monoxide batteries will need to be changed annually in June and as needed.
16. Fire extinguishers are inspected once a year and serviced every 6 years by a fire extinguisher professional. Fire extinguishers must be at least 4 inches off the ground. If the extinguisher weighs less than 40 lbs., it must be installed no more than 5 feet off the ground and if they weigh more than 40 lbs., no more than 3 ft 6 inches off the ground.
17. All First Aid Kits must be:
 - a. Clearly labeled.
 - b. Kept in clean and sanitary conditions.
 - c. Easily accessible to staff.
 - d. Stored in a designated location known to all staff.
 - e. Kept out of the reach of children.
 - f. Must be checked monthly and documented on the **First Aid Checklist and Backpack Monthly Check List** and kept with the first aid kit and in the backpack (due by the 5th of every month).
 - g. Ensure it is fully stocked and not expired.
 - h. Staff will take **first aid supplies in a backpack** whenever they leave the site.
 - i. Site Supervisors will train new staff, substitutes, and volunteers where the first aid kit is located.
18. First Aid Kits and Backpack first-aid Kits must contain the following:
 - a. A guide to first aid and emergency care
 - b. Adhesive tape
 - c. Antiseptic solution or wipes
 - d. Multi-size adhesive band aids
 - e. Scissors
 - f. Sterile gauze pads
 - g. Thermometer
 - h. Tweezers
 - i. Waterproof disposable gloves
19. The Site Supervisor will notify the Health Manager when supplies need to be restocked in the first aid kit.
20. Facilities must be free from firearms or other weapons that are accessible to children.
21. All containers of cleaning products and chemicals must have labels that display their contents and any hazards. Original labels must be kept on the containers of cleaning products.



22. When you take a cleaning product out of the original container and put it into another container, such as a spray bottle, this is a secondary container. The secondary container products must be labeled with:
 - Name of the product and/or chemicals
 - Warnings for health hazards (e.g., eye, ear, skin, respiratory)
 - Physical hazards (e.g., flammable)
 - Name and address of chemical manufacturer
23. SDS must be located where chemicals are stored in a notebook in alphabetical order. All chemicals present must have an SDS sheet.
24. Toilets and hand washing facilities will be adequate, cleaned daily, in working condition, and easily reached by children.
25. Toileting and diapering areas will be separate from areas used for cooking, eating, or other children's activities.
26. The **Classroom Daily Health/Safety Checklist** and **Center Daily Health and Safety Checklist** will be completed daily.
27. If any maintenance or repairs are required, a **Maintenance Request** will be submitted to the Facility Manager by email with a detailed description of the request.
28. If the **Maintenance Request** is not addressed within 1 week, a follow-up email must be sent to the Facility Manager on the same email thread.
29. If the maintenance request is addressed and additional work is required, you must ensure it is completed promptly. An Email must be sent to the Facility Manager with notes.
30. Request and pictures must be emailed to the Facility Manager upon Request and again when repair or maintenance is complete.
31. When work is complete, the Receptionist and/or Site Supervisor must email Facility Manager and procurement stating work was complete and documented on the form.
32. Whoever is responsible for the request must meet with the vendor at the site from the start to finish of the request. (The facility manager should be able to call for updates and the person responsible must know where we are with the request up until the request is complete.)
33. All Request must be kept in binder per school year from June-May.

Equipment and Materials Policy:

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Material, International (ASTM (American Society for Testing and Material)). All equipment and materials must at a minimum:

1. If a child places a toy in their mouth, the toy must be collected immediately after they are done playing with that toy and placed in the soiled toy bin.
2. Contaminated toys (blood, vomit, etc.) will be removed from the child immediately and placed in the soiled toy bin.



3. All materials purchased will be made from non-toxic materials.
4. At the end of every day, contaminated toys will be sanitized with products registered by the Environmental Protection Agency (EPA). You must follow labeling instructions for sanitizing.
5. Staff will provide child-size tables, chairs, equipment, toys, materials, and other furniture that is age appropriate to the children served.
6. Accommodation will be provided as needed for children with disabilities.
7. Under no circumstances will a child be left alone or unsupervised while in the care of staff, that can be counted in child ratio, therapist, and consultants.
8. Head Start/Early Head Start classroom staff must know the children and how many they are responsible for.
9. Head Start/Early Head Start classroom staff must use the classroom **Transition Roll Call** to take roll calls of the children before transitioning to a new location outside of the classroom and upon arrival at the new location, see 1302.31.
10. During outdoor play and/or other activities staff must position themselves at opposite ends of the area and move around as necessary so all children can always be visually supervised.
11. Outdoor playgrounds are enclosed with fences and two exits.
12. During nap/rest time 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.
13. Indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other.

Safety Training Policy:

1. During the new hire orientation paperwork required will be completed with new staff.
2. Staff will be supplied with all required and appropriate training before entering the site.
3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site.
4. Staff will receive annual training during in-service training regardless of the new hire start date.
5. Staff will be trained in procedures periodically and as needed during all staff training, meetings, and individual training if needed. Trainings will include the following:
 - a. The prevention and control of infectious diseases.
 - b. Preventions of sudden infant death syndrome and use of safe sleeping practices (if working with children under 24 months (about 2 years) of age).
 - c. Administration of medication consistent with standards for parental consent.
 - d. Prevention and response to emergencies due to food and allergic reactions.
 - e. Building and physical premises for safety, identification of protection from hazards, bodies of water, and vehicular traffic.
 - f. Emergency preparedness and response.
 - g. Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - h. Appropriate precautions in transporting children, if applicable.
 - i. First aid and cardiopulmonary resuscitation.



- j. Recognition and reporting child abuse and neglect.
6. Staff will receive active supervision at least 3 times annually and/or as needed.
7. Training on abuse and neglect will be conducted annually and as needed.

Safety Practices Policy:

All staff, consultants, contractors, and volunteers will follow the appropriate practices to keep children safe during activities. Aligns the definition of child abuse and neglect with Child Abuse Prevention and Treatment Act

Reporting:

1. The staff is trained in what child abuse is, how to identify, and how to report incidents of Child Abuse and Sexual Abuse. All staff members are mandated by reporters.
2. Site Supervisors will ensure that contractors and volunteers are aware and will follow the policies for keeping children safe.
3. Training will occur during our annual in-service and throughout the year as needed.
4. All federal, state, local laws will be followed, and reporting will be completely confidential and solely on the reporting person.

Safe Sleep:

1. Cribs will space three feet apart from head to toe when occupied.
2. All children laying on cots will be placed head to toe.
3. Cribs and cots will be labeled with the child's first name.
4. Children under 12 months of age will use firm mattresses.
5. Children 12 months and older will transition to a cot.
6. Soft bedding, blankets, and toys will not be allowed in the crib.
7. Linens will be washed weekly and/or immediately after an illness, and after an accident.
8. Crib sheets for infants will be washed daily.
9. Cribs, mattresses and cots will be disinfected weekly or as needed.

Active Supervision:

1. All staff will follow appropriate Active Supervision practices in 1302.31 to keep children safe during all activities.
2. All Staff will adhere to and put into practice Active Supervision techniques continuously throughout the day
3. Site Supervisors will provide Active Supervision training at least three times per year and when supervision incidents occur.
4. Compliance records will be monitored for completion by a Compliance Specialist.

Releasing Children:



1. During the registration process, an Admission Information form will be completed with the names of those people authorized to pick up the child.
2. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.
3. 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 sign in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
4. 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 submitted to Admission Information form 2935.
5. 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).
6. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
7. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
8. If an adult shows up at a site that cannot have access to a child:
 - a. Staff will escort the adult to the office.
 - b. B. Staff will tell this person there is documentation on file prohibiting access to that child.
 - c. Staff will ask adults to leave the site.
 - d. If the adult refuses to leave, staff will inform them that they will need to contact the police,
9. Staff will contact custodial parents and the Family and Community Partnership Manager to inform them of the incident.
10. Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff while on campus.
11. Please remember your child will be released only to those on the child's pick-up list (Admission Information form). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list.
12. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insists on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up:



13. If a child is not picked up on time and the site staff has made every attempt to contact those listed on the Admission Information form 2935 and page 2 of the application and have not reached anyone, the Head Start Site will call their Local Police Department.

Standard of Conduct:

See 1302.90(c)

Hygiene Practices Policy:

All staff systematically and routinely implement hygiene practices that at a minimum ensure:

Hand Washing:

1. Training is provided annually for staff; site supervisors will train volunteers.
2. Wash hands with soap and running water for 20 seconds when performing the following (This applies to staff and all children):
 - a. After diapering or toileting.
 - b. Before setting the tables.
 - c. Before handling, preparing, and consuming food.
 - d. After handling animals.
 - e. Before and after dispensing medication for staff members.
 - f. After cleaning or using cleaning products for staff members.
 - g. After arriving at the site daily.
 - h. After outdoor activities.
 - i. Before and after playing on sand/water tables.
3. Place hand washing posters in all restrooms and at all sinks as a reminder.
4. Provide soap and paper towels at every sink for handwashing.

Going to the Toilet:

1. Go to the bathroom.
2. Pull down pants and underwear.
3. Go to the toilet.
 1. Wipe with toilet paper.
 2. Pull up underwear and pants.
 3. Flush the toilet.
 4. Wash your hands with soap and water.
 5. Post and follow the toilet procedures in each restroom.

Diaper Changing:



1. All staff will be trained in Diaper Changing Procedures, and a Diaper Changing Poster will be posted near the diaper changing area.
 - a. A designated area will be established specifically for diapering that is not located in or near any food handling areas.
 - b. Changing tables will be kept clean, mats will be waterproof and free of cracks and tears. Changing tables and mats will always be clear of any objects.
 - c. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.

Head Start Procedure:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Place the child in a diapering station if applicable.
4. Undress the child with an exposed diaper or pullup.
5. Wipe from front to back using wipes only once.
6. Put soiled wipes in a soiled diaper or pull up.
7. Place soiled diaper or pull up in a lined trash can (if possible, tuck in diaper or pull up in gloves).
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Staff members will wash their hands.
12. Return child to supervised area.

Early Head Start Procedures:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Protect the surface with clean disposable paper.
4. Place child on diapering surface always keeping one hand on the child or child safety mechanism. use
5. Undress child to expose the diaper, if clothes are soiled place clothes in a plastic bag.
6. Wipe from front to back using a wipe or soft cloth, put a soiled wipe in the soiled diaper.
7. Place soiled diaper in a lined trash can and/or tuck diaper in gloves.
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Return child to supervised area.
12. If the area becomes soiled, sanitize it.
13. Sanitize with a product that is registered by the EPA.

Safety Food Preparation:



1. Kitchen staff will complete Servsafe Training or Servsafe Management Training before conducting kitchen duties.
2. When food is being prepared, all Headstart/Early Headstart staff and volunteers must wear head coverings while in the kitchen area.
3. Kitchen staff will monitor the temperature of meats to guarantee they are served to the children at the appropriate temperature stated on the Food Temperature Record. The meat temperatures will be recorded on the Food Temperature Record.
4. Every morning, kitchen staff will complete **the Refrigerator/Freezer Temperature Record** to ensure food is kept at the proper temperatures. Teacher/Teacher Assistant will check refrigerators in the classroom to ensure they are at the proper temperature (41 degrees and lower).
5. All staff will follow proper hygiene practices by washing their hands both before and after preparing and serving food.
6. CVCOG Kitchen staff will follow the uploaded Management Plan in TX UMPS.

Exposure to Blood and Bodily Fluids:

1. The following supplies will be used to clean and handle bodily fluids and will be labeled as "Bodily Fluids Only;" broom, mop, dustpan, and bucket.
2. Disposable gloves will be made available to all staff and volunteers.
3. Staff members will wear disposable gloves when handling blood, bodily fluids, or other infectious materials.
4. Clean and disinfect contaminated work surfaces with the recommended liquid EPA approved solution.
5. Clean and disinfect rugs using Super Sorb (do not use vacuum cleaner).
6. Dispose of all contaminated materials in a plastic bio-hazard bag and tie close
7. Staff members will be trained in Bloodborne Pathogens orientation annually.

Administrative Safety Procedures Policy:

CVCOG Head Start will establish and implement, and practice as appropriate for emergencies, fire prevention and response, protection from contagious disease, medication administration, food allergies, disaster preparedness, and safety incidents.

1. The Health Manager will review the Emergency Response Plan, including fire prevention and response with staff before staff starts job duties at the site.
2. Staff are trained in safety practices annually during in-services training and as needed.
3. The **Parent Handbook** will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Departments of State Health Services in 25 TAC 97.7.
4. 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 **Parent Handbook**, and/or when any injury happens on school grounds.
5. For minor illnesses and small incidents, an **Acute Illness Report** will be completed.



6. Receptionist/Site Supervisor will make copies of ALL **Incident/Illness Report** and **Acute Illness Report** for the Health Manager. and filed with the DHS.
7. When a child is excluded for medical reasons, they may return once they have met the proper criteria listed in the **Parent Handbook**.
8. The site can seek guidance from the Health Manager and/or local health officials before returning.
9. The Health Manager may consult with local health officials and/or Texas Department of Family Protective Services (TDFPS) regarding any conditions if applicable.
10. Due to **Incident/Illness Report** and/or **Acute Illness Report** being completed, if a child is absent for four consecutive days an FSW will pull report **2330** from ChildPlus. This will be submitted to the ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Manager.

Medication Administration:

1. Head Start/Early Head Start staff are trained at orientation, annually, in-service and as needed on Medication Procedures, the use of Medical Equipment when applicable and side effects.
2. All medication must be in its original container.
3. Pharmacy label and Doctor's instructions must include the following information:
 - a. Child's first and last name.
 - b. Name of the medication.
 - c. The date prescription was filled.
 - d. Name of health care provided by the person who prescribed the medication.
 - e. Medication expiration date.
 - f. Dosage and frequency of medication.
 - g. Storage instructions if available.
4. On the original container, designated staff will write the date the medication was brought to the site.
5. Teaching staff and/or designated staff place a picture of the child within a week on a medication storage box/bag.
6. Parents/guardians must sign and complete the **Authorization for Dispensing Medication** form 7238.
7. Medication will be administered by designated staff members trained in Medication Administration.
8. Designated staff members will be trained in medication administration, handling, and storage of medication per medication instructions.
9. All medication will be in a locked cabinet/box. Emergency medication will be in a lock bag and kept readily available but kept out of the reach of children.
10. Designated staff members will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** will be kept in a notebook and kept confidential.
12. Site Supervisor/receptionist will review the **Medication Monthly Verification** at the end of each month for medication in the office. Teaching staff will review the **Medication Monthly**



Verification at the end of each month in the classroom to inform parents/guardians on who much medication is left at the site.

13. If there are any changes in the child's normal behavior after medication is administered, designated staff members will document changes on an **Illness/Incident Report** and the **Authorization for Dispensing Medication** and contact the parents/guardians immediately.
14. If designated staff members make an error on medication administration, they will complete a **Medication Error Report** and an **Incident/Illness Report**. A copy will be given to the parents/guardians for them to share with their pediatrician.
15. If staff members need to take medication during operation hours, they will inform the site supervisor, and the medication will be stored in a locked cabinet or locked box.
16. Only the site supervisor and FSW will be allowed to administer any narcotic medication to a child if prescribed.
17. All medication prescribed and/or over the counter must have a doctor's note if left at the site.
18. All medication must be signed out by parent/guardians on the drop date. If medication is picked up, the site supervisor will collect it and inform the Health Manager.

Food Allergy:

1. Parents/guardians will complete a **Health History** and **Nutrition Assessment** with the FSW at enrollment.
2. If there are any concerns, the FSW will have parents/guardians obtain a **Food Allergy Emergency Plan** and/or doctor's note stating the food allergy from their health care physician.
3. Each child with a food allergy must have a **Serious Allergy Action Plan** provided by the primary physician.
4. A **Serious Allergy Action Plan** must include symptoms if exposed and steps to take if the child has an allergic reaction.
5. A **Food Allergy Emergency Plan** will be obtained prior to the child's entry into the program.
6. A copy of the **Food Allergy Emergency Plan** and **Serious Allergy Action Plan** will be filed in the child's federal file, outdoor backpack.
7. A copy of the **Food Allergy Emergency Plan** will be given to kitchen staff for food preparation and teaching staff for serving food from the site supervisor.
8. The site supervisor will redact the child's name and use the ChildPlus ID number.
9. **The Food Allergy Emergency Plan** will be always posted in the classroom with a confidentiality cover sheet.

Disaster Preparedness Plan:

CVCOG Head Start has all hazards of emergency management/disaster preparedness and response plans for natural disasters, emergencies, or violence in or near the program.

1. **Emergency Response Plans** will be reviewed for updates annually. If no updates are required, **Emergency Response Plans** will remain in use.



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HEAD START/EARLY HEAD START
Policies & Procedures



2. If updates are needed, the **Emergency Response Plan** will need to be approved by the Policy Council and Executive Committee, and the Department of Public Safety.
3. The site supervisor will post the **Emergency Response Plans** on Parent Boards at each site.
4. Site Supervisors will report any safety incidents to the Head Start Director that are referenced in 1302.102 under reporting.



REFERENCE	1302 Subpart B – Program Structure	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/ July 9, 2025	Pages: 1

SUBJECT	Program Structure	STANDARD	1302.20
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Program Option

The Concho Valley Council of Governments (CVCOG) Head Start program will offer center-based services. The Head Start **Preschool** program schedule will not exceed six hours per day and the Early Head Start program will not exceed seven hours per day. The CVCOG Head Start program will remain as center-based service program, unless the community assessment shows different data. At that point, CVCOG may look at changing program options.

Conversion

Any conversion or change of scope request will have approval of the Policy Council and Executive Committee prior to submitting the request to the Office of Head Start program specialist. The CVCOG Head Start program will consider the results of the Community Assessment when requesting a conversion or change of scope.



REFERENCE	1302 Subpart B – Program Structure	
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025	Pages: 1-2

SUBJECT	Center-based option	STANDARD	1302.21
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The Concho Valley Council of Governments (CVCOG) Head Start program will offer center-based service that includes education and child development services in a classroom setting.

Ratios and group size

The CVCOG Head Start **Preschool** (HS) and Early Head Start (EHS) will maintain the following ratios in all classrooms at all times. Staff-child ratios and group size maximums will be determined by the age of the majority of children and the needs of children present. This determination will be adjusted as needed during the program year.

Early Head Start:

- A class that serves children under thirty-six months will have no more than eight children with two teachers. Regardless of the number of children present in the classroom, there will be two teachers in the classroom.

Head Start **Preschool**:

- A class that serves a majority of children who are three years old will have no more than 17 children with two staff.
- A class that serves a majority of children who are four and five years old will have no more than twenty children with two staff.

We will maintain appropriate ratios during all hours of operation, except:

- For a brief moment where a teaching staff is out for no more than five minutes.
- During nap time, one teaching staff may be replaced by one staff member that does not meet the teaching qualifications required for the age.

Service Duration

Early Head Start

- EHS will operate a minimum of 198 days per year or 1380 hours of classroom operations.
- EHS will operate August – July.

Head Start **Preschool**

- HS will operate a minimum of 170 days per year or 1,020 hours of classroom operations.



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- HS will operate August – May.
- CVCOG will follow the Local Education Agency calendars as closely as possible. Some dates may vary due to meeting the minimum requirements or required training dates.
- CVCOG will make every effort to schedule makeup days using existing resources if the hours of operation fall short.
- If for any reason a site does not meet the minimum hours required by the Head Start performance standards, the ERSEA manager will document and the Head Start director will inform the Office of Head Start program specialist.

Licensing & Square Footage

- CVCOG Head Start Program is licensed under Texas Health and Human Services Child Care Regulation.
- HS and EHS program will provide a minimum of 35 square feet per child of indoor classroom space and 80 square feet per child of outdoor space.
- HS and EHS will have separate designated outdoor spaces.



REFERENCE	1302 Subpart J – Program Management and Quality Improvement		
APPROVAL/EFFECTIVE	July 10, 2024/ July 10, 2024, July 9, 2025/ July, 9, 2025	Pages: 1	
SUBJECT	Management System	STANDARD	1302.101

Implementation

- A. The Concho Valley Council of Governments (CVCOG) Organizational Chart ensures there is effective oversight in all program areas that promotes the delivery of high-quality services in all program areas.
- B. Staff will complete a **Needs Assessment** annually to identify any needs and needs for professional development.
- C. CLASS observations and monitoring by the Education Managers and Classroom Support Specialist are done throughout the year to support staff.
- D. Budgets are reviewed annually to ensure the budget aids in meeting the program goals and that the CVCOG Head Start/ Early Head Start program is providing high quality services.
- E. CVCOG maintains records in MIP and ~~ChildPlus~~ **GoEngage**.

Coordinated Approaches

Training and professional development is done annually and as needed. See 1302.92.

CVCOG uses data regarding families' primary language to anticipate the primary language of most children in our service area. According to our Community Assessment, the most predominate languages spoken in our service area are English and Spanish.

CVCOG uses a curriculum that includes:

- differentiated learning strategies and materials for a full range of learners including grouping strategies and scaffolding;
- equality of materials and instruction in English and Spanish, including language sensitive adaptations and cultural sensitivity;
- English language learner instruction incorporates research in second language acquisition with classroom strategies

Forty percent of classroom teaching staff speak Spanish as well as English.

CVCOG will ensure all children with disabilities, including but not limited to children eligible for services under Individuals with Disabilities Education Act (IDEA) are included in all program activities, have access to appropriate materials and instruction in the least restrictive environment with their non-disabled peers and are protected from discrimination and have access to all program services and modifications consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act.



REFERENCE	1302 Human Resource Management Subpart I		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024 / June 23, 2025		Pages: 1-2
SUBJECT	Staff qualifications and competency requirements	STANDARD	1302.91

The Head Start Program will ensure all staff, including substitutes, consultants, and contractors have sufficient knowledge, training, and experience, and receive ongoing training and professional development to fulfill their roles and responsibilities, and meet the following criteria:

A. Head Start / Early Head Start Director

- At a minimum; a baccalaureate degree;
- Experience in supervision of staff, fiscal management, and administration.

B. Fiscal Officer

- At a minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.

C. Family, Health, and Disabilities Management

- At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

D. Education Management

- A baccalaureate or advanced degree in early childhood education; or
- A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

E. Early Head Start Teacher (EHS)*

- Child Development Associate (CDA) credential for Infant and Toddler; or
- Comparable credential and have been trained with a focus on infant and toddler development or;
- Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA.
- If we have unsuccessfully been able to recruit and hire an Early Head Start Teacher with the above qualifications, we may hire an EHS Teacher with the understanding that they will obtain their Infant and Toddler CDA withing one year of hire.

F. Head Start Teacher*

- An associate or baccalaureate degree in child development or early childhood education, or related degree with equivalent coursework.
- If an applicant for teacher does not have a degree in child development or early childhood education, they could have an associate or baccalaureate degree in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool age children.tz



- Coursework equivalent to a major in early childhood education includes, but is not limited to classes in child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics for teachers, and children's literature. There must be a minimum of 18 college credits in Education core courses.
- If we are unable to recruit or hire a Head Start teachers with the above qualifications, we may employ a classroom teacher with the understanding that they will obtain a CDA credential – or a state-awarded certificate that meets or exceeds CDA requirements - within six months of hire. Upon receiving the CDA, the teachers must immediately enroll in a program that offers at least an associate degree in Early Childhood Education. A waiver request will then be submitted on their behalf to the OHS Regional Office.

Head Start Teacher Assistant

- CDA credential or enrolled in a program to obtain one within 18 months of hire; **or**
- Hold a Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements of a CDA Credential; **or**
- Hold an associate or bachelor's degree in any field or be enrolled in a program that will lead to such a degree within 2 years of hire.

* For teachers and teacher assistants who do not yet meet the qualifications for their position, a **Professional Development Plan (PDP)** will be implemented and reviewed at least quarterly until the appropriate credential is obtained. Failure to make satisfactory progress toward meeting credential requirements or to meet the deadlines outlined in the **PDP** may result in disciplinary action, up to and including termination.

G. Family Service Workers

- Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

H. Contracted Health Professionals

- Health procedures are performed by a licensed or certified health professional.
- All mental health consultants must be licensed or certified mental health professionals. We will use mental health consultants with knowledge of and experience in serving young children and their families.
- All mental health contractors will provide a copy of their certified mental health care license and a copy of their malpractice insurance when signing/renewing contracts.
- Nutrition consultants must be registered dietitians or nutritionists with appropriate qualifications.

I. Coaches

- Hold a minimum of a baccalaureate degree in early childhood education or a related field.



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HEAD START/EARLY HEAD START
Program Policy



REFERENCE	1302 Human Resource Management Subpart I	
APPROVAL/EFFECTIVE	July 10, 2024, July 10, 2024, November 13, 2024 / November 13, 2024 / June 23, 2025	Pages: 1 - 2

SUBJECT	Training and Professional Development	STANDARD	1302.92
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Policy: The Head Start Program will ensure all new staff, consultants, and volunteers receive at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, Child Care Regulation Minimum Standards, policies, and procedures. The Head Start Program must provide appropriate training and technical assistance to include orientation to the Executive Committee and Policy Council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and Executive Committee members understand the information and can effectively oversee the direction of the Head Start Program.

All staff will participate in a new employee orientation and attend in-service annually. This will include professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services.

- a. Staff complete a minimum of 24 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- b. All staff will complete annual Child Care Regulation Minimum Standards requirements for training.
- c. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- d. Training on positive strategies to understand and support children's social and emotional development, such as tools for managing children's behavior;
- e. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- f. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes.
- g. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- h. Training may also be provided based on observations, needs assessments, and personal evaluations.
- i. Education Managers will ensure all full-time staff providing direct services to children have a professional development plan.
- j. All full-time staff must enroll in Academy+ through the Academy at the National Head Start Association. Staff will be given instructions and a program code to self-register. Upon logging in, staff must complete the "A+ Academy+ Start Here" course. Once this course has been completed, staff will gain access to the Academy+



CONCHO VALLEY COUNCIL OF GOVERNMENTS
HEAD START/EARLY HEAD START
Program Policy



Course Catalog, which includes dozens of Head Start–specific professional development courses. Each staff member is responsible for monitoring their subscription and completing courses assigned to them.

- k. Education Managers will monitor and document training quarterly, or as needed, to ensure staff are effectively trained, and program standards are met.
- l. Practice-based coaching will be provided for educational staff when appropriate. The identified staff will sign a **Coaching Agreement**.
- m. Mental health and wellness information is available to staff regarding health issues that may affect their job performance. We will provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

ITEM 13

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the relocation of the Head Start Policies and Procedures.

Approved at the Executive Committee Meeting on July 9, 2025.



June 24, 2025

RE: Non-Federal Share Waiver Request for One-time Supplemental Funds

To Whom It May Concern,

CVCOG Head Start/Early Head Start is requesting a partial waiver for the non-federal share requirement associated with the one-time supplemental funds award. After a thorough review of all eligible non-federal share sources, we have determined that our program is unable to meet the full 20% requirement during the current grant period due to limited community resources. We respectfully request your consideration of the following circumstances in support of our waiver request:

- **Discontinued Partner Support**
The program experienced a significant loss of community contributions when our rural school community partner Christoval ISD chose to take over or establish their own preschool or pre-kindergarten programs. The school district had previously supported our program by providing rent-free or subsidized facility space, contributing to teacher salary, and supplying essential staff such as cooks and custodians. Their withdrawal of support has greatly impacted our ability to meet non-federal share requirements.
- **Lack of Community Resources and Rural or Isolated Areas**
The loss of these partnerships also reduced opportunities for volunteer engagement, homework contributions, and in-kind program donations. Programs located in remote or low-population areas already face challenges in these areas due to a limited number of community organizations, lack of transportation, and a smaller pool of professionals available to donate their time and services.

In light of these challenges, we respectfully request a full waiver for the non-federal share requirement of \$71,301.33 for the One-time Supplemental Funds. We remain committed to seeking additional resources in the 2025-2026 school year to increase our non-federal share and to strategizing ways to build a surplus that could cover any future one-time funding opportunities.

Thank you for your consideration of this request. Should you require any further information, please do not hesitate to contact me.

Carolina Raymond

Carolina Raymond
CVCOG Head Start Director
carolina.raymond@cvcog.org
325-944-9666 Ext. 224



To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Approval of Non-Federal Share Waiver Submission

Carolina Raymond, Director of Head Start, respectfully requests approval to submit a waiver to the Office of Head Start for the unmet required Non-Federal Share amount of \$71,301.33 for the 2024–2025 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

ITEM 14

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Non-Federal Share Waiver.

Approved at the Executive Committee Meeting on July 9, 2025.



Office of Head Start

07-02-2025

Concho Valley Council of Governments Waiver Request for 10% Disability Enrollment Requirement 06CH010970 Program Year 2024–2025

The Concho Valley Council of Governments (CVCOG) respectfully requests a waiver for the 10% enrollment requirement for children with disabilities, as specified in ACF-PI-HS-09-04, for the 2024–2025 program year.

Our funded enrollment for this year includes 411 Head Start children and 120 Early Head Start children, totaling 528. As of the end of the 2024–2025 program year (July 31, 2025), we served 39 children with disabilities – 21 Head Start children and 18 Early Head Start children - representing approximately 7% of our actual enrollment of 528 children.

In comparison, for the 2023–2024 program year, we met the 10% requirement by serving 59 children with disabilities—39 in Head Start and 20 in Early Head Start—representing 11% of our total enrollment. Therefore, a waiver was not requested for that year. CVCOG was granted a waiver during the 2021–2022 program year for not meeting the 10% requirement.

Of the 21 Head Start children with disabilities served this year, 10 entered the program already identified with a disability, and 11 were referred and identified during the year. For Early Head Start, 6 of the 18 children entered with a disability, and the remaining 12 were identified during the year. No children received Response to Intervention (RTI) services from the Local Education Agency (LEA).

We maintain collaborative partnerships with five of the six LEAs in our service area. Although we do not have a formal Memorandum of Understanding (MOU) with San Angelo Independent School District (SAISD), our working relationship remains strong. There have been no issues regarding referrals, evaluations, or provision of services for children residing in that district.

Screening and Referral Process

All newly enrolled children receive a developmental screening within 45 days of enrollment. Children who fail the screening are referred to the appropriate Early Childhood Intervention

(ECI) agency or LEA, with parental consent. Referrals may also be made at any point during the year if developmental concerns arise.

Our team prioritizes early screening in the school year to ensure timely identification and referrals for children needing special education or related services. Occasionally, evaluation timelines for 3-year-olds may be extended by LEAs to allow observation within the classroom setting for up to six months before determining the need for services. During this period, Response to Intervention (RTI) strategies are implemented to support skill development.

Program Staffing and Relationships

Our Disabilities Manager has served in this role for 21 years and holds a bachelor's degree in Early Childhood Education. She maintains strong relationships with both ECI agencies and LEAs throughout our service area, who are aware of and supportive of our efforts to meet the 10% disability enrollment requirement.

We currently have MOUs with all ECI agencies and LEAs in our service area, with the exception of SAISD. These MOUs are reviewed and revised annually to ensure alignment with current practices and regulations.

Ongoing Recruitment Efforts

Our recruitment strategy for children with disabilities includes:

- Posting flyers in high-traffic areas for families with young children.
- Providing enrollment information to ECI caseworkers to share with families of soon-to-be-eligible children.
- Sending welcome letters and program information to families referred by ECI.
- Ensuring Site Supervisors/Family Service Workers inform families of their right to request evaluations and services.
- Collaborating annually with LEAs and ECI agencies to renew MOUs and coordinate referrals.
- Partnering with local physicians, clinics, and Health Advisory Committee members to raise awareness.
- Encouraging Policy Council members to promote the program within their communities.
- Tracking recruitment activities, including placement of materials and community engagement efforts.
- Participating in health fairs and community events to increase visibility and outreach.

Despite our efforts, we recognize there are still areas for improvement. We have since met with SAISD's special education coordinator and director and plan to collaborate in early fall following our developmental screenings to jointly identify students in need of further evaluation.

Conclusion

We remain fully committed to meeting the federal requirement to serve a minimum of 10% of children with disabilities in our Head Start and Early Head Start programs. Although we fell short this program year, we continue to implement, strengthen, and refine recruitment, identification, and referral processes in partnership with our community stakeholders.

We respectfully request approval of this waiver for the 2024–2025 program year and appreciate your continued support of our program.

Sincerely,



Cheryl Mayberry
Education/Disability Manager



To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Approval of Disability Waiver Submission

Carolina Raymond, Director of Head Start, respectfully requests approval to submit a waiver to the Office of Head Start for not meeting the 10% enrollment requirement for children with disabilities for 2024–2025 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

ITEM 15

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Disability Waiver.

Approved at the Executive Committee Meeting on July 9, 2025.



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

Early Head Start



Parent Handbook

2025-2026 School Year

Hours of Operation:

Administration Team

8:00 am – 5:00 pm

Monday-Friday

Head Start/Early Head Sites

Day, Eldorado, Menard, San Jacinto, & Ozona

7:30 am- 3:30 pm

Monday-Friday

Head Start Classrooms

Day, Eldorado, Menard, San Jacinto, & Ozona

7:45 am- 3:15pm

Monday-Friday

August - May

Early Head Start Classrooms

Day, Menard, & San Jacinto

7:45 am -2:45 pm

Monday-Friday

June - May

Head Start Administration Staff

Carolina Raymond	Director	(325) 944-9666 ext. 224
Stephanie Hernandez	Assistant Director/Early Head Start Education Manager	(325) 944-9666 ext. 273
Cheryl Mayberry	Head Start Education / Disability Manager	(325) 944-9666 ext. 245
Ofelia Barron	ERSEA / Facilities Manager	(325) 944-9666 ext. 250
Stacy Walker	Family & Community Manager	(325) 944-9666 ext. 244
Mary Husted	Nutrition Manager	(325) 944-9666 ext. 248
Melissa Miranda	Health / Mental Health Manager	(325) 944-9666 ext. 266
Maida Rojas	Classroom Specialist	(325) 944-9666 ext. 246

School Operations

Arrival or Departure

Each child must be signed in by a parent, guardian, or adult over the age of 18. It is important for your child to arrive at and leave school on time. Upon arrival, you will be asked to complete a Daily Child Well Check. During the Daily Child Well Check, site staff will conduct a visual or physical assessment of the child to identify potential concerns about the child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Drop off /Pick-up-Appropriate Release of Children

During the registration process, an Admission Information form will be completed with the names of those authorized to pick up the child.

1. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.
2. Staff will ask for picture identification of the person picking the child up and verify that the person is on the pick-up list. A copy of the picture identification must be made and stapled to the sign-in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
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 **Admission Information form 2935**).
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).
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.
6. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
7. If an adult shows up at a site who cannot have access to a child:
 - Staff will escort the adult to the office.
 - Staff will inform this person that there is documentation on file prohibiting access to that child.
 - Staff will ask the adult to leave the site.
 - If the adult refuses to leave, staff will inform them that they will need to contact the police.
 - Staff will contact the custodial parent and the Family and Community Partnership Manager to inform them of the incident.
 - Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff at all times while on campus.

Please remember your child will be released only to those on the child's pick-up list (**Admission Information form**). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers, as well as the telephone numbers of the authorized pick-up persons, are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of

safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insist on transporting the child, please be aware that we will notify local law enforcement of the situation to ensure the safety of the child.

Late Pick-up

If a child is not picked up on time and the site staff has made every effort to contact those listed on page 2 of the Admission Information form without success, the Head Start site will notify the local police department.

Attendance

School attendance is important:

- It helps your child reach his/her full potential.
- It helps your child feel more secure and independent.
- It prepares your child for public education.
- Your child is less likely to experience learning gaps.
- Your child feels confident and excited about his/her learning.

Unless your child is ill, please make every effort to ensure they attend each scheduled class day regularly. Children need schedules and routines, and regular attendance at Head Start/Early Head Start is beneficial for your child. Allowing your child to decide whether or not to attend school can lead to problems later on.

Within the first 60 days of the program year and thereafter, Family Service Workers must conduct an analysis using individual child attendance data to identify children at risk of missing 10% of program days per year. Your FSW must create an Attendance Success Plan that identifies reasons for absenteeism and develops strategies to improve your child's attendance. Strategies will include direct contact or intensive case management with parents/guardians.

Absences

If a child misses school due to illness or other important reasons, please call your child's site to report the absence and the reason as soon as you determine that your child will not attend school.

Your Family Service Worker will conduct a home visit or other direct contact with the child's parents/guardians if a child has two consecutive unexplained absences. A note from a doctor may be required.

When a child's schedule needs to be temporarily modified due to an IEP, custody, or behavioral plan, you must make an Attendance Accommodation Plan with your Family Service Worker. The ERSEA manager must approve the plan for absences to be excused. Accommodations will be approved on a case-by-case basis.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family, but attendance does not resume, with the ERSEA manager's authorization, the child's slot must be considered vacant. The child can be placed back on the waiting list for future reconsideration should the family's circumstances change.

Enrollment

To apply for Head Start or Early Head Start, reach out to the program nearest to your residence or apply online using the QR code provided below. Your local program will supply the necessary forms and address any inquiries you may have. They will arrange a convenient time to complete the application process and inform

you of the documents required for submission. Once approved, your child will be placed on a waiting list. Children are enrolled in Head Start and Early Head Start based on their position on the waiting list, which prioritizes them according to points assigned through established selection criteria.

Enrollment QR Code



School Closings

The program will follow the public-school system's schedule. However, there may be additional school closures due to Head Start/Early Head Start In-Service days. The Site Supervisor will post school closings two (2) days prior to closing the site, when possible. Other decisions regarding closure will be made by the Head Start/Early Head Start Director, based on circumstances affecting the site. The Site Supervisor will call families and/or send texts if a decision is made to close early or if the school district remains open but the site needs to close. Occasionally, it is necessary to cancel school due to inclement weather. Head Start/Early Head Start will follow the decisions of your local school district.

Suspension and Expulsion of Children (ask Site Supervisor for detailed policy)

- No child may be suspended without Head Start Directors Approval.
- Head Start and Early Head Start will prohibit or severely limit the use of suspension due to a child's behavior. If, as a last resort, suspension is necessary, it will only be temporary in nature.
- Temporary suspension will only be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Parent/Family Engagement

Family Partnership

The Family Service Worker will collaborate with families and initiate a Family Partnership Meeting in the fall. Family Partnerships are an integral part of the Head Start program. During these meetings, we work together with families to identify interests, strengths, needs, goals, services, and resources that support family well-being, including safety, health, and economic stability. Staff will continue to follow up throughout the school year and work with families to achieve their goals, documenting progress steps along the way. Your Family Service Worker will contact you to arrange a time and place to start the family partnership process. We look forward to working with you to achieve your goals.

Parent /Teacher Conference & Home Visit

Home visits and Parent/Teacher Conferences are important in building relationships with parents. The visits and conferences enhance parent's and teacher's knowledge and understanding of the developmental progress of your child. Teachers must conduct at least two Home Visits and two Parent/Teacher Conferences each year.

Parent/Caregiver Participation on Campus

Parents/caregivers and families are always welcome at the school during operational hours to observe their child, participate in program activities, and follow up on program needs with teachers, family service workers, and site supervisors. Procedures for participation include and initial check in with the office because campus safety is our upmost priority.

Health

Illnesses

A child may not attend if any of the following conditions are present:

- The illness prevents the child from comfortably participating in activities, including outdoor play.
- The illness requires more care than staff can provide without compromising the health, safety, and supervision of other children in care.
- The child exhibits any of the following symptoms (unless a medical evaluation by a healthcare professional clears them for school activities):
 1. Oral temperature above 101 degrees Fahrenheit
 2. Ear temperature above 100 degrees Fahrenheit
 3. Armpit temperature above 100 degrees Fahrenheit
 4. Symptoms indicating possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs suggesting severe illness.
- A healthcare professional has diagnosed the child with a communicable disease, and there is no medical documentation indicating the child is no longer contagious.

Communicable Disease

Please follow the following for communicable disease exclusions: TITLE 25 PART1 CHAPTER 97 SUBCHAPTER A RULE §97.7



Texas Department of State
Health Services



The data for national notifiable infections diseases and conditions are aggregated weekly for all conditions. See cdc.gov/nndss.data-statistics/infectious-tables/index.htm

Conditions of Short-Term Exclusion and Admittance

The above chart contains the following guidelines for exclusion from Head Start/Early Head classrooms: **Texas Department of State Health Services in 25 TAC §97.7** and following procedure will be followed for short-term exclusion and admittance:

- Staff will complete an **Incident/ Illness Report** form 7239 when a child is temporarily excluded due to a short-term injury or acute or short-term contagious illness. A **Health & Developmental Initial Plan** will be initiated to follow-up with parent/guardian on the child's health status. A copy of the **Incident/ Illness Report** and **Health & Developmental Initial Plan** will be sent to the Health Manager and original filed in the Child's State File.
- A child may be readmitted to the program when he or she meets appropriate criteria.

- Some conditions may require approval by a local health official, before re-admittance is possible.
- Staff may consult with local health officials and/or TDFPS regarding these conditions if applicable.
- Staff, volunteers, and substitutes will be trained at orientations.
- After being absent 4 consecutive days a **Daily/4-Consecutive Days Absence Report** along with a copy of the **Incident/Illness Report** will be submitted to the ERSEA.

Dispensing of Medication

We encourage you to schedule your child's medication doses before or after school hours whenever possible.

If your child needs to take prescription or non-prescription medication, including sunscreen and insect repellent, during the school day, the following procedures will be followed:

1. Head Start/Early Head Start Staff will receive training during orientation, in-service sessions, and as needed on Medication Procedures, the use of medical equipment when applicable, and possible side effects.
2. All medication must be kept in its original container.
3. The pharmacy label and/or doctor's instructions must include the following information:
 1. Child's First and Last Name
 2. Name of the Medication
 3. Date the prescription was filled
 4. Name of the Health Care Provider who wrote the prescription
 5. Medication expiration date
 6. Dosage and frequency
 7. Storage instructions, if available
4. Staff will write the date the medication was brought to the site on the original container.
5. The parent/guardian must complete and sign the **Authorization for Dispensing Medication** form 7238.
6. All over-the-counter medications must have a doctor's note with usage instructions.
7. Medication will only be administered by the Health Manager, Site Supervisor, or designated personnel unless an emergency occurs.
8. Designated staff must be knowledgeable about the administration, handling, and storage of children's medications according to instructions.
9. All medications, except emergency medication, must be stored in a locked cabinet or locked box and kept out of reach of children.
10. Head Start/Early Head Start designated staff will document each instance of medication administration on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** form 7238 for each child will be kept confidential and stored in a notebook 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 for medication administration.
13. For medications administered over an extended period or emergency medication, the **Authorization for Dispensing Medication** form 7238 will be reviewed with the parent/guardian monthly.
14. Encourage parents/guardians to administer the first dose of medication at home to observe any reactions the child may have.
15. Staff will monitor the child for changes in normal behavior, such as lethargy, mood swings, aggression, difficulty breathing, or physical reactions like rashes.
16. If changes in the child's behavior are noted after medication administration, staff will document these changes on the **Illness and Incident Report** and the **Authorization for Dispensing Medication** form 7238, and promptly inform the parent/guardian. In case of a medication administration error, the administering person must complete a **Medication Error Report**.

17. A copy of the **Incident/Illness Report** will be provided to the parent/guardian, encouraging them to share this information with the physician.
18. If Head Start/Early Head Start classroom staff need to take medication during program hours, they must inform the Site Supervisor/Site Director.
19. Arrangements will be made for staff medication to be stored in a locked cabinet or locked box.
20. Any trained staff member can administer a prescribed epinephrine auto-injector to a child if necessary. All epinephrine auto-injectors must be prescribed by a doctor with instructions on their use.

Medical Emergency

If your child requires medical attention while in our care, the following procedure will be followed:

1. First aid and/or CPR will be immediately administered as necessary by a staff member certified in first aid and CPR.
2. If a child requires immediate medical attention beyond basic first aid, 911 will be called.
3. The child's parent/guardian or other designated emergency contact will be notified as soon as possible.
4. If the child needs to be transported by an emergency medical vehicle, they will be accompanied by a staff member in the absence of the parent/guardian or designated emergency contact. A qualified Head Start/Early Head Start staff member will assist in the classroom to maintain the proper child/staff ratio.
5. The staff member accompanying the child will take the child's State Admission Information form to the medical facility and notify the Health Manager as soon as possible.
6. An Incident/Illness Report must be completed. If medical attention beyond basic first aid was necessary, Day Care Licensing must be notified within 48 hours of the incident. A copy of the Incident/Illness Report will be forwarded to the Health Manager and shared with the parent/guardian.
7. If the incident/illness required medical attention beyond basic first aid, a Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the status of the child's health. If applicable, the attending physician's report will be stapled to the Incident/Illness Report.

Dental Emergency Plan

The following procedure will be followed when a dental emergency occurs:

1. Assess the type of injury to determine the necessary first aid.
2. Contact the parent immediately if treatment is needed beyond basic first aid. If unable to contact the parent/guardian, call the emergency contact(s) listed on the Admission Information form.
3. A staff member (who is first aid certified) will administer first aid while another staff member supervises the remaining children in the classroom or group.
4. An Incident/Illness Report must be completed. Day Care Licensing must be notified within 48 hours if further dental attention is needed beyond basic first aid. A Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the child's health status. A copy of the Incident/Illness Report will be given to the Health Manager/Coordinator/Specialist and shared with the parent/guardian.
5. The original Incident/Illness Report is maintained at the site.
 - **Toothache:** Rinse the mouth vigorously with warm water to clean out debris. Take a gauze pad, place it on either side of the tooth, grasp (use dampened gauze pad if necessary) firmly, and wipe the tooth carefully to remove food trapped between the teeth.
 - **Knocked-Out Teeth:** Rinse the tooth gently in cool running water (DO NOT SCRUB IT). Wrap the tooth in moist gauze and place it in a container of cool milk or water. When notifying the parent or authorized person of the emergency, staff will recommend that they take the child to a dentist within the next 30 minutes.

- **Broken Teeth:** Gently clean dirt or debris from the injured area with warm water. Place a cold compress on the face in the area of the broken tooth to minimize swelling.
- **Bitten Tongue or Lip:** Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply a cold compress. If bleeding does not stop within 5 to 10 minutes, call the parent or authorized person to take the child to a dentist or emergency room. The child may sip on ice water and/or rinse their mouth with ice water.
- **Object Wedged Between Teeth:** Using a gauze pad, firmly grasp both sides of the tooth and wipe from the gum area to the top of the tooth with one long, firm, and consistent stroke.
- **Possible Fractured Jaw:** Immobilize the jaw by any means (towel, handkerchief, etc.). Apply a cold compress and advise the parent or authorized emergency contact person to take the child to a dental office or emergency room as soon as possible.

Hearing and Vision Screening Requirements

The following procedure will be followed when performing a hearing screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings/questionnaires to be administered before they are 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. Early Head Start staff will complete a Hearing questionnaire for each child within 30 days of entry into the program.
3. Early Head Start staff will complete a Hearing questionnaire every **six** months after the initial Hearing questionnaire on each child.
4. 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**.
5. Results will be documented on the **Vision and Hearing Screener Report**, and a copy will be attached to the **State Admission Form**.
6. 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**.
- ~~7. 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 & Developmental Initial Plan will be developed with the parent/guardian and appropriate referral will be initiated.~~
8. If a 3-to-5-year-old child fails the re-screen or fails to respond to the **Pure Tone Audiometer or other state approved equipment**, an Internal Referral will be initiated by the FSW and/or data clerk with the parent/guardian.
9. Continue to update the Internal Referral using case notes until follow-up treatment is complete or ongoing care is established.

The following procedure will be followed when performing the vision screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings and questionnaires to be administered before them.
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. Early Head Start children will receive a vision screening within 30 days of entry into the program.
5. The vision screening for children 3, 4, and 5 years of age will be performed by trained Head Start staff, or other trained professionals using the **10-foot HOTV Vision Chart or other state approved equipment or chart**.

6. Early Head Start staff will perform a Vision questionnaire every **six** months after the initial vision questionnaire for each child.
7. Head Start results will be documented on the **Vision & Hearing Screener Report** form and a copy will be attached to the **State Admission Form**.
8. All children who fail to respond or fail the **10-foot HOTV Vision Chart** test will be re-screened within 2-3 weeks of the initial test. If the Photo Screener device is used to test, the child will not need to be rescreened.
- ~~9. If a 3- to 5-year-old fails to respond or fails the rescreening, staff will perform the **Corneal Light Reflex and Cover Test** immediately following the rescreen.—~~
10. If a 3- to 5-year-old fails the vision screen using the Photo Screener, or the rescreen on the HOTV Vision Chart the FSW and/or data clerk will initiate an Internal Referral with the parent/guardian.
- ~~11. If a 4 or 5-year-old child fails the re-screen or fails to respond after being re-screened, a **Health & Developmental Initial Plan** will be developed with the parent/guardian and a referral will be made to the appropriate health provider.—~~
12. Staff will continue to follow up the Internal Referral using the case notes until follow-up treatment is complete or ongoing care is established.
13. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information (education) regarding the services being requested for their child.
14. 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.
15. Staff will upload the Decline of Service under medical records.

Immunization Requirements

The following procedure will be followed for immunizations:

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 and Prevention** and **Texas Department of State Health Services** or an exemption statement authorized by the **Department of State Health Services Immunization Branch** to attend the program.
3. Children may be enrolled provisionally. Child must not be overdue for next dose to be considered provisional. If a child is enrolled provisionally the parent/guardian must provide a statement from the doctor as to when the remaining immunizations will be completed.
4. Any child may be placed on the **Waiting List** regardless of immunization status. At this time parents/guardians will be informed of the immunization requirements and told if the child does not have at least one of each mandatory immunization or an authorized exemption statement it could affect their child's placement into the program.
5. 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.
6. All children attending Head Start/Early Head Start must remain current on all immunizations. Staff 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.

7. Head Start/Early Head Start staff 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.
8. Head Start/Early Head Start staff will provide assistance to ensure parents are informed and have the resources needed to complete or remain current with their child's immunizations.
9. If immunizations are not brought current by the exclusion date staff 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.
10. Staff will upload and copy of the updated immunization record or doctor's note to the **Immunization Notice Form** and upload them in the immunization tab and the DHS file.
11. Staff will continue to work with the family until the child is completely up to date on all required age-appropriate immunizations.

Mental Health and Wellness

The Concho Valley Council of Governments Head Start/Early Head Start program contracts with a Mental Health Professional to act as a consultant to the program. This consultant will visit each classroom to observe children's interactions with teachers and peers. They will work with the Head Start/Early Head Start staff and families to implement procedures for children identified as needing intervention to support their mental well-being and promote mental wellness. The consultant will also attend at least one monthly parent meeting to share mental wellness information and will be available to Head Start/Early Head Start parents individually. For more information, please contact your Site Supervisor.

Breast Feeding

Mothers are allowed to breast feed or provide breast milk on campus. Please contact your site supervisor or FSW for our private breastfeeding areas.

Nutrition

Meals/Food Service Practices

The children are served breakfast, lunch and snack. Check with your Site Supervisor or teacher to see what time your child receives their meals. Monthly menus are provided and posted in each classroom.

Mealtimes are an important part of our school day and we want all children to participate. Meals are served family style to promote learning opportunities that support teaching-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Children are encouraged to take small servings of new foods but are not forced to eat something they do not like or clean their plates before a second serving is offered.

Please notify your child's teacher or FSW if your child has or develops a food allergy. Children requiring special diets due to food allergies must have a physician's statement on file that states the food allergy and recommended food substitution. Substitutions for non-medical reasons (religious, vegetarian, etc.) will be evaluated by the Health Manager for approval.

Meals served must meet United States Department of Agricultural Child Care Food Program requirements and must be prepared in kitchens that meet Federal, State, and local food safety and sanitation laws. Food must be

purchased from licensed vendors; therefore, food may not to be prepared and brought into the site to be served at mealtime. Children will be served meals that meet 2/3 of their daily nutritional needs, are high in nutrients and low in fat, sugar and salt.

Outside Foods

Head Start occasionally has activities that requires food consumption during school hours. All food brought into Head Start centers for consumption must be purchased from a licensed vendor or store-bought. Homemade foods will not be allowed at any time.

Policies and Procedures

Parent Code of Conduct

1. **Respectful Behavior**: Parents are expected to treat all school staff, students, and other parents with respect and courtesy at all times.
2. **Positive Communication**: Parents should communicate with school staff in a constructive and respectful manner, whether in person, via phone, or through written correspondence.
3. **Support for School Policies**: Parents are expected to familiarize themselves with school policies and procedures and to support and adhere to them.
4. **Confidentiality**: Parents should respect the confidentiality of sensitive information regarding other students, staff, or school matters that they may become privy to.
5. **Attendance and Punctuality**: Parents are encouraged to ensure their children attend school regularly and arrive on time for classes and school events.
6. **Involvement in Education**: Parents are encouraged to actively participate in their child's education by attending parent-teacher conferences, school events, and volunteering when possible.
7. **Resolving Issues Constructively**: If a parent has a concern or disagreement with a school policy or decision, they are expected to address it through appropriate channels, such as meeting with the teacher or principal, rather than engaging in confrontational behavior.
8. **Safety and Security**: Parents should adhere to any security protocols or procedures implemented by the school to ensure the safety of students and staff.
9. **Supporting Positive Behavior**: Parents are encouraged to reinforce positive behavior and values taught at school within their homes.
10. **Responsible Use of Technology**: If parents are involved in online communication platforms or social media groups related to the school, they are expected to use them responsibly and respectfully.
11. **Financial Responsibilities**: Parents should fulfill any financial obligations related to school fees, fundraising activities, or other contributions as required.
12. **Parental Responsibilities Outside of School**: Parents are encouraged to support their child's education by providing a conducive home environment for learning, ensuring completion of homework, and promoting good study habits.
13. **Compliance with Health and Safety Guidelines**: Parents should adhere to health and safety guidelines set forth by the school, such as vaccination requirements and protocols during health emergencies.

Video Surveillance Monitoring Policy

The Concho Valley Council of Governments (CVCOG) Head Start Program is committed to meeting the health and safety needs of our children, staff, and families. To further ensure safety and security of our children, staff, and families, Head Start sites will be equipped with video surveillance cameras.

1. The location for cameras will include classrooms, playgrounds and some interior and exteriors areas to ensure the safety and security of all children, staff and families.
2. Cameras are not placed to monitor areas where families and staff have a “reasonable expectation of privacy”, i.e. private offices and restrooms.
3. The cameras will be constantly on and recording 24/7. The video data is available for 90 days.
4. Cameras are video only; there is no audio.
5. If there is a reported incident, Head Start Administrators, Site Supervisors, Human Resources, and IT can access the footage with permission of the Head Start Director. Footage will be reviewed, and if needed, reported to the Office of Head Start, Child Care Regulation, and if applicable, a report to Child Protective Services.
6. Law enforcement may ask for video footage through our Open Records procedure.
7. If needed the video will be saved to the agency drive which will be secured.
8. Any requests to obtain copies of video footage or still images will only be released in response to a subpoena, unless it is to one of the agencies listed above. This is for the confidentiality and protection of all children, families and staff.

Parent Notification of Policy Changes

Parents will be notified by the Site Supervisor, Teaching Staff, and/or person in charge of the facility when a policy changes with a copy of the new policy. Policy changes will be posted on the Parent Information Boards at the Head Start Sites.

Procedure for Parents to Review and Discuss Policies and Procedures

Should a parent have questions regarding policies and procedures they should address the concerns with the child’s teacher and/or Site Supervisor. If the teacher and/or Site Supervisor are not able to satisfy the parent’s concerns they should contact the Head Start Program Director (325-944-9666).

Open Door Policy

Our program values parent/guardian engagement and encourages all parent/guardian to visit and or discuss any issue at any time. Parent/guardian should check in at the front office and schedule a meeting with the Site Supervisor.

Gang /Smoke-Free Zone

Head Start/Early Head Start is smoke-free environment and prohibits e-cigarette, vaporizer, or tobacco product or use any tobacco product on the premises, on the premises, on the playground, or during field trips. Head Start is a Gang-free zone which prohibits gang related criminal activity or engaging in organized criminal activities within 1,000 feet from the Head Start/Early Head Start Program. Any of these activities is a violation of this law and is therefore subject to increased penalty under state law.

Community Complaint Procedure

1. Persons filing a community complaint will be given a copy of the Community Complaint Procedures which are posted on the parent board of all Head Start sites and a copy of the **Community Complaint Form** and asked to contact the Head Start Director to attempt to informally resolve the complaint.
2. If the person would like to initiate a formal complaint, he or she will be asked to complete the **Community Complaint Form** and the completed form will be forwarded to the Head Start Director.
3. The Grantee Head Start Director will schedule a meeting with all parties involved.
4. After the meeting a written response outlining the action taken will be completed by the Head Start Director and a copy sent to the complainant.
5. If the complainant is not satisfied with the written response by the Head Start Director, they may request a meeting with the Executive Director whose decision on all matters will be final.

Licensing Inspection and Minimum Standards

The most recent Licensing inspection report will be located on the Center Board. A copy of the Minimum Standards is can be requested at any time from your Site Supervisor. Access is available online 24 hours a day at: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>.

Local Licensing Office, Texas Abuse and Neglect and DFPS Contact Information

To contact the local Licensing office:

622 S. Oakes Suite E, San Angelo TX 76903

432-684-3299

To access the Texas Abuse and Neglect Hotline call 1-800-525-5400 if your situation is urgent and needs to be investigated within 24 hours. To report a situation that does not need to be investigated right away you can process an online report @ www.txabusehotline.org.

To access the Department of Family and Protective Services you can login at <https://dfps.state.tx.us/>.

Preventing and Responding to Abuse and Neglect of Children

All Head Start staff, volunteers, and contracted workers are required to report cases of child abuse and neglect, as they are mandated reporters in the state of Texas.

Remember, abuse and neglect come in many forms:

- Abuse includes mental, emotional, physical, or sexual injury to a child, or failure to prevent such injury.
- Neglect includes failure to provide a child with food, clothing, shelter, and medical care, as well as leaving a child in a situation where they are at risk of harm.

To prevent and respond to abuse and neglect of children, Head Start will:

1. Provide annual training upon entrance into the program and updated training yearly, with additional training as needed.
2. Offer education on abuse and neglect at parent meetings, as well as distribute handouts and post warnings about signs and prevention factors.
3. Partner with community organizations to educate, support, and provide training on child abuse and neglect.
4. As mandated reports Head Start staff member to report cases of suspected or identified child abuse to TDPRS. All reporting is private and confidential, at the discretion of the reporting individual. Parents

needing assistance or intervention for a child who is a victim of abuse or neglect should reach out to their family service worker or site supervisor for resources.

Education

Indoor and Outdoor Physical Activity

Staffs Daily Activity Schedules include teacher-directed and child-initiated activities. Daily Activity Schedules and Lesson Plans are posted in the classroom for your review. Daily Activity Schedules and Lesson Plans include active play indoors and outdoors; at least one outdoor activity is an organized activity lead by the teacher. Active play is defined as moderate to vigorous play. Plans must allow 20 minutes of active play for every three hours children are in care. Children will go outside daily for active play. Schedules may be adjusted or moved indoors due to acclimate weather.

Water Activities

Ensure Child-Staff ratios are maintained during swimming/water activities. Wading/splashing pools two feet or less may be used with children two years old and older. Pools must be stored out of the reach of children when not in use, drained daily and sanitized, and stored so they do not hold water. Wading/splashing pools may not be used away from your child-care center. Splashing pads with no more than 4 inches of accumulated water may be used for children younger than two years old. Sprinklers may be used as long as you ensure that no child uses sprinkler equipment on or near a hard, slippery surface, such as concrete driveway, sidewalk or patio; you must not leave a child alone with the sprinkler equipment; you must store sprinkler equipment and water hoses out of the reach of children when not in use; you must maintain your splash pad/sprinkler play area according to manufacturer's instructions.

Screening and Assessments

All first-year children are required to have a developmental screening within 45 days of their entry into the program. This screening is a snapshot of your child's current level of development. Data from screening and assessments and information from parents/guardians are used to establish goals, individualize instruction and activities for your child. Ongoing developmental assessments are required three times throughout the program year. Fall assessments take place from October to November; Winter assessment take place from January to February; and Spring assessments take place from March to April. Ongoing assessments provide teachers with data on your child's progress toward meeting their goals. It is very important that your child is present and on time for school every day. When absent or late for class, your child misses out on valuable instruction time. Results of screening and assessments are shared with you during home visits and parent/teacher conferences. Home visits and conferences typically take place shortly after the screening and each assessment period. You are encouraged to keep scheduled appointments with your child's teacher.

Screen Time

Screen time activities may not be used for a child under the age of two years. Screen time activities may be used to supplement, but not replace, an activity for children two years old or older. If screen time activities are used staff must ensure that the activity is: related to the planned activities that meet educational goals, is age-appropriate, does not exceed one hour per day, is not used during mealtime, snack time, naptime or rest time, does not include advertising or violence, is turned off when not in use, and must be pre-approved by the Education Manager and listed on the lesson plan.

Clothing

Please send your child in clothing and shoes that are easy for your child to manage alone. Sweaters, jackets, and other clothing should be labeled with your child's name.

In the Head Start/Early Head Start classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks while using these materials, we encourage you to send your child in washable play clothes.

For safety reasons, we ask that children wear shoes that cover the entire foot. Open-toed sandals and slip-on shoes are discouraged due to being dangerous when children climb and run.

On the first day of school, we encourage you to send an extra set of clothing for your child. For infants we encourage you to send more than one set of clothing since accidents can happen. As the season changes, please remember to change out the set of extra clothing to provide the appropriate attire. Clothing should be placed in a Ziploc bag with your child's name, if you do not have a bag, one will be provided. These clothes will be used by your child only. When your child is sent home with a bag of clothes due to an accident, please send clean clothes the next day.

Inclusive Services for Children with Special Care Needs

Activities/equipment will be adapted to meet the needs of children with disabilities as recommended in their IEP/IFSP, health-care professional or qualified professional affiliated with the LEA or ECI program, when feasibly possible. Children with special needs are included in all activities with their non-disabled peers.

Safe Sleep for Infants

According to Texas Child Care Minimum Standards, the crib must be bare for an infant younger than 12 months of age, except for a tight-fitting sheet. Please do not send any blankets for the staff to use while your child is in our care. Approved sleep sacks will be provided in the classroom to ensure our infants maintain a comfortable temperature.

If an infant needs accommodations to their sleeping arrangements, such as a restrictive device, a completed Sleep Exception/Health Care Professional Recommendation form must be filled out. This form must include a signed statement from a health-care professional stating that the restrictive device is medically necessary. A copy of this form will be kept in the infant's classroom for easy review by the caregiver and licensing staff.

- All parents of infants under 12 months will complete and sign the Operational Policy on Infant Safe Sleep prior to the first day of enrollment.
- All infants under 12 months will be placed on their back when placed in a crib, even if the child can roll over on their own.

Operational Discipline and Guidance Policy

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

ITEM 16

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Parent Handbook.

Approved at the Executive Committee Meeting on July 9, 2025.



To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: July 9th 2025

Re: Supplemental Funds Request

Carolina Raymond, Director of Head Start, respectfully requests approval to apply for supplemental funds up to \$300,000 for playground improvements for Day and San Jacinto Head Start/Early Head Start for the 2025–2026 school program year.

Policy Council Chairman

Date

Executive Committee Chairman

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

ITEM 17

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Supplemental Fund Request.

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 18

ITEM 18

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Lakeshore Learning Materials utilizing Sourcewell cooperative purchasing contracts #091423-LSH and #010725-LSH in a cumulative amount not to exceed \$150,000 for FY 25-26.

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 19

ITEM 19

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas BuyBoard cooperative purchasing contracts #750-24 and #767-25 in a cumulative amount not to exceed \$100,000 for FY 25-26.

Approved at the Executive Committee Meeting on July 9, 2025.

▼ Stage 2B Year 1 & 2 Summary

Year 1 Service Fee
\$1,080,625

Year 1 Surcharge

Year 1 General Revenue
\$67,520

Year 1 Total Base ⓘ
\$1,148,145

Stage 2B Year 1 Total
\$2,454,442

Year 1 Difference
-\$1,306,297

Year 1 Indicator
ⓘ

Year 2 Service Fee
\$1,019,793

Year 2 Surcharge

Year 2 General Revenue
\$128,352

Year 2 Total Base ⓘ
\$1,148,145

Stage 2B Year 2 Total
\$2,502,479

Year 2 Difference
-\$1,354,334

Year 2 Indicator
ⓘ

▼ Administration Budget

Year 1 Total Admin
\$147,480

Year 1 Fringe Benefit Rate
0.00%

Year 1 Indirect Rate
7.20%

Year 2 Total Admin
\$155,370

Year 2 Fringe Benefit Rate
0.00%

Year 2 Indirect Rate
7.20%

▼ Program Budget

Year 1 Total Program
\$2,288,962

Year 2 Total Program
\$2,135,108

▼ Equipment Budget

Year 1 Total Equipment
\$18,000

Year 2 Total Equipment
\$212,000

Total Equipment Approved Budget Year 2
\$0.00

Personnel Worksheet Year 1 & 2 Summary

Year 1 Total Admin Salaries

\$1,542

Year 1 Total Program Salaries

\$465,716

Created By

 [Jessyka McLemore](#), 3/28/2025, 9:27 AM

Year 2 Total Admin Salaries

\$1,573

Year 2 Total Program Salaries

\$475,028

Last Modified By

 [Mason Wheeler](#), 6/26/2025, 3:17 PM



Budget Stages > BDG-000581

Personnel Worksheet

18 items • Sorted by Personnel Worksheet Name • Updated a few seconds ago

New

	<input type="checkbox"/> Pers... ↑ ↓	Year ↓	Position ↓	Total S... ↓	Admin... ↓	Admin % ↓	Admin... ↓	Program Duties ↓	Progra... ↓	Progra... ↓	
1	<input type="checkbox"/> PW-02697	1	Director of Public Safety	\$101,591.28		0%	\$0	Responsible for all aspects of the administration...	95%	\$96,512	<input type="checkbox"/>
2	<input type="checkbox"/> PW-02698	2	Director of Public Safety	\$103,623.11		0%	\$0	Responsible for all aspects of the administration...	95%	\$98,442	<input type="checkbox"/>
3	<input type="checkbox"/> PW-02699	1	Asst Director of Public Safety	\$77,958.96		0%	\$0	Responsible for all aspects of the administration...	95%	\$74,061	<input type="checkbox"/>
4	<input type="checkbox"/> PW-02700	2	Asst Director of Public Safety	\$79,518.14		0%	\$0	Responsible for all aspects of the administration...	95%	\$75,542	<input type="checkbox"/>
5	<input type="checkbox"/> PW-02701	1	9-1-1 Program Manager	\$72,003.12		0%	\$0	Manages GIS, monitoring, testing, and communi...	100%	\$72,003	<input type="checkbox"/>
6	<input type="checkbox"/> PW-02702	2	9-1-1 Program Manager	\$73,443.18		0%	\$0	Manages GIS, monitoring, testing, and communi...	100%	\$73,443	<input type="checkbox"/>
7	<input type="checkbox"/> PW-02703	1	9-1-1 Lead GIS Specialist	\$64,416.60		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$64,417	<input type="checkbox"/>
8	<input type="checkbox"/> PW-02704	2	9-1-1 Lead GIS Specialist	\$65,704.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$65,704	<input type="checkbox"/>
9	<input type="checkbox"/> PW-02705	1	9-1-1 GIS Specialist / Tom Green County A...	\$57,200.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	67%	\$38,324	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02706	2	9-1-1 GIS Specialist / Tom Green County A...	\$58,344.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	67%	\$39,090	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02707	1	9-1-1 GIS Specialist	\$57,200.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$57,200	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02708	2	9-1-1 GIS Specialist	\$58,344.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$58,344	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02709	1	9-1-1 GIS Specialist	\$51,500.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$51,500	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02710	2	9-1-1 GIS Specialist	\$52,530.00		0%	\$0	Maintains GIS data, conducts monitoring visits, c...	100%	\$52,530	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02711	1	9-1-1 GIS Technician	\$11,699.12		0%	\$0	Part-time Field Tech (~6 hours per week) - Maint...	100%	\$11,699	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02712	2	9-1-1 GIS Technician	\$11,933.00		0%	\$0	Part-time Field Tech (~6 hours per week) - Maint...	100%	\$11,933	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02713	1	CJ Training Instructor	\$77,083.92	Charges tim...	2%	\$1,542		0%	\$0	<input type="checkbox"/>
1.	<input type="checkbox"/> PW-02714	2	CJ Training Instructor	\$78,625.60	Charges tim...	2%	\$1,573		0%	\$0	<input type="checkbox"/>

Equipment Replacement Details

As of 2025-06-27 17:25:54 Central Standard Time/CST • Generated by Mason Wheeler • Sorted by County (Ascending)

Filtered By
Show: All equipment replacement
Equipment Replacement: ID equals a0ics0000068IZN

Equipment Replacement: Account	Equipment Repl.	County	PSAP	Asset	Asset Lifespan	Date of Installation	Year	Y1 Age	Y1 Cost	Y2 Age	Y2 Cost	Y3 Age	Y3 Cost	Y4 Age	Y4 Cost	Y5 Age	Y5 Cost	Y6 Age	Y6 Cost	Y7 Age	Y7 Cost	Y8 Age	Y8 Cost	Y9 Age	Y9 Cost	Y10 Age	Y10 Cost	End Year
ER-00006	Concho Valley C ERD-000441	*Regional	COG Office	Power - UPS	6		2026																				2036	
	Concho Valley C ERD-004086	*Regional	COG Office	GIS	4		2026		\$0		\$0		\$0		\$30,000		\$0		\$0		\$0		\$30,000		\$0		\$0	2036
	Concho Valley C ERD-000516	Concho	Concho County Sheriffs Office	CHE Back Room	6	8/9/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,580	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,580	2036
	Concho Valley C ERD-000517	Concho	Concho County Sheriffs Office	CHE Front Room	3	8/9/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000518	Concho	Concho County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000519	Concho	Concho County Sheriffs Office	Power - UPS	6	6/16/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000520	Concho	Concho County Sheriffs Office	Recorder	5	7/27/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000521	Concho	Concho County Sheriffs Office	Network - Routers	5	6/16/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000510	Crockett	Crockett County Sheriffs Office	CHE Back Room	6	8/10/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,580	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,580	2036
	Concho Valley C ERD-000511	Crockett	Crockett County Sheriffs Office	CHE Front Room	3	8/10/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000512	Crockett	Crockett County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000513	Crockett	Crockett County Sheriffs Office	Power - UPS	6	6/1/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000514	Crockett	Crockett County Sheriffs Office	Recorder	5	7/29/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000515	Crockett	Crockett County Sheriffs Office	Network - Routers	5	5/16/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-004111	Edwards	Edwards County Sheriffs Office	Power - UPS	6	7/29/2014	2026	0	\$0	1	\$0	2	\$0	3	\$19,183	4	\$0	5	\$0	0	\$0	1	\$0	2	\$0	3	\$19,183	2036
	Concho Valley C ERD-004109	Edwards	Edwards County Sheriffs Office	CHE Front Room	3	11/2/2023	2026	0		1		2		0	\$20,642	1		2		0	\$20,642	1		2		0	\$20,642	2036
	Concho Valley C ERD-004108	Edwards	Edwards County Sheriffs Office	CHE Back Room	6	8/30/2020	2026	0		1		2		3	\$21,573	4		5		0		1		2		3	\$21,573	2036
	Concho Valley C ERD-004110	Edwards	Edwards County Sheriffs Office	Power - Generator			2026																				2036	
	Concho Valley C ERD-004112	Edwards	Edwards County Sheriffs Office	Recorder	5	3/12/2024	2026	2	\$18,000	3	\$0	4	\$0	0	\$0	1	\$0	2	\$18,000	3	\$0	4	\$0	0	\$0	1	\$0	2036
	Concho Valley C ERD-004113	Edwards	Edwards County Sheriffs Office	Network - Routers	5	11/24/2015	2026	1	\$0	2	\$13,000	3	\$0	4	\$0	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$0	2036
	Concho Valley C ERD-000504	Irion	Irion County Sheriffs Office	CHE Back Room	6	8/9/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,567	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,567	2036
	Concho Valley C ERD-000505	Irion	Irion County Sheriffs Office	CHE Front Room	3	8/9/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000506	Irion	Irion County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000507	Irion	Irion County Sheriffs Office	Power - UPS	6	6/19/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000508	Irion	Irion County Sheriffs Office	Recorder	5	7/30/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000509	Irion	Irion County Sheriffs Office	Network - Routers	5	1/25/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000498	Kimble	Kimble County Sheriffs Office	CHE Back Room	6	8/14/2023	2026	3	\$0	4	\$0	5	\$0	0	\$22,630	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$22,630	2036
	Concho Valley C ERD-000499	Kimble	Kimble County Sheriffs Office	CHE Front Room	3	8/14/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000500	Kimble	Kimble County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000501	Kimble	Kimble County Sheriffs Office	Power - UPS	6	6/13/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000502	Kimble	Kimble County Sheriffs Office	Recorder	5	7/28/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000503	Kimble	Kimble County Sheriffs Office	Network - Routers	5	2/14/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000492	Mason	Mason County Sheriffs Office	CHE Back Room	6	8/14/2023	2026	3	\$0	4	\$0	5	\$0	0	\$22,630	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$22,630	2036
	Concho Valley C ERD-000493	Mason	Mason County Sheriffs Office	CHE Front Room	3	8/14/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000494	Mason	Mason County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000495	Mason	Mason County Sheriffs Office	Power - UPS	6	6/14/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000496	Mason	Mason County Sheriffs Office	Recorder	5	7/28/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000497	Mason	Mason County Sheriffs Office	Network - Routers	5	6/7/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000522	McCulloch	McCulloch Sheriffs Office	CHE Back Room	6	8/14/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,567	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,567	2036
	Concho Valley C ERD-000523	McCulloch	McCulloch Sheriffs Office	CHE Front Room	3	8/14/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000524	McCulloch	McCulloch Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000525	McCulloch	McCulloch Sheriffs Office	Power - UPS	6	6/15/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000526	McCulloch	McCulloch Sheriffs Office	Recorder	5	7/27/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000527	McCulloch	McCulloch Sheriffs Office	Network - Routers	5	5/17/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000486	Menard	Menard County Sheriffs Office	CHE Back Room	6	8/14/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,567	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,567	2036
	Concho Valley C ERD-000487	Menard	Menard County Sheriffs Office	CHE Front Room	3	8/14/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000488	Menard	Menard County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000489	Menard	Menard County Sheriffs Office	Power - UPS	6	6/12/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000490	Menard	Menard County Sheriffs Office	Recorder	5	7/28/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000491	Menard	Menard County Sheriffs Office	Network - Routers	5	3/10/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
	Concho Valley C ERD-000480	Reagan	Reagan County Sheriffs Office	CHE Back Room	6	8/10/2023	2026	3	\$0	4	\$0	5	\$0	0	\$21,567	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$21,567	2036
	Concho Valley C ERD-000481	Reagan	Reagan County Sheriffs Office	CHE Front Room	3	8/10/2023	2026	0	\$0	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	1	\$0	2	\$0	0	\$20,642	2036
	Concho Valley C ERD-000482	Reagan	Reagan County Sheriffs Office	Power - Generator			2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
	Concho Valley C ERD-000483	Reagan	Reagan County Sheriffs Office	Power - UPS	6	6/20/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
	Concho Valley C ERD-000484	Reagan	Reagan County Sheriffs Office	Recorder	5	7/30/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
	Concho Valley C ERD-000485	Reagan	Reagan County Sheriffs Office	Network - Routers	5	5/11/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036

		Concho Valley C ERD-000449	Tom Green	Tom Green County Sheriffs Office	Network - Routers	5 4/14/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
		Concho Valley C ERD-000462	Tom Green	San Angelo EOC	CHE Back Room	6 8/10/2023	2026	3	\$0	4	\$0	5	\$0	0	\$44,525	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$44,525	2036
		Concho Valley C ERD-000463	Tom Green	San Angelo EOC	CHE Front Room	3 8/10/2023	2026	0	\$0	1	\$0	2	\$0	0	\$48,113	1	\$0	2	\$0	0	\$48,113	1	\$0	2	\$0	0	\$48,113	2036
		Concho Valley C ERD-000464	Tom Green	San Angelo EOC	Power - Generator		2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
		Concho Valley C ERD-000465	Tom Green	San Angelo EOC	Power - UPS	6 5/18/2023	2026	3	\$0	4	\$0	5	\$0	0	\$19,183	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$19,183	2036
		Concho Valley C ERD-000466	Tom Green	San Angelo EOC	Recorder	5 7/26/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$18,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
		Concho Valley C ERD-000467	Tom Green	San Angelo EOC	Network - Routers	5 2/23/2023	2026	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$13,000	0	\$0	1	\$0	2	\$0	2036
		Concho Valley C ERD-000468	Tom Green	San Angelo Communications Center	CHE Back Room	6 8/9/2023	2026	3	\$0	4	\$0	5	\$0	0	\$102,233	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$102,233	2036
		Concho Valley C ERD-000469	Tom Green	San Angelo Communications Center	CHE Front Room	3 8/9/2023	2026	0	\$0	1	\$0	2	\$0	0	\$74,108	1	\$0	2	\$0	0	\$74,108	1	\$0	2	\$0	0	\$74,108	2036
		Concho Valley C ERD-000470	Tom Green	San Angelo Communications Center	Power - Generator		2026	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2036
		Concho Valley C ERD-000471	Tom Green	San Angelo Communications Center	Power - UPS	6 5/17/2023	2026	3	\$0	4	\$0	5	\$0	0	\$33,599	1	\$0	2	\$0	3	\$0	4	\$0	5	\$0	0	\$13,590	2036
		Concho Valley C ERD-000472	Tom Green	San Angelo Communications Center	Recorder	5 7/26/2021	2026	0	\$0	1	\$0	2	\$0	3	\$0	4	\$0	0	\$30,000	1	\$0	2	\$0	3	\$0	4	\$0	2036
		Concho Valley C ERD-000473	Tom Green	San Angelo Communications Center	Network - Routers	5 4/19/2023	2026	3	\$0	4	\$15,000	0	\$0	1	\$0	2	\$0	3	\$0	4	\$15,000	0	\$0	1	\$0	2	\$0	2036
Subtotal	Sum Count	98				410		139	\$18,000	214	\$212,000	224	\$0	72	\$1,285,160	147	\$0	151	\$300,000	166	\$617,379	176	\$30,000	246	\$0	99	\$1,235,151	
Total	Sum Count	98				410		139	\$18,000	214	\$212,000	224	\$0	72	\$1,285,160	147	\$0	151	\$300,000	166	\$617,379	176	\$30,000	246	\$0	99	\$1,235,151	

Budgets with Budget Details

As of 2025-06-27 16:43:13 Central Standard Time/CST • Generated by Mason Wheeler • Sorted by Priority (Ascending)

Filtered By
Show: All budget stages
Budget Stage ID equals a07cs00001Dc9J9

Strategic Plan Nam	Budget Name ↑	Budget Detail Name	County: Count	Priority	Category	Subcategory	Program Type	Description	Stage 2B - Year 1	Stage 2B - Year 2	Stage 2B - Year 3	Stage 2B - Year 4	Stage 2B - Year 5
Concho Valley Council of Governments - 2026-2027 - Strategic Plan	BDG-000581	Det-29450	*Regional	8	Admin	Direct-Billed Services	RPC Procurement Services	Procurement Cost Center rates	\$56,495	\$58,190	\$59,936	\$61,734	\$63,586
		Det-29451	*Regional	8	Admin	Direct-Billed Services	RPC IT Services	Network Cost Center rates	\$36,108	\$37,191	\$38,306	\$39,456	\$40,640
		Det-28800	*Regional	1	Admin	Salaries		Salaries / Wages for PUB Instructor	\$1,542	\$1,573	\$1,652	\$1,734	\$1,821
		Det-27186	*Regional	2	Admin	Fringe Benefit Expense		Fringe benefits charged to Admin - Fringe for PUB Instructor and PUB Coordinator: Vacation Time Allocation, Medicare Tax, Workers Comp, SUTA, Health Insurace, Dental Insurace, Life Insurace, Retirement/Pension	\$493	\$502	\$528	\$554	\$582
		Det-27181	*Regional	8	Admin	Direct-Billed Services	RPC HR Services	HR Cost Center rates \$9848.50 = 102450.73	\$9,849	\$10,144	\$10,449	\$10,762	\$11,085
		Det-27195	*Regional	10	Admin	Indirect Expense		Projected 7.2% indirect rate based on approved indirect rate sheet. See uploaded indirect rate sheet.	\$42,993	\$47,770	\$50,158	\$50,158	\$52,666
		Det-27204	*Regional	11	Program	Operations	Salaries	1 Director, 1 Asst Director, 1 Program Managers, 3 GIS Specialists, 1 GIS Specialist/TGC Addressing, 1 PT GIS Tech, 1	\$465,716	\$475,028	\$498,779	\$523,718	\$549,904
		Det-27205	*Regional	11	Program	Operations	Fringe	Vacation Time Allocation, Medicare Tax, Workers Comp, SUTA, Health Insurace, Dental Insurace, Life Insurace, Retirement/Pension	\$152,351	\$155,398	\$163,168	\$171,326	\$179,893
		Det-27206	*Regional	11	Program	Operations	Travel	\$26500 total out-of-region travel... TX APCO NENA (flight=600 hotel=200*4=800, PD=80*5=400, RC=65*5=325 x5 ppl \$8500); ESRI (Flight=800 RC=400, PD= 400, H=1000 = 2600x2 \$5200); National APCO/NENA (RC=400, PD=400 H=1000 x 2 = \$3600;	\$17,300	\$17,300	\$17,300	\$17,300	\$17,300
		Det-27207	*Regional	11	Program	Operations	Training	Registrations and Entry Fees to conferences and trainings: APCO (675x2=1350), NENA ((675x2=1350), ESRI (2000x2=4k), other nondescript 911 trainings beneficial to 911 Program staff (4k)	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
		Det-27208	*Regional	11	Program	Operations	Dues & Subscriptions	Annual membership dues or fees including 2x APCO \$104, 2x NENA \$152, and TARC \$122	\$634	\$634	\$634	\$634	\$634
		Det-27209	*Regional	11	Program	Operations	Communications & Postage	Staff cell phones MRC (\$260), 4G wireless hotspots MRC (\$80), replacement/upgrades NRC \$8000 every other year, small postage and shipping costs (\$1000)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000

		Det-27210	*Regional	11	Program	Operations	Supplies	Staff laptops and docking stations FY26 x 7 estimated at \$28000. Dispatcher appreciation materials (\$5000), office supplies (pens, paper, ink, fans, folders) for COG staff (\$8000), test phones for legacy network testing with any cost savings	\$48,000	\$20,000	\$20,000	\$20,000	\$20,000
		Det-27211	*Regional	11	Program	Operations	Building & Maintenance	Building and Maintenance cost center determined by actual costs of mortgage and facilities over sq ft occupied. Variable MRC, but direct charged proportionately based on sq footage occupied.	\$105,904	\$100,800	\$108,022	\$114,423	\$119,094
		Det-27212	*Regional	11	Program	Operations	Contract Services	conference room repair (500), electronic repair services (500), etc	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
		Det-29356	*Regional	11	Program	Operations	Travel	\$6500 in-region travel rental cars/gas for travel OR GSA mileage rate in personal vehicles;	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
		Det-29455	*Regional	11	Program	Operations	Travel	\$26500 total out-of-region travel continued ... semiannual TARC (hotel=600 PD=320 RC=325 x2ppl \$2500 x 2/yr 5k) bi-monthly CSEC Workshop/Commission (hotel=600 PD=320 RC=325 x2ppl \$2500 x 6/yr 15000k)	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200
		Det-27196	*Regional	12	Program	Legacy Network	Test Phone (VoIP)	Vonage VOIP test phones 22.40 MRC	\$269	\$282	\$282	\$296	\$296
		Det-27198	*Regional	12	Program	Legacy Network	Test Phone (T-mobile USA)	2 T-Mobile test phones @ 60/month x 12 = 750 (5% multiplier added for variable MRC over time)	\$750	\$750	\$750	\$750	\$750
		Det-27199	*Regional	12	Program	Legacy Network	Test Phone (Verizon Wireless)	2 Verizon test phones @ 85/month x 12 = 1070 (5% multiplier added for variable MRC over time)	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070
		Det-27200	*Regional	12	Program	Legacy Network	Admin Lines	Frontier 2101883154 admin, ld, hunt, etc for HQ training center	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
		Det-27201	*Regional	12	Program	Legacy Network	Test Phone (AT&T Mobility)	2 ATT test phones @ 60/month x 12 = 750 plus (5% multiplier added for variable MRC over time)	\$750	\$750	\$750	\$750	\$750
		Det-27228	Coke	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,800	\$1,800	\$0	\$0	\$0
		Det-27229	Coke	12	Program	Legacy Network	End Office Trunks	806 A10-0012 503 6 Crossover tandem svcs slective routing and end office trunks	\$983	\$983	\$983	\$983	\$983
		Det-27231	Concho	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,800	\$1,800	\$0	\$0	\$0
		Det-27232	Concho	12	Program	Legacy Network	Admin Lines	Frontier 21018820231028105, admin, ld	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
		Det-27233	Concho	12	Program	Legacy Network	End Office Trunks	CenTex Acct 1039	\$1,164	\$1,164	\$1,164	\$1,164	\$1,164
		Det-27237	Crockett	12	Program	Legacy Network	End Office Trunks	806 A10-0012 503 6 Crossover tandem svcs slective routing and end office trunks	\$996	\$996	\$996	\$996	\$996
		Det-27238	Crockett	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$2,580	\$2,580	\$0	\$0	\$0
		Det-27239	Crockett	12	Program	Legacy Network	Admin Lines	Frontier 2101881667, admin, ld, tandem svc trunk	\$3,415	\$3,415	\$1,773	\$1,773	\$1,773

		Det-27243	Irion	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,020	\$1,020	\$0	\$0	\$0
		Det-27244	Irion	12	Program	Legacy Network	Admin Lines	Frontier 2101882560 admin, ld	\$2,380	\$2,380	\$2,380	\$2,380	\$2,380
		Det-27248	Kimble	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$3,360	\$3,360	\$0	\$0	\$0
		Det-27249	Kimble	12	Program	Legacy Network	Admin Lines	Frontier 2101881004 admin, ld, tandem svc trunk, sr	\$5,228	\$5,228	\$900	\$900	\$900
		Det-27250	Kimble	12	Program	Legacy Network	End Office Trunks	806 A10-0012 503 6 Crossover tandem svcs slective routing and end office trunks	\$996	\$996	\$996	\$996	\$996
		Det-27251	Kimble	12	Program	Legacy Network	End Office Trunks	Hill County Telecomm CLEC 911 IXC Channel Acct 8302070014	\$983	\$983	\$983	\$983	\$983
		Det-27255	Mason	12	Program	Legacy Network	End Office Trunks	806 A10-0012 503 6 Crossover tandem svcs slective routing and end office trunks	\$948	\$948	\$948	\$948	\$948
		Det-27256	Mason	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$2,580	\$2,580	\$0	\$0	\$0
		Det-27257	Mason	12	Program	Legacy Network	End Office Trunks	Hill Country Telephone end office trunk Fredonia TX Acct 55500 830-100-1410	\$491	\$491	\$491	\$491	\$491
		Det-27258	Mason	12	Program	Legacy Network	Admin Lines	Frontier 2101881810 admin, ld	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549
		Det-27259	Mason	12	Program	Legacy Network	End Office Trunks	Hill Country Telephone end office trunk Fredonia TX Acct 55400 830-100-1409	\$491	\$491	\$491	\$491	\$491
		Det-27260	Mason	12	Program	Legacy Network	End Office Trunks	Hill County Telecomm CLEC 911 IXC Channel Acct 8302030011	\$983	\$983	\$983	\$983	\$983
		Det-27264	McCulloch	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$4,920	\$4,920	\$0	\$0	\$0
		Det-27265	McCulloch	12	Program	Legacy Network	End Office Trunks	CenTex Acct 1039	\$2,196	\$2,196	\$2,196	\$2,196	\$2,196
		Det-27266	McCulloch	12	Program	Legacy Network	Admin Lines	Frontier 2101881108, admin, ld, sr	\$5,018	\$5,269	\$2,100	\$2,100	\$2,100
		Det-27270	Menard	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,800	\$1,800	\$0	\$0	\$0
		Det-27271	Menard	12	Program	Legacy Network	Admin Lines	Frontier 2101880900 admin, ld,	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
		Det-27275	Reagan	12	Program	Legacy Network	End Office Trunks	806 A10-0012 503 6 Crossover tandem svcs slective routing and end office trunks	\$983	\$983	\$983	\$983	\$983
		Det-27276	Reagan	12	Program	Legacy Network	Admin Lines	Frontier 2101881349 admin, ld , sl, tandem svc trunk	\$5,344	\$5,344	\$2,100	\$2,100	\$2,100
		Det-27277	Reagan	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,800	\$1,800	\$0	\$0	\$0
		Det-27281	Schleicher	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,800	\$1,800	\$0	\$0	\$0
		Det-27282	Schleicher	12	Program	Legacy Network	Admin Lines	Frontier 2101881010 admin, ld, sr, tandem svc trunk	\$6,807	\$6,807	\$2,100	\$2,100	\$2,100
		Det-27286	Sterling	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$1,020	\$1,020	\$0	\$0	\$0
		Det-27287	Sterling	12	Program	Legacy Network	End Office Trunks	Frontier 2101881852 tandem svc trunk	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575
		Det-27289	Sutton	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$2,580	\$2,580	\$0	\$0	\$0
		Det-27290	Sutton	12	Program	Legacy Network	Admin Lines	Frontier 2101881037 admin, ld	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
		Det-27295	Tom Green	12	Program	Legacy Network	End Office Trunks	CenTex Acct 1039	\$1,164	\$1,164	\$1,164	\$1,164	\$1,164
		Det-27296	Tom Green	12	Program	Legacy Network	Selective Router Charges	Frontier 210-188-0974 Units at 55.74 per 1000 records	\$60,400	\$60,400	\$0	\$0	\$0
		Det-27297	Tom Green	12	Program	Legacy Network	Admin Lines	Frontier 2101881634 GAFB admin, ld	\$2,998	\$2,998	\$2,998	\$2,998	\$2,998
		Det-27298	Tom Green	12	Program	Legacy Network	Admin Lines	Frontier 21110819015 SACC admin, ld	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750
		Det-27299	Tom Green	12	Program	Legacy Network	Admin Lines	Frontier 2101882702 SA EOC	\$9,024	\$9,024	\$9,024	\$9,024	\$9,024

		Det-29102	Edwards	12	Program	Legacy Network	Admin Lines	2 Admin lines for Edwards from Southwest Telecom. 74.55/mo, 894/yr	\$894	\$894	\$939	\$939	\$939
		Det-27686	Tom Green	13	Program	RPC PSAP Network	Host to PSAP Connectivity	SA EOC - ATT DIR 735.82/mo*12=8829.84; potential bandwidth increase	\$8,830	\$8,830	\$9,271	\$9,271	\$9,271
		Det-27687	Tom Green	13	Program	RPC PSAP Network	Host to PSAP Connectivity	TGSO - ATT DIR 735.82/mo*12=8829.84; potential bandwidth increase	\$8,830	\$8,830	\$9,271	\$9,271	\$9,271
		Det-27688	Tom Green	13	Program	RPC PSAP Network	Host to PSAP Connectivity	GAFB - ATT DIR 735.82/mo*12=8829.84; potential bandwidth increase	\$8,830	\$8,830	\$9,271	\$9,271	\$9,271
		Det-27225	*Regional	13	Program	RPC PSAP Network	Host to PSAP Connectivity	DIR ATT DIR 1717.59/mo*12=20611	\$20,611	\$20,611	\$21,642	\$21,642	\$21,642
		Det-27226	*Regional	13	Program	RPC PSAP Network	Network Security / Monitoring	OnShoreIT via ATT/DIR - primary and backup network ping monitoring @ \$2070/mo + AUG '23 24840/yr + 10% for Edwards	\$27,324	\$27,324	\$27,324	\$27,324	\$27,324
		Det-27236	Concho	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 919/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27242	Crockett	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 919/mo*12= \$11028.00; potential bandwidth upgrade	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27247	Irion	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 919/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27254	Kimble	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 735.80/mo*12=8830; potential bandwidth increase	\$8,830	\$8,830	\$9,271	\$9,271	\$9,271
		Det-27263	Mason	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 909/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27269	McCulloch	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 909/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27274	Menard	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 909/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27280	Reagan	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 735.82/mo*12=8830; potential bandwidth increase	\$8,830	\$8,830	\$9,271	\$9,271	\$9,271
		Det-27285	Schleicher	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 909/mo*12=11028; potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27292	*Regional	13	Program	RPC PSAP Network	Network Security / Monitoring	Frontier Acct 32519706420206255 for 911 Host A Firewall Network Circuit for remote work and network monitoring - 550/mo x 12 = 6600	\$6,600	\$6,600	\$6,930	\$6,930	\$6,930
		Det-27293	Sutton	13	Program	RPC PSAP Network	Host to PSAP Connectivity	ATT DIR 909/mo*12=11028;potential bandwidth increase	\$11,028	\$11,028	\$11,579	\$11,579	\$11,579
		Det-27301	Tom Green	13	Program	RPC PSAP Network	Host to PSAP Connectivity	SACC - ATT DIR 1325.54/mo*12=15907; potential bandwidth increase	\$15,907	\$15,907	\$16,702	\$16,702	\$16,702
		Det-29160	Edwards	13	Program	RPC PSAP Network	Host to PSAP Connectivity	Edwards County point to point. This will involve combination of ATT DIR ANIRA solution at 916/mo + business internet projected at 500/mo.= \$16989	\$16,989	\$16,989	\$16,989	\$16,989	\$16,989
		Det-27182	*Regional	14	Program	Core Functions	Managed Services	Statewide ATT ESINet through DIR PA30000TSD~27890.06/mo + 220.00 for Edwards pop	\$337,321	\$337,321	\$337,321	\$337,321	\$337,321
		Det-27227	*Regional	15	Program	Text-to-911	TCC	Intrado TXT29-1-1 TCC Renwal. Current contract through Aug 31 2025 at 28078.99/yr. quoted at 26640.90 for FY26 and 27573.32 for FY27.	\$26,641	\$27,573	\$28,952	\$28,952	\$30,399

		Det-27187	*Regional	17	Program	GIS	Supplies	County map and mapbook supplies including binders, paper, toner, sheet protectors, spine and cover labels, dividers. All counties on rolling 2 year rotation	\$12,000	\$12,000	\$14,000	\$14,000	\$14,000
		Det-27190	*Regional	17	Program	GIS	Licenses	Ancillary GIS software inclusive of Trimble Terraflex (8k), Polk Directories / Cole Directories (1k) Licensing for ScanPlan / GeoSLAM BIM products (7k) and other similar products	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500
		Det-27191	*Regional	17	Program	GIS	Licenses	GeoComm Maintainer or similar ESRI Extension and GIS Data Manager Support Services ARC. Current contract through 3/2026 at 7121.25/yr. Will have to find alternative for ArcPRO	\$10,706	\$11,240	\$11,240	\$11,240	\$11,240
		Det-27192	*Regional	17	Program	GIS	Licenses	Annual ESRI Licensing: Desktop Advanced, Standard Concurrent, Basic Concurrent, Spatial Analyst, Basic Single Use, Server Workgroup, and ArcPro compatible alternatives. This is a single ARC projected at \$28k per year	\$27,419	\$28,799	\$30,329	\$31,740	\$33,327
		Det-27194	*Regional	17	Program	GIS	Software	Aerial imagery flyover. Last flown in 2024 and would like to referesh the outdated imagery	\$0	\$0	\$1,500,000	\$0	\$0
		Det-27202	*Regional	18	Program	MIS	MIS / Data Analytics	ECaTS PowerMetrics data analytics. Current contract expires August 31, 2025 at \$43k per year. Anticipate costs for Edwards county addition and addl report building and per PSAP user licensing 51868.43 yr 1, 53683.85 yr 2	\$52,869	\$54,684	\$57,419	\$57,419	\$60,290
		Det-27183	*Regional	19	Program	Equipment Maintenance	CPE Software	Intrado Software protection, remote technical support, software subscription, and antivirus - Mapflex etc. Current pricing through 9/1/25-8/31/27 for \$199002.72 for both years.	\$199,003	\$0	\$106,273	\$111,586	\$117,166
		Det-27184	*Regional	19	Program	Equipment Maintenance	Routers - Network	Cisco bundle licensing for network routers - annual	\$13,595	\$14,274	\$14,988	\$15,738	\$16,525
		Det-27185	*Regional	19	Program	Equipment Maintenance	CPE Hardware	Western States Communications (WSC) CPE Maintenance ARC. Current contract 8/31/26 @163373.95 less Edwards estiamted at 171814.67	\$171,815	\$180,405	\$180,405	\$189,426	\$189,426
		Det-27294	Tom Green	19	Program	Equipment Maintenance	Insurance	GAFB and Edwards - TML Insurance on CPE as Fed cannot carry own insuracne on equipment. Edwards previously carried by MRG	\$2,100	\$2,100	\$2,205	\$2,205	\$2,205
		Det-29027	*Regional	19	Program	Equipment Maintenance	Routers - Network	Run and Maintain / Break/Fix services for network routers and firewalls. Quoted at \$56k per year	\$56,000	\$58,800	\$58,800	\$61,740	\$61,740
		Det-29025	*Regional	19	Program	Equipment Maintenance	Routers - Network	Palo Alto firewall licensing - paid annually	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724

		Det-27203	*Regional	20	Program	Network Reliability	Redundant / Diverse Network	Replacement of wireless backup network hardware including Sierra Wireless XR80 modems and directional antennae infrastructure, provisioning of the network, etc Last replaced FY25, Airlink Complete 5 years	\$0	\$0	\$0	\$0	\$50,000
		Det-27230	Coke	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27234	Concho	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27240	Crockett	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27245	Irion	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27252	Kimble	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27261	Mason	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27267	McCulloch	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27272	Menard	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27278	Reagan	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27283	Schleicher	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27288	Sterling	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27291	Sutton	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27300	Tom Green	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-29161	Edwards	20	Program	Network Reliability	Redundant / Diverse Network	ATT/ Firstnet wireless 4G backup network MRC	\$385	\$385	\$404	\$404	\$404
		Det-27216	*Regional	21	Program	PSAP Services	Language Translation Services - Voic	Language translation services	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
		Det-28983	*Regional	21	Program	PSAP Services	Language Translation Services - Text	TXT Translation renewal - \$21,135/yr + \$1500 for Edwards ARC and \$1500 implimentation for Edwards	\$24,135	\$22,635	\$23,767	\$24,955	\$26,203
		Det-29044	*Regional	21	Program	PSAP Services	EMD Services	EMD Services through Montgomery County per contract rates and estimated call volume.	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
		Det-27217	*Regional	22	Program	PSAP Supplies	Office Supplies	Paper, Ink, Toner	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
		Det-27218	*Regional	22	Program	PSAP Supplies	Equipment	Replacement handsets, headsets, monitors, keyboard, mice TDD etc	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
		Det-27219	*Regional	22	Program	PSAP Supplies	Equipment	UPS Battery replacement after 5 years per recommendations - UPS last replacement FY23	\$0	\$0	\$30,000	\$0	\$0
		Det-27220	*Regional	23	Program	PSAP Training	Telecommunicator Training	Travel to APCO/NENA, EMD and similar necessary PSAP training conferences. CVCOG offers up to 2 dispatchers from each agency to attend...will reimburse expenses up to their travel policy allowance. Per diem 2000, reg 2000, hotel 5000, mildage 1000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 20

ITEM 20

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval concerning the 9-1-1 Program's Strategic Plan Stage 2B submission to the Commission on State Emergency Communications for 9-1-1's 2026-2027 operating budget.

Approved at the Executive Committee Meeting on July 9, 2025.



Company Name: Intrado Life & Safety, Inc.

Maintenance Renewal: September 1, 2025 – August 31, 2027

for

CVCOG, TX

(Direct. All Intrado products and services are on H-GAC Buy EC07-23.)

Quote Number: 78565

Version: 1

Created: May 05, 2025

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Summary All Sites – 2 years

Site	Price
CVCOG HQ Training Center - Host	\$5,410.90
San Angelo PD (SACC) - Host	\$44,850.02
Concho County SO	\$11,268.32
Crockett County SO	\$11,268.32
Irion PD/Sterling	\$11,268.32
Kimble County SO	\$11,831.73
Mason County SO	\$11,831.73
McCullough County SO/Brady PD	\$11,268.32
Menard County SO	\$11,268.32
Regan County SO	\$11,268.32
San Angelo EOC	\$563.41
Schleicher County SO	\$11,268.32
Sutton County SO	\$11,268.32
Tom Green SO/Coke SO)	\$11,268.32
Goodfellow AFB (installed Q2 2019)	\$11,831.73
Edwards County - Moved from MRGDC to CVCOG	\$11,268.32

Total:	\$199,002.72
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Year	Systems	Professional Services	Recurring Services	Maintenance Services	Totals
Year 3				\$97,790.07	\$97,790.07
Year 4				\$101,212.65	\$101,212.65
Totals				\$199,002.72	\$199,002.72

Summary - CVCOG HQ Training Center - Host

Total Positions				0	
Item#	Description	Qty	List Price	Selling Price	Total
MapFlex Maintenance Services					
MF-SRV-SUP	MapFlex Server Support and Maintenance - Year 3	1	\$2,658.92	\$2,658.92	\$2,658.92
MF-SRV-SUP	MapFlex Server Support and Maintenance - Year 4	1	\$2,751.98	\$2,751.98	\$2,751.98
				Subtotal	\$5,410.90

Summary - San Angelo PD (SACC) - Host

Total Positions				7	
AntiVirus				14	
Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	7	\$2,768.63	\$2,768.63	\$19,380.41
P10349	Total Protection Service, Primary Position - Year 4	7	\$2,865.53	\$2,865.53	\$20,058.71
				Subtotal	\$39,439.12
MapFlex Maintenance Services					
MF-SRV-SUP	MapFlex Server Support & Maintenance - Year 3	1	\$2,658.92	\$2,658.92	\$2,658.92
MF-SRV-SUP	MapFlex Server Support & Maintenance - Year 4	1	\$2,751.98	\$2,751.98	\$2,751.98
				Subtotal	\$5,410.90
				Total	\$44,850.02

Summary - Concho County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Crockett County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Irion PD/Sterling

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Kimble County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Mason County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - McCullough County SO/Brady PD

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Menard County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - Regan County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Summary - San Angelo EOC

Total Positions	1
AntiVirus	4

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10350	Total Protection Service, Dark Back-up Position - Year 3	1	\$276.86	\$276.86	\$276.86
P10350	Total Protection Service, Dark Back-up Position - Year 4	1	\$286.55	\$286.55	\$286.55
Subtotal					\$563.41

Summary - Schleicher County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
Subtotal					\$11,268.32

Summary - Sutton County SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
Subtotal					\$11,268.32

Summary - Tom Green SO/Coke SO

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
Subtotal					\$11,268.32

Summary - Goodfellow AFB

Total Positions	2 primary, 1 dark backup
AntiVirus	4

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10350	Total Protection Service, Dark Back-up Position - Year 3	1	\$276.86	\$276.86	\$276.86
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10350	Total Protection Service, Dark Back-up Position - Year 4	1	\$286.55	\$286.55	\$286.55
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,831.73

Summary - Edwards County - Moved from MRGDVC to CVCOG

Total Positions	2
AntiVirus	3

Item#	Description	Qty	List Price	Selling Price	Total
Total Protection Services					
P10349	Total Protection Service, Primary Position - Year 3	2	\$2,768.63	\$2,768.63	\$5,537.26
P10349	Total Protection Service, Primary Position - Year 4	2	\$2,865.53	\$2,865.53	\$5,731.06
				Subtotal	\$11,268.32

Notes

- 1** This quote provides pricing to renew the customer's maintenance service agreement for the following services for CVOG.

- Total Protection Annual Maintenance Service
- MapFlex Server Support and Maintenance (CVOG HQ Training Center and San Angelo PD (SACCO Host only)

Effective: 1 SEP 2025 - 31 AUG 2027. Previous quote: 64956 v3

Site List:

1	CVOG HQ Training Center – Host	0
2	San Angelo PD (SACC) - Host	7
3	Concho County SO	2
4	Crockett County SO	2
5	Edwards County SO - Moved from MRG to CVOG in 2025	2
6	Irion PD/Sterling	2
7	Kimble County SO	2
8	Mason County SO	2
9	McCullough County SO/Brady PD	2
10	Menard County SO	2
11	Regan County SO	2
12	San Angelo PD EOC - 1 laptop dc'd in 2024 per CSEC. 1 backup position remaining	1
13	Schleicher County SO	2
14	Sutton County SO	2
15	Tom Green SO (also answers for Coke SO)	2
16	Goodfellow AFB (installed Q2 2019)	2
		34

2 **Total Protection Service provides:**

- 24/7 VIPER Alarm (NOC) Monitoring
- 24/7 Remote Technical Support
- Access to all product software updates, enhancements, and new feature releases.
- Access to all future Call Handling platform upgrades at no additional cost i
- Hardware repairs and hardware updates to ensure the Intrado VIPER system is operating at peak performance for the duration of system life cycle.ii
- Anti-Virus Update Service
- OS Update Service
- Cisco IOS updates for standard Intrado supplied Cisco LAN switches

Conditions not covered under this Service offering

- On-site support services are not included, but available for separate purchase.
 - Customer is responsible for the installation of all software maintenance releases, unless On-Site Maintenance Services are purchased. If On-Site Maintenance has not been purchased and the customer prefers to have Intrado deploy a new release, Intrado will assign personnel to perform the upgrade on a mutually agreed upon date at Intrado's then current rate for such Professional services.
 - Installation support for Call Handling platform upgrades. Installation services can be purchased separately from Intrado.
 - Assistance with third-party software or hardware not provided by Intrado.
 - Assistance with user configuration, usage scenarios, and items covered in standard end user training or operating manuals provided to the customer. Support for these subjects is available through purchase of end-user training curriculum.
 - Assistance with Geographic Information Systems (GIS) data updates performed by the end user or resulting problems.
 - Replacement of non-operational hardware not provided by Intrado.
 - Replacement of non-operational workstation monitors.
 - Hardware items deemed to be non-functional as a result of abuse, Force Majeure or other actions.
 - Installation of the replacement hardware, unless On-Site Maintenance Services are purchased.
-

- 3** MapFlex is a 9-1-1 call mapping application which locates incoming calls on a map display using customer GIS data and call location data received from the call handling system.

Customers are required to provide their GIS data for provisioning within MapFlex and are required to maintain their GIS data unless Intrado has been contracted to manage the data on the customer's behalf.

GIS Services Included with MapFlex Deployment

- MapFlex GIS Data Preparation services (creation or re-creation of the customer's GIS data package prior to Final Acceptance)
- Remote MapFlex Configuration services

Post-Deployment GIS Services Included Under an Active Maintenance Services Agreement

- Creation or re-creation of a GIS data package potentially required in support of software "break fix"
- Other GIS data professional services potentially required in support of a bug fix related to software

Post-Deployment GIS Services Not Included Under an Active Maintenance Services Agreement

- MapFlex GIS Data Preparation services (following the initial system setup and installation)
- MapFlex Data Update Service (one-time or recurring)

Re-creation of the GIS data package or other GIS data professional services performed in support of a MapFlex version upgrade

Terms

VENDOR NAME	Intrado Life & Safety, Inc. Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	erd-ordermanagementteam@intrado.com
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2023
INVOICING	<p>If Intrado is not performing Installation, software and equipment will be deemed accepted when Intrado has completed its shipping obligations. If Intrado is performing Installation, then Customer will provide Intrado with a written notice of acceptance or rejection, based on a Severity Level 1 or 2 failure (as defined in the Maintenance and Support terms), within ten calendar days after Intrado's notice of System Cutover ("Notification Date"), which acceptance will not be unreasonably withheld or conditioned. If Customer does not accept software and equipment, it will notify Intrado in writing within ten calendar days of the Notification Date, and will specify the Severity Level 1 or 2 failure. Intrado will use commercially reasonable efforts to promptly diagnose and correct all identified failures, and the acceptance process will be repeated until acceptance occurs. If Customer fails to provide written notice of rejection as stated above within the time stated above, acceptance will be deemed to have occurred. "System Cutover" will mean the first date that software and equipment is used for live call-taking or dispatching. If software and/or equipment are being installed at multiple sites, the above acceptance process will apply to each site. The date of acceptance of the first site will be referred to as "Final Acceptance." Services will be deemed accepted when performed. If installation is not purchased, then all fees will be invoiced on shipment. If installation is purchased, Customer will be invoiced according to the following terms:</p> <ul style="list-style-type: none">• 30% on acceptance of Customer's Order• 30% on shipment• 30% on System Cutover• 10% on Final Acceptance
DELIVERY	TBD
VALIDITY	Quote expires on November 5, 2025. However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.
COPYRIGHT	The information contained in this document is proprietary to Intrado Life & Safety, Inc. and is offered solely for the purpose of evaluation.

Optional Signature Page

Customer can purchase the products and services in this Quote by:

- Issuing a purchase order for the Total Amount of the quote
- OR
- By signing below

Intrado Quote Number: 78565 Version: 1 Date Issued: May 05, 2025

Total Purchase Amount (Not including Optional Products or Services): \$199,002.72

Please check one: Bill the Total Amount Upfront: _____ Bill Annually: _____

ACCEPTED AND AGREED:

Customer is committing to the Total Purchase Amount listed above.

Customer Entity Name: CVCOG, TX

Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____

By signing above, Customer acknowledges and agrees with the terms of the box checked below:

_____ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that Intrado will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

X A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes Intrado to ship, provide services, and invoice customer.

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 21

ITEM 21

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval concerning the request to award a contract to Intrado Life and Safety for annual 9-1-1 licensing, software, and support based on quote 78565 and Houston Galveston Area Council (HGAC) Contract EC07-23. Not to exceed \$210,000 for a 2-year term.

Approved at the Executive Committee Meeting on July 9, 2025.



Company Name: Intrado Life & Safety, Inc.

TXT29-1-1 Renewal: September 1, 2025 to August 31, 2027

for

CVCOG, TX

(Direct. All Intrado products and services are on H-GAC EC07-23.)

Quote Number: 78566

Version: 1

Created: May 05, 2025

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Summary All Sites – 2 years

Site	Price
CVCOG HQ - Host	N/A
San Angelo PD (SACC) - Host	\$9,035.71
Concho County Sheriff's Office	\$3,475.27
Crockett County Sheriff's Office	\$3,475.27
Irion PD/Sterling	\$3,475.27
Kimble County Sheriff's Office	\$3,475.27
Mason County Sheriff's Office	\$3,475.27
McCullough County Sheriff's Office/Brady PD	\$3,475.27
Menard County Sheriff's Office	\$3,475.27
Regan County Sheriff's Office	\$3,475.27
San Angelo EOC	
Schleicher County Sheriff's Office	\$3,475.27
Sutton County Sheriff's Office	\$3,475.27
Tom Green County Sheriff's Office (also answers for Coke Sheriff's Office)	\$3,475.27
Goodfellow AFB (installed Q2 2019)	\$3,475.27
Edwards County - Moved from MRG COG to CVCOG	\$3,475.27

Total:	\$54,214.22
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Year	Systems	Professional Services	Recurring Services	Maintenance Services	Totals
Year 5			\$26,640.90		\$26,640.90
Year 6			\$27,573.32		\$27,573.32
Totals			\$54,214.22		\$54,214.22

Summary - CVCOG HQ Training Center - Host (Backup)

Configuration Parameters - CVCOG HQ Training Center - Host (Backup) – Annual Fee is not charged for dark backups

Total Positions	0
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Summary - San Angelo PD (SACC) - Host

Total Positions	7
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF2	TXT29-1-1 per PSAP (5-10 Seats) - Year 5	1	\$4,440.15	\$4,440.15	\$4,440.15
ITXTARF2	TXT29-1-1 per PSAP (5-10 Seats) - Year 6	1	\$4,595.56	\$4,595.56	\$4,595.56
				Subtotal	\$9,035.71

Summary - Concho County Sheriff's Office

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Summary - Crockett County Sheriff's Office

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Summary - Irion PD/Sterling

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - Kimble County Sheriff's Office

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - Mason County Sheriff's Office

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - McCullough County Sheriff's Office/Brady PD

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - Menard County Sheriff's Office

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - Regan County Sheriff's Office

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - San Angelo EOC (Backup) - Annual TXT Fee is not charged for dark backups

Total Positions 1

Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1			
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1			
Subtotal					\$0.00

Summary - Schleicher County Sheriff's Office

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
Subtotal					\$3,475.27

Summary - Sutton County Sheriff's Office

Total Positions				2	
Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Summary - Tom Green County Sheriff's Office (also answers for Coke Sheriff's Office)

Total Positions				2	
Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Summary - Goodfellow AFB

Total Positions				2	
Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Summary - Edwards County - Moved from MRGDC to CVCOG

Total Positions				2	
Item#	Description	Qty	List Price	Selling Price	Total
TXT29-1-1 Recurring Services					
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 5	1	\$1,707.75	\$1,707.75	\$1,707.75
ITXTARF1	TXT29-1-1 per PSAP (1-4 Seats) - Year 6	1	\$1,767.52	\$1,767.52	\$1,767.52
				Subtotal	\$3,475.27

Notes

- 1** This quote provides pricing to renew TXT 2 911 Service for CVCOG PSAPs. for the following services for CVCOG. **Effective: 1 SEP 2025 - 31 AUG 2027.** Previous quote:70466 v2

1	CVCOG HQ Training Center – Host	0
2	San Angelo PD (SACC) - Host	7
3	Concho County SO	2
4	Crockett County SO	2
5	Edwards County SO - Moved from MRG to CVCOG in 2025	2
6	Irion PD/Sterling	2
7	Kimble County SO	2
8	Mason County SO	2
9	McCullough County SO/Brady PD	2
10	Menard County SO	2
11	Regan County SO	2
12	San Angelo PD EOC - 1 laptop dc'd in 2024 per CSEC. 1 backup position remaining	1
13	Schleicher County SO	2
14	Sutton County SO	2
15	Tom Green SO (also answers for Coke SO)	2
16	Goodfellow AFB (installed Q2 2019)	2
		34

- 3** Pricing is based on the number of positions and PSAPs in the quote. The only variable cost is related to connectivity and the network engineering hours needed to configure the connectivity based upon the PSAP's requirements. Connectivity is available via the A9-1-1 ESInet or the PSAP's internet interface, which will be secured by Intrado.

Text is provided into the Call Handling system either via ITS or ESInet, depending on transport method used.

TXT29-1-1 services will be provided in accordance with the applicable Service Guide at <https://www.intrado.com/legal-privacy/terms/call-handling>.

PSAP billing will begin upon completion of deployment and text readiness delivery from Intrado to the PSAP. Completion is defined as the PSAP being able to accept text messages.

Billing and the term commencement for the services will begin when the Services are first made available for Customer's use, and will continue for the designated number of months as stated in this Quote.

Terms

VENDOR NAME	Intrado Life & Safety, Inc. Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	erd-ordermanagementteam@intrado.com
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2023
INVOICING	<p>If Intrado is not performing Installation, software and equipment will be deemed accepted when Intrado has completed its shipping obligations. If Intrado is performing Installation, then Customer will provide Intrado with a written notice of acceptance or rejection, based on a Severity Level 1 or 2 failure (as defined in the Maintenance and Support terms), within ten calendar days after Intrado's notice of System Cutover ("Notification Date"), which acceptance will not be unreasonably withheld or conditioned. If Customer does not accept software and equipment, it will notify Intrado in writing within ten calendar days of the Notification Date, and will specify the Severity Level 1 or 2 failure. Intrado will use commercially reasonable efforts to promptly diagnose and correct all identified failures, and the acceptance process will be repeated until acceptance occurs. If Customer fails to provide written notice of rejection as stated above within the time stated above, acceptance will be deemed to have occurred. "System Cutover" will mean the first date that software and equipment is used for live call-taking or dispatching. If software and/or equipment are being installed at multiple sites, the above acceptance process will apply to each site. The date of acceptance of the first site will be referred to as "Final Acceptance." Services will be deemed accepted when performed. If installation is not purchased, then all fees will be invoiced on shipment. If installation is purchased, Customer will be invoiced according to the following terms:</p> <ul style="list-style-type: none">• 30% on acceptance of Customer's Order• 30% on shipment• 30% on System Cutover• 10% on Final Acceptance
DELIVERY	TBD
VALIDITY	Quote expires on November 5, 2025. However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.
COPYRIGHT	The information contained in this document is proprietary to Intrado Life & Safety, Inc. and is offered solely for the purpose of evaluation.

Optional Signature Page

Customer can purchase the products and services in this Quote by:

- Issuing a purchase order for the Total Amount of the quote
- OR
- By signing below

Intrado Quote Number: 78566 Version: 1 Date Issued: May 05, 2025

Total Purchase Amount (Not including Optional Products or Services): \$54,214.22

Please check one: Bill the Total Amount Upfront: _____ Bill Annually: _____

ACCEPTED AND AGREED:

Customer is committing to the Total Purchase Amount listed above.

Customer Entity Name: CVCOG, TX

Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____

By signing above, Customer acknowledges and agrees with the terms of the box checked below:

_____ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that Intrado will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

X A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes Intrado to ship, provide services, and invoice customer.

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 22

ITEM 22

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval concerning the request to award a contract to Intrado Life and Safety for annual Text-to-911 licensing based on quote 78566 and HGAC Contract EC07-23. Not to exceed \$60,000 for a 2-year term.

Approved at the Executive Committee Meeting on July 9, 2025.



Company Name: Intrado Life & Safety, Inc.

ECaTS Renewal: September 1, 2025 – August 31, 2027

for

CVCOG, TX

(Direct. All Intrado product and services are on H-GAC EC07-23.)

Quote Number: 78567

Version: 1

Created: May 06, 2025

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Summary All Sites – 2 years

Site	Price
CVCOG HQ - Host	N/A
San Angelo PD (SACC) - Host	\$9,023.07
Concho County SO	\$7,238.68
Crockett County SO	\$7,238.68
Irion PD/Sterling	\$7,238.68
Kimble County SO	\$7,238.68
Mason County SO	\$7,238.68
McCullough County SO/Brady PD	\$7,238.68
Menard County SO	\$7,238.68
Regan County SO	\$7,238.68
San Angelo EOC	\$2,426.37
Schleicher County SO	\$7,238.68
Sutton County SO	\$7,238.68
Tom Green SO/Coke County	\$7,238.68
Goodfellow AFB	\$7,238.68
Edwards County SO - Moved from MRGDC to CVCOG	\$7,238.68

Total:	\$105,552.28
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Year	Systems	Professional Services	Recurring Services	Maintenance Services	Totals
Year 1			\$51,868.43		\$51,868.43
Year 2			\$53,683.85		\$53,683.85
Totals			\$105,552.28		\$105,552.28

Summary - CVCOG HQ Training Center - Host

Total Positions	0
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Summary - San Angelo PD (SACC) - Host

Total Positions	7
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T3	ECATS MIS Tier 3: (5-9 Pos) - Year 1	1	\$4,433.94	\$4,433.94	\$4,433.94
ECATS-MISU-A-T3	ECATS MIS Tier 3: (5-9 Pos) - Year 2	1	\$4,589.13	\$4,589.13	\$4,589.13
Subtotal					\$9,023.07

Summary - Concho County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Crockett County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Irion PD/Sterling

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Kimble County SO

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Mason County SO

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - McCullough County SO/Brady PD

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Menard County SO

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Regan County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - San Angelo EOC

Total Positions	1
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-BACKUP PSAP	ECATS MIS Back Up PSAP - Year 1	1	\$1,192.32	\$1,192.32	\$1,192.32
ECATS-MISU-A-BACKUP PSAP	ECATS MIS Back Up PSAP - Year 2	1	\$1,234.05	\$1,234.05	\$1,234.05
Subtotal					\$2,426.37

Summary - Schleicher County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Sutton County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Tom Green SO/Coke County

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Goodfellow AFB

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Summary - Edwards County - Moved from MRGDC to CVCOG

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
ECATS Recurring Services					
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 1	1	\$3,557.09	\$3,557.09	\$3,557.09
ECATS-MISU-A-T1	ECATS MIS Tier 1: (1-2 Pos) per PSAP - Year 2	1	\$3,681.59	\$3,681.59	\$3,681.59
Subtotal					\$7,238.68

Notes

- 1 This quote provides pricing to renews ECaTS MIS Reporting for CVCOG:

Effective: 1 SEP 2025 - 31 AUG 2027

Previous quote: 65016 v2

1	CVCOG HQ Training Center – Host	0
2	San Angelo PD (SACC) - Host	7
3	Concho County SO	2
4	Crockett County SO	2
5	Edwards County SO - Moved from MRG in 2025	2
6	Irion PD/Sterling	2
7	Kimble County SO	2
8	Mason County SO	2
9	McCullough County SO/Brady PD	2
10	Menard County SO	2
11	Regan County SO	2
12	San Angelo PD EOC - 1 laptop dc'd in 2024 per CSEC. 1 backup position remaining	1
13	Schleicher County SO	2
14	Sutton County SO	2
15	Tom Green SO/Coke SO	2
16	Goodfellow AFB	2
		34

- 3 **ECaTS VIPER Module – MIS Reporting:** Billing and the term commencement for the services will begin when the Services are first made available for Customer's use, and will continue for the designated number of years as stated in this Quote.

ECaTS services will be provided in accordance with the applicable Service Guide at <https://www.intrado.com/legal-privacy/terms/call-handling>.

Terms

VENDOR NAME	Intrado Life & Safety, Inc. Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	erd-ordermanagementteam@intrado.com
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2023
INVOICING	<p>If Intrado is not performing Installation, software and equipment will be deemed accepted when Intrado has completed its shipping obligations. If Intrado is performing Installation, then Customer will provide Intrado with a written notice of acceptance or rejection, based on a Severity Level 1 or 2 failure (as defined in the Maintenance and Support terms), within ten calendar days after Intrado's notice of System Cutover ("Notification Date"), which acceptance will not be unreasonably withheld or conditioned. If Customer does not accept software and equipment, it will notify Intrado in writing within ten calendar days of the Notification Date, and will specify the Severity Level 1 or 2 failure. Intrado will use commercially reasonable efforts to promptly diagnose and correct all identified failures, and the acceptance process will be repeated until acceptance occurs. If Customer fails to provide written notice of rejection as stated above within the time stated above, acceptance will be deemed to have occurred. "System Cutover" will mean the first date that software and equipment is used for live call-taking or dispatching. If software and/or equipment are being installed at multiple sites, the above acceptance process will apply to each site. The date of acceptance of the first site will be referred to as "Final Acceptance." Services will be deemed accepted when performed. If installation is not purchased, then all fees will be invoiced on shipment. If installation is purchased, Customer will be invoiced according to the following terms:</p> <ul style="list-style-type: none">• 30% on acceptance of Customer's Order• 30% on shipment• 30% on System Cutover• 10% on Final Acceptance
DELIVERY	TBD
VALIDITY	Quote expires on November 05, 2025. However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.
COPYRIGHT	The information contained in this document is proprietary to Intrado Life & Safety, Inc. and is offered solely for the purpose of evaluation.

Optional Signature Page

Customer can purchase the products and services in this Quote by:

- Issuing a purchase order for the Total Amount of the quote
- OR
- By signing below

Intrado Quote Number: 78567 Version: 1 Date Issued: May 06, 2025

Total Purchase Amount (Not including Optional Products or Services): \$105,552.28

Please check one: Bill the Total Amount Upfront: _____ Bill Annually: _____

ACCEPTED AND AGREED:

Customer is committing to the Total Purchase Amount listed above.

Customer Entity Name: CVCOG, TX

Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____

By signing above, Customer acknowledges and agrees with the terms of the box checked below:

_____ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that Intrado will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

X A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes Intrado to ship, provide services, and invoice customer.

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 23

ITEM 23

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval concerning the request to award a contract to Intrado Life and Safety for annual ECaTS/PowerMetrics Management Information Systems software based on quote 78567 and HGAC Contract EC07-23. Not to exceed \$110,000 for a 2-year term.

Approved at the Executive Committee Meeting on July 9, 2025.



Company Name: Intrado Life & Safety, Inc.

Front Room Upgrade

for

CVCOG, TX

(Direct Sale. HGAC Buy Pricing – Contract #EC07-23.)

Quote Number: 77333

Version: 4

June 12, 2025

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Overview

Quote provides pricing for a front room hardware refresh for CVCOG PSAPs, new 48 port switches at the Hosts, and software upgrades at \$0 for all Intrado products. WSC to perform installation of the new equipment.

Summary - All Sites

Item	Price
CVCOG HQ Training Center - Host	\$30,422.68
San Angelo PD (SACC) - Host	\$62,134.26
Concho County SO	\$10,504.55
Crockett County SO	\$10,504.55
Edwards County SO	\$10,504.55
Irion PD/Sterling	\$10,504.55
Kimble County SO	\$10,504.55
Mason County SO – with IP phones	\$11,288.30
McCullough County SO/Brady PD	\$10,504.55
Menard County SO	\$10,504.55
Regan County SO	\$10,504.55
San Angelo EOC – with IP phones	\$13,639.55
Schleicher County SO	\$10,504.55
Sutton County SO	\$10,504.55
Tom Green SO	\$10,504.55
Goodfellow AFB – with IP phones	\$15,756.82
<hr/>	
Total:	\$248,791.66

Year	System	Professional Services	Recurring Services	Maintenance Services	Totals
Year 1	\$233,890.61	\$14,901.05			\$248,791.66
Totals	\$233,890.61	\$14,901.05			\$248,791.66

Summary - CVCOG HQ Training Center - Host

Total Positions

1

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
P10354	Networking Switch - 48 ports - 4x1G uplinks (with stacking modules)	2	\$9,950.00	\$9,950.00	\$19,900.00
912802/U	VIPER Primary Application Server Upgrade	1	\$1,845.00	\$0.00	\$0.00
912803/U	VIPER Primary VoIP Soft Switch Upgrade	1	\$1,250.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	2	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	1	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
912822/U	VIPER Secondary Application Secondary Server Upgrade	1	\$1,497.50	\$0.00	\$0.00
912823/U	VIPER Secondary VoIP Soft Switch Upgrade	1	\$1,250.00	\$0.00	\$0.00
P10008/U	License to Connect Non-Intrado Recording Device - Upgrade	1	\$997.50	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	1	\$247.50	\$0.00	\$0.00
				Subtotal	\$19,900.00
Power 911 Setup					
913100/BAK/U	Power 911 Client and Server Backup License - Upgrade	1	\$1,497.00	\$0.00	\$0.00
913152/U	Power 911 Add-on Recorder for Radio Upgrade	1	\$330.00	\$0.00	\$0.00
				Subtotal	\$0.00
MapFlex					
MF-SRV/U	MapFlex Server Upgrade	1	\$4,997.50	\$0.00	\$0.00
MF-DMSBU/U	MapFlex 9-1-1 Client License Upgrade (Backup)	1	\$439.50	\$0.00	\$0.00
				Subtotal	\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	1	\$2,001.60	\$2,001.60	\$2,001.60
913860	IWS Viper Enabling Kit (Sonic G3)	1	\$3,900.00	\$2,457.00	\$2,457.00
950852	Front Room Equipment Staging - Per Position	1	\$287.50	\$287.50	\$287.50
				Subtotal	\$4,746.10
Project Management Services					
950510	Project Management Services	1	\$0.00	\$1,121.67	\$1,121.67
				Subtotal	\$1,121.67
Freight Estimate					
FREIGHT	Shipping and Handling	1	\$0.00	\$4,374.91	\$4,374.91
				Subtotal	\$4,374.91
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	1	\$280.00	\$280.00	\$280.00
				Subtotal	\$280.00
				Total	\$30,422.68

Summary - San Angelo PD (SACC) - Host

Total Positions

7

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
P10354	Networking Switch - 48 ports - 4x1G uplinks (with stacking modules)	2	\$9,950.00	\$9,950.00	\$19,900.00
912802/U	VIPER Primary Application Server Upgrade	1	\$1,845.00	\$0.00	\$0.00
912803/U	VIPER Primary VoIP Soft Switch Upgrade	1	\$1,250.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	8	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	7	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	3	\$700.00	\$0.00	\$0.00
912822/U	VIPER Secondary Application Secondary Server Upgrade	1	\$1,497.50	\$0.00	\$0.00
912823/U	VIPER Secondary VoIP Soft Switch Upgrade	1	\$1,250.00	\$0.00	\$0.00
P10008/U	License to Connect Non-Intrado Recording Device - Upgrade	1	\$997.50	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	7	\$247.50	\$0.00	\$0.00
				Subtotal	\$19,900.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	7	\$5,995.00	\$0.00	\$0.00
				Subtotal	\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	7	\$2,197.50	\$0.00	\$0.00
				Subtotal	\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	7	\$2,001.60	\$2,001.60	\$14,011.20
913860	IWS Viper Enabling Kit (Sonic G3)	7	\$3,900.00	\$2,457.00	\$17,199.00
950852	Front Room Equipment Staging - Per Position	7	\$287.50	\$287.50	\$2,012.50
				Subtotal	\$33,222.70
Project Management Services					
950510	Project Management Services	1	\$0.00	\$7,051.56	\$7,051.56
				Subtotal	\$7,051.56
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	7	\$280.00	\$280.00	\$1,960.00
				Subtotal	\$1,960.00
				Total	\$62,134.26

Summary - Concho County SO

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Crockett County SO

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Edwards County SO

Total Positions	2
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Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Irion PD/Sterling

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Kimble County SO

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Mason County SO

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
IP Phones					
912845	IP Phone w/ALI	1	\$750.00	\$750.00	\$750.00
912811/U	Application Server Position Access License Upgrade	1	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	1	\$322.50	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	1	\$247.50	\$0.00	\$0.00
Subtotal					\$750.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$486.10	\$486.10
Subtotal					\$486.10
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$11,288.30

Summary - McCullough County SO/Brady PD

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Menard County SO

Total Positions	2
-----------------	---

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Regan County SO

Total Positions	2
-----------------	---

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - San Angelo EOC

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
IP Phones					
912845	IP Phone w/ALI	4	\$750.00	\$750.00	\$3,000.00
912811/U	Application Server Position Access License Upgrade	2	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$3,000.00
Power 911 Setup					
913100/BAK/U	Power 911 Client and Server Backup License - Upgrade	2	\$1,497.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMSBU/U	MapFlex 9-1-1 Client License Upgrade (Backup)	2	\$439.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$587.35	\$587.35
Subtotal					\$587.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$13,639.55

Summary - Schleicher County SO

Total Positions

2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Sutton County SO

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Tom Green SO

Total Positions 2

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	3	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	2	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	2	\$247.50	\$0.00	\$0.00
Subtotal					\$0.00
Power 911 Setup					
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
Subtotal					\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
Subtotal					\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	2	\$2,001.60	\$2,001.60	\$4,003.20
913860	IWS Viper Enabling Kit (Sonic G3)	2	\$3,900.00	\$2,457.00	\$4,914.00
950852	Front Room Equipment Staging - Per Position	2	\$287.50	\$287.50	\$575.00
Subtotal					\$9,492.20
Project Management Services					
950510	Project Management Services	1	\$0.00	\$452.35	\$452.35
Subtotal					\$452.35
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	2	\$280.00	\$280.00	\$560.00
Subtotal					\$560.00
Total					\$10,504.55

Summary - Goodfellow AFB

Total Positions

3

Item#	Description	Qty	List Price	Selling Price	Total
VIPER					
912890/BB	Media Kit Prebuilt Building Block	1	\$100.00	\$0.00	\$0.00
912803/U	VIPER Primary VoIP Soft Switch Upgrade	1	\$1,250.00	\$0.00	\$0.00
912811/U	Application Server Position Access License Upgrade	4	\$497.50	\$0.00	\$0.00
912812/U	PBX Access License Upgrade	6	\$322.50	\$0.00	\$0.00
912814/U	Admin Interface Module (AIM) Upgrade	1	\$700.00	\$0.00	\$0.00
911SIP/U	9-1-1 Ingress via SIP - License per position Upgrade	3	\$247.50	\$0.00	\$0.00
912870/LIC/U	Mediant 1000 Access License (per Chassis) Upgrade	1	\$4,687.50	\$0.00	\$0.00
				Subtotal	\$0.00
Power 911 Setup					
913100/BAK/U	Power 911 Client and Server Backup License - Upgrade	1	\$1,497.00	\$0.00	\$0.00
913100/U	Power 911 Client and Server Access License - Upgrade	2	\$5,995.00	\$0.00	\$0.00
				Subtotal	\$0.00
MapFlex					
MF-DMS/U	MapFlex 9-1-1 Client Upgrade	2	\$2,197.50	\$0.00	\$0.00
MF-DMSBU/U	MapFlex 9-1-1 Client License Upgrade (Backup)	1	\$439.50	\$0.00	\$0.00
				Subtotal	\$0.00
IWS Workstations					
914102/BB	IWS Workstation Prebuilt Building Block	3	\$2,001.60	\$2,001.60	\$6,004.80
913860	IWS Viper Enabling Kit (Sonic G3)	3	\$3,900.00	\$2,457.00	\$7,371.00
950852	Front Room Equipment Staging - Per Position	3	\$287.50	\$287.50	\$862.50
				Subtotal	\$14,238.30
Project Management Services					
950510	Project Management Services	1	\$0.00	\$678.52	\$678.52
				Subtotal	\$678.52
Monitors					
Q13724	MONITOR, LED backlight, FHD, IPS, WIDESCREEN, 16:9, 27"	3	\$280.00	\$280.00	\$840.00
				Subtotal	\$840.00
				Total	\$15,756.82

Notes

- 1 Quote provides pricing for a front room hardware refresh for CVCOG PSAPs, and software upgrades for all Intrado products. WSC to perform installation of the new equipment.

Site List:

	PSAP	Primary Positions	Backup Positions	IP ALI Phones
1	CVCOG HQ Training Center - Host	0	1	
2	San Angelo PD (SACC) - Host	7		
3	Concho County SO	2		
4	Crockett County SO	2		
5	Edwards County SO (moved from MRG)	2		
6	Irion PD/Sterling	2		
7	Kimble County SO	2		
8	Mason County SO	2		1
9	McCullough County SO/Brady PD	2		
10	Menard County SO	2		
11	Regan County SO	2		
12	San Angelo EOC	0	2	4
13	Schleicher County SO	2		
14	Sutton County SO	2		
15	Tom Green SO (also answers for Coke SO)	2		
16	Goodfellow AFB	2	1	
		33	4	5

- 4 MapFlex is a 9-1-1 call mapping application which locates incoming calls on a map display using customer GIS data and call location data received from the call handling system.

Customers are required to provide their GIS data for provisioning within MapFlex and are required to maintain their GIS data unless Intrado has been contracted to manage the data on the customer's behalf.

GIS Services Included with MapFlex Deployment

- MapFlex GIS Data Preparation services (creation or re-creation of the customer's GIS data package prior to Final Acceptance)
- Remote MapFlex Configuration services

Post-Deployment GIS Services Included Under an Active Maintenance Services Agreement

- Creation or re-creation of a GIS data package potentially required in support of software "break fix"

- Other GIS data professional services potentially required in support of a bug fix related to software

Post-Deployment GIS Services Not Included Under an Active Maintenance Services Agreement

- MapFlex GIS Data Preparation services (following the initial system setup and installation)
 - MapFlex Data Update Service (one-time or recurring)
 - Re-creation of the GIS data package or other GIS data professional services performed in support of a MapFlex version upgrade
-

- 5 Comprehensive Project Management:** This is a service offered to partners that do not have a Project Manager assigned to the project, where Intrado's Comprehensive Project Management (CPM) provides a Project Manager that coordinates all project activity.

The CPM provides complete, end-to-end project management support and services that could include on-site support, project documentation, formal reporting, as well as coordination of deliveries both internally as well as with the partner and the end customer.

The CPM level of service includes all services in the basic level plus the following:

- Site survey is reviewed (or initiated and then reviewed) to verify that site and system environment are ready for installation
 - Scope of Work is completed (includes a Project Schedule of key dates)
 - Review system design
 - Site and/or network diagram are completed as required
 - 3rd Party contractors included in the sales order are contacted and managed
 - Project kick-off meeting is scheduled with the end customer and held via conference call or optionally on site
 - Comprehensive risk assessment and mitigation planning
 - Overall project coordination
 - Weekly project status meetings are scheduled, led and documented
 - Customer configuration for staging is collected and communicated
 - Equipment staging (if ordered) and shipping is managed"
 - Coordinate on-site delivery
 - Equipment receipt and inventory is validated
 - Intrado resources are scheduled and managed with project implementation and cut-over requirements
 - Maintain all project related communications and documentation
 - Complete Site Book for delivery to end customer at time of handover to service
 - Comprehensive Project management Services can include an Intrado PM presence on-site as required for project kickoff and site cut-over. Per day travel and expense components may be quoted separately for any additional on-site requirements.
-

Terms

VENDOR NAME	Intrado Life & Safety, Inc. Include quote number and customer EIN/Tax Identification Number on P.O.
SUBMIT P.O.	erd-ordermanagementteam@intrado.com
PRICING	All prices are in USD Taxes, if applicable, are extra. Handling and Shipping charges are extra unless specified on the quote.
SHIPPING TERMS	FCA (Montreal), INCOTERMS 2023
INVOICING	<p>If Intrado is not performing Installation, software and equipment will be deemed accepted when Intrado has completed its shipping obligations.</p> <p>If Intrado is performing Installation, then Customer will provide Intrado with a written notice of acceptance or rejection, based on a Severity Level 1 or 2 failure (as defined in the Maintenance and Support terms), within ten calendar days after Intrado's notice of System Cutover ("Notification Date"), which acceptance will not be unreasonably withheld or conditioned. If Customer does not accept software and equipment, it will notify Intrado in writing within ten calendar days of the Notification Date and will specify the Severity Level 1 or 2 failure. Intrado will use commercially reasonable efforts to promptly diagnose and correct all identified failures, and the acceptance process will be repeated until acceptance occurs. If Customer fails to provide written notice of rejection as stated above within the time stated above, acceptance will be deemed to have occurred. "System Cutover" will mean the first date that software and equipment is used for live call-taking or dispatching. If software and/or equipment are being installed at multiple sites, the above acceptance process will apply to each site. The date of acceptance of the first site will be referred to as "Final Acceptance." Services will be deemed accepted when performed. If installation is not purchased, then all fees will be invoiced on shipment.</p> <p>If installation is purchased, Customer will be invoiced according to the following terms:</p> <ul style="list-style-type: none">• 30% on acceptance of Customer's Order• 30% on shipment• 30% on System Cutover• 10% on Final Acceptance
DELIVERY	TBD
VALIDITY	<p>Quote expires on December 21, 2025.</p> <p>However, part numbers beginning with Q, such as QXXXXX, constitute unique third-party components. These components, including model and price, (i) may be subject to change at any time; and (ii) are non-cancellable, non-refundable, and non-exchangeable at any time.</p>
COPYRIGHT	The information contained in this document is proprietary to Intrado Life & Safety, Inc. and is offered solely for the purpose of evaluation.

Optional Signature Page

Customer can purchase the products and services in this Quote by:

- Issuing a purchase order for the Total Amount of the quote
- OR
- By signing below

Intrado Quote Number: 77333 Version: 3 Date Issued: June 12, 2025

Total Purchase Amount (Not including Optional Products or Services): \$248,791.66

ACCEPTED AND AGREED:

Customer is committing to the Total Purchase Amount listed above.

Customer Entity Name: CVCOG, TX

Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____

By signing above, Customer acknowledges and agrees with the terms of the box checked below:

☐ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that Intrado will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

☒ A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes Intrado to ship, provide services, and invoice customer.

The terms and conditions available at <https://www.intrado.com/legal-privacy/terms/call-handling> as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of Intrado, and such information may not be used or disclosed without prior written consent.

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 24

ITEM 24

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval concerning the request to award a contract to Intrado Life and Safety for a regional refresh of Front-Room Call Handling Equipment based on quote 77333 and HGAC Contract EC07-23. Not to exceed \$300,000.

Approved at the Executive Committee Meeting on July 9, 2025.



MOTOROLA SOLUTIONS

Proposal

CVCOG Crockett County

CVCOG DPS Site Channel Add

May 2025

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola.

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Motorola Solutions, Inc.
500 W Monroe Street, Ste 4400
Chicago, IL 60661-3781
USA

May 18, 2025

Mr. Eddie Martin, EMS Director
105 Medical Dr
Ozona TX, 76943

Subject: CVCOG DPS Site Channel Add

Dear Mr. Martin,

Motorola Solutions, Inc. ("Motorola") is pleased to have the opportunity to provide CVCOG, Crockett County TX with quality communications equipment and services. The Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Solution and provides:

Motorola Solutions is pleased to provide Concho Valley Council of Governments (CVCOG)/Crockett County this proposal, which includes services to add a single VHF channel to the DPS Site. Motorola assumes the existing rack at the DPS site is fit for reuse and has plenty of space available for the proposed equipment.

This proposal is subject to the terms and conditions of the Texas DIR-CPO-5433 contract, together with its Exhibits and applicable Addenda. This proposal shall remain valid for a period of 60 days from the date of this cover letter. CVCOG Crockett County, TX may accept the proposal by delivering to Motorola a signed purchase order that specifically references "PO" is subject to the terms and conditions of Motorola's proposal dates 3/10/25 and the Texas DIR-CPO-5433 contract." Alternatively, Motorola would be pleased to address any concerns Customer may have regarding the proposal. Any questions can be directed to your Motorola Account Executive, Lance Hasbrouck, at (512) 585-3959.

We thank you for the opportunity to furnish CVCOG Crockett County TX with "best in class" solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,



Brad Rice
Area Sales Manager
Motorola Solutions, Inc.

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Section 1

System Description

1.1 System Overview

Motorola Solutions is pleased to provide Concho Valley Council of Governments (CVCOG)/Crockett County this proposal, which includes services to add a single VHF channel to the DPS Site. Motorola assumes the existing rack at the DPS site is fit for reuse and has plenty of space available for the proposed equipment.

The system implementation will consist of:

- Installation of a GTR8000 VHF repeater into the existing rack space, for a total of four (4) TDMA channels at the DPS site.
- Installation of transmit combiner and receive filtering upgrades to support the new VHF channel.
- VHF frequency relicense costs from relocation of the new frequency pair to the new DPS site.

1.1.1 DPS Site Frequencies

The below table includes all frequencies that will be relicensed from the Taylor Box site to the DPS site, and from the call sign WPSK273 to the DPS site for channel four.

Channel ID	Base Station Transmit	Base Station Receive	Call sign
Ch1	155.0175	157.9575	WQPC681
Ch2	155.1450	157.8225	WQPC681
Ch3	155.9325	158.9700	WQPC681
Ch4 (New Frequency Pair)	155.8875	153.8075	WPSK273

1.1.2 Power and Space Requirements

Power for one additional GTR8000 will be required at the RF site. The GTR8000 will fit into the existing rack space. It is assumed that rack space is available for the transmit combiner and receive filtering add on equipment.

1.2 GTR 8000 EXPANDABLE SITE SUBSYSTEM (ESS)

For trunked system applications, the GTR 8000 site repeater is deployed in an Expandable Site Subsystem (ESS) configuration that can integrate up to six repeaters in a single rack. This innovative racking system features streamlined cabling and front-access service ports to make more efficient use of limited site space.

The GTR 8000 repeater is a software-defined radio that includes both the Motorola Configuration Services Software (CSS) and a downloading utility to make repeater installation and updates more efficient. This also reduces the time and effort required to add new RF site features as they are released by Motorola. Other GTR features that reduce the Total Cost of Ownership (TCO) of the RF site include:

- **Station Alignment:** Only one alignment process is required to ensure the highest signal quality and optimal performance.
- **Hot-Swappable Modules:** Service and replacement of key components can occur without RF site down-time
- **Spares:** The entire G-series platform is assembled from six basic modules, which reduces the number of spare and replacement parts that must be stocked
- **Reliability:** Each station monitors its power intake and if a drop in voltage is detected, the station will switch over to battery power (if available); in combination with regulated battery charging, this feature eliminates the need for an uninterruptible power supply (UPS) in many installations.



1.2.1 GCP 8000 Site Controller

The Motorola GCP 8000 site controller is used in conjunction with the GTR 8000 site repeater at ASTRO 25 RF sites. Each trunked RF site includes two site controllers in a redundant configuration. The site controllers incorporate an embedded LAN switch for connectivity to the proposed GTR 8000 site repeaters. The GCP 8000 maintains communications with the master site; manages the RF site and the channels; and monitors the GTR 8000 base radios.

1.2.2 Assumptions

All assumptions have been listed below for CVCOG to review. Should Motorola's assumptions be deemed incorrect or not agreeable to CVCOG, a revised proposal with the necessary changes and adjusted costs will be required.

- CVCOG is responsible for coordinating with the GATRRS team to obtain required agreements/ licenses prior to the upgrade. This includes approvals for the use of operational licenses and Master Site hardware.
- Approved FCC re-licensing (with FCC) for the DPS site is provided by Motorola. Motorola assumes the frequencies required for the fourth channel can be relicensed to the DPS site.
- No coverage testing or coverage guarantees are included as part of this proposal
- Subscriber units will need to be licensed to support TDMA operation. Providing costs for upgrading subscriber units to TDMA capability is outside the scope of this proposal.
- The existing shelter at DPS shall have the capacity to accommodate the proposed equipment.
- Motorola will provide the CVCOG a cut over plan for this project and will work with CVCOG to modify it as appropriate.
- One touch subscriber programming is needed for the existing subscribers to operate on the GATRRS Master Site. The costs to re-program the subscribers is NOT included with this proposal and is the responsibility of the customer.
- AM detuning or electromagnetic emission studies will not be required.
- Motorola is not responsible for interference caused or received by the Motorola provided equipment except for interference that is directly caused by the Motorola provided transmitter(s) to the Motorola receiver(s). Should the customer's system experience interference, Motorola can be contracted to investigate the source and recommend solutions to mitigate the issue.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- All existing sites or equipment locations will have adequate electrical power in the proper phase and voltage, and site grounding to support the requirements of the system described.
- Any site/location upgrades or modifications are the responsibility of CVCOG.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of Concho Valley COG.
- Motorola assumes available breaker panel circuits available at all the proposed sites.
- Decommissioning of existing equipment is not included in this proposal.
- Delays in site access or site availability that affect the project schedule shall be handled via the change order process as applicable.
- Reprogramming and Fleet mapping is a customer responsibility.
- Prevailing Wage Rates were not used for this proposal. Should CVCOG deem Prevailing Wage parameters are required, a change notice and a revised quote will be submitted to the CVCOG.
- Depending on contract execution, equipment software and hardware will be at the current shipping version
- Under no circumstances will either party be responsible for delays or lack of performance resulting from events beyond the reasonable control of that party

("Excusable Delays"). Such events include, but are not limited to, acts of God, weather conditions, compliance with laws and regulations (excluding Customer's failure to properly and timely apply for all required FCC licenses), governmental action, bid protests, fire, strikes, lock-outs, and other labor disruptions, material shortages, riots, acts of war, and an Excusable Delay of a Motorola subcontractor.

- Motorola Solutions is not responsible for pre-existing or external RF interference issues that may degrade the performance of this communications system.
- If, for any reason, any of the proposed sites cannot be utilized due to reasons beyond Motorola Solutions' control, the costs associated with site changes or delays including, but not limited to, re-engineering, frequency re-licensing, site zoning, site permitting, schedule delays, site abnormalities, re-mobilization, etc., will be paid for by CVCOG and documented through the change order process.

Section 2

Statement of Work

2.1 Overview

The document delineates the responsibilities between Motorola and CVCOG as agreed to by contract. Work is as described in the System Description and Statement of Work, and all other work is excluded.

The following table describes the tasks involved with installation and configuration.

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents.		X

Tasks	Motorola Solutions	Customer
Conduct all project work Monday thru Friday, 8 a.m. to 5:00 p.m. local time with the exception of Motorola Solutions' and the Customer's holidays.	X	
Deliverable: Completed and approved project milestones throughout the project.		
Project Kickoff		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Schedule Design Review.	X	X
Deliverable: Completed project kickoff and scheduled Design Review.		
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present installation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Assume liability and responsibility for providing all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X

Tasks	Motorola Solutions	Customer
Deliverable: Finalized design documentation based upon “frozen” design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for installation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Modify rooftop to ensure that they are capable of supporting proposed antenna loads as described in the system description, if necessary.		X
Conduct site walks to collect pertinent information (e.g. location of telco, power, structures, etc.)	X	
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions’ Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Deliverable: Sites meet physical requirements for equipment installation.		

Tasks	Motorola Solutions	Customer
SYSTEM INSTALLATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.	X	
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.	X	
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		
General Installation		
Deliver solution equipment to installation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Install all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Installation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Ensure that Type 1 and Type 2 AC suppression is installed to protect installed equipment.		X
Connect installed equipment to the provided ground system.	X	
Label equipment, racks, and cables.	X	
Note any required changes to the installation for inclusion in the "as-built" system documentation.	X	

Tasks	Motorola Solutions	Customer
Deliverable: Equipment installed.		
Site Installation and Configuration		
Install fixed equipment contained in the equipment list and system description.	X	
Provide backhaul connectivity and associated equipment for all sites to meet latency, jitter and capacity requirements.		X
Integrate the solution into the system to ensure proper operation.	X	
Deliverable: site equipment installation completed.		
SYSTEM OPTIMIZATION AND TESTING		
Functional Acceptance Testing		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
Deliverable: Completion of functional testing and approval by Customer.		
PROJECT TRANSITION		
Cutover		
Finalize Cutover Plan.	X	X
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X

Tasks	Motorola Solutions	Customer
Provide ongoing communication with users regarding the project and schedule.	X	X
Cut over users and ensure that user radios are operating on system.		X
	X	
Assist Motorola Solutions with resolution of identified punchlist items by providing support, such as access to the sites, equipment and system, and approval of the resolved punchlist items.		X
Deliverable: Migration to new system completed, and punchlist items resolved.		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system manual on CD or other Customer preferred electronic media. Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

2.2 Schedule

Below is a high level schedule of tasks with an approximate timeline and order of events. A final project schedule will be developed based upon mutual agreement between Motorola Solutions and CVCOG at the Detailed Design Review (DDR). The equipment order/ship timeline reflected below is the average lead time for materials. The duration may be impacted by global supply chain shortages.

High level schedule:

PROJECT PHASE	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
Project Kickoff							
Design / Order							
Manufacture							
Install/Upgrade Dispatch							

Program / Config / Optimize							
Testing							
Cut-Over (Go-Live)							
Final Acceptance							

Section 3

Advanced Plus Services Support Description

3.1 Overview

Advanced Plus Services for ASTRO® 25 infrastructure is a comprehensive program to sustain the long-term performance of CVCOG's network. Advanced Plus Services consists of the following elements:

- Network Hardware Repair
- On-site Infrastructure Response.
- Annual Preventative Maintenance.
- Network Updates.

Together, these elements will help to avoid operational disruptions and maintain the value of CVCOG's communications investment.

3.2 Advanced Plus Services Element Descriptions

The following sections describe the elements proposed for CVCOG's ASTRO 25 infrastructure.

3.2.1 Network Hardware Repair

To restore CVCOG's ASTRO 25 network components if they malfunction, Motorola Solutions will repair Motorola Solutions-provided infrastructure equipment. This includes select third-party infrastructure equipment supplied by Motorola Solutions. Motorola Solutions will ship and return repaired equipment, and will coordinate the repair of third-party solution components.

3.2.2 On-site Infrastructure Response

Motorola Solutions will provide repair service from trained and qualified technicians. Once dispatched, technicians will travel to CVCOG's ASTRO 25 network location to diagnose issues and restore functionality. These technicians will run diagnostics on hardware to identify defective components, and repair or replace them as appropriate. Infrastructure Response times are based on a given issue's impact on overall system function.

Travel times and service levels are governed by local geography. Motorola Solutions will provide additional information in the Statement of Work for ASTRO 25 Advanced Services and in the Customer Support Plan agreed between Austin Community College and Motorola Solutions.

3.2.3 Annual Preventive Maintenance

Motorola Solutions will annually test and service network components. Qualified field technicians will perform routine hands-on examination and diagnostics of network equipment to keep them operating according to original manufacturer specifications.

3.2.4 Network Updates

The Network Updates service provides public safety radio system release updates on a consistent, budgeted plan. These updates maintain reliable network operations and cybersecurity protection. In addition, Network Updates keeps CVCOG's ASTRO 25 network compatible with expansion elements, as well as new products or features. With Network Updates, CVCOG's network will remain on a release that qualifies for support services.

Motorola Solutions will deliver updates based on a predefined cadence of upgrade windows, with up to one update in each window. The Network Updates service includes the following:

- **Software Release Updates** - Motorola Solutions-certified software that improves network functions over previous releases. This also includes commercial operating system and application software updates.
- **Hardware Update** – When needed to support a software release update, Motorola Solutions provides new hardware that will support the new software update, as well as maintain existing functions and features.
- **Professional Implementation Services** – Motorola Solutions will plan and implement updates at CVCOG's site. This includes factory integration, testing, and supply chain management for new software and hardware.

With these services, Austin Community College will have access to the technology, support and planning expertise needed for an effective upgrade.

3.3 Motorola Solutions Service Delivery Ecosystem

Advanced Services are delivered through a tailored combination of field service personnel, centralized teams, product repair depots and Customer Hub. These service resources will collaborate to swiftly analyze network issues, accurately diagnose root causes, and efficiently resolve issues to return the network to normal operation.

Motorola Solutions services will be delivered by staff experienced in servicing mission-critical networks. Motorola Solutions uses the Information Technology Infrastructure Library (ITIL) framework to define service tasks based on industry-recognized best practices. As staff perform tasks, service incident information will be available to CVCOG's administrators and personnel through Customer Hub.

Service activities and Motorola Solutions' service team are described in more detail below.

3.3.1 Centralized Managed Support Operations

The cornerstone of Motorola Solutions' support process is the Centralized Managed Support Operations (CMSO) organization. This TL 9000/ISO 9001-certified organization is staffed 24x7x365 by

experienced service desk specialists, security analysts, and operations managers. The CMSO houses critical central functions, including the Service Desk.

The CMSO Service Desk will serve as a single point of contact for services. It processes service requests, service incidents, change requests, and dispatching. The Service Desk communicates necessary information to stakeholders, bridging communications among Austin Community College, Motorola Solutions, and third-party subcontractors.

Service Desk teams record, track and update incidents through the Motorola Solutions Customer Relationship Management (CRM) system. They document and respond to inquiries, requests, concerns and service tickets. When an incident is initiated, the CMSO will engage with teams to resolve that incident. The CMSO will escalate to new teams when needed. Depending on the incident, the CMSO will coordinate incident resolution with local field service and authorized repair depots.

3.3.2 Field Service

Motorola Solutions authorized and qualified field service technicians will perform the On-site Infrastructure Response service, repair malfunctioning hardware in the field, and conduct preventive maintenance tasks. These technicians will coordinate with the Service Desk, technical support teams, and product engineering as needed to resolve incidents.

3.3.3 Repair Depot

The Motorola Solutions Repair Depot will provide Austin Community College with a central repair location. This will eliminate the need to send network equipment to multiple vendor locations for repair. Motorola Solutions tracks products sent to the Depot via a case management system throughout the repair process. This system will enable Austin Community College District representatives to check repair status, from inbound shipment to return.

3.3.4 Customer Support Manager

A Motorola Solutions Customer Support Manager (CSM) will be Austin Community College District key point of contact for the definition and administration of services. The CSM will work with Austin Community College to define service delivery details to address Austin Community College District specific priorities.

3.3.5 Customer Hub

To provide Austin Community College with quick access to service details, Motorola Solutions will provide our Customer Hub online network information tool. Customer Hub provides our customers with real-time critical network and services information through an easy-to-use graphical interface.



Figure 3-1: Customer Hub offers real-time, role-based access to critical network and services information.

With Customer Hub, Austin Community College District administrators will be able to monitor system health and maintenance updates. Capabilities include:

- Viewing network and support compliance.
- Viewing incident reports.
- Updating and creating incidents.
- Checking system update status.
- Receiving pro-active notifications regarding updates.

Available 24x7x365 from any web-enabled device, the information provided by Customer Hub will be based on your needs and user access permissions, ensuring that the information displayed is secure and pertinent to your operations.

Section 4

ASTRO® System Upgrade Agreement Statement of Work

4.1 Overview

Utilizing the ASTRO® System Upgrade Agreement (SUA) service, CVCOG (Customer) is able to take advantage of new functionality and security features while extending the operational life of the system.

Motorola Solutions, Inc. (Motorola) continues to make advancements in on-premises and cloud technologies to bring value to our customers. Cloud technologies enable the delivery of additional functionality through frequent updates ensuring the latest in ASTRO® is available at all times.

This Statement of Work (SOW), including all of its subsections and attachments, is an integral part of the applicable agreement (Agreement) between Motorola and the Customer.

The Customer is required to keep the system within a standard support period as described in Motorola's [Software Support Policy \(SwSP\)](#).

4.2 Scope

As system releases become available, Motorola agrees to provide the Customer with the software, hardware, and implementation services required to execute up to one system infrastructure upgrade (System Upgrade) in each eligible System Upgrade window over the term of this agreement. The term of the agreement is listed in Table 1: SUA Term. The eligible System Upgrade windows and their duration are illustrated in Table 2: Eligible System Upgrade Window.

With the addition of the cloud services, Motorola will provide continuous updates to the cloud core to enable the delivery of additional functionality. Cloud updates will be more frequent than the ASTRO® System Upgrades and will occur outside the defined eligible System Upgrade windows in Table 2: Eligible System Upgrade Window. Motorola may, at its sole discretion, automatically apply the cloud updates as they become available.

If needed to perform the System Upgrade, Motorola will provide updated and/or replacement hardware for covered infrastructure components. System Upgrades, when executed, will provide an equivalent level of functionality as that originally purchased and deployed by the Customer. At Motorola's option, new system releases may introduce new features or enhancements that Motorola may offer separately for purchase.

Table 1: SUA Term

Duration	4 Year(s) for ASTRO Products
----------	------------------------------

Table 2: Eligible System Upgrade Window

First Eligible Upgrade Window	Second Eligible Upgrade Window
Duration: 2 years	Duration: 2 years

*Because the logging recorder is deployed outside the Radio Network Infrastructure – the logger would be upgraded as described in the NICE maintenance section. Only 1 upgrade during warranty year + 4 years is included, if purchased by the customer.

The methodology for executing each System Upgrade is described in [Section 1.5](#). ASTRO® SUA pricing is based on the system configuration outlined in [Appendix B: System Pricing Configuration](#). This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require an ASTRO® SUA price adjustment.

The price quoted for ASTRO® SUA requires the Customer to choose a certified system upgrade path in [Appendix A: ASTRO® System Release Upgrade Paths](#). Should the Customer elect an upgrade path other than one listed in [Appendix A: ASTRO® System Release Upgrade Paths](#), the Customer agrees that additional fees may be incurred to complete the implementation of the system upgrade. In this case, Motorola will provide a price quotation for any additional materials and services necessary.

4.3 Inclusions

Refer to [Table C-6: SUA Coverage Table](#) for more detailed information on the SUA inclusions referenced in this section.

4.3.1 System Upgrades

System Upgrade coverage includes the products outlined in [Appendix B: System Pricing Configuration](#) and does not cover all products. The ASTRO® SUA applies only to System Upgrades within the ASTRO® platform and entitles the Customer to eligible past software versions for downgrading product software to a compatible release version. Past versions from within the Standard Support Period will be available.

4.3.2 Subscriber Radio Software

The ASTRO® SUA makes available the subscriber radio software releases that are shipping from the factory during the coverage period. Please refer to [Section 1.4.5](#) for further clarification on coverage.

4.4 Limitations and Exclusions

The parties acknowledge and agree that the ASTRO® SUA does not cover the products and services detailed in this document.

Excluded Products and Services	Examples (Not Limited To)
Purchased directly from a third party	NICE, Genesis, Verint
Residing outside of the ASTRO® network	CAD, E911, Avtec Consoles
Not certified on ASTRO® systems	Laptops, PCs, Eventide loggers
Backhaul Network	MPLS, Microwave, Multiplexers

Excluded Products and Services	Examples (Not Limited To)
Two-way Subscriber Radios	APX, MCD 5000, Programming, Installation
Consumed in normal operation	Monitors, microphones, keyboards, speakers
RFDS and Transmission Mediums	Antennas, Transmission Line, Combiners, Multicouplers
Customer-provided cloud connectivity	LTE, Internet
Maintenance Services of any kind	Infrastructure Repair, Tech Support, Dispatch
Security Services	Security Update Service (SUS), Remote SUS

4.4.1 Platform Migrations

Platform Migrations are the replacement of a product with the next generation of that product that is not within the same product family. This can be defined as a new technology that is based on a new hardware configuration and/or a new underlying software. Any upgrades to hardware versions and/or replacement hardware required to support new features or those not specifically required to maintain existing functionality are not included. Unless otherwise stated in this document, Platform Migrations such as, but not limited to, stations, comparators, site controllers, consoles, backhaul, and network changes are not included.

4.4.2 Non-Standard Configurations

Systems that have non-standard configurations that have not been certified by Motorola Systems Integration Testing are specifically excluded from the ASTRO® SUA unless otherwise included in this SOW. Customer acknowledges that if the system has a Special Product Feature it may be overwritten by the software upgrade. Restoration of that feature is not included in the coverage of this SOW.

4.4.3 System Expansions and New Features

Any upgrades to hardware versions, replacement hardware, and/or implementation services that are not directly required to support the certified System Upgrade are not included unless otherwise agreed to in writing by Motorola. This exclusion applies to, but is not limited to, system expansions and new features.

4.4.4 Cloud Technology

Support for Customer-provided connectivity to the cloud platform is not covered under this agreement.

Future cloud, IT, and security related adoption is an evolving technological area and laws, regulations, and standards relating to ASTRO® SUA may change. Any changes to ASTRO® SUA required to achieve future regulatory or Customer specific compliance requirements are not included.

4.4.5 Subscriber Radio Software

Applying software updates to subscriber radios is the Customer's responsibility and is not included in SUA coverage. Subscriber radios must be at a software release compatible with the Customer's ASTRO® system configuration. Motorola will make reasonable efforts to notify the Customer if there is an incompatibility.

4.5 General Statement of Work for System Upgrades

4.5.1 Upgrade Planning and Preparation

All items listed in this section are to be completed at least 6 months prior to a scheduled upgrade.

4.5.1.1 Motorola Responsibilities

- Obtain and review infrastructure system audit data as needed.
- Identify the backlog accumulation of security patches and antivirus upgrades needed to implement a system release. If applicable, provide a quote for the necessary labor, security patches, and antivirus upgrades.
- If applicable, identify additional system hardware needed to implement a system release.
- Identify Customer provided hardware that is not covered under this agreement, or where the Customer will be responsible for implementing the system release upgrade software.
- Identify the equipment requirements and the installation plan.
- Advise the Customer of probable impact to system users during the cloud update and the actual field upgrade implementation.
- If applicable, advise the Customer on the network connection specifications necessary to perform the System Upgrade.
- Where necessary to maintain existing functionality and capabilities, deploy and configure any additional telecommunications equipment necessary for connectivity to the cloud based technologies.
- Assign program management support required to perform the certified System Upgrade. Prepare an overall System Upgrade schedule identifying key tasks and personnel resources required from Motorola and Customer for each task and phase of the System Upgrade. Conduct a review of this schedule and obtain mutual agreement of the same.
- Assign installation and engineering labor required to perform the certified System Upgrade.
- Provide access to cloud training videos, frequently asked questions, and help guide.
- Deliver release impact and change management training to the primary zone core owners, outlining the changes to their system as a result of the upgrade path elected. This training needs to be completed at least 12 weeks prior to the scheduled System Upgrade. This training will not be provided separately for user agencies who reside on a zone core owned by another entity. Unless specifically stated in this document, Motorola will provide this training only once per system.

4.5.1.2 Customer Responsibilities

- Contact Motorola to schedule a System Upgrade and provide necessary information requested by Motorola to execute the System Upgrade. Review System Upgrade schedule and reach mutual agreement of the same.
- Identify hardware not purchased through Motorola that will require the system release upgrade software.

- Purchase the security patches, antivirus upgrades and the labor necessary to address any security upgrades backlog accumulation identified in [Section 1.5.1.1 Motorola Responsibilities](#), if applicable. Unless otherwise agreed in writing between Motorola and Customer, the installation and implementation of accumulated backlog security patches and network updates is the responsibility of the Customer.
- If applicable, provide network connectivity at the zone core site(s) for Motorola to use to download and pre-position the software that is to be installed at the zone core site(s) and pushed to remote sites from there. Motorola will provide the network connection specifications, as listed in [Section 1.5.1.1 Motorola Responsibilities](#). Network connectivity must be provided at least 12 weeks prior to the scheduled System Upgrade. In the event access to a network connection is unavailable, the Customer may be billed additional costs to execute the System Upgrade.
- Assist in site walks of the system during the system audit when necessary.
- Provide a list of any FRUs and/or spare hardware to be included in the System Upgrade when applicable. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the equipment. The inventory count of Customer FRUs and/or spare hardware to be included as of the start of the SUA is included in [Appendix B: System Pricing Configuration](#).
- Acknowledge that new and optional system release features or system expansions, and their required implementation labor, are not within the scope of the SUA. The Customer may purchase these under a separate agreement.
- Maintain an internet connection between the on premise radio solution and the cloud platform, unless provided by Motorola under separate Agreement.
- Identify any Customer specific standard or requirements that may be implicated by the planned upgrade(s), including heightened cloud, IT, or information security related standards or requirements, such as those that may apply to U.S. Federal Customer or other government Customer standards. Motorola makes no representations as to the compliance of ASTRO® SUA with any Customer specific standards, requirements, specifications, or terms, except to the extent expressly specified.
- Participate in release impact training at least 12 weeks prior to the scheduled System Upgrade. This applies only to primary zone core owners. It is the zone core owner's responsibility to contact and include any user agencies that need to be trained, or to act as a training agency for those users not included.

4.5.2 System Readiness Checkpoint

All items listed in this section are to be completed at least 30 days prior to a scheduled upgrade.

4.5.2.1 Motorola Responsibilities

- Perform appropriate system backups.
- Work with the Customer to validate that all system maintenance is current.
- Work with the Customer to validate that all available security patches and antivirus upgrades have been upgraded on the Customer's system.
 - Motorola reserves the right to charge the Customer for the security patches, antivirus updates and the labor necessary to address any security updates backlog accumulation, in the event that these are not completed by the Customer at the System Readiness Checkpoint.

4.5.2.2 Customer Responsibilities

- Validate that system maintenance is current.
- Validate that all available security patches and antivirus upgrades to the Customer's system have been completed or contract Motorola to complete in time for the System Readiness Checkpoint.

4.5.3 System Upgrade

4.5.3.1 Motorola Responsibilities

- Perform System Upgrade for the system elements outlined in this SOW.

4.5.3.2 Customer Responsibilities

- Inform system users of software upgrade plans and scheduled system downtime.
- Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide software upgrade services.

4.5.4 Upgrade Completion

4.5.4.1 Motorola Responsibilities

- Validate all certified System Upgrade deliverables are complete as contractually required.
- Confirm with Customer that the cloud is available for beneficial use.

4.5.4.2 Customer Responsibilities

- Cooperate with Motorola in efforts to complete any post upgrade punch list items as needed.

4.6 Special Provisions

The migration of capabilities from ASTRO® on-premises Core infrastructure to the cloud is included in the deliverable of the SUA agreement. Technologies based on cloud architecture will be a part of the Motorola roadmap and may be subject to additional cloud terms and conditions.

The SUA does not extend to Customer-provided software and hardware. Motorola makes no warrants or commitments about adapting our standard system releases to accommodate Customer implemented equipment. If during the course of a System Upgrade, it is determined that Customer provided software and/or hardware does not function properly, Motorola will notify the Customer of the limitations. The Customer is responsible for any costs and liabilities associated with making the Customer-provided software and/or hardware work with the standard Motorola system release. This includes, but is not limited to, Motorola's costs for the deployment of resources to implement the upgrade once the limitations have been resolved by the Customer.

Any Motorola software, including any system releases, is licensed to Customer solely in accordance with the applicable Motorola Software License Agreement. Any non-Motorola Software is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner unless the copyright owner has granted to Motorola the right to sublicense the Non-Motorola Software

pursuant to the Software License Agreement, in which case it applies and the copyright owner will have all of Licensor's rights and protections under the Software License Agreement. Motorola makes no representations or warranties of any kind regarding non-Motorola Software. Non-Motorola Software may include Open Source Software.

ASTRO® SUA coverage and the parties' responsibilities described in this SOW will automatically terminate if Motorola no longer supports the ASTRO® 7.x software version in the Customer's system or discontinues the ASTRO® SUA program. In either case, Motorola will refund to Customer any prepaid fees for ASTRO® SUA applicable to the terminated period.

If the Customer cancels a scheduled upgrade within less than 12 weeks of the scheduled on site date, Motorola reserves the right to charge the Customer a cancellation fee equivalent to the cost of the pre-planning efforts completed by the Motorola Upgrade Operations Team.

The ASTRO® SUA annualized price is based on the fulfillment of the system release upgrade in each eligible System Upgrade window. If the Customer terminates, except if Motorola is the defaulting party, the Customer will be required to pay for the balance of payments owed in that eligible System Upgrade window if a system release upgrade has been taken prior to the point of termination.

Appendix A: ASTRO® System Release Upgrade Paths

The upgrade paths for standard ASTRO® system releases are listed in Table A-3: Certified Standard ASTRO® System Release Upgrade Paths.

Table A-3: Certified Standard ASTRO® System Release Upgrade Paths

ASTRO® System Release	Certified Upgrade Paths
Pre-7.17.X	Upgrade to current shipping release
A7.17.X	A2020.1
A7.18	A2021.1
A2019.2	A2021.1
A2020.1	A2022.1
A2021.1	A2022.1

The upgrade paths for high security ASTRO® system releases for federal deployments are described in Table A-4: Certified High Security ASTRO® System Release Upgrade Paths.

Table A-4: Certified High Security ASTRO® System Release Upgrade Paths

ASTRO® High Security System Release	Certified Upgrade Paths
A7.17.X	A2020.HS
A2020.HS	A2022.HS

The release taxonomy for the ASTRO® 7.x platform is expressed in the form "ASTRO® 7.x release 20YY.Z". In this taxonomy, YY represents the year of the release, and Z represents the release count for that release year.

A20XX.HS enhances the ASTRO® System release with support for Public Key Infrastructure (PKI) Common Access Card / Personal Identity Verification (CAC/PIV) and with Cyber Security Baseline Assurance.

Starting with the 2024 releases, Motorola is moving from the ASTRO 7.x release names to ASTRO Next. For the purposes of the SUA program, releases using the naming convention of AN (ASTRO Next) or A (ASTRO) will be considered the same.

- The most current system release upgrade paths can be found in the most recent Lifecycle Services bulletin.
- The information contained herein outlines Motorola's presently anticipated general technology direction and is provided for information purposes only. The information in the roadmap is not a commitment to deliver a product, product feature, or software functionality. Motorola reserves the right to make changes to the content and timing of any product, product feature, or software release.

Appendix B: System Pricing Configuration

This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require an ASTRO® SUA price adjustment.

Table B-5: System Configuration at Time of Contract

System Configuration	
Core Configuration	
Cloud-based Core	0
On-premises Main Site	0
On-premises Backup Site	0
System Level Features	
Standalone Servers (Critical Connect / Smart Connect)	0
MOSCAD NFM RTU (typically 1 per site location)	0
Network Management Clients	0
IMW Servers	0
Telephone Interconnect	0
Security Configuration	
AERSS Sensors	0
Firewalls	0
KMF Servers	0
KMF Clients	0
RF Site Configuration	
Virtual Prime Sites	0
IP Simulcast Prime Sites (include co-located/redundant)	0
RF Sites (include Simulcast sub-sites, ASR sites, HPD sites)	0
GTR 8000 Base Stations	0
DBR 8000 Base Stations	0

System Configuration	
Dispatch Site Configuration	
Dispatch Site Locations	1
MCC 7500 Dispatch Consoles	0
AIS	0
CCGWs	1
MC EDGE Aux I/O	0
AXS Console Dispatch Site Locations	0
AXS Console PDH (CommandCentral Hub)	2
AXS Servers	0
Third Party Elements	
NICE Logging recorders (IP, Telephony, or Analog) Purchased through Motorola	0
MACH Alert FSA Purchased through Motorola	0
Genesis Applications Purchased through Motorola	0

Appendix C: SUA Coverage Table

This appendix includes a breakdown of coverage under the SUA. System Upgrade coverage includes software and hardware coverage for equipment originally provided by Motorola. A “board-level replacement” is defined as any Field Replaceable Unit (FRU).

Table C-6: SUA Coverage Table

ASTRO® Certified Solution	System Upgrade		
Equipment Provided by Motorola	Software	Hardware Full Product	Hardware Board-Level
Servers	✓	✓	
Workstations	✓	✓	
Firewalls	✓	✓	
Routers	✓	✓	
LAN Switches	✓	✓	
CirrusNode	✓	✓	
MCC 7500 Voice Processing Module	✓		✓
MCC 7500E Dispatch AIM	✓	✓	
MCC 7500E Dispatch (CommandCentral Hub)	✓	✓	
AXS PDH Client (CommandCentral Hub)	✓	✓	
SDM 3000 Aux I/O	✓	✓	

ASTRO® Certified Solution	System Upgrade		
MC Edge Aux I/O	✓	✓	
GTR 8000 Base Stations	✓		✓
GCP 8000 Site Controllers	✓		✓
DSC 8000 Site Controllers	✓	✓	
GCM 8000 Comparators	✓		✓
Motorola logging interface equipment	✓	✓	
PBX switches for telephone interconnect	✓	✓	
SDM 3000 RTU	✓		✓
Conventional Channel Gateway (CCGW)	✓	✓	
NICE IP logging solutions (if software, hardware and lifecycle purchased from Motorola)	✓	✓	
MACH Alert FSA (if software, hardware and lifecycle purchased from Motorola)	✓	✓	
Genesis Applications (if software, hardware and lifecycle purchased from Motorola)	✓	✓	

Section 5

Pricing Summary

Motorola is pleased to provide the following equipment and services to CVCOG.

5.1 Equipment and Services

Description	Price (\$)
Equipment	\$94,903
Implementation Services	\$99,191
Warranty (First Year)	(Included in Price)
Post Warranty Services (Total Years 2-5)	\$12,687
DIR-CPO 5433 Contract Discount	(\$16,730)
Grand Total	\$190,051

*SUA and Post-Warranty service pricing for the proposed equipment

SUA & Maintenance (Years 2-5)	Price (\$)
Year 2-SUA & Maintenance	\$3,065
Year 3 SUA & Maintenance	\$3,134
Year 4 SUA & Maintenance	\$3,206
Year 5 SUA & Maintenance	\$3,282

Due to significant market volatility and material price fluctuations in raw materials such as steel, copper, finished wood and concrete, in the event of a cost increase in material, equipment or energy occurring during implementation of the project through no fault of Motorola Solutions, the contract price, time of completion and/or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the contract documents. Motorola Solutions reserves the right to apply a fuel surcharge to the quoted freight rates on all shipments based on the cost of diesel at the time of shipment.

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase

1. 50% of the Contract Price due upon contract execution (due upon effective date); and
2. 50% of the Contract Price due upon Final Acceptance.

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

For Lifecycle Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan. INFLATION REVIEW. For multi-year agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, "All Items," Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. "All Items," not seasonally adjusted shall be used as the measure of CPI for this price adjustment. The adjustment calculation will be based upon the CPI for the most recent twelve (12) month increment beginning from the most current month available as posted by the U.S. Department of Labor (<http://www.bls.gov>) immediately preceding the new maintenance year. For purposes of illustration, if in Year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base). Any pricing change would be documented in a change order executed with the Customer

Section 6

Contractual Documentation

This proposal is subject to the terms and conditions of the Texas DIR-CPO-5433 contract, together with its Exhibits, and applicable Addenda. This proposal shall remain valid for a period of 60 days from the date of the cover letter. Crockett County may accept the proposal by delivering to Motorola a signed purchase order that specifically references "PO" is subject to the terms and conditions of Motorola's proposal dated 5/18/25, and the Texas DIR-CPO-5433 contract.

Motorola Solutions, Inc. Disclaimers

• Data Location

- Disclaimer: Data for the State of Texas Customer may be exported by Provider if (1) access is needed for internal business purposes such as processing orders or invoices to Poland, or (2) access to Customer Data is necessary to enable third tier development support personnel located outside of the United States to perform fixes or other remedial services associated with the products and services purchased hereunder.

• Product Accessibility

- Disclaimer: Motorola provides products geared towards law enforcement professionals in their day-to-day operations and as such, our mobile video products are provided to work in and be supported in that environment. This Agreement encompasses a large variety of products, and as such accessibility for mobile video products may vary based on its environment and function, as such the accessibility requirements in this section shall not apply to Mobile Video Products. To the extent that accessibility standards could be applicable and/or commercially feasible for the applicable products and their environment, the DIR agencies may request that Motorola either provide the most recent VPAT assessment (if available) or respond to an accessibility information request within a reasonable timeframe.

• Limitation of Liability

- The liability for damages in any claim or cause of action arising under or related to the Purchase Order contemplated herein shall not exceed two times (2x) the total value of the Purchase Order. Such value includes all the amounts paid and amounts to be paid over the life of the Purchase Order to Motorola by Customer as described in the Purchase Order.

• License Agreement Term and Termination

- Disclaimer: Licensee's right to use the Software and Documentation will begin when a signed purchase order is issued and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by Motorola, unless Licensee breaches this Agreement, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated

immediately upon notice by Motorola. Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to Motorola that all copies of the Software have been removed or deleted from the Designated Products and that all copies of the Software and Documentation have been returned to Motorola or destroyed by Licensee and are no longer in use by Licensee.

- Disclaimer: Licensee acknowledges that Motorola made a considerable investment of resources in the development, marketing, and distribution of the Software and Documentation and that Licensee's breach of this Agreement will result in irreparable harm to Motorola for which monetary damages would be inadequate. If Licensee breaches this Agreement, Motorola may terminate this Agreement and be entitled to all available remedies at law or in equity (including immediate injunctive relief and repossession of all non-embedded Software and associated Documentation unless Licensee is a Federal agency of the United States Government).

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 25

ITEM 25

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval to execute a contract with Motorola Solutions via the state's Department of Information Resources (DIR) for the Crockett County channel upgrade with State Emergency Radio Infrastructure funds, as prioritized by the Emergency Preparedness Advisory Committee (EPAC) and the Executive Committee last year. Contract is not to exceed the preapproved costs of \$190,051.

Approved at the Executive Committee Meeting on July 9, 2025.



MOTOROLA SOLUTIONS

Proposal

Kimble County Sheriff Office, TX

Wireline Dispatch Conversion & AXS Migration

May, 2025

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola.

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Motorola Solutions, Inc.
500 W Monroe Street, Ste 4400
Chicago, IL 60661-3781
USA

May 18, 2025

Sheriff Matt Suttle
Kimble County Sheriff Office, TX
415 Pecan St.
Junction TX, 76849

Subject: Wireline Dispatch Conversion & AXS Migration

Dear Sheriff Suttle,

Motorola Solutions, Inc. ("Motorola") is pleased to have the opportunity to provide Kimble County Sheriff Office, TX with quality communications equipment and services. The Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Solution and provides:

Kimble County operates today using a wireless dispatch solution that consists of RF control stations controlled via a connection to a conventional console interface. The proposed solution seamlessly integrates into the DPS Zone 2 Core on GATRRS ASTRO 25 system without interface boxes, digital voice gateways, or backroom electronics for an integrated, mission-critical network. This tight union between radio infrastructure and console equipment has several operational benefits to Kimble County, which include, when used with GATRRS system resources:

This proposal is subject to the terms and conditions of the Texas DIR-CPO-5433 contract, together with its Exhibits, and applicable Addenda, and Exhibit A to the Transport Connectivity Addendum ("TCA") attached to this proposal. This proposal shall remain valid for a period of 60 days from the date of this cover letter. The Kimble County Sheriff's Office may accept the proposal by delivering to Motorola a signed purchase order that specifically references "PO is subject to the terms and conditions of Motorola's proposal dated 2/27/25 and the Texas DIR-CPO-5433 contract and Exhibit A to the TCA attached to Motorola's proposal." Alternatively, Motorola would be pleased to address any concerns Customer may have regarding the proposal. Any questions can be directed to your Motorola Account Executive, Lance Hasbrouck, at (512) 585-3959.

We thank you for the opportunity to furnish The Kimble County Sheriff's office with "best in class" solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,



Brad Rice
Area Sales Manager
Motorola Solutions, Inc.

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Section 1

System Description

1.1 Solution Overview

Motorola is pleased to present the Kimble County Sheriff Office with a proposal to convert their existing two (2) MCC7500E position wireless dispatch into a wireline dispatch solution connected to the GATRRS DPS Zone 2 Core - 4700 Quarry Run, San Antonio, TX 78249. The solution leverages components from the County's existing K-Core to create a console site natively connected to the ASTRO 25 Master Site via the included ASTRO Connectivity Service (ACS) Backhaul.

Additionally, the proposal includes replacement of the existing two (2) MCC 7500E console positions, with two (2) new AXS Consoles.

Kimble County operates today using a wireless dispatch solution that consists of RF control stations controlled via a connection to a conventional console interface. The proposed solution seamlessly integrates into the DPS Zone 2 Core on GATRRS ASTRO 25 system without interface boxes, digital voice gateways, or backroom electronics for an integrated, mission-critical network. This tight union between radio infrastructure and console equipment has several operational benefits to Kimble County, which include, when used with GATRRS system resources:

- **Console Priority** – Wireline dispatch consoles typically have the highest priority than other radio units on the system. This feature allows a dispatcher the ability to take over a talkgroup from an actively transmitting radio, as needed for urgent announcements.
- **Full Duplex Audio** – Wireline dispatch consoles use Full Duplex operation. This allows operators to receive radio transmissions even when the console is transmitting on the same talkgroup at the same time. Therefore, no blocked audio occurs when console takeover is needed.
- **Emergency Alarm** – Wireline dispatch consoles receive emergency alarms directly to the console interface from the ASTRO system, regardless of what resource the console is actively monitoring.
- **Minimize Channel Resource Usage** – Wireline consoles have the ability to perform patch/multi-select multiple talkgroups using a single channel resource. This conserves voice channel resources.
- **Resource Capacity** – Wireline consoles do not need a dedicated RF control station (and associated antenna system) for each trunked talkgroup being simultaneously monitored on the console. The console is software configurable for resources present on the ASTRO system.

It is understood this proposal is intended for Kimble County's dispatch to become future-ready for the above list. No services are included in this offer for any Kimble County RF sites to join the GATRRS system. Any radio resources not on the GATRRS system would still be accessed via wireless communication (RF coverage) as they are today. Motorola can provide a separate proposal for conventional RF site migration on Kimble's request.

This proposal includes the necessary hardware, software, and services to implement the dispatch site as described, as well as 1 year of warranty services.

1.2 Proposed Equipment

The proposed equipment includes the following:

- ACS Backhaul Solution
- Appropriate Master Site Licenses for the dispatch (to be applied to DPS Zone 2 Core)
 - (Qty 2) AXS Console Licenses
 - (Qty 1) Additional Device Licenses (10-pack) – this license covers the connection of any logical device (routers, consoles, base stations, etc.) to the system.
 - (Qty 1) Radio User Licenses, (500-pack)
 - To meet GATRRS system requirements – Qty 1 radio authentication user lic (500-pack) and Qty 1 alias group download user lic (500-pack) are also included.
- (Qty 2) Site Router
- (Qty 2) Site LAN Switch
- (Qty 2) AXS dispatch positions each with:
 - (Qty 1) CommandCentral Hub with internal PC (Mouse and Keyboard)
 - (Qty 1) Monitor 22 inch
 - (Qty 2) Dispatch Speakers
 - (Qty 1) Footswitch
 - (Qty 1) Gooseneck microphone
 - (Qty 2) Headset jacks
 - (Qty 2) Headset bases and tops
 - IRR with speaker set
 - GADI Emergency Display Client License
- Features included on the consoles are: Basic Console, Advanced Conventional Operation, Trunking Operation, Secure Operation for AES/ADP/DES-OFB, OTEK capability, and standard level radio resource (up to 160 resource affiliation count).
- Reuse of existing Site Controller DSC8000
- Reuse of existing CCGW from K-Core
- Reuse of existing Consolettes/Control Stations and associated antenna system from K-Core

No logging solution changes have been quoted. The additional hardware will be installed in an existing customer equipment rack using the customer's existing backup power, including UPS and generator.

No flash kits for the backroom consolettes/control stations nor subscriber fleet are included. No changes for any existing VHF conventional RF sites are included. It is understood these sites do not have any network connectivity to the K-Core today.

It can be noted the K-Core is at Release A2022.1 which currently matches the GATRRS system release (A2022.1). The two systems must be in sync on release for the conversion.

1.3 Solution Components

1.3.1 ASTRO 25 Connectivity Service Solution Description

1.3.1.1 Overview

Public safety communications networks are complex, and require expert design to integrate components and technologies efficiently and securely. Without effective network data transport connecting components and technologies, Kimble County's public safety network and applications can be impaired by slow traffic, bottlenecks, and poor connection security. Worse, if this equipment is not designed for public safety reliability, it could unexpectedly fail and leave users stranded without a communications lifeline.

Motorola Solutions addresses these concerns with the ASTRO® 25 Connectivity Service, a managed service that integrates ASTRO 25 sites, core, and cloud services as an end-to-end solution. With this service, Motorola Solutions designs a transport solution tailored to the needs of Kimble County's ASTRO 25 network, provides the solution equipment, and implements the solution.

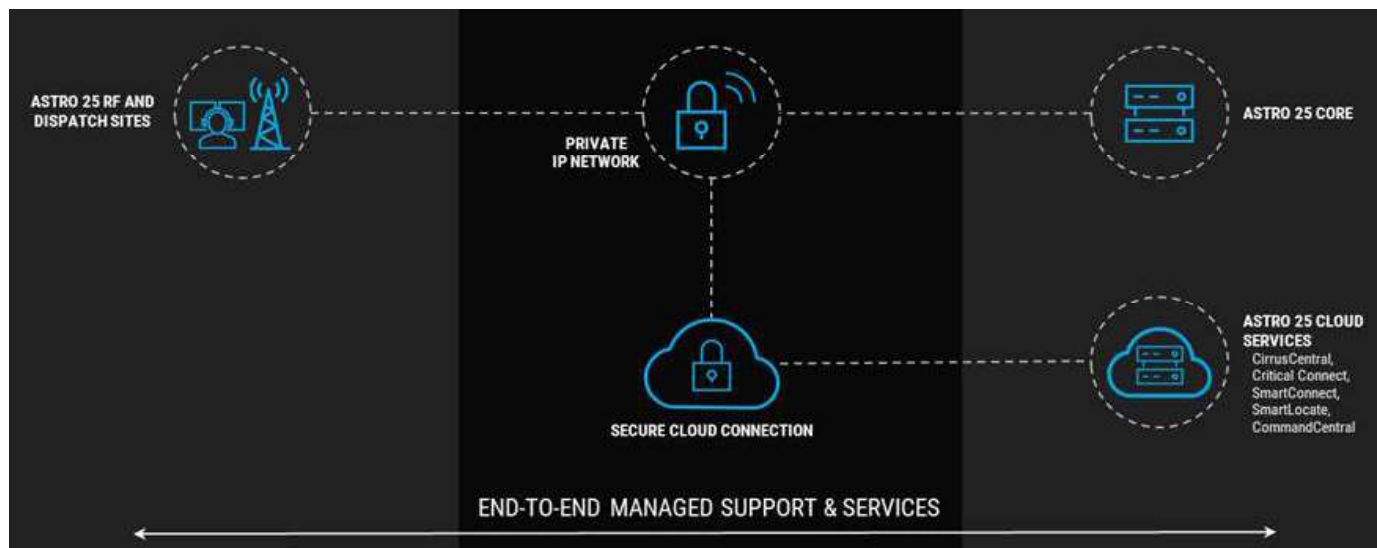


Figure 1-1: End-to-end Managed Services

The ASTRO 25 Connectivity Service provides a solution that is simple, robust, and secure. It integrates ASTRO 25 network elements via private IP network, and connects them with ASTRO 25 cloud services via a secure cloud connection. This avoids the complexity of a custom link solution and the low security of a public internet solution.

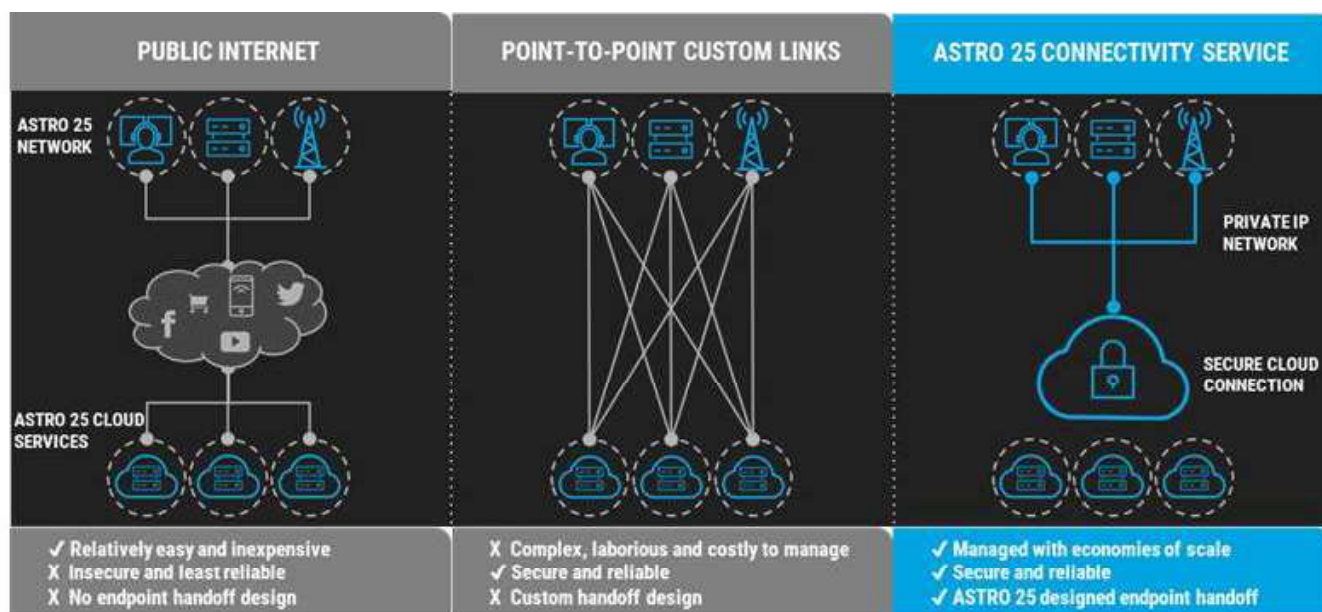


Figure 1-2: Connection Comparison

To best support ASTRO 25 networks, the ASTRO 25 Connectivity Service meets public safety specifications for reliability and performance, avoiding the pitfalls of off-the-shelf transport solutions. The service includes availability goals, supported by reliable components, design, and maintenance. Motorola Solutions handles the details of deploying and maintaining connectivity that meets public safety availability requirements.

Since ASTRO 25 Connectivity Services bundles data transport into one service-based solution, it simplifies viewing and managing performance and availability. Service reporting provides a clear view of transport capabilities, better informing decisions to expand or alter service. When transport capabilities need to expand, Kimble can alter the ASTRO 25 Connectivity Service, avoiding the hassle of finding and procuring compatible new components.

In addition to simplicity, the service model replaces unexpected, variable expenses with one predictable service subscription. Motorola Solutions provides transport equipment, services, and maintenance, enabling Kimble to prepare clear and dependable budgets.

The following sections provide design and maintenance details.

1.3.1.2 ASTRO 25 Connectivity Design

The ASTRO 25 Connectivity Service serves as a single connection for multiple network services, including ASTRO 25 voice services, ASTRO 25 data services, and the services supporting Motorola Solutions cloud applications. The network services available at a site are governed by the site type, and by what equipment or applications Kimble needs to connect. A sample diagram below shows the network services sites can support. As needs change, Kimble can add more network services.

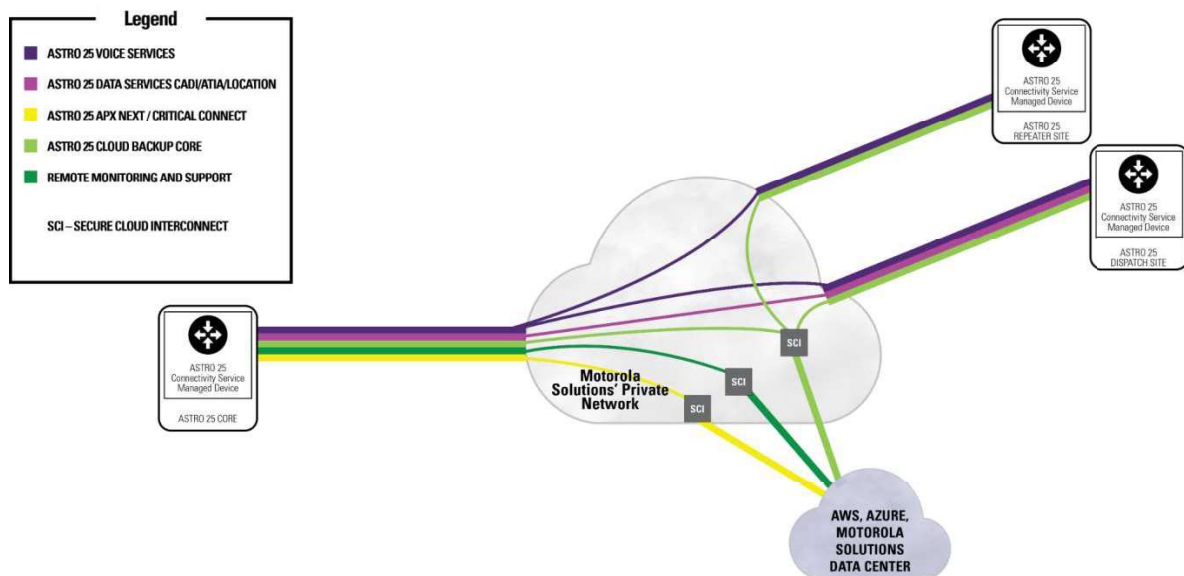


Figure 1-3: Sample Connection Diagram

Connections between sites and applications operate over Motorola Solutions' private network. On-premises managed devices terminate the network circuit, providing the connection point that joins Kimble County's site equipment and applications to Kimble County's network.

In addition to routing and network service demarcation, the on-premises device provides a firewall, controlling traffic flow in and out of Kimble County's sites. This enables Kimble to control traffic traveling between Kimble County's network and Cloud/Data Center resources.

For improved availability, some applications and site types can take advantage of public safety LTE backup connectivity. The solution includes this LTE connectivity with the on-premises device. With appropriate provisioning, the on-premises device can determine the best available path to use for traffic to maintain site operational status. Public safety priority and preemption will give priority to Kimble County's public safety communications, helping to maintain operations during emergencies.

Motorola Solutions handles the steps to prepare and deploy the connections needed for Kimble County's components. As part of this proposal, Kimble will receive connections to support the following:

- **ASTRO 25 Dispatch Site Connectivity**

Motorola Solutions' will implement the ASTRO 25 Connectivity Service to provide communication between the Kimble County site and the ASTRO 25 core (DPS Zone 2). Connections will be provided for site designated in the ASTRO 25 Connectivity Service Statement of Work. The connection will be sized to provide a reliable link between the ASTRO 25 core and connected site.

- **DPS Zone 2 core:** 4700 Quarry Run, San Antonio, TX 78249

Console Site:

- **Kimble County Sheriff's Office:** 415 Pecan St Junction TX 76849

On-Premises Equipment

Motorola Solutions will provide and deploy equipment needed to enable ASTRO 25 Connectivity Service links. The ASTRO 25 Connectivity Service Statement of Work will designate the specific equipment proposed.

The included maintenance services cover equipment provided as part of this service, avoiding service disruptions.

1.3.1.3 Maintenance Services

To keep the network working according to specifications, Motorola Solutions is providing the services described in the following sections. Motorola Solutions will combine these services with other packages we provide to Kimble. Our experienced personnel will work together to coordinate service tasks across Kimble County's public safety solution.

Availability Reports

Motorola Solutions targets the service levels described in the ASTRO 25 Connectivity Service Statement of Work. To help Kimble compare network performance with service goals, Motorola Solutions will provide regular operations reports.

Backhaul Event Monitoring

Through constant link monitoring, Motorola Solutions will be able to respond promptly to problems that arise. As part of this service, support staff will continuously monitor Kimble County's network for issues. If they detect an event, support staff will alert and mobilize teams to address that event, minimizing disruption.

Remote Technical Support

In addition to proactive monitoring support, Motorola Solutions will provide access to technical support staff. If Kimble County's users need assistance, they will be able to call or email support staff for expert information. Support staff will escalate reported issues as needed to resolve them.

On-site Response

When resolving an issue requires physical access to hardware, Motorola Solutions will dispatch resources to Kimble County's location. Motorola Solutions will contact Kimble County's field service technicians to provide hands-on support to restore the system. Support personnel will restore the system by diagnosing errors and exchanging defective components with spare equipment.

Software Updates

The ASTRO 25 Connectivity Service can add new security measures and capabilities over time. Motorola Solutions will provide updates and patches to Kimble County's ASTRO 25 Connectivity Service components. This protects them with the latest security updates, and keeps them compatible with new features.

1.3.2 CommandCentral AXS Dispatch Console

1.3.2.1 Overview

Motorola Solutions, Inc.'s (Motorola) CommandCentral AXS Dispatch Console reduces the barriers between systems in Kimble County's dispatch center, allowing access to all the mission-critical tools and applications dispatchers need in the moments that matter. This makes operation more efficient in emergency situations. Resources are accessible with an intuitive, highly configurable browser-based GUI. Dispatchers will have an expansive feature set and a mission-critical IP network for transporting information and calls throughout the system.

CommandCentral AXS improves the efficiency and operation of dispatchers in the following ways (additional fees may apply depending upon feature and hardware additions):

- **Next Generation Dispatch Experience** – The solution responds to touch, type or click, giving dispatchers the flexibility to interact and stay connected to teams in the way that best suits them. Extensive configuration options, flexible deployment configurations and simple scalability means agencies only pay for what is needed now, with the room to adapt and grow as needs change over time.
- **Purpose-Built Dispatch Console Accessories** – Enhances the dispatch experience with accessories, such as desktop microphone, speakers, headset jack, and footswitch, designed and tested for industry-leading performance and reliability.
 - **Peripheral quantities included are as described in the Proposed Equipment Section.**

This solution also reduces operating costs and provides a smaller physical footprint in the command center without compromising on features or reliability. This combination of seamless communications, modern architecture, and advanced integration capabilities enables the CommandCentral AXS solution to scale and evolve as needs change over time.

1.3.2.2 Next Generation Dispatch Experience

CommandCentral AXS features a highly configurable graphical user interface (GUI) that provides quick, single-view access to important information and functionalities. The browser-based GUI's versatile folders, tabs, and scalable resources allow users to organize and configure their dispatch experience and make engagement more familiar and intuitive from shift to shift. Folders and tabs can be relocated, exposed, or overlapped as needed, giving dispatchers more control of what information they see and how they interact with those resources. CommandCentral AXS also offers multiple options for routing audio to speakers and controlling volume levels.

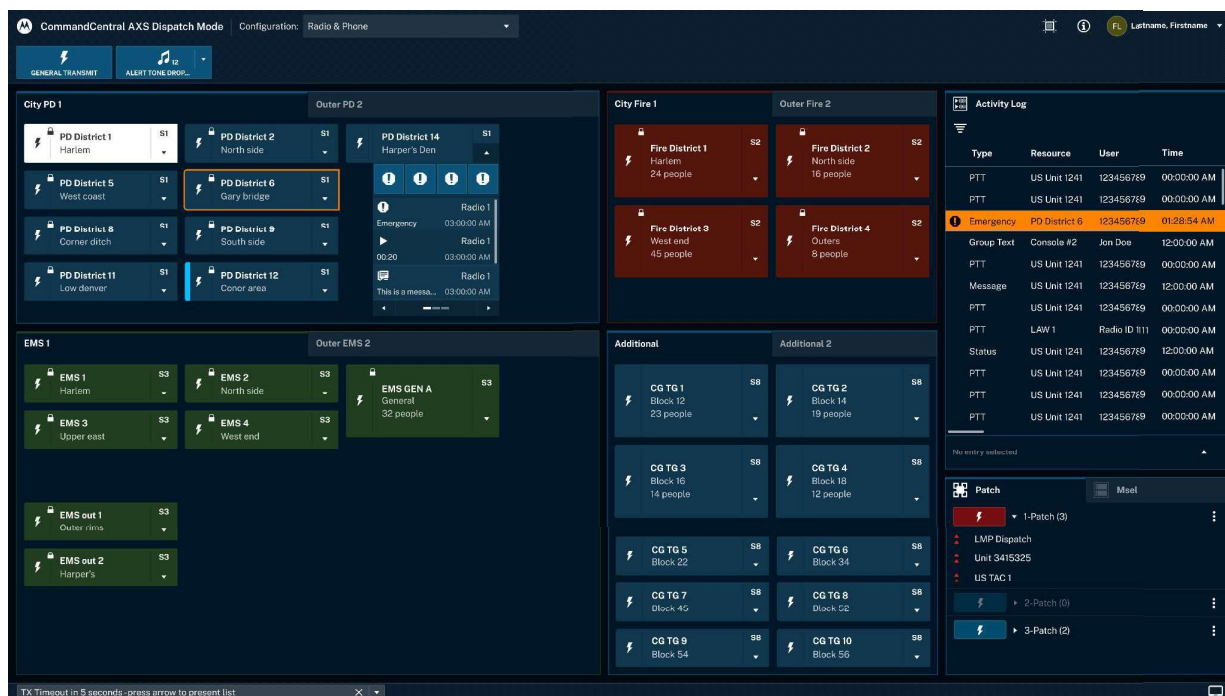


Figure 1-4: Next Generation Dispatch Experience

CommandCentral AXS features flexible window positioning and capabilities for quick and efficient access to services such as:

- **Activity Log** – Provides an efficient point of reference for all incoming calls into a dispatch console, showing dispatchers detailed, searchable call information (radio resource name and call time) to enable faster and more informed response.
- **Paging** – Allows users to send user configured pages on radio resources. This flexible paging feature is integrated with CommandCentral AXS for both conventional and trunked radio resources, while an external paging encoder port on the CommandCentral Hub enables third-party paging encoders to send pages on the selected radio resources.
 - **No integration to third-party paging is included in this proposal.**
- **Patch Capabilities** – Enables dispatchers to set up a communication path between two or more resources that are normally unable to communicate with each other, such as trunked resources and conventional resources.
- **Alert Tones** – Allows dispatchers to send one of fifteen user-configurable alert tones on selected radio resources. Fifteen default .wav files are provided with the dispatch console software, but any combination of these default files may be replaced with user configured .wav files to meet specific needs.
- **Channel Marker** – Enables dispatchers to send a periodically repeating piece of audio on radio resources to meet the specific needs.

1.3.2.3 Cross Platform Dispatch Capabilities

This solution is designed to take full advantage of Motorola's end-to-end software suite, CommandCentral. These cross-platform integrations enhance the dispatch capabilities of CommandCentral AXS.

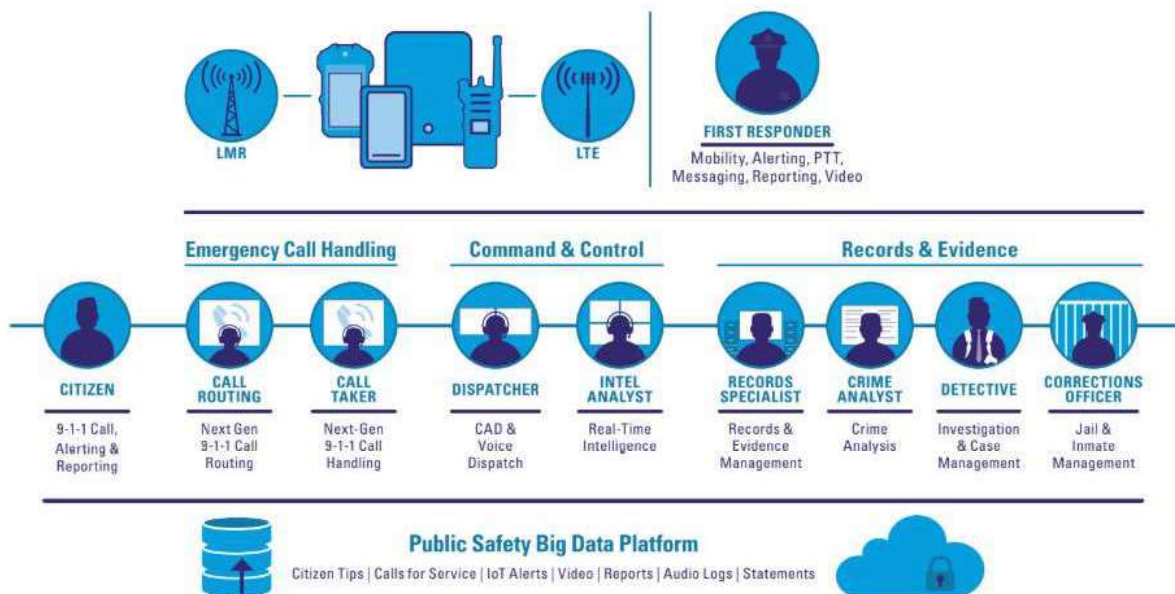


Figure 1-5: Motorola's End-to-End Portfolio

CommandCentral AXS is an integral part of our end-to-end portfolio, providing greater interoperability and support for the customer's current and future investments. As needs grow and change over time, this solution's flexible integration capabilities evolve to satisfy new demands. This adaptability also enables dispatchers to be effective with the integrations and capabilities they need.

1.3.2.4 CommandCentral AXS Dispatch Console Operator Position

The dispatch position supports multiple peripheral accessories. The following list describes the components included in the proposed configuration.

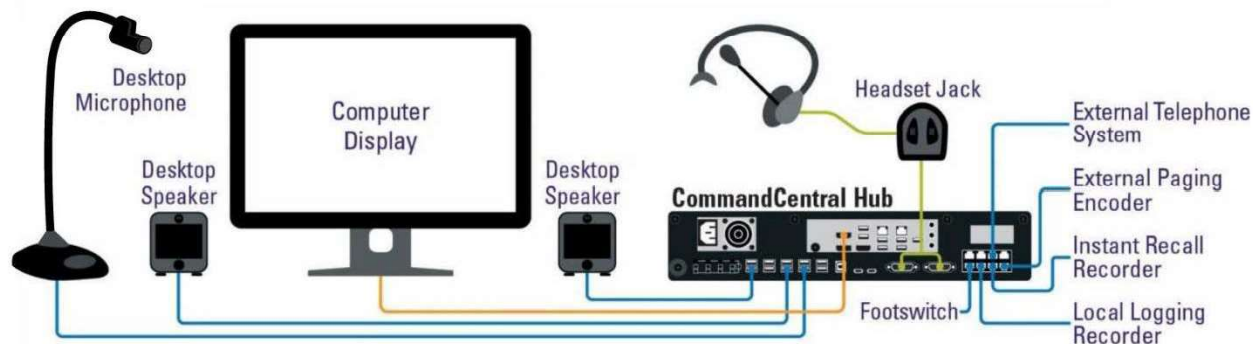


Figure 1-6: CommandCentral AXS Dispatch Console Accessories Example

Computer Display

Each dispatch console will use a 22-inch, touch screen display.

B1956 CommandCentral Hub (CC Hub)

The CommandCentral Hub (CC Hub) is the platform on which the CommandCentral AXS Dispatch Console operates. The CC Hub contains a number of analog inputs and outputs for connecting various peripheral devices as well as a workstation class computer motherboard.

The PC that is internal to the CC Hub will be programmed with a Microsoft Windows based operating system (OS) image developed for the dispatch application.

Desktop Speakers

Two audio speakers have been included with each dispatch position and can be configured to transmit audio from a specific talkgroup or set of talkgroups. Each speaker is a self-contained unit, with individual volume controls, and can be placed on a desktop or mounted on a rack or computer display.

Headset Jack

The dispatch position supports up to two headset jacks, both push-to-talk (PTT) and non-PTT-enabled, for simultaneous use by the dispatcher and a supervisor. The headset jack contains two volume controls for the separate adjustment of received radio and telephone audio.

Desktop Microphone

The microphone controls the dispatch position's general transmit and monitor features through two buttons on its base. The microphone can be fastened down or left loose. It can be used alone or in conjunction with a headset.

Footswitch

Each dispatch position includes a dual pedal footswitch that controls general transmit and monitor functions.

Peripheral quantities included are as described in the Proposed Equipment Section.

No integration to third-party logging, telephony, paging, or additional AUX I/O relays are included in this proposal.

1.4 Electrical, HVAC, and Equipment Space Requirements

Customer-provided power and backup power, including UPS and generator, will be used for the solution.

The table below shows the minimum power requirement for the proposed equipment.

Motorola requires one (1) 20 Amp Quad outlet for each new console position.

Table 1-1: Power Requirements

Equipment	Qty	Unit Power (W)	Unit BTU	Total Power (W)	Total BTU
Dispatch Room					
AXS Command Central Hub	2	180	584	360	1168
Speaker	4	26	86	104	344
Headset Jackbox	4	1	4	4	16
Gooseneck Microphone	2	1	4	2	8
Footswitch	2	1	4	2	8
22" Tech Global, Touch	2	19	62	38	124
Totals OPs				510	1668
Backroom					
SRX345 Router	2	128	416	256	832
LAN Switch	2	72	233	144	466
Totals Back-Room				400	1298

1.5 Backhaul Solution

The proposed solution will connect to GATRRS Zone 2 (TX DPS) ASTRO 25 Core by means of ASTRO Connectivity Service (ACS).

Table 1-2: ACS Solution

Site Name	Site Address	ACS Solution Type
Kimble County Dispatch	415 Pecan St Junction TX 76849	ACS (Fiber + LTE)

Motorola has included standard costs for the site.

It can be noted the address for Zone 2 Core is at 4700 Quarry Run, San Antonio, TX 78249.

Special Construction Costs

Special construction is needed if the local telco needs to build out their system to a location. This is typically not determined until after an order is placed with the LEC and a site walk of the address is performed. If special construction is needed, that will be a change to the order and paid for by the customer. There is no way to know if special construction is needed until an order is placed with the LEC and a site walk is performed. The customer can choose not to move forward with the order if special construction is required. Special Construction costs occur more often on Greenfield buildings and LMR tower sites.

LTE Limitations

LTE coverage may not be available in all areas.

Availability, latencies and packet delivery can vary depending on network.

1.6 Cutover

In order to install the new consoles, Kimble County and Motorola will need to develop a cutover plan. Motorola will closely work with the County and provide a cutover plan during the implementation phase of this project.

The preliminary high-level plan is as follows:

- Motorola will verify the ASTRO 25 Connectivity Service to provide network backhaul to the GATRRS DPS zone 2 core, to support the site dispatch mission-critical communications.
- Kimble County prepares space and power for the new AXS position and backroom hardware in the dispatch center.
- Equipment will be cold installed, as space allows.
- Uninstall existing MCC 7500E Consoles (one at a time), and install new AXS Console Positions.
- Run ATP

1.7 Acceptance Test Plan

The proposed solution's system acceptance will occur upon successfully completing a Functional Acceptance Test Plan (FATP), which will test the installed equipment's features, functions, and failure modes. This plan will validate that the Kimble County solution operates according to its design.

An ATP will be provided during the implementation phase of this project. All tests will be performed as described in the ATP and the acceptance test procedures will be mutually approved prior to the start of the acceptance testing. Customer representatives are encouraged to witness this field-testing in order to gain a better understanding of the system and test process.

Section 2

Statement of Work

Motorola is proposing to Kimble County Sheriff Office, TX the installation and configuration of the following equipment at the specified locations.

Site Name	Major Equipment
Kimble County Dispatch	Qty 2 AXS positions to replace existing MCC 7500 platform positions. Qty 2 Site Switch, Qty 2 Site Router. ACS Backhaul Solution.

The document delineates the general responsibilities between Motorola and Kimble County as agreed to by contract. **Work is as described in the System Description and Statement of Work, and all other work is excluded.**

2.1 Overview

This Statement of Work (SOW) describes the deliverables to be furnished to Kimble County Sheriff Office. The tasks described herein will be performed by Motorola Solutions, its subcontractors, and Kimble County Sheriff Office to implement the solution described in the System Description. It describes the actual work involved in installation, identifies the installation standards to be followed, and clarifies the responsibilities for Motorola Solutions, and Kimble County Sheriff Office during the project implementation. Specifically, this SOW provides:

- A description of the responsibilities for Motorola Solutions, and Kimble County Sheriff Office.
- A preliminary implementation timeline.
- The assumptions taken into consideration during the development of this project.

This SOW provides the most current understanding of the work required by all parties to ensure a successful project implementation. In particular, Motorola Solutions has made assumptions of the sites to be used for the new system. Should any of the sites change, a revision to the SOW and associated pricing will be required. It is understood that this SOW is a working document, and that it will be revised as needed to incorporate any changes associated with contract negotiations, and any other change orders that may occur during the execution of the project.

2.2 Responsibility Matrix

Motorola will use a phased approach for successfully implementing the proposed equipment.

These phases are broken down by:

- Project Initiation
- Site Preparation and Development
- System Installation

- System Optimization and Testing

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents within 7 to 10 business days.		X
Conduct all project work Monday thru Friday, 8 a.m. to 5:00 p.m. local time with the exception of Motorola Solutions' and the Customer's holidays.	X	
Deliverable: Completed and approved project milestones throughout the project.		
Project Kickoff		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Schedule Design Review.	X	X
Deliverable: Completed project kickoff and scheduled Design Review.		

Tasks	Motorola Solutions	Customer
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present installation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.		X
Provide all approvals required to add the proposed equipment at the proposed sites		X
Review safety, security, and site access procedures.	X	
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site, if needed.		X
Assume liability and responsibility for providing all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X

Tasks	Motorola Solutions	Customer
Maintain site access, as coordinated.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to install system equipment at each site.		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for installation of system equipment.		X
Ensure that required rack space is available for installation of the new equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Provide backup power, as required (i.e., UPS, generator, batteries, etc).		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Provide power to the top of each proposed rack.		X
Provide appropriately sized breakers in the AC panel at sites to support the needs of the proposed system including the installation of conduit and outlets at each location, as needed.		X
Conduct site walks to collect pertinent information (e.g. location of telco, power, structures, etc.)	X	
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare solution drawings showing the layout of the new and existing equipment.	X	
Review and approve of the site drawings, as needed.		X
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X

Tasks	Motorola Solutions	Customer
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for cabling, if needed.		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and installation effort, and on an ongoing basis.		X
Correct any site deficiencies (R56, etc.).		X
Transport removed site equipment to a location designated by Customer and within Customer's jurisdiction.		X
Deliverable: Sites meet physical requirements for equipment installation.		
SYSTEM INSTALLATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for the system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide a secure, temperature-controlled location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		

Tasks	Motorola Solutions	Customer
General Installation		
Deliver solution equipment to installation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Install all proposed fixed equipment as outlined in the System Description based upon the agreed-upon solution drawings. Installation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design.		X
Install and terminate all network cables between site routers and network demarcation points. Unless noted otherwise in the proposal, network cable lengths are assumed to be 25 feet or less, and to be run within the same equipment room. Also, up to 1 network cables is assumed per site.	X	
Ensure that Type 1 and Type 2 AC suppression is installed to protect installed equipment.		X
Connect installed equipment to the provided ground system within 15 feet.	X	
Label Motorola-supplied equipment and cables.	X	
Note any required changes to the installation for inclusion in the "as-built" system documentation.	X	
Remove, transport, and dispose of old equipment.		X
Deliverable: Equipment installed.		
Site Link Assessment		
Verify site link performance, prior to the interconnection of the solution equipment to the link equipment.	X	
Motorola Solutions will not perform any work on non-Motorola Solutions owned equipment.		X
Deliverable: Site Link Assessment completed.		
ASTRO 25 Core and Remote Site Installation and Configuration		
Install fixed equipment contained in the equipment list and system description.	X	
Provide ACS backhaul connectivity.	X	

Tasks	Motorola Solutions	Customer
Configure ASTRO 25 system to support the dispatch site.	X	
If subscriber fleet is not on the GATRRS system, provide a list of subscriber IDs for loading into the Zone Controller.		X
Load subscriber IDs in the Zone Controller.	X	
Provide required radio ID and alias information to enable alias database setup for interface to consoles.		X
Integrate the site into the system to ensure proper operation.	X	
Deliverable: ASTRO 25 core configuration completed.		
Console Installation and Configuration		
Provide console furniture and make room for new console installation.		X
Identify circuits for connection to console and a demarcation point located within 25 feet of the console interface.		X
Connect console to circuit demarcation points.	X	
Install the dispatch backroom equipment into the customer's existing rack.	X	
Install CommandCentral Hub and all associated console equipment at each position.	X	
Install peripheral console equipment in accordance with R56 standards and state/local codes.	X	
Develop templates for console programming.	X	
Perform console programming and configuration.	X	
Provide any necessary KVL for loading encryption keys, if needed.		X
No reprogramming of any console/control station nor any subscriber fleet radios are included. Customer to make any updates, if needed.		X
Ensure there is enough space, power, and grounding available to install the proposed Console equipment as applicable.		X
Deliverable: Console equipment installation completed.		

Tasks	Motorola Solutions	Customer
SYSTEM OPTIMIZATION AND TESTING		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Reconfigure and reoptimize 3rd party equipment that is not part of the Motorola Solutions scope of work.		X
Deliverable: Completion of System Optimization.		
Functional Acceptance Testing		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
Deliverable: Completion of functional testing and approval by Customer.		
Training		
Finalize schedule for training coursework.	X	
Provide a training facility.		X
Ensure that the training participants fulfill course prerequisites.		X
Conduct the training classes outlined in the Training Plan.	X	
Attend proposed training classes.		X

Tasks	Motorola Solutions	Customer
Deliverable: Training coursework completed.		
Cutover		
Finalize Cutover Plan.	X	X
Conduct a cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for the cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Execute cutover plan, as agreed upon.	X	X
Resolve punch list items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punch list items by providing support, such as access to the sites, equipment and system, and approval of the resolved punch list items.		X
Deliverable: Migration to new system completed, and punch list items resolved.		
Transition to Warranty		
Review the items necessary for transitioning the project to warranty support and service.	X	
Motorola Solutions to provide services during year 1 warranty which align with the proposed services.	X	
Provide a Customer Support Plan detailing the warranty support associated with the contract equipment.	X	
Participate in the Transition Service/Project Transition Certificate (PTC) process.		X
Deliverable: Service information delivered and approved by Customer		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system manual on CD or other Customer preferred electronic media. Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X

Tasks	Motorola Solutions	Customer
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

- **NOTE: Final Project Acceptance shall be deemed successful when the ATP tests pass. The Customer and Motorola Solutions mark the event by signing and dating the Final System Acceptance milestone certificate.**

2.3 ASTRO 25 Connectivity Services Statement of Work

2.3.1 Overview

Motorola Solutions' ASTRO® 25 Connectivity Service ("Service") provides network backhaul to support the Customer's mission-critical ASTRO 25 communications. The ASTRO Connectivity Services has many design use cases. It can serve as a backhaul connection that will link ASTRO 25 core sites with ASTRO 25 remote sites and connect Motorola Cloud applications to ASTRO 25 systems.

The ASTRO 25 Connectivity Service is offered and available exclusively to ASTRO 25 systems that provide Public Safety Radio Services. The service is designed specifically to enable single vendor sourcing for Motorola Solutions' ASTRO 25 systems and Motorola Solutions information-based applications, including SmartConnect, SmartLocate, Critical Connect, and other cloud-hosted applications provided by Motorola Solutions. These applications must be licensed from Motorola Solutions under a separate agreement to access and use the respective services.

Motorola Solutions will provide and install equipment necessary to enable and support this Service.

In addition to providing the backhaul equipment and installation services, Motorola Solutions will maintain and manage network elements required to provide the Service ("Managed Elements"). Motorola Solutions will provide these services as needed to meet the Service Availability Goals described in this SOW. Motorola Solutions and its partners deliver services as mentioned in the SOW.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and the customer ("Customer").

Notwithstanding, the connectivity contemplated in the ASTRO® 25 Connectivity Service will be provided by Motorola Solutions Connectivity Inc., a wholly owned subsidiary of Motorola Solutions. In order to enable delivery of these connectivity services, customers must sign the Transport Connectivity Addendum ("TCA") attached to the Agreement. Any transport or connectivity will be provided by Motorola Solutions Connectivity, Inc.

Motorola Solutions Connectivity, Inc. will utilize Motorola Solutions, Inc. as its billing and collection agent and Customer expressly agrees that invoices for services provided by Motorola Solutions Connectivity, Inc. may appear on invoices issued by Motorola Solutions, Inc. Charges for Motorola Solutions Connectivity, Inc. services that appear on invoices issued by Motorola Solutions, Inc. shall be paid to Motorola Solutions, Inc. and are fully satisfied under the billing and payment terms of the Motorola Solutions, Inc. Service Agreement.

In order to receive the services as defined within this SOW, the Customer is required to keep the ASTRO 25 system within a standard support period as described in Motorola Solutions' [Software Support Policy \("SwSP"\)](#).

2.3.2 Prerequisites

To connect the Customer's on-premises ASTRO 25 dispatch site and receive the full scope of ACS services, the Customer is required to have an ASTRO 25 infrastructure service package. Without the infrastructure services packages, some ACS services may be limited.

The Service is integrated with the Customer's ASTRO 25 infrastructure service package as a supplemental service when purchased. The ASTRO 25 Connectivity Service to the Customer's ASTRO 25 dispatch site may terminate upon the Customer canceling its ASTRO 25 service package.

The ASTRO 25 Connectivity Service does not require separate service packages to support cloud-hosted applications like CirrusCentral Management. The Cloud applications utilizing ACS will have their own SOW (e.g., APX Next, SmartConnect, Cirrus, Critical Connect, etc.) as a part of their Software Services Subscriptions.

2.3.3 Product and Installation

2.3.3.1 Scope

Motorola Solutions will provide and manage connectivity service between the Customer's ASTRO 25 core sites and the ASTRO 25 remote sites, cloud data centers, or hosted data centers noted in **Section 2.3.3.5: ASTRO 25 Connectivity Service Sites and Equipment**.

2.3.3.2 Motorola Solutions Responsibilities

Motorola Solutions will fulfill the following responsibilities to provide the ASTRO 25 Connectivity Service:

- Provide Managed Elements noted in Section: ASTRO 25 Connectivity Service Sites and Equipment to establish connectivity between the Customer-provided equipment and wiring for sites noted in the same table. Such Managed Elements are included in the service pricing for installation and setup and are determined by Motorola Solutions. Motorola Solutions will retain managed Elements used for service delivery.
- Perform a site survey prior to installation to assess that all the conditions for a proper site installation can be met, including, but not limited to the presence of network facilities necessary to provide the necessary connectivity. Motorola Solutions will note any variations of the site that would affect the hardware specifications or estimated labor involved for a standard installation. If the site survey indicates a non-standard installation (for example, the need for construction of "last mile" network facilities), then a mutually agreed change order may be required.
- It is assumed that in the building, LTE coverage is adequate at the installation site. If, during installation, it is determined the in-building LTE coverage is not adequate for service, then a mutually agreed change order may be required for external antenna installation.
- Standard Demarc – MSI will install cable between the Local Exchange Carrier Minimum Point of Entry (MPOE) and the Managed Elements located within the customer ASTRO infrastructure. MSI will install the demarc standard – which includes one service call, up to two (2) total hours of on-site labor, and installation of one (1) cat 3, 5, or 5e cable drop up to 150 feet (vertical length up to 12 feet), connectors, ty-wraps, jacks, face plates, and cable. A mutually agreed change order may be required if the site survey indicates a non-standard extended demarc (for example, the need for cable through walls over 150' or multiple floors).

- Install equipment supplied by Motorola Solutions. Installation period is within 45 business days from when Motorola Solutions and Customer execute the Agreement and related addendum or addenda.
- When available and approved by the Customer in writing, Motorola Solutions may use Customer-owned or Customer-managed resources at no additional cost to Motorola Solutions. The customer is solely responsible for maintaining and replacing such resources, and Motorola Solutions bears no responsibility for such resources. Motorola Solutions is further not responsible for any failures in such resources.
- Cooperate with the Customer to schedule the ASTRO 25 Connectivity Service implementation.
- Coordinate the activities of any Motorola Solutions subcontractors necessary to provide this service.
- Administer safe work procedures for installation.
- Assist the Customer with operating and using the system during cutover.
- Motorola Solutions may, in its sole discretion, choose to modify the backhaul design. These changes will result in equivalent or improved capacity, cost, reliability, or availability.

2.3.3.3 Customer Responsibilities

The Customer will fulfill the following responsibilities to provide the ASTRO 25 Connectivity Service:

- Provide buildings, equipment shelters, and towers required for system installation, including building sites for backhaul equipment.
- Ensure communications sites meet space, grounding, power, and connectivity requirements for equipment installation.
- Obtain all licensing, site access, or permitting required for project implementation.
- Provide a dedicated delivery point, such as a warehouse, for receipt, inventory, and storage of equipment prior to delivery to the site(s) if requested by Motorola Solutions.
- Ensure existing sites or equipment locations have sufficient space available for the system, as specified by Motorola's R56 Standards and Guidelines for Communication.
- Ensure that existing sites or equipment locations have adequate electrical power in the proper phase, in the proper voltage, and with necessary site grounding to support the requirements of the equipment provided with the ASTRO 25 Connectivity Service.
- Perform any location upgrades or modifications.
- Obtain and maintain approved local, State, or Federal permits necessary for installing and operating the proposed equipment.
- Provide any required system interconnections not specifically included in the ASTRO 25 Connectivity Service. Links provided by the ASTRO 25 Connectivity Service are outlined in Section 2.3.3.5: ASTRO 25 Connectivity Service Sites and Equipment.
- Install demarcation equipment, air conditioning, and other equipment that is not provided by Motorola Solutions and is necessary to support the project.
- Perform work necessary to complete the project outside the scope of the installation services provided by Motorola Solutions.

- If Motorola Solutions' design requires wireless backup and out-of-band ("OOB") monitoring, Motorola Solutions may provide a wireless modem at the Customer location for OOB monitoring for Motorola Solutions Managed Elements. The Customer shall provide access and accommodations to install the modem.
- The Customer will notify Motorola Solutions of any maintenance that may affect the operating status of the Managed Elements using a Customer Maintenance Change Management Request via the Customer Hub. Examples of maintenance activities include powering down the site, a Motorola Solutions' Managed Element, or a third-party Network Terminating Unit, or resetting, recabling, or moving equipment components.
- If a Motorola Solutions representative visits the Customer Site or works remotely, at the Customer's request, to investigate an issue with the Service, and the Motorola Solutions representative determines the Service is functioning correctly or is prevented from resolving the issue because the Customer did not provide access or reasonable assistance, the Customer will be charged at published or negotiated time and material rates.
- If Motorola Solutions agrees to manage any of the Customer's equipment components and determines that those components need to be upgraded before Motorola Solutions can manage them, the Customer will need to perform any upgrades required to support Motorola Solutions' management. Potential upgrades that might be necessary include upgrades for Managed Elements Enhanced Features, end-of-life conditions, and the like. Motorola Solutions will manage those Customer equipment components after the necessary upgrade is complete.
- Upon Motorola Solutions' request, the Customer or designated field service technician will reboot the Managed Elements, provide the LED light statuses of the third-party provider Network Terminating Unit where applicable, verify equipment power, verify that cables are securely connected, and insert a loopback plug.

2.3.3.4 Availability Goals

Service Level Availability Objectives

Motorola Solutions' ASTRO 25 Connectivity Service includes service level goals, calculated using a standard formula described below. Availability calculations include only active network sites during the reporting period. Inactive mobile sites are not factored into availability calculations. Motorola Solutions will monitor service availability 24 hours a day, seven days a week.

Availability Calculation

For the ASTRO 25 Connectivity Service, Motorola Solutions will provide the Customer with availability metrics for active sites. ASTRO 25 Connectivity Service availability is the percentage of time that the circuit is available within a given calendar month.

Motorola Solutions will determine connection availability individually for each of the Customer's ASTRO 25 Connectivity Service connections. Availability is calculated monthly by computing the total number of Critical P1 priority incident outage minutes, as defined in Table 2-2, in a calendar month and dividing that sum by the total number of minutes in a 30-day calendar month. Availability is calculated after a Critical P1 incident ticket is opened. If the site has backup connectivity, this is factored into the availability calculation. The formula for computing target availability goals is as follows:

Availability (%) = $(1 - (\text{Total minutes of site Hard Outage per month} \div \text{Number of days in month} \times 24 \text{ hours/day} \times 60 \text{ minutes/hour})) \times 100$.

Table 2-1 provides Motorola Solutions' availability goals for specific site types. This table contains Motorola Solutions' Service Level Goals.

Table 2-1: ASTRO 25 Connectivity Service Level Goals

Site Type	Link Count	Handoff (NID to SRX)	Hardware (per link)	Wireless Backup (VRF)	Service Level Goals
RF Site	1	10 – LC Fiber	SRX345	Yes (ASTRO 25 LMR)	99.95%
RF Subsite	1	10 – LC Fiber	SRX345	No	99.5%
Dispatch Site	1	10 – LC Fiber	SRX345	Yes (ASTRO 25 LMR)	99.95%
Conduit Hub (Standalone)	2	100 – LC Fiber	SRX1500	No	99.999%
Conduit Hub (Primary)	1	100 – LC Fiber	SRX1500	No	99.5%
Conduit Hub (Geo Location)	1	100 – LC Fiber	SRX1500	No	99.5%
Prime Site (Standalone)	2	100 – LC Fiber	SRX1500	Design Dependent	99.999%
Prime Site (Primary)	1	100 – LC Fiber	SRX1500	Design Dependent	99.5%
Prime Site (Geo Location)	1	100 – LC Fiber	SRX1500	Design Dependent	99.5%
ASTRO 25 Core (Primary)	2	1000 – LC Fiber	SRX1500	Yes (Cloud Apps)	99.999%
ASTRO 25 Core (DSR)	2	1000 – LC Fiber	SRX1500	Yes (Cloud Apps)	99.999%
Cirrus Hub	2	100 – LC Fiber	SRX345	No	99.999%

Outages

Availability is influenced by multiple factors, including network design, equipment, backhaul, and environmental factors. This section defines outage types and how they factor into service availability calculations.

Hard Outage

A hard outage, classified as a Critical P1 incident, is a complete loss of Motorola Solutions-provided backhaul connectivity, during which the Customer cannot use the service and is prepared to release it for immediate testing. Motorola Solutions factors hard outages into availability calculations and would impact the service level goals.

Planned Outages

Planned outages are pauses in service delivery that Motorola Solutions can notify the Customer of in advance, with a scheduled time for when the outage will end. If a planned outage exceeds the time that was predicted by 10% of the time scheduled, then the outage will be included as an agenda item for discussion at the next meeting between Motorola Solutions and the Customer. Motorola Solutions and the Customer will recategorize the outage during the meeting. Motorola Solutions does not include planned outages in connectivity availability calculations.

Force Majeure

An outage resulting from a *Force Majeure* event as defined in the Agreement is not included in availability calculations, but Motorola Solutions will provide a continuous commercially reasonable effort to restore system components affected by such event.

Availability Exclusions

The following items are excluded from Motorola Solutions' availability calculations:

- Periods of Soft Outage, during which the Customer is able to use the ASTRO 25 Connectivity Service, and is not prepared to release the service for immediate testing.
- Sites installed for less than one full calendar month.
- Customer Premises Equipment ("CPE") is not under Motorola Solutions' 24/7 monitoring coverage.
- Sites with wireless primary access.
- Customer sites with wireless backup access, where wireless signal strength does not meet wireless signal strength guidelines as required by Motorola Solutions.
- Any delay, act, or omission by the Customer or a third party, other than the local access provider, that causes or extends an outage is excluded from the availability calculation. In addition, periods of service degradation, such as slow data transmission, where a Critical P1 trouble ticket has not been opened with Motorola Solutions and the Customer has not released its Service for immediate testing, are excluded.
- IN ADDITION TO THE EXCLUSIONS FROM DAMAGES SET FORTH IN THE AGREEMENT, AND NOTWITHSTANDING ANY PROVISION OF THE AGREEMENT TO THE CONTRARY, MOTOROLA SOLUTIONS WILL HAVE NO LIABILITY FOR (A) INTERRUPTION OR FAILURE OF CONNECTIVITY, VULNERABILITIES, OR SECURITY EVENTS; (B) DISRUPTION OF OR DAMAGE TO CUSTOMER'S OR THIRD PARTIES' SYSTEMS, EQUIPMENT, OR DATA, INCLUDING DENIAL OF ACCESS TO USERS, OR SHUTDOWN OF SYSTEMS CAUSED BY INTRUSION DETECTION SOFTWARE OR HARDWARE; (C) AVAILABILITY OR ACCURACY OF ANY DATA AVAILABLE THROUGH THE SERVICE, OR INTERPRETATION, USE, OR MISUSE THEREOF; (D) TRACKING AND LOCATION-BASED SERVICES; OR (E) BETA SERVICES.
- "AS IS". THE SOLUTION AND SUBSCRIPTION SERVICES DESCRIBED HEREIN ARE PROVIDED "AS IS". MOTOROLA SOLUTIONS DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.

- **Availability and Accuracy.** The customer acknowledges that the services' functionality, availability, and accuracy described herein depend on many elements beyond Motorola Solutions' control, including databases managed by Customer or third parties and Customer's existing equipment, software, and Customer Data. Therefore, Motorola Solutions does not guarantee the availability or accuracy of data or any minimum level of coverage or connectivity. The customer agrees not to represent to any third party that Motorola Solutions has provided such a guarantee. Interruption or interference with the services described herein may periodically occur.
- The Service and/or features may not be available in all areas.

Incident Priority Definitions and Response Times

This section describes incident priority levels that support availability measurements.

Table 2-2: ASTRO 25 Connectivity Incident Priority Definitions and Response Time Goals

Incident Priority	Incident Definitions	Primary Link Response Time Goals	Secondary Link Response Times
Critical P1	Hard Outage. The ASTRO 25 Connectivity Service is completely inoperable or degraded to the extent that it is unusable by the Customer. The Customer is prepared to release the service for immediate testing.	Monitored 24/7. Response within 15 minutes. Restoration in 3.5 hours.	8x5
High P2	ASTRO 25 Connectivity Service performance is degraded, but the Customer is able to use the Service. Incidents are assigned this priority if the Customer is not prepared to release the service for immediate testing.	Monitored 24/7. Response within 15 minutes. Restoration in 3.5 hours.	8x5
Medium P3	A problem affects an ASTRO 25 Connectivity Service component, which does not impact service functionality or availability.	Monitored 24/7. Response within 15 minutes.	8x5
Low P4	<ul style="list-style-type: none"> ▪ Customer's requests that do not impact the ASTRO 25 Connectivity Service, such as a Customer request for an incident report ▪ Service incidents not covered by other priority levels. ▪ Scheduled maintenance. 	Monitored 24/7. Response within 15 minutes.	8x5

2.3.3.5 ASTRO 25 Connectivity Service Sites and Equipment

Table 2-3 describes sites included in the proposed backhaul design, notes their location, and lists the critical solution equipment provided for them.

Table 2-3: ASTRO 25 Connectivity Service Interconnected Site Locations

Site Name	Site Address	Site Type
Kimble County	415 Pecan St Junction TX 76849	Dispatch

2.3.4 Availability Reports

2.3.4.1 Description of Service

Motorola Solutions will track the availability of the Customer’s ASTRO 25 Connectivity Service components using standardized availability reports and will endeavor to achieve availability goals based on those reports. Motorola Solutions automatically collects and collates availability data from network elements and uses that data to determine system health and if any maintenance or improvements are needed. Trend analysis can indicate capacity, availability, or reliability issues before they significantly affect services.

2.3.4.2 Scope

Each month, Motorola Solutions will create and distribute a network availability report to compare with availability levels described in Section 2.3.3.4: Availability Goals.

This service includes the following tasks:

- **Data Collection** – Availability data is remotely collected and stored for reporting purposes.
- **Data Reporting** – A suite of availability reports is generated and uploaded to the Customer Hub.

2.3.4.3 Inclusions

Availability reports will be provided for Motorola Solutions-provided site connections included in the ASTRO 25 Connectivity Service.

2.3.4.4 Motorola Solutions Responsibilities

- Collect availability data through defined interfaces.
- Provide the availability reports within Customer Hub.
- Provide a Motorola Solutions point of contact for questions the Customer has about the findings or service reports provided by Motorola Solutions.

2.3.4.5 Limitations and Exclusions

- Motorola Solutions’ availability target objectives and related availability calculations exclude availability degradation resulting from the customer's failure to take necessary actions promptly.

2.3.4.6 Customer Responsibilities

- Designate an authorized reporting contact to work with Motorola Solutions to address any questions.
- When necessary, perform corrective actions identified by Motorola Solutions' project team as outside the scope of Motorola Solutions' responsibilities.

2.3.5 Backhaul Event Monitoring

2.3.5.1 Description of Service

Backhaul Event Monitoring provides real-time end-to-end event monitoring and fault isolation for ASTRO 25 Connectivity Service backhaul components and links. A set of sophisticated tools supports remote detection and classification of events on the Customer's backhaul network. When an event is detected, Motorola Solutions will determine the status of impacted backhaul links and engage with other service teams as needed to isolate the cause and resolve the incident. Motorola Solutions will respond to incidents in accordance with Section: Incident Priority Definitions and Response Times.

2.3.5.2 Scope

Backhaul Event Monitoring is available 24 hours a day, seven days a week. Motorola Solutions' tools and processes for monitoring ASTRO 25 radio networks will be leveraged to monitor the backhaul endpoints effectively, and to provide a consistent monitoring experience if receiving both services. Incidents that are generated by the monitoring service will be handled per Section: Incident Priority Definitions and Response Times.

2.3.5.3 Inclusions

Backhaul Event Monitoring is provided for the backhaul links and equipment listed in Section 2.3.3.5: ASTRO 25 Connectivity Service Sites and Equipment.

2.3.5.4 Motorola Solutions Responsibilities

- Use concurrent connectivity through the network connection established to support Backhaul Event Monitoring.
- Verify connectivity and backhaul-specific event monitoring after system installation is complete.
- Monitor backhaul links continuously 24 hours daily, seven days weekly.
- Create incident tickets when necessary. Identify and classify the link associated with the incident. Gather information to perform the following:
 - Characterize the issue.
 - Determine a plan of action.
 - Assign and track the incident to resolution.
- Remotely access the Customer's backhaul to perform remote diagnosis and fault isolation (P1 and P2) as permitted by the Customer pursuant to Section 2.3.5.6: Customer Responsibilities.

- Dispatch the Customer's field service technician or local technician designated in the CSP when necessary and maintain communications with the Customer until the incident is resolved. Provide updates in accordance with the agreed frequency until resolution. Dispatching an onsite resource is applicable.

2.3.5.5 Limitations and Exclusions

- Monitoring excludes Customer Enterprise Network ("CEN") components.
- Additional support charges beyond the contracted service rates may apply if Motorola Solutions determines that system faults were caused by the Customer making changes to critical system parameters.
- Motorola Solutions is not responsible for system faults or deficiencies that are caused by changes or modifications to the system not performed by Motorola Solutions.

2.3.5.6 Customer Responsibilities

- Provide Motorola Solutions with continuous remote access to enable the monitoring service.
- Provide continuous utility service to any Motorola Solutions backhaul equipment installed or used at the Customer's premises to support service delivery. The Customer agrees to take reasonable due care to secure the Motorola Solutions equipment from theft or damage while on the Customer's premises.
- Prior to the contract start date, provide Motorola Solutions with pre-defined information necessary to complete a CSP, including:
 - Incident notification preferences and procedures.
 - Repair verification preference and procedure.
 - Database and escalation procedure forms.
- Submit changes in any information supplied to Motorola Solutions and included in the CSP to the Customer Support Manager ("CSM").
- Notify the CMSO when the Customer performs any activity that impacts the backhaul components. Activity that impacts the backhaul components may include but is not limited to, installing software or hardware upgrades, performing upgrades to the network, renaming elements or devices within the network, and taking down part of the system to perform maintenance.
- Allow Motorola Solutions' field service technician, designated in the CSP, access to equipment, including any connectivity or monitoring equipment, if remote service is impossible.
- Allow Motorola Solutions' field service technician, designated in the CSP, access to remove Motorola Solutions-owned monitoring equipment upon cancellation of service.
- Provide Motorola Solutions with all Customer-managed passwords required to access the Customer's system upon request, when opening a request for service support, or when needed to enable a response to a technical issue.
- Pay additional support charges above the contracted service agreements that may apply if it is determined that backhaul faults were caused by the Customer making changes to critical system parameters without written agreement from Motorola Solutions.
- Cooperate with Motorola Solutions and perform reasonable or necessary acts to enable Motorola Solutions to provide these services.

- Acknowledge that incidents will be handled in accordance with Section: Incident Priority Definitions and Response Times.

2.3.6 Remote Technical Support

2.3.6.1 Description of Service

Motorola Solutions' Remote Technical Support service provides telephone consultation for technical issues that require ASTRO 25 Connectivity Service backhaul knowledge and troubleshooting capabilities. As with ASTRO 25 incidents, the CMSO Service Desk will respond to ASTRO 25 Connectivity Service incidents.

2.3.6.2 Scope

The CMSO Service Desk is available via telephone 24 hours per day, seven days per week, and 365 days per year to receive and log requests for technical support. Remote Technical Support service is provided in accordance with Section: Incident Priority Definitions and Response Times. Any unresolved incidents will be escalated to Motorola Solutions Engineering and Original Equipment Manufacturers (OEM) for further assistance.

2.3.6.3 Motorola Solutions Responsibilities

- Maintain availability of the Motorola Solutions CMSO Service Desk via telephone (800-221-7144) 24 hours per day, seven days per week, and 365 days per year to receive, log, and classify Customer requests for support.
- Respond to requests for service in accordance with Section: Incident Priority Definitions and Response Times.
- Provide the caller with a plan of action outlining additional requirements, activities, or information required to achieve restoral/fulfillment.
- Maintain communication with the Customer in the field as needed until resolution of the incident.
- Coordinate technical resolutions with agreed upon third-party vendors, as needed.
- Escalate support issues to additional Motorola Solutions technical resources, as applicable.
- Determine, in its sole discretion, when an incident requires more than the Remote Technical Support services described in this SOW and notify the Customer of an alternative course of action.
- If a customer has ACS and has an ASTRO 25 system network monitoring service or an ASTRO system Infrastructure service package that has monitoring. In that case, Motorola shall be able to deliver an integrated enhanced support plan for both the ASTRO system and its backhaul links.

2.3.6.4 Limitations and Exclusions

The following activities are outside the scope of the Remote Technical Support service:

- Customer training.
- Remote Technical Support for network transport equipment or third-party products not sold by Motorola Solutions.

- Any maintenance and/or remediation required as a result of a virus or unwanted cyber intrusion.

2.3.6.5 Customer Responsibilities

- Submit changes in any information supplied in the CSP to the Customer Support Manager (“CSM”).
- Contact the CMSO Service Desk to engage the Remote Technical Support service when needed, providing the necessary information for proper entitlement services. This information includes but is not limited to the contact's name, the customer's name, the system ID number, the site(s) in question, and a brief description of the problem that contains pertinent information for initial issue classification.
- Maintain suitably trained technical resources familiar with the operation of the Customer's system to provide field maintenance and technical maintenance services for the system.
- Supply suitably skilled and trained on-site presence when requested.
- Validate issue resolution in a timely manner prior to the close of the incident.
- Acknowledge that incidents will be handled in accordance with Section: Incident Priority Definitions and Response Times.
- Cooperate with Motorola Solutions, performing reasonable or necessary acts to enable Motorola Solutions to provide Remote Technical Support. These actions include but are not limited to, providing System IP information, local hardware logs, software versions, and Customer change management information.

2.3.7 On-site Response

Motorola Solutions' On-site Response service provides incident management and escalation for on-site technical service requests. The service is delivered by Motorola Solutions' Centralized Managed Support Operations (“CMSO”) organization in cooperation with a local service provider.

2.3.7.1 Description of Service

The Motorola Solutions CMSO Service Desk will receive the Customer's request for on-site service.

The CMSO Dispatch Operations team is responsible for opening incidents, dispatching on-site resources, monitoring issue resolution, and escalating as needed to achieve response time goals.

The dispatched field service technician will travel to the Customer's location to restore the system in accordance with Section: Incident Priority Definitions and Response Times.

Motorola Solutions will manage incidents as described in this SOW. The CMSO Service Desk will contact the field service technician until the incident is closed.

2.3.7.2 Scope

- On-site Response is available as needed to support the availability described in Section 2.3.3.4: Availability Goals.

2.3.7.3 Inclusions

On-site Response is provided for hardware included with ASTRO 25 Connectivity Service.

2.3.7.4 Motorola Solutions Responsibilities

- Receive service requests.
- Create an incident when service requests are received. Gather information to characterize the issue, determine a plan of action, and assign and track the incident to resolution.
- Dispatch a field service technician, as required by Motorola Solutions' standard procedures, and provide necessary incident information.
- Provide the required personnel access to relevant Customer information, as needed.
- Motorola Solutions designated field service technician will perform the following on-site:
 - Run diagnostics on the component.
 - Perform physical fault restoration and hardware maintenance to restore component functions.
 - Provide materials, tools, documentation, physical planning manuals, diagnostic and test equipment, and any other material required to perform the maintenance service.
 - If a third-party vendor is needed to restore the system, the vendor can be accompanied onto the Customer's premises.
 - If the Customer's repair verification is required in the Customer Support Plan ("CSP"), verify with the Customer that restoration is complete or the system is functional. If verification by the Customer cannot be completed within 20 minutes of restoration, the incident will be closed, and the field service technician will be released.
 - Escalate the incident to the appropriate party upon expiration of a response time.
- Close the incident upon receiving notification from the Customer or Motorola Solutions on-site service technician, indicating the incident is resolved.
- Notify the Customer of incident status, as defined in the CSP and Service Configuration Portal ("SCP"):
 - Open and closed.
 - Open, assigned to the Motorola Solutions field service technician, arrival of the service technician on-site, delayed or closed.
- Provide incident activity reports to the Customer if requested.

2.3.7.5 Customer Responsibilities

- Contact Motorola Solutions, as necessary, to request service.
- Prior to the start date, provide Motorola Solutions with the following pre-defined Customer information and preferences necessary to complete CSP:
 - Incident notification preferences and procedure.
 - Onsite Repair verification preference and procedure.
 - Database and escalation procedure forms.

- Submit changes in any information supplied in the CSP to the Customer Support Manager (“CSM”).
- Provide the following information when initiating a service request:
 - Assigned site ID number.
 - Problem description and site location.
 - Other pertinent information requested by Motorola Solutions to open an incident.
- Provide field service technicians with access to equipment.
- Supply spare or FRU, as applicable, in order for Motorola Solutions to restore the system.
- Maintain and store software needed to restore the system in an easily accessible location.
- Maintain and store proper system backups in an easily accessible location.
- If required by repair verification preference provided by the Customer, verify with the CMSO Service Desk and dispatch that restoration is complete or the system is functional.
- Cooperate with Motorola Solutions and perform reasonable or necessary acts to enable Motorola Solutions to provide these services.
- In the event that Motorola Solutions agrees to provide On-site Response to Customer-provided third-party elements, the Customer agrees to obtain and provide applicable third-party consents or licenses to enable Motorola Solutions to provide the service.

2.3.8 Software Updates

2.3.8.1 Description of Service

Each quarter, Motorola Solutions will provide relevant Original Equipment Manufacturer (“OEM”) software patches for backhaul equipment included in the ASTRO 25 Connectivity Service. These patches will update equipment when required to maintain components’ compatibility or address security vulnerabilities.

2.3.8.2 Scope

Motorola Solutions will update network components when it is necessary to maintain the ASTRO 25 Connectivity Service and will provide security updates to address identified security vulnerabilities.

Software Updates follow Motorola Solutions’ defined change management process to avoid potential disruption. Once an OEM software update is available, Motorola Solutions initiates the change process to define the update’s impact and work with the Customer to schedule its implementation.

2.3.8.3 Inclusions

Motorola Solutions will provide relevant software patches and updates as provided by OEMs based on a schedule mutually agreed upon schedule.

2.3.8.4 Motorola Solutions Responsibilities

- Provide relevant software and security patches to the Customer when provided by the OEM.
- Notify the Customer if an update will require network downtime to implement.

- Work with the Customer to schedule installation of disruptive software patches.

2.3.8.5 Limitations and Exclusions

- Motorola Solutions does not provide warranties on software updates. Warranties on software updates, if available, will be provided directly by the OEM.

2.3.8.6 Customer Responsibilities

- Work with Motorola Solutions to schedule the installation of disruptive software patches when required.

2.4 Assumptions

Motorola has made several assumptions in preparing this proposal, which are noted below. Should Motorola's assumptions be deemed incorrect or not agreeable to the Customer, a revised proposal with the necessary changes and adjusted costs may be required. Changes to the equipment or scope of the project after contract may require a change order.

- A Performance Bond is not required.
- Union Labor is not required.
- Prevailing Wages are not required.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of the Customer.
- It is assumed the customer will obtain or update any ILA/MOUs or lease agreements necessary to install/use the proposed equipment. This design is contingent on GATRRS/TX DPS (Zone 2) approval.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- All existing sites or equipment locations will have adequate electrical power in the proper phase and voltage, and site grounding to support the requirements of the system described. Customer will be responsible to provide all necessary primary power and backup power, including UPS and generator, to meet the power requirements of the proposed system. Any electrical upgrades would be customer responsibility.
 - Electrician services are not included.
- The consoles will be installed in existing, customer-provided furniture.
- Any site/location upgrades or modifications are the responsibility of the Customer.
- Customer is responsible to provide a high-speed internet connection for downloading the software updates directly to the CommandCentral AXS Dispatch Console subsystem, if needed.
- It is assumed the AXS positions are within 328 ft of the backroom.
- It is assumed all equipment to be re-used is in good, working order. If the existing equipment is not in working order or require adjustments or replacement a change order will be required. Motorola has not included any time to assist in troubleshooting the existing hardware.
- This proposal does not include any telephony media gateway (or connections to telephones) nor any paging features for the consoles.

- Interfacing to 3rd party equipment or applications is not a part of this proposal.
- Any required system interconnections not specifically outlined here will be provided by the customer.
- Any programming changes to the existing APX Consolettes or subscriber fleet will be a responsibility of the customer. No changes for FCC licensing are being proposed.
- It is assumed that existing dispatch features and functionality can be achieved with the proposed AXS Console platform. Where feature parity is not possible, Motorola will work with Kimble County to configure the consoles using available features and configuration options. No special feature development is included.
- It is assumed there is LTE coverage inside the new building, if necessary, for the Cradlepoint LTE Router. A change order will be required if an external antenna is needed.
- It is assumed that no special construction is needed for the fiber build to the building.
- It is assumed the telco demarc is within 150 ft of building entry or that single mode fiber is available in the building.
- It is assumed the site has adequate existing rack space for the proposed equipment, as well as appropriate power and grounding (per R56) at the site.
- No additional system upgrade for the K-Core is included in this proposal; if the systems are out of sync, additional costs to align the release may be incurred.
- Console training is included.
- Spares are not included in this proposal.
- Customer to dispose of any decommissioned hardware.

2.5 Preliminary Project Schedule

Below is a high-level schedule of tasks with an approximate timeline and order of events. A final project schedule will be developed based upon mutual agreement between Motorola Solutions and the customer at the Detailed Design Review (DDR). The equipment order/ship timeline reflected below is the average lead time for materials. The duration may be impacted by supply chain availability.

This preliminary schedule is included for informational purposes only and assumes that all responsibilities as defined above are completed, as required. If site improvements or site approvals are needed these must be completed prior to equipment shipping to the field. It is assumed customer site escorts can be provided for coordinated site work to occur as scheduled with the Project Manager.

Figure 2-1: Preliminary Schedule

PROJECT PHASE	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Project Kickoff												
Design / Order / Submit ACS Order												
Manufacture												
ACS Site Walk - Assess Special Construction Costs												
ACS Install/ Provision/ Test ACS link												
Install Dispatch/Backroom Equipment as described in Section 1												
Program / Config / Optimize												
Testing												
Cut-Over (Go-Live)												
Final Acceptance												
Transition to Warranty - Vz & MSI - 24&7 Monitoring of site links starts												

2.6 Change Order Process

Either Party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost, change in system configuration or adds time to the project's timeline required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price, Performance Schedule, or both, and will reflect the adjustment in a change order. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

Section 3

Training Plan

3.1 Training Overview

Partnering with Motorola Solutions will enable Kimble County to build personnel competency and maximize return on investment.

Effective training ensures successful implementation and use of your communications system by all personnel for the life of the system. The training plan furnished to Kimble County is comprised of targeted coursework developed and delivered by our expert instructors. This plan, included below, will effectively provide Kimble County's personnel with a comprehensive understanding of the proposed system and user equipment.

We will collaborate with Kimble County to tailor a final training plan to enable Kimble County's organization to operate, configure, and manage the proposed solution effectively and efficiently.



3.2 Motorola Solutions Training

Motorola Solutions provides an expanding portfolio of training delivery methods, tools, and courses to support the training needs of our customers. The figure below shows the elements of our training methodology that qualify us as the leader in the communications training industry.

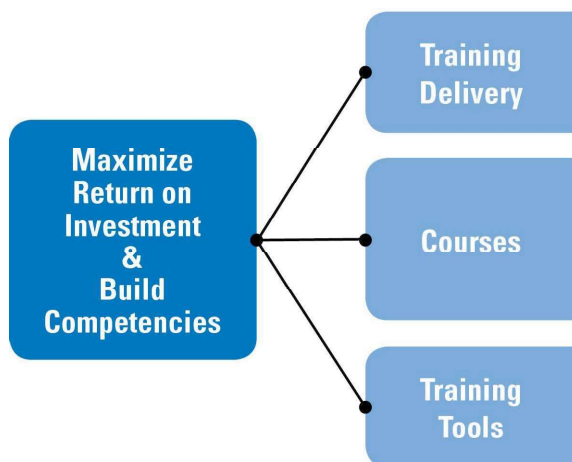


Figure 3-1: Build the competencies of Kimble County personnel and maximize your return on investment with Motorola Solutions' expanding portfolio of training delivery methods, tools, and courses.

3.2.1 Training Delivery

Training Methods

Motorola Solutions' training experience and expertise enables our customers to gain the training they need to use during critical times in a variety of methods. As shown in the figure below, we offer three interactive methods of training: Online Self-Paced, Virtual Instructor-Led, and Instructor-Led.



Figure 3-2: Motorola Solutions offers a variety of interactive training methods that cater to different learning techniques, allowing more effective ways to give personnel the skills they need.

These training approaches ensure our customers receive the understanding they need for the practical aspects of their jobs.

Delivery Options

Field

Field class delivery is “tailored” to the customer’s specific system. We are providing classes which are not offered as standard “Open Resident” classes at our training facilities. The students benefit from working on their own systems, at their home location and within their schedules.

Motorola Facility

Resident classes are open to all Motorola customers, seating is based on availability, and participant guides and required pre-work when applicable are included in the tuition. These courses are comprehensive and are not tailored to any one customer’s system. Students benefit from other students’ experiences and are allowed to take systems out of service. These courses provide optimal “hands-on” training.

Motorola Solutions Instructors

We have approximately 40 instructor resources distributed across North America. These instructors are available to train customers in our Technical Training Center located in Schaumburg, Illinois, while specific training courses are available at our facility in Plantation, Florida. Training can also be delivered directly on-site at customer locations. All instructors undergo an Instructional Skills and Technical Knowledge Program, which is a globally-recognized training and instructor assessment program.

Consultative Services

Motorola Solutions provides consultative services for our customers, which includes personalized training plans and other training-related services. Our dedicated training consultant team works with our customers and Motorola Solutions account teams to identify and meet the training needs of technical, administrative end users, and other audiences.

3.2.2 Training Courses

Motorola Solutions offers a wide range of training courses to help our customers improve their proficiency with our expanding portfolio and get the most from their training system.

Our specialized courses/curriculums are designed for our customers' role. Whether they are an administrator, technician or user, Motorola Solutions makes sure our customers are equipped with foundational and advances skills.

General overviews of product and/or solution training offered are listed below:

Console Training Courses

Console Training provides participants with a curriculum that will enable them to obtain a high-level understanding of the system configuration, general console operation, how to perform basic tasks, operating procedures for specific features, and the knowledge and skills necessary to manage and maintain the system.

For a more detailed view of the training Motorola Solutions provides, please see our Product and System Technical Training Course Catalog: <https://learning.motorolasolutions.com/catalog/56280enus>

3.3 Proposed Training Overview for Kimble County

In order to achieve the training goals identified by Kimble County, we propose the following courses.

It is necessary that participants bring their laptop computers for all system administrator and technician classes. Materials will be delivered electronically.

3.3.1 Console Operator and Supervisor Training Plan

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
CommandCentral AXS Dispatch Console ADMIN with CommandCentral AXS Dispatch Console Operator with ASTRO/APX Mobile Console 1 training console Ratio: 2 per console (Instructor-led)	Dispatch Supervisors	1 (8-hour Session)	1 day	Kimble County, TX	Prior to cutover	1
CommandCentral AXS Dispatch Console Operator with ASTRO/APX Mobile Console 1 training console Ratio: 2 per console (Instructor-led)	Dispatch Operators	2 (4-hour Sessions)	1 day	Kimble County, TX	Prior to cutover	3 (1-2 per Session)

3.3.2 Course Descriptions for Kimble County

Course descriptions for Kimble County are included on the following pages.

3.3.2.1 CommandCentral AXS Dispatch Console Administrator

Course Synopsis and Objectives:	<p>This course provides students with an introduction to the Command Central AXS dispatch console, its basic operation and tailored job aids which will be available for assistance in administration. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console administration.</p> <p>The students will be able to operate, administer and configure a CommandCentral AXS Dispatch position for daily use within an organization.</p> <p>By the end of the course, the student will be able to:</p> <ul style="list-style-type: none"> Describe the purpose of the CommandCentral AXS Dispatch application Identify the hardware components that make up the dispatcher position Identify elements that make up the menu and toolbar structure within the Dispatch software Perform administrator operations: <ul style="list-style-type: none"> 1. Configuring dispatch screen layouts 2. Configure various peripheral devices for use with a dispatch position (e.g., speakers, microphone, headsets, footswitch)
Delivery Method:	ILT – Instructor-led training
Duration:	<p>4 hours – CommandCentral AXS Dispatch Console Operator plus</p> <p>4 hours – CommandCentral AXS Dispatch Console Administrator</p>
Participants:	Dispatch Console Administrators, Console Service Personnel.
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None
Curriculum:	<p>Course Modules:</p> <ul style="list-style-type: none"> CommandCentral AXS Console Basics CommandCentral AXS Software Administration

3.3.2.2 CommandCentral AXS Dispatch Console Operator

Course Synopsis and Objectives:	<p>This training has been designed for new users of the CommandCentral AXS Dispatch Console. It provides participants with an introduction to the dispatch console, its basic operation and tailored job aids which will be available for assistance in operation.</p> <p>After completing this training course, you will be able to:</p> <ul style="list-style-type: none"> - Perform basic operational tasks of the dispatch console. - Utilize the provided job aids to perform specific tasks associated with the console. - Understand a high level view of the system configuration. - Understand a high-level overview of the customer system configuration. - Understand general console operation. - Understand proper operating procedures for specific customer features.
Delivery Method:	ILT – Instructor-led training
Duration:	4 hours
Participants:	Dispatch Console Operators and Supervisors who perform the daily operations of the CommandCentral AXS Dispatch Console.
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None
Curriculum:	<p>Course Modules:</p> <ul style="list-style-type: none"> ▪ AXS Dispatch Console Basics ▪ Radio Transmission ▪ Group Operations ▪ Emergency Alarms ▪ Customizing User Interface During a Dispatch Session ▪ Peripheral Configuration Tool ▪ Simulations

Section 4

Infrastructure Essential Plus Services Support Description

4.1 Overview

Essential Plus Services for ASTRO® 25 infrastructure will provide Kimble County Sheriff with the support needed to detect and resolve unforeseen issues. Essential Plus Services consist of the following elements:

- Remote Technical Support.
- Network Hardware Repair.
- Security Update Service (SUS).
- On-site Infrastructure Response.
- Annual Preventive Maintenance.

Together, these elements will help to avoid operational disruptions and maintain the value of Kimble County's communications investment.

4.2 Essential Plus Element Descriptions

The following sections describe the elements proposed for Kimble County's ASTRO 25 infrastructure.

4.2.1 Remote Technical Support

Motorola Solutions' Centralized Managed Support Operations (CMSO) will provide Remote Technical Support for infrastructure issues that require specific technical expertise. Experienced technical support specialists will be available to consult with Kimble County to help diagnose, troubleshoot and resolve infrastructure issues. Service Desk maintenance procedures and incident resolution techniques are based on ISO 9001 and TL 9000 standards.

4.2.2 Network Hardware Repair

To restore Kimble County's ASTRO 25 network components if they malfunction, Motorola Solutions will repair Motorola Solutions-provided infrastructure equipment. This includes select third-party infrastructure equipment supplied by Motorola Solutions. Motorola Solutions will ship and return repaired equipment, and will coordinate the repair of third-party solution components.

4.2.3 Security Update Service

Commercial security software updates are often designed without consideration for specialized systems like radio communications networks. Therefore, they may at sometimes inadvertently disrupt ASTRO 25 networks such as the one proposed to Kimble County. Motorola Solutions will test anti-virus, operating system and other software patches to check their compatibility with ASTRO 25.

Once tested, Motorola Solutions will post the updates to a secured extranet website and send an email notification to Kimble County. If there are any recommended configuration changes, warnings or workarounds, Motorola Solutions will provide detailed documentation along with the updates on the website. When tested updates have been posted, Kimble County will need to download and install them.

4.2.4 On-site Infrastructure Response

Motorola Solutions will provide repair service from trained and qualified technicians. Once dispatched, technicians will travel to Kimble County's ASTRO 25 network location to diagnose issues and restore functionality. These technicians will run diagnostics on hardware to identify defective components, and repair or replace them as appropriate. Infrastructure Response times are based on a given issue's impact on overall system function.

Travel times and service levels are governed by local geography. Motorola Solutions will provide additional information in the Statement of Work for ASTRO 25 Essential Plus Services and in the Customer Support Plan agreed between Kimble County and Motorola Solutions.

4.2.5 Annual Preventive Maintenance

Motorola Solutions will annually test and service network components. Qualified field technicians will perform routine hands-on examination and diagnostics of network equipment to keep them operating according to original manufacturer specifications.

4.3 Motorola Solutions Service Delivery Ecosystem

Essential Plus Services are delivered through a tailored combination of field service personnel, centralized teams, product repair depots and Customer Hub. These service resources will collaborate to swiftly analyze network issues, accurately diagnose root causes, and efficiently resolve issues to return the network to normal operation.

Motorola Solutions services will be delivered by staff experienced in servicing mission-critical networks. Motorola Solutions uses the Information Technology Infrastructure Library (ITIL) framework to define service tasks based on industry-recognized best practices. As staff perform tasks, service incident information will be available to Kimble County's administrators and personnel through Customer Hub.

Service activities and Motorola Solutions' service team are described in more detail below.

4.3.1 Centralized Managed Support Operations

The cornerstone of Motorola Solutions' support process is the Centralized Managed Support Operations (CMSO) organization. This TL 9000/ISO 9001-certified organization is staffed 24x7x365 by experienced service desk specialists, security analysts and operations managers. The CMSO houses critical central functions, including the Service Desk.

The CMSO Service Desk will serve as a single point of contact for services. It processes service requests, service incidents, change requests, and dispatching. The Service Desk communicates necessary information to stakeholders, bridging communications among Kimble County, Motorola Solutions, and third-party subcontractors.

Service Desk teams record, track, and update incidents through the Motorola Solutions Customer Relationship Management (CRM) system. They document and respond to inquiries, requests, concerns and service tickets. When an incident is initiated, the CMSO will engage with teams to resolve that incident. The CMSO will escalate to new teams when needed. Depending on the incident, the CMSO will coordinate incident resolution with local field service and authorized repair depots.

4.3.2 Field Service

Motorola Solutions authorized and qualified field service technicians will perform the On-site Infrastructure Response service, repair malfunctioning hardware in the field, and conduct preventive maintenance tasks. These technicians will coordinate with the Service Desk, technical support teams, and product engineering as needed to resolve incidents.

4.3.3 Repair Depot

The Motorola Solutions Repair Depot will provide Kimble County with a central repair location. This will eliminate the need to send network equipment to multiple vendor locations for repair. Motorola Solutions tracks products sent to the Depot via a case management system throughout the repair process. This system will enable Kimble County's representatives to check repair status, from inbound shipment to return.

4.3.4 Customer Support Manager

A Motorola Solutions Customer Support Manager (CSM) will be Kimble County's key point of contact for the definition and administration of services. The CSM will work with Kimble County to define service delivery details to address Kimble County's specific priorities.

4.3.5 Customer Hub

To provide Kimble County with quick access to service details, Motorola Solutions will provide our Customer Hub online network information tool. Customer Hub provides our customers with real-time critical network and services information through an easy-to-use graphical interface.



Figure 4-1: Customer Hub offers real-time, role-based access to critical network and services information.

With Customer Hub, Kimble County's administrators will be able to monitor system health and maintenance updates. Capabilities include:

- Viewing network and support compliance.
- Viewing incident reports.
- Updating and creating incidents.
- Checking system update status.
- Receiving pro-active notifications regarding updates.

Available 24x7x365 from any web-enabled device, the information provided by Customer Hub will be based on your needs and user access permissions, ensuring that the information displayed is secure and pertinent to your operations.

Section 5

ASTRO 25 Managed Detection and Response

5.1 Summary

Motorola Solutions is pleased to build upon our years of ongoing support to Kimble County Sheriff's Office with a response that efficiently meets the needs for your ASTRO® 25 Managed Detection and Response (MDR) solution. We are a national and global leader in the cybersecurity community with our recent acquisitions of both Delta Risk and Lunarline in 2020. We have evolved into a holistic mission critical technology provider, placing Information Technology (IT), as well as cybersecurity, at the forefront of importance to protect our customers against threats to the confidentiality, integrity and availability of their operation.

ASTRO 25 Managed Detection and Response

Motorola Solutions' ASTRO 25 MDR provides radio network security element monitoring by experienced, specialized security technologists with extensive experience working with ASTRO 25 mission-critical networks. For highly complex or unusual security events, Motorola Solutions' technologists have direct access to Motorola Solutions engineers for rapid resolution.

Our solution provides 24x7x365 Security Operations Center Support. This is a component of our broader proprietary SOC 2 Type 2 certified Managed Security Platform targeted to Public Safety, Critical Infrastructure, and State/Local municipalities.

The ActiveEyeSM Platform

In 2020, Motorola Solutions acquired Delta Risk, a leading Managed Security Services Provider (MSSP). The acquisition now allows Motorola Solutions to extend the ActiveEye platform to our customers and deliver a co-managed approach to 24/7 security monitoring operations across IT enterprise environments. The benefits of the ActiveEye platform are demonstrated below:

- Included Public Safety Threat Data Feed — Threat reports covering potential attack vectors based on dark web research. Summaries of actual attacks against public safety and state/local municipalities. Indicator data pulled from a large network of deployed public safety sensors and state/local municipality environments.
- Advanced Threat Detection & Response — Consolidate SIEM data and direct threat inputs from endpoint security, network sensors, and cloud/SaaS applications. Pre-built custom playbooks to process alerts and reduce/eliminate manual analyst effort.
- Single Dashboard for Threat Visibility — Prioritize based on actual assets in the environment. Asset inventory created manually or automatically with Managed Vulnerability Assessment Service - external and authenticated scans of assets, providing a complete attack surface map.

Chief Information Security Officer (CISO) Benefits

Main dashboard displays and aggregates all of the important and relevant risk information from across the organization, helping decision makers to make better-informed decisions to balance cybersecurity efforts and operational efficiencies.

Main dashboard provides key performance metrics and indicators that can inform an admin at a glance to the activity that is occurring throughout their environment.

Create ad-hoc reports and notifications based on available data and ActiveEye parameters.

Transparency into the service that Motorola Solutions is providing. The dashboard will provide the key indicators to the number of events that are handled on a daily, weekly, monthly basis and how those events are handled by the Motorola Solutions Security Operations Center (SOC).

Public Safety Threat Alliance

Cyber threats to public safety agencies are increasing in scope, scale, and complexity; however, most agencies lack the cybersecurity capabilities required to mitigate risk and ensure continuity of public safety operations. To address this critical need, Motorola has established a cyber threat information sharing and analysis organization (ISAO) for public safety called The Public Safety Threat Alliance (PSTA). The PSTA is recognized by the U.S. Cybersecurity and Infrastructure Security Association (CISA), and highlights Motorola's commitment to public safety agencies and the communities they serve.

The PSTA will leverage cybersecurity risk information from across Motorola's Cybersecurity Services. This, paired with information from members and trusted partners including CISA, other ISAOs, and nonprofits dedicated to sharing cyber threat intelligence, will help generate actionable intelligence to improve members' cybersecurity posture, defense, and resilience against evolving threats to their public safety missions. In addition to the intelligence alerts and reports provided, other benefits included access to an automated threat feed, with context and tags, that can be fed into your SIEM or MDR solution and Dark Web monitoring that checks for activity, including the sale of credentials or mention of your organization's name. There is no cost for membership to the PSTA.

Learn more about membership to the PSTA
at: <https://motorolasolutions.com/public-safety-threat-alliance>.



5.2 MDR Solution Description

Motorola Solutions, Inc. (Motorola Solutions) is pleased to present the proposed cybersecurity services for Kimble County Sheriff's Office (hereinafter referred to as "Customer"). This proposal is conditional upon the host system, GATRRS Zone 2 (hereinafter referred to as "Host") subscribing to ASTRO Managed Detection and Response (MDR).

Identifying and mitigating cyber threats requires a reliable solution that supplies the right data to cybersecurity experts. With MDR, Motorola Solutions will provide access to our ActiveEyeSM Security Platform, along with 24x7 support from specialized security technologists, who will monitor your mission critical network against threat and intrusion.

The following ASTRO® 25 Managed Detection and Response features and services are included in our proposal:

- **ActiveEyeSM Managed Detection and Response Elements.**
 - ActiveEye Security Management Platform
- **Service Modules**
 - Log Collection / Analytics
 - Endpoint Detection and Response
- **Security Operations Center Monitoring and Support**

5.2.1 Site Information

The following site information is included in the scope of our proposal:

Table 5-1. Site Information

Site / Location	Quantity
Dispatch Consoles	2

Services Included

The ActiveEye service modules included in our proposal are selected in the **Subscribed** column below.

Table 5-2: Service Modules

Service Module	Features Included	Network Environment
Log Collection / Analytics	Online Storage Period: 30 Day Storage Extended Log Storage Length: 12 Months	Consoles
Endpoint Detection and Response (EDR)	Online Storage Period: 30 Day Storage	Consoles

Applies to in scope console infrastructure.

EDR requires that the ASTRO core be enabled in order to deliver EDR to tenants.

5.2.2 Service Description

Managed Detection and Response is performed by Motorola Solutions' Security Operations Center (SOC) using the ActiveEyeSM security platform. The SOC's cybersecurity analysts monitor for alerts 24x7x365. If a threat is detected, analysts will investigate and initiate an appropriate Customer engagement. Customer engagements may include but are not limited to: requesting additional information from the Customer, continuing to monitor the event for further development, or informing the Customer to enact the Customer's documented Incident Response plan.

SOC analysts rely on monitoring elements to detect signs of a potential threat impacting the Customer's ASTRO 25 network. These elements are described below.

The Managed Detection and Response service includes the deployment and optimization of these elements into the Customer’s network.

5.2.3 Managed Detection and Response Elements

This section and its subsections describe Managed Detection and Response elements, and their applicability for specific infrastructure.

5.2.3.1 ActiveEye Security Platform

Motorola Solutions’ ActiveEyeSM security platform collects and analyzes security event streams from ActiveEye Remote Security Sensors (AERSS) in the Host’s ASTRO 25 network and applicable CEN systems, using security orchestration and advanced analytics to identify the most important security events from applicable systems.

The platform automates manual investigation tasks, verifies activity with external threat intelligence sources, and learns what events will require rapid response action.

If the Host provides it, the Customer will receive access to the ActiveEye platform as part of this service. ActiveEye will serve as a single interface to display system security information. Using ActiveEye, the Customer will be able to configure alerts and notifications, review security data, and perform security investigations.

Applies to included console infrastructure.

5.2.3.2 ActiveEye Managed Security Portal

The ActiveEye Managed Security Portal will synchronize security efforts between the Host, Customer and Motorola Solutions. From this central point, the Customer will be able to view threat insights, event investigations, security reports, threat advisories, and status of any security cases.

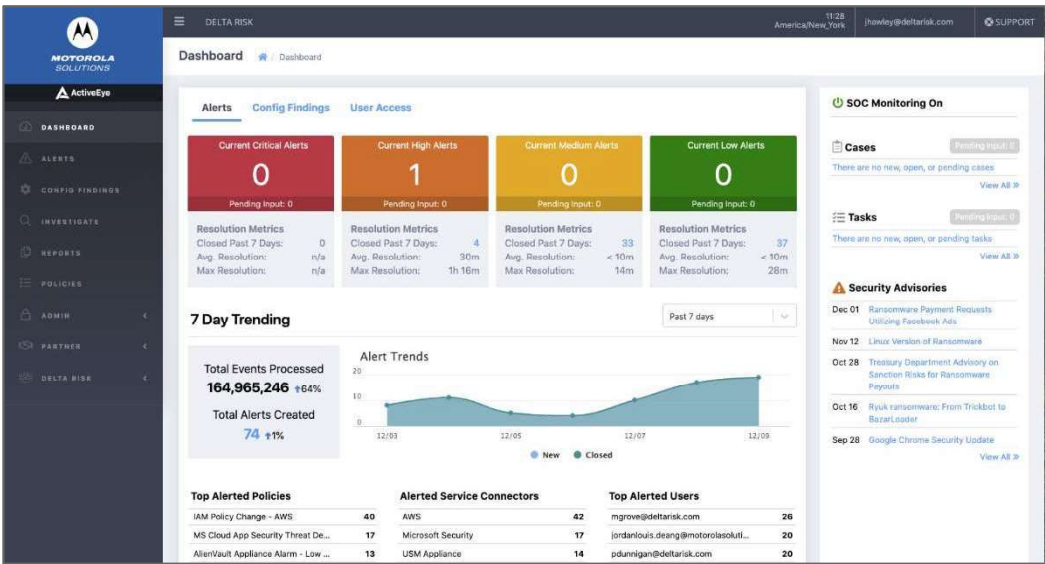


Figure 5-1: ActiveEye Interface

Dashboard

Key information in the ActiveEye Portal is summarized on the dashboard. This dashboard provides details about open alerts, an overview of alert categories, alert processing, key performance indicators (KPI), open security cases, and recent threat advisories. Also, users can access more in-depth information like security cases, alert details, alert trends, reports, and group communications.

Security Cases

When the Customer and Motorola Solutions identify a threat, the SOC will create a security case. Through the ActiveEye Portal, the Customer can view details of current or past cases.

Alert Details and Trends

Alerts can be evidence of a past, active, or developing threat. ActiveEye records relevant data for each alert, enabling users to quickly view its triggers, systems it impacts, and any actions taken to address the alert. ActiveEye Portal also provides tools for reviewing groups of alerts based on key attributes or time periods. Attribute filters enable users to toggle which alert groups ActiveEye Portal shows, helping to spot trends or threat activity. Users can also compare alert logs for specific time periods to determine if specific trends are associated with a threat or are false positives.

Investigations and Reporting

ActiveEye Portal includes robust *ad hoc* reporting capabilities, which will provide important, additional information about active and historical threats. Users can share information outside of ActiveEye Portal by downloading reports in .csv or .json format.

In addition to *ad hoc* reporting, ActiveEye Portal can provide a daily email summary and monthly report. Daily email summaries can include alert counts, security cases opened or closed, saved queries that have new data, and detailed endpoint security statistics. If needed, ActiveEye Portal can send one or more summary emails with different content for different groups. Monthly reports are available as a PDF download.

Security Advisories

Security Advisories are messages initiated from the SOC that share information on active threats with the Customer's security teams. These advisories guide security teams on how to best take action against a threat and tell them where they can find further information.

Information Sharing

The ActiveEye Portal includes several functions for sharing information. Automatic security alerts notify pre-defined contacts of incidents, based on incident priority. Other information sharing functions include:

- **SOC Bulletins** - Instructions from the Customer, or the SOC, that SOC analysts reference when creating security cases. These can communicate short-term situations where a security case may not be needed, such as during testing or maintenance windows.
- **Customer Notebook** - The SOC will use the Customer Notebook to document the Customer's environment and any specific network implementation details that will help the SOC investigate security cases.
- **Contact Procedures** - Escalation procedures and instructions on who to contact if an incident occurs. Contact procedures include instructions and procedures for specific security incident levels. The SOC and the Customer will jointly manage contact procedures.

User Access

The ActiveEye Portal provides the ability to add, update, and remove user access. Every ActiveEye user can save queries, customize reports, and set up daily email summaries. Users may be given administrative access, allowing them to perform administrative tasks, such as setting up new service connectors, resetting passwords, and setting up multi-factor authentication for other users.

5.2.4 Service Modules

ActiveEye delivers service capability by integrating one or more service modules. These modules provide ActiveEye analytics more information to correlate and a clearer vision of events on the Customer's network. In addition, modules enable security teams and analysts to more easily access and compare data from these disparate systems. The following subsections describe each ActiveEye service module in detail.

5.2.4.1 Log Collection / Analytics

The AERSS deployed in the Host's system collects logs and other security information from applicable servers, workstations, switches, routers, Network Detection, and firewalls. This information is forwarded to the ActiveEye platform, which uses advanced analytics to identify signs of security incidents. If it identifies signs of a security incident, ActiveEye notifies the SOC for further analysis.

Collected events will be stored in the ActiveEye Security Management Platform to enable historical searching or threat hunting as needed. Some high volume, repetitive logs may be aggregated as noted in the documentation. The default storage time period is one year, but no longer than 90 days, following expiration or termination of the Agreement. A longer time period can be provided if subscribed, see Table 5-2: Service Modules for subscription details.

5.2.4.2 Endpoint Detection and Response

Endpoint Detection and Response (EDR) is an endpoint security agent that integrates with the ActiveEye security platform to provide additional threat detection, investigation, and response actions to optimize protection of critical systems.

EDR integration with ActiveEye accelerates investigations by making necessary information available for analysts in a single platform where they can quickly access details of what caused an alert, its context, and its history.

The platform enables analysts to initiate response actions (i.e. isolate host, ban or block a file hash, terminate a process) on endpoints to respond to detection of verified malicious activity within the system. Available responses are determined by the Customer's security policies.

5.2.5 Security Operations Center Services

Motorola Solutions delivers SOC Monitoring using one or more SOC facilities. The SOC includes any centralized hardware and software used to deliver this Service and its service modules. The SOC and its centralized hardware and software are housed within an SSAE-18 compliant data center.

Motorola Solutions' SOC is staffed with security experts who will use ActiveEye Security Management Platform to monitor elements integrated by service modules. In addition, SOC staff will take advantage

of their extensive experience to investigate, and triage detected threats, and to recommend responses to the Customer.

5.3 MDR Statement of Work

5.3.1 Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work (SOW), including all of its subsections and attachments, defines the principal activities and responsibilities of all parties for the delivery of Motorola Solutions, Inc. (Motorola Solutions) Cybersecurity services as presented in this proposal to Kimble County Sheriff's Office (hereinafter referred to as "Customer").

In order to receive the services as defined within this SOW, the Customer is required to keep the system within a standard support period as described in Motorola Solutions' [Software Support Policy \(SwSP\)](#).

5.3.2 Description of Service

5.3.2.1 Deployment Timeline and Milestones

To initiate the ASTRO 25 Managed Detection and Response service to function, Motorola Solutions and the Customer must perform deployment tasks. Service deployment is broken into the following phases, each with specific deliverables.

Phase 1: Information Exchange

After contract execution, Motorola Solutions will schedule a service kick-off meeting with Customer and provide information-gathering documents. The kick-off meeting may be conducted either remotely or in-person, at the earliest, mutually available opportunity. Customer is to identify and ensure participation of key team members in kickoff and project initiation activities.

Phase 2: Infrastructure Readiness

Motorola Solutions will provide detailed requirements regarding Customer infrastructure preparation actions after kick-off meeting. It is the Customer's responsibility to accomplish all agreed upon infrastructure preparations.

Phase 3: System Buildout and Deployment

Motorola Solutions will build and provision tools in accordance with the requirements of this proposal and consistent with information gathered in earlier phases. Motorola Solutions will also provide detailed requirements regarding Customer deployment actions. The Customer must deploy tools, as applicable, in their environment, in accordance with provided requirements.

Motorola Solutions will coordinate with the customer to identify and schedule mutually agreeable maintenance windows where Motorola Solutions will perform integration of endpoint detection and response agents at in-scope sites. Endpoint detection and response agents will not be installed at sites that do not meet the minimum connectivity requirements (links with sufficient bandwidth). Motorola Solutions will leave the existing antivirus solution in place on endpoints located at these out of scope sites.

Phase 4: Monitoring Turn Up

Motorola Solutions will verify all in-scope assets are properly forwarding logs or events. Motorola Solutions will notify Customer of any exceptions. Motorola Solutions will begin monitoring any properly connected in-scope sources after the initial tuning period.

Phase 5: Tuning and Customer Training

Motorola Solutions will conduct initial tuning of the events and alarms in the service and ActiveEye training.

5.3.2.2 General Responsibilities

Motorola Solutions Responsibilities

- Provide software and licenses to the Customer necessary to remotely monitor the ASTRO 25 network and applicable CEN environments.
- Verify connectivity and monitoring is active prior to start of service.
- Coordinate with the Customer to maintain Motorola Solutions service authentication credentials.
- Maintain trained and accredited technicians.
- Monitor the Customer's ASTRO 25 network and applicable CEN systems 24/7/365 for malicious or unusual activity.

Respond to security incidents in the Customer's system in accordance with Section: Motorola Solutions will analyze events created and/or aggregated by the Service, assess their type, and notify the Customer in accordance with the following table.

Table 5-3: Event Handling

Event Type	Details	Notification Requirement
False Positive or Benign	Any event(s) determined by Motorola Solutions to not likely have a negative security impact on the organization.	None
Event of Interest (EOI)	Any event(s) determined by Motorola Solutions to likely have a negative security impact on the organization.	Escalate to Customer in accordance with routine notification procedure. Escalate in accordance with urgent notification procedure when required by agreed-upon thresholds and SOC analysis. Notification procedures are included in Table 5-4: Notification Procedures.

Notification

Motorola Solutions will establish notification procedures with the Customer, generally categorized in accordance with the following table.

Table 5-4: Notification Procedures

Notification Procedure	Details
------------------------	---------

Routine Notification Procedure	The means, addresses, format, and desired content (within the capabilities of the installed technology) for Events of Interest. These can be formatted for automated processing, e.g., by ticketing systems.
Urgent Notification Procedure	Additional, optional means and addresses for notifications of Events of Interest that require urgent notification. These usually include telephone notifications.

Motorola Solutions will notify the Customer according to the escalation and contact procedures defined by the Customer and Motorola Solutions during the implementation process.

Tuning

Motorola Solutions will assess certain events to be environmental noise, potentially addressable configuration issues in the environment, or false positives. Motorola Solutions may recommend these be addressed by the Customer to preserve system and network resources.

Motorola Solutions will provide the Customer with the ability to temporarily suppress alerts reaching ActiveEye, enabling a co-managed approach to tuning and suppressing events or alarms. The SOC may permanently suppress particular alerts and alarms if not necessary for actionable threat detection.

Tuning Period Exception

The tuning period is considered to be the first 30 days after each service module has been confirmed deployed and configured and starts receiving data. During the tuning period, Motorola Solutions may make recommendations to the Customer to adjust the configurations of their installed software so Services can be effectively delivered. Service Availability will not be applicable during the tuning period and responses or notifications may not be delivered. However, Motorola Solutions will provide responses and notifications during this period.

Motorola Solutions may continue to recommend necessary tuning changes after this period, with no impact on Service Availability.

- Priority Level Definitions and Notification Times. This may include, but is not limited to, requesting additional information from the Customer, continuing to monitor the event for further development or informing the Customer to enact the Customer's documented Incident Response plan.
- Ensure that all monitored devices within the network are properly configured for Syslog, forwarding events to the centralized event log server.
- Assist the Customer with identifying devices that support logging within the ASTRO 25 network and applicable CEN systems have been configured to forward Syslog events to the AERSS.
- Provide the Customer with access to the ActiveEye Security Management platform, so the Customer can access security event and incident details.
- Integrate EDR agents as per the "Deployment Timeline and Milestones" section in all network segments where endpoint detection and response is in scope
 - Note that network segments with insufficient connectivity to support endpoint detection and response will be considered out of scope for endpoint detection and response
 - Motorola Solutions will perform the installation of endpoint detection and response agents in the RNI-DMZ CEN(s) and Control Room CEN(s) for all Motorola Solutions managed devices that support endpoint detection and response agents.

- Motorola Solutions will support the customer with installing endpoint detection and response agents in the RNI-DMZ CEN(s) and Control Room CEN(s) for any device that supports endpoint detection and response agents and is not Motorola Solutions managed. Due to the fact that Motorola Solutions does not typically manage the devices and network connectivity for endpoints in the Control Room CEN, it is ultimately the customer's responsibility to perform this installation.
- As necessary, upgrade the ASTRO 25 system, on-site systems, and third-party software or tools to supported releases.

Customer Responsibilities

- The ASTRO 25 Managed Detection and Response service requires a connection from the Customer's ASTRO 25 network and applicable CEN systems to the Internet. Establish connectivity with sufficient bandwidth before service commences. Internet service bandwidth requirements are as follows:
 - Bandwidth throughput of 10Mbps per zone.
 - High availability Internet Connection (99.99% (4-9s) or higher).
 - Packet loss < 0.5%.
 - Jitter <10 ms.
 - Delay < 120 ms.
 - RJ45 Port Speed - Auto Negotiate
- Maintain an active Security Update Service (SUS) subscription, ensuring patches and antivirus definitions are applied according to the release cadence of the service.
- For regional adders to another system, the hosted core (regional system) must subscribe to and maintain either an ActiveEye Pulse or ASTRO 25 Managed Detection and Response service.
- Allow Motorola Solutions continuous remote access to monitor the ASTRO 25 network and applicable CEN systems. This includes keeping the connection active, providing passwords, and working with Motorola Solutions to understand and maintain proper administration privileges.
- Provide continuous utility service(s) to any Motorola Solutions equipment installed or utilized at the Customer's premises to support service delivery.
- Provide Motorola Solutions with contact information necessary to complete the Customer Support Plan (CSP). Notify the assigned Customer Support Manager (CSM) in advance of any contact information changes.
- Notify Motorola Solutions if any new components are added to or removed from the environment as it may be necessary to update or incorporate in Managed Detection and Response. Changes to monitored components may result in changes to the pricing of the Managed Detection and Response service.
- Allow Motorola Solutions' dispatched field service technicians physical access to monitoring hardware when required.
- Cooperate with Motorola Solutions and perform all acts that are required to enable Motorola Solutions to provide the services described in this SOW.
- Responding to Cybersecurity Incident Cases created by the Motorola Solutions Security Operations Center.

- If an ASTRO site link will be leveraged for endpoint detection and response communications, that site link must support a minimum of 2 Mbps of bandwidth.

5.3.2.3 Endpoint Detection and Response

Motorola Responsibilities

- Install and/or support the installation of endpoint detection and response agents on in scope endpoints in the system as detailed in the “Deployment Timeline and Milestones” section.
- Monitor endpoint detection and response feeds for detections of indicators of compromise.
- In the event of the detection of an indicator of compromise, perform detailed investigations of the event.
- Per the customer’s security policies and defined incident response plan, alert and engage the customer and potentially take an action to deploy a countermeasure to contain the incident.

Customer Responsibilities

- Work with Motorola Solutions to ensure that there is a documented incident response plan that indicates how Motorola should engage with the customer in the event of a detection of an indicator of compromise.
- Provide and maintain contact information for a customer point of contact that can take action or authorize Motorola to take action in the event of a detection of an indicator of compromise.

Applies to included console infrastructure.

5.3.3 Service Modules

The following subsections describe the delivery of the service modules selected in Table 5-2: Service Modules.

5.3.3.1 Log Analytics

Motorola Solutions Responsibilities

- Consult with and advise the Customer on performing necessary system configurations to direct log sources to the appropriate Remote Security Sensor.
- Configure Customer’s networking infrastructure to allow AERSS to Communicate with ActiveEye as defined.
- The SOC will consult with the Customer to identify appropriate log sources for the level of threat detection desired in each environment.

Applies to included console infrastructure.

5.3.4 Security Operations Center Monitoring and Support

5.3.4.1 Scope

Motorola Solutions will start monitoring the ASTRO 25 Managed Detection and Response service in accordance with Motorola Solutions processes and procedures after deployment, as described in Section 5.3.2.1: Deployment Timeline and Milestones.

The SOC receives system-generated alerts 24x7 and provides the Customer with a toll-free telephone number and email address for support requests, available 24x7. Support requests are stored in a ticketing system for accountability and reporting. The SOC will respond to detected events in accordance with Section: Motorola Solutions will analyze events created and/or aggregated by the Service, assess their type, and notify the Customer in accordance with the following table.

Table 5-3: Event Handling

Event Type	Details	Notification Requirement
False Positive or Benign	Any event(s) determined by Motorola Solutions to not likely have a negative security impact on the organization.	None
Event of Interest (EOI)	Any event(s) determined by Motorola Solutions to likely have a negative security impact on the organization.	Escalate to Customer in accordance with routine notification procedure. Escalate in accordance with urgent notification procedure when required by agreed-upon thresholds and SOC analysis. Notification procedures are included in Table 5-4: Notification Procedures.

Notification

Motorola Solutions will establish notification procedures with the Customer, generally categorized in accordance with the following table.

Table 5-4: Notification Procedures

Notification Procedure	Details
Routine Notification Procedure	The means, addresses, format, and desired content (within the capabilities of the installed technology) for Events of Interest. These can be formatted for automated processing, e.g., by ticketing systems.
Urgent Notification Procedure	Additional, optional means and addresses for notifications of Events of Interest that require urgent notification. These usually include telephone notifications.

Motorola Solutions will notify the Customer according to the escalation and contact procedures defined by the Customer and Motorola Solutions during the implementation process.

Tuning

Motorola Solutions will assess certain events to be environmental noise, potentially addressable configuration issues in the environment, or false positives. Motorola Solutions may recommend these be addressed by the Customer to preserve system and network resources.

Motorola Solutions will provide the Customer with the ability to temporarily suppress alerts reaching ActiveEye, enabling a co-managed approach to tuning and suppressing events or alarms. The SOC may permanently suppress particular alerts and alarms if not necessary for actionable threat detection.

Tuning Period Exception

The tuning period is considered to be the first 30 days after each service module has been confirmed deployed and configured and starts receiving data. During the tuning period, Motorola Solutions may make recommendations to the Customer to adjust the configurations of their installed software so Services can be effectively delivered. Service Availability will not be applicable during the tuning period and responses or notifications may not be delivered. However, Motorola Solutions will provide responses and notifications during this period.

Motorola Solutions may continue to recommend necessary tuning changes after this period, with no impact on Service Availability.

Priority Level Definitions and Notification Times.

5.3.4.2 Ongoing Security Operations Center Service Responsibilities

Motorola Solutions Responsibilities

If a probable security incident is detected, provide phone and email support to:

- Engage the Customer's defined Incident Response Process.
- Gather relevant information and attempt to determine the extent of compromise using existing monitoring capabilities in place as part of the ASTRO 25 MDR service.
- Analysis and support to help the Customer determine if the Customer's corrective actions are effective.
- Continuous monitoring, in parallel with analysis, to support incident response.

Customer Responsibilities

- Provide Motorola Solutions with accurate and up-to-date information, including the name, email, landline telephone numbers, and mobile telephone numbers for all designated, authorized Customer escalation Points of Contact (PoC).
- Provide a timely response to SOC security incident tickets or investigation questions.

5.3.4.3 Technical Support

ActiveEye Security Management Technical Support provides the Customer with a toll-free telephone number and email address for ActiveEye Security Management support requests, available Monday through Friday from 8am to 7pm CST.

Motorola Solutions Responsibilities

- Notify Customer of any scheduled maintenance or planned outages.

- Provide technical support, security control, and service improvements related to ActiveEye.

Customer Responsibilities

- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve the issue.

Limitations and Exclusions

Technical support is limited to the implementation and use of the ActiveEye Security Management platform and does not include use or implementation of third-party components.

5.3.4.4 Incident Response

An Indicator of Compromise (IoC) is an observable event that Motorola Solutions Security Analysts have determined will jeopardize the confidentiality, integrity, or availability of the system. Examples of IoC include ransomware or malicious use of PowerShell.

When an IoC is observed by the Security Analyst, Motorola Solutions and Customer will be responsible for the tasks defined in the following subsections.

Motorola Solutions Responsibilities

- Upon the identification of an IoC, notify the Customer's documented contact and initiate the escalation plan.
- Take documented, Customer approved actions in an attempt to contain an IoC to the extent enabled via Motorola Solutions managed technology. Communicate to the Customer any additional potential containment actions and incident response resources that can be taken across the Customer's managed IT infrastructure.
- Perform investigation using the ActiveEye Managed Detection and Response integrated and enabled data sources in an initial attempt to determine the extent of an IoC.
- Document and share IoC and artifacts discovered during investigation. Motorola Solutions services exclude performing on-site data collection or official forensic capture activities on physical devices.

Customer Responsibilities

- Maintain one named PoC to coordinate regular team discussions and organize data collection and capture across the Customer and Motorola Solutions teams.
- If determined to be required by Customer, contract an Incident Response service provider to perform procedures beyond the scope of this Agreement such as forensic data capture, additional malware removal, system recovery, ransomware payment negotiation, law enforcement engagement, insurance provider communications, identify patient zero, etc.

5.3.4.5 Event Response and Notification

Motorola Solutions will analyze events created and/or aggregated by the Service, assess their type, and notify the Customer in accordance with the following table.

Table 5-3: Event Handling

Event Type	Details	Notification Requirement
False Positive or Benign	Any event(s) determined by Motorola Solutions to not likely have a negative security impact on the organization.	None
Event of Interest (EOI)	Any event(s) determined by Motorola Solutions to likely have a negative security impact on the organization.	Escalate to Customer in accordance with routine notification procedure. Escalate in accordance with urgent notification procedure when required by agreed-upon thresholds and SOC analysis. Notification procedures are included in Table 5-4: Notification Procedures.

Notification

Motorola Solutions will establish notification procedures with the Customer, generally categorized in accordance with the following table.

Table 5-4: Notification Procedures

Notification Procedure	Details
Routine Notification Procedure	The means, addresses, format, and desired content (within the capabilities of the installed technology) for Events of Interest. These can be formatted for automated processing, e.g., by ticketing systems.
Urgent Notification Procedure	Additional, optional means and addresses for notifications of Events of Interest that require urgent notification. These usually include telephone notifications.

Motorola Solutions will notify the Customer according to the escalation and contact procedures defined by the Customer and Motorola Solutions during the implementation process.

Tuning

Motorola Solutions will assess certain events to be environmental noise, potentially addressable configuration issues in the environment, or false positives. Motorola Solutions may recommend these be addressed by the Customer to preserve system and network resources.

Motorola Solutions will provide the Customer with the ability to temporarily suppress alerts reaching ActiveEye, enabling a co-managed approach to tuning and suppressing events or alarms. The SOC may permanently suppress particular alerts and alarms if not necessary for actionable threat detection.

Tuning Period Exception

The tuning period is considered to be the first 30 days after each service module has been confirmed deployed and configured and starts receiving data. During the tuning period, Motorola Solutions may make recommendations to the Customer to adjust the configurations of their installed software so Services can be effectively delivered. Service Availability will not be applicable during the tuning period and responses or notifications may not be delivered. However, Motorola Solutions will provide responses and notifications during this period.

Motorola Solutions may continue to recommend necessary tuning changes after this period, with no impact on Service Availability.

5.3.4.6 Priority Level Definitions and Notification Times

Motorola Solutions will analyze events created and/or aggregated by the ASTRO® 25 Managed Detection and Response services, assess their type, and notify the Customer in accordance with the following table.

Table 5-5: Priority Level Definitions and Notification Times

Incident Priority	Incident Definition	Notification Time
Critical P1	Security incidents that have caused or are suspected to have caused significant and/or widespread damage to the functionality of Customer's ASTRO 25 system or information stored within it. Effort to recover from the incident may be significant. Examples: <ul style="list-style-type: none"> Malware that is not quarantined by anti-virus. Evidence that a monitored component has communicated with suspected malicious actors. 	Response provided 24 hours, 7 days a week, including US Holidays.
High P2	Security incidents that have localized impact but are viewed as having the potential to become more serious if not quickly addressed. Effort to recover from the incident may be moderate to significant. Examples: <ul style="list-style-type: none"> Malware that is quarantined by antivirus. Multiple behaviors observed in the system that are consistent with known attacker techniques. 	Response provided 24 hours, 7 days a week, including US Holidays.
Medium P3	Security incidents that potentially indicate an attacker is performing reconnaissance or initial attempts at accessing the system. Effort to recover from the incident may be low to moderate. Examples: <ul style="list-style-type: none"> Suspected unauthorized attempts to log into user accounts. Suspected unauthorized changes to system configurations, such as firewalls or user accounts. Observed failures of security components. Informational events. User account creation or deletion. Privilege change for existing accounts. 	Response provided Monday through Friday 8 a.m. to 5 p.m. local time, excluding US Holidays.
Low P4	These are typically service requests from Customer.	Response provided Monday through Friday 8 a.m. to 5 p.m. local time, excluding US Holidays.

5.3.5 Limitations and Exclusion

Managed Detection and Response does NOT include services to perform physical containment and/or remediation of confirmed security incidents, remote or onsite. The Customer may choose to purchase additional Incident Response professional services to assist in the creation of and/or execution of a Customer's Incident Response Plan.

Motorola Solutions' scope of services does not include responsibilities relating to recovery of data available through the products or services, or remediation or responsibilities relating to the loss of data, ransomware, or hacking.

Motorola does not represent that it will identify, fully recognize, discover or resolve all security events or threats, system vulnerabilities, malicious codes, files or malware, indicators of compromise or internal threats or concerns NOTWITHSTANDING ANY PROVISION OF THE AGREEMENT TO THE CONTRARY, MOTOROLA WILL HAVE NO LIABILITY FOR (A) INTERRUPTION OR FAILURE OF CONNECTIVITY, VULNERABILITIES, OR SECURITY EVENTS; (B) DISRUPTION OF OR DAMAGE TO CUSTOMER'S OR THIRD PARTIES' SYSTEMS, EQUIPMENT, OR DATA, INCLUDING DENIAL OF ACCESS TO USERS, OR SHUTDOWN OF SYSTEMS CAUSED BY INTRUSION DETECTION SOFTWARE OR HARDWARE; (C) AVAILABILITY OR ACCURACY OF ANY DATA AVAILABLE THROUGH THE SERVICES, OR INTERPRETATION, USE, OR MISUSE THEREOF; (D) TRACKING AND LOCATION-BASED SERVICES; OR (E) BETA SERVICES

5.3.5.1 Service Limitations

Cybersecurity services are inherently limited and will not guarantee that the Customer's system will be error-free or immune to security breaches as a result of any or all of the services described in this SOW. Motorola Solutions does not warrant or guarantee that this service will identify all cybersecurity incidents that occur in the Customer's system. Services and deliverables are limited by, among other things, the evolving and often malicious nature of cyber threats, conduct/attacks, as well as the complexity/disparity and evolving nature of Customer computer system environments, including supply chains, integrated software, services, and devices. To the extent we do offer recommendations in connection with the services, unless otherwise stated in the statement of work, our recommendations are necessarily subjective, may or may not be correct, and may be based on our assumptions relating to the relative risks, priorities, costs and benefits that we assume apply to you.

5.3.5.2 Processing of Customer Data in the United States and/or other Locations

Customer understands and agrees that data obtained, accessed, or utilized in the performance of the services may be transmitted to, accessed, monitored, and/or otherwise processed by Motorola Solutions in the United States (US) and/or other Motorola Solutions operations globally. Customer consents to and authorizes all such processing and agrees to provide, obtain, or post any necessary approvals, consents, or notices that may be necessary to comply with applicable law.

5.3.5.3 Customer and Third-Party Information

Customer understands and agrees that Motorola Solutions may obtain, use and/or create and use anonymized, aggregated and/or generalized Customer data, such as data relating to actual and potential security threats and vulnerabilities, for its lawful business purposes, including improving its services and sharing and leveraging such information for the benefit of Customer, other customers, and other interested parties. For purposes of this engagement, so long as not specifically identifying the Customer, Customer data shall not include, and Motorola Solutions shall be free to use, share and leverage security threat intelligence and mitigation data generally, including without limitation, third

party threat vectors and IP addresses, file hash information, domain names, malware signatures and information, information obtained from third party sources, indicators of compromise, and tactics, techniques, and procedures used, learned, or developed in the course of providing services.

5.3.5.4 Third-Party Software and Service Providers, including Resale

Motorola Solutions may use, engage, license, resell, interface with or otherwise utilize the products or services of third-party processors or sub-processors and other third-party software, hardware, or services providers (such as, for example, third-party endpoint detection and response providers). Such processors and sub-processors may engage additional sub-processors to process personal data and other Customer Data. Customer understands and agrees that the use of such third-party products and services, including as it relates to any processing or sub-processing of data, is subject to each respective third-party's own terms, licenses, EULAs, privacy statements, data processing agreements and/or other applicable terms. Such third-party providers and terms are available publicly, through performance, or upon request.

Motorola Solutions disclaims any and all responsibility for any and all loss or costs of any kind associated with security events. Motorola Solutions disclaims any responsibility for customer use or implementation of any recommendations provided in connection with the services. Implementation of recommendations does not ensure or guarantee the security of the systems and operations evaluated.

Section 6

ASTRO System Upgrade Agreement Statement of Work

6.1 Overview

Utilizing the ASTRO® System Upgrade Agreement (SUA) service, Kimble County Sheriff (Customer) is able to take advantage of new functionality and security features while extending the operational life of the system.

Motorola Solutions, Inc. (Motorola) continues to make advancements in on-premises and cloud technologies to bring value to our customers. Cloud technologies enable the delivery of additional functionality through frequent updates ensuring the latest in ASTRO® is available at all times.

This Statement of Work (SOW), including all of its subsections and attachments, is an integral part of the applicable agreement (Agreement) between Motorola and the Customer.

The Customer is required to keep the system within a standard support period as described in Motorola's [Software Support Policy \(SwSP\)](#).

6.2 Scope

As system releases become available, Motorola agrees to provide the Customer with the software, hardware, and implementation services required to execute up to one system infrastructure upgrade (System Upgrade) in each eligible System Upgrade window over the term of this agreement. The term of the agreement is listed in Table 6-1: SUA Term. The eligible System Upgrade windows and their duration are illustrated in Table 6-2: Eligible System Upgrade Window.

With the addition of the cloud services, Motorola will provide continuous updates to the cloud core to enable the delivery of additional functionality. Cloud updates will be more frequent than the ASTRO® System Upgrades and will occur outside the defined eligible System Upgrade windows in Table 6-2: Eligible System Upgrade Window. Motorola may, at its sole discretion, automatically apply the cloud updates as they become available.

If needed to perform the System Upgrade, Motorola will provide updated and/or replacement hardware for covered infrastructure components. System Upgrades, when executed, will provide an equivalent level of functionality as that originally purchased and deployed by the Customer. At Motorola's option, new system releases may introduce new features or enhancements that Motorola may offer separately for purchase.

Table 6-1: SUA Term

Duration	4 Year(s)
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Table 2: Eligible System Upgrade Window

First Eligible Upgrade Window	Second Eligible Upgrade Window
Duration: 2 year	Duration: 2 year

The methodology for executing each System Upgrade is described in Section 6.5. ASTRO® SUA pricing is based on the system configuration outlined in Appendix B: System Pricing Configuration. This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require an ASTRO® SUA price adjustment.

The price quoted for ASTRO® SUA requires the Customer to choose a certified system upgrade path in Appendix A: ASTRO® System Release Upgrade Paths. Should the Customer elect an upgrade path other than one listed in Appendix A: ASTRO® System Release Upgrade Paths, the Customer agrees that additional fees may be incurred to complete the implementation of the system upgrade. In this case, Motorola will provide a price quotation for any additional materials and services necessary.

6.3 Inclusions

Refer to Table C-6: SUA Coverage Table for more detailed information on the SUA inclusions referenced in this section.

6.3.1 System Upgrades

System Upgrade coverage includes the products outlined in Appendix B: System Pricing Configuration and does not cover all products. The ASTRO® SUA applies only to System Upgrades within the ASTRO® platform and entitles the Customer to eligible past software versions for downgrading product software to a compatible release version. Past versions from within the Standard Support Period will be available.

6.3.2 Subscriber Radio Software

The ASTRO® SUA makes available the subscriber radio software releases that are shipping from the factory during the coverage period. Please refer to Section 6.4.5 for further clarification on coverage.

6.4 Limitations and Exclusions

The parties acknowledge and agree that the ASTRO® SUA does not cover the products and services detailed in this document.

Excluded Products and Services	Examples (Not Limited To)
Purchased directly from a third party	NICE, Genesis, Verint
Residing outside of the ASTRO® network	CAD, E911, Avtec Consoles
Not certified on ASTRO® systems	Laptops, PCs, Eventide loggers
Backhaul Network	MPLS, Microwave, Multiplexers

Excluded Products and Services	Examples (Not Limited To)
Two-way Subscriber Radios	APX, MCD 5000, Programming, Installation
Consumed in normal operation	Monitors, microphones, keyboards, speakers
RFDS and Transmission Mediums	Antennas, Transmission Line, Combiners, Multicouplers
Customer-provided cloud connectivity	LTE, Internet
Maintenance Services of any kind	Infrastructure Repair, Tech Support, Dispatch
Security Services	Security Update Service (SUS), Remote SUS

6.4.1 Platform Migrations

Platform Migrations are the replacement of a product with the next generation of that product that is not within the same product family. This can be defined as a new technology that is based on a new hardware configuration and/or a new underlying software. Any upgrades to hardware versions and/or replacement hardware required to support new features or those not specifically required to maintain existing functionality are not included. Unless otherwise stated in this document, Platform Migrations such as, but not limited to, stations, comparators, site controllers, consoles, backhaul, and network changes are not included.

6.4.2 Non-Standard Configurations

Systems that have non-standard configurations that have not been certified by Motorola Systems Integration Testing are specifically excluded from the ASTRO® SUA unless otherwise included in this SOW. Customer acknowledges that if the system has a Special Product Feature it may be overwritten by the software upgrade. Restoration of that feature is not included in the coverage of this SOW.

6.4.3 System Expansions and New Features

Any upgrades to hardware versions, replacement hardware, and/or implementation services that are not directly required to support the certified System Upgrade are not included unless otherwise agreed to in writing by Motorola. This exclusion applies to, but is not limited to, system expansions and new features.

6.4.4 Cloud Technology

Support for Customer-provided connectivity to the cloud platform is not covered under this agreement.

Future cloud, IT, and security related adoption is an evolving technological area and laws, regulations, and standards relating to ASTRO® SUA may change. Any changes to ASTRO® SUA required to achieve future regulatory or Customer specific compliance requirements are not included.

6.4.5 Subscriber Radio Software

Applying software updates to subscriber radios is the Customer's responsibility and is not included in SUA coverage. Subscriber radios must be at a software release compatible with the Customer's

ASTRO® system configuration. Motorola will make reasonable efforts to notify the Customer if there is an incompatibility.

6.5 General Statement of Work for System Upgrades

6.5.1 Upgrade Planning and Preparation

All items listed in this section are to be completed at least 6 months prior to a scheduled upgrade.

6.5.1.1 Motorola Responsibilities

- Obtain and review infrastructure system audit data as needed.
- Identify the backlog accumulation of security patches and antivirus upgrades needed to implement a system release. If applicable, provide a quote for the necessary labor, security patches, and antivirus upgrades.
- If applicable, identify additional system hardware needed to implement a system release.
- Identify Customer provided hardware that is not covered under this agreement, or where the Customer will be responsible for implementing the system release upgrade software.
- Identify the equipment requirements and the installation plan.
- Advise the Customer of probable impact to system users during the cloud update and the actual field upgrade implementation.
- If applicable, advise the Customer on the network connection specifications necessary to perform the System Upgrade.
- Where necessary to maintain existing functionality and capabilities, deploy and configure any additional telecommunications equipment necessary for connectivity to the cloud based technologies.
- Assign program management support required to perform the certified System Upgrade. Prepare an overall System Upgrade schedule identifying key tasks and personnel resources required from Motorola and Customer for each task and phase of the System Upgrade. Conduct a review of this schedule and obtain mutual agreement of the same.
- Assign installation and engineering labor required to perform the certified System Upgrade.
- Provide access to cloud training videos, frequently asked questions, and help guide.
- Deliver release impact and change management training to the primary zone core owners, outlining the changes to their system as a result of the upgrade path elected. This training needs to be completed at least 12 weeks prior to the scheduled System Upgrade. This training will not be provided separately for user agencies who reside on a zone core owned by another entity. Unless specifically stated in this document, Motorola will provide this training only once per system.

6.5.1.2 Customer Responsibilities

- Contact Motorola to schedule a System Upgrade and provide necessary information requested by Motorola to execute the System Upgrade. Review System Upgrade schedule and reach mutual agreement of the same.

- Identify hardware not purchased through Motorola that will require the system release upgrade software.
- Purchase the security patches, antivirus upgrades and the labor necessary to address any security upgrades backlog accumulation identified in Section 6.5.1.1 Motorola Responsibilities, if applicable. Unless otherwise agreed in writing between Motorola and Customer, the installation and implementation of accumulated backlog security patches and network updates is the responsibility of the Customer.
- If applicable, provide network connectivity at the zone core site(s) for Motorola to use to download and pre-position the software that is to be installed at the zone core site(s) and pushed to remote sites from there. Motorola will provide the network connection specifications, as listed in Section 6.5.1.1 Motorola Responsibilities. Network connectivity must be provided at least 12 weeks prior to the scheduled System Upgrade. In the event access to a network connection is unavailable, the Customer may be billed additional costs to execute the System Upgrade.
- Assist in site walks of the system during the system audit when necessary.
- Provide a list of any FRUs and/or spare hardware to be included in the System Upgrade when applicable. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the equipment. The inventory count of Customer FRUs and/or spare hardware to be included as of the start of the SUA is included in Appendix B: System Pricing Configuration.
- Acknowledge that new and optional system release features or system expansions, and their required implementation labor, are not within the scope of the SUA. The Customer may purchase these under a separate agreement.
- Maintain an internet connection between the on-premise radio solution and the cloud platform, unless provided by Motorola under separate Agreement.
- Identify any Customer specific standard or requirements that may be implicated by the planned upgrade(s), including heightened cloud, IT, or information security related standards or requirements, such as those that may apply to U.S. Federal Customer or other government Customer standards. Motorola makes no representations as to the compliance of ASTRO® SUA with any Customer specific standards, requirements, specifications, or terms, except to the extent expressly specified.
- Participate in release impact training at least 12 weeks prior to the scheduled System Upgrade. This applies only to primary zone core owners. It is the zone core owner's responsibility to contact and include any user agencies that need to be trained, or to act as a training agency for those users not included.

6.5.2 System Readiness Checkpoint

All items listed in this section are to be completed at least 30 days prior to a scheduled upgrade.

6.5.2.1 Motorola Responsibilities

- Perform appropriate system backups.
- Work with the Customer to validate that all system maintenance is current.
- Work with the Customer to validate that all available security patches and antivirus upgrades have been upgraded on the Customer's system.

- Motorola reserves the right to charge the Customer for the security patches, antivirus updates and the labor necessary to address any security updates backlog accumulation, in the event that these are not completed by the Customer at the System Readiness Checkpoint.

6.5.2.2 Customer Responsibilities

- Validate that system maintenance is current.
- Validate that all available security patches and antivirus upgrades to the Customer's system have been completed or contract Motorola to complete in time for the System Readiness Checkpoint.

6.5.3 System Upgrade

6.5.3.1 Motorola Responsibilities

- Perform System Upgrade for the system elements outlined in this SOW.

6.5.3.2 Customer Responsibilities

- Inform system users of software upgrade plans and scheduled system downtime.
- Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide software upgrade services.

6.5.4 Upgrade Completion

6.5.4.1 Motorola Responsibilities

- Validate all certified System Upgrade deliverables are complete as contractually required.
- Confirm with Customer that the cloud is available for beneficial use.

6.5.4.2 Customer Responsibilities

- Cooperate with Motorola in efforts to complete any post upgrade punch list items as needed.

6.6 Special Provisions

The migration of capabilities from ASTRO® on-premises Core infrastructure to the cloud is included in the deliverable of the SUA agreement. Technologies based on cloud architecture will be a part of the Motorola roadmap and may be subject to additional cloud terms and conditions.

The SUA does not extend to Customer-provided software and hardware. Motorola makes no warrants or commitments about adapting our standard system releases to accommodate Customer implemented equipment. If during the course of a System Upgrade, it is determined that Customer provided software and/or hardware does not function properly, Motorola will notify the Customer of the limitations. The Customer is responsible for any costs and liabilities associated with making the Customer-provided

software and/or hardware work with the standard Motorola system release. This includes, but is not limited to, Motorola's costs for the deployment of resources to implement the upgrade once the limitations have been resolved by the Customer.

Any Motorola software, including any system releases, is licensed to Customer solely in accordance with the applicable Motorola Software License Agreement. Any non-Motorola Software is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner unless the copyright owner has granted to Motorola the right to sublicense the Non-Motorola Software pursuant to the Software License Agreement, in which case it applies and the copyright owner will have all of Licensor's rights and protections under the Software License Agreement. Motorola makes no representations or warranties of any kind regarding non-Motorola Software. Non-Motorola Software may include Open Source Software.

ASTRO® SUA coverage and the parties' responsibilities described in this SOW will automatically terminate if Motorola no longer supports the ASTRO® 7.x software version in the Customer's system or discontinues the ASTRO® SUA program. In either case, Motorola will refund to Customer any prepaid fees for ASTRO® SUA applicable to the terminated period.

If the Customer cancels a scheduled upgrade within less than 12 weeks of the scheduled on site date, Motorola reserves the right to charge the Customer a cancellation fee equivalent to the cost of the pre-planning efforts completed by the Motorola Upgrade Operations Team.

The ASTRO® SUA annualized price is based on the fulfillment of the system release upgrade in each eligible System Upgrade window. If the Customer terminates, except if Motorola is the defaulting party, the Customer will be required to pay for the balance of payments owed in that eligible System Upgrade window if a system release upgrade has been taken prior to the point of termination.

6.8 Appendix A: ASTRO® System Release Upgrade Paths

The upgrade paths for standard ASTRO® system releases are listed in Table A-3: Certified Standard ASTRO® System Release Upgrade Paths.

Table A-3: Certified Standard ASTRO® System Release Upgrade Paths

ASTRO® System Release	Certified Upgrade Paths
Pre-7.17.X	Upgrade to current shipping release
A7.17.X	A2020.1
A7.18	A2021.1
A2019.2	A2021.1
A2020.1	A2022.1
A2021.1	A2022.1

The upgrade paths for high security ASTRO® system releases for federal deployments are described in Table A-4: Certified High Security ASTRO® System Release Upgrade Paths.

Table A-4: Certified High Security ASTRO® System Release Upgrade Paths

ASTRO® High Security System Release	Certified Upgrade Paths
A7.17.X	A2020.HS
A2020.HS	A2022.HS

The release taxonomy for the ASTRO® 7.x platform is expressed in the form “ASTRO® 7.x release 20YY.Z”. In this taxonomy, YY represents the year of the release, and Z represents the release count for that release year.

A20XX.HS enhances the ASTRO® System release with support for Public Key Infrastructure (PKI) Common Access Card / Personal Identity Verification (CAC/PIV) and with Cyber Security Baseline Assurance.

Starting with the 2024 releases, Motorola is moving from the ASTRO 7.x release names to ASTRO Next. For the purposes of the SUA program, releases using the naming convention of AN (ASTRO Next) or A (ASTRO) will be considered the same.

- The most current system release upgrade paths can be found in the most recent Lifecycle Services bulletin.
- The information contained herein outlines Motorola’s presently anticipated general technology direction and is provided for information purposes only. The information in the roadmap is not a commitment to deliver a product, product feature, or software functionality. Motorola reserves the right to make changes to the content and timing of any product, product feature, or software release.

6.10 Appendix B: System Pricing Configuration

This configuration is to be reviewed annually from the contract effective date. Any change in system configuration may require an ASTRO® SUA price adjustment.

Table B-5: System Configuration at Time of Contract

System Configuration	
Core Configuration	
Cloud-based Core	0
On-premises Main Site	0
On-premises Backup Site	0
System Level Features	
Standalone Servers (Critical Connect / Smart Connect)	0
MOSCAD NFM RTU (typically 1 per site location)	0
Network Management Clients	0
IMW Servers	0
Telephone Interconnect	0
Security Configuration	
AERSS Sensors	0
Firewalls	0
KMF Servers	0
KMF Clients	0
RF Site Configuration	
Virtual Prime Sites	0
IP Simulcast Prime Sites (include co-located/redundant)	0
RF Sites (include Simulcast sub-sites, ASR sites, HPD sites)	0
GTR 8000 Base Stations	0
DBR 8000 Base Stations	0
Dispatch Site Configuration	
Dispatch Site Locations	0
MCC 7500 Dispatch Consoles	0
AIS	0
CCGWs	1

System Configuration	
MC EDGE Aux I/O	0
AXS Console Dispatch Site Locations	1
AXS Console PDH (CommandCentral Hub)	2
AXS Servers	0
Third Party Elements	
NICE Logging recorders (IP, Telephony, or Analog) Purchased through Motorola	0
MACH Alert FSA Purchased through Motorola	0
Genesis Applications Purchased through Motorola	0

6.11 Appendix C: SUA Coverage Table

This appendix includes a breakdown of coverage under the SUA. System Upgrade coverage includes software and hardware coverage for equipment originally provided by Motorola. A “board-level replacement” is defined as any Field Replaceable Unit (FRU).

Table C-6: SUA Coverage Table

ASTRO® Certified Solution	System Upgrade		
Equipment Provided by Motorola	Software	Hardware Full Product	Hardware Board-Level
Servers	✓	✓	
Workstations	✓	✓	
Firewalls	✓	✓	
Routers	✓	✓	
LAN Switches	✓	✓	
CirrusNode	✓	✓	
MCC 7500 Voice Processing Module	✓		✓
MCC 7500E Dispatch AIM	✓	✓	
MCC 7500E Dispatch (CommandCentral Hub)	✓	✓	
AXS PDH Client (CommandCentral Hub)	✓	✓	
SDM 3000 Aux I/O	✓	✓	

ASTRO® Certified Solution	System Upgrade		
MC Edge Aux I/O	✓	✓	
GTR 8000 Base Stations	✓		✓
GCP 8000 Site Controllers	✓		✓
DSC 8000 Site Controllers	✓	✓	
GCM 8000 Comparators	✓		✓
Motorola logging interface equipment	✓	✓	
PBX switches for telephone interconnect	✓	✓	
SDM 3000 RTU	✓		✓
Conventional Channel Gateway (CCGW)	✓	✓	
NICE IP logging solutions (if software, hardware and lifecycle purchased from Motorola)	✓	✓	
MACH Alert FSA (if software, hardware and lifecycle purchased from Motorola)	✓	✓	
Genesis Applications (if software, hardware and lifecycle purchased from Motorola)	✓	✓	

Section 7

Pricing Summary

Motorola is pleased to provide the following equipment and services to Kimble County Sheriff Office, TX.

7.1 Equipment and Services

Description	Price (\$)
Equipment	\$180,784
Implementation Services	\$280,735
Warranty Services (First year Included)	(\$0,00)
DIR-CPO 5433 Contract Discount	\$26,466
Total System	\$435,053

Due to significant market volatility and material price fluctuations in raw materials such as steel, copper, finished wood and concrete, in the event of a cost increase in material, equipment or energy occurring during implementation of the project through no fault of Motorola Solutions, the contract price, time of completion and/or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the contract documents. Motorola Solutions reserves the right to apply a fuel surcharge to the quoted freight rates on all shipments based on the cost of diesel at the time of shipment.

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase

1. 50% of the Contract Price due upon contract execution (due upon effective date); and
2. 50% of the Contract Price due upon Final Acceptance.

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when

professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

For Lifecycle Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan. INFLATION REVIEW. For multi-year agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, "All Items," Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. "All Items," not seasonally adjusted shall be used as the measure of CPI for this price adjustment. The adjustment calculation will be based upon the CPI for the most recent twelve (12) month increment beginning from the most current month available as posted by the U.S. Department of Labor (<http://www.bls.gov>) immediately preceding the new maintenance year. For purposes of illustration, if in Year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base). Any pricing change would be documented in a change order executed with the Customer

Contractual Documentation

This proposal is subject to the terms and conditions of the Texas DIR-CPO-5433 contract, together with its Exhibits, applicable Addenda, and Exhibit A to the TCA attached to Motorola's proposal. This proposal shall remain valid for a period of 60 days from the date of the cover letter. Kimble County Sheriff's Department, TX may accept the proposal by delivering to Motorola a signed purchase order that specifically references "PO is subject to the terms and conditions of Motorola's proposal dates 5/18/25 and the Texas DIR-CPO-5433 contract and Exhibit A to the TCA attached to Motorola's proposal."

Motorola Solutions, Inc. Disclaimers

• Data Location

- Disclaimer: Data for the State of Texas Customer may be exported by Provider if (1) access is needed for internal business purposes such as processing orders or invoices to Poland, or (2) access to Customer Data is necessary to enable third tier development support personnel located outside of the United States to perform fixes or other remedial services associated with the products and services purchased hereunder.

• Product Accessibility

- Disclaimer: Motorola provides products geared towards law enforcement professionals in their day-to-day operations and as such, our mobile video products are provided to work in and be supported in that environment. This Agreement encompasses a large variety of products, and as such accessibility for mobile video products may vary based on its environment and function, as such the accessibility requirements in this section shall not apply to Mobile Video Products. To the extent that accessibility standards could be applicable and/or commercially feasible for the applicable products and their environment, the DIR agencies may request that Motorola either provide the most recent VPAT assessment (if available) or respond to an accessibility information request within a reasonable timeframe.

• Limitation of Liability

- The liability for damages in any claim or cause of action arising under or related to the Purchase Order contemplated herein shall not exceed two times (2x) the total value of the Purchase Order. Such value includes all the amounts paid and amounts to be paid over the life of the Purchase Order to Motorola by Customer as described in the Purchase Order.

• License Agreement Term and Termination

- Disclaimer: Licensee's right to use the Software and Documentation will begin when a signed purchase order is issued and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by Motorola, unless Licensee breaches this Agreement, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated immediately upon notice by Motorola. Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to Motorola that all copies of the Software have been removed or deleted from the Designated Products and

that all copies of the Software and Documentation have been returned to Motorola or destroyed by Licensee and are no longer in use by Licensee.

- Disclaimer: Licensee acknowledges that Motorola made a considerable investment of resources in the development, marketing, and distribution of the Software and Documentation and that Licensee's breach of this Agreement will result in irreparable harm to Motorola for which monetary damages would be inadequate. If Licensee breaches this Agreement, Motorola may terminate this Agreement and be entitled to all available remedies at law or in equity (including immediate injunctive relief and repossession of all non-embedded Software and associated Documentation unless Licensee is a Federal agency of the United States Government).

EXHIBIT A TO THE TRANSPORT CONNECTIVITY ADDENDUM

Requirements of Third-Party Providers for Provision of Connectivity

1. VERIZON

For Connectivity using Verizon third party services, the following additional terms apply. For purposes of this Exhibit, "Service" means certain wireline (including but not limited to Ethernet, wavelength, MPLS or other VPN services and SD-WAN) and/or wireless services provided directly or indirectly by Verizon which may include but it is not limited to data transmission services between devices (wireless or other) and computer servers or other machines, or between wireless devices, with limited or no manual intervention or supervision.

Content Disclaimer. Neither Verizon, Motorola, nor MSI exercises control over nor has any responsibility for the accuracy, quality, security or other aspect of any content accessed, received, transmitted, stored, processed or used through Verizon facilities or any Services (except to the extent particular Services explicitly state otherwise). Customer accesses, receives, transmits, stores, processes, or uses any content at its own risk. Customer is solely responsible for selecting and using the level of security protection needed for the content it is accessing, receiving, storing, processing or using, including without limitation Customer data, individual health and financial content. Each of Verizon, Motorola, and MSI is not responsible if the level of security protection Customer uses for any particular content is insufficient to prevent its unauthorized access or use, to comply with applicable law, or to otherwise fully protect the interests of Customer and others in that content.

Use of Customer Data. Verizon, Verizon Affiliates and their respective agents, may use, process and/or transfer Customer data (including intra-group transfers and transfers to entities in countries that do not provide statutory protections for personal information): (a) in connection with provisioning of Services; (b) to incorporate Customer data into databases controlled by Verizon, Verizon Affiliates or their respective agents for the purpose of providing Services; administration; provisioning; billing and reconciliation; verification of Customer identity, solvency and creditworthiness; maintenance, support and product development; fraud detection and prevention; sales, revenue and customer analysis and reporting; market and customer use analysis; and (c) to communicate to Motorola, MSI or Customer regarding Services.

Customer Consent. Customer warrants that it has obtained or will obtain all legally required consents and permissions from relevant parties (including data subjects) for the use, processing and transfer of Customer data as described in the Use of Customer Data clause above.

A. VERIZON WIRELESS SERVICES TERMS (IF APPLICABLE AND PART OF CONNECTIVITY):

Customer agrees to comply with the additional responsibilities for access to and use of the Service provided by Verizon: Service Availability. The Service uses radio technologies and is subject to transmission and service area limitations, interruptions and dropped calls caused by atmospheric, topographical or environmental conditions, cell site availability, equipment or its installation, governmental regulations, system limitations, maintenance or other conditions or activities affecting Service operation. The Service and/or features may not be available in all areas. The Service is only available within each applicable calling plan coverage area, within the operating range of the wireless systems, and with equipment that is authorized to operate-on Verizon's network.

WARRANTY DISCLAIMER. VERIZON AND ITS AFFILIATES AND CONTRACTORS MAKE NO WARRANTIES WHATSOEVER, DIRECTLY OR INDIRECTLY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DURABILITY, FITNESS FOR USE, QUALITY, PERFORMANCE OR NON-INFRINGEMENT OF THE SERVICE OR EQUIPMENT OR THEIR USE IN CONNECTION WITH THE CUSTOMER PROVIDED EQUIPMENT OR VERIZON PRODUCT OR SERVICE WITH RESPECT TO VERIZON.

User Disclosures. THE CUSTOMER UNDERSTANDS AND AGREES THAT IT: (1) HAS NO CONTRACTUAL RELATIONSHIP WITH THE UNDERLYING SERVICE PROVIDER OR ITS AFFILIATES OR CONTRACTORS; (2) IS NOT A THIRD PARTY BENEFICIARY OF ANY AGREEMENT BETWEEN MOTOROLA SOLUTIONS INC. AND ITS AFFILIATES INCLUDING VESTA SOLUTIONS INC. AND THE UNDERLYING CARRIER; AND (3) ACKNOWLEDGES AND AGREES THAT THE UNDERLYING CARRIER AND ITS AFFILIATES AND CONTRACTORS SHALL HAVE NO LEGAL, EQUITABLE, OR OTHER LIABILITY OF ANY KIND TO CUSTOMER AND CUSTOMER HEREBY WAIVES ANY AND ALL CLAIMS OR DEMANDS THEREFOR.

LIMITATION OF LIABILITY. NOTWITHSTANDING ANY OTHER SECTION OF THE AGREEMENT, NEITHER MOTOROLA, VESTA NOR VERIZON AND THEIR AFFILIATES AND CONTRACTORS WILL HAVE ANY LIABILITY TO CUSTOMER OR ANY END USER:

A) IF CHANGES IN THE SERVICE OR IN THE VERIZON NETWORK, SYSTEMS, OPERATIONS, EQUIPMENT, POLICIES OR PROCEDURES RENDER OBSOLETE OR OUTDATED ANY EQUIPMENT, HARDWARE, DEVICES OR SOFTWARE;

B) FOR ANY CAUSES OF ACTION, LOSSES OR DAMAGES OF ANY KIND WHATSOEVER ARISING OUT OF (I) MISTAKES, OMISSIONS, INTERRUPTIONS, ERRORS, OR DEFECTS IN FURNISHING THE SERVICE, OR (II) FAILURES OR DEFECTS IN THE VERIZON NETWORK OR SYSTEMS,

C) FOR ANY INJURY TO PERSONS OR PROPERTY, LOSSES (INCLUDING ANY LOSS OF BUSINESS), DAMAGES, CLAIMS OR DEMANDS OF ANY KIND OR

NATURE, INCLUDING, BUT NOT LIMITED TO, USE OR INABILITY TO USE THE SERVICE, RELIANCE BY CUSTOMER ON ANY DATA PROVIDED OR OBTAINED THROUGH USE OF THE SERVICE, ANY INTERRUPTION, DEFECT, ERROR, VIRUS, OR DELAY IN OPERATION OR TRANSMISSION, ANY FAILURE TO TRANSMIT OR ANY LOSS OF DATA ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT. IN NO EVENT SHALL VERIZON, MOTOROLA, VESTA OR ITS VENDORS BE LIABLE FOR LOSSES, DAMAGES, CLAIMS OR EXPENSES OF ANY KIND ARISING OUT OF THE USE OR ATTEMPTED USE OF, OR THE INABILITY TO ACCESS, LIFE SUPPORT OR MONITORING SYSTEMS OR DEVICES, 911 OR E911, OR OTHER EMERGENCY NUMBERS OR SERVICES

D) NOTWITHSTANDING THE FOREGOING THE TOTAL LIABILITY OF VERIZON TO CUSTOMER IN CONNECTION WITH THIS AGREEMENT, FOR ANY AND ALL CAUSES OF ACTIONS AND CLAIMS, IS LIMITED TO THE LESSER OF: (A) DIRECT DAMAGES PROVEN BY CUSTOMER; OR (B) THE AMOUNT PAID BY CUSTOMER TO VERIZON UNDER THIS AGREEMENT FOR THE TWELVE (12) MONTH PERIOD PRIOR TO ACCRUAL OF THE MOST RECENT CAUSE OF ACTION. NOTHING IN THIS SECTION LIMITS VERIZON'S LIABILITY: (A) IN TORT FOR ITS WILLFUL OR INTENTIONAL MISCONDUCT; OR (B) FOR BODILY INJURY. FOR THE AVOIDANCE OF DOUBT, UNDER NO CIRCUMSTANCES SHALL VERIZON'S, MOTOROLA'S, OR VESTA'S EXERCISE OF ANY RIGHTS SET FORTH IN THIS ADDENDUM BE DEEMED WILLFUL OR INTENTIONAL MISCONDUCT.

B. VERIZON WIRELINE SERVICES TERMS (IF APPLICABLE AND PART OF CONNECTIVITY):

Services Suspension. Verizon may, subject to giving Motorola, MSI or Customer reasonable notice where practicable, suspend one or more services provided by Verizon (or a part thereof) if:

- suspension of Services is necessary to prevent or protect against fraud, or otherwise protect persons or property, Verizon personnel, agents, facilities, or services;
- Verizon is obliged to comply with an order, instruction or request of a court, government agency, emergency service organization (e.g. police or fire service) or other administrative or regulatory authority;
- Verizon has reasonable grounds to consider that use of the Services violates the AUP, as defined below, or other terms of a contract; or
- Customer fails to provide or increase the security as requested by Verizon.

Customer Obligations.

Access. Where Verizon requires access to a Customer site in order to provide Services, Customer shall grant or shall procure the grant to Verizon of such rights of access to each Customer site, including any necessary licenses, waivers and consents. Customer shall advise Verizon in writing of all health and

safety rules and regulations and any other reasonable security requirements applicable at the Customer site. Customer shall provide Verizon with such facilities and information as Verizon may reasonably require to perform its obligations or exercise its rights under a Contract.

Acceptable Use Policy (AUP).

Compliance. Use of Verizon IP Services must comply with the then current version of the AUP of the countries from which Customer uses such Services (in the event no AUP exists for a country, the U.S. AUP shall apply). The applicable AUP is available at the following URL:

<http://www.verizonenterprise.com/terms> or other URL designated by Verizon. Customer shall ensure that each user of the Services complies with the AUP. Verizon reserves the right to change the AUP from time to time, effective upon posting of the revised AUP at the designated URL or other notice to Customer. Verizon will regularly review the AUP (and whether there have been any changes to it) with Customer, but no less than quarterly, and sooner in the event there are changes.

To the extent permitted by law, Customer will defend, indemnify and hold harmless the Verizon Indemnitees, as defined by Verizon at the link for the AUP identified above, from and against any claims, suits, judgments, settlements, losses, damages, expenses (including reasonable legal fees and expenses), and costs (including allocable costs of in-house counsel) asserted against or incurred by any of the Verizon Indemnitees arising out of any of the following allegations by a third party: Customer;s, users; of the Services, or Customer;s customers&; violation of the AUP; or the unauthorized use of or access to the Services or Verizon Facilities by any person, under Customer&;s reasonable control, using Customer's systems or network. Notwithstanding any other provision of a Contract, Customer shall pay all expenses and costs, including costs of investigation, court costs, and reasonable legal fees and expenses (including allocable costs of in-house counsel) incurred by Verizon Indemnitees in enforcing this provision. Verizon holds the benefit of this sub-clause on trust for the other Verizon Indemnitees.

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C. AT&T SERVICE TERMS (IF APPLICABLE AND PART OF CONNECTIVITY)

Acceptable Use Policy. AT&T's Acceptable Use Policy (AUP) applies to (i) Services provided over or accessing the Internet and (ii) wireless (ie.cellular) data and messaging Services. The AUP can be found at att.com/aup or other locations AT&T may designate.

Access Right. Customer will in a timely manner allow AT&T access as reasonably required for the Services to property and equipment that Customer controls and will obtain at Customer's expense timely access for AT&T as reasonably required for the Services to property controlled by third parties such as Customer's landlord. AT&T will coordinate with and, except in an emergency, obtain Customer's consent to enter upon Customer's property and premises, which consent shall not be unreasonably withheld. Access rights mean the right to construct, install, repair, maintain, replace and remove access lines and network facilities and the right to use ancillary equipment space within a building for Customer's connection to AT&T's network. Customer must provide AT&T timely information and access to Customer's facilities and equipment as AT&T reasonably requires for the Services, subject to Customer's reasonable security policies. Customer will furnish any conduit, holes, wireways, wiring, plans, equipment, space, power/utilities and other items as AT&T reasonably requires for the Services and will obtain any necessary licenses, permits and consents (including easements and rights-of way). Customer will have the Site ready for AT&T to perform its work according to a mutually agreed schedule. **Safe Working Environment.** Customer will ensure that the location at which AT&T installs, maintains or provides Services is a safe working environment, free of Hazardous Materials and reasonably suitable for the Services. "Hazardous Materials" mean any substance or material capable of posing an unreasonable risk to health, safety or property or whose use, transport, storage, handling, disposal or release is regulated by any law related to pollution, to protection of air, water or soil or to health and safety. AT&T shall have no obligation to perform work at a location that is not a suitable and safe working environment or to handle, remove or dispose of Hazardous Materials. **Users.** means anyone who uses or accesses any Service provided to Customer. Customer will cause Users to comply with this Agreement and is responsible for Users' use of any Service unless expressly provided to the contrary in an applicable Service Publication.

Disclaimer of Liability. AT&T WILL NOT BE LIABLE FOR ANY DAMAGES ARISING OUT OF OR RELATING TO: INTEROPERABILITY, ACCESS OR INTERCONNECTION OF THE SERVICES WITH APPLICATIONS, DATA, EQUIPMENT, SERVICES, CONTENT OR NETWORKS PROVIDED BY CUSTOMER OR THIRD PARTIES; SERVICE DEFECTS, SERVICE LEVELS, DELAYS OR ANY SERVICE ERROR OR INTERRUPTION, INCLUDING INTERRUPTIONS OR ERRORS IN ROUTING OR COMPLETING ANY 911 OR OTHER EMERGENCY RESPONSE CALLS OR ANY OTHER CALLS OR TRANSMISSIONS (EXCEPT FOR CREDITS EXPLICITLY SET FORTH IN THIS AGREEMENT); LOST OR ALTERED MESSAGES OR TRANSMISSIONS; OR UNAUTHORIZED ACCESS TO OR THEFT, ALTERATION, LOSS OR DESTRUCTION OF CUSTOMERS (OR ITS AFFILIATES', USERS; OR THIRD PARTIES') APPLICATIONS, CONTENT, DATA, PROGRAMS, INFORMATION, NETWORKS OR SYSTEMS.

Disclaimer of Warranties. AT&T MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT AND SPECIFICALLY DISCLAIMS ANY WARRANTY ARISING BY USAGE OF TRADE OR BY COURSE OF DEALING. FURTHER, AT&T MAKES NO REPRESENTATION OR WARRANTY THAT TELEPHONE CALLS OR OTHER TRANSMISSIONS WILL BE ROUTED OR COMPLETED WITHOUT ERROR OR INTERRUPTION (INCLUDING CALLS TO 911 OR ANY SIMILAR EMERGENCY RESPONSE NUMBER) AND MAKES NO GUARANTEE REGARDING NETWORK SECURITY, THE

ENCRYPTION EMPLOYED BY ANY SERVICE, THE INTEGRITY OF ANY DATA THAT IS SENT, BACKED UP, STORED OR SUBJECT TO LOAD BALANCING OR THAT AT&T'S SECURITY

PROCEDURES WILL PREVENT THE LOSS OR ALTERATION OF OR IMPROPER ACCESS TO CUSTOMERS DATA AND INFORMATION.

Customer's Obligations. Customer agrees at its expense to defend and either to settle any third-party claim against AT&T, its Affiliates and its and their respective employees, directors, subcontractors and suppliers or to pay all damages that a court finally awards against such parties for a claim that: (a) arises out of Customer's, its Affiliate's or a User's access to or use of the Services and the claim is not the responsibility of AT&T under Section 7.1; (b) alleges that a Service infringes any patent, trademark, copyright or trade secret and falls within the exceptions in Section 7.1; or (c) alleges a breach by Customer, its Affiliate or a User of a Software license agreement.

Internet Services. If Customer fails to rectify a violation of the AUP within 5 days after receiving notice from AT&T, AT&T may suspend the affected Service Components. AT&T reserves the right, however, to suspend or terminate immediately when: (i) AT&T's suspension or termination is in response to multiple or repeated AUP violations or complaints; (ii) AT&T is acting in response to a court order or governmental notice that certain conduct must be stopped; or (iii) AT&T reasonably determines that (a) it may be exposed to sanctions, liability, prosecution or other adverse consequences under applicable law if AT&T were to allow the violation to continue; (b) such violation may harm or interfere with the integrity, normal operations or security of AT&T's network or networks with which AT&T is interconnected or may interfere with another customer's use of AT&T services or the Internet; or (c) such violation otherwise presents an imminent risk of harm to AT&T, AT&T's customers or its or their respective employees.

Fraud or Abuse. AT&T may terminate or suspend an affected Service or Service Component and, if the activity materially and adversely affects the entire Agreement, terminate or suspend the entire Agreement, immediately by providing Customer with as much advance notice as is reasonably practicable under the circumstances if Customer, in the course of breaching the Agreement: (i) commits a fraud upon AT&T; (ii) uses the Service to commit a fraud upon another party; (iii) unlawfully uses the Service; (iv) abuses or misuses AT&T's network or Service; or (v) interferes with another customer's use of AT&T's network or services.

Infringing Services. If the options described in Section 7.3 (Infringing Services) are not reasonably available, AT&T may at its option terminate the affected Services or Service Components without liability other than as stated in Section 7.1 (AT&T's Obligations).

Hazardous Materials. If AT&T encounters any Hazardous Materials at the Site, AT&T may terminate the affected Services or Service Components or may suspend performance until Customer removes and remediates the Hazardous Materials at Customer's expense in accordance with applicable law.8.3 Effect of Termination.

Compliance with Laws and Regulations. Customer and its Affiliates shall (1) obtain, and remain in compliance with, the authorizations, licenses and permissions required for use of the Service with Customer's Approved Devices, products and/or services; (2) comply with local laws and regulations in respect of use of the Service, including but not limited to compliance with any laws and regulations governing the use of encryption technology and associated reports or licenses; (3) provide (and ensure that its clients, customers and end-users provide) AT&T all assistance reasonably required to enable AT&T and/or its Carrier Partners to comply with the requests or requirements of a regulator, authority or other competent governmental body, including in respect of, but not limited to, lawful interception and data retention. Customer will indemnify and hold AT&T harmless in the event a court, governmental

authority or arbitrator finds that Customer (including its Users, distributors, agents or dealers) (a) has engaged in an unauthorized sale, resale or provision of wireless service or (b) has failed to comply with its legal or regulatory obligations in the conduct of its business, including but not limited to laws or regulations governing the use of encryption technology or personal data.

Limitations on the Service. CUSTOMER ACKNOWLEDGES THAT SERVICE IS MADE AVAILABLE ONLY WITHIN THE OPERATING RANGE OF THE NETWORKS. SERVICE MAY BE TEMPORARILY REFUSED, INTERRUPTED, OR LIMITED BECAUSE OF: (A) FACILITIES LIMITATIONS; (B) TRANSMISSION LIMITATIONS CAUSED BY ATMOSPHERIC, TERRAIN, OTHER NATURAL OR ARTIFICIAL CONDITIONS ADVERSELY AFFECTING TRANSMISSION, WEAK BATTERIES, SYSTEM OVERCAPACITY, MOVEMENT OUTSIDE A SERVICE AREA OR GAPS IN COVERAGE IN A SERVICE AREA AND OTHER CAUSES REASONABLY OUTSIDE OF AT&T'S CONTROL SUCH AS, BUT NOT LIMITED TO, INTENTIONAL OR NEGLIGENT ACTS OF THIRD PARTIES THAT DAMAGE OR IMPAIR THE NETWORK OR DISRUPT SERVICE; OR (C) EQUIPMENT MODIFICATIONS, UPGRADES, RELOCATIONS, REPAIRS, AND OTHER SIMILAR ACTIVITIES NECESSARY FOR THE PROPER OR IMPROVED OPERATION OF SERVICE.

Limitations on Service of Carrier Partners. CARRIER PARTNER NETWORKS ARE MADE AVAILABLE AS-IS AND AT&T MAKES NO WARRANTIES OR REPRESENTATIONS AS TO THE AVAILABILITY OR QUALITY OF ROAMING SERVICE PROVIDED BY CARRIER PARTNERS, AND AT&T WILL NOT BE LIABLE IN ANY CAPACITY FOR ANY ERRORS, OUTAGES, OR FAILURES OF CARRIER PARTNER NETWORKS. ROAMING ON CARRIER PARTNER NETWORKS OUTSIDE THE FIRSTNET SERVICE AREA (IF ANY) SHALL BE AVAILABLE AS DESCRIBED IN THE SERVICE GUIDE.

Customer is solely responsible for determining whether Service is appropriate for use with Customer's Device(s). For FirstNet customers to receive all of the features and functionalities of the NPSBN, the Customer must utilize FirstNet Capable SIMs and Approved Device(s) to connect to the NPSBN. Customer must advise its Users in writing of the service limitations set forth in Sections 4.4 and 4.5 and elsewhere in this Pricing Schedule in its contracts with Users and/or its user manuals, product documentation, and/or instructions for use. Customer represents and warrants that (i) it has reviewed and understands the limitations on the Service and is satisfied that use of the Service is adequate for the intended purpose of its Device. Customer agrees that AT&T has no responsibility for, and disclaims all liability for or in connection with, Customer's compliance with any regulatory approvals or requirements in connection with its Device, including, but not limited to, Customer's ability to (i) successfully perform a conformity assessment procedure for such Device, and/or (ii) affix and maintain a valid CE mark (or other equivalent marking of safety standard compliance) to its Device.

User Disclosures. Customer is solely responsible for all interactions with Users with respect to the Service and all risks and expenses incurred in its provision of its Device and/or services to Users. AT&T is obligated only to Customer and not to Users. Customer must ensure that disclosures in substantially the following terms are made applicable to its Users:

USER UNDERSTANDS AND AGREES THAT IT: (1) HAS NO CONTRACTUAL RELATIONSHIP WITH THE UNDERLYING WIRELESS SERVICE CARRIER; (2) IS NOT A THIRD PARTY BENEFICIARY OF ANY AGREEMENT BETWEEN [CUSTOMER] AND THE UNDERLYING CARRIER; (3) THAT THE UNDERLYING CARRIER HAS NO LIABILITY OF ANY KIND TO [USER], WHETHER FOR BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY IN TORT OR OTHERWISE; AND (4) THAT DATA TRANSMISSIONS AND MESSAGES MAY BE DELAYED, DELETED OR NOT DELIVERED, AND 911 OR SIMILAR EMERGENCY CALLS MAY NOT BE COMPLETED.

Termination or Suspension of International Roaming Service. In addition to, and not in limitation of, AT&T's suspension or termination rights under this Pricing Schedule, AT&T may suspend, alter and/or discontinue the international roaming Service that is supplied to AT&T by a Carrier Partner: (i) in the event an order, direction, ruling or guidance from a regulator or a Carrier Partner adversely affects Company's ability to provide international roaming Service to Customer; or (ii) or in the event that a Carrier Partner Network is not available to AT&T for technical reasons or on commercially reasonable terms and conditions.

Memo

To: Executive Committee

From: Mason Wheeler, Assistant Director of Public Safety

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 26

ITEM 26

Mason Wheeler, Assistant Director of Public Safety, is seeking consideration and approval to execute a contract with Motorola Solutions via DIR for the Kimble County channel upgrade with State Emergency Radio Infrastructure funds, as prioritized by the EPAC and the Executive Committee last year. Contract is not to exceed the preapproved costs of \$435,053.

Approved at the Executive Committee Meeting on July 9, 2025.

July 2025 Equal Employment Opportunity (EEO) Policy Updates

After our EEO Policy was approved by the EC in May 2025, TXDOT came back with some additional suggestions that we had to incorporate verbatim. Those items are outlined below.

1. Added the following under the Policy Statement:
 - a. "CVCOG is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request."
 - b. "I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program."
 - c. Added signature line and date line – to be signed by the ED
2. Removed the following items from the Policy Statement (per EO 14151):
 - a. "and not because of any affirmative action requirements or Diversity, Equity, & Inclusion (DE&I) initiatives that violate current anti-discrimination laws."
 - b. "The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any anyone else doing business for or with CVCOG."
3. Under General Responsibility, added the following:
 - a. "Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives."
 - b. "Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed."
 - c. "In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program."
 - d. "Cooperating with the EEO Officer in review of information and investigation of complaints."
 - e. "Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)."
4. Added the minimum responsibilities for the EEO Officer:
 - a. "Developing the EEO policy statement and a written EEO Program."
 - b. "Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals."
 - c. "Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed."
 - d. "Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood."
 - e. "Concurring in the hiring and promotion process."
 - f. "In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements."

- g. "Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance."
- h. "Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others."
- i. "Maintaining awareness of current EEO laws and regulations and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials."
- j. Investigating complaints of EEO discrimination."
- k. "Providing EEO training for employees and managers."
- l. "In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements."
- m. "Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date."

5. Removed EEO in procurement and contracting section

6. Removed Facilities – (said should not be a part of the EEO Policy)

CONCHO VALLEY COUNCIL OF GOVERNMENTS

EQUAL EMPLOYMENT OPPORTUNITY POLICY



July 2025

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY STATEMENT

The Concho Valley Council of Governments (CVCOG) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to establish these principles and mandates. CVCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. CVCOG conforms to the spirit as well as to the letter of all applicable state, federal and local laws and regulations.

This Equal Employment Opportunity (EEO) Policy applies to all employment actions, including, but not limited to, recruiting, hiring, selection for training, promotions, transfers, demotions, layoffs, terminations, rates of pay, or other forms of compensation. Employment and promotional opportunities will be based on merit and given to the best qualified individuals based on competency, knowledge, and skill.

CVCOG is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee, or applicant for employment, upon request but is also located on the official "Team Site".

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge/ complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in a protected activity is strictly prohibited and will not be tolerated. This statement is confirmed with the Retaliation Policy, located in the CVCOG Employee Handbook.

CVCOG is also committed to providing reasonable accommodations to applicants and employees who need them due to disabilities or religious practices/observances, in accordance with local, state, or federal law, in the absence of undue hardship. This statement is confirmed with the Reasonable Accommodation Policy, located in the CVCOG Employee Handbook.

CVCOG Executive Director (ED), John Austin Stokes, carries the overall responsibility for the EEO policy. The ED will also uphold a high level of accountability for compliance with the EEO policy. To ensure day-to-day management, including preparation, monitoring, and compliance investigations, Felicia Lindsey, Human Resources Director, has been appointed as the EEO Officer. Felicia Lindsey reports directly to John Austin Stokes, and acts on his authority with all levels of management and employees.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

John Austin Stokes, Executive Director

Date

CVCOG understands the burden of this responsibility must be shared. All executives, management, and supervisory personnel are responsible for implementing EEO practices within each department and will be assigned specific tasks to ensure compliance with the implementation and monitoring of CVCOG's EEO Policy. CVCOG will evaluate its manager's and supervisor's performances, regarding their implementation of CVCOG's policies and procedures, in the same way CVCOG manages other performance goals.

PROCEDURES

Internal Communications

The EEO policy is referenced in all CVCOG's personnel policy manuals, and a memo or training provided by the CVCOG EEO Officer will be sent or completed annually for all employees regarding the (EEO) Policy. Special meetings will be held annually with supervisory personnel to discuss progress and problems relative to the program. Required EEO posters, CVCOG'S EEO policy, EEO Officer's contact information, along with periodic notices regarding the program will be posted in conspicuous places in all CVCOG facilities.

External Communications

CVCOG will ensure the following information is present on all external communications regarding vacant positions, solicitations, or any other appropriate information being prepared for public consumption:

- All employment advertisements will contain the words "Equal Employment Opportunity Employer."
- All employment applications, paper or electronic, will contain the following clause:
 - "CVCOG is an equal opportunity employer and will not discriminate against an employee or applicant due to race, color, religion, national origin, age, sex, pregnancy status, disability status, veteran status, genetic information, other protected group status unless based upon a bona fide occupational qualification. If you believe you have been discriminated against, you should notify the Equal Employment Officer or the Equal Employment Opportunity Commission."

CVCOG will post the EEO policy statement on its website at www.CVCOG.org and it will be made available to employees on their internal "Teamsite."

MANAGEMENT RESPONSIBILITY

General Responsibility

The actions of every employee are important in achieving the EEO Plan's objectives. Disciplinary action will be taken against any employee found to be deliberately obstructing implementation of the plan or participating in any discriminatory behaviors. Every supervisor is critically important to program success and should be familiar with EEO policies and procedures.

Other EEO responsibilities for agency officials, supervisors and managers include:

- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed

- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Officer in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Appointment of Equal Employment Opportunity Officer

Overall responsibility for EEO compliance for CVCOG is vested in the Executive Director. Felicia Lindsey, Human Resource (HR) Director, is the designated EEO Officer. Individuals who would like to discuss and/or file a complaint alleging discrimination should contact the EEO Officer by phone, e-mail, or in person. All contact information is available on the CVCOG website.

The Equal Employment Opportunity Officer has responsibility in:

- Developing the EEO policy statement and a written EEO Program.
- Concurring with the hiring and promotion process.
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed · Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
- In conjunction with human resources, periodically reviewing and assessing employment practices & policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, and grievance procedures.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- Ensuring the completion of EEO training for all new supervisors and managers within 90 days of their appointment.
- Assisting and counseling all department heads, managerial, and supervisory personnel regarding their EEO responsibilities.
- Providing EEO training for employees and managers no less than once per year.
- Conducting regular discussions with supervisors, employees, and affinity groups to ensure implementation and compliance of the EEO Policy.
- Serving as the liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others.
- Investigating of EEO discrimination.
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date
- Maintaining awareness of current EEO laws and regulations and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials.

PERSONNEL PRACTICES

Recruitment

All available job positions will be posted on the Texas Workforce Solutions (TWS) website, a well-known and active advocate of equal employment. Positions will also be listed on CVCOG's website and on other appropriate job board

sites. Current employees will receive immediate notification of job postings, in an effort to encourage in-house promotion & growth. All job postings will contain the following statement: "An Equal Opportunity Employer."

Job Description Analysis

Job descriptions will be reviewed annually to accurately reflect the function and duties of all CVCOG positions. This ensures position descriptions accurately indicate the actual skills required, as position descriptions will be set at the minimum level needed for entrance into the job. Position descriptions will also be examined to confirm they are related to job content and are set at the minimum level needed for entrance into the job. As positions evolve, job descriptions should evolve to include new roles and duties.

Promotions, Job Assignments, and Termination

No applicant will be denied a promotion or job assignment based on race, color, religion, national origin, age, sex, pregnancy status, disability status, veteran status, genetic information, or other protected group status. Applicants and employees will be encouraged to seek out promotional opportunities, when eligible, according to the CVCOG handbook, and selections will be based on capability and potential to train and learn.

During every employee's semi-annual performance management discussion, CVCOG supervisors and managers will ensure succession planning is considered and will ask questions regarding the employees' interest in promotional opportunities. Supervisors and managers will discuss the qualifications the employee currently possesses for said opportunities, and what type of training is needed for those opportunities. Supervisors and managers will gather a list of all those interested and provide it to the Director and HR. Employees observed to have skills or qualifications for promotion or advanced training opportunities, who have not explicitly stated an interest in promotional opportunities, shall be provided with information regarding their performance and strongly encouraged to seek out promotion or training opportunities.

Job assignments will be delivered based on tasks covered in the appropriate job description. Assignments may also be distributed based on employee potential to grow or acquire new skills without regard to any above-mentioned protected classes. Employees will be terminated only for just cause or their own volition.

INTERNAL EEO COMPLAINT PROCESS

Individuals who would like to discuss and/or file a complaint alleging discrimination should contact HR or the EEO Officer via phone, e-mail, or in person. The EEO Officer should be contacted immediately when you believe you have been discriminated against. The following procedures will be used to process discrimination complaints:

Filing a Formal Complaint

The complainant(s) must sign and complete their internal EEO Discrimination Complaint Form before a formal investigation can begin. The complainant(s) should be prepared to support any allegations claimed to be discriminatory by furnishing all pieces of pertinent evidence: letters, memos, dates, times, and/or witnesses to the alleged claim in the complaint. A mere allegation of discrimination is insufficient to make a determination. Be aware that the investigative part of the process is designed to establish the facts with basic information provided by all parties.

Mediation

The first step in resolving discrimination complaints is mediation. This step is used to determine whether the complaint can be resolved through discussion or training. Attempts will be made to help both parties discover a solution to their problem. Emphasis at this point is early resolution.

The EEO Officer is responsible for mediation of the complaint(s) by attempting to identify the problem and assist in providing solutions that satisfy everyone. The EEO Officer will:

- Verify the issues
- Identify whether the complaints are covered by the EEOC enforced law
- Mediate discussion on the problem
- Identify options
- Attempt to work out a resolution agreeable to all concerned, if possible
- Provide information on external enforcement agencies (i.e., EEOC, Texas Commission on Human Rights, Federal Transit Agency (FTA) and Department of Transportation (DOT)).

The EEO Officer has five working days to verify if a problem exists, then an additional five days to mediate or resolve the issue. However, if at the end of this time period there is no resolution in sight, the complainant(s) will be informed of their right to proceed with their complaint.

Rejecting a Complaint

If the EEO Officer decides to reject a complaint, the complainant(s) will be notified in writing within five working days after filing a formal complaint. It is within the authority of the EEO Officer to reject any claim if the officer determines that the allegations are not within the realm of the discrimination guidelines. If the EEO Officer makes this determination, then such notice of rejection will be final and cannot be appealed unless new evidence can be presented to the EEO Officer and such evidence falls within the discrimination guidelines of race, color, religion, national origin, age, sex, pregnancy status, disability status, veteran status, genetic information, or other protected group status.

Investigation

If a complaint is filed and mediation cannot be reached, the EEO Officer will continue to investigate the complaint fully. The investigation will be completed within twenty-five working days of the failed mediation. An investigation may be extended beyond the twenty-five working days if it is deemed necessary to conduct a more thorough and in-depth investigation. The EEO Officer will conduct interviews, take affidavits as needed from complainant(s) and other apparent witnesses, and will gather any other pertinent information from various sources.

In order to properly investigate any allegation of discrimination, it will be imperative that any employee with relevant knowledge assist in the investigation. Such participation may be in the form of verbal communications, written statements or providing other records that may be determined to be of a relevant matter. All employees deemed to have relevant knowledge of the allegations shall participate to the best of his or her ability during these investigations.

Informal Resolution

The EEO Officer, when feasible and consistent with CVCOG policies and procedures, will continue to informally attempt to resolve the complaint both during and at the conclusion of the investigation. The complainant(s) must sign and date any resolution offered that has been accepted. Such acceptance constitutes settlement of the complaint, however, any resolution offered and accepted does not constitute an admission of any wrongdoing by CVCOG or any of its agents.

One of the major objectives of the complaint process is fairness and early resolution of complaints. Consequently, CVCOG regards the efforts made by all parties in early resolution attempts as extremely important and crucial to the integrity and intent of this process.

Complaint Disposition

At the conclusion of the investigation not resolved by mediation, the EEO Officer will issue findings of fact and conclusion and will make recommendations for corrective action, if required, or other resolutions. The complainant will be contacted to receive and sign off on their acknowledgment of receipt of the EEO Officer's disposition of their complaint. Thereafter, the accused person(s) will be notified of the EEO Officer's recommendations.

Appeal of Disposition

If the complainant(s) is not in agreement with the EEO Officer's findings and determination contained in the disposition, the complainant(s) may appeal the EEO Officer's decision in writing within five working days to the Executive Director. The Executive Director will then review the alleged violation and relevant facts, the Executive Director will issue a decision within five working days, in consultation with the EEO Officer.

If the complainant(s) is not in agreement with the Executive Director's findings and determination, he or she may appeal the decision in writing within five working days to the CVCOG Executive Committee. Complainant(s) will be advised that if the final decision is unacceptable, an appeal may be made to the EEOC, Texas Commission on Human Rights, or FTA.

CVCOG believes with current policies and procedures being followed, most complaints can be resolved internally. CVCOG strives to follow all federal laws prohibiting discrimination, including any enforced by EEOC. Therefore, CVCOG is obligated to inform its employees that an employee who believes they have either witnessed or fallen victim to discrimination may contact the EEOC at any time before, during, or after the CVCOG investigation.

Special Provision

If any allegation of discrimination arises with the EEO Officer and/or against the EEO Officer, such allegations will be referred directly to the Executive Director to process and investigate accordingly. Any attempts at resolution will be according to the above stated procedures.

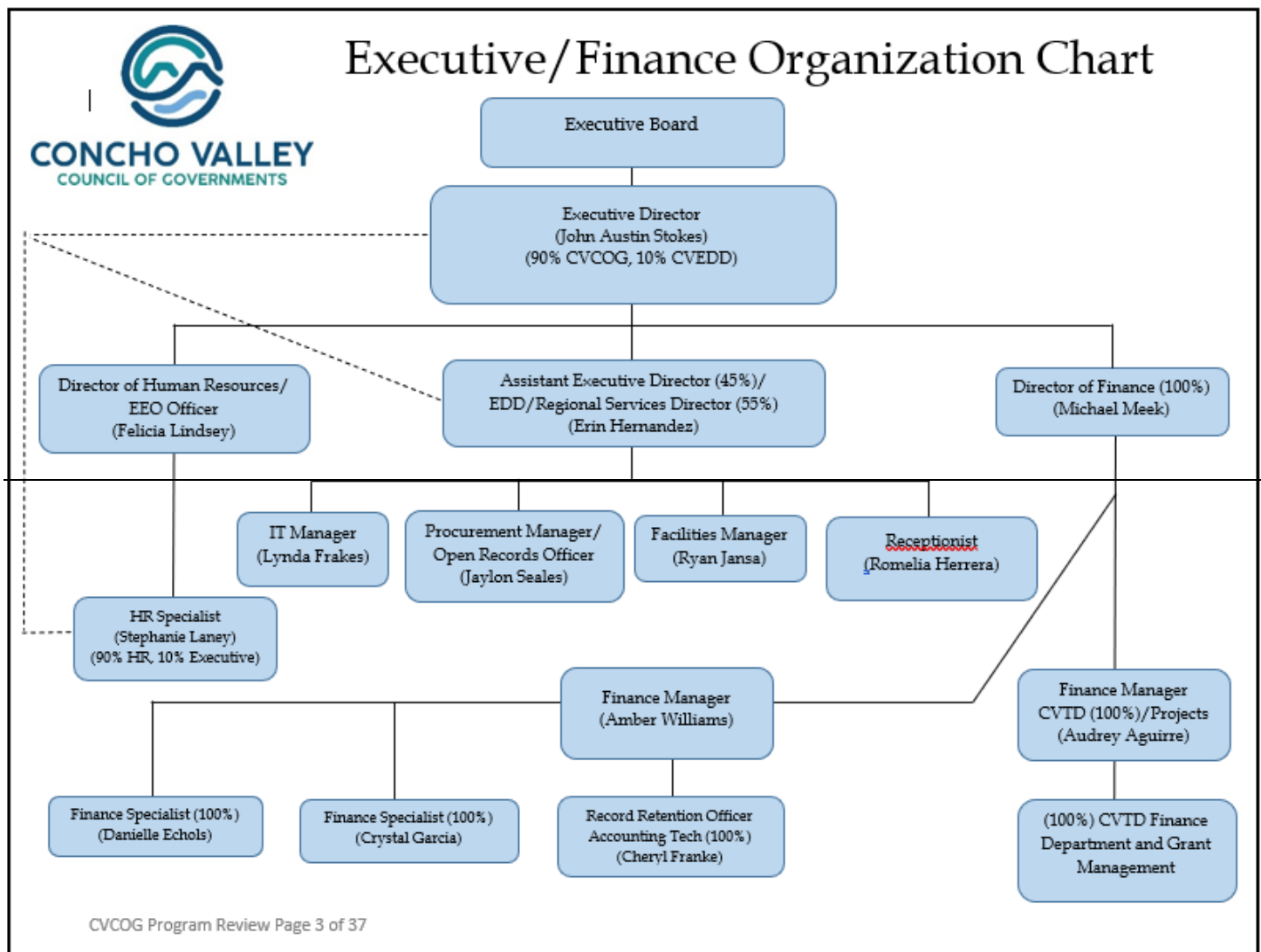
EEO COMPLAINT FORM

EEO COMPLAINT FORM

Complaint Form Instructions: If you would like to submit a EEO complaint to the Concho Valley Council of Governments (CVCOG), please fill out the form below and send it to: Concho Valley Council of Governments, Attn: EEO officer, 5430 Link Rd., San Angelo, Texas 76904. For questions or a full copy of CVCOG's EEO policy and complaint procedures call 325-944-9666.

1. Name (Complainant):	
2. Phone:	3. Home address (street no., city, state, zip:
4. If applicable, name of person(s) who allegedly discriminated against you:	
5. Location and position of person(s) if known:	6. Date of incident:
7. Discrimination because of: <input type="checkbox"/> Race / Color <input type="checkbox"/> Sex (includes sexual harassment) <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Limited English <input type="checkbox"/> National Origin <input type="checkbox"/> Disabled Veterans <input type="checkbox"/> Retaliation <input type="checkbox"/> Age <input type="checkbox"/> Creed / religion <input type="checkbox"/> Marital Status <input type="checkbox"/> Disability	
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.	
9. Why do you believe these events occurred?	
10. What other information do you think is relevant to the investigation?	
11. How can this/these issue(s) be resolved to your satisfaction?	
12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses): Name: Address: Phone Number:	
Signature (Complainant)	Date of filing:

CVCOG ORGANIZATIONAL CHART



Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 27

ITEM 27

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval the updates to the Equal Employment Opportunity (EEO) policy.

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 28

ITEM 28

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval to accept the Texas Veterans Commission Grant in the amount of \$215,000 to provide transportation services in partnership with Concho Valley Transit (CVT).

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 29

ITEM 29

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the appointment of a committee to conduct a Performance Evaluation of the CVCOG Executive Director.

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: Erin Hernandez, Assistant Executive Director

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 30

ITEM 30

Erin Hernandez, Assistant Executive Director, is seeking consideration and approval concerning the appointment of a Budget/Investment Committee for CVCOG FY 25-26.

Approved at the Executive Committee Meeting on July 9, 2025.

Memo

To: Executive Committee

From: John Austin Stokes, Executive Director

Date: 07/09/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 31

ITEM 31

John Austin Stokes, Executive Director, is seeking consideration and approval concerning the appointment of a Concho Valley Space Port Steering Committee.

Approved at the Executive Committee Meeting on July 9, 2025.

CVCOG
Balance Sheet
As of 5/31/2025

	Current Period	
	Balance	
Assets		
First Financial General Bank Acct	767,043.16	1112000
First Financial Credit Card	6,694.92	1199000
Grant Receivable, CJ VAWA	928.39	1203000
State Contract, HSGD	2,916.70	1204000
Grant Receivable, 2-1-1	42,475.66	1205000
Grant Receivable, 9-1-1	29,715.08	1211000
Grant Receivable, AAA	216,711.00	1212000
State Contract, CJ Planning	7,083.60	1214000
Grant Receivable, CJ Training	11,455.90	1215000
Grant Receivable, RSVP	3,681.34	1216000
Grant Receivable, Juvenile Justice Services	5,956.81	1217000
Grant Receivable, Foster Grandparent	29,382.00	1219000
Grant Receivable, Senior Companion	19,078.91	1220000
Grant Receivable, ADRC	51,830.20	1221000
OOG CV Communications Upgrade	1,537.75	1225000
Grant Receivable, Homeland Security SHSP	24,556.84	1232000
Grant Receivable, CACFP Head Start	54,326.55	1243000
Grant Receivable, Head Start HHS	319,574.41	1249000
Economic Development District	132,646.16	1290000
CV Transit District AR	398,872.52	1329000
Accounts Receivable-General	503.76	1391000
Staff Travel Advance	718.00	1392000
Prpd Health Insurance	193,024.13	1592000
Prepaid Life Insurance	8,929.03	1595000
Prepaid Vision Insurance	63.38	1596000
Prepaid Dental Insurance	80.60	1597000
Prepaid AFLAC	1,467.51	1598000
Prepaid MASA Insurance	55.00	1599000
First Financial 911 Investment	541,302.42	1614000
CVCOG Investment Account	335,563.74	1618000
Leasehold Improvements	85,951.58	1730000
Facility Improvements	170,941.59	1732000
Other Assets - Project Equipment	1,889,313.27	1811000
Total Assets	5,354,381.91	
Liabilities		
AP	290,287.48	2111000
AP Clearing	28,001.00	2112000
AP First Financial Credit Card	10,552.93	2114000
AP CitiBank Credit Card	54,958.68	2117000
Payroll Payable - Administration	312,899.15	2151000
Federal Withholding Tax	23,599.81	2311000
Medicare Payable	11,017.14	2321000
SUTA Payable	159.82	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Employer Pension Plan Payable	129,111.61	2422000
Employee Contr to Pension Plan	82,161.89	2423000
Workers Comp Ins Payable	102,770.05	2432000
State Comptroller Unclaimed	160.14	2434000
Child Support Payable	1,793.50	2442000
Accrued Vacation Leave	195,316.94	2521000
Inter-Fund Payable CVTD	597,540.15	2600000
Unearned Revenue General Fund	56,233.84	2911000
Unearned Revenue- 911 Program	424,966.68	2917000
Unearned Revenue-VISTA	2,500.00	2918000
Unearned Revenue-Head Start	18,895.05	2919000
Unearned Revenue- Community Outreach	7,622.00	2920000

CVCOG
Balance Sheet
As of 5/31/2025

	Current Period	
	Balance	
Liabilities continued ...		
Unearned Revenue- Area on Aging	13,397.90	2924000
Unearned Revenue - Regional Law Academy Tuition	31,216.00	2926000
Unearned Revenue- RSVP	182.00	2929000
Unearned Revenue-Solid Waste	76,780.81	2938000
Unearned Revenue Regional Broadband Initiative	21,441.64	2943000
Total Liabilities	2,533,710.43	
Fund Balance		
General Unrestricted Fund Balance	598,545.28	3000000
Long Term Debt - Annual Leave	(195,316.94)	3105000
Long Term Debt - Inter-Fund CVTD	(597,540.15)	3107000
Investment - Capital Assets	2,146,206.44	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	3,736.70	3401000
Assigned - SCP Visiting Program	8,331.81	3402000
Assigned - Caregiver	2,213.65	3403000
Assigned - Housing Finance	94,327.36	3404000
Assigned - Homeland Security	28,091.82	3405000
Assigned - CJ Planning	124,843.56	3406000
Assigned - CJ Law Enf Academy	235,578.90	3407000
Assigned - 211 Information Referral	34,638.48	3408000
Assigned - CEDAF	35,449.54	3409000
Total Fund Balance	2,582,007.98	
Excess Revenue	238,663.50	
Total Liabilites and Fund Balance	5,354,381.91	

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 5/31/2025

	Current Period	
	Actual	
Revenue		
CNCS Senior Companion CFDA 94.016	134,207.42	4164000
CNCS Foster Grandparent CFDA 94.011	238,541.46	4165000
CNCS RSVP CFDA 94.002	54,253.74	4167000
HHS-ACF Head Start CFDA 93.600	4,768,440.30	4173000
AAA - Title IIIB CFDA 93.044	263,594.00	4201000
AAA - Title IIIC1 CFDA 93.045	164,494.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	17,717.37	4206000
AAA - Title IIIC-2 CFDA 93.045	151,004.00	4207000
AAA - Title IIIE CFDA 93.052	68,879.00	4215000
AAA - Title VII EAP CFDA 93.041	1,806.00	4216000
AAA - Title VI OM CFDA 93.042	14,094.00	4218000
AAA - NSIP CFDA 93.053	51,151.00	4219000
CACFP Nutrition CFDA 10.558	439,542.07	4221000
Off Gov-Violence Against Women Act CFDA 16.588	6,712.58	4222000
PY - Title IIIB CFDA 93.044	30,687.00	4227000
211 TANF OPS FED CFDA 93.558	79,157.44	4231000
211 FD RIDER 28 HB1	12,201.76	4231100
PY - Title IIIC1 CFDA 93.045	10,613.00	4232000
PY - Title IIIC2 CFDA 93.045	8,391.00	4235000
PY - Title IIIE CFDA 93.052	10,196.00	4239000
CF - HICAP Basic CFDA 93.324	55,700.00	4267000
ADRC Housing Navigator Sept to Dec CFDA 93.791	12,400.76	4274000
ADRC Local Contact Agency Sept to Dec CFDA 93.791	4,384.00	4275000
ADRC MIPPA CFDA 93.071	14,844.83	4279000
Off Gov-Homeland Security SHSP CFDA 97.067	76,084.91	4294000
AAA-MIPPA CY CFDA 93.071	26,419.00	4296000
ADRC Housing Navigator Jan to Aug CFDA 93.791	22,771.20	4298000
ADRC Local Contact Agency Jan to Aug CFDA 93.791	6,943.93	4299000
AAA State General	48,184.00	4301000
TCEQ Solid Waste State	53,937.25	4302000
AAA - State Title III E Match	6,646.00	4306000
Off Gov - CJ Academy State	55,823.72	4307000
CJ Academy Supplemental	18,060.00	4307100
AAA - State OMB ALF	10,943.00	4308000
TxHHS-RSVP State	48,542.48	4309000
Off Gov - HSGD Contract State	11,666.80	4311000
TxHHS - 211 State Funds	78,072.60	4312000
211 SGR RIDER 28	12,034.55	4312100
AAA - SGR HDM Rate Increase	2,036.00	4313000
Grant Z02, NG911 Project SB8	169,165.38	4314000
Off Gov, CJ Planning Services	28,334.40	4315000
CSEC 911 ER Communications State	1,057,465.72	4316000
AAA Housing Bond	6,824.00	4319000
ADRC State General Revenue	62,387.82	4325000
Grant X07, OOG CV Communications Upgrade 4467201	106,831.71	4327000
ADRC State Promoting Independence	12,394.28	4331000
ADRC State Respite	8,496.99	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
IK Contributions	1,318,248.48	4411000
Senior Center Program Income-Tracking Only	51,891.37	4416000
Senior Center Local Revenue-Tracking Only	99,203.45	4417000
CVCOG Membership Dues	2,853.66	4511000
Area Agency on Aging Membership Dues	27,717.62	4512000
CJ Membership Dues	67,500.00	4513000
Program Income	2,817.00	4522000
Local Revenue	43,332.95	4523000
Interest Income General	20,859.05	4731000
Credit Card Cash Rewards Redemption	12,556.21	4737000
Economic Development District Pass-Thru	640,170.59	4760000
Concho Valley Transit District Pass-Thru	3,221,530.70	4761000
Prior Year Cost Pool Contribution	154,290.82	4762000
Vacation Accrual Allocation	271,226.74	4911000
Indirect Cost Allocations	605,740.78	4912000
Information Technology Services	293,100.36	4913000
Human Resources Allocation	226,480.74	4914000
Procurement Dept Allocation	258,801.49	4915000
Property Management Allocation	300,163.47	4916000
Total Revenue	16,173,671.91	
Expenditures		
General Wages	5,006,415.92	5110000
General Overtime Hours	2,031.05	5118000
Holiday Work Time	146.37	5119000
Vacation Time Allocation	271,226.76	5150000
Medicare Tax	88,462.68	5151000
Workers Comp Insurance	187,310.78	5172000
SUTA	17,380.91	5173000
Health Insurance Benefit	1,457,572.96	5174000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 5/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
Dental Insurance Benefit	52,049.99	5175000
Life Insurance Benefit	42,835.33	5176000
HSA Insurance Benefit	5,458.20	5177000
Retirement	692,512.86	5181000
Indirect Allocation	605,740.73	5199000
Employee Health and Welfare	828.75	5200000
Stipend - FGP Volunteers	141,304.00	5201000
Stipend - SCP Volunteers	66,182.00	5202000
Uniforms	990.47	5203000
Recognition	20,154.60	5205000
HR Service Center	225,779.17	5206000
Procurement Service Center	255,613.84	5207000
Information Technology Service Center	290,013.87	5208000
Driver Wages	1,102,158.01	5210000
Dispatch/Customer Service Wages	79,403.95	5217000
Driver Overtime Hours	103,192.27	5218000
Dispatch/Customer Service Overtime Wages	2,049.82	5219000
Driver Double Time	794.82	5222000
Audit & Legal	44,718.10	5231000
Counseling Services	10,875.00	5251000
Contract Services	916,056.49	5291000
HS Health & Disab Svc	179.51	5293000
HS Nutrition Service	287,965.51	5295000
HS Parent Service	4,597.39	5296000
AAA Congregate Meals	201,801.96	5301000
AAA Home Delivered Meals	271,043.67	5302000
Head Start T & T A	41,709.58	5308000
Travel-In Region	15,497.63	5309000
Travel-Out of Region	44,742.03	5310000
Meals	6,986.56	5312000
Travel-Volunteer	41,716.25	5313000
Fuel	3,832.02	5351000
Lubricant	254.85	5352000
Vehicle Maintenance	1,701.93	5361000
Tires	20.00	5363000
Non-Vehicle Maintenance	1,551.90	5366000
Other Facility Rent	1,000.00	5412000
HS Site Rent	101,679.00	5413000
Utilities	21,354.41	5431000
HS Site Center Utilities	73,552.48	5433000
Link Road Building Maintenance	21,591.25	5448000
Facility Allocation	306,284.98	5451000
HS Site Center Bldg Maint	54,317.41	5453000
Supplies	86,198.42	5510000
HS Class Room Supplies	40,783.35	5512000
HS Food Serv Sup	64,673.20	5513000
HS Medical Supplies	2,000.73	5514000
HS Disability Supplies	578.49	5515000
Supplies - Bus/Service Vehicles	2,438.98	5516000
HS Diapers and Wipes	8,901.62	5518000
Parts Supply	2,860.22	5520000
Project Equipment	239.00	5621000
Internal Computer/Software	85,559.79	5622000
County Project Equipment	109,729.70	5627000
Tools	1,598.71	5629000
Copier	18,778.82	5632000
Copier Lease	11,792.26	5633000
Copier Paper	2,840.00	5634000
Insurance	124,296.69	5711000
Communications - Bus	500.00	5712000
Cell Phones	3,578.55	5713000
Printing	2,372.51	5721000
Ads & Promotions	365.03	5722000
Publications	360.00	5723000
Training	4,965.50	5751000
Dues and fees	48,735.81	5753000
Vehicle Registration	345.16	5754000
HS Site Center Communications	15,025.89	5760000
Communications	12,906.58	5761000
Postage/freight	8,556.03	5762000
911 PSAP Services	1,820.71	5766000
911 Equipment Maintenance	173,928.00	5767000
911 PSAP Training	6,977.02	5768000
911 PUB ED	2,016.85	5771000
911 Network Reliability	41,153.75	5774000
911 Network	103,575.06	5775000
911 PSAP Network	142,229.56	5777000
911 Text-to-911	24,090.00	5779000
911 Geographic Information Systems	19,472.76	5780000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 5/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
911 Core Functions	169,165.38	5781000
Coffee Expense	2,111.88	5792000
Physicals	150.00	5793000
General Assembly Costs	3,473.54	5794000
Safety	10,048.39	5796000
Volunteer Recruiting	1,331.88	5797000
Multi-Modal Supplies	2,436.37	5810000
Multi-Modal Building Insurance	14,417.62	5811000
Multi-Modal Internet	7,521.70	5814000
Multi-Modal Utilities	11,050.03	5831000
Multi-Modal Building Maintenance	896.59	5851000
Multi-Modal Communications	165.00	5861000
Shop Christoval Rd Supplies	19.48	5870000
Shop Christoval Rd Utilities	1,753.94	5876000
Link Road Amortization	23,333.36	5901000
InKind Travel	156,928.53	6310000
InKind Other	1,161,319.95	6791000
Total Expenditures	15,935,008.41	
Excess Revenue over Expenditures	238,663.50	

Schedule of Revenue by Source
October 1, 2024 - May 31, 2025

CVCOG	Grant No	Grant Name	State		Program	Local	In-kind	Membership	Pass Thru Sr. Centers & CVEDD & CVTD	Fringe Benefit & Indirect	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes	
			Federal	Federal											State
	033	TDHCA Housing	-	-	-	-	-	-	-	-	-	-	-		
	043	CVEDD Pass-Thru Revolving Loan	-	-	-	-	-	-	-	-	-	-	-		
	052	Economic Development District	-	-	-	-	-	-	102,980.59	-	102,980.59	102,980.59	-		
	802	ADRC Hygiene Closet	-	-	-	-	1,775.24	-	-	-	1,775.24	1,775.24	-		
	830	ARPA Regional Broadband Initiative	-	-	-	-	16,049.94	-	-	-	16,049.94	16,049.94	-		
Multi		CVTD AR Expenses	-	-	-	-	-	-	3,221,530.70	-	3,221,530.70	3,221,530.70	-		
	A04	Area Agency on Aging FY 24-25	-	857,028.00	74,633.00	50.00	426.30	85,899.65	27,717.62	151,094.82	-	1,196,849.39	1,169,729.34	27,120.05	local funding - admin match
	C05	CJ Academy FY 23-25	-	-	55,823.72	2,767.00	-	-	57,419.98	-	-	116,010.70	121,247.35	(5,236.65)	local expenses
	C08	CJD Planning FY 24-25	-	-	28,334.40	-	3.59	-	-	-	-	28,337.99	21,392.17	6,945.82	contract billing
	C09	CJ Academy Supplemental	-	-	18,060.00	-	-	-	-	-	-	18,060.00	18,060.00	-	
	D04	ADRC FY 24-25	-	61,344.72	83,279.09	-	-	-	-	-	-	144,623.81	144,623.92	(0.11)	rounding
	F07	Foster Grandparent FY 24-25	238,541.46	-	-	-	4.18	23,797.66	-	-	-	262,343.30	262,343.30	-	
	F08	FGP HHSC State	-	-	5,316.48	-	-	-	-	-	-	5,316.48	5,316.48	-	
	G06	RSVP Federal FY 24-25	48,130.48	-	-	-	10.40	-	-	-	-	48,140.88	48,140.88	-	
	G07	RSVP HHSC State	-	-	48,542.48	-	-	-	-	-	-	48,542.48	48,542.48	-	
	G08	RSVP Federal FY 25-26	6,123.26	-	-	-	-	-	-	-	-	6,123.26	6,123.26	-	
	H07	Head Start FY 24-25	4,768,440.30	-	-	-	845.10	1,158,898.01	-	-	-	5,928,183.41	5,928,183.41	-	
	H08	CACFP Head Start Nutrition FY 24-25	-	439,542.07	-	-	-	-	-	-	-	439,542.07	415,582.66	23,959.41	CACFP billing - excess will be used throughout the year
	I06	CVEDD Pass-Thru TXDOT Rural	-	-	-	-	-	-	-	362,768.00	-	362,768.00	362,768.00	-	
	I07	CVEDD Pass-Thru TXDOT Urban	-	-	-	-	-	-	-	174,422.00	-	174,422.00	174,422.00	-	
	J04	Juvenile Justice Services FY 24-25	-	17,717.37	-	-	-	-	-	-	-	17,717.37	17,717.37	-	
	Q03	CEDAF FY 24-25	-	-	-	-	-	-	-	-	-	-	8,171.65	(8,171.65)	billed annually in August
	S08	Senior Companion Federal FY 24-25	134,207.42	-	-	-	3.42	49,653.16	-	-	-	183,864.00	183,864.00	-	
	S09	SCP HHSC State	-	-	6,791.48	-	-	-	-	-	-	6,791.48	6,791.48	-	
	T04	211 Information & Referral FY 24-25	-	91,359.20	90,107.15	-	416.25	-	-	-	-	181,882.60	181,829.41	53.19	interest
	V04	Violence Against Women FY 24-25	-	6,712.58	-	-	-	-	10,080.02	-	-	16,792.60	13,808.86	2,983.74	excess will be used during the year
	W03	TCEQ Solid Waste FY 23-25, 2nd Yr	-	-	53,937.25	-	-	-	-	-	-	53,937.25	53,937.25	-	
	X07	CV Communications Upgrade	-	-	106,831.71	-	-	-	-	-	-	106,831.71	106,831.71	-	
	X10	HSGD FY 24-25	-	-	11,666.80	-	-	-	-	-	-	11,666.80	6,775.45	4,891.35	contract billing
	X11	Homeland Security HSGP FY 24-25	-	76,084.91	-	-	-	-	-	-	-	76,084.91	76,084.91	-	
	X12	CV Communications Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	
	Z02	Next Generation 911 Fund, ARP	-	-	169,165.38	-	-	-	-	-	-	169,165.38	169,165.38	-	
	Z05	911 CSEC FY 25, 2nd Yr Biennium	-	-	1,057,465.72	-	12,511.00	-	-	-	-	1,069,976.72	1,069,976.72	-	
	K03	Head Start Site Maintenance	-	-	-	-	15,603.61	-	-	-	-	15,603.61	15,603.61	-	
	L05	Facility	-	-	-	-	-	-	-	-	300,163.47	300,163.47	300,163.46	0.01	rounding
	092	Procurement Services	-	-	-	-	-	-	-	-	258,801.49	258,801.49	258,801.49	-	
	093	Human Resources Services	-	-	-	-	-	-	-	-	226,480.74	226,480.74	226,480.77	(0.03)	rounding
	094	Information Technology Services	-	-	-	-	-	-	-	-	293,100.36	293,100.36	293,100.34	0.02	rounding
	095	Engagement Committee	-	-	-	-	6,367.96	-	1,819.87	-	-	8,187.83	6,960.43	1,227.40	excess revenue, will use through the year
	097	Non Project Expenses	-	-	-	-	22,731.22	-	1,033.79	-	-	23,765.01	10,324.70	13,440.31	excess revenue, will use through the year
	098	Vacation Accrual	-	-	-	-	-	-	-	-	271,226.74	271,226.74	221,996.02	49,230.72	allocation billing - will fluctuate through the year
	099	Indirect	-	-	-	-	-	-	-	-	760,031.60	760,031.60	637,811.68	122,219.92	allocation billing - will fluctuate through the year
			<u>5,195,442.92</u>	<u>1,549,788.85</u>	<u>1,809,954.66</u>	<u>2,817.00</u>	<u>76,748.21</u>	<u>1,318,248.48</u>	<u>98,071.28</u>	<u>4,012,796.11</u>	<u>2,109,804.40</u>	<u>16,173,671.91</u>	<u>15,935,008.41</u>	<u>238,663.50</u>	
			0.61	0.18	0.21										
Total Government Grants Spent			8,555,186.43									General	186,118.34	78%	
Total Program			2,817.00									Dedicated	52,545.15	22%	
													238,663.49		
Total Local			174,819.49												
Total In-Kind			1,318,248.48												
Total Pass-Thru			4,012,796.11												
Total Cost Allocation			2,109,804.40												

Concho Valley Council of Governments Cash Flow

First Financial				First Financial				First Financial				First Financial				First Financial				First Financial				First Financial											
CVCOG General Fund (000's)				9-1-1 Trust Account (000's)				General Investment Savings				CVCOG				CVTD (000's)				CVTD-ICB (000's)				Square Credit Card				CVEDD (000's)				Total			
Beginning Balance: \$ 1,013,689				\$ 118,626				\$ 314,720								\$ 642,184				\$ 33,245				1,204				\$ 536,605							
FY 24-25	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance							
October	2,095,728	(2,020,375)	1,089,042	359,171	1,035	-	478,831	-	1,114	-	315,833	1,883,707	683,070	(412,635)	912,619	2,845	(1,448)	34,641	597	-	1,801	14,155	(10,717)	540,043	3,372,811										
November	1,595,941	(1,838,990)	845,994	-	1,026	(294,607)	185,250	-	1,052	-	316,886	1,348,129	290,393	(515,444)	687,567	1,833	(2,469)	34,006	515	-	2,316	3,175	(68,041)	475,177	2,547,195										
December	1,486,913	(1,665,930)	666,977	-	389	(116,704)	68,935	11,281	1,024	-	329,191	1,065,103	669,413	(603,742)	753,238	2,375	(1,348)	35,033	2,276	-	4,592	23,650	(38,418)	460,408	2,318,374										
January	1,755,972	(1,234,882)	1,188,067	-	234	-	69,169	1,275	1,116	-	331,582	1,588,817	1,043,802	(611,858)	1,185,182	1,190	(2,011)	34,212	186	-	4,778	3,775	(88,549)	375,634	3,188,624										
February	2,021,970	(2,547,755)	662,282	557,176	1,147	-	627,492	-	934	-	332,516	1,622,289	787,823	(602,462)	1,370,543	2,697	(1,141)	35,768	661	-	5,439	103,288	(8,619)	470,303	3,504,342										
March	1,402,905	(1,366,598)	698,589	-	1,688	(94,553)	534,628	-	970	-	333,486	1,566,702	839,256	(518,894)	1,690,905	2,260	(2,013)	36,015	300	-	5,739	24,162	(109,487)	384,978	3,684,340										
April	2,064,501	(1,570,914)	1,192,176	-	1,476	(82,528)	453,576	-	1,003	-	334,489	1,980,240	641,730	(1,015,585)	1,317,050	2,171	(1,865)	36,321	1,684	-	7,423	200,406	(116,358)	469,025	3,810,060										
May	1,407,320	(1,768,950)	830,546	86,114	1,613	-	541,302	-	1,075	-	335,564	1,707,412	483,531	(653,538)	1,147,043	2,043	(1,859)	36,505	1,450	-	8,873	113,172	(129,695)	452,503	3,352,336										
June			830,546				541,302				335,564	1,707,412			1,147,043			36,505			8,873			452,503	3,352,336										
July			830,546				541,302				335,564	1,707,412			1,147,043			36,505			8,873			452,503	3,352,336										
August			830,546				541,302				335,564	1,707,412			1,147,043			36,505			8,873			452,503	3,352,336										
September			830,546				541,302				335,564	1,707,412			1,147,043			36,505			8,873			452,503	3,352,336										
Account opened to segregate Flix Funds																																			
\$21,997.39 belongs to CVTD																																			
Interest Rate at 4.177300% as of 10/01/2024																																			
Interest Rate at 3.934300% as of 11/01/2024																																			
Interest Rate at 3.855400% as of 12/02/2024																																			
Interest Rate at 3.744300% as of 01/02/2025																																			
Interest Rate at 3.670800% as of 02/03/2025																																			
Interest Rate at 3.672900% as of 03/03/2025																																			
Interest Rate at 3.659700% as of 04/01/2025																																			
Interest Rate at 3.665000% as of 05/01/2025																																			
Interest Rate at 4.177300% as of 10/01/2024																																			
Interest Rate at 3.934300% as of 11/01/2024																																			
Interest Rate at 3.855400% as of 12/02/2024																																			
Interest Rate at 3.744300% as of 01/02/2025																																			
Interest Rate at 3.670800% as of 02/03/2025																																			
Interest Rate at 3.672900% as of 03/03/2025																																			
Interest Rate at 3.659700% as of 04																																			

First Financial				First Financial				First Financial				First Financial				First Financial				First Financial				First Financial									
CVCOG General Fund (000's)				9-1-1 Trust Account (000's)				General Investment Savings				CVCOG				CVTD (000's)				CVTD-ICB (000's)				Square Credit Card				CVVED (000's)				Total	
Beginning Balance: \$ 973,339				\$ 676				\$ 283,993								\$ 1,666,792				\$ 27,165				-				\$ 538,422					
FY 23-24	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance					
October	2,757,004	(2,562,497)	1,167,846	436,720	449	-	437,845	-	1,087	-	285,080	1,890,771	199,943	(980,629)	886,106	2,280	(1,950)	27,496	-	-	-	19,149	(8,900)	548,670	3,353,043								
November	1,817,090	(2,219,059)	765,877	-	1,406	(153,867)	285,383	-	1,095	-	286,175	1,337,435	367,786	(506,797)	747,096	2,163	(1,718)	27,940	-	-	-	6,357	(5,566)	549,461	2,661,931								
December	1,401,334	(1,406,172)	761,040	-	952	(70,918)	215,417	9,590	1,149	-	296,914	1,273,371	416,649	(595,492)	568,253	3,022	-	30,962	-	-	-	2,254	(54,468)	497,247	2,369,833								
January	1,741,775	(1,452,332)	1,050,483	-	673	(66,645)	149,444	-	1,158	-	298,073	1,497,999	504,152	(494,515)	577,889	3,745	(4,314)	30,394	-	-	-	51,768	(74,401)	474,614	2,580,897								
February	1,680,391	(1,366,438)	1,364,436	-	398	(76,741)	73,101	-	1,082	-	299,155	1,736,692	1,000,783	(652,433)	926,240	795	(2,841)	28,349	-	-	-	67,286	(67,121)	474,779	3,166,060								
March	1,423,127	(2,029,865)	757,697	371,206	1,120	-	445,427	-	1,160	-	300,315	1,503,439	889,887	(445,650)	1,370,477	3,244	(518)	31,074	20	(20)	-	68,989	(57,726)	486,043	3,391,034								
April	1,807,497	(1,740,774)	824,420	-	1,514	(78,394)	368,547	-	1,127	-	301,442	1,494,409	579,540	(510,578)	1,439,440	3,115	(2,667)	31,522	120	(20)	100	87,033	(46,854)	526,222	3,491,693								
May	1,540,682	(1,582,153)	782,949	125,972	1,804	-	496,323	-	1,244	-	302,686	1,581,958	290,255	(645,528)	1,084,167	3,055	(2,712)	31,865	-	-	100	15,398	(40,274)	501,346	3,199,437								
June	1,275,113	(1,509,549)	548,513	-	1,605	(83,568)	414,360	7,404	1,079	-	311,169	1,274,041	2,116,911	(1,938,550)	1,262,528	3,822	(2,485)	33,202	158	0	258	56,402	(5,625)	552,123	3,122,152								
July	2,112,398	(1,734,998)	925,914	-	1,391	(108,248)	307,503	-	1,208	-	312,376	1,545,793	485,268	(426,305)	1,321,490	4,038	(3,061)	34,179	289	-	547	3,975	(8,875)	547,223	3,449,231								
August	2,349,558	(3,032,076)	243,396	-	1,108	(82,602)	226,009	-	1,282	-	313,659	783,063	318,643	(497,955)	1,142,178	2,825	(3,208)	33,795	318	-	865	2,070	(7,627)	541,666	2,501,567								
September	2,151,434	(1,381,140)	1,013,689	-	530	(107,912)	118,626	-	1,061	-	314,720	1,447,035	269,580	(769,574)	642,184	1,978	(2,528)	33,245	339	-	1,204	3,775	(8,836)	536,605	2,660,273								
Account opened to segregate Greyhound Funds																																	
\$21,972.39 belongs to CVTD																																	

In compliance with PFIA 2256.023 and CVCOG Investment Policy section XI

John Austin Stokes
CVCOG Executive Director/Investment Officer

Michael Meek
CVCOG Director of Finance

6-16-25

Date _____

6-4-2025

Date _____



April/May 2025

Director's Report



Attendance- April/May	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411/411	385/381	93.67%/92.70%
Early Head Start Funded	120/120	120/120	100%/100%
Pregnant Moms Funded	8/8	8/8	100%/100%

*3% of enrollment slots are held for homelessness and foster care students.

Disability – April/May	Current	Funded Enrollment
HS # of Children with IEP	18/21	408/408
Percentage this month	5%/5%	
EHS Children with IFSP	12/14	120/120
Percentage this month	10%/12%	
Total # of children with IEP/IFSP	30/35	528/528
Program wide % this month	6%/7%	

Nutrition -April/May	Meals Served	Reimbursement Amount
	22,555/18,207	\$ 67,227.27/\$54,326.55

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



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 application please contact the following sites below:



School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Madelyn Herrera Nelda Garza Lori Palacios Ana Rios	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



Program News

- Administration is working hard preparing for the 2025-2026 School Year.
- We are relocating Rio Vista to our new location San Jacinto
- We CELEBRATED "Head Start's 60th Birthday"







CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



CVCOG Head Start

SCAN ME



Job Positions Available

1. San Jacinto Early Head Start Teacher
2. Eldorado HS Universal Substitutes
3. Eden HS Universal Substitutes
4. Menard HS Universal Substitutes
5. Ozona HS Universal Substitutes
6. Head Start/Early Head Start Universal Substitutes

To Apply: Scan the QR Code or Contact us at!
CVCOG Head Start/Early Head Start
325-944-9666 / <https://www.cvcog.org/cvcog/>
5430 Link Rd. San Angelo, TX 76903