EAST TEXAS
COUNCIL OF GOVERNMENTS
FISCAL YEAR 2010 BUDGET

David A. Cleveland, Executive Director
3800 Stone Road
Kilgore, TX 75662

Jerry Galloway, Chairman
County Commissioner, Wood County

Established: 1970
East Texas State Planning Region (6)
Area: 10,022 square miles
Population 805,074
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ETCOG Board of Directors:

Offered for your review and consideration is the FY2009-2010 budget which follows under this cover. You will undoubtedly notice the theme of change for the sake of improvement continues for the third consecutive year. Yes, we do have a lot to be proud of as an organization and at the same time, a long way to go to achieve our full regional service potential. Good news though—we are on our way. Our transportation program continues to evolve rapidly and shows great promise for the future as we prepare to possibly add multi-modal transportation planning to our menu of services. Our plan to strengthen the Senior Nutrition Program moves to Phase II as we hope to build upon the success of the previous year. Our Geographic Information Systems (GIS) program has been repositioned for growth with the intention of using it to respond to an increasingly wider array of customer needs in the future. Finally, ETCOG’s journey to apply business intelligent tools (LEAN) to eliminate waste and inefficiency enters its second year. These are just four more examples of an organization on the move and determined to make a difference for you!

I am grateful for your patience and continued support as we strive to become the organization you need us to be. As we move forward into the next year, please share your thoughts, concerns and ideas concerning how we can serve you better. While we will not be able to meet every need, rest assured that, as our Customer Service Creed states, we will “look for a way to say yes within legal and ethical boundaries”. I stand ready to respond to your questions and look forward to another year in your service.

With best wishes, I am

Sincerely yours;

[Signature]

David A. Cleveland
Executive Director
East Texas Council of Governments Budget Summary

Proposed for: October 1, 2009 through September 30, 2010

For two years, the East Texas Council of Governments (ETCOG) has navigated significant change in a concerted effort to adapt and respond to customer needs. The trend will continue again this year. As in the previous year, the FY 2010 budget has been developed to support the achievement of the broad objectives set forth in ETCOG’s Strategic Agenda; and the primary objectives of the proposed budget are congruent with the Strategic Agenda. ETCOG’s Strategic Agenda progress report follows this summary on page iii.

It should be noted that many of the primary objectives set forth in prior budgets are long term objectives still being pursued under the general umbrella of the Strategic Agenda. Others remain as a diligently pursued annual objective, such as “rewarding high performing employees...” set forth as primary objective number seven below.

Total funding request for the new budget year represents approximately a 15 percent increase over prior year funding, with the vast majority of the increase sourced from American Recovery and Reinvestment Act (ARRA) funds.

The primary objectives of the FY2010 proposed budget are to:

1) **Enhance all ETCOG programs and support our region by building a mature Geographic Information Services (GIS) Program able to deliver value-added services to internal and external customers.**
   The GIS program was reassigned to ETCOG’s Transportation program where it will be fully developed to provide internal services in support of ETCOG staff and external services in support of our customers. Funding to support the growth of GIS has been included in this budget request.

2) **Strengthen the Senior Nutrition Program.**
   Staff continues to take the necessary steps to implement the plan authorized by the Executive Committee to strengthen the Senior Nutrition Program. Funding is included in this budget request to allow us to move toward phase II of the pilot congregate meal project.

3) **Offer expanded technical support to the cities, counties and small business owners.**
   Funding is included to support the addition of one new position that would provide grant writing research and assistance to our dues paying customers. In addition, the position would also be used to promote small business loans through the Chapman Loan fund and SBA 504.

4) **Continue strategic investments in new technology upgrades for the purpose of reducing operational costs.**
   In FY2009, ETCOG overhauled its computer systems and invested in technology to automate internal purchasing and payroll systems. For the new budget year, I request funding for
electronic filing and high volume laser printers. Both of these steps will pay for themselves over time and result in reduced operational costs.

5) **Begin to "institutionalize" LEAN operational standards and practices into ETCOG's culture.**
A portion of our training funds will be used to continue equipping staff with the LEAN tools and training. Our organizational goal is to achieve at least 50 percent of the benchmarks required for ETCOG to become a LEAN organization during this next year. One of the challenges we must address is identifying and implementing a strategy to free one associate to work at least half-time on LEAN training and LEAN Rapid Improvement projects. The Executive Director may elect to pursue an external contract for LEAN facilitation activities during this transitional year.

6) **Redirect existing resources to establish a centralized Travel Manager to manage all aspects of travel acquisition, scheduling and reimbursements for all associates.**
One of the recommendations of the LEAN study on ETCOG completed by the Texas Manufacturing Assistance Center was to establish a Travel Manager to handle all aspects of agency travel from inception to reimbursement. This objective will be accomplished through redirection of existing resources and should result in increased productivity and more efficient travel due to volume discounts.

7) **Reward high performing associates who fully embrace ETCOG values as expressed by our Customer Service Creed and deliver stellar results to our customers.**
The Executive Committee recommends a two percent across the board pay increase for all ETCOG staff and one percent of total payroll be reserved for performance based pay increases. No funding is requested for a Cost of Living Adjustment (COLA) because the cost of living as measured by objective indexes remained virtually flat during the last year.

These objectives are being pursued in addition to providing support of the full-range of ETCOG programs and services; including ongoing hurricane disaster recovery efforts. Hurricanes Ike, Dolly and Katrina have resulted in the creation of a new role for Councils of Governments in affected areas throughout Texas. ETCOG has been helping to ensure that hurricane disaster funds from varied sources is invested in recovery activities in the nine counties in our region declared as a disaster area by the Governor. ETCOG formed an Internal Hurricane Response Team that utilizes ETCOG Advisory Committees and selected staff from each division to ensure that plans, projects and funding are integrated to the greatest extent possible to meet the recovery needs of our communities.
ETCOG Division Snapshots

Workforce Development Division

Primary Funding Sources: Texas Workforce Commission, through the East Texas Workforce Development Board; Department of Veterans Affairs;

Summary: ETCOG serves as the administrative and fiscal entity for the Workforce Investment Act (WIA) programs as designated by MOU with The Chief Elected Officials (CEO) Board and the East Texas Workforce Development Board. ETCOG subcontracts WIA workforce training and workforce center (one-stop) services to Arbor. All East Texan’s may access job search assistance and career planning (universal) services free of charge. Qualified customers may receive intensive assessment and training services in accordance with their individual needs with the objective of helping the customer to gain self-sustaining employment. In addition, targeted populations, such as veterans, welfare recipients, food stamp recipients, and those who lose their manufacturing jobs due to foreign competition, receive training, job search, and other services through federally funded programs established to serve them that are also delivered through the local workforce center/one-stop system.

Division associates provide staff support to both aforementioned boards, and fulfill extensive fiscal and program performance monitoring, procurement subcontractor training and technical support functions for the entire region.

FY 2008 Actual Expenditures: $25,744,200  Total FTE Positions: 18.62
FY 2009 Estimated Expenditures: $23,260,423  Total FTE Positions: 17.56
FY 2010 Recommended: $27,652,776  Total FTE Positions: 17.80

Transportation Division

Primary Funding Sources: Texas Department of Transportation; Texas Department of Aging and Disability Services

Summary: The Transportation Division delivers demand transportation services to all rural East Texan’s (all communities except Longview and Tyler). Currently, seniors and special needs populations comprise the majority of our business. ETCOG Transit also serves as a Greyhound ticket agent for the Marshall area.

ETCOG has been expanding our transportation services beyond the provision of demand transportation services to an enhanced multi-modal transportation model. A Citizens Advisory Team is advising ETCOG staff on the development and formation of a Regional/Rural Transportation Planning Organization (RTPO). The RTPO, among other things, is intended to unify the region by delivering transportation planning, project prioritization, and consensus building services. It will also position the region for additional funding from federal and other sources.

FY 2008 Actual Expenditures: $2,156,980  Total FTE Positions: 40.20
FY 2009 Estimated Expenditures: $3,175,383  Total FTE Positions: 22.34
FY 2010 Recommended: $5,763,656  Total FTE Positions: 33.30

Aging Division

Primary Funding Sources: Texas Department of Aging and Disability Services

Summary: The Aging Division provides nutrition services, in-home personal and skilled nursing care coordination, dental care subsidies, home repair, information, referral and assistance support, benefits counseling, ombudsman’s services and transportation funding for East Texas Seniors.

FY 2008 Actual Expenditures: $3,828,598  Total FTE Positions: 11.48
FY 2009 Estimated Expenditures: $3,925,150  Total FTE Positions: 11.76
FY 2010 Recommended: $4,364,759  Total FTE Positions: 11.60

9-1-1 Emergency Services Division

Primary Funding Sources: Commission on State Emergency Communications

Summary: ETCOG provides 9-1-1 system development, deployment training and technological support services for Anderson, Camp, Cherokee, Gregg, Marion, Panola, Rains, Upshur, Van Zandt and Wood Counties, and all internal cities with the exception of Kilgore and Longview. Staff is also engaged in delivering public presentations and information concerning the 9-1-1 system.

9-1-1 associates also provide address and database maintenance for those jurisdictions which have contracted with ETCOG to include Graphic Information Systems (GIS) and maps to allow emergency responders to pinpoint emergency locations quickly. To accomplish its mission, 9-1-1 staff interacts with the telecommunications industry, technology experts, 9-1-1 equipment vendors, elected officials, state officials, local jurisdictions and the community to provide 9-1-1 services.

FY 2008 Actual Expenditures: $1,835,107  Total FTE Positions: 10.20
FY 2009 Estimated Expenditures: $2,610,019  Total FTE Positions: 10.42
FY 2010 Recommended: $2,681,967  Total FTE Positions: 8.56

Public Information and Regional Services Division

Primary Funding Sources: Texas Commission on Environmental Quality (TCEQ), Clean Cities, Economic Development Administration (EDA), East Texas Regional Development Company (ETRDC), Chapman Loan Program, Texas Community Development Program (TCDP); Governor’s State Planning Assistance Grant.
Summary: The Public Information & Regional Services Division is charged with developing and implementing ETCOG’s comprehensive public information program and serve as liaison to the media. Staff also assist with developing and deploying a structured system for documenting organizational achievements, engaging customers, and engaging the media.

Under the auspices of Regional Services, Division staff provides technical support to cities and counties in areas such as community planning, infrastructure development, and municipal administration. In addition, division staff is engaged in delivering solid waste and air quality grants, administers the Economic Development Administration’s planning grant, the small business SBA 504 and Chapman Loan programs, and the TCDP program which provides grants to cities and counties for low income area infrastructure development.

FY 2008 Actual Expenditures: $ 1,217,854  Total FTE Positions: 4.84
FY 2009 Estimated Expenses: $ 1,189,451  Total FTE Positions: 4.84
FY 2010 Recommended: $ 1,934,788  Total FTE Positions: 5.13

Criminal Justice & Public Safety Division

Primary Funding Sources: Criminal Justice Division, Office of the Governor; Division of Emergency Management, Office of the Governor

Summary: Provides current and potential grantee technical assistance to eligible entities in our region for six different criminal justice funding streams. These include the Victims of Crimes Act (VOCA), Stop Violence Against Women Act (VAWA), Safe and Drug Free Schools and Communities Act (SDFSCA), Juvenile Justice & Delinquency Prevention (JJDP), State 421 Fund, and Title V Delinquency Prevention. Division staff also sponsors Grant Writing Workshops, serves as the repository for community criminal justice plans, prepares and submits the annual grant for the Police Training Academy, and prepares and submits the annual grant application for the Juvenile Detention Program. Homeland Security program activities are administered through the Criminal Justice & Public Safety Division as well.

FY 2008 Actual Expenditures: $ 545,077  Total FTE Positions: 3.36
FY 2009 Estimated Expenditures: $ 621,026  Total FTE Positions: 3.36
FY 2010 Recommended: $ 802,519  Total FTE Positions: 3.10

Direct Internal Services

Primary Funding Sources: Direct Charge sourced from all ETCOG Programs
Innovation & Efficiency

Summary: The Innovation and Efficiency Division is responsible for the development of internal efficiency, customer relations, internal and external purchasing and procurement, and facilities management functions for ETCOG.

FY 2008 Actual Expenditures: N/A  
Total FTE Positions: N/A

FY 2009 Estimated Expenditures: $111,321  
Total FTE Positions: 1.0

FY 2010 Recommended: $129,100  
Total FTE Positions: 1.5

Information & Communication Technology, Facilities, & Human Resources

Summary: The internal service funds provide support services to the rest of ETCOG. These include human resources support, information and communication technology and facilities costs. Information technology, facilities maintenance and renovation, and human resources funding will position ETCOG operate more efficiently, position the organization to obtain additional funding and provide extended services to member governments.

FY 2008 Actual Expenditures: $312,234  
Total FTE Positions: 1.17

FY 2009 Estimated Expenditures: $495,646  
Total FTE Positions: 1.75

FY 2010 Recommended: $592,551  
Total FTE Positions: 1.75

Shared Costs

Primary Funding Sources: Indirect Funding Pool sourced from all ETCOG programs

Summary: Indirect costs are allocated administrative costs which support ETCOG programs. These costs include cash management, financial reporting, inventory control, fiscal tracking and internal monitoring, budget preparation, payroll, administrative support, and the Executive Director’s office.

FY 2008 Actual Expenditures: $916,915  
Total FTE Positions: 11.35

FY 2009 Estimated Expenditures: $1,028,942  
Total FTE Positions: 10.47

FY 2010 Recommended: $1,039,411  
Total FTE Positions: 10.24

Proposed Cost of Living Adjustment: None

Grand Total 2010 FTE: 92.98

Grand Total 2009 Budget Request: $43,200,466
Strategic Agenda Item: Establish an Internal/External Code of Conduct

Comments: Accomplished (see ETCOG Customer Service Creed).

Strategic Agenda Item: Stabilize and upgrade ICT Systems

Comments: GCS Technologies of Austin is managing ETCOG's information and communication technology systems. The upgrade is complete; we have advanced about 20 years in about a six week period. ETCOG's new Intranet was recently launched which is a tool that will help internal communication, teamwork and increase productivity. ETCOG overhauled the etcog.org and other websites used to communicate with our customers. Our new website is online now.

Strategic Agenda Item: Automate internal processes and procedures

Comments: Now that our ICT system has been upgraded, automation of other internal processes such as the payroll system and purchasing will occur in the coming months as resources allow.

Strategic Agenda Item: Define ETCOG organizational vision, mission and core business activities.

Comments: ETCOG issued an RFP to procure professional training and facilitation services in support of this project. Management Connections out of College Station was selected and the contract is being developed.

Strategic Agenda Item: Diversify funding streams

Comments: ETCOG must build the internal expertise and infrastructure that will enable diversification. We want to target funding to unmet needs in the region we can address. ETCOG is pursuing the establishment of a 501c-3 non profit subsidiary so donations can be solicited in support of programs and services.
strategic agenda item: expand services in identified areas of need

Comments: Expand our Workforce Training and Housing Programs:

workforce training: In partnership with community colleges and technical schools, a customized workforce training program should be developed to assist the regions qualified businesses with job creation and/or job retention training needs. Some notable progress occurred in December, 2008 and January, 2009, when workforce training staff supported a job creation project with a company in Rusk, Texas.

housing program(s): Consider establishing a regional Housing Authority for East Texas through ETCOG. A non-profit subsidiary (discussed above) could be used to purchase real estate commonly used in daily business operations. The full-suite of federal programs should be harnessed for regional benefit through the housing authority. A full-time housing coordinator has been hired to support program development and a business plan has been completed.

Strategic Agenda Item: Establish a Regional Cooperative Purchasing Program for ETCOG dues paying members.

Comments: ETCOG's new Director of Innovation and Efficiency is charged with the responsibility of developing the Purchasing Cooperative for our region.

Strategic Agenda Item: Enhance Transportation Services

Comments: Our vision is to become the best rural transit system in the nation as measured by customer input and respected national and state transportation professionals. Our New Director of Transportation began employment in April, 2009. A Citizen's Advisory Committee was publically announced that is advising staff on the formation of an RTPO for our region.

Strategic Agenda Item: Establish a Customer Relations Manager position for ETCOG

Comments: ETCOG must diligently listen to and connect with its customer's so we remain responsive to customer needs. The Customer Relations Manager will coordinate customer engagement activities and among other things, be responsible for volunteer development and developing a fund-raising plan. ETCOG's new Director of Innovation and Efficiency will be leading customer relations activities.
Strategic Agenda Item: Develop services designed to help member governments reduce health care insurance costs

Comments: An RFP was issued and proposals were received to identify the best possible benefits advisor/consultant whom ETCOG will engage to assist ourselves and our region with employee benefit cost reduction/containment. Our new contractor was approved by the Executive Committee in May, the contract will be signed within the next 2 weeks.

Strategic Agenda Item: Form an Energy Cooperative to procure lowest cost energy costs for member governments

Comments: The Energy consortia agreement is has been signed and the consortia is in full swing.

Strategic Agenda Item: Reduce overhead costs and realign organizational structure for maximum results

Comments: ETCOG is evaluating various options to reduce overhead costs and position our team over time so we can accomplish the goal of becoming a higher skilled, higher paid, smaller workforce. The organization-wide LEAN assessment designed to help identify key opportunities for the elimination of waste and inefficiency has been completed and the first two LEAN Teams are working to resolve two efficiency issues. Our new ICT contractor has identified an estimated $150,000 per year in cost savings and more is expected as internal analysis continues.

Strategic Agenda Item: Upgrade and expand office facilities

Comments: We closed on the purchase of the remainder of our current building and additional land on January 16, 2009!

Strategic Agenda Item: Upgrade office facilities

Comments: A facilities committee comprised of ETCOG staff is gathering input from associates concerning office needs. We will address critical repairs and office safety issues first. Relocation of transportation staff to Kilgore will occur once a Master facilities plan and any needed renovations are completed. Grant funding for renovations is being pursued.
Strategic Agenda Item: Pursue customer focused regional forums

Comments: Regional forums will be held to solicit information and promote dialogue among counties and cities concerning needs and issues in areas where regional partnership can solve problems. Information gleaned from these forums will be used to shape ETCOG’s future strategic agenda for the region. State Planning and Assistance Grant money will provide resources for planning and delivery of this activity. The Strategic Facilitation Services RFP has been written to support this project as well.

Strategic Agenda Item: Realign the economic development district to coincide with our 14 county COG region

Comments: All but two ETCOG counties (Camp and Marion) will be added to our Economic Development District as soon as we receive final approval from the EDA.

Strategic Agenda Item: Strategically Invest in Staff Training

Comments: At the top of the ETCOG training list needs is leadership, customer service and communication training. We will strategically select conference attendance and redirect existing resources into additional skills training for our team.

Strategic Agenda Item: Examine and modify vacation and sick leave policy to reflect ETCOG corporate values

Comments: Current vacation and sick leave system must be modified to recognize our valued long term employees. Seasoned staff members receive nearly the same leave allowance as a new staff member. Our current system also encourages the inappropriate use of leave. An RFP was issued to secure the services of a benefits advisor/consultant to assist ETCOG with this process. The vendor has been selected and endorsed by Executive Committee vote; and a contract will be signed within the next two weeks.
Section I
Region and Membership
EAST TEXAS COUNCIL OF GOVERNMENTS
MEMBER GOVERNMENTS AND DUES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

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<th>COUNTY</th>
<th>2000 Census POPULATION</th>
<th>2010 DUES AMOUNT</th>
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<td>Anderson County</td>
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**SPECIAL PURPOSE DISTRICTS**

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<td>Cherokee County SWCD #427</td>
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<td><strong>SUBTOTAL SPECIAL PURPOSE DISTRICTS</strong></td>
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<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Longview</td>
<td>73,344</td>
</tr>
<tr>
<td>Mabank</td>
<td>2,151</td>
</tr>
<tr>
<td>Malakoff</td>
<td>2,257</td>
</tr>
<tr>
<td>Marshall</td>
<td>23,935</td>
</tr>
<tr>
<td>Mineola</td>
<td>4,550</td>
</tr>
<tr>
<td>Moore Station</td>
<td>184</td>
</tr>
<tr>
<td>Mt. Enterprise</td>
<td>525</td>
</tr>
<tr>
<td>Murchison</td>
<td>592</td>
</tr>
<tr>
<td>New London</td>
<td>987</td>
</tr>
<tr>
<td>New Summerfield</td>
<td>998</td>
</tr>
<tr>
<td>Noonday</td>
<td>515</td>
</tr>
<tr>
<td>Ore City</td>
<td>1,106</td>
</tr>
<tr>
<td>Overton</td>
<td>2,350</td>
</tr>
<tr>
<td>Palestine</td>
<td>17,598</td>
</tr>
<tr>
<td>Payne Springs</td>
<td>653</td>
</tr>
<tr>
<td>Pittsburg</td>
<td>4,347</td>
</tr>
<tr>
<td>Point</td>
<td>792</td>
</tr>
<tr>
<td>Quitman</td>
<td>2,030</td>
</tr>
<tr>
<td>Reklaw</td>
<td>327</td>
</tr>
<tr>
<td>Rusk</td>
<td>5,085</td>
</tr>
<tr>
<td>Seven Points</td>
<td>1,145</td>
</tr>
<tr>
<td>Star Harbor</td>
<td>416</td>
</tr>
<tr>
<td>Tatum</td>
<td>1,175</td>
</tr>
<tr>
<td>Tool</td>
<td>2,275</td>
</tr>
<tr>
<td>Trinidad</td>
<td>1,091</td>
</tr>
<tr>
<td>Troup</td>
<td>1,949</td>
</tr>
<tr>
<td>Tyler</td>
<td>83,650</td>
</tr>
<tr>
<td>Van</td>
<td>2,362</td>
</tr>
<tr>
<td>Warren City</td>
<td>343</td>
</tr>
<tr>
<td>Waskom</td>
<td>2,068</td>
</tr>
<tr>
<td>Wells</td>
<td>769</td>
</tr>
<tr>
<td>White Oak</td>
<td>5,624</td>
</tr>
<tr>
<td>Whitehouse</td>
<td>5,346</td>
</tr>
<tr>
<td>Wills Point</td>
<td>3,496</td>
</tr>
<tr>
<td>Winnsboro</td>
<td>3,584</td>
</tr>
<tr>
<td>Winona</td>
<td>582</td>
</tr>
<tr>
<td>Yantis</td>
<td>321</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>365,289</strong></td>
</tr>
</tbody>
</table>
# EAST TEXAS COUNCIL OF GOVERNMENTS

## MEMBER GOVERNMENTS AND DUES

FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>INDEPENDENT SCHOOL DISTRICTS</th>
<th>DUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens ISD</td>
<td>$100</td>
</tr>
<tr>
<td>Big Sandy ISD</td>
<td>50</td>
</tr>
<tr>
<td>Carlisle ISD</td>
<td>25</td>
</tr>
<tr>
<td>Carthage ISD</td>
<td>100</td>
</tr>
<tr>
<td>Chapel Hill ISD</td>
<td>100</td>
</tr>
<tr>
<td>Frankston ISD</td>
<td>50</td>
</tr>
<tr>
<td>Gilmer ISD</td>
<td>100</td>
</tr>
<tr>
<td>Gladewater ISD</td>
<td>100</td>
</tr>
<tr>
<td>Grand Saline ISD</td>
<td>50</td>
</tr>
<tr>
<td>Harmony ISD</td>
<td>50</td>
</tr>
<tr>
<td>Henderson ISD</td>
<td>100</td>
</tr>
<tr>
<td>Jefferson ISD</td>
<td>100</td>
</tr>
<tr>
<td>Laneville ISD</td>
<td>25</td>
</tr>
<tr>
<td>La Poynor ISD</td>
<td>25</td>
</tr>
<tr>
<td>Longview ISD</td>
<td>100</td>
</tr>
<tr>
<td>Mt. Enterprise ISD</td>
<td>25</td>
</tr>
<tr>
<td>Neches ISD</td>
<td>25</td>
</tr>
<tr>
<td>New Summerfield ISD</td>
<td>25</td>
</tr>
<tr>
<td>Ore City ISD</td>
<td>50</td>
</tr>
<tr>
<td>Overton ISD</td>
<td>25</td>
</tr>
<tr>
<td>Rains ISD</td>
<td>100</td>
</tr>
<tr>
<td>Slocum ISD</td>
<td>25</td>
</tr>
<tr>
<td>Tatum ISD</td>
<td>100</td>
</tr>
<tr>
<td>Troup ISD</td>
<td>50</td>
</tr>
<tr>
<td>Yantis ISD</td>
<td>25</td>
</tr>
</tbody>
</table>

**TOTAL INDEPENDENT SCHOOL DISTRICTS** $1,525

## TOTAL MEMBERSHIP DUES

<table>
<thead>
<tr>
<th>TYPES</th>
<th>DUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTIES</td>
<td>$111,777</td>
</tr>
<tr>
<td>SPECIAL PURPOSE DISTRICTS</td>
<td>$1,000</td>
</tr>
<tr>
<td>CITIES</td>
<td>$55,436</td>
</tr>
<tr>
<td>ISD’s</td>
<td>$1,525</td>
</tr>
</tbody>
</table>

**TOTAL MEMBERSHIP DUES** $169,738
Section II

FY 2010 Overall Budget
August 3, 2009

Honorable Board of Directors
East Texas Council of Governments
Kilgore, Texas

Dear Board Members:

The Finance Department of the East Texas Council of Governments (ETCOG) is pleased to present the 2010 Strategic Work Program and Budget. The budget is designed to provide information about the operating activities of ETCOG for the upcoming fiscal year. Although the budget was prepared with the latest available information, it is expected that variances of the funds available will occur as the fiscal year progresses. A noteworthy variance is the American Recovery and Reinvestment Act of 2009 enacted by the 111th United States Congress and signed into law on February 17, 2009. The Act includes several provisions affecting the 2010 work plan. The 2010 budget is completely structured with each division developing their own fiscal budget and explanatory narratives relating funding with goals and initiatives.

The 2010 Strategic Work Program and Budget is divided into six sections as follows:

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

Section Two presents an overview of ETCOG’s expenditures and revenues summarized by different fund categories as required by financial reporting of government entities. This section also includes a summary of expenditures and revenues by line item categories and includes an explanation of what comprises each category.

Section Three provides a combined special revenue and component unit summary, with detail of each program divided into background program summary, objectives, essential work tasks, primary performance measures, new initiatives, human resource requirements and budget.

Section Four provides the detail of the internal services that benefit all programs of ETCOG. These services are also divided into the same components as section three.

Section Five provides the detail of the indirect cost plan for ETCOG. This section includes the indirect work program and budget, as well as, the detail of the expenditure categories with an explanation of what comprises each category.

Section Six provides an organizational chart of the personnel that will be used to accomplish the goals of the programs and a listing of employee benefits with the provisional accrued leave rate.

Significant highlights in the 2010 budget are as follows:

- Overall the total budget increased 15% or $5,442,018 from $37,476,052 to $42,918,070
- Significant increases occurred in the following programs: Workforce Development - $2,815,428, Transportation Services - $2,675,393, Area Agency on Aging-$138,565, Homeland Sec/Criminal Justice 135,880, Regional Services $161,668
- Significant decreases occurred in the following programs: - $413,887 Emergency 911 Services and $22,042 East Texas Regional Services

Sincerely,

Judy Duland
Judy Duland, CPA, CCFM
Director of Finance
Accounting Policies and Practices

**Reporting in Conformity with GAAP:**

The East Texas Council of Governments (ETCOG) budget is prepared in accordance with generally accepted accounting principles and governmental accounting standards. These standards require that ETCOG’s accounts be established on the basis of fund groups each of which is considered a separate accounting entity. The fund groups for ETCOG are divided into the following categories for budget purposes.

**General Fund:** This fund is the general operating fund of ETCOG and is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds:** These funds are to account for the proceeds of specific revenue sources that are legally restricted to specified purposes.

**Internal Service Funds:** These funds are used to account for activities conducted on a benefits received for service basis. The internal service plan accounts for allocation of certain services provided to other departments to provide a break even result.

The East Texas Regional Development Company is considered a discretely presented component unit.

**Basis of Accounting:**

The modified accrual basis of accounting is used by the special revenue funds. Under this basis of accounting, revenues are recorded when they become measurable and available to pay liabilities of the current period. Expenditures are recorded when the liability is incurred. The accrual basis of accounting is used by the internal service funds whereby revenues are recognized when earned and expenses are recognized when the liability is incurred.

**Pensions:**

The ETCOG pension plan is a single employer money purchase plan, which is a defined contribution pension plan. Responsibility for the plan administration is with ICMA Retirement Corporation.

**Accruals:**

Sick leave and vacation leave are charged to an intermediate pool and distributed to the grant based on a percentage of direct charged salaries. When ETCOG implements an automated timesheet system, benefit leave will be charged directly to each grant proportionate to time spent.

**Indirect Costs:**

ETCOG has prepared the budget for Fiscal Year 2010 based upon a 25.57 rate of direct charged salaries and fringe benefits. This rate will be submitted to the Texas Workforce Commission, which is ETCOG’s State Single Audit Coordinating Agency, for approval.
EAST TEXAS COUNCIL OF GOVERNMENTS
OVERALL REVENUE
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $42,918,070
## EAST TEXAS COUNCIL OF GOVERNMENTS
### OVERALL REVENUE BY CATEGORY
#### FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEDERAL GRANTS</strong></td>
<td>36,316,175</td>
</tr>
<tr>
<td>Federal awards received through the State of Texas are the largest source of funding received by the ETCOG. Revenues passed through the Texas Workforce Commission are received from the U.S. Department of Labor, U.S. Department of Agriculture, and the U.S. Department of Health and Human Services. Federal awards pass through the Department of Aging and Disability Services originate with the U.S. Department of Health and Human Services. Other Federal awards received from various state agencies are from the Veterans Benefits Administration, U.S. Department of Commerce, U.S. Department of Housing and Urban Development, U.S. Department of Justice, U.S. Department of Energy, U.S. Department of Transportation and the U.S. Department of Homeland Security. Additionally the Department of Labor and U.S. Department of Transportation will provide approximately $8,000,000 of American Recovery &amp; Reinvestment Act funds.</td>
<td></td>
</tr>
<tr>
<td><strong>STATE GRANTS</strong></td>
<td>6,102,107</td>
</tr>
<tr>
<td>State revenues received are from the Texas Workforce Commission, the Texas Department of Aging and Disability Services, the Office of the Governor Criminal Justice Division, the Texas Commission on Environmental Quality, the Commission on State Emergency Communications, and the Texas Department of Transportation.</td>
<td></td>
</tr>
<tr>
<td><strong>LOCAL CASH MATCH</strong></td>
<td>203,071</td>
</tr>
<tr>
<td>Local cash match is provided by the Counties for the Economic Development grant. Local membership dues are received from cities, counties, and special districts. Membership dues are utilized for general council expenditures and to match various federal and state programs.</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER INCOME</strong></td>
<td>296,717</td>
</tr>
<tr>
<td>Other income includes revenues for ETRDC Service Fees, Chapman Revolving Loan fees, Transportation Bus Fares, Greyhound activities, and interest income. Also $400,000 is provided by the Texas Department of Aging and Disability for the transportation match.</td>
<td></td>
</tr>
</tbody>
</table>
EAST TEXAS COUNCIL OF GOVERNMENTS
OVERALL EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $42,918,070
## EAST TEXAS COUNCIL OF GOVERNMENTS
### OVERALL EXPENDITURES BY CATEGORY
#### FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL</strong></td>
<td>3,862,282</td>
</tr>
<tr>
<td>The personnel costs include salaries for seventy-six full-time employees and seven part-time employees. Benefits are provided for full-time employees such as vacation, sick leave, pension, workers compensation, disability and hospitalization.</td>
<td></td>
</tr>
<tr>
<td><strong>TRAVEL</strong></td>
<td>335,297</td>
</tr>
<tr>
<td>The travel costs include mileage for travel within the fourteen county region for committees and board, ETCOG staff travel and out of region travel for various advisory board members and staff travel required to meet grantor member agencies and continuing education requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>PROFESSIONAL SERVICES</strong></td>
<td>1,657,596</td>
</tr>
<tr>
<td>Professional services include consultants, legal fees, contract and staffing agency employees, liability insurance for officers, board members, facilities, contents and vehicles.</td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNICATION EXPENSES</strong></td>
<td>291,357</td>
</tr>
<tr>
<td>Communication expenses include public education, meetings and conferences. Public education consists of distributable items for the dissemination of public information, marketing, advertising, printing and publication. Communications also include direct phone service, cell phones, dedicated phone lines, computer lines, postage, overnight mail, facsimile, ETCOG sponsored meetings and conferences.</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER DIRECT PROGRAM EXPENSES</strong></td>
<td>1,135,103</td>
</tr>
<tr>
<td>Other direct program expenses include:</td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong> - equipment under $5,000, office and general supplies.</td>
<td></td>
</tr>
<tr>
<td><strong>Copier Costs</strong> - copier lease, copier paper, copier maintenance, toner, copy count, copy overage, and other copy related expenses.</td>
<td></td>
</tr>
<tr>
<td><strong>Training Costs</strong> - staff development costs, registration and conference fees.</td>
<td></td>
</tr>
<tr>
<td><strong>Space Costs</strong> - remote facilities and storage costs.</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Maintenance</strong>, <strong>Repairs &amp; Software</strong> - costs associated with repairs and maintenance of computers and new software purchases.</td>
<td></td>
</tr>
<tr>
<td><strong>Repairs &amp; Maintenance</strong> - repairs for vehicles, mobile unit, senior center and other misc. repairs.</td>
<td></td>
</tr>
<tr>
<td><strong>General Fund</strong> - Expenditures which are not allocable to special revenue funds or the component unit.</td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL EQUIPMENT</strong></td>
<td>2,336,115</td>
</tr>
<tr>
<td>Capital equipment includes purchases of $5,000 or more and have a useful life of more than one year.</td>
<td></td>
</tr>
</tbody>
</table>
EAST TEXAS COUNCIL OF GOVERNMENTS
OVERALL EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2009

DIRECT INTERNAL EXPENSES 670,504

Direct internal expenses include information technology, facilities, innovation & efficiency, and human resource cost pools. The allocation plan was developed under the guidelines of OMB-A-87, whereby costs of the following services can be charged to the various programs on a reasonable and consistent basis.

Information Technology - include costs of a network provider, maintenance, repairs, and web site hosting, new equipment, software upgrades and automation.

Facilities - includes costs associated with the purchase of the ETCOG building, a service provider for outside yard care, electricity, repairs and maintenance to the building.

Human Resource - includes costs associated with the Human Resource Division, such as personnel, travel, and office supplies.

Innovation & Efficiency - includes costs associated with purchasing and procurement such as personnel, office supplies and staff travel.

SHARED COSTS 987,588

Shared costs are costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identifiable with a particular final cost objective without effort disproportionate to the results achieved. A cost may not be allocated to a Federal Award as a shared cost if any other cost incurred for the same purpose has been assigned to the Federal Award as a direct cost. Shared costs are charged to Federal and State awards by the use of a provisional shared cost rate. The "base" to distribute these costs are total budgeted gross salaries and benefits, including pension and hospitalization.

The 'provisional rate' developed is a temporary shared cost rate applicable to the fiscal year ending September 30, 2010, which is used for funding, interim reimbursement, and reporting shared costs on Federal and State Awards pending the establishment of a "final" rate established at the conclusion of the independent audit. At the conclusion of each year, the rates are adjusted to actual.

PASS THROUGH 31,642,228

Funds which the East Texas Council of Governments has oversight and monitoring responsibilities through contractual agreements with various subrecipients for the delivery of service in the fourteen county region.
### EAST TEXAS COUNCIL OF GOVERNMENTS
### SUMMARY OF OVERALL REVENUE & EXPENDITURES
### FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue Funds</th>
<th>Internal Service Funds</th>
<th>Total All Funds</th>
<th>Component Unit ETRDC</th>
<th>Total Eliminations</th>
<th>Interlocal Eliminations</th>
<th>Reporting Entity DIRECT CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEDERAL</td>
<td>$</td>
<td>$ 36,316,175</td>
<td>$ 1,656,265</td>
<td>$ 37,972,440</td>
<td>$ 37,972,440</td>
<td>$ (1,656,265)</td>
<td>$ 36,316,175</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>6,102,107</td>
<td>6,102,107</td>
<td>6,102,107</td>
<td>6,102,107</td>
<td>6,102,107</td>
<td></td>
<td></td>
<td>6,102,107</td>
</tr>
<tr>
<td>LOCAL</td>
<td>169,738</td>
<td>113,770</td>
<td>283,508</td>
<td>283,508</td>
<td>(80,437)</td>
<td>203,071</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>28,303</td>
<td>625,478</td>
<td>653,781</td>
<td>42,936</td>
<td>696,717</td>
<td>(400,000)</td>
<td></td>
<td>296,717</td>
</tr>
<tr>
<td><strong>TOTAL OVERALL REVENUE</strong></td>
<td>$ 198,041</td>
<td>$ 43,157,530</td>
<td>$ 1,656,265</td>
<td>$ 45,011,836</td>
<td>$ 42,936</td>
<td>$ 45,054,772</td>
<td>$ (2,136,702)</td>
<td>$ 42,918,070</td>
</tr>
</tbody>
</table>

|                      |              |                       |                        |                 |                       |                     |                          |                                 |
| **EXPENDITURES**     |              |                       |                        |                 |                       |                     |                          |                                 |
| SALARIES             | $            | $ 2,867,838           | $ 2,867,838            | $ 2,792         | $ 2,870,630           |                     |                          | $ 2,870,630                   |
| FRINGE               | 990,647      | 990,647               | 990,647                | 1,005           | 991,652               |                     |                          | 991,652                        |
| TRAVEL               | 325,797      | 325,797               | 325,797                | 9,500           | 335,297               |                     |                          | 335,297                        |
| PROFESSIONAL SERVICES| 1,644,996    | 1,644,996             | 1,644,996              | 12,600          | 1,657,596             |                     |                          | 1,657,596                      |
| COMMUNICATIONS EXPENSES | 281,749      | 281,749               | 281,749                | 9,608           | 291,357               |                     |                          | 291,357                        |
| OTHER DIRECT PROGRAM EXP. | 198,041      | 1,011,895             | 1,209,936              | 5,604           | 1,215,540             | (80,437)            |                          | 1,135,103                      |
| EQUIPMENT EXPENSES   | 2,336,115    | 2,336,115             | 2,336,115              | -               | 2,336,115             |                     |                          | 2,336,115                      |
| DIRECT INTERNAL SERVICES | 669,648      | 669,648               | 1,339,296              | 856             | 1,340,152             | (669,648)           |                          | 670,504                        |
| SHARED EXPENSES      | 986,617      | 986,617               | 1,973,234              | 971             | 1,974,205             | (986,617)           |                          | 987,588                        |
| PASS THROUGH EXPENSES | 32,042,228   | 32,042,228            | 32,042,228             | -               | 32,042,228            | (400,000)           |                          | 31,642,228                     |
| **TOTAL OVERALL EXPENDITURES** | $ 198,041    | $ 43,157,530          | $ 1,656,265            | $ 45,011,836    | $ 42,936              | $ 45,054,772        | $ (2,136,702)            | $ 42,918,070                   |

*Note: Portions of this schedule may reflect rounding differences.*
Section III

FY 2010 Division Budgets
Total $43,200,466
## EAST TEXAS COUNCIL OF GOVERNMENTS

**BUDGET SUMMARY OF SPECIAL REVENUE FUNDS & COMPONENT UNIT**

**FOR THE YEAR ENDED SEPTEMBER 30, 2010**

<table>
<thead>
<tr>
<th></th>
<th>AREA AGENCY</th>
<th>HOME LAND</th>
<th>REGIONAL SERVICES &amp; PUBLIC INFO.</th>
<th>SUBTOTAL DIRECT CHARGES</th>
<th>COMPONENT UNIT ETORDC</th>
<th>Reporting Entity DIRECT CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WORKFORCE</td>
<td>ON AGING</td>
<td>CJD, RJD, PT</td>
<td>TRANS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEDERAL</td>
<td>$27,192,847</td>
<td>$4,078,765</td>
<td>-</td>
<td>$402,066</td>
<td>$4,562,959</td>
<td>$79,538</td>
</tr>
<tr>
<td>STATE</td>
<td>$0</td>
<td>$205,557</td>
<td>$2,652,202</td>
<td>$400,454</td>
<td>$682,761</td>
<td>$1,701,204</td>
</tr>
<tr>
<td>LOCAL</td>
<td>$0</td>
<td>$80,437</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$33,333</td>
</tr>
<tr>
<td>OTHER</td>
<td>$0</td>
<td>$29,765</td>
<td>-</td>
<td>$517,936</td>
<td>$77,777</td>
<td>$625,478</td>
</tr>
<tr>
<td><strong>TOTAL SPECIAL REVENUE</strong></td>
<td><strong>$27,652,776</strong></td>
<td><strong>$4,364,759</strong></td>
<td><strong>$2,681,967</strong></td>
<td><strong>$802,520</strong></td>
<td><strong>$5,763,656</strong></td>
<td><strong>$1,891,852</strong></td>
</tr>
</tbody>
</table>

|               |             |           |                                  |                          | $42,936                | $43,200,466                   |

<table>
<thead>
<tr>
<th><strong>EXPENDITURES</strong></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>SALARIES</td>
<td>$885,378</td>
<td>$434,278</td>
<td>$311,043</td>
<td>$139,770</td>
<td>$862,731</td>
<td>$234,638</td>
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<tr>
<td>FRINGE</td>
<td>$252,114</td>
<td>$140,687</td>
<td>$107,445</td>
<td>$44,173</td>
<td>$368,810</td>
<td>$77,418</td>
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<tr>
<td>TRAVEL</td>
<td>$121,101</td>
<td>$97,500</td>
<td>$24,100</td>
<td>$47,100</td>
<td>$13,601</td>
<td>$22,395</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>$120,073</td>
<td>$108,350</td>
<td>$119,085</td>
<td>$289,519</td>
<td>$903,423</td>
<td>$64,547</td>
</tr>
<tr>
<td>COMMUNICATIONS EXPENSES</td>
<td>$100,423</td>
<td>$69,080</td>
<td>$17,500</td>
<td>$3,552</td>
<td>$33,294</td>
<td>$57,901</td>
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<tr>
<td>OTHER DIRECT PROGRAM EXP.</td>
<td>$93,731</td>
<td>$103,556</td>
<td>$64,264</td>
<td>$5,999</td>
<td>$732,882</td>
<td>$11,461</td>
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<tr>
<td>EQUIPMENT EXPENSES</td>
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<td>$25,000</td>
<td>$5,000</td>
<td>$2,218,000</td>
<td>$1,860</td>
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<tr>
<td>DIRECT INTERNAL SERVICES</td>
<td>$231,313</td>
<td>$101,719</td>
<td>$97,801</td>
<td>$34,373</td>
<td>$132,519</td>
<td>$71,923</td>
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<tr>
<td>SHARED EXPENSES</td>
<td>$290,857</td>
<td>$147,019</td>
<td>$107,008</td>
<td>$47,034</td>
<td>$314,906</td>
<td>$79,793</td>
</tr>
<tr>
<td>PASS THROUGH EXPENSES</td>
<td>$25,489,030</td>
<td>$3,145,070</td>
<td>$1,768,721</td>
<td>$186,000</td>
<td>$183,490</td>
<td>$1,269,917</td>
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<tr>
<td><strong>TOTAL BUDGETED EXPENDITURES</strong></td>
<td><strong>$27,652,776</strong></td>
<td><strong>$4,364,759</strong></td>
<td><strong>$2,681,967</strong></td>
<td><strong>$802,520</strong></td>
<td><strong>$5,763,656</strong></td>
<td><strong>$1,891,852</strong></td>
</tr>
</tbody>
</table>

**Note:** Portions of this schedule may reflect rounding differences.
EAST TEXAS COUNCIL OF GOVERNMENTS
SPECIAL REVENUE FUNDS & COMPONENT UNIT
EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $43,200,466
## EAST TEXAS COUNCIL OF GOVERNMENTS
### SPECIAL REVENUE FUNDS & COMPONENT UNIT
#### EXPENDITURES BY CATEGORY
##### FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>INDIRECT</th>
<th>INTERNAL</th>
<th>AREA AGENCY</th>
<th>HOMELAND</th>
<th>REGIONAL SERVICES &amp; PUBLIC INFO.</th>
<th>SUPERTOTAL</th>
<th>Component Unit</th>
<th>Reporting Entity</th>
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<td>$ 157,221</td>
<td>$ 885,378</td>
<td>$ 434,278</td>
<td>$ 311,043</td>
<td>$ 139,770</td>
<td>$ 862,731</td>
<td>$ 234,638</td>
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<td>31,171</td>
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<td>5,407</td>
<td>70,030</td>
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<td>21,938</td>
<td>119,333</td>
<td>73,961</td>
<td>58,263</td>
<td>22,524</td>
<td>204,761</td>
<td>38,193</td>
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<tr>
<td>Pension</td>
<td>54,519</td>
<td>17,231</td>
<td>101,669</td>
<td>50,198</td>
<td>36,856</td>
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<td>94,019</td>
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<td>1,137,492</td>
<td>574,965</td>
<td>416,488</td>
<td>183,943</td>
<td>1,231,541</td>
<td>312,056</td>
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<td><strong>TOTAL TRAVEL EXPENSES</strong></td>
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<td>97,500</td>
<td>24,100</td>
<td>47,100</td>
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<td>22,395</td>
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<td>103,775</td>
<td>100,250</td>
<td>158,285</td>
<td>289,319</td>
<td>830,146</td>
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<tr>
<td>Insurance &amp; Bonding</td>
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<td>-</td>
<td>16,298</td>
<td>8,100</td>
<td>800</td>
<td>200</td>
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<td>2,950</td>
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<td>Meetings &amp; Conferences</td>
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<td>1,500</td>
<td>750</td>
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<td>120,073</td>
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<td>159,085</td>
<td>289,519</td>
<td>903,423</td>
<td>64,547</td>
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<td>Supplies</td>
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<td>30,995</td>
<td>49,345</td>
<td>30,064</td>
<td>969</td>
<td>17,932</td>
<td>4,386</td>
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<td>Copier Costs</td>
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<td>-</td>
<td>2,665</td>
<td>1,500</td>
<td>-</td>
<td>200</td>
<td>1,530</td>
<td>5,895</td>
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<tr>
<td>Training Costs</td>
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<td>1,379</td>
<td>73,175</td>
<td>3,350</td>
<td>12,000</td>
<td>4,300</td>
<td>15,000</td>
<td>4,250</td>
</tr>
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<td>Membership Dues</td>
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<td>600</td>
<td>4,350</td>
<td>7,128</td>
<td>1,400</td>
<td>530</td>
<td>13,000</td>
<td>825</td>
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<td>-</td>
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<td>16,545</td>
<td>800</td>
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<td>52,873</td>
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<td>1,100</td>
<td>-</td>
<td>19,200</td>
<td>35,000</td>
<td>-</td>
<td>-</td>
<td>54,200</td>
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<td>Repairs &amp; Maintenance</td>
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<td>2,000</td>
<td>-</td>
<td>800</td>
<td>10,173</td>
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<td>Fuel - Transportation</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>379,722</td>
<td>-</td>
</tr>
<tr>
<td>Maintenance -Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>379,722</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle Supplies - Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>110,000</td>
<td>-</td>
</tr>
<tr>
<td>Inspection - Transportation</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>30,240</td>
<td>-</td>
</tr>
<tr>
<td>Towing - Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>783</td>
<td>-</td>
</tr>
<tr>
<td>Tires - Transportation</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>783</td>
<td>-</td>
</tr>
<tr>
<td>Brakes - Transportation</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>57,848</td>
<td>-</td>
</tr>
<tr>
<td>Oil - Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>57,848</td>
<td>-</td>
</tr>
<tr>
<td>Radios - Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>31,000</td>
<td>-</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>25,000</td>
<td>5,000</td>
<td>68,755</td>
<td>17,500</td>
<td>25,000</td>
<td>5,000</td>
<td>2,218,000</td>
<td>1,800</td>
</tr>
<tr>
<td><strong>TOTAL OTHER DIRECT PROGRAM EXPENSES</strong></td>
<td>169,000</td>
<td>8,479</td>
<td>162,486</td>
<td>121,056</td>
<td>89,264</td>
<td>10,999</td>
<td>2,950,882</td>
<td>13,321</td>
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<td>Human Resource Cost Pool</td>
<td>-</td>
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<td>35,301</td>
<td>17,315</td>
<td>12,402</td>
<td>5,573</td>
<td>34,938</td>
<td>9,355</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency Cost Pool</td>
<td>-</td>
<td>-</td>
<td>32,282</td>
<td>15,834</td>
<td>11,341</td>
<td>-</td>
<td>31,457</td>
<td>8,555</td>
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<td>Information Technology</td>
<td>-</td>
<td>-</td>
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<td>42,572</td>
<td>30,301</td>
<td>10,950</td>
<td>35,517</td>
<td>19,798</td>
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<tr>
<td>Facilities</td>
<td>-</td>
<td>-</td>
<td>105,966</td>
<td>25,998</td>
<td>44,098</td>
<td>13,687</td>
<td>29,101</td>
<td>34,214</td>
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<td><strong>TOTAL DIRECT INTERNAL EXPENSES</strong></td>
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<td>-</td>
<td>231,313</td>
<td>101,719</td>
<td>97,801</td>
<td>34,373</td>
<td>182,519</td>
<td>71,923</td>
</tr>
<tr>
<td><strong>TOTAL SHARED COSTS</strong></td>
<td>1,039,411</td>
<td>51,823</td>
<td>290,857</td>
<td>147,019</td>
<td>107,048</td>
<td>47,034</td>
<td>314,906</td>
<td>79,793</td>
</tr>
<tr>
<td><strong>TOTAL PASS THROUGH</strong></td>
<td>-</td>
<td>25,489,030</td>
<td>3,145,070</td>
<td>1,768,721</td>
<td>186,000</td>
<td>183,490</td>
<td>1,269,917</td>
<td>32,042,228</td>
</tr>
<tr>
<td><strong>TOTAL BUDGETED EXPENDITURES</strong></td>
<td>(1,039,411)</td>
<td>(270,272)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Note: Portions of this schedule may reflect rounding differences.
Workforce Development Division
ETCOG staff serves as the administrative and fiscal agent for the Chief Elected Officials, East Texas Workforce Development Board and Workforce Committees.

Board of Directors

Executive Committee

Chief Elected Officials

Workforce Board and Committee

Executive Director

Director Workforce Development

- Administrative Assistant
- Section Chief Contract Services
  - Contract Specialists - 2
- Section Chief MIS
  - MIS Specialist - 1
  - Childcare Coordinator

Support Services

- Administration
- Financial Management
- Human Resources Management
- Procurement
- Information and Technology

Section Chief Planning & Board Support

- Regional Planners - 3

Section Chief Monitoring & Technical Assistant

- Program Monitors - 2
- Program Assistant - 1

Program Assistant - 1
Unassignable direct costs are costs that can be identified with a specific TWC cost category, but not by TWC title. These costs will be pooled and allocated based on benefit derived from the TWC entitlements.

Organizational Information – Exhibit A sets forth an organizational chart that identifies all TWC departments and supporting departments.

Statement of Function and Benefit – The following is a list of types of direct unassignable services and revenues provided, which are chargeable to the TWC cost pool.

Program Income
Interest Income
Salaries
Benefits
Group Hospitalization
Pension Costs
Staff Travel
Committee Travel
Professional Services
Communication Expenses
Other Expenses
Capital Equipment
Other Considerations

In regard to function and benefit, these are only the costs and revenues which directly benefit TWC entitlements.

Budgets – Direct unassignable costs are maintained in the intermediate cost pools. The allocable direct costs are combined with direct costs of the TWC programs to determine the total TWC budgets.

Items of Expense – Allocable costs such as board meeting expense, etc. are recorded in intermediate cost pools then allocated to the relative TWC entitlement/program based on benefit derived.

Allocation Process – The East Texas Council of Governments primarily subcontracts all TWC services. Allocable administrative and program costs are maintained in pools then allocated based on direct charged salaries. The base for allocating unassignable direct costs will be shared in relation to the direct charged salaries of the related program on a monthly basis. The allocation base is dependent on the core programs of WIA, Child Care, Food Stamp & TANF, including American Recovery & Reinvestment Act funds. Other programs are not included in the allocation due to their temporary or insignificant funding dollars.

Supporting documentation will include employee time records and distribution schedules.

The TWC cost pool will be reviewed periodically to determine justification of current costs and basis of the allocation method used.
WORKFORCE DEVELOPMENT DIVISION
REVENUES BY SOURCE
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Federal
27,192,847
98%

State
459,929
2%

Total $27,652,776
WORKFORCE DEVELOPMENT DIVISION
EXPENSES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.041</td>
<td>Personnel</td>
</tr>
<tr>
<td>.004</td>
<td>Travel</td>
</tr>
<tr>
<td>.004</td>
<td>Professional Services</td>
</tr>
<tr>
<td>.004</td>
<td>Communications</td>
</tr>
<tr>
<td>.003</td>
<td>Other Direct</td>
</tr>
<tr>
<td>.002</td>
<td>Equipment</td>
</tr>
<tr>
<td>.008</td>
<td>Direct Internal Services</td>
</tr>
<tr>
<td>.011</td>
<td>Shared Costs</td>
</tr>
<tr>
<td>.922</td>
<td>Pass Through</td>
</tr>
</tbody>
</table>

Total $27,652,776
WORKFORCE DEVELOPMENT
OVERALL PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
State Legislation established a comprehensive workforce development system. The intent was to integrate categorical workforce programs to be delivered through a network of "one stop" workforce centers under the authority of local Workforce Boards. These include, but are not limited to, the Workforce Investment Act, Child Care, Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program and Project Rio. ETCOG provides staff support for the local workforce board and functions as the administrative unit and grant recipient for the system.

OBJECTIVES
To promote the mission and vision, the Workforce Solutions East Texas Board adopted an Actionable Plan with numerous strategies and actions to promote the Goals and Objectives outlined in the plan. Each action has a performance measure and timeline. Staff reports to the Board on a quarterly basis on the status of plan implementation.

Actionable Plan Goals:
1. The Board and Workforce Center System employer driven to the needs of the region’s employers.
2. Workforce Development- improve job seekers skills with education and training.
3. Partner with economic development entities.
4. Accountability- Define and improve performance measures; measure what matters.
5. Job Seeker Support- Leverage resources to improve support services for job seekers.
6. Marketing- Develop an aggressive marketing and communication campaign that targets H R Directors.
7. Board governance- Improve Board governance.

Supporting the seven Goals of the Actionable Plan are 25 Objectives, 54 Strategies, and 128 Action steps which Workforce Division staff along with Workforce Solutions East Texas Centers staff are responsible.

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>PERSONNEL</th>
<th>$ 1,137,492</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes salaries and fringe benefits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>TRAVEL</th>
<th>121,101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes staff and committee travel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>PROFESSIONAL SERVICES</th>
<th>120,073</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes contract services, insurance, and bonding</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>COMMUNICATION</th>
<th>100,423</th>
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<tbody>
<tr>
<td></td>
<td>Includes public information, meetings, and conferences</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>OTHER DIRECT PROGRAM EXPENSES</th>
<th>93,731</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>CAPITAL EQUIPMENT</th>
<th>68,755</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes purchases over $5,000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>DIRECT INTERNAL SERVICES</th>
<th>232,104</th>
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<tbody>
<tr>
<td></td>
<td>Information Technology 56,763</td>
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<tr>
<td></td>
<td>Facilities 106,967</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Resource Cost Pool 35,301</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Innovation &amp; Efficiency Cost Pool 32,282</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>SHARED COSTS</th>
<th>290,858</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>PASS THROUGH EXPENSES</th>
<th>25,489,030</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
<th>TOTAL PROGRAM BUDGET</th>
<th>$ 27,652,776</th>
</tr>
</thead>
</table>


WORKFORCE DEVELOPMENT
OVERALL PROGRAM AND EXPENDITURE BUDGET

American Recovery & Reinvestment Act
In February, 2009, the Congress passed the American Recovery & Reinvestment Act (ARRA) which has provided a significant infusion of additional funding into several workforce programs, most notably the Workforce Investment Act, Wagner-Peyser Employment Service, Trade Adjustment Act and Child Care. These funds represent supplemental funding to existing funding streams and will be reflected as carryover funds.

ESSENTIAL WORK TASKS
1. Staff support for policy Board and related committees.
2. Policy development and analysis.
4. Procurement of service providers.
5. Development of marketing plan.

PRIMARY PERFORMANCE MEASURES
The Texas Workforce Commission adopts a set of common measures that apply to all programs. In addition, four Reemployment and Employer Engagement Measures have been established.

Common Measures:
1. Staff Assisted Entered Employment Rate.
2. Employment Retention Rate.
3. Education Achievement Rate.

Reemployment and Employer Engagement Measures:
1. Claimant Reemployment Rate.
2. Claimant Reemployment Rate Within Ten Weeks.
3. Staff-Created Job Openings Filled Rate.

SELECT NEW INITIATIVES
1. Ready-to-Work Program
2. Non-Custodial Parent Program
3. Work Keys Replication
4. Lean Management

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 17.80
Full-time equivalent, prior year- 17.56
2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Provides subsidized child care for public assistance recipients and low income parents who are employed or attending school. This is considered to be a supportive service to enable low income families with young children to work, participate in the labor market, or receive training.

OBJECTIVES
To assure quality child care is available for low income parents seeking employment or job training available throughout the region, and to encourage the provision of quality early child care education in the child care system of the region.

ESSENTIAL WORK TASKS
1. Management of contract for child care services.
2. Establishing procedures and documentation requirements for determining eligibility for child care.
4. Advocate high quality child care activities by providers.
5. Integrate child care services into the workforce system.

PRIMARY PERFORMANCE MEASURES
Average number of children served per day= 3,650

SELECT NEW INITIATIVES
1. Enhance integration of child care services into the workforce centers by reviewing best practices identified in other workforce areas.
2. Implement Workflow automated case management system.
3. Implement automated attendance tracking system.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 5.94
Full-time equivalent, prior year- 7.21

2010 EXPENDITURE BUDGET

PERSONNEL $ 394,973
Includes salaries and fringe benefits

TRAVEL $45,958
Includes staff and committee travel

PROFESSIONAL SERVICES $ 61,059
Includes contract services, insurance, and bonding

COMMUNICATION $43,425
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES $ 47,594
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT $29,749
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology $19,789
Facilities $37,291
Human Resource Cost Pool $12,307
Innovation & Efficiency Cost Pool $11,254

SHARED COSTS $ 100,995

PASS THROUGH EXPENSES $ 13,383,490

TOTAL PROGRAM BUDGET $ 14,187,884
RECOVERY ACT - CHILDCARE
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The American Recovery and Reinvestment Act provides additional funding for child care as-well-as funding that will support special quality enhancements. Funding provided through this legislation is intended to allow greater flexibility in providing direct child care services to parents who might otherwise be ineligible under current work participation requirements of Child Care Regulations.

OBJECTIVES
Provide child care for an additional 515 children per day

ESSENTIAL WORK TASKS
1. Management of contract for child care services.
2. Establish procedures and documentation requirements for determining eligibility for child care.
4. Advocate high quality child care activities by providers.
5. Integrate child care services into the workforce system.
6. Special efforts to solicit proposals from interested organizations to provide enhanced educational curricula, training and equipment to child care providers.
7. Develop special procedures to control the enrollment of children in the program while their unemployed/underemployed parents are participating in job search or educational and training activities, which will help them achieve economic self-sufficiency.

PRIMARY PERFORMANCE MEASURES
Average number of children served per day

SELECT NEW INITIATIVES
Child Care Quality Enhancements of curricula and equipment to Service Providers

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 1.85
Full-time equivalent, prior year- N/A

2010 EXPENDITURE BUDGET

PERSONNEL $ 65,440
Includes salaries and fringe benefits

TRAVEL 2,791
Includes staff and committee travel

PROFESSIONAL SERVICES 5,870
Includes contract services, insurance, and bonding

COMMUNICATION 7,388
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 3,152
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 2,791
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 3,259
Facilities 6,140
Human Resource Cost Pool 2,027
Innovation & Efficiency Cost Pool 1,853

SHARED COSTS 16,733

PASS THROUGH EXPENSES 2,733,236

TOTAL PROGRAM BUDGET $ 2,850,680

East Texas Council of Governments
Fiscal Year 2010 Budget
# WORKFORCE INVESTMENT ACT
## WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

#### BACKGROUND AND PROGRAM SUMMARY
The purpose of WIA as stated in Section 106 of the Act is “to provide workforce investment activities, through statewide and local workforce investment systems that increase the employment, retention, and earnings of participants and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.” In addition to job training and other job seeker services, it also provides resources for job matching and employer services.

#### OBJECTIVES
To enhance labor exchange activities to assure that job seekers have ready access to labor market information and other tools for self directed job search.

To maximize the availability of occupational training, basic skills training and support for unemployed and underemployed job seekers.

To support innovative customized training initiatives that will enhance the economic development of the region and assure that underemployed workers are competitive in the twenty-first century workplace.

To align Workforce Investment activities with other Recovery Act Initiatives to maximize economic stimulus and innovation.

To support the development of the emerging workforce with innovative training and basic skills enhancement activities.

To support the retraining of displaced workers.

### 2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
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<td>Human Resource Cost Pool</td>
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<td>Innovation &amp; Efficiency Cost Pool</td>
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<td>$3,811,065</td>
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</table>
WORKFORCE INVESTMENT ACT
WORK PROGRAM AND EXPENDITURE BUDGET

ESSENTIAL WORK TASKS
1. Provide staff support for the CEO Board, Workforce Solutions East Texas Board, and its Committees.
2. Prepare program plans, procedures and administrative directives for program subcontractors.
3. Coordinate with partner agencies to provide training and supportive services for unemployed and underemployed workers.
4. Procure service providers and develop contracts.
5. Administer contracts and monitor compliance and performance of those contracts.
6. To follow up on the suggested activities identified at the Bi-Regional Education Summit.

PRIMARY PERFORMANCE MEASURES
The Texas Workforce Commission has adopted a set of common measures that apply to all programs along with five Workforce Investment Act (WIA) performance measures:

Common Measures:
1. Staff Assisted Entered Employment Rate- 80%
2. Employment Retention Rate- 80%
3. Education Achievement Rate- 65%

WIA Performance Measures:
1. Adult Average Earnings- $10,840
2. Dislocated Worker Earnings- $13,930
3. Youth Attainment of Degree/Certificate- 53%
4. Youth Placement in Employment/Education- 58%
5. Youth Literacy/ Numeracy Gains- 35%

SELECT NEW INITIATIVES
1. Consolidation of administrative functions with those of workforce centers to reduce costs.
2. Develop innovative customized training initiatives based upon Georgia Quick Start and the ETech Mobile Training Initiative.
3. Implementation of a Statewide Work Readiness Certificate.
4. Implementation of summer work experience.
5. Collaboration with community colleges and other interested entities to organize training initiatives for "green jobs" and health occupations.
6. Align workforce activities with regional transportation initiatives.
7. To cosponsor a local model schools conference.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 4.75
Full-time equivalent, prior year- 6.47
RECOVERY ACT - WORKFORCE CENTERS
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The American Recovery and Reinvestment Act provides funding for supplemental services to be provided through Title I of the Workforce Investment Act and the Wagner-Peyser Act. These programs ordinarily provide job matching as well more intensive interventions to assist dislocated workers and unemployed and underemployed workers and youth.
In addition to simply supplementing existing services, these funds are intended to establish summer work experience for youth and special training initiatives supportive of green jobs and other emerging technologies.

OBJECTIVES
To promote their mission and vision, the Workforce Solutions East Texas Board adopted an Actionable Plan with numerous strategies and actions to promote the Goals and Objectives outlined in the plan. Each action has a performance measure and timeline. Staff reports to the Board on a quarterly basis on the status of plan implementation.

Actionable Plan Goals:
1. The Board and Workforce Center System is employer driven to meet the needs of the region’s employers.
2. Workforce Development- improve job seekers skills with education and training.
3. Partner with economic development entities.
4. Accountability- Define and improve performance measures; measure what matters.
5. Job Seeker Support- Leverage resources to improve support services for job seekers.
6. Marketing- Develop an aggressive marketing and communication campaign that targets Human Resource Directors.
7. Board Governance- Improve Board Governance.

Supporting the seven Goals of the Actionable Plan are 25 Objectives, 54 Strategies, and 128 Action steps for which Workforce Development Program staff along with Workforce Solutions East Texas Centers staff are responsible.

<table>
<thead>
<tr>
<th>2010 EXPENDITURE BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
</tr>
<tr>
<td>Includes salaries and fringe benefits</td>
</tr>
<tr>
<td>TRAVEL</td>
</tr>
<tr>
<td>Includes staff and committee travel</td>
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<tr>
<td>PROFESSIONAL SERVICES</td>
</tr>
<tr>
<td>Includes contract services, insurance, and bonding</td>
</tr>
<tr>
<td>COMMUNICATION</td>
</tr>
<tr>
<td>Includes public information, meetings, and conferences</td>
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<tr>
<td>OTHER DIRECT PROGRAM EXPENSES</td>
</tr>
<tr>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
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<td>CAPITAL EQUIPMENT</td>
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<tr>
<td>Includes purchases over $5,000</td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Facilities</td>
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<tr>
<td>Human Resource Cost Pool</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency Cost Pool</td>
</tr>
<tr>
<td>SHARED COSTS</td>
</tr>
<tr>
<td>PASS THROUGH EXPENSES</td>
</tr>
<tr>
<td>TOTAL PROGRAM BUDGET</td>
</tr>
</tbody>
</table>
In addition to the already established goals and objectives of the Board, it shall be a goal to utilize these additional resources in a manner that will promote fiscal stimulus, while maximizing transparency and minimizing waste.

**ESSENTIAL WORK TASKS**
1. Provide staff support for the CEO Board, Workforce Solutions East Texas Board, and its Committees.
2. Prepare program plans, procedures and administrative directives for program subcontractors.
3. Coordinate with partner agencies.
4. Procure service providers and develop contracts.
5. Administer contracts and monitor compliance and performance of those contracts.

**PRIMARY PERFORMANCE MEASURES**
The Texas Workforce Commission has adopted a set of common measures that apply to all programs along with seven Workforce Investment Act (WIA) performance measures.

**Common Measures:**
1. Staff Assisted Entered Employment Rate- 80%
2. Employment Retention Rate- 80%
3. Education Achievement Rate- 65%

**WIA Performance Measures:**
1. Adult Average Earnings- $10,840
2. Dislocated Worker Earnings- $13,930
3. # of Total Youth Enrolled in Summer Employment - 409
4. Youth Attainment of Degree/Certificate- 53%
5. Youth Placement in Employment/Education- 58%
6. Youth Literacy/numeracy Gains - 35%
7. Youth Total Educational Achievement

**SELECT NEW INITIATIVES**
Summer Work Experience Program
Green Jobs Training

**HUMAN RESOURCE REQUIREMENT**
Full-time equivalent, current year- 1.40
Full-time equivalent, prior year- N/A
## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
### WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
The Workforce System is responsible for implementing the work requirement associated with the Temporary Assistance for Needy Families Block Grant through the Choices Program. Certain TANF Recipients are required to work or participate in work related activities as a condition of receiving their cash assistance. The Workforce system provides employment and supportive services to enable these activities and initiates sanctions against those recipients who do not participate in work.

**OBJECTIVES**
1. Reduce welfare dependency.
2. Increase employability of TANF Recipients.

**ESSENTIAL WORK TASKS**
1. Manage the contracts for Choices services by the workforce staff.
2. Monitor compliance with program requirements.
3. Contract with basic remedial education services for TANF recipients.

**PRIMARY PERFORMANCE MEASURES**
1. Single Parent Mandatory Participation Rate- 50%
2. Single Parent Non Mandatory Participation Rate- 10%
3. Two Parent Participation Rate- 65%

**SELECT NEW INITIATIVES**
1. Implement Work Keys Assessment to improve quality of work referrals.
2. Implement new standard for administrative costs.
3. Enhance the integration of workforce services/programs into a seamless system that provides maximum benefit for employers and job seekers.

**HUMAN RESOURCE REQUIREMENT**
- Full-time equivalent, current year- 1.99
- Full-time equivalent, prior year- 2.13

### 2010 EXPENDITURE BUDGET

**PERSONNEL**
Includes salaries and fringe benefits

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<th>Expense</th>
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<td>INNOVATION &amp; EFFICIENCY COST POOL</td>
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<td>SHARED COSTS</td>
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<td>TOTAL PROGRAM BUDGET</td>
<td>$ 2,107,899</td>
</tr>
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</table>
TRADE ACT FOR DISLOCATED WORKERS
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Trade Adjustment Assistance Act provides training, job
search, and relocation to individuals who are no longer
employed due to foreign competition.

OBJECTIVES
To assure that manufacturing workers losing their jobs due to
foreign imports receive professional employment assistance
quickly.

ESSENTIAL WORK TASKS
1. Coordinate the delivery of services for workers displaced
due to foreign competition with the workforce center
system, state workforce officials, and local community
partners. This may include assistance with the preparation
of a petition designating a displacement as trade affected
or advocating for approval of such a petition by state of
federal officials.
2. Manage contracts, including review of financial reports,
development, and enforcement of contractual require-
ments.
3. Monitor compliance with program requirements.

PRIMARY PERFORMANCE MEASURES
The Texas Workforce Commission adopted a set of common
measures that apply to all programs:

Common Measures:
1. Staff Assisted Entered Employment Rate- 80%
2. Employment Retention Rate- 80%
3. Education Achievement Rate- 65%

SELECT NEW INITIATIVES
Implementation of new administrative cost categories.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .43
Full-time equivalent, prior year- .42

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits
$ 26,221

TRAVEL
Includes staff and committee travel
5,520

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding
-0-

COMMUNICATION
Includes public information, meetings, and conferences
524

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage
and remote facilities) repairs, computer repairs, and direct transportation expenses
400

CAPITAL EQUIPMENT
Includes purchases over $5,000
-0-

DIRECT INTERNAL SERVICES
Information Technology
1,309
Facilities
2,466
Human Resource Cost Pool
814
Innovation & Efficiency Cost Pool
744

SHARED COSTS
6,705

PASS THROUGH EXPENSES
849,345

TOTAL PROGRAM BUDGET
$ 894,048
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
This program provides employment and training services for recipients of food stamps.

OBJECTIVES
To reduce dependence on Food Stamp benefits by providing employment opportunities for Food Stamp recipients.

ESSENTIAL WORK TASKS
Manage contracts including review of financial reports, development and enforcement of contractual requirements, and monitor compliance with program requirements.

PRIMARY PERFORMANCE MEASURES
The Texas Workforce Commission adopted a set of common measures that apply to all programs.

Common Measures:
1. Staff Assisted Entered Employment Rate- 80%
2. Employment Retention Rate- 80%
3. Education Achievement Rate- 65%

SELECT NEW INITIATIVES
1. Implement Work Keys Assessment to improve quality of work referrals.
2. Implement new standards for administrative cost categories.
3. Enhance the integration of workforce services/programs into a seamless system that provides maximum benefit for employers and job seekers.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .41
Full-time equivalent, prior year- .52

2010 EXPENDITURE BUDGET

PERSONNEL $ 25,829
Includes salaries and fringe benefits

TRAVEL 3,923
Includes staff and committee travel

PROFESSIONAL SERVICES 1,894
Includes contract services, insurance, and bonding

COMMUNICATION 1,139
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 2,232
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 1,000
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 1,291
Facilities 2,433
Human Resource Cost Pool 803
Innovation & Efficiency Cost Pool 734

SHARED COSTS 6,605

PASS THROUGH EXPENSES 430,941

TOTAL PROGRAM BUDGET $ 478,824
# Employment Services
## Work Program and Expenditure Budget

### 2010 Work Program

#### Background and Program Summary
The program was established in 1933 to provide universal access to job matching services for employers and job seekers.

#### Objectives
To provide comprehensive labor exchange services for the universal population.

#### Essential Work Tasks
Establishment of workforce center system for use by employers and job seekers.

#### Primary Performance Measures
The Texas Workforce Commission adopted a set of common measures that apply to all programs along with four Reemployment and Employer Engagement Measures.

- **Common Measures:**
  1. Staff Assisted Entered Employment Rate- 80%
  2. Employment Retention Rate- 80%
  3. Education Achievement Rate- 65%

- **Reemployment and Employer Engagement Measures:**
  1. Claimant Reemployment Rate- 67%
  2. Claimant Reemployment Within Ten Weeks Rate- 60%
  3. Staff-Created Job Openings Filled Rate- 65%
  4. Market Share Rate- 24%

#### Select New Initiatives
1. Mobile workforce center.
2. Work Keys Assessment for job seekers.

#### Human Resource Requirement
- Full-time equivalent, current year- .34
- Full-time equivalent, prior year- .39

### 2010 Expenditure Budget

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East Texas Council of Governments
Fiscal Year 2010 Budget
### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
The East Texas Ready to Work Project is a special initiative to establish a worker training program with local employers in the region that focuses on providing re-employment to Unemployment Insurance (UI) eligible claimants, who previously earned less than fifteen dollars ($15) per hour.

Under this project, workforce center staff will recruit employers to provide on-the-job training in workplace basic skills required to obtain and retain employment to UI eligible claimants. Workforce Center staff will also be responsible for identifying claimants, recruiting them for training positions and placing them with participating employers within four weeks of receiving UI benefits.

**OBJECTIVES**
1. 500 Unemployment Insurance Claimants enrolled and trained.
2. 425 project participants will complete training and remain employed.

**ESSENTIAL WORK TASKS**
Management of contracts including review of financial reports, development and enforcement of contractual requirements, and monitor compliance with program requirements.

**PRIMARY PERFORMANCE MEASURES**
1. 500 Participants enrolled.
2. 450 Participants completing training who remain Employed.

**SELECT NEW INITIATIVES**
Secure continuation funding.

### 2010 EXPENDITURE BUDGET

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</thead>
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</tr>
<tr>
<td><strong>CAPITAL EQUIPMENT</strong></td>
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<tr>
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<td><strong>PASS THROUGH EXPENSES</strong></td>
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</tr>
<tr>
<td><strong>TOTAL PROGRAM BUDGET</strong></td>
<td>$ 317,186</td>
</tr>
</tbody>
</table>
# Project Re-integration of Offenders
## Work Program and Expenditure Budget

### 2010 Work Program

#### Background and Program Summary
This program provides employment services for offenders who are being released from incarceration.

#### Objectives
1. To enable released offenders to resume a self-sufficient life.
2. To successfully integrate ex-offenders into employment.

#### Essential Work Tasks
Management of contracts including review of financial reports, development and enforcement of contractual requirements, and monitor compliance with program requirements.

#### Primary Performance Measures
The Texas Workforce Commission adopted a set of common measures that apply to all programs along with one Program-Specific Measure.

- **Common Measures:**
  1. Staff Assisted Entered Employment Rate- 80%
  2. Employment Retention Rate- 80%
  3. Education Achievement Rate- 65%

- **Program-Specific Measure:**
  1. Customers served- 2,817

#### Select New Initiatives
Implement Work Keys Assessment.

### 2010 Expenditure Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td><strong>Travel</strong></td>
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<td>Includes staff and committee travel</td>
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<td><strong>Professional Services</strong></td>
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<tr>
<td><strong>Communication</strong></td>
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<td>Includes public information, meetings, and conferences</td>
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<tr>
<td><strong>Other Direct Program Expenses</strong></td>
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<tr>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
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<tr>
<td><strong>Capital Equipment</strong></td>
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<tr>
<td>Includes purchases over $5,000</td>
<td></td>
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<tr>
<td><strong>Direct Internal Services</strong></td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Facilities</td>
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<tr>
<td>Human Resource Cost Pool</td>
<td>565</td>
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<tr>
<td>Innovation &amp; Efficiency Cost Pool</td>
<td>517</td>
</tr>
<tr>
<td><strong>Shared Costs</strong></td>
<td>4,659</td>
</tr>
<tr>
<td><strong>Pass Through Expenses</strong></td>
<td>244,557</td>
</tr>
<tr>
<td><strong>Total Program Budget</strong></td>
<td>$271,730</td>
</tr>
</tbody>
</table>

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East Texas Council of Governments  
Fiscal Year 2010 Budget
NON CUSTODIAL PARENT
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Non-Custodial Parent Choices Employment Project (NCPCEP) is an employment project that targets low-income, unemployed, or underemployed noncustodial parents (NCPs) who are behind on their child support payments and whose children are current or former recipients of public assistance. The goal of the project is to help NCPs, who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.

The Workforce Solutions East Texas Board (WSETB) through its workforce center service provider will work in tandem with the Texas Office of the Attorney General (OAG) and, the local court system to accomplish the project goals. NCPs ordered into the project by the court system will either willingly participate in the project or will be subject to judicial consequences, up to and including jail time, as directed by the local court system. Employment retention tracking and outcomes are a critical part of this project.

This program is currently available in only Gregg County.

OBJECTIVES
1. Serve 15 Gregg County Non-Custodial Parents per month.
2. Achieve 12 entered employments of Non-Custodial Parents per month with a retention of at least six months for 60% of those entering employment.
3. Develop procedures for implementing this program in other counties.

ESSENTIAL WORK TASKS
Management of contracts including review of financial reports, development and enforcement of contractual requirements, and monitor compliance with program requirements.

PERFORMANCE MEASURES
Percentage of participating NCPs ordered into the project who enter employment

Percentage of Non-Custodial Parents who enter employment and who are retained in employment for at least two consecutive quarters.

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits

$ 12,572

TRAVEL
Includes staff and committee travel

1,217

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding

749

COMMUNICATION
Includes public information, meetings, and conferences

150

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

528

CAPITAL EQUIPMENT
Includes purchases over $5,000

-0-

DIRECT INTERNAL SERVICES
Information Technology

635
Facilities

1,197
Human Resource Cost Pool

395
Innovation & Efficiency Cost Pool

361

SHARED COSTS

3,215

PASS THROUGH EXPENSES

109,356

TOTAL PROGRAM BUDGET

$ 130,375
NON CUSTODIAL PARENT
WORK PROGRAM AND EXPENDITURE BUDGET

SELECT NEW INITIATIVES
Expand the program into other counties throughout the region.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .21
Full-time equivalent, prior year- N/A
VETERANS EMPLOYMENT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Veterans program offers employment services, referral, and job training to veterans and disabled veterans.

OBJECTIVES
To assure that returning veterans are fully integrated into the local workforce.

ESSENTIAL WORK TASKS
1. Management of contracts including review of financial reports, development and enforcement of contractual requirements.
2. Monitor compliance with program requirements.
3. Coordinate workforce center staff activities to assure adequate facilities, computer resources, and other supplies and equipment are available for program staff.

PRIMARY PERFORMANCE MEASURES
The Texas Workforce Commission adopted a set of common measures that apply to all programs including the Veterans Employment Service.

Common Measures:
1. Staff Assisted Entered Employment Rate- 80%
2. Employment Retention Rate- 80%
3. Education Achievement Rate- 65%

SELECT NEW INITIATIVES
A new initiative, Veterans Outreach Initiative, will involve the placement of a TWC employee at the Tyler Workforce Center to actively identify and recruit veterans to visit any workforce center in the region and utilize the services available.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .10
Full-time equivalent, prior year- .09

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits $ 5,074

TRAVEL
Includes staff and committee travel 100

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding -0-

COMMUNICATION
Includes public information, meetings, and conferences -0-

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses 120

CAPITAL EQUIPMENT
Includes purchases over $5,000 -0-

DIRECT INTERNAL SERVICES
Information Technology 268
Facilities 504
Human Resource Cost Pool 166
Innovation & Efficiency Cost Pool 152

SHARED COSTS
1,297

PASS THROUGH EXPENSES
69,132

TOTAL PROGRAM BUDGET
$ 76,813
Area Agency on Aging Division
AREA AGENCY ON AGING DIVISION
REVENUES / EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $4,364,759
AREA AGENCY ON AGING DIVISION
EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Personnel $574,965
13%

Travel $97,500
2%

Professional $108,350 3%

Communication $69,080 2%

Other Direct $103,556 3%

Equip. $17,500

Direct Internal $101,719 2%

Shared $147,019 3%

Pass-through $3,145,070 72%

Total $4,364,759
AREA AGENCY ON AGING DIVISION
OVERALL PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Area Agency on Aging (AAA) of East Texas was established in 1973 in accordance with provisions of the Older Americans Act Comprehensive Services Amendment (Title V of the Older Americans Act). The AAA is an operational unit of the East Texas Council of Governments which was designated by the Governor of Texas as the aging services planning unit for East Texas. Initially, the AAA provided nutrition services only. The meal program began in church fellowship halls and community facilities. After a needs survey, transportation services were established to transport seniors to and from the nutrition meal sites. The transportation service later expanded to transporting clients with health and human service needs. As the transportation service continued to grow, so did the meal program. As funding became available from the State, AAA expanded its services to include benefit counseling/legal assistance, emergency response, in-home services, information, referral and assistance, medication management, home repairs, ombudsman, and other support services.

OBJECTIVES
The Area Agency on Aging of East Texas is designated by the Texas Department of Aging & Disability Services to coordinate services for individuals in East Texas who are 60 or older, with particular attention to low-income including low-income minorities, individuals with limited English proficiency, and older individuals residing in rural areas.

ESSENTIAL WORK TASKS
The AAA provides benefit counseling/legal assistance, information, referral & assistance, nutrition, ombudsman, care coordination, caregiver support, home repair/modification, emergency response system, homemaker, health maintenance, nutrition education, transportation, and hosts an annual REACH (Regional, Education on Aging, Caregiving and Health Care) Conference.

2010 EXPENDITURE BUDGET

PERSONNEL $ 574,965
Includes salaries and fringe benefits

TRAVEL 97,500
Includes staff and committee travel

PROFESSIONAL SERVICES 108,350
Includes contract services, insurance, and bonding

COMMUNICATION 69,080
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 103,556
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 17,500
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 42,572
Facilities 25,998
Human Resources Cost Pool 17,315
Innovation & Efficiency Cost Pool 15,834

SHARED COSTS 147,019

PASS THROUGH EXPENSES 3,145,070

TOTAL PROGRAM BUDGET $ 4,364,759
AREA AGENCY ON AGING DIVISION
OVERALL PROGRAM AND EXPENDITURE BUDGET

PRIMARY PERFORMANCE MEASURES
Provide a locally based system that connects elder citizens with the services and benefits they need. Provide a locally based system of nutrition services that includes meals, counseling and education designed to promote good health and to prevent illness. Provide a locally based system of services to maintain personal independence through provisions of supportive services, transportation, and senior center activities, and provide opportunities for increased personal productivity through community service volunteering. At the conclusion of service, clients are provided a customer satisfaction survey which measures their level of satisfaction with the service received.

Services and Projected Clients to be Served:
1. Information, Referral and Assistance- 3,675
2. Care Coordination- 475
3. Legal Assistance/Legal Awareness- 1,700
4. Caregiver Services- 1,200
5. Nutrition- 4,500
6. Transportation- 600
7. Residential Repair Title III- 150
8. Homemaker- 300
9. Health Maintenance- 75
10. Nutrition Education- 250
11. Emergency Response- 40
12. Total projected clients to be served- 12,965

SELECT NEW INITIATIVES
1. Pilot project and vendor based meal services.
2. Implement strategy to strengthen and diversify new program and build contingency plan to safeguard clients.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 11.60
Full-time equivalent, prior year- 11.76
AREA AGENCY ON AGING
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Area Agency on Aging (AAA) of East Texas was established in 1973 in accordance with provisions of the Older Americans Act Comprehensive Services Amendment (Title V of the Older Americans Act). The AAA is an operational unit of the East Texas Council of Governments which was designated by the Governor of Texas as the aging services planning unit for East Texas. Initially, the AAA provided nutrition services only. As funding became available from the State, AAA expanded its services to include benefit counseling/legal assistance, emergency response, in-home services, information, referral and assistance, medication management, home repairs, ombudsman, and other support services.

OBJECTIVES
To plan, develop, implement, and sustain a service delivery system targeting older individuals with particular attention to low-income including low-income minorities, individuals with limited English proficiency, and older individuals residing in rural areas.

ESSENTIAL WORK TASKS
1. Provide timely assessments of targeted older individuals, identifying their needs and developing a mutually agreed upon care plan addressing client needs.
2. Provide public awareness and outreach activities- REACH (Regional Education on Aging, Caregiving, Healthcare) and Housing Summit.
3. Compliance, tracking, and reporting functions.

PRIMARY PERFORMANCE MEASURES
Serve 12,965 clients
(For details see primary performance measures listed under the AAA overall program and expenditure budget)

SELECT NEW INITIATIVES
1. Pilot project and vendor based meal services.
2. Implement strategy to strengthen and diversify new program and build contingency plan to safeguard clients.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 7.93
Full-time equivalent, prior year- 9.56

2010 EXPENDITURE BUDGET

PERSONNEL $ 415,384
Includes salaries and fringe benefits

TRAVEL 71,000
Includes staff and committee travel

PROFESSIONAL SERVICES 80,500
Includes contract services, insurance, and bonding

COMMUNICATION 47,663
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 69,815
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 10,000
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 31,272
Facilities 19,097
Human Resource Cost Pool 12,720
Innovation & Efficiency Cost Pool 11,631

SHARED COSTS 106,214

PASS THROUGH EXPENSES 2,480,673

TOTAL PROGRAM BUDGET $ 3,355,969
## CAREGIVER SUPPORT
### WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

#### BACKGROUND AND PROGRAM SUMMARY
The Assistant Secretary of the Department of Health and Human Services is commissioned to carry out a program for making grants to States with State plans approved under section 307 of the Older American’s Act (OAA) as amended. The grants pay for the Federal share of the costs of programs to enable the Area Agency on Aging contractors to provide multifaceted systems for support services for family caregivers, grandparents, or older individuals who are relative caregivers. In December 2000, Congress approved President Clinton’s $125 million request to fund the new National Family Caregiver Support Program. This program was designed to provide critical support needed by families to assist them in maintaining their caregiver roles. Texas was allocated $6.1 million to implement the federal caregiver initiative.

#### OBJECTIVES
Provide respite and supplemental services to family caregivers on a short-term basis to allow temporary relief from caregiving responsibilities, reduce caregiver stress, and reduce the risk of the care recipient of premature institutional placement.

#### ESSENTIAL WORK TASKS
1. Coordinate information, recourses, education, training, counseling and support services to enhance caregiver services to meet the needs of caregivers.
2. To provide timely and quality assessments of targeted family caregivers and their care recipients, identifying their needs and develop a mutually agreed upon plan addressing their needs.

#### PRIMARY PERFORMANCE MEASURES
Provide services to 1,200 caregiver clients.

#### SELECT NEW INITIATIVES
Restructure aging division to achieve a higher paid, yet smaller workforce.

#### HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 1.87
Full-time equivalent, prior year- 1.90

### 2010 EXPENDITURE BUDGET

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<th>Budget Category</th>
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<tr>
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</tr>
<tr>
<td>Includes purchases over $5,000</td>
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<td>DIRECT INTERNAL SERVICES</td>
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<td>Facilities</td>
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</table>
MEDICARE  
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Medicare Improvements for Patients and Providers Act (MIPPA) for beneficiary outreach and assistance grant is intended to strengthen the capability of states to enroll all Medicare eligible individuals who are eligible for the Low Income Subsidy (LIS) of Part D premiums and co-pays.

OBJECTIVES
Since the implementation of the Medicare Modernization Act of 2003, the demand for information, counseling and assistance services has grown. Objectives for the MIPPA grant are as follows:

1. Provide individual legal counseling/assistance services, legal assistance, legal awareness as well as information, referral and assistance services to a greater number of LIS eligible Medicare beneficiaries of any age, and/or their representative(s).
2. Ensure legal assistance services are locally accessible to LIS eligible beneficiaries who are unable to access other channels of information, and who need and/or prefer locally based individual information, counseling and assistance services.
3. Increase target outreach to LIS eligible Medicare beneficiaries including, but not limited to, non-English speaking beneficiaries, disabled beneficiaries, individuals residing in rural areas.

ESSENTIAL WORK TASKS
Counseling and assistance will be provided to eligible individuals in need of health insurance information including:

1. Information that may assist individuals in obtaining benefits and filing claims under Titles XVIII and XIX of the Social Security Act.
2. Policy comparison information for Medicare supplemental policies (as described in section 1882(g)(1) of the Social Security Act, as amended) and information that may assist eligible individuals with filing claims under such Medicare supplemental policies.
3. Information regarding long-term care insurance.
4. Information regarding Medicaid programs, including Medicare Savings Programs.

2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>CAPITAL EQUIPMENT</td>
<td>7,500</td>
</tr>
<tr>
<td>Includes purchases over $5,000</td>
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<td>DIRECT INTERNAL SERVICES</td>
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<tr>
<td>TOTAL PROGRAM BUDGET</td>
<td>$ 142,877</td>
</tr>
</tbody>
</table>
MEDICARE
WORK PROGRAM AND EXPENDITURE BUDGET

5. Information regarding other types of health insurance benefits that may be provided to eligible individuals in the state.

PRIMARY PERFORMANCE MEASURES
Participant in activities with CMS, DADS and other Health Information Counseling and Advocacy Program (HICAP) partners to assure benefits counselors are equipped to respond to a rapidly changing counseling environment. Participate with CMS, DADS, and other HICAP partners to support national education efforts. Total projected clients served - 4,000.

SELECT NEW INITIATIVES
Increase targeted outreach to LIS eligible Medicare beneficiaries including, but not limited to, non-English speaking beneficiaries, disabled beneficiaries, individuals residing in rural areas. Increase the benefit counselor workforce and establish new counseling sites to ensure the availability of services within the AAA's designated service area.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 1.30
Full-time equivalent, prior year- N/A
### 2010 WORK PROGRAM

#### BACKGROUND AND PROGRAM SUMMARY
The State Health Insurance Assistance Program (SHIP) was created under Section 4360 of the Omnibus Budget Reconciliation Act (OBRA) of 1990 (Public Law 101-508). In Texas, the SHIP is known as the Health Information Counseling and Advocacy Program (HICAP), which is a partnership of the Area Agencies on Aging, Texas Legal Services Center, and the Texas Department of Insurance. The law authorizes the Secretary of the Department of Health and Human Services (DHHS) to make grants to states to establish and maintain statewide programs to provide health insurance information, counseling, and assistance to Medicare eligible individuals.

#### OBJECTIVES
The SHIP grant is intended to strengthen the capability of states to provide all Medicare eligible individuals information, counseling and assistance on health insurance matters. It also helps ensure states have a network of staff and volunteers to provide accurate and objective health insurance information and assistance in making informed health coverage decisions and understanding related rights and protections.

#### ESSENTIAL WORK TASKS
The SHIP grant will provide counseling and assistance to eligible individuals in need of health insurance information including:

1. Information that may assist individuals in obtaining benefits and filing claims under Title XVIII and XIX of the Social Security Act.
2. Policy comparison information for Medicare supplemental policies (as described in section 1882(g)(1) of the Social Security Act, as amended) and information that may assist eligible individuals with filing claims under such Medicare supplemental policies.
3. Information regarding long-term care insurance.
4. Information regarding Medicaid programs, including Medicare Savings Programs.
5. Information regarding other types of health insurance benefits that may be provided to eligible individuals in the state.
6. Information regarding health insurance coverage options created under the Balanced Budget Act of 1977 and subsequent amendments under the Balanced Budget Refinement Act of 1999, the

### 2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL</strong></td>
<td>$ 19,730</td>
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<tr>
<td><strong>TRAVEL</strong></td>
<td>5,500</td>
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</tr>
<tr>
<td><strong>PROFESSIONAL SERVICES</strong></td>
<td>3,000</td>
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<td>Includes contract services, insurance, and bonding</td>
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</tr>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td>600</td>
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<td>828</td>
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<tr>
<td><strong>CAPITAL EQUIPMENT</strong></td>
<td>-0-</td>
</tr>
<tr>
<td>Includes purchases over $5,000</td>
<td></td>
</tr>
<tr>
<td><strong>DIRECT INTERNAL SERVICES</strong></td>
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</tr>
<tr>
<td>Information Technology</td>
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<td>Facilities</td>
<td>843</td>
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<tr>
<td>Human Resource Cost Pool</td>
<td>561</td>
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<td>Innovation &amp; Efficiency Cost Pool</td>
<td>513</td>
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<tr>
<td><strong>SHARED COSTS</strong></td>
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<td><strong>PASS THROUGH EXPENSES</strong></td>
<td>-0-</td>
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<tr>
<td><strong>TOTAL PROGRAM BUDGET</strong></td>
<td>$ 38,000</td>
</tr>
</tbody>
</table>


**PRIMARY PERFORMANCE MEASURES**
Outreach activities include at least: 12 public presentations on Medicare and other benefits; 14 health fairs, providing literature and benefits information; and 14 Medicare Advantage and Part D enrollment events targeting seniors and/or their caregivers. In addition, the Area Agency on Aging of East Texas (AAA) plans to build a network within the current senior centers in our fourteen county region to update and revitalize these centers for the benefit of seniors and/or other caregivers. Total projected clients to be served - 75.

**SELECT NEW INITIATIVES**
Provide individual legal counseling/assistance services, legal assistance, legal awareness, as well as information, referral and assistance services to a greater number (5 percent or more) of Medicare beneficiaries of any age, and or/their representatives(s) than were assisted in 2010-2011. Increase targeted outreach to a more diverse population of Medicare beneficiaries and low-income dual eligible and hard-to-reach beneficiary populations including, but not limited, to non-English speaking beneficiaries, disabled beneficiaries, and individuals residing in rural areas by 5 percent over 2010-2011.

**HUMAN RESOURCE REQUIREMENT**
Full-time equivalent, current year-.50
Full-time equivalent, prior year-.30
NUTRITION SERVICE INCENTIVE PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
As amended by the Older Americans Act (OAA) of 2000, the Nutrition Services Incentive Program (NSIP is the new name for the United States Department of Agriculture's cash or commodity program, formerly known as the Nutrition Program for the Elderly). The commodity program for NSIP participants is funded through an appropriation to USDA and administered by the Food and Nutrition Service's (FNS) Food Distribution Division. The purpose of NSIP is to expand performance by State and Tribal organizations in the efficient delivery of nutritious meals to older individuals through the use of cash/commodities.

OBJECTIVES
Use resources to serve eligible clients home delivered nutritionally balanced meals that meet the nutritional requirements as stated in the OAA and comply with Dietary Guidelines for Americans and recommended dietary allowances.

ESSENTIAL WORK TASKS
1. Access all home delivered meal participants.
2. Complete all required intake forms in a timely manner.

PRIMARY PERFORMANCE MEASURES
Annually serve 68,793 meals based on serving 250 days per year. Service is offered 5 days per week to eligible individuals. Some clients are provided 7 meals per week instead of 5.

SELECT NEW INITIATIVES
1. Pilot project and vendor based meal services.

HUMAN RESOURCE REQUIREMENT
N/A

2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
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<td>Includes salaries and fringe benefits</td>
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<tr>
<td>TRAVEL</td>
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<td>Includes staff and committee travel</td>
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<td>Includes contract services, insurance, and bonding</td>
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<td>Includes public information, meetings, and conferences</td>
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<td>Includes purchases over $5,000</td>
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<tr>
<td>DIRECT INTERNAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>-0-</td>
</tr>
<tr>
<td>Facilities</td>
<td>-0-</td>
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<td>TOTAL PROGRAM BUDGET</td>
<td>$ 340,525</td>
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</table>
9-1-1 Emergency Services Division
911 EMERGENCY SERVICES REVENUES / EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Administration
$365,508
14%

911 Program (Includes County Addressing)
$2,316,459
86%

Total $2,681,967
911 EMERGENCY SERVICES EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $2,681,967
# 9-1-1 EMERGENCY
## OVERALL PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
The 9-1-1 Emergency Services Regional Program performs strategic planning, implements and maintains ten of ETCOG’s fourteen counties' 9-1-1 system as authorized by legislation. 9-1-1 program staff are responsible for database, network, equipment, services and support. Technologies addressed include traditional wire line services, cellular, VoIP (Voice over Internet Protocol), and Telephone Device for the Deaf. In support of these efforts ETCOG 9-1-1 supports local governments through addressing in six counties and fourteen cities today.

**OBJECTIVES**
The goal of 9-1-1 Emergency is to establish and maintain equipment, networks, and database to preserve and enhance public safety and health through reliable access to emergency telecommunication services while building to interface with new technologies.

**ESSENTIAL WORK TASKS**
Essential work tasks include the daily review and updates to the 9-1-1 Statewide Database, to improve maps and services to support the 9-1-1 PSAPs (Public Safety Answering Points referred to as 9-1-1 call taking centers), to provide additional and better training, to continue to expand the GIS initiatives through improved data, improve customer service, and to meet or exceed established performance measures.

**PRIMARY PERFORMANCE MEASURES**
1. Number of PSAPS with Wireless ANI/ALI (Automatic Number Info/Automatic Location Identification) 17
2. Number of total 9-1-1 calls 188,000
3. Wireless calls as a percentage of total 9-1-1 volume 50%
4. Total number of Public Education items distributed 6,000
5. Number of PSAPS with equipment replaced 0
6. Number of reported 9-1-1 network outages that exceed two hours (State Network Outages/Downtime) 0
7. Percentage of total dollar value of purchasing and Contracts awarded to HUBS (Historically Underutilized Business) .01%
8. Expand the Training Program for Telecommunicators to include at least three new initiatives. 3
9. Provide training to at least forty dispatchers. 40
10. Develop two new Public Education Initiatives. 2

### 2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<td>TOTAL PROGRAM BUDGET</td>
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</tr>
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</table>

*Note: All amounts are in USD.*
9-1-1 EMERGENCY
OVERALL PROGRAM AND EXPENDITURE BUDGET

SELECT NEW INITIATIVES
1. Complete the project of new map and MIS software for seventeen PSAPS.
2. Research and if funds are available, establish a VDB/ERDB (Validation Database/Emergency Response Zone Routing Database) to support VoIP customers who dial 9-1-1.
3. Plan and Develop an RFP to include NG 9-1-1 network and Equipment for seventeen 9-1-1 PSAPS. (Next Generation 9-1-1, which will allow citizens to "text" 9-1-1 emergencies over their smart devices and provide connectivity eventually across the state with all other PSAPs)
4. Establish Net Clocks at each of the seventeen locations. Net Clocks keep all equipment that have internal clocks on the same time dynamically.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 8.56
Full-time equivalent, prior year- 10.42

Continued
Criminal Justice & Public Safety Division
CRIMINAL JUSTICE & PUBLIC SAFETY DIVISION
REVENUES / EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $802,520
CRIMINAL JUSTICE & PUBLIC SAFETY DIVISION
EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $802,520
CRIMINAL JUSTICE & PUBLIC SAFETY
OVERALL PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Criminal Justice & Public Safety Division provides training and technical assistance to agencies within the 14-county region in the areas of criminal justice, juvenile justice, victim services, homeland security and hazard mitigation. The Criminal Justice Advisory Committee ranks grant applications within five funding streams administered by the Governor’s Office, Criminal Justice Division: Victims of Crime Act (VOCA) and STOP Violence Against Women Act (VAWA) for victim services; Juvenile Justice and Delinquency Prevention (JJDP) and Safe and Drug-Free Schools and Communities Act (SDFSCA) for juvenile services; and the State 421 Fund for all other criminal justice purposes, which is primarily used in our region for the Police Training program. The Homeland Security Advisory Committee allocates the region's homeland security funding to eligible local jurisdictions and to important regional projects.

OBJECTIVES
1. Ensure that each member jurisdiction has appropriate Emergency Management, Hazard Mitigation and (criminal justice) Community Plans.
2. Ensure that each member jurisdiction has adopted the National Incident Management System (NIMS) and has received appropriate training.
3. Improve the quality of Police Training offered within the region.
4. Train and support the Regional Multi-Agency Coordination Group to assist in emergencies.
5. Develop and implement new projects and strategies that will improve the administration of justice within ETCOG region.

ESSENTIAL WORK TASKS
1. Ensure that grant applicants receive proper training and technical assistance.
2. Conduct annual grant writing workshops.
3. Provide technical assistance to CJ/DHS grantees and prioritize applications.
4. Create and update regional plans.
5. Administer regional Police Training & Juvenile Detention grant programs.
6. Assist counties, cities, school districts, and others in creating, updating & revising their Emergency Management plans & Hazard Mitigation plans & qualifying for SHSP grants.

2010 EXPENDITURE BUDGET

PERSONNEL $ 183,943
Includes salaries and fringe benefits

TRAVEL 47,100
Includes staff and committee travel

PROFESSIONAL SERVICES 289,519
Includes contract services, insurance, and bonding

COMMUNICATION 3,551
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 5,999
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 5,000
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 10,017
Facilities 13,686
Human Resources Cost Pool 5,575
Innovation & Efficiency Cost Pool 5,096

SHARED COSTS 47,034

PASS THROUGH EXPENSES 186,000

TOTAL PROGRAM BUDGET $ 802,520
CRIMINAL JUSTICE & PUBLIC SAFETY
OVERALL PROGRAM AND EXPENDITURE BUDGET

PRIMARY PERFORMANCE MEASURES
1. Notify 750 potential grantees of funding opportunities.
2. Hold four CJAC meetings and twelve HSAC meetings.
3. Provide technical assistance as needed to area agencies.
4. Ensure that all 14 counties have approved Homeland Security Plans, Hazard Mitigation Plans, and Community Plans for victim services, juvenile services and criminal justice.
5. Enable all 14 counties and at least 80 cities to qualify for Homeland Security funding.
6. Raise the regional communications interoperability level from four to six by the end of 2015.

SELECT NEW INITIATIVES
1. Interoperable Emergency Communications Project.
2. Administration of Regional Justice Assistance Grants program.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 3.10
Full-time equivalent, prior year- 3.36
# HOMELAND SECURITY
## WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
Since 2003, Congress has provided funding to the States to strengthen critical infrastructure, purchase interoperable communications equipment, train first responders, and perform other tasks essential to ensure the security of the nation. Texas allocates funding regionally through the 24 COGs. The ETCOG Homeland Security Advisory Committee has allocated over $15 million to projects proposed by eligible jurisdictions, and to Regional projects. ETCOG has assisted jurisdictions in completion of Emergency Response Plans; purchased 14 mobile communications gateways, placing one in each county; and created GIS maps of the region, now being used by first responders.

**OBJECTIVES**
1. Increase Regional Communications Interoperability from level 4 to level 6.
2. Increase the number of ETCOG jurisdictions eligible for future Homeland Security grants.
3. Provide regular, convenient, free or low-cost National Incident Management System (NIMS) training for elected officials and first responders.
4. Ensure that all allocated funding is spent appropriately.
5. Train and support the Regional Multi-Agency Coordination Group (MACG).

**ESSENTIAL WORK TASKS**
1. Assist counties, cities, and ISDs in updating and revising their Emergency Management Plans.
2. Assist jurisdictions in adopting NIMS.
3. Assist jurisdictions in registration and data entry with the National Incident Management Capability Assessment Support Tool (NIMCAST), Texas Regional Response Network (TRRN), and Communication Assets Survey and Mapping (CASM).
4. Coordinate activities with Emergency Management Centers (EMCs), Department of Emergency Management (DEM), and Texas Engineering Extension Service (TEEX).
5. Coordinate NIMS training for elected officials and first responders.
7. Assist jurisdictions with State Procurement and Review System (SPARS) data entry, approve project expenditures and ensure that funds are spent appropriately.
8. Train and support the Regional Multi-Agency Coordination Group; maintain the Regional plan, coordinate training and exercises.

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<td>TOTAL PROGRAM BUDGET</td>
<td>$357,970</td>
</tr>
</tbody>
</table>
HOMELAND SECURITY
WORK PROGRAM AND EXPENDITURE BUDGET

9. Ensure that the Biannual Strategy Implementation Report is appropriately completed.

PRIMARY PERFORMANCE MEASURES
1. Ninety jurisdictions will have Homeland Security plans approved by the Department of Emergency Management (DEM).
2. Ninety jurisdictions will have adopted NIMS.
3. Seventy-five jurisdictions will use TRRN.
4. Eighty jurisdictions will be eligible for Department of Emergency Management funding.
5. Fifty jurisdictions will participate in training.
6. Increase the Regional Communications Interoperability rating from level four to level six by the end of FY 2015.
7. Assist twenty ISDs with Homeland Security plans and/or exercises.
8. Hold three MAC-G exercises, one Communications Unit Leader Training (COM-L) training, two Incident Command System (ICS) 300-400 training courses, and one Citizens Corps Program (CCP) train-the-trainer course.

SELECT NEW INITIATIVES
N/A

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year - 1.76
Full-time equivalent, prior year - 2.41
POLICE TRAINING
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
This project provides funds to train new peace officers, jailers, and communication operators employed or sponsored by ETCOG member agencies. Additional funds are used to bring talented instructors from outside the region to conduct classes here, and to send officers elsewhere to attend needed classes that are not available within the region.

OBJECTIVES
1. Encourage qualified candidates to train and work as peace officers, jailers, and communication operators within the ETCOG region.
2. Improve training of current officers of ETCOG agencies.
3. Increase efficiency of law enforcement within the region, improving arrest and conviction rates, thereby making our region a safer place to live, work, and raise families.

ESSENTIAL WORK TASKS
1. Contract with the East Texas Police Academy to provide training for officer candidates, new jailers, dispatchers, and currently employed peace officers.
2. Contract with highly-qualified, recommended instructors with special expertise from outside our region to provide important specialized and advanced courses that would otherwise be unavailable.
3. Provide scholarships for officers to attend advanced and specialized courses unavailable in the region.

PRIMARY PERFORMANCE MEASURES
1. 95% of new officers trained will pass the state exam on the first attempt.
2. 92% of new jailers trained will pass the state exam on the first attempt.
3. Train at least 75 new peace officers who pass the state exam on the first attempt.
4. Train at least 80 new jailers who pass the state exam.
5. Train at least 20 new public communication operators.
6. Provide in-service training to at least 1200 officers.
7. Provide at least 8,000 hours of instruction.
8. Provide 12 special courses using instructors from outside the region.

SELECT NEW INITIATIVES
N/A

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year-.22
Full-time equivalent, prior year-.25

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits
$ 13,445

TRAVEL
Includes staff and committee travel
20,000

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding
27,000

COMMUNICATION
Includes public information, meetings, and conferences
97

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses
0

CAPITAL EQUIPMENT
Includes purchases over $5,000
0

DIRECT INTERNAL SERVICES
Information Technology
747
Facilities
1,021
Human Resources Cost Pool
416
Innovation & Efficiency Cost Pool
380

SHARED COSTS
3,439

PASS THROUGH EXPENSES
150,000

TOTAL PROGRAM BUDGET
$ 216,545
INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Interoperable Emergency Communications Grant Program (IECGP) provides funding to improve interoperable emergency communications capabilities and supports the implementation of the Statewide Communication Interoperability Plan (SCIP). Funds provided shall be used to provide law enforcement and emergency response communities with enhanced capabilities for detecting, deterring, disrupting, preventing, and responding to potential threats of manmade, natural disasters and acts of terrorism. IECGP funds will help ensure that the goals and initiatives of the SCIP are carried out and that the SCIP is aligned with the National Emergency Communications Plan (NECP).

OBJECTIVES
1. Measure progress toward achieving the National Preparedness Guidelines.
2. Strengthen improvised explosive devise (IED) attack deterrence, prevention and protection capabilities.
3. Strengthen preparedness planning.

ESSENTIAL WORK TASKS
1. Revise the Regional Interoperability Communications Plan (RICP) and submit to DEM on time.
2. Establish Regional Standard Operating Procedures (SOP) and submit to DEM on time.
3. Enter communications assets into CASM by the date established by the SCIP.
4. Identify local communications training needs and estimate the associated costs.

PRIMARY PERFORMANCE MEASURES
1. Submit Regional Interoperability Communications Plan (RICP) to DEM on time.
2. Submit Regional Standard Operating Procedures (SOP) to DEM on time.
3. List local communications training needs and estimated training costs.

SELECT NEW INITIATIVES
This is a new initiative, with specific deliverables as required by the State. Also, the funding source does not allow for administrative costs; therefore, all work must be done via contract.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- N/A
Full-time equivalent, prior year- N/A

2010 EXPENDITURE BUDGET

PERSONNEL $ 0
Includes salaries and fringe benefits

TRAVEL 0
Includes staff and committee travel

PROFESSIONAL SERVICES 97,985
Includes contract services, insurance, and bonding

COMMUNICATION 0
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 0
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 0
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 0
Facilities 0
Human Resources Cost Pool 0
Innovation & Efficiency Cost Pool 0

SHARED COSTS 0

PASS THROUGH EXPENSES 0

TOTAL PROGRAM BUDGET $ 97,985
# CRIMINAL JUSTICE
## WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

#### BACKGROUND AND PROGRAM SUMMARY
The Criminal Justice & Public Safety Division provides training and technical assistance to agencies within the 14-county region in the areas of criminal justice, juvenile justice, and victim services. The Criminal Justice Advisory Committee (CJAC) ranks grant applications within five funding streams administered by the Governor’s Office, Criminal Justice Division (CJD): Victims of Crime Act (VOCA) and STOP Violence Against Women Act (VAWA) for victim services; Juvenile Justice and Delinquency Prevention (JJDP) and Safe and Drug-Free Schools and Communities Act (SDFSCA) for juvenile services; and the State 421 Fund for all other criminal justice purposes, which is primarily used in our region for the Police Training program.

#### OBJECTIVES
1. Ensure that each member jurisdiction has an appropriate Community Plan.
2. Develop and implement new projects and strategies that will improve the administration of justice within the ETCOG region.
3. Improve the quality of Police Training offered.
4. Coordinate and encourage the provision of services to victims, juvenile delinquency prevention, and other criminal justice projects.

#### ESSENTIAL WORK TASKS
1. Provide prompt and courteous technical assistance to all CJD grantees and potential grantees.
2. Conduct annual grant writing workshops.
3. Ensure that the CJAC appropriately prioritizes our CJD grant applications in compliance with applicable Texas Administrative Code (T.A.C.) regulations.
4. Ensure that community planning is done in accordance with CJD specifications.
5. Create and submit a strategic plan required by CJD.
6. Make on-site monitoring visits to any first-year CJD grantees, and others as needed.
7. Attend any required training at CJD’s request.
8. Maintain appropriate accounting records.
9. Submit all required documents and reports on time and error-free.

### 2010 EXPENDITURE BUDGET

#### PERSONNEL
Includes salaries and fringe benefits

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#### PROFESSIONAL SERVICES
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#### COMMUNICATION
Includes public information, meetings, and conferences

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Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

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#### CAPITAL EQUIPMENT
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<td>$1,948</td>
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<tr>
<td>Facilities</td>
<td>$2,662</td>
</tr>
<tr>
<td>Human Resources Cost Pool</td>
<td>$1,084</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency Cost Pool</td>
<td>$991</td>
</tr>
</tbody>
</table>

#### SHARED COSTS

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHARED COSTS</strong></td>
<td>$9,174</td>
</tr>
</tbody>
</table>

#### PASS THROUGH EXPENSES

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASS THROUGH EXPENSES</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

#### TOTAL PROGRAM BUDGET

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PROGRAM BUDGET</strong></td>
<td>$55,058</td>
</tr>
</tbody>
</table>

CRIMINAL JUSTICE
WORK PROGRAM AND EXPENDITURE BUDGET

PRIMARY PERFORMANCE MEASURES
1. Notify 650 current and potential grantees of CJD funding opportunities.
2. Hold at least 4 CJAC meetings.
3. Provide technical assistance as needed, approximately 900 times per year.
4. Make 10 on-site visits to grantees.
5. Attend and/or facilitate at least four Community Planning meetings.
6. Accept at least 2 new Community Plans.

SELECT NEW INITIATIVES
Administer Regional JAG grant program, including on-site visits as needed.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .67
Full-time equivalent, prior year- .60
REGIONAL JUVENILE DETENTION
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
ETCOG’s rural counties are unable to house juvenile offenders in-county & must contract for beds elsewhere. This project assists those counties whose need for juvenile detention services exceeds available local funds, assuring East Texas juveniles of safe and appropriate housing and needed services such as tutoring, counseling, or GED classes while detained within the ETCOG region.

OBJECTIVES
Provide funding needed by rural ETCOG counties, for safe and appropriate detention of juveniles who must be removed from home due to delinquent behavior and inadequate parental supervision.

ESSENTIAL WORK TASKS
1. Allocate funding based on county’s juvenile population.
2. Notify counties of allocations, grant rules, and timelines.
4. Approve appropriate invoices for payment.
5. Ensure that any unused funds are de-obligated and reallocated prior to July 31.
6. Ensure that all requests for reimbursement are submitted promptly, and that all required reports are properly completed and submitted on time.

PRIMARY PERFORMANCE MEASURES
1. Number of juveniles housed outside their home county.
2. Provide at least 300 days of safe and appropriate detention services to these juveniles.

SELECT NEW INITIATIVES
Administration of Regional Justice Assistance Grants program.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .11
Full-time equivalent, prior year- .10

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits
$ 5,570

TRAVEL
Includes staff and committee travel
0

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding
0

COMMUNICATION
Includes public information, meetings, and conferences
54

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses
0

CAPITAL EQUIPMENT
Includes purchases over $5,000
0

DIRECT INTERNAL SERVICES
Information Technology
Facilities
Human Resource Cost Pool
Innovation & Efficiency Cost Pool
305
417
170
155

SHARED COSTS
1,424

PASS THROUGH EXPENSES
36,000

TOTAL PROGRAM BUDGET
$ 44,095
JUSTICE ASSISTANCE GRANT (JAG)
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Criminal Justice & Public Safety Division provides training and technical assistance specific to the Justice Assistance Grant program, to the eligible agencies within our 14-county region. The Criminal Justice Advisory Committee ranks all eligible JAG grant applications. This is a new program which began in April, 2009, and is scheduled to end in April, 2010.

OBJECTIVES
1. Ensure that each eligible jurisdiction has the opportunity to attend a grant workshop.
2. Provide technical assistance to applicants and grantees, as needed.
3. Ensure that the CJAC ranks all eligible applications in accordance with all applicable regulations.
4. Encourage the development of projects that will reduce crime and improve the administration of justice within the ETCOG region.

ESSENTIAL WORK TASKS
1. Provide prompt and courteous technical assistance to all JAG grantees and potential grantees in our region.
2. Conduct grant writing workshops specific to JAG program.
3. Ensure that the CJAC appropriately prioritizes our JAG grant applications in compliance with all applicable regulations.
4. Make on-site monitoring visits as needed.
5. Attend any required training at CJD’s request.
7. Submit all required documents and reports on time and error-free.

PRIMARY PERFORMANCE MEASURES
1. Notify 36 potential grantees of JAG funding opportunity.
2. Hold at least 4 specific JAG grant workshops.
3. Hold one specific CJAC meeting to rank JAG applications.
4. Provide technical assistance to applicants and grantees, as needed.
5. Make on-site visits to each new JAG grantee.
6. Submit required reports to CJD on time and error-free.

SELECT NEW INITIATIVES
The JAG program is a new initiative.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year-.35
Full-time equivalent, prior year- 0

2010 EXPENDITURE BUDGET

PERSONNEL $ 20,429
Includes salaries and fringe benefits

TRAVEL 300
Includes staff and committee travel

PROFESSIONAL SERVICES 0
Includes contract services, insurance, and bonding

COMMUNICATION 500
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 579
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 0
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 1,118
Facilities 1,527
Human Resources Cost Pool 622
Innovation & Efficiency Cost Pool 569

SHARED COSTS 5,224

PASS THROUGH EXPENSES 0

TOTAL PROGRAM BUDGET $ 30,867
Transportation Division
TRANSPORTATION DIVISION
REVENUE/ EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Total $5,763,656
TRANSPORTATION DIVISION
EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

Personnel $1,231,541 21%
Travel $13,601 1%
Professional $903,423 16%
Communication $33,294 1%
Capital Equip. $2,218,000 38%
Direct Internal $132,519 2%
Greyhound Pass-through $183,490 3%
Shared Costs $314,906 5%
Other Direct Program $732,882 13%

Total $5,763,656
TRANSPORTATION DIVISION
OVERALL PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Federal Transit Administration’s Non-Urbanized Transportation program provides the framework for public transportation programs in rural areas. This program is state and federally funded through TXDOT and the ETCOG Aging Department. ETCOG has been providing rural public transportation since 1990. ETCOG’s service was provided through a subcontract until September 2007, when ETCOG brought transportation operations in-house. Although historically the transportation program’s primary customers have been elderly, persons with disabilities, and low-income residents, increases in gasoline prices and the ailing economy have expanded ridership beyond the traditional rural customer base. Since assuming direct operation of transit services in September 2007, ETCOG’s ridership for the September through June period has grown from 56,997 passenger trips in 2007 to 86,711 passenger trips in 2009—an increase of over 52%.

While ETCOG’s transportation focus has been providing rural public transportation, ETCOG is working to establish a Rural Transportation Planning Organization (RTPO). The RTPO will coordinate all multimodal transportation planning for our fourteen county region. Through the RTPO, our region will speak with one voice to improve planning, project prioritization, consensus building, and funding for transportation projects.

OBJECTIVES
1. Utilize funds strategically to increase public transportation services throughout the region.
2. Working with the East Texas Regional Transportation Coordination Steering Committee, meet with stakeholders and potential customers to facilitate coordination of public transit services.
3. Explore partnerships for seamless travel among intercity bus, Amtrak, local bus systems, and other providers in both the public and private sectors.
4. Establish a RTPO governed by a policy body representing the entire region.

ESSENTIAL WORK TASKS
1. Increase efficiency and effectiveness of transit operations through better utilization of technology, equipment, and people.
2. Work with public and private transportation providers to identify unmet needs and share ETCOG’s investment in IT technology with partners to meet those needs.

2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>$1,231,541</td>
</tr>
<tr>
<td>Includes salaries and fringe benefits</td>
<td></td>
</tr>
<tr>
<td>TRAVEL</td>
<td>13,601</td>
</tr>
<tr>
<td>Includes staff and committee travel</td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>903,423</td>
</tr>
<tr>
<td>Includes contract services, insurance, and bonding</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>33,294</td>
</tr>
<tr>
<td>Includes public information, meetings, and conferences</td>
<td></td>
</tr>
<tr>
<td>OTHER DIRECT PROGRAM EXPENSES</td>
<td>732,882</td>
</tr>
<tr>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
<td></td>
</tr>
<tr>
<td>CAPITAL EQUIPMENT</td>
<td>2,218,000</td>
</tr>
<tr>
<td>Includes purchases over $5,000</td>
<td></td>
</tr>
<tr>
<td>DIRECT INTERNAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>37,564</td>
</tr>
<tr>
<td>Facilities</td>
<td>29,101</td>
</tr>
<tr>
<td>Human Resource</td>
<td>34,398</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency</td>
<td>31,457</td>
</tr>
<tr>
<td>SHARED COSTS</td>
<td>314,905</td>
</tr>
<tr>
<td>PASS THROUGH EXPENSES</td>
<td>183,490</td>
</tr>
<tr>
<td>TOTAL PROGRAM BUDGET</td>
<td>$5,763,656</td>
</tr>
</tbody>
</table>
TRANSPORTATION DIVISION
OVERALL PROGRAM AND EXPENDITURE BUDGET

3. Adapt ETCOG’s GIS technology to benefit the region.
4. Develop partnerships among intercity operators—Greyhound and Kerrville Bus Lines, Amtrak—and local operators—Tyler Transit, Longview Transit, ETCOG’s rural transit, and other providers to offer seamless integrated public transportation services to the region.
5. Work with interested cities to develop flex/deviated route services.

PRIMARY PERFORMANCE MEASURES
1. Reduce the non-revenue miles and hours by 20%.
2. Increase passengers “Per Revenue Mile” to an average of .12 or greater.
3. Increase transit ridership throughout the region by 10%.
4. Reduce cost per passenger to $25.00 or less.
5. Implement a rideshare/carpool program for the entire service area.

SELECT NEW INITIATIVES
1. Expand the benefits of the Job Access and Reverse Commute, and New Freedom Transportation Programs.
2. Benchmark transit operations to align with best practice standards.
3. Establish a preventive maintenance program for all vehicles.
4. Create a Rural Transportation Planning Organization within ETCOG.
5. Make GIS capabilities available to all ETCOG divisions and member organizations.
6. Brand ETCOG’s public transportation services to provide a positive identity.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year 33.30
Full-time equivalent, prior year 22.34

Continued
2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Federal Transit Administration’s Non-Urbanized Transportation program provides the framework for public transportation programs in rural areas. This program is state and federally funded through TXDOT and the ETCOG Aging Department. ETCOG has been providing rural public transportation since 1990. ETCOG’s service was provided through a subcontract until September 2007, when ETCOG brought transportation operations in-house. Although historically the transportation program’s primary customers have been elderly, persons with disabilities, and low-income residents, increases in gasoline prices and the ailing economy have expanded ridership beyond the traditional rural customer base.

OBJECTIVES
1. Utilize funds strategically to increase public transportation services throughout the region.
2. Working with the East Texas Regional Transportation Coordination Steering Committee, meet with stakeholders and potential customers to facilitate coordination of public transit services.
3. Explore partnerships for seamless travel among intercity bus, Amtrak, local bus systems, and other providers in both the public and private sectors.
4. Establish a RTPO governed by a policy body representing the entire region.

ESSENTIAL WORK TASKS
1. Increase efficiency and effectiveness of transit operations through better utilization of technology, equipment, and people.
2. Work with public and private transportation providers to identify unmet needs.
3. Work with interested cities to develop flex/deviated route services.

PRIMARY PERFORMANCE MEASURES
1. Reduce the non-revenue miles and hours by 20%.
2. Increase passengers "Per Revenue Mile" to an average of .12 or better
3. Increase transit ridership throughout the region by 10%.
4. Reduce cost per passenger to $25.00 or less.
5. Implement a rideshare/carpool program for the entire service area.

2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>$ 1,231,541</td>
</tr>
<tr>
<td>Includes salaries and fringe benefits</td>
<td></td>
</tr>
<tr>
<td>TRAVEL</td>
<td>13,601</td>
</tr>
<tr>
<td>Includes staff and committee travel</td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>886,423</td>
</tr>
<tr>
<td>Includes contract services, insurance, and bonding</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>33,294</td>
</tr>
<tr>
<td>Includes public information, meetings, and conferences</td>
<td></td>
</tr>
<tr>
<td>OTHER DIRECT PROGRAM EXPENSES</td>
<td>728,382</td>
</tr>
<tr>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
<td></td>
</tr>
<tr>
<td>CAPITAL EQUIPMENT</td>
<td>4,000</td>
</tr>
<tr>
<td>Includes purchases over $5,000</td>
<td></td>
</tr>
<tr>
<td>DIRECT INTERNAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>37,564</td>
</tr>
<tr>
<td>Facilities</td>
<td>29,101</td>
</tr>
<tr>
<td>Human Resource</td>
<td>34,398</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency</td>
<td>31,457</td>
</tr>
<tr>
<td>SHARED COSTS</td>
<td>314,905</td>
</tr>
<tr>
<td>PASS THROUGH EXPENSES</td>
<td>87,054</td>
</tr>
<tr>
<td>TOTAL PROGRAM BUDGET</td>
<td>$ 3,431,720</td>
</tr>
</tbody>
</table>
RURAL TRANSPORTATION
WORK PROGRAM AND EXPENDITURE BUDGET

SELECT NEW INITIATIVES
1. Expand the benefits of the Job Access and Reverse Commute Transit Programs.
2. Establish a preventive maintenance program for all vehicles.
3. Create a Rural Transportation Planning Organization within ETCOG.
4. Benchmark transit operations to align with best practice standards.
5. Brand ETCOG’s public transportation services to provide a positive identity.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year 33.30
Full-time equivalent, prior year 22.34
AMERICAN RECOVERY & REINVESTMENT ACT
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The American Recovery & Reinvestment Act (ARRA) has already provided $1,320,000.00 in Operations Capital for new vehicles. Presently, seventeen new revenue vehicles are on order. The remaining funds will be used to purchase additional vehicles by January 2010. An additional ARRA Operations Capital request totaling $668,000.00 is presently pending. Of that amount, $396,000.00 will be used to build a secured parking lot at the Kilgore office, $272,000.00 to paint and brand the transportation vehicles.

Also pending is an ARRA Administrative Capital grant for the following funds: new computers and monitors for office staff $20,000.00, renovate, furnish and equip the Kilgore building to accommodate the transportation staff $206,000.00.

OBJECTIVES
1. Lower the average age of our fleet.
2. Improve fleet reliability.
3. Relocate ETCOG staff to Kilgore headquarters.
4. Provide secure parking for ETCOG vehicles.
5. Establish a common brand and identity.
6. Provide better service to customers.

ESSENTIAL WORK TASKS
1. Monitoring performance and program compliance.
2. Report on use and benefits of the funding.

PRIMARY PERFORMANCE MEASURES
1. Younger fleet.
2. Improved identity in the region.
3. Increased ridership.

SELECT NEW INITIATIVES
1. Transportation located in ETCOG headquarters to benefit from synergies with other divisions.
2. Secured central parking for ETCOG vehicles.
3. Expand service as size of fleet grows.

HUMAN RESOURCE REQUIREMENT
Part-time equivalent, prior year N/A
Full-time equivalent, current year N/A

2010 EXPENDITURE BUDGET

PERSONNEL $ -0-
Includes salaries and fringe benefits

TRAVEL -0-
Includes staff and committee travel

PROFESSIONAL SERVICES -0-
Includes contract services, insurance, and bonding

COMMUNICATION -0-
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES -0-
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT 2,214,000
Includes purchases over $5,000

DIRECT INTERNAL SERVICES -0-
Information Technology Facilities

SHARED COSTS -0-

PASS THROUGH EXPENSES -0-

TOTAL PROGRAM BUDGET $2,214,000
GREYHOUND
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Greyhound is a program within the Transportation Division that was initiated in 2006 in the Marshall area. This program is a partnership between ETCOG and Greyhound Bus Lines to assist the elderly, persons with disabilities, and low-income residents of the Marshall area with their transportation needs.

Three local flex bus routes began serving Marshall in early 2009. The three flex bus routes meet at the Marshall Greyhound station at the same time to provide a convenient transfer point for passengers.

OBJECTIVES
To use funds strategically to increase services and ridership in the community.

ESSENTIAL WORK TASKS
Instill Greyhound Marshall as the transfer location among ground transportation providers. An ETCOG Local bus route connects the Greyhound and Amtrak stations.

PRIMARY PERFORMANCE MEASURES
Major reduction in non-revenue miles.

SELECT NEW INITIATIVES
Promote connections with intercity bus operators to provide seamless customer service.

2010 EXPENDITURE BUDGET

PERSONNEL
Includes salaries and fringe benefits $ -0-

TRAVEL
Includes staff and committee travel -0-

PROFESSIONAL SERVICES
Includes contract services, insurance, and bonding 17,000

COMMUNICATION
Includes public information, meetings, and conferences -0-

OTHER DIRECT PROGRAM EXPENSES
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses 4,500

CAPITAL EQUIPMENT
Includes purchases over $5,000 -0-

DIRECT INTERNAL SERVICES
Information Technology -0-
Facilities -0-
Human Resource Cost Pool -0-
Innovation & Efficiency Cost Pool -0-

SHARED COSTS
-0-

PASS THROUGH EXPENSES
96,436

TOTAL PROGRAM BUDGET
$ 117,936
Public Information & Regional Services Division
PUBLIC INFORMATION & REGIONAL SERVICES
REVENUES/ EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2010

State Planning 71,052 4%
TCDP 14,538 1%
Solid Waste 374,070 19%
Air Quality - Clean Cities 940,592 49%
TDHCA 367,379 19%
EDA 83,333 4%
ETRDC 42,936 2%
CLP 40,888 2%

Total $1,934,788
PUBLIC INFORMATION & REGIONAL SERVICES
EXPENDITURES BY CATEGORY
FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>315,853</td>
<td>16%</td>
</tr>
<tr>
<td>Travel</td>
<td>31,895</td>
<td>2%</td>
</tr>
<tr>
<td>Professional</td>
<td>77,147</td>
<td>4%</td>
</tr>
<tr>
<td>Communication</td>
<td>67,509</td>
<td>3%</td>
</tr>
<tr>
<td>Other</td>
<td>17,064</td>
<td>1%</td>
</tr>
<tr>
<td>Equip</td>
<td>1,860</td>
<td></td>
</tr>
<tr>
<td>Direct Internal</td>
<td>72,779</td>
<td>4%</td>
</tr>
<tr>
<td>Shared Costs</td>
<td>80,764</td>
<td>4%</td>
</tr>
<tr>
<td>Pass-through</td>
<td>1,269,917</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,934,788</td>
<td></td>
</tr>
</tbody>
</table>
# Public Information & Regional Services Division
## Overall Program and Expenditure Budget

<table>
<thead>
<tr>
<th><strong>2010 Work Program</strong></th>
<th><strong>2010 Expenditure Budget</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background and Program Summary</strong></td>
<td><strong>Personnel</strong> $315,853</td>
</tr>
<tr>
<td>The Public Information and Regional Services Division consists of nine different programs with six different federal and state agencies providing funding. Such diversity allows the PIRS greater ability to assist the residents of East Texas with a variety of services and program.</td>
<td>Includes salaries and fringe benefits</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td><strong>Travel</strong> $31,895</td>
</tr>
<tr>
<td>To provide services to East Texas in the areas of Economic and Community Development, Business Loan Services, Environmental Services, and Housing.</td>
<td>Includes staff and committee travel</td>
</tr>
<tr>
<td><strong>Essential Work Tasks</strong></td>
<td><strong>Professional Services</strong> $77,147</td>
</tr>
<tr>
<td>1. Continue to expand programs for housing discrimination, affordable housing, and renters and mortgage relief.</td>
<td>Includes contract services, insurance, and bonding</td>
</tr>
<tr>
<td>2. Assist eligible locations with the collection and analysis of necessary data in order to assist in their access of Texas Community Development Program (TCDP) funds.</td>
<td><strong>Communication</strong> $67,509</td>
</tr>
<tr>
<td>3. Coordinate the FY 2010 Municipal Solid Waste Grants Request for Proposals (RFP) process.</td>
<td>Includes public information, meetings, and conferences</td>
</tr>
<tr>
<td>4. Assist local governments and EDCs with development of EDA Grant Projects.</td>
<td><strong>Other Direct Program Expenses</strong> $18,925</td>
</tr>
<tr>
<td>5. Perform ozone modeling for Northeast Texas.</td>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
</tr>
<tr>
<td>6. Perform enhanced ambient monitoring.</td>
<td><strong>Capital Equipment</strong> $0</td>
</tr>
<tr>
<td>7. Market loan programs to area lenders and small businesses.</td>
<td>Includes purchases over $5,000</td>
</tr>
<tr>
<td>8. Provide administrative and fiscal support for ETRDC Board of Directors.</td>
<td><strong>Direct Internal Services</strong></td>
</tr>
<tr>
<td>9. Assist local entities with applications for grants outside of ETCOG’s main grant programs.</td>
<td>Information Technology $20,034</td>
</tr>
<tr>
<td>10. Continue to update internet and intranet sites to disseminate information to region.</td>
<td>Facilities $34,621</td>
</tr>
<tr>
<td><strong>Primary Performance Measures</strong></td>
<td>Human Resource Cost Pool $9,467</td>
</tr>
<tr>
<td>1. Assist 150 homeowners with repairs or other construction.</td>
<td>Innovation &amp; Efficiency Cost Pool $8,657</td>
</tr>
<tr>
<td>2. Publish four quarterly newsletters and develop an email database for blast communications.</td>
<td><strong>Shared Costs</strong> $80,764</td>
</tr>
<tr>
<td>3. Final approval of the FY 2009 East Texas Litter Abatement Public Education Campaign COG Managed Project.</td>
<td><strong>Pass Through Expenses</strong> $1,269,917</td>
</tr>
<tr>
<td>4. Complete and submit of one EDA grant application for for local projects.</td>
<td><strong>Total Program Budget</strong> $1,934,788</td>
</tr>
<tr>
<td>5. Conduct the annual Ozone Season Awareness event.</td>
<td></td>
</tr>
</tbody>
</table>
SELECT NEW INITIATIVES
1. Work in conjunction with the Housing Coordinator to establish affordable housing programs.
2. Increase monitoring and oversight of grants.
3. Establish grant writing assistance program for public entities and non-profit groups.
4. Work with NETAC to assess ways of reducing ozone
5. Develop E-News program
6. Revise Comprehensive Economic Development Strategy to include regional marketing for business recruitment.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 5.13
Full-time equivalent, prior year- 4.84
AIR QUALITY/CLEAN CITIES
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Under the technical supervision of the Northeast Texas Air Care (NETAC) Group, ETCOG funded a number of projects that have helped to reduce ground level ozone in East Texas. Nevertheless, the region must remain committed to maintaining air quality improvements and meeting its obligations under the Clean Air Act. Ozone monitoring data for the region has shown 8-hour ozone readings that approach and sometimes exceed EPA designated standards. However, cumulative data shows a downward trend in overall ozone readings for the region. In March, 2008, the EPA promulgated a new, more stringent 8-hour ozone standard of 75 ppb currently being implemented. Northeast Texas is at a crossroads with the end of the Early Action Compact and a new designation of attainment status slated for 2010 based on the new standard. Northeast Texas is committed to continuing its progress in decreasing ozone levels in order to attain the new 2008 Ozone Standard while maintaining the economic vitality of the regional area.

OBJECTIVES
1. Provide educational and technical workshops to industries, committees, and local governments.
2. Perform enhanced ambient monitoring.
3. Refine emission inventories for Northeast Texas.
4. Perform ozone modeling for Northeast Texas.
5. The Clean Cities Program will continue to work in conjunction with the Air Quality Program to promote alternative fuels that will assist in the reduction of ozone creating particles thereby improving air quality in East Texas.
6. Complete and submit all required reports to (TCEQ) Texas Commission for Environmental Quality in a timely manner.
7. Provide staff support to East Texas Clean Cities Coalition.
8. Conduct research and evaluate the cost/benefit of alternative/clean fuels and other emerging vehicle technologies to help create jobs for East Texas.

ESSENTIAL WORK TASKS
1. Provide staff support to NETAC Organization.
2. Provide Alternative Fuels Data Center / National Renewable Energy Laboratory (AFDC/NREL) updates on Alternative Fuel Vehicle refueling site openings, closings, and status changes (public vs. private, hours, etc) on an on-going basis.
3. Respond to period data requests from the Department Of Energy for regional market assessment information (alt fuel use & pricing, local consumer trends, etc).

2010 EXPENDITURE BUDGET

PERSONNEL $103,077
Includes salaries and fringe benefits

TRAVEL 7,727
Includes staff and committee travel

PROFESSIONAL SERVICES 38,432
Includes contract services, insurance, and bonding

COMMUNICATION 5,1650
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 4,774
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT -0-
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 6,542
Facilities 11,305
Human Resource Cost Pool 3,091
Innovation & Efficiency Cost Pool 2,827

SHARED COSTS 26,357

PASS THROUGH EXPENSES 684,808

TOTAL PROGRAM BUDGET $ 940,590
AIR QUALITY/CLEAN CITIES
WORK PROGRAM AND EXPENDITURE BUDGET

4. Apprise the Regional Department of Energy Packaging Management Council (DOE PMC) Manager and Coordinator Council members of issues, developments, success stories, etc. via monthly regional conference calls, webcasts, emails, etc.

PRIMARY PERFORMANCE MEASURES
1. Complete the 2009 Clean Cities Annual Survey.
2. Organize / host stakeholder meetings, workshops, and events. Prepare meeting agendas, minutes, packets for members, and requesting speakers.
3. Prepare biannual invoice report to the DOE subcontractor RDS.
4. Conduct the annual Ozone Season Awareness Event.
5. Prepare and submit monthly progress reports to the TCEQ.
6. Conduct Annual Public Education and Media Outreach campaign for air quality efforts.
9. Update emission inventory data; for use in ozone modeling and emission inventory documentation.
10. Update regional Ozone Model.

SELECT NEW INITIATIVES
Continue to work with NETAC to assess ways of reducing ozone pollution below the new 2008 Ozone Standard established by the EPA at 75 ppb.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 1.54
Full-time equivalent, prior year- 1.33
# SOLID WASTE
## WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
In accordance with Section 361.014 of the Texas Health and Safety Code, grants are awarded to regional and local governments for municipal solid waste (MSW) management projects through the state's Regional Solid Waste Grants Program. The Texas Commission on Environmental Quality (TCEQ) is directed by the Legislature to dedicate one-half of the revenue generated by state fees on MSW disposed of at landfills to grants for regional and local MSW projects.

**OBJECTIVES**
To provide resources necessary to carry out a variety of TCEQ-funded solid waste reduction and management programs and projects under contracts with local entities.

**ESSENTIAL WORK TASKS**
1. Provide staff support to the Solid Waste Advisory Committee (SWAC).
2. Coordinate the FY 2010 Municipal Solid Waste Grants Request For Proposals (RFPs) process.
3. Assist applicants with the FY 2010 solid waste program grant application.
4. Coordinate the public education programs for the East Texas Anti-Dumping Campaign and the 1-800-A-Dumper hotline.
5. Provide educational and technical workshops to committees, local governments, and industries.
6. Complete the development of the FY 2010-2011 Regional Solid Waste Grant application.
7. Facilitate the development of the FY 2010-2011 Regional Solid Waste Grants Program Funding Plan.
8. Complete and submit all required reports to the TCEQ in a timely manner.
9. Conduct training activities with local agencies in the region.
10. Monitor and provide oversight of grants to ensure compliance with established rules and regulations.
11. Attend environmental conferences for solid waste and air quality.
12. Coordinate and staff SWAC meetings by preparing agenda and distributing meeting packets.

### 2010 EXPENDITURE BUDGET

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<thead>
<tr>
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<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>Includes purchases over $5,000</td>
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<td><strong>TOTAL PROGRAM BUDGET</strong></td>
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</table>


SOLID WASTE
WORK PROGRAM AND EXPENDITURE BUDGET

PRIMARY PERFORMANCE MEASURES
2. Conduct pre-application workshop for grant applicants.
3. Obtain final approval of the FY 2010 East Texas Litter Abatement Public Education Campaign COG Managed Project.
4. Increase training activities by 25%.
5. Achieve 100% monitoring and grant oversight for approved grants.
7. Receive approval of Executive Committee and the TCEQ of SWAC scoring recommendations.
8. Execute FY 2010 Solid Waste Grant Contracts.
9. Submit the Semi-Annual Report (SAR) to the TCEQ.
10. Submit Follow-Up Results Report for FY 2008-2009 to the TCEQ.
11. Obtain final Approval of the FY 2010-2011 Regional Solid Waste Application.

SELECT NEW INITIATIVES
1. Continue to implement web distribution of grant applications to reduce paper consumption and postage costs.
2. Work with Gleinser Computer Services (GCS) to consider web submission of grant applications.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .98
Full-time equivalent, prior year- 1.23
ECONOMIC DEVELOPMENT ADMINISTRATION
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Economic Development Administration (EDA) was established under the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3121), as amended, to generate jobs, help retain existing jobs, and stimulate industrial and commercial growth in economically distressed areas of the United States. EDA assistance is available to rural and urban areas of the Nation experiencing high unemployment, low income, or other severe economic distress.

In fulfilling its mission, EDA is guided by the basic principle that distressed communities must be empowered to develop and implement their own economic development and revitalization strategies. Based on locally and regionally developed priorities, EDA works in partnership with state and local governments, regional economic development districts, public and private nonprofit organizations, and Indian tribes. EDA helps distressed communities address problems associated with long-term economic issues, as well as sudden and severe economic dislocations including recovering from the economic impacts of natural disasters, the closure of military installations and other Federal facilities, changing trade patterns, and the depletion of natural resources.

The East Texas Economic Development District was formed in 1993 of the seven counties that were not included in the Northeast Texas Economic Development District (NETEDD). In 2005, Wood County was added increasing the District to eight counties. The goal of the ETEDD is to promote economic development throughout the district and to assist cities with applying for EDA funding and to seek additional sources of funding for various projects not eligible under EDA guidelines.

OBJECTIVES
To plan and implement local and regional economic development projects and programs designed to create or retain jobs in the East Texas Economic Development District.

2010 EXPENDITURE BUDGET

PERSONNEL $48,711
Includes salaries and fringe benefits

TRAVEL 7,500
Includes staff and committee travel

PROFESSIONAL SERVICES 50
Includes contract services, insurance, and bonding

COMMUNICATION 339
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 2,941
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT -0-
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 3,121
Facilities 5,393
Human Resource Cost Pool 1,475
Innovation & Efficiency Cost Pool 1,348

SHARED COSTS 12,456

PASS THROUGH EXPENSES -0-

TOTAL PROGRAM BUDGET $83,334
**ECONOMIC DEVELOPMENT ADMINISTRATION**
**WORK PROGRAM AND EXPENDITURE BUDGET**

**ESSENTIAL WORK TASKS**
1. Update and maintain the Comprehensive Economic Development Strategy (CEDS) every 5 years (next update 2010).
3. Compile employment data and funding sources as a result of CEDS work plan.
4. Provide administrative support for the ETEDD Board of Directors.
5. Serve as technical resource for area Economic Development Corporations.
6. Assist local governments and EDCs with development of EDA Grant Projects.
7. Participate in and support Northeast Texas Economic Developer’s Roundtable.
8. Participate in and support regional initiatives dedicated to economic development.
9. Complete and submit grant applications for local projects, and all required reports to EDA including the final EDA and job report.
10. Apply for EDA funding for the new fiscal year.
11. Create plan to market East Texas throughout the nation.
12. Realign ETEDD and ETCOG regions.

**PRIMARY PERFORMANCE MEASURES**
1. Submit updated CEDS work plan in June annually.
2. Conduct a minimum of four ETEDD Board of Directors Meetings.
3. Sponsor or participate in (not just attend) 1 workshop on economic development issues.
4. Complete and submit one EDA grant application for local projects.
5. Participate in NETEDR meetings and industry tours.
6. Provide technical assistance to ten cities within ETEDD.
7. Complete and submit grant applications for local projects as needed.

**SELECT NEW INITIATIVES**
1. Continue to seek approval district alignment of ETEDD and ETCOG regions.
2. Work with Camp and Marion counties to align them with the ETEDD in the future.
3. Revise Comprehensive Economic Development Strategy to include regional marketing for business recruitment.

**HUMAN RESOURCE REQUIREMENT**
Full-time equivalent, current year:- .83
Full-time equivalent, prior year:- .26
STATE PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The State Planning Assistance Grant had long been a funding source for Councils of Government in the State of Texas since the inception of the COGs. In 2005, the program was cut from the Governor’s budget and ETCOG lost an important source of revenue. In 2007, Governor Rick Perry re-established the grant and ETCOG received funding in 2008. As part of this program the Texas Councils of Government in association with Texas Association of Regional Councils decided to utilize the funds in order to maximize the return on investment. In order to maximize the return for East Texas, ETCOG chose to create a housing position that would allow it to leverage additional funding. To date ETCOG has received an additional $1,000,000 for home repairs which can be directly attributed to the $71,000 investment made by the State through the SPAG grant. In FY 2010 it is expected that ETCOG will receive $71,052 with an additional $500,000 leveraged from other resources to be used for home repairs.

OBJECTIVES
To provide assistance to underprivileged homeowners throughout the 14 county ETCOG region. Special focus is given to those aged 60 and over and the disabled by providing home repairs, affordable housing, and homebuyer education.

ESSENTIAL WORK TASKS
1. Reduce the waiting list for assistance.
2. Establish process to immediately prioritize calls for assistance.
3. Seek additional sources of revenue and grant income.
4. Establish programs for affordable housing, housing discrimination, and renters and mortgage relief.
5. Survey Commissioners and Judges to determine additional housing needs.

PRIMARY PERFORMANCE MEASURES
1. Assist 150 homeowners with repairs.
2. Reduce the waiting list by 20%.
3. Achieve one week turnaround for grab bar installation.
4. Achieve two week turnaround for wheel chair ramp installation.
5. Achieve one month turnaround for other Americans with Disabilities Act modifications.
6. Achieve one month turnaround for general home repairs.
7. Achieve three month turnaround for outsourced contractors.

2010 EXPENDITURE BUDGET

PERSONNEL $ 40,192
Includes salaries and fringe benefits

TRAVEL 2,300
Includes staff and committee travel

PROFESSIONAL SERVICES 7,255
Includes contract services, insurance, and bonding

COMMUNICATION 361
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 1,500
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT -0-
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 2,523
Facilities 4,361
Human Resource Cost Pool 1,192
Innovation & Efficiency Cost Pool 1,090

SHARED COSTS 10,277

PASS THROUGH EXPENSES -0-

TOTAL PROGRAM BUDGET $ 71,051
STATE PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET

SELECT NEW INITIATIVES
1. Establish 501c3 organization in order to establish HOME administration program
2. Seek partner to establish Individual Development Account program.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 0.8
Full-time equivalent, prior year- 1.2
# TEXAS COMMUNITY DEVELOPMENT PROGRAM
## WORK PROGRAM AND EXPENDITURE BUDGET

### 2010 WORK PROGRAM

**BACKGROUND AND PROGRAM SUMMARY**
The main objective of The Texas Community Development Program (TCDP) is to provide technical assistance in the area of Community Development and provide staff support to the Regional Review Committee for scoring TCDP Grant applications. TCDP was established to provide funding for infrastructure improvements in rural communities. The program is administered by the Office of Rural Community Affairs (ORCA). ETCOG provides staff support to the East Texas Regional Review Committee (RRC) who makes recommendations to the state regarding which applications should be funded. The RRC members are selected by the Governor’s Office.

In 2007, the US Department of Housing and Urban Development found that the subjective scoring criteria established by ORCA and the Texas RRCs were unacceptable. In 2008, ETCOG staff along with the East Texas RRC revised its scoring criteria to meet the new objective scoring requirements. While no longer scoring specific applications, the RRC still maintains control over the program by establishing the number of points available for each category.

**OBJECTIVES**
To provide staff support to the East Texas Regional Review Committee and to provide technical support to communities and local government officials regarding the TCDP program and affordable housing.

**ESSENTIAL WORK TASKS**
1. Assist eligible localities with the collection and analysis of necessary data in order to assist in their access of Texas Community Development Program funds.
2. Facilitate participation among localities in TCDP meetings and hearings, and provide information on TCDP requirements.
3. Conduct activities to further fair housing within the region.
4. Complete and submit grant applications for local projects as needed and quarterly ORCA reports.

**PRIMARY PERFORMANCE MEASURES**
1. Assist RRC to establish objective scoring criteria for TCDP grant applications.
2. Provide technical assistance to four cities per quarter.
3. Attend at least two rural development workshops.
4. Obtain approval of fair housing proclamation by ETCOG Executive Committee and publication of proclamation in local newspapers as well as ETCOG newsletter.

### 2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Category</th>
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TEXAS COMMUNITY DEVELOPMENT PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET

SELECT NEW INITIATIVES
1. Work in conjunction with the Housing Coordinator to establish affordable housing program.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .16
Full-time equivalent, prior year- .12
ETRDC & CHAPMAN LOAN PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Since 1983, the East Texas Regional Development Company (ETRDC) has provided small businesses in Texas with the financing they needed to expand or even start their business. The East Texas Regional Development Company is a private, non-profit, organization formed for the purpose of assisting small businesses and licensed by the U.S. Small Business Administration (SBA). The ETRDC has helped many Texas business owners achieve long term financing for all of their business needs. The Chapman Loan Program (CLP) is designed to provide long term financing to East Texas Businesses in a 14 county area. Loan proceeds can be used for a variety of purposes including inventory and working capital. Proceeds can also be used to help with equity injections.

OBJECTIVES
To provide staffing and administrative support to the East Texas Regional Development Company (ETRDC) in order to provide small businesses throughout the State of Texas with fixed rate, long term financing, for needs ranging from fixed assets to working capital.

ESSENTIAL WORK TASKS
1. Maintain business plan for the ETRDC.
2. Market loan programs to area lenders and small business.
3. Coordinate efforts with Kilgore College, Northeast Texas Community College, and Angelina College Small Business Development Center’s (SBDC’s) to educate local lenders.
4. Compile and maintain list of area lenders and small businesses for marketing efforts.
5. Provide administrative and fiscal support for ETRDC Board of Directors.
7. Participate actively in the National Association of Development Companies (NADCO) and attend the annual conference.
8. Complete and submit Annual Report to the SBA and Board of Directors.

PRIMARY PERFORMANCE MEASURES
1. Process at least nine SBA 504 loans through SBA approval.
2. Close at least 80% of the loans through SBA approval.
3. Process at least one Chapman Loan Program loan.
4. Close all Chapman loans from the prior year.
5. Conduct a minimum of three lender trainings.
6. Provide technical assistance in the area of Small Business Lending to at least five EDCs.
7. Exhibit booth at the East Texas Economic Development Conference, and the Mid America Lender’s Conference.

2010 EXPENDITURE BUDGET

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<th>Budget</th>
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<td>TOTAL PROGRAM BUDGET</td>
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SELECT NEW INITIATIVES
1. Participate in NAGGL events.
2. Update business and marketing plan for the operation of the company.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year - .41
Full-time equivalent, prior year - .70
TDHCA DISASTER ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Texas Department of Housing and Community Affairs has awarded ETCOG funding for disaster-related home repairs in a nine-county area in ETCOG. This funding includes administrative oversight of the program.

OBJECTIVES
To provide home repair assistance to homeowners in nine of the 14 counties in the ETCOG region declared a disaster county by the Federal Emergency Management Agency (FEMA).

ESSENTIAL WORK TASKS
1. Establish process to score applications for assistance.
2. Contract a program case manager to assist with the disaster home repair initiative.
3. Work with counties and cities to publicize the availability of this funding.

PRIMARY PERFORMANCE MEASURES
1. Assist 60 homeowners with repairs.
2. Achieve quick turnaround once the client list is approved.

SELECT NEW INITIATIVES
This is a one-time program, so by the nature of the grant it is a new initiative.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- .41
Full-time equivalent, prior year- N/A

2010 EXPENDITURE BUDGET

PERSONNEL $20,624
Includes salaries and fringe benefits

TRAVEL 1,800
Includes staff and committee travel

PROFESSIONAL SERVICES 8,215
Includes contract services, insurance, and bonding

COMMUNICATION 200
Includes public information, meetings, and conferences

OTHER DIRECT PROGRAM EXPENSES 700
Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses

CAPITAL EQUIPMENT -0-
Includes purchases over $5,000

DIRECT INTERNAL SERVICES
Information Technology 1,294
Facilities 2,236
Human Resource Cost Pool 611
Innovation & Efficiency Cost Pool 559

SHARED COSTS 5,274

PASS THROUGH EXPENSES 325,867

TOTAL PROGRAM BUDGET $ 367,380
Section IV

Direct Internal Services
EAST TEXAS COUNCIL OF GOVERNMENTS  
DIRECT INTERNAL SERVICES

The East Texas Council of Governments (ETCOG) has developed an internal services allocation plan under the guidelines of OMB A-87, whereby costs of the following services can be charged to the various programs on a reasonable and consistent basis.

Facilities $254,379  
The costs of facilities include the interest and depreciation from the building purchase that ETCOG currently occupies. Other costs include the utilities and maintenance of the ETCOG facilities. These costs are allocated to the specific grants based on cost per square foot and direct charged salaries.

Information Technology $197,000  
The costs included in the Information Technology cost pool include computer support related services, web support services, software upgrades and automation, equipment and depreciation. The method of allocation is based on computers drops per employee.

Human Resources $141,172  
The human resources division administers all ETCOG personnel management policies, procedures and fringe benefits. Costs are allocated based on total gross salaries and leave time for each program and included in the direct internal service line items of each grant.

Innovation & Efficiency $129,100  
The Innovation & Efficiency division administers the procurement of purchases for all ETCOG activities. This Division is working on creating a system for customer relations services provided to ETCOG customers. This will strategically position ETCOG to reduce costs and streamline activities for our region. Costs related to the Innovation & Efficiency division will be allocated to each department based on total gross salaries and leave time for each program.
# EAST TEXAS COUNCIL OF GOVERNMENTS
## SHARED ALLOCATION OF FACILITIES COSTS
### FISCAL YEAR 2009-2010

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<tr>
<th>Department</th>
<th>Direct Occupied Space</th>
<th>Allocated Common Areas</th>
<th>Total Space</th>
<th>Percent of Total Space</th>
<th>Allocation of Space Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Areas</td>
<td></td>
<td></td>
<td>5,713.37</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Halls, Restrooms, Conf. Area, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted Space Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>254,379.00</td>
</tr>
<tr>
<td>Shared Costs</td>
<td>1,972.49</td>
<td>1,313.19</td>
<td>3,285.68</td>
<td>23 %</td>
<td>58,507.17</td>
</tr>
<tr>
<td>(Executive Director, Finance, Personnel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911 Department</td>
<td>1,320.09</td>
<td>878.85</td>
<td>2,198.94</td>
<td>15 %</td>
<td>38,156.85</td>
</tr>
<tr>
<td>CJD, RJD, PT &amp; Homeland Sec.</td>
<td>301.67</td>
<td>200.84</td>
<td>502.51</td>
<td>4 %</td>
<td>10,175.16</td>
</tr>
<tr>
<td>Workforce Programs</td>
<td>2,951.67</td>
<td>1,965.07</td>
<td>4,916.74</td>
<td>34 %</td>
<td>86,488.86</td>
</tr>
<tr>
<td>Transportation</td>
<td>471.58</td>
<td>313.96</td>
<td>785.54</td>
<td>5 %</td>
<td>12,718.95</td>
</tr>
<tr>
<td>Public Info. &amp; Regional Services</td>
<td>980.10</td>
<td>652.50</td>
<td>1,632.60</td>
<td>12 %</td>
<td>30,525.48</td>
</tr>
<tr>
<td>Aging Programs</td>
<td>584.27</td>
<td>388.99</td>
<td>973.24</td>
<td>7 %</td>
<td>17,806.53</td>
</tr>
<tr>
<td>Total Direct Occupied Space</td>
<td><strong>8,581.88</strong></td>
<td><strong>5,713.40</strong></td>
<td><strong>14,295.25</strong></td>
<td><strong>100 %</strong></td>
<td><strong>254,379.00</strong></td>
</tr>
</tbody>
</table>
# EAST TEXAS COUNCIL OF GOVERNMENTS

**INFORMATION TECHNOLOGY EXPENDITURE BUDGET**

## 2010 WORK PROGRAM

### BACKGROUND AND PROGRAM SUMMARY

In 2009 ETCOG became a more efficient and effective organization as result of a procurement for a credentialed Information and Communication Technology (ICT) provider. The provider will work with the Director of Innovation and Efficiency and the Assistant Director of Transportation to ensure the contractor excels in the following areas:

1. Recommendations for hardware specifications, upgrades, maintenance, and network support that ensure the highest state of readiness of the PC based and Local Area Network, achieve the quickest possible return to service of equipment and systems, ensure the best plan for the recovery of data and hardware in the event of disaster, and plan and prepares for the system growth of ETCOG.

2. Continue to upgrade and enhance ETCOG’s technology platform/foundation and daily business use and application. ICT contractor will maintain the Frequently Asked Question page on the ETCOG Intranet and include instructions on common mistakes or existing conflicts within the system that can be easily corrected. The ICT contractor is required to make ETCOG a more efficient and effective organization, the contractor must:

   a. coordinate the use of the existing property, unless an upgrade is needed to enhance the system above the current technology level to maintain a forward movement in technology standards for ETCOG support enhancements to the East Texas region, specifically ETCOG Member Governments.

   b. Address the remaining functions determined by ETCOG needed for ICT improvement. Especially the Remote Access for ETCOG staff to the ETCOG Main Frame.

   c. Support ETCOG staff in the development, procurement, and transition plan to a centralized and secure phone and data system for the East Texas region and research the development and implementation of a document management system.

This year the ICT contractor will perform hardware maintenance and support. At the conclusion of the year ETCOG will determine if the contractor "continues to make ETCOG a more efficient and effective organization."

---

## 2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>Personnel</th>
<th>$ -0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes salaries and fringe benefits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel</th>
<th>-0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes staff and committee travel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>-0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes contract services, insurance, and bonding</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th>-0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes public information, meetings, and conferences</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Direct Program Expenses</th>
<th>-0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes supplies, copier costs, training, membership dues, space costs (storage and remote facilities) repairs, computer repairs, and direct transportation expenses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Equipment</th>
<th>-0-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes purchases over $5,000</td>
<td></td>
</tr>
</tbody>
</table>

### DIRECT INTERNAL SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>197,000</td>
</tr>
<tr>
<td>Facilities</td>
<td>-0-</td>
</tr>
<tr>
<td>Human Resource Cost Pool</td>
<td>-0-</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency Cost Pool</td>
<td>-0-</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM BUDGET** $197,000

### METHOD OF ALLOCATION- COMPUTER DROPS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce</td>
<td>56,763</td>
</tr>
<tr>
<td>911</td>
<td>30,051</td>
</tr>
<tr>
<td>Area Agency on Aging</td>
<td>42,572</td>
</tr>
<tr>
<td>Transportation</td>
<td>37,563</td>
</tr>
<tr>
<td>Regional Services &amp; Public Info</td>
<td>20,034</td>
</tr>
<tr>
<td>Homeland, PT, CJD, RUD</td>
<td>10,017</td>
</tr>
</tbody>
</table>

**TOTAL ALLOCATION** $197,000
OBJECTIVES
To provide hardware and network support, and upgrade the existing technology platform in order to make ETCOG a more efficient and effective organization. This includes an analysis of the feasibility of centralization of all data and phone systems within the administrative responsibility of ETCOG.

E ESSENTIAL WORK TASKS
1. Maintain the operating systems and security software on the networks.
2. Install computer hardware and software, as approved.
3. Develop and implement specific software solutions for ETCOG programs and projects.
4. Develop and implement maintenance schedule for all servers and computers. This plan must include laptops and a timeline for annual completion. This will be utilized as a performance measure to document satisfactory performance under the terms of their contract.
5. Troubleshoot and provide support for servers, personal computers, printers, and laptops.
6. Performance of maintenance and updates as required.

PRIMARY PERFORMANCE MEASURES
1. The cost savings to ETCOG as a result of the upgrading of the technology foundation and automation functions.
2. The time savings to ETCOG employees as a result of the technology foundation and automation functions.

SELECT NEW INITIATIVES
ETCOG will continue to contract for professional management of information and communication technology systems, while at the same time performing an analysis of the feasibility of providing these services in-house though a combined effort of resources in an effort to reduce costs to the region, redistribute saved funds within in East Texas to meet the Strategic goal of ETCOG.

HUMAN RESOURCE REQUIREMENT
N/A
EAST TEXAS COUNCIL OF GOVERNMENTS
INNOVATION & EFFICIENCY WORK PROGRAM BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Innovation and Efficiency is responsible for providing internal efficiencies, customer relations, and purchasing and procurement services to internal customers. In addition, it provides identified and/or requested services to external customers (potential dues paying members, employers, economic development, foundations, for-profits) of the East Texas Council of Governments.

OBJECTIVES
1. Review internal processes and procedures for efficiencies by working with all programs and divisions to maximize the integration of available funding and services within East Texas.
2. Develop an active listening program to ensure effective communication with customers (internal and external) and to create the ability of staff to develop proactive solutions for customers. Coordinate efforts for efficiently outreaching customers. Work as a broker to build a comprehensive relationship and partnership effort throughout East Texas to maximize services provided by all partnering entities.
3. Review and enhance internal purchasing procedures to maximize efficiencies, eliminate redundancies, and create a process which can be marketed as a product to local entities. Offer purchasing services to external customers.
4. Establish, implement, and enforce a plan and the processes for effective facilities management.

ESSENTIAL WORK TASKS
1. Collect, analyze, and interpret data necessary for the development of a process to assist and ensure integration of programs and funds administered by the East Texas Council of Governments to maximize use of dollars and enhance services provided.
2. Facilitate the collection of data and establish efficiency benchmarks for ETCOG.
3. Identify existing resources for and establish Purchasing Cooperative Manager position.
4. Develop mechanism to ensure customer satisfaction by provision of consistent and timely information concerning available programs in East Texas.
5. Maintain customer relations with State and Federal agency officials and current knowledge of their program requirements.
6. Review and redesign internal processes for efficiencies and cost savings.

2010 EXPENDITURE BUDGET

PERSONNEL
Salaries $ 74,249
Hospitalization 10,125
Pension 8,796
Disability Insurance 432
Life Insurance 163
Brinson Benefits 839
Workers Compensation 467
Medicare & Unemployment Taxes 1,130
TOTAL SALARIES & BENEFITS $ 96,201

OTHER INNOVATION & EFFICIENCY EXPENSES
Staff Travel $ 4,700
Meetings & Conferences 100
Registration & Training 900
Computer Maint. & Software 500
Office Supplies 100
Capital Equipment 2,000
Shared Costs 24,599
TOTAL OTHER I&E EXPENSES $ 32,899

GRAND TOTAL I&E EXPENSES $ 129,100

BASIS FOR ALLOCATION
Total Gross Salaries & Leave Time 3,540,696

CALCULATION OF I&E RATE
Total Innovation & Efficiency Expenses 129,100
Total Gross Salaries & Leave Time 3,540,696

INNOVATION & EFFICIENCY RATE 3.646%
PRIMARY PERFORMANCE MEASURES
Efficiencies and cost savings through internal processes.

SELECT NEW INITIATIVES
1. Establish a Purchasing Cooperative Manager position.
2. Research efficiency and savings created by establishing a Facilities Manager position.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year - 1.50
Full-time equivalent, prior year - 1.00
EAST TEXAS COUNCIL OF GOVERNMENTS
HUMAN RESOURCES MANAGEMENT EXPENDITURE BUDGET

2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
The Human Resource Department was established to provide a centralized and uniform process for attracting and retaining quality high caliber employees for the programs governed by ETCOG. The responsibilities include identifying and responding to the changing needs of employees and to ensure a continued customer service based working environment.

OBJECTIVES
To provide a full range of Human Resource management skills necessary to administer ETCOG policies, procedures, employee benefits, and to maintain a positive and productive working atmosphere for all employees.

ESSENTIAL WORK TASKS
1. Maintain and administer ETCOG personnel polices and procedures.
2. Maintain ETCOG personnel records and files.
3. Administer ETCOG employee benefit plan programs.
4. Review employee timesheets for accuracy.
5. Identify new policies, procedures, and benefits to promote growth of professionalism in the organization and increase retention.
6. Assure ETCOG compliance with State and Federal regulations.
7. Coordinate recruitment efforts for all employment vacancies.
8. Maintain payroll system.

PRIMARY PERFORMANCE MEASURES
1. Increase retention rate of current employees to 95%.
2. Fill vacancies within 30 days of notice.

SELECT NEW INITIATIVES
1. Work with Brinson Benefits to research and develop a vacation and sick leave policy that rewards tenure and is a combined benefit to both the employee and ETCOG.
2. Develop a new employee evaluation program.
3. Create an Employee Wellness Program with guidance provided by Brinson Benefits.
4. Initiate various training opportunities for employees.
5. Research and implement best practice driven employee evaluation system.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent, current year- 1.75
Full-time equivalent, prior year- 1.75

2010 EXPENDITURE BUDGET

PERSONNEL
Salaries $82,972
Hospitalization 11,813
Pension 8,435
Disability Insurance 484
Life Insurance 182
Brinson Benefits 938
Workers Compensation 377
Medicare & Unemployment Taxes 1,268
TOTAL SALARIES & BENEFITS $106,469

OTHER HR EXPENSES
Staff Travel $2,000
Meetings & Conferences 500
Registration & Training 479
Computer Maint. & Software 600
Office Supplies 300
Membership Dues 600
Capital Equipment 3,000
Shared Costs 27,224
TOTAL OTHER HR EXPENSES $34,703

GRAND TOTAL HR EXPENSES $141,172

BASIS FOR ALLOCATION
Total Gross Salaries & Leave Time 3,540,696

CALCULATION OF HR RATE
Total HR Expenses 141,172
Total Gross Salaries & Leave Time 3,540,696

HUMAN RESOURCE RATE 3.987%
Section V

Shared Costs
A cost may not be allocated to a Federal or State Award as a shared cost if any other cost incurred for the same purpose, in like circumstances has been assigned to a Federal or State Award as a direct cost. Generally, shared costs benefit all programs while direct costs benefit programs specifically. OMB A-87 allows for the charging of shared costs not readily assignable to the cost objective specifically benefited without effort disproportionate to the results achieved. The following examples of costs are not all inclusive but represent the methodology and requirements of OMB A-87.

**Salaries** charged to the shared cost category are for personnel whose activities generally contribute to all grants. Shared costs provide for the salaries and fringe benefits of the executive director, director of finance, financial staff, receptionist, public information, and administrative support. The duties of these employees include, but are not limited to, providing general administrative duties, financial oversight, expenditures, payrolls, computer assistance, and meeting preparation. The actual distribution of time is based on activities performed as reported on the monthly time sheets. Direct salaries charged to the grants have a direct benefit to the grant, is measurable and not charged as a shared cost.

**Benefits** charged to the shared pool are calculated on full-time shared employees as a percent of salaries charged. Fringe Benefits include leave time, disability insurance, workers compensation, and unemployment insurance. Benefits allocated to the grants are based on direct charged salaries.

**Group Hospitalization** charged to the shared pool such as medical and dental insurance, are for personnel whose activities generally contribute to all grants. Examples are the Executive Director and the Director of Finance. Direct group hospitalization charged to the grants is based on direct charged salaries. These costs have a direct benefit to the grant, is measurable and not charged as a shared cost.

**Pension Costs** charged to the shared pool include Medicare taxes and pension costs for personnel whose activities generally contribute to all grants. These costs are associated with personnel whose time is pooled and shared by all grants. Direct pension costs charged to the grants are based on direct charged salaries and have a direct benefit to the grant, are measurable, and not charged as a shared cost.

**Staff Travel** in the shared pool is travel for staff members whose time is allocated and deemed to benefit all programs. Staff travel attributable to a particular grant is for staff who directly charge their time to the grant. A direct charge example would be travel to a child care conference.

**Committee Travel** in the shared pool is for ETCOG’s executive committee or the ETCOG Board of Directors attending monthly, quarterly or annual meetings. Committee travel at the grant level is for the Committee specific to that program, such as the Criminal Justice Advisory Committee. This travel would be charged to the Criminal Justice Planning grant.

**Professional Services** charged to the shared pool include consultants, legal fees, audit fees, contract employees, staffing agency employees and insurance & bonding. These shared charges generally contribute to all grants. Examples would be legal review of the executive committee minutes and insurance for general liability, errors and omissions. Directly charged fees would be program specific such as hiring a temporary worker to assist in the Area Agency on Aging.
EXPLANATION OF SHARED COSTS vs. DIRECT COSTS

Communication Expenses include telephone, postage, advertising, printing, publications, meetings and conferences. Telephone charges to the shared pool include normal long distance charges and local telephone lines. Phone charges at the grant level are for direct conference calls, modem lines and 800 lines for specific departments and grants. Postage in the shared pool is for all programs with an individual mail out cost of less than $100. Advertising, printing and publications charged to the shared pool are for public notices or information that benefits all grants. An example would be solicitation of a staff position for accounts payable clerk. Communication expenses at the grant level are those that are directly attributable to a grant.

Other Expenses include supplies, copier costs, training costs, membership dues, repairs and maintenance. Examples of costs that are charged to the shared pool would be for such costs as supplies for the finance department, copier costs to reproduce agendas and letters for all programs, training for the accounts payable clerk, membership dues for the Executive Director and the repair of the parking lot used by all departments. Examples of direct grant charges would be office supplies used by staff members for a specific purpose or grant such as binders for Aging staff and Volunteer Ombudsman. Another direct charge example would be for a membership to the Texas Transit Foundation for the transportation grant.

Capital Equipment benefiting all programs in excess of $5,000, such as the building purchase, are capitalized and depreciated over its useful life. Items directly benefiting a cost objective would be directly charged such as the upgrade of a computer system to the program benefited.

Other Considerations at the subrecipient level such as in-kind contributions are recorded in particular grants as requested by different funding sources. These contributions are usually volunteer services contributed at the subrecipient level and do not receive any benefit from the East Texas Council of Governments shared cost plan.
2010 WORK PROGRAM

BACKGROUND AND PROGRAM SUMMARY
Shared costs of the East Texas Council of Governments are those costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. A cost may not be allocated to a Federal or State Award as a shared cost if any other cost incurred for the same purpose has been assigned to the Federal or State Award as a direct cost. Shared costs are charged to the awards by the use of a provisional shared cost rate. The "base" to distribute these costs are total budgeted gross salaries plus other benefit costs including pension and hospitalization. Additionally, the direct cost selected results in each award bearing a fair share of the shared costs in reasonable relation to the benefits received from the costs. The "provisional rate" is a temporary shared cost rate applicable to the fiscal year, which is used for funding, interim reimbursement, and reporting shared costs on Federal and State awards pending the establishment of a "final" rate at the conclusion of the independent audit. At the conclusion of each year, the rates are adjusted to actual.

OBJECTIVES
To provide staff, administrative and other support necessary to successfully conduct a wide range of overall leadership and managerial functions directly benefitting all ETCOG programs and projects.

ESSENTIAL WORK TASKS
Provide leadership and managerial guidance in planning, organizing and directing all operations of ETCOG.
Develop and propose policy guidance to the Board of Directors.
Develop and implement organizational administrative procedures and practices.
Coordinate and direct all programs, financing and intergovernmental relationships and oversee and ensure the development of the Comprehensive Annual Financial Report and other external documents.
Maintain all official records and oversee and ensure the development of the Annual Strategic Work Plan and Budget.
Provide necessary audit services, legal services, office supplies, postage, printing, publications and other resources common to the implementation of all ETCOG programs and projects.

PRIMARY PERFORMANCE MEASURES
Properly perform the fiduciary responsibilities associated with the administering of Federal and State grants to benefit East Texas citizens, thereby improving their quality of life through services provided.

SELECTED NEW INITIATIVES
Implement new administrative cost categories.
Reassign shared functions to become more aligned with new definitions of shared administrative costs.
Implement automated payroll system and purchase requisition system.

HUMAN RESOURCE REQUIREMENT
Full-time equivalent current year 10.24
Full-time equivalent prior year 10.47

2010 EXPENDITURE BUDGET

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$512,840</td>
</tr>
<tr>
<td>Retirement</td>
<td>54,519</td>
</tr>
<tr>
<td>Hospitalization</td>
<td>59,812</td>
</tr>
<tr>
<td>Other Benefits</td>
<td>18,640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff in-region travel</td>
<td>3,000</td>
</tr>
<tr>
<td>Staff out-of region travel</td>
<td>30,000</td>
</tr>
<tr>
<td>Committee &amp; Board travel</td>
<td>8,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes contract services, consultants, legal fees, audit fees, staffing agency</td>
<td>110,000</td>
</tr>
<tr>
<td>Insurance &amp; bonding</td>
<td>3,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public education</td>
<td>15,000</td>
</tr>
<tr>
<td>Telephone &amp; Postage</td>
<td>46,500</td>
</tr>
<tr>
<td>Meetings &amp; Conferences</td>
<td>9,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER DIRECT PROGRAM EXPENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>35,000</td>
</tr>
<tr>
<td>Copier Costs</td>
<td>30,000</td>
</tr>
<tr>
<td>Training</td>
<td>20,000</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>20,000</td>
</tr>
<tr>
<td>Other Employee Benefits</td>
<td>2,000</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>3,000</td>
</tr>
<tr>
<td>Computer Maintenance</td>
<td>10,000</td>
</tr>
<tr>
<td>Space Costs &amp; Storage</td>
<td>24,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL EQUIPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes purchases over $5,000</td>
<td>25,000</td>
</tr>
</tbody>
</table>

| TOTAL PROGRAM BUDGET | $1,039,411 |

COMPUTATION OF PROVISIONAL SHARED COST RATE:

| Total Shared Costs | 1,039,411 |
| Base - Total Direct Labor & Benefits | 4,064,953 |

PROVISIONAL SHARED COST RATE 25.570%
## EAST TEXAS COUNCIL OF GOVERNMENTS
### SHARED COSTS COMPARISON TO ALLOWABLE EXPENDITURES
#### FOR THE YEAR ENDED SEPTEMBER 30, 2010

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SHARED COSTS</th>
<th>PERSONNEL COSTS</th>
<th>ALLOCATION AS PERCENT OF PERSONNEL</th>
<th>ALLOWABLE COSTS LESS CAPITAL OUTLAY</th>
<th>SHARED COSTS AS PERCENT OF TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKFORCE PROGRAMS</td>
<td>290,857</td>
<td>1,137,492</td>
<td>25.57%</td>
<td>27,584,020</td>
<td>1.05%</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>314,906</td>
<td>1,231,541</td>
<td>25.57%</td>
<td>3,545,656</td>
<td>8.88%</td>
</tr>
<tr>
<td>AREA AGENCY ON AGING</td>
<td>147,019</td>
<td>574,965</td>
<td>25.57%</td>
<td>4,347,259</td>
<td>3.38%</td>
</tr>
<tr>
<td>911 EMERGENCY SERVICES</td>
<td>107,008</td>
<td>418,488</td>
<td>25.57%</td>
<td>2,656,967</td>
<td>4.03%</td>
</tr>
<tr>
<td>REGIONAL SERVICES &amp; PUBLIC INFO</td>
<td>80,764</td>
<td>315,853</td>
<td>25.57%</td>
<td>1,934,788</td>
<td>4.17%</td>
</tr>
<tr>
<td>HOMELAND, PT, CJD, RJD</td>
<td>47,034</td>
<td>183,943</td>
<td>25.57%</td>
<td>797,520</td>
<td>5.90%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>987,588</strong></td>
<td><strong>3,862,282</strong></td>
<td><strong>25.57%</strong></td>
<td><strong>40,866,210</strong></td>
<td><strong>2.42%</strong></td>
</tr>
</tbody>
</table>

Indirect or shared costs can be allocated in many different ways by entities that appear to be very similar such as regional planning commissions or councils of governments. Based on the unique programs of each entity and whether services are provided within the entity or subcontracted the basis for allocation may vary using different methodaloges. One method is not preferable from another, the test is whether or not the methodology properly allocates the costs incurred fairly and equitably among the programs benefited. As a comparison to entities that may distribute indirect costs based on total allowable expenditures, ETCOG presents this percentage for analysis.
Certificate of Cost Pools

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

(1) All costs included in this proposal October 1, 2009 establish billing or final cost pool rates for the fiscal year ending September 30, 2010 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost pool allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as a cost pool item have not been claimed elsewhere. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Texas Council of Governments

Signature:

Name of Authorized Official: David A. Cleveland

Title: Executive Director

Date of Execution: 10-1-09
Section VI

Human Resource
ETCOG Organizational Chart
Fiscal Year 2009-2010

Indicates Part Time
Indicates Contract
Indicates Temporary-Staffing Agency
T-Indicates Temporary-ETCOG
* Indicates Offsite (Pentecost)
<table>
<thead>
<tr>
<th>Division</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Development *</td>
<td>17.8</td>
</tr>
<tr>
<td>Area Agency on Aging</td>
<td>11.6</td>
</tr>
<tr>
<td>911 Division</td>
<td>8.56</td>
</tr>
<tr>
<td>Criminal Justice Division</td>
<td>3.1</td>
</tr>
<tr>
<td>Transportation</td>
<td>33.3</td>
</tr>
<tr>
<td>Regional Services &amp; Public Information</td>
<td>5.13</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1.75</td>
</tr>
<tr>
<td>Innovation &amp; Efficiency Division</td>
<td>1.5</td>
</tr>
<tr>
<td>Shared **</td>
<td>10.24</td>
</tr>
<tr>
<td><strong>Total Number of Personnel Budgeted</strong></td>
<td>92.98</td>
</tr>
</tbody>
</table>

* Includes one temporary part-time position equal to .98 FTE
** Includes one temporary full-time position equal to 1.0 FTE

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