AGENDA
ARK-TEX COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 29, 2017

The Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, June 29, 2017, at Sulphur Springs City Hall, 201 N. Davis, Sulphur Springs, Texas, hosted by the Honorable Emily Glass, Councilwoman, City of Sulphur Springs

Item 1. Call to order.

Item 2. Invocation.


Item 4. Approve the minutes as submitted of the Ark-Tex Council of Governments Board of Directors Meeting held Thursday, December 9, 2016, in Texarkana, Texas.

Review and Comment

Item 5. Review and comment on an Environmental Assessment to the Texas Commission on Environmental Quality (TCEQ) for proposed Air Quality Permit renewal by Jeld-Wen to authorize modification to the Exterior Door Manufacturing Plant located at 902 North Hillcrest Drive, Sulphur Springs, Hopkins County, Texas. (See page 6 - to be presented by staff member Paul Prange)

Regular Business

Item 6. Review and consider approval of ATCOG’s Financial Statements and Auditor’s Reports for the 12 month period ending September 30, 2016. (Copies of proposed Audit to be distributed at Board meeting) (To be presented by Chris Pruitt of Pattillo, Brown & Hill, LLP, as introduced by staff member Melinda Tickle)

Item 7. Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG. (See attachment 1 – page 8) (To be presented by staff member Melinda Tickle)

Item 8. Review and consider annual approval of the proposed Salary Schedule for ATCOG for fiscal year ending September 30, 2018. (See attachment 2 – page 12; handout to be provided at meeting) (To be presented by staff member Melinda Tickle)

Item 9. Review and consider approval of revisions to the ATCOG Policies and Procedures Manual as revised by the Board of Directors March 27, 2014. (See attachment 3 – page 13) (To be presented by staff member Sharon Pipes)

Item 10. Review and consider approval of Rerate and Benefit Verification Form with Texas Municipal League Multistate Intergovernmental Employee Benefits Pool (TMLIEBP) for Plan Year 2017-2018 and approval of increased rates procedure. (See attachment 4 – page 25) (To be presented by staff member Sharon Pipes)

Item 11. Review and consider approval of Abila MIP Fund Accounting Software package. (See attachment 5 – page 32) (To be presented by Executive Director Chris Brown)

Item 12. Review and consider approval of the ATCOG Housing Choice Voucher Program Annual Plan. (See attachment 6 – page 43) (To be presented by staff member Mae Lewis)

Item 13. Review and consider approval of the Housing Emergency Transfer Plan for victims of domestic violence, dating violence, sexual assault, or stalking in compliance with the PHA plans and related regulations
regarding the Administrative Plans for fiscal year beginning on October 1, 2016. (See attachment 7 – page 50) (To be presented by staff member Mae Lewis)

Item 14. Review and approve use of the risk-based formula as the method for allocating FY2018 Homeland Security Grant Program (HSGP) funds to eligible jurisdictions. (See attachment 8 – page 55) (To be presented by staff member Mary Beth Rudel)

Item 15. Review and consider approval of the ATCOG Rural Transit District (RTD) Title VI Program revisions to include program updates as mandated by the Federal Transit Administration (FTA). (See attachment 9 – page 57) (To be presented by staff member Nancy Hoehn)

Item 16. Review and consider approval of adoption of the ATCOG ADA Complimentary Paratransit Service Plan for Paris Metro as the comprehensive Paratransit plan for the ATCOG RTD Paris Metro System. (See attachment 10 – page 58; also see addendum) (To be presented by staff member Nancy Hoehn)

Other Business

Item 17. Update on ATCOG Monthly Communications Repeater Test. (See attachment 11 – page 59) (To be presented by staff member Mary Beth Rudel)

Item 18. FY16 and FY17 Homeland Security Grant Updates. (See attachment 12 – page 61) (To be presented by staff member Mary Beth Rudel)

Item 19. Ratification of Contracts. (See addendum) (To be presented by Executive Director Chris Brown)

a. Services Agreement between Frontier Associates LLC, Sharyland Utilities and ATCOG.

b. TCEQ Cooperative Reimbursement Contract for State Agencies and Local Governments.

Announcements

The next Executive Committee Meeting will be held Thursday, July 27, 2017, at 10:00 a.m., at the Titus County Extension Office, Mt. Pleasant, Texas.
The Board of Directors of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, December 9, 2016, at the Ark-Tex Council of Governments Office, 4808 Elizabeth St, Texarkana, Texas.

Item 1. President L.D. Williamson, Judge, Red River County, called the meeting to order.

Item 2. Robert Newsom, Judge, Hopkins County, gave the invocation.

Item 3. Each attendee introduced themselves at this time.

Item 4. The next order of business was to approve the minutes as submitted of the Ark-Tex Council of Governments Board of Directors meeting held Thursday, September 29, 2016, in Sulphur Springs, Texas.

Motion to approve was made by Lynda Munkres, Judge, Morris County, and seconded by Marc Reiter, Councilman, City of Hooks. The minutes were approved.

Review and Comment

Item 5. Vickie Williamson, Regional Projects Coordinator, presented for consideration an application to the U.S. Department of Agriculture, Rural Development Office, by Linden Economic Development Corporation for a grant in the amount of $99,000, to establish a new revolving loan fund for small businesses in the City of Linden and within a five mile radius.

Motion to approve was made by Scott Lee, Judge, Franklin County, and seconded by Judge Newsom. It was approved.

Regular Business

Item 6. Due to the absence of Nominating Committee members, motion to table this item until further discussion can be had was made by Brian Lee, Judge, Titus County, and seconded by Judge Munkres. It was tabled.

Item 7. Sharon Pipes, Director of Administration, presented for consideration approval of revisions to the ATCOG Policies and Procedures Manual as revised by the Board of Directors March 27, 2014. Revisions include changes in various sections including Programs and Services, Political Activity, Bereavement Leave and Holidays, Retirement Plan, Employee Performance Evaluations and procedures pertaining to Employees involved in Direct Delivery of Services.

Motion to approve was made by Judge Newsom and seconded by Bob Thorne, Mayor Pro Tem, City of Daingerfield. It was approved.

Item 8. Amber Thurston, Executive Assistant, presented for consideration approval of ATCOG membership for the City of Red Lick.

Motion to approve was made by Judge Brian Lee and seconded by A.M. Benefield, Councilman, Queen City. It was approved.

Other Business

Item 9. Chris Brown, Executive Director, presented for discussion Bylaws ideas. Mr. Brown explained the changes can only be approved in a Full Board meeting, so this item will be on the agenda over the next few meetings until any changes are decided upon.
Mr. Brown is proposing to expand the Executive Committee to increase participation, adding membership allowance for organizations who were originally excluded and general clean-up of terms in the Bylaws to reflect current practices.

This item was for discussion only; no action was taken.

Item 10. Mr. Brown presented for information only ratification of the following Transportation Project Grant Agreements:

- Section 5311 Rural Transportation Assistance Program (RTAP)
- TIGER Application

These agreements were previously approved, so no action was required.

Item 11. Mr. Brown presented for discussion North East Texas Regional Coalition legislative visits. He explained the Coalition, in essence, would combine each county in our region to amplify the presence in Austin. Each county would still be able to have their own County Day, as done in the past. A handout was provided with more information.

**Announcements**

Patricia Haley, Criminal Justice Coordinator, announced two upcoming grant opportunities for body cameras and NIBRS, in January; along with 5 others in February. She will keep the Board apprised of these opportunities and deadlines to apply.

Ms. Pipes distributed a Public Information form to each Board Member who preferred not to share their personal information if requested. These forms will be kept on file in Human Resources.

Mary Beth Rudel, Public Safety Manager, informed the Board of upcoming grant application workshop for Homeland Security in January. She will notify the Board of the exact date and specifics of the workshop once she receives that information. Ms. Rudel announced that mapbooks for each county were available for pick up after today’s meeting.

Judge Williamson announced the next Executive Committee meeting would be held on Thursday, January 26, 2017 at the Titus County Extension Office in Mt. Pleasant, Texas. He also gave an update on the egg farm in Red River County. He also gave an update on the 36-bed hospital project, which should start in December 2017.

Ms. Thurston thank each Board Member for attending today. She announced lunch plans following the meeting and invited everyone to attend the ATCOG staff Christmas party the following day, if anyone would like to attend.

At this time, there was no further business, so Judge Williamson adjourned the meeting.

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

L. D. Williamson, Judge, Red River County
Brian Lee, Judge, Titus County
Scott Lee, Judge, Franklin County
Robert Newsom, Judge, Hopkins County
Lynda Munkres, Judge, Morris County
Bob Thorne, Mayor Pro Tem, City of Daingerfield
A.M. “Rip” Benefield, Councilman, Queen City
Marc Reiter, Councilman, City of Hooks

**BOARD MEMBERS PRESENT**

Dennis Chartier, Mayor, City of Naples
Ralph Robertson, Mayor Pro Tem, City of Mt. Vernon
Stan Wyatt, Northeast Texas MUD
Nick Holloway, Councilman, City of Blossom

GUESTS PRESENT
Robert McGee, Queen City Police Department
Sam Young, NETEX
Susan Thorne, Member of the Public

STAFF PRESENT
Chris Brown, Executive Director
Sharon Pipes, Director of Administration
Linda Moore, Finance Manager
Lisa Reeve, Manager, Area Agency on Aging
Leslie McBride, Human Resources Coordinator
Patricia Haley, Criminal Justice Coordinator
Paul Prange, Environmental Resources Coordinator
Vickie Williamson, Regional Projects Coordinator
Amber Thurston, Executive Assistant
Royelle James, Americorp Intern

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L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

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# ARK-TEX COUNCIL OF GOVERNMENTS
## APPLICATION / PROJECT STAFF REVIEW FOR ENVIRONMENTAL ASSESSMENT

<table>
<thead>
<tr>
<th>Project SAI No: TX-R-20170601-0001-05</th>
<th>Date Received: 05-25-11</th>
<th>Staff Assignment: Paul Prange</th>
</tr>
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**Applicant:** JELD-WEN, Inc.

**Project Description:** JELD-WEN, Inc. has applied to the Texas Commission on Environmental Quality (TCEQ) for an amendment to Air Quality Permit Number 21189, which would authorize modification to the Exterior Door Manufacturing Plant located at 902 North Hillcrest Drive, Sulphur Springs, Hopkins County, Texas. The amendment would authorize emissions of the following air contaminants: organic compounds, nitrogen oxides, carbon monoxide, sulfur dioxide, hazardous air pollutants, exempt solvents, particulate matter with diameters of 10 and 2.5 microns or less.

**PROJECT/EA REVIEW:**

- **Area to be served:** Sulphur Springs, Hopkins County, Texas.
- **Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances?** Yes. The TCEQ executive director has determined that the application is administratively complete and will conduct a technical review of the application.
- **Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels?** Yes. This permit application meets all statutory and regulatory requirements.
- **Has this project been coordinated through the Texas Commission on Environmental Quality?** Yes, coordination is in progress.
- **Does the project address a clearly defined need and does the project take into account preservation of the environment?** There is a clearly defined need for the amendment of this Air Quality Permit to allow the continued operation of this exterior door manufacturing facility. All guidelines required by TCEQ to protect the environment are being followed, thus minimal disruption of the environment is expected.
- **Is the project likely to produce any significant adverse effects on the environment?** No. The amendment of this permit will not authorize an increase in the amount of emissions released into the environment. All contaminants are generated indoors and pass through particulate filters before being released. The primary contaminants are related to the production of polystyrene insulation used in the interior of the doors.
- **Do the anticipated accomplishments of the project justify the disruption to the environment?** Yes. The amendment of this permit will allow the continued operation of this facility, which employs 120 to 150 citizens of our region and has been in operation since 1984. The exterior door components manufactured here are shipped to a facility in Grand Prairie, Texas for final construction. The products are then shipped to retail outlets such as Lowe’s, for sale to the general public. The disruption of the environment is minimal compared to the accomplishments.

**STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:** The permit amendment will not create any significant detrimental impact to the environment, as determined by TCEQ.

**RECOMMENDED COMMENT:** Staff recommends support of this permit amendment application by JELD-WEN, Inc.
RESOLUTION NO. BD17-002

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON THE AMENDMENT TO AIR QUALITY PERMIT NUMBER 21189, BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ), FOR JELD-WEN, INC. TO AUTHORIZE THE MODIFICATION TO THE EXTERIOR DOOR MANUFACTURING PLANT LOCATED AT 902 NORTH HILLCREST DRIVE IN SULPHUR SPRINGS, HOPKINS COUNTY, TEXAS.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperation Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain projects; and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region, and any environmental impacts resulting wherefrom.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors recognizes the Executive Director as the Authorized Official, and he has been given the power to comment upon projects having an environmental impact. This application has been reviewed by the Board of Directors and can reasonably be approved.

Section 2 - That the above-mentioned permit is desirable and needed for continued development in the Region.

REVIEWED AND APPROVED THIS 29TH DAY OF JUNE, 2017.

____________________________________
L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

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ITEM 7:

Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for Ark-Tex Council of Governments (ATCOG).

BACKGROUND:

In December 2002, the ATCOG Board approved a new Investment Policy. ATCOG normally operates on a reimbursable basis whereby we receive approval for grant funds, we provide services, and then we are reimbursed our money from that particular grant. In the event ATCOG should receive funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014 designating the ATCOG Finance Manager as the ATCOG Investment Officer. This is the only amendment to the original document approved in December 2002.

DISCUSSION:

The Public Funds Investment Act requires that the ATCOG Board review and approve the Investment Policy annually. This is an opportunity for the Board to make any necessary changes. The Policy is and will remain a part of the Accounting Policies and Procedures Manual.

The Budget/Personnel Committee will meet June 29, 2017, and will have a recommendation to the Board of Directors at the Board Meeting on June 29, 2017.

RECOMMENDATION:

Staff recommends annual approval of the Investment Policy.
Ark-Tex Council of Governments

Investment Policy

Purpose: The purpose of the policy is to establish the procedures to be followed in investing Ark-Tex Council of Governments funds.

1.0. Policy

It is the policy of the Ark-Tex Council of Governments (ATCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting ATCOG’s daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.

2.0. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

3.0. Objective and Strategy

The primary objectives, in priority order, of ATCOG’s investment activities shall be:

(a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the ATCOG shall be undertaken in a manner that seeks to ensure the preservation of capital.

(b) Liquidity: The ATCOG’s investments will remain sufficiently liquid to enable the ATCOG to meet all operating requirements which might be reasonably anticipated.

(c) Yield: ATCOG’s investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.
4.0. Delegation of Authority

The ATCOG’s Finance Manager is hereby designated as the ATCOG’s Investment Officer. The Investment Officer shall be responsible for the implementation of this policy. The Investment Officer shall attend at least one training session within twelve months of assuming duties. The Investment Officer is granted the authority to deposit, withdraw, invest and manage the program.

5.0. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the Texas Ethics Commission and the ATCOG’s Board of Directors any personal business relationship or material financial interests with anyone attempting to sell an investment to the ATCOG.

6.0. Authorized and Suitable Investments

The Investment Officer may invest in:

(a) Interest Bearing Checking Accounts at ATCOG’s designated depository bank;
(b) Eligible Investment Pools; or
(c) Such other investments as the governing body may authorize that are in accordance with federal and state laws and local statutes.

7.0 Maximum Maturities

To the extent possible, the ATCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the ATCOG will not directly invest in securities maturing more than one year from date of purchase. The dollar weighted average maturity for the investment pool fund group will not exceed 180 days.

8.0. Internal Control

The Investment Officer shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.
9.0 Investment Policy Adoption

This policy shall be adopted by the ATCOG’s Board of Directors and shall be reviewed as needed by the Board. Any modifications made thereto must be approved by the ATCOG Board of Directors.

REVIEWED AND ADOPTED ON THE 26TH DAY OF SEPTEMBER, 2002.

AS AMENDED –
April 24, 2014

_______________________
L. D. Williamson, President
Board of Directors
Ark-Tex Council of Governments

ATTEST:
ITEM 8:

Review and consider annual approval of the proposed Salary Schedule for Ark-Tex Council of Governments (ATCOG) for fiscal year ending September 30, 2018.

BACKGROUND:

The State requires that we submit a Salary Schedule by August each year to compare salaries of ATCOG employees with salaries of State employees in equivalent jobs, such salary schedule to be approved by the full Board of Directors. The State will not allow salaries of ATCOG employees to exceed those of State employees in equivalent positions.

DISCUSSION:

All ATCOG employees are paid lower or are at the low-end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

The Budget/Personnel Committee will meet June 29, 2017, and will have a recommendation to the Board of Directors at the Board Meeting on June 29, 2017. A handout of the Salary Comparison of ATCOG and State employees will be available at the meeting.

RECOMMENDATION:

Staff recommends approval of the Salary Schedule for submission to the State.
ITEM 9:

Review and consider approval of revisions to the Ark-Tex Council of Governments (ATCOG) Policies and Procedures Manual as revised by the Board of Directors March 27, 2014.

BACKGROUND

The Board of Directors is required to approve all revisions to the Policies and Procedures Manual. We request to update our manual to include revisions in the office dress policy, activity tracker, and minor changes in other sections to include Attachment B. All proposed revisions are attached.

DISCUSSION

ATCOG has revised our method of reporting our time to line up with reporting requirements in 2CFR200.430. Also, in order to exhibit a more professional appearance to the public, we are proposing changes in our current dress policy. Other minor changes are being proposed in the Retirement, Grievance and Travel sections. We are proposing the following revisions to our policy manual:

3.02 Professional Appearance. We are proposing a change in the dress policy that that we feel will better portray a professional appearance in the office and throughout our region. Managers and Program heads met and arrived at the attached office dress requirements for employees.

3.03 Personal Grooming and Hygiene. These revisions address employee scents and hair styles.

3.16 Office Etiquette. These revisions address odors and scents in employee offices.

9.09 Activity Tracker. This section was previously titled “Time Reporting - Nonexempt Employees.” We now have stricter reporting requirements as set forth in 2CFR200.430, whereby employees must record the time spent on specific programs and tasks. The Activity Tracker will show the hours an employee spends on each task daily.

13.05 Retirement. This revision is to correct the wording regarding the Money Purchase Pension Plan. We now have a retirement plan through the Texas County and District Retirement System as previously approved by the Board of Directors.

14.02 Grievance Filing. We are proposing to change Number 3 to state “discrimination based on any legal grounds (See 2.01 for information regarding protected classes).” This will allow us to make changes to 2.01 as new protections are implemented without having to change 14.02.
17.00 Travel and Subsistence. We are proposing to change the wording “Accounting Assistant” to “designated Finance office” in Sections 17.03 and 17.05, as well as clarify 17.06, 5. as “in-state” meal reimbursement. The position of Accounting Assistant no longer exists.

If approved by the Board, the policy revisions will be distributed to all employees and added to our Policies and Procedures Manual on the shared administration folder.

RECOMMENDATION

Staff recommends approval of all revisions to the Policies and Procedures Manual in the sections as outlined above.
3.00 EMPLOYEE RESPONSIBILITIES

3.01 GENERAL

The ATCOG is a political subdivision of the State. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct at all times. Employees are required to give a full day's work, to efficiently carry out the duties assigned as their responsibility, and to do their part in maintaining good relationships with the public, their supervisors, co-workers, and other member government employees and officials.

3.02 PROFESSIONAL APPEARANCE

Employees of the ATCOG are employed to provide services to its membership and the public and to perform specific job tasks in a professional and business-like manner. As representatives of ATCOG, you are expected to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. Appropriately fitted, neat, and clean, wrinkle-free clothing should be worn to work each day and at all times when representing ATCOG at meetings and conferences.

1. Appropriate office dress is designated as business casual attire. This can allow for a wide array of options, but also lends itself to various interpretations. In an effort to standardize the business casual definition, the following guidelines will be utilized. Jeans are permitted when appropriate and on designated casual Fridays. The following attire is not permissible at the office at any time or when representing the agency at any functions:

   a. Men should wear collared shirts or sweaters, standard pants, slacks or khakis with hems at or below the ankle, and boot, oxford or loafer style shoes with socks. Faded, worn and or dirty jeans.

   b. Women should adhere to the rule of three. Pants should be no shorter than 3 inches above the ankle; skirts, dresses or shirts to cover leggings/tights should be no shorter than 3 inches above the knee; and sleeveless shirts should have approximately 3 finger widths of coverage between the neck and shoulder and touch the most distal part of the collarbone. A large variety of closed-toed shoes with a small to reasonable heel, dress sandals and most dress shoes are acceptable. Sheer, tight or revealing clothing, to include leggings or tights unless worn under a dress no shorter than 4 inches above the knee.

   c. Nice, wrinkle-free jeans/pants that have a jean-like appearance are permitted when appropriate and on designated casual Fridays.

2. Extreme fashions, styles, colors or designs should be avoided. There are many items considered fashionable, trendy and cute. This does not make them acceptable for our business environment. Items that are not appropriate:
a. Sheer, tight, ill-fitting or revealing clothing. T-shirts, tank tops or spaghetti straps that are not covered by another layer that is left on while at work.

b. Revealing or low-cut tops (exposure on the back cannot be greater than the allowable exposure if the top were turned around).

c. Tights or leggings unless under a dress, skirt or shirt as described above.

d. T-strap sandals, flip flops, or thin-soled sandals with only minor foot coverage. Other types such as Toms could be considered too casual.

e. Hats, caps or head coverings, except for religious or medical reasons, or outside work that dictates head coverings.

f. Extreme visible piercings (includes any piercings not in the ear, any stretching or gaging, or an excess number of piercings in the ear), excess or oversized jewelry, or tattoos that are not easily and quickly covered.

3. Managers have the authority to utilize a more conservative interpretation of business casual or require business dress at special events or in day-to-day operations outside of the office.

4. Any other styles/clothing items may be identified as inappropriate in written form by the Executive Director.

5. All employees of ATCOG must appear clean and neat and must exhibit professional behavior at all times. However, employees involved in the direct delivery of services (drivers) and maintenance will be allowed more flexibility in their dress policies due to the nature of their work. When appropriate, Capri pants and shorts no shorter than 3 inches above the knee are allowable on any work day, as well as sneakers/tennis shoes and T-shirts that pertain to our agency or the employee’s particular program. Sandals and/or flip flops are not allowed for safety reasons.

2-6. ATCOG reserves the right to discipline, up to and including termination, any employee who fails to meet these standards.  

(Rev 6/29/2017)

3.03 PERSONAL GROOMING AND HYGIENE

All employees must practice personal grooming and hygiene on a daily basis. Daily personal grooming and hygiene is not a matter of personal preference, but rather a matter of professionalism, self-esteem, and health.

Any type of strong or overbearing odors can cause problems for customers, clients and coworkers. Keep all scents to a minimum. Hair (including any facial hair) should be cared for and without extreme styles (based on hair type) or cuts.

(Rev. 6/29/2017)
3.15 **TELEPHONE ETIQUETTE**

ATCOG employees shall be friendly, helpful, courteous, and considerate when speaking on the telephone.

3.16 **OFFICE ETIQUETTE**

ATCOG employees will observe proper office etiquette in accordance with established procedures. Employees will refrain from offensive scents in offices, to include strong candles or warmers and excessive perfumes and lotions.

(Rev. 6/29/2017)

3.17 **PERSONAL VISITORS**

Employees are encouraged to limit personal visits from friends and family members to break times so as not to unduly disrupt ATCOG business.

3.18 **USE OF FAX**

Fax machines located throughout the ATCOG are to be used for ATCOG business. It is understood that there may be an occasion when an employee would have need to use a fax machine for a personal fax; however, use of the fax machines for local fax is permitted only if the number and length of fax calls are kept to a minimum. In the event it is absolutely necessary for an employee to send a fax long distance, the long distance fax call should be charged to the employee’s personal credit card; otherwise, the employee will be required to reimburse ATCOG for the expense of the fax call. All fax calls from ATCOG fax machines are computer logged as to date, time of day and telephone number called.
9.09 TIME RECORDING - GENERAL

Employees are required to neatly and accurately record all hours worked and released time taken on an official Time And Attendance Report (Time Sheet) provided by ATCOG. Where required, hours credited to particular projects will be noted accordingly.

1. Falsification of time sheets or payroll documents will be grounds for disciplinary action up to and including termination.

2. Time sheets will be completed on a daily basis in order to maintain an accurate and comprehensive record of the actual time spent on particular projects.

3. Time sheets must be signed by the employee, approved by the Director and submitted to the payroll department the day after on the last working day of each pay period.

9.10 TIME REPORTING—NONEXEMPT EMPLOYEES ACTIVITY TRACKER

In addition to the official Time and Attendance Report, as outlined in the preceding subsection, nonexempt employees are required to maintain and submit an payroll “calendar activity tracker, provided by ATCOG. The purpose of the payroll calendar activity tracker is to accurately record the time that an employee begins works, takes a lunch period, and completes work on a daily basis, on a specific program and meets the time and effort reporting in 2CFR200.430.

(Rev. 6/29/2017)

9.11 BREAK PERIODS

ATCOG employees are provided two (2) 15-minute paid break periods per day; one mid-morning and the other mid-afternoon. Break periods are designed to allow employees time to get away from the job and to relax and refresh themselves. Smokers are not allowed additional break periods throughout the day to smoke. Failure to comply may result in disciplinary action, up to and including termination.

9.12 LUNCH PERIOD

ATCOG provides an unpaid lunch period of one hour daily. A Director may adjust this schedule for an individual employee, group of employees, or entire department, as necessary to meet the needs of ATCOG or its employees.

1. The one-hour lunch period break is “free” time and the employee may do with it as he wishes.
13.00 SEPARATIONS

13.05 RETIREMENT

An employee may decide to separate employment for the purpose of retiring from the workforce. Employees shall notify the supervisor or Human Resources Office of their intent to retire as soon as possible (See Exception 13.08c). Upon retirement, employees will no longer be eligible for benefits, to include employer-sponsored medical, dental and life insurances, nor will they will be paid for any accrued sick leave. They will be paid final wages to include any accrued annual leave and comp time if applicable, and will be eligible for the vested percentage of funds in their Money-Purchase Pension Plan, funds in their retirement account. (See 7.04 for additional information pertaining to vesting and pay out of funds.)

(Rev/6/29/2017)
14.00 GRIEVANCES

14.01 GENERAL POLICY

It is the policy of ATCOG, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those that occur.

14.02 GRIEVANCE FILING

A grievance may be filed by an aggrieved employee on one or more of the following grounds:

1. improper application of rules, regulations, and procedures (but not the rules, regulations, and procedures themselves);

2. unfair treatment;

3. discrimination based on any legal grounds (See 2.01 for information regarding protected classes: race, religion, color, sex (including sexual harassment), age, disability, or national origin) (Rev. 6/29/2017)

4. improper or inequitable application of benefits; or

5. unreasonable working conditions.
17.03 DAY TRAVEL EXPENSE REPORT

Employees will document all Day travel expenses by completing the Day Travel Expense Report at the conclusion of each trip in accordance with the following procedures. Reimbursement of travel expenses must be approved by the appropriate Manager, Director and/or the Executive Director.

1. Any travel completed in one day does not require prior approval other than from the immediate supervisor/manager or director. However, supervising personnel may require the preparation of monthly itineraries in order to monitor travel for necessity, efficient scheduling, and cost. (If overnight travel is required, please refer to Section 17.04 for instructions.)

2. Employees will submit a completed Day Travel Report form to the Finance Office a minimum of once each month for reimbursement of known travel expenses. The green Day Travel Report form is to be used for reimbursement of Day travel expenses, except those involving cash advances, and should be completed as follows:
   a. Name and address of traveler;
   b. Period covered by this report;
   c. Comments;
   d. List actual expenses under the actual column for transportation and other expenses individually identified (See Travel Expense Provisions) and attach all original expense receipts and documentation;
   e. For transportation mileage reimbursement, complete the back page information for dates involved, miles, point-to-point odometer readings and the section on destination and purpose, and list the total miles on the front page under Expenses: a. Transportation;
   f. Total all actual expenses and put under total expense;
   g. Traveler shall sign the form;
   h. Traveler’s supervisor shall review and sign the form;
   i. Required approval shall be obtained;
   j. Enter project codes to which expenses are to be charged and the amount to be charged to each project;
   k. Submit form with appropriate approval(s) and attachments to the designated Finance Accounting Assistant office.

17.05 OVERNIGHT TRAVEL EXPENSE REPORTS

1. Overnight travel must be pre-approved by completing an Overnight Travel report form. An Overnight Travel form must be submitted regardless whether or not a cash advance is requested.

2. The traveling employee must submit an Overnight Travel report documenting actual expenses as soon as possible. Failure to do so will result in employees not being reimbursed for their expenses.

3. Fill in the Overnight Travel Form as follows (Do NOT separate the form until the portion required for approval to travel has been completed and signatures have been obtained):
a. Name and address;
b. Destination and purpose;
c. Period covered by report;
d. Expenses A-F: Estimate dollar amounts in the “Advance” column for cumulative per diem or individual meals, if applicable, hotel, ground transportation and other (See Travel Expense Provisions);
e. Total all estimated expenses, A-F, representing the total advance being requested, or show “0” if no advance is requested;
f. Remarks: Use this area to indicate if a rental car is to be obtained whether or not an advance amount is requested. Also use this area to indicate if an advance to pay for an airline ticket only is needed and indicate date needed;
g. Traveler shall sign the form;
h. Traveler’s supervisor shall review and sign the form;
i. Required advance approval(s) shall be obtained;
j. Subsequent to approval for overnight travel, the top page, or white sheet, i.e., “FINANCE COPY (ADVANCE)” shall be separated from the form and submitted to the designated Finance Office, Accounting Assistant. (If an advance is being requested due to short travel notice and cannot be run with the regular accounts payable, verbally advise the Finance Accounting Assistant of this situation when submitting the form);
k. Retain the yellow and pink sheets of the form for use in filing actual expenses.

4. After travel is completed, the actual travel expenses shall be reported as follows:

a. Period covered by report will be changed only if travel dates were approved to be changed after pre-approval;
b. Actual times of departure and return should be recorded;
c. Projects to which expenses are to be charged and amount to be charged to each project;
d. List actual expenses under the “Reimbursement” column for airfare, mileage, meal allowance, hotel, hotel taxes, ground transportation, and other (See Travel Expense Provisions) and attach all original expense receipts and documentation, including an agenda.

e. For mileage reimbursement complete the dates involved, number of miles, beginning and ending odometer readings, and the section on destination, purpose, departure and arrival at work station on the back side of the yellow sheet. Total the number of miles at the bottom of the sheet and enter the number of miles on the front of the yellow sheet under “Expenses: A. Transportation – Mileage, Reimbursement;
f. Total all expenses in the “Actual” column and enter amount for “Total Expense”;
g. Enter amount of advance in the “Actual” column at “Less Advance,” if an advance was requested; otherwise, show “0”;
h. Subtract the advance amount from the total expense amount and show the difference in the “Actual” column at “Total Due”;
i. If the total expense exceeds the advance, then the total due is the amount due the employee by ATCOG;

j. If the total expense is less than the advance, then the total due is the amount due ATCOG by the employee and a check for that amount shall be attached to the travel expense form;

k. Traveler shall sign the form;

l. Traveler’s supervisor shall review and sign the form;

m. Required approval(s) shall be obtained;

n. Subsequent to form being approved, the yellow sheet, i.e., “FINANCE COPY” with all appropriate attachments shall be separated from the form and submitted to the designated Finance Office Accounting Assistant;

o. The employee should retain the pink copy.

17.06 TRAVEL EXPENSE PROVISIONS

1. **Personal Vehicle:** Use of personal vehicles for ATCOG-related travel shall be reimbursed as provided in this Manual. With the exception of tolls and parking expenses, only mileage may be reimbursed on a personal motor vehicle.

2. **Commercial Transportation:** Employees will purchase their own airline/bus/train tickets using their own funds or funds received in a cash advance. The used ticket must be attached to the travel expense report.

3. **Lodging:** Lodging expenses (room rate plus non-exempt tax) will be reimbursed based upon federal travel regulations as adopted by the State of Texas and upon approved travel departure/return schedules. Actual receipts for lodging must be attached to the travel expense report. Taxes are not included in the maximum lodging allowance, but they must be noted as on the expense report as “Hotel Taxes.” When no city or county is listed in the Federal GSA, the maximum allowable daily reimbursement for lodging will be as published in the annual GSA update.

4. **Incidental Travel Costs:** Expenses for taxis, other ground transportation, approved registration fees, reception tickets (staff and members only), hotel taxes and other required meeting expenses which are properly documented, will be reimbursed at actual cost. When traveling by air, ATCOG will reimburse for one checked bag at regular weight. If you check more than one bag or your one bag is overweight, you will be responsible for the additional charge(s). A receipt is required for reimbursement for your one checked bag. Other expenses, when itemized and properly documented and approved in advance by the Executive Director, will be reimbursed at actual cost. When traveling on official business, toll expenses are reimbursable without a receipt.

5. **Meal Allowances:** Use federal rates to determine meal reimbursement, with a maximum **in-state** allowable rate of up to $60.00 per day. First and last day of travel will be reimbursed at 75% of the maximum allowable daily meal rate. When no city or county is listed in the Federal GSA, the maximum allowable daily reimbursement for meals will be as published in the annual GSA update. Meal allowance may be reduced to increase
lodging allowance. **NOTE:** An overnight stay is required for any meal reimbursements.

(Rev. 6/29/2017)
ITEM 10:

Review and consider approval to sign the Rerate and Benefit Verification Form with Texas Municipal League Multistate Intergovernmental Employee Benefits Pool (TMLIEBP) to continue to provide health, dental and life insurance benefits to staff of Ark-Tex Council of Governments (ATCOG) for Plan Year 2017-2018, with guidance from the Board to set the contribution rate.

BACKGROUND:

TMLIEBP has provided health, dental and life insurance benefits to ATCOG for several years, and it is once again time for renewal of those benefits for FY 2018. The signed Rerate Notice and Benefit Verification Form is due to TMLIEBP by July 7, 2017 (copy attached).

DISCUSSION:

The Rerate Notice for FY 2018 includes a 9% increase in health insurance premiums for staff and dependents. The dental premiums and life insurance premiums will remain the same as last year. The insurance benefits for the basic plan will remain the same with a $2500 per year deductible and $3000 out-of-pocket maximum for expenses that are incurred in network. The projected increase for health insurance is $48.94 per month, for a total premium of $592.74 per month. However, this 9% increase for ATCOG health insurance is less than the average TMLIEBP health insurance rate increase of 13%.

All ATCOG staff with health coverage currently receive $624.66 per month as a defined contribution to pay premiums for health insurance. The health insurance rate for FY2017 was $543.80, with the remaining $80.86 either deposited to their Health Savings Account (HSA), used to offset the cost of dependent health or dental insurances, or used to “buy up” to a plan that has a higher premium with a lower deductible. Staff are responsible for paying 100% of any dependent health or dental insurances.

We are seeking approval to change the defined contribution per month to the amount as recommended by the Budget Committee and set by the Board of Directors. We are attaching an “Insurance Rates Comparison” sheet which presents three options to handle the increase in health insurance. These three options will be considered by the Budget Committee on June 29th prior to the Board meeting, with the recommendation of the Budget Committee to be brought before the full Board Meeting on the same day.

I want to inform the Board that if you choose Option 3, the employees who are paying for dependent children dental insurance from their defined contribution will not have a health savings account nor a new Liberty Bank debit card. This will benefit those staff as they will not have to pay the cost of $3.70 per month for TML to administer the debit card.

RECOMMENDATION:

Staff recommends approval for ATCOG to sign the Rerate Notice with TMLIEBP with a defined contribution amount as determined by the Board.
Ark-Tex COG

Plan Year 2017-2018 (12 Months)

Rates are subject to change if there is any legislation passed during the plan year affecting benefits. Supplemental benefits cannot be accessed without accessing the TML MultiState IEBP Medical Benefit Plan.

### Medical

#### Consumer Centered Pool Plans/Restat Card Program Mac A

<table>
<thead>
<tr>
<th>Plan</th>
<th>Benefit Percent</th>
<th>In Net Ded</th>
<th>Out Net Ded</th>
<th>In Net OOP</th>
<th>Office Visit</th>
<th>XRay &amp; Lab in OV</th>
<th>Rates</th>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>P85-20-30</td>
<td>80/50</td>
<td>$200</td>
<td>$450</td>
<td>$3000</td>
<td>N/A</td>
<td>No</td>
<td></td>
<td>Employee: $837.86</td>
<td>$896.44</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spouse: $861.12</td>
<td>$921.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Child(ren): $485.64</td>
<td>$519.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family: $1,672.00</td>
<td>$1,788.92</td>
</tr>
<tr>
<td>P85-50-30</td>
<td>80/50</td>
<td>$500</td>
<td>$750</td>
<td>$3000</td>
<td>N/A</td>
<td>No</td>
<td></td>
<td>Employee: $739.64</td>
<td>$830.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spouse: $760.20</td>
<td>$853.46</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Child(ren): $428.70</td>
<td>$481.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family: $1,476.04</td>
<td>$1,657.14</td>
</tr>
<tr>
<td>P85-75-40</td>
<td>80/50</td>
<td>$750</td>
<td>$1000</td>
<td>$4000</td>
<td>N/A</td>
<td>No</td>
<td></td>
<td>Employee: $700.38</td>
<td>$747.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spouse: $719.84</td>
<td>$768.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Child(ren): $405.96</td>
<td>$433.48</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family: $1,397.66</td>
<td>$1,492.40</td>
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<tr>
<td>H85-150-40</td>
<td>80/50</td>
<td>$1500</td>
<td>$1750</td>
<td>$4000</td>
<td>N/A</td>
<td>No</td>
<td></td>
<td>Employee: $604.08</td>
<td>$658.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spouse: $620.88</td>
<td>$676.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Child(ren): $350.14</td>
<td>$381.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family: $1,205.50</td>
<td>$1,313.98</td>
</tr>
<tr>
<td>H85-250-30</td>
<td>80/50</td>
<td>$2500</td>
<td>$2750</td>
<td>$3000</td>
<td>N/A</td>
<td>No</td>
<td></td>
<td>Employee: $543.80</td>
<td>$592.74</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spouse: $558.92</td>
<td>$609.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Child(ren): $315.20</td>
<td>$343.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Family: $1,085.18</td>
<td>$1,182.86</td>
</tr>
</tbody>
</table>
### Dental IV

<table>
<thead>
<tr>
<th></th>
<th>Current Rate</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$28.44</td>
<td>$28.44</td>
</tr>
<tr>
<td>Spouse</td>
<td>$38.38</td>
<td>$38.38</td>
</tr>
<tr>
<td>Child(ren)</td>
<td>$32.66</td>
<td>$32.66</td>
</tr>
<tr>
<td>Family</td>
<td>$56.80</td>
<td>$56.80</td>
</tr>
</tbody>
</table>

### Vision Plan

No Vision Coverage

### Calendar Year Pre-65 Retiree Medical

No Pre-65 Retiree Medical Coverage

### Calendar Year Pre-65 Retiree Dental

No Pre-65 Retiree Dental Coverage

### Calendar Year Pre-65 Retiree Vision

No Pre-65 Retiree Vision Coverage

### LTD

No LTD Coverage

### STD

No STD Coverage

### Basic Life and AD&D: Plan 43 (1xBAE, Max $300,000 )

<table>
<thead>
<tr>
<th></th>
<th>Current Rate</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life</td>
<td>$0.250</td>
<td>$0.250</td>
</tr>
<tr>
<td>AD&amp;D</td>
<td>$0.035</td>
<td>$0.035</td>
</tr>
</tbody>
</table>

### Dependent Life

No Dependent Life Coverage

### Voluntary AD&D

No Voluntary AD&D Coverage
Medication Therapy Management Program

MAC A Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the difference between the brand name and generic price in addition to the appropriate copayment for the brand name. The cost difference between the brand name and generic price does not apply to any individual deductibles or out of pocket amounts. The MAC differential applies to all prescriptions purchased through this program when a generic alternate is available.

MAC C Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the appropriate brand copay.

Lessor of Benefit: Through the OptumRx network contract, the covered individual's out of pocket expense is managed by the pharmacy network agreement that the covered individual will receive the most advantageous pricing. This would be determined by the lessor of pharmacy contracts, Usual & Customary cost (U&C), copayments or the discounted cost the covered individual would be charged. Due to the lessor of Benefit the OptumRx Reportal will be an important price transparence resource to ensure covered individual is purchasing the prescription from the most cost effective pharmacy.

### Additional Employee Life and AD&D

<table>
<thead>
<tr>
<th>Age of Employee</th>
<th>Current Rate per $1000</th>
<th>New Rate per $1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>0.061</td>
<td>0.061</td>
</tr>
<tr>
<td>30 - 34</td>
<td>0.069</td>
<td>0.069</td>
</tr>
<tr>
<td>35 - 39</td>
<td>0.100</td>
<td>0.100</td>
</tr>
<tr>
<td>40 - 44</td>
<td>0.130</td>
<td>0.130</td>
</tr>
<tr>
<td>45 - 49</td>
<td>0.198</td>
<td>0.198</td>
</tr>
<tr>
<td>50 - 54</td>
<td>0.332</td>
<td>0.332</td>
</tr>
<tr>
<td>55 - 59</td>
<td>0.595</td>
<td>0.595</td>
</tr>
<tr>
<td>60 - 64</td>
<td>0.913</td>
<td>0.913</td>
</tr>
<tr>
<td>65 - 69</td>
<td>1.513</td>
<td>1.513</td>
</tr>
<tr>
<td>70 and over</td>
<td>2.431</td>
<td>2.431</td>
</tr>
</tbody>
</table>

### Basic & Additional Retiree Life

No Basic & Additional Retiree Life Coverage

### Continuation of Coverage (COC)

Yes

### Benefit Waiting Period

Medical: 1st of mo after date of hire
Life: 1st of mo after date of hire

### Medical Network

Choice Plus

### Flex, HRA, HSA & RRA

<table>
<thead>
<tr>
<th>Flex Admin</th>
<th>HRA Admin</th>
<th>HSA Admin</th>
<th>RRA Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Select one of the following options for **Flex**:

- [ ] Debit Card Flex ($3.70 per participant per month)
- [ ] Paper Flex ($5 per participant per month)

Select one or all of the following options for **HRA, HSA & RRA**:

- [ ] HRA ($3.70 per participant per month - debit card only)
- [ ] Qualified HSA ($3.70 per participant per month - debit card only)
- [ ] RRA ($3.70 per participant per month - debit card only)

If employer accesses Debit Card Flex and/or HRA, HSA or RRA, only one charge of $3.70 per participant per month will be incurred.

### Medication Therapy Management Program

MAC A Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the difference between the brand name and generic price in addition to the appropriate copayment for the brand name. The cost difference between the brand name and generic price does not apply to any individual deductibles or out of pocket amounts. The MAC differential applies to all prescriptions purchased through this program when a generic alternate is available.

MAC C Plan: If a brand name drug is dispensed and a generic alternate drug exists, the Covered Individual pays the appropriate brand copay.

Lessor of Benefit: Through the OptumRx network contract, the covered individual's out of pocket expense is managed by the pharmacy network agreement that the covered individual will receive the most advantageous pricing. This would be determined by the lessor of pharmacy contracts, Usual & Customary cost (U&C), copayments or the discounted cost the covered individual would be charged. Due to the lessor of Benefit the OptumRx Reportal will be an important price transparence resource to ensure covered individual is purchasing the prescription from the most cost effective pharmacy.
Prescribed Over the Counter No Cost Share Prescriptions

<table>
<thead>
<tr>
<th>Prescribed (Doctor Ordered) Over the Counter Alternates and Prescription Networks</th>
<th>Retail: (up to 34 day supply max unless noted otherwise)</th>
<th>Mail/Maintenance: (up to 90 day dispensement)</th>
<th>SpecialtyRx/Biotech/Biosimilar: (up to 34 day dispensement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Smoking Cessation (Nicorette Gum, Nicotine Replacement Lozenge, Nicotine Replacement Patch, Nicotrol Inhaler, Nicotrol Nasal Spray), Quantity Limit - six (6) months per plan year</td>
<td>$0.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>• Aspirin, Folic Acid, Fluoride Chemoprevention Supplements, Fluoride chew tablets, drop (not toothpaste, rinses) children age zero to five (0-5) years, Iron Deficiency Supplemants, Vitamin D supplementation to prevent falls in community-dwelling adults age sixty-five (65) years and older who are at an increased risk for falls (per prescription), and Bisacodyl EC Tab/Magnesium Citrate Sol/PEG 3350 (generic Miralax) adults age fifty to seventy-five (50-75) (bowel preparation for colonoscopy)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Retail and Mail Order Covered Individual Copayments

<table>
<thead>
<tr>
<th>Prescribed Over the Counter Alternates and Prescription Networks</th>
<th>Retail: (up to 34 day supply max unless noted otherwise)</th>
<th>Mail/Maintenance: (up to 90 day dispensement)</th>
<th>SpecialtyRx/Biotech/Biosimilar: (up to 34 day dispensement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Retail: 34 day Non-Cost Share most Generic Dispensement</td>
<td>$5.00 (up to 34 day supply)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Network Retail: 90 day Non-Cost Share most Generic Dispensement</td>
<td>$14.00 (35 up to 90 day supply)</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>OptumRx Network Non-Cost Share Best Brand/Formulary List</td>
<td>$43.00</td>
<td>$129.00</td>
<td></td>
</tr>
<tr>
<td>OptumRx Network Non-Cost Share Non-Best Brand/Non-Formulary List</td>
<td>$65.00</td>
<td>$195.00</td>
<td></td>
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<tr>
<td>OptumRx Network Cost Share</td>
<td>$120.00</td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td>BriovaRx, The OptumRx Specialty/Biotech Pharmacy</td>
<td>N/A</td>
<td>N/A</td>
<td>$100.00 (up to 34 day supply)</td>
</tr>
<tr>
<td>BriovaRx, The OptumRx Biosimilar Generic Pharmacy</td>
<td>N/A</td>
<td>N/A</td>
<td>$75.00 (up to 34 day supply)</td>
</tr>
<tr>
<td>Prescription Refill Control Standards</td>
<td>75%</td>
<td></td>
<td>70%</td>
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</tbody>
</table>

Monthly Employer Subsidy or Defined Contribution Amounts

Due to the employer customization regarding defined contribution amount for employees, part-time employees that meet the definition of an active employee (an Employee who works at least twenty (20) hours per week or is accessing vacation, sick or paid/unpaid Family Medical Leave Act of 1993 (FMLA) and is receiving the same benefits as all other employees) and/or dependents, TML MultiState Intergovernmental Employee Benefits Pool requests the below information to ensure accurate information is maintained in the enrollment, eligibility and billing adjudication system.

<table>
<thead>
<tr>
<th>Employer Funded Defined Contribution</th>
<th>Dependent Additional Employer Subsidy or Defined Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td><strong>Spouse</strong></td>
</tr>
<tr>
<td><strong>Active Employees</strong></td>
<td></td>
</tr>
<tr>
<td>Employer Subsidy</td>
<td>Amount: $_______ or _______%</td>
</tr>
<tr>
<td>Employer Defined Contribution</td>
<td>$_________</td>
</tr>
<tr>
<td><strong>Retirees</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$_______ or _______%</td>
</tr>
</tbody>
</table>

**Additional Employer Funding for HRA, FSA or HSA**

Example criteria: 100% participation in Employer Fair; Receipt of Healthy Initiative Payment

- **HRA**
  - Amount: $_______
  - Criteria: ________________________________

- **Employer Contribution to FSA**
  - Amount: $_______
  - Criteria: ________________________________

- **Employer Contribution to HSA**
  - Amount: $_______
  - Criteria: ________________________________

**NOTE:** If you have funding requirements that cannot be specified in the above form, please contact your Billing & Eligibility Representative.
The undersigned employer hereby acknowledges that for an employee to receive coverage, TML MultiState Intergovernmental Employee Benefits Pool (IEBP) must receive enrollment information within thirty-one (31) days of the commencement of employment regardless of whether the Employer has a waiting or a waiting and orientation period. If an employee is not enrolled within thirty-one (31) days of hire, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

Ark-Tex Council of Governments

Employer

Authorized Signature

Date

Chris Brown

Printed Name

Executive Director

Title

The entity named on this Rerate and Benefit Verification Form desires large claim information as specified in Article 21.49-15 of the Insurance Code in Section 2.(2), to be for individual claims that reach or exceed $35,000 during the plan year. This information is considered confidential for purposes of Chapter 552 of the Local Government Code.

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TML MultiState IEBP reserves the right to revise rates due to census change and underwriting impact.

75-1293383

Tax ID Number

Authorized Signature

Date

Ark-Tex Council of Governments

Authorized Signature

Date

Chris Brown

Printed Name

Executive Director

Title

Ark-Tex Council of Governments

Authorized Signature

Date

Chris Brown

Printed Name

Executive Director

Title

Ark-Tex Council of Governments

Authorized Signature

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Authorized Signature

Date

Chris Brown

Printed Name

Executive Director

Title

Ark-Tex Council of Governments

Authorized Signature

Date

Chris Brown

Printed Name

Executive Director

Title
Insurance Rates Comparisons FY 2018

Current Premium: $543.80/Mo

Current Defined Contribution: $624.66/Month

Current HSA Funds: $80.86/Mo

Premium Effective 10/01/2017: $592.74/Mo

(9% Increase, or $48.94 increase per month)

Employees with Health Insurance as of July 1, 2017: 73 Staff Members

Following are three options for defined contributions for FY 2018: 1) We can leave the HSA funds for staff at $80.86 per month, which will cost ATCOG $42,871.44 yearly; 2) we can decrease the HSA funds for staff to $50 per month, which will cost ATCOG $15,838.08 yearly; or 3) We can decrease the HSA funds to $32.66 per month, which will cost ATCOG $648.24 yearly.

The amount of $32.66 per month in the HSA funds will offset the rate of dependent children dental insurance. We currently have 14 employees with dependent dental insurance.

<table>
<thead>
<tr>
<th>Options</th>
<th>Defined Contribution</th>
<th>Staff HSA Funds</th>
<th>Monthly Increase</th>
<th>Yearly Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>$673.60/Month</td>
<td>$80.86/Month</td>
<td>$48.94 x 73 Staff = $3572.62</td>
<td>$3572.62 X 12 Mos = $42,871.44</td>
</tr>
<tr>
<td>Option 2</td>
<td>$642.74/Month</td>
<td>$50.00/Month</td>
<td>$18.08 x 73 Staff = $1319.84</td>
<td>$1319.84 x 12 Mos = $15,838.08</td>
</tr>
<tr>
<td>Option 3</td>
<td>$625.40/Month</td>
<td>$32.66/Month</td>
<td>$0.74 x 73 Staff = $54.02</td>
<td>$54.02 x 12 Mos = $648.24</td>
</tr>
</tbody>
</table>
ITEM 11:

Review and consider approval to purchase Abila MIP Accounting Software for Ark-Tex Council of Governments (ATCOG).

BACKGROUND:

During the course of two months the Executive, Administration, IT, and Finance staff met with four vendors to analyze and review accounting software to determine how each would benefit program and agency specific goals. ATCOG has used Fundware for the past 17 years and it has since become outdated. Starting January 1, 2018 Fundware will no longer have any software support or updates.

DISCUSSION:

ATCOG Finance staff has evaluated Abila MIP, Blackbaud - Financial Edge NXT, FastFund, and Acumatica fund accounting software packages. Based on demonstrations, and experience from other COGs and organizations including Workforce Solutions Northeast Texas, we would like to select Abila MIP. There is a current State of Texas Department of Information Resources (DIR) contract in place, so it is in compliance with State procurement laws.

RECOMMENDATION:

Staff recommends approval for ATCOG to select a contract with Ziegner Technologies for the purchase of Abila MIP accounting software and utilize funds from our current unrestricted fund balance to make the purchase.
1. Introduction

A. Parties
This Contract for Products and Related Services is entered into between the State of Texas, acting by and through the Department of Information Resources (“DIR”) with its principal place of business at 300 West 15th Street, Suite 1300, Austin, Texas 78701, and Ziegner Technologies, Inc. (hereinafter “Vendor”), with its principal place of business at 7514 North Mopac Expressway, Suite 200, Austin, Texas 78731.

B. Compliance with Procurement Laws

C. Order of Precedence
This Contract; Appendix A, Standard Terms and Conditions For Products and Related Services Contracts; Appendix B, Vendor’s Historically Underutilized Businesses Subcontracting Plan; Appendix C, Pricing Index; Exhibit 1, Vendor’s Response to RFO DIR-TSO-TMP-221, including all addenda; and Exhibit 2, RFO DIR-TSO-TMP-221, including all addenda; are incorporated by reference and constitute the entire agreement between DIR and Vendor. In the event of a conflict between the documents listed in this paragraph, the controlling document shall be this Contract, then Appendix A, then Appendix B, then Appendix C, then Exhibit 1 and finally Exhibit 2. In the event and to the extent any provisions contained in multiple documents address the same or substantially the same subject matter but do not actually conflict, the more recent provisions shall be deemed to have superseded earlier provisions.

2. Term of Contract
The term of this Contract shall be one (1) year commencing on the last date of approval by DIR and Vendor. Prior to expiration of the original term, DIR may extend the Contract, by amendment for up to three (3) optional one-year terms. Protracted contract negotiations may, in DIR’s sole discretion, result in fewer optional renewal terms.
3. **Product and Service Offerings**

   **A. Products**
   Products available under this Contract are limited to as specified in Appendix C, Pricing Index. Vendor may incorporate changes to their product offering; however, any changes must be within the scope of the RFO and products awarded based on the posting described in Section 1.B above. Vendor may not add a manufacturer’s product line which was not included in the Vendor’s response to the solicitation described in Section 1.B above.

   **B. Services**
   Services available under this Contract are limited to as specified in the RFO and Appendix C, Pricing Index. Vendor may incorporate changes to their service offering; however, any changes must be within the scope of services awarded based on the posting described in Section 1.B above.

4. **Pricing**
   Pricing to the DIR Customer shall be as set forth in Appendix A, Section 8, Pricing, Purchase Orders, Invoices and Payment, and as set forth in Appendix C, Pricing Index, and shall include the DIR Administrative Fee.

5. **DIR Administrative Fee**
   **A) The administrative fee to be paid by the Vendor to DIR based on the dollar value of all sales to Customers pursuant to this Contract is insert number percent (0.75%). Payment will be calculated for all sales, net of returns and credits. For example, the administrative fee for sales totaling $100,000 shall be $750.00.**

   **B) All prices quoted to Customers shall include the administrative fee. DIR reserves the right to change this fee upwards or downwards during the term of this Contract, upon written notice to Vendor without further requirement for a formal contract amendment. Any change in the administrative fee shall be incorporated by Vendor in the price to the Customer.**

6. **Notification**
   All notices under this Contract shall be sent to a party at the respective address indicated below.

   **If sent to the State:**
   Dana L. Collins, CTPM, CTCM
   Manager, Contract and Vendor Management
   Department of Information Resources
   300 W. 15th St., Suite 1300
   Austin, Texas 78701
   Phone: (512) 936-2233
   Facsimile: (512) 475-4759
   Email: dana.collins@dir.texas.gov
If sent to the Vendor:
Shirley Siler
Ziegner Technologies, Inc.
7514 North Mopac Expressway, Suite 200
Austin, Texas 78731
Phone: (512) 372-8000
Facsimile: (512) 372-8151
Email: shirley@ztechinc.com

7. Shrink/Click-wrap and Software Agreement

A. Shrink/Click-wrap License Agreement

Regardless of any other provision or other license terms which may be issued by Vendor after the effective date of this Contract, and irrespective of whether any such provisions have been proposed prior to or after the issuance of a Purchase Order for products licensed under this Contract, or the fact that such other agreement may be affixed to or accompany software upon delivery (shrink-wrap), the terms and conditions set forth in this Contract shall supersede and govern the license terms between Customers and Vendor. It is the Customer’s responsibility to read the Shrink/Click-wrap License Agreement and determine if the Customer accepts the license terms as amended by this Contract. If the Customer does not agree with the license terms, Customer shall be responsible for negotiating with the reseller to obtain additional changes in the Shrink/Click-wrap License Agreement language from the software publisher.

B. Conflicting or Additional Terms

In the event that conflicting or additional terms in Vendor Software License Agreements, Shrink/Click Wrap License Agreements, Customer Agreements or linked or supplemental documents amend or diminish the rights of DIR Customers or the State, such conflicting or additional terms shall not take precedence over the terms of this Contract.

8. Authorized Exceptions to Contract or any Appendices.

No exceptions have been agreed to by DIR and Vendor.
This Contract is executed to be effective as of the date of last signature.

Ziegner Technologies, Inc.

Authorized By: ___Signature on file____

Name: __Tim Ziegner_______________

Title: ____President_______________

Date: ____5/30/14__________________

The State of Texas, acting by and through the Department of Information Resources

Authorized By: ___Signature on file____

Name: ___Karen Robinson____________

Title: ___Executive Director _________

Date: ____6/25/14__________________

Office of General Counsel: ____6/23/14____


June 19th, 2017

Ark-Tex Council of Governments
Attn: Ms. Shena Washington
4808 Elizabeth Street
Texarkana, TX 75503

Dear Ms. Washington,

Thank you for allowing Ziegner Technologies, Inc. to be of service to your organization. Find below a preliminary quote to purchase MIP Fund Accounting Standard Edition application:

<table>
<thead>
<tr>
<th>MIP Fund Accounting Standard Edition - Three (3) concurrent user seats</th>
<th>Quantity</th>
<th>Rate</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger (includes Grant Administration, Attachments, and User defined fields)</td>
<td>1</td>
<td>$3,632.53</td>
<td>$3,632.53</td>
</tr>
<tr>
<td>Account Payable</td>
<td>1</td>
<td>$2,268.63</td>
<td>$2,268.63</td>
</tr>
<tr>
<td>Electronic Funds Transfer for Accounts Payable</td>
<td>1</td>
<td>$1,086.58</td>
<td>$1,086.58</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>1</td>
<td>$1,086.58</td>
<td>$1,086.58</td>
</tr>
<tr>
<td>Budget Management</td>
<td>1</td>
<td>$1,813.99</td>
<td>$1,813.99</td>
</tr>
<tr>
<td>Data Import/Export</td>
<td>1</td>
<td>$1,086.58</td>
<td>$1,086.58</td>
</tr>
<tr>
<td>Forms Designer</td>
<td>1</td>
<td>$813.80</td>
<td>$813.80</td>
</tr>
<tr>
<td>Purchase Order with Encumbrances</td>
<td>1</td>
<td>$2,268.63</td>
<td>$2,268.63</td>
</tr>
<tr>
<td>Payroll</td>
<td>1</td>
<td>$3,177.89</td>
<td>$3,177.89</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>1</td>
<td>$1,086.58</td>
<td>$1,086.58</td>
</tr>
<tr>
<td>Human Resource Management (HR)-up to 150 active employee records</td>
<td>1</td>
<td>$2,632.34</td>
<td>$2,632.34</td>
</tr>
<tr>
<td>Employee Web Services (EWS)-up to 150 active employee records</td>
<td>1</td>
<td>$2,632.34</td>
<td>$2,632.34</td>
</tr>
<tr>
<td>Additional concurrent user seat (shipped with three)</td>
<td>5</td>
<td>$813.80</td>
<td>$4,069.00</td>
</tr>
<tr>
<td>Executive View user seat</td>
<td>2</td>
<td>$268.23</td>
<td>$536.46</td>
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<tr>
<td>Additional HR concurrent user seat (shipped with one)</td>
<td>0</td>
<td>$295.00</td>
<td>not included</td>
</tr>
<tr>
<td>Account Receivable Reporting</td>
<td>1</td>
<td>$813.80</td>
<td>$813.80</td>
</tr>
<tr>
<td>Advanced Security</td>
<td>1</td>
<td>$1,632.14</td>
<td>$1,632.14</td>
</tr>
<tr>
<td>Allocation Management</td>
<td>1</td>
<td>$2,268.63</td>
<td>$2,268.63</td>
</tr>
<tr>
<td>Electronic Requisitions</td>
<td>1</td>
<td>$1,813.99</td>
<td>$1,813.99</td>
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<tr>
<td>Electronic Requisitions user seat</td>
<td>10</td>
<td>$136.39</td>
<td>$1,363.90</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>1</td>
<td>$2,359.55</td>
<td>$2,359.55</td>
</tr>
<tr>
<td>GASB Reporting</td>
<td>1</td>
<td>$1,086.58</td>
<td>$1,086.58</td>
</tr>
<tr>
<td>MIP Fund Accounting Annual Software Maintenance agreement</td>
<td>1</td>
<td>$9,564.50</td>
<td>$9,564.50</td>
</tr>
<tr>
<td><strong>Total Estimated Software DIR TSO-2580</strong></td>
<td></td>
<td></td>
<td>$49,095.02</td>
</tr>
</tbody>
</table>

Please review this proposal and let us know if you have any questions. If this meets with your approval please sign and email it back to our office. We will then prepare an invoice so we can process order once payment is received. Thank you for choosing Ziegner Technologies. We look forward to serving you and your organization.

Sincerely,
Sherry Hovey
7514 N Mo Pac, Exp. Ste. 300
sherry@ziegner.com

(Please see attached Terms and Conditions on following page)
Ark-Tex Council of Governments- preliminary quote  
MIP Fund Accounting Standard Edition - Three (3) concurrent user seats  

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services: Initial dialogue and Chart of Accounts setup per one database</td>
<td>1</td>
<td>$1,200.29</td>
<td>$1,200.29</td>
</tr>
<tr>
<td>Technical Services: Training and Implementation</td>
<td>90</td>
<td>$171.47</td>
<td>$15,432.30</td>
</tr>
<tr>
<td>Technical services: Import Vendor Master file records</td>
<td>1</td>
<td>$979.09</td>
<td>$979.09</td>
</tr>
<tr>
<td>Technical Services: Import Employee Master file records</td>
<td>1</td>
<td>$979.09</td>
<td>$979.09</td>
</tr>
<tr>
<td>Technical Services: Data Conversion Historical file records</td>
<td></td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Professional Services DIR TSO-2580</td>
<td></td>
<td></td>
<td>$18,590.77</td>
</tr>
<tr>
<td>Travel Reimbursement- estimated for airfare, hotel, meals, and transportation (3 onsite weekly visit)</td>
<td>3</td>
<td>$1,600.00</td>
<td>$4,800.00</td>
</tr>
</tbody>
</table>

**Terms and Conditions**

Prices quoted are valid for thirty (30) days from the date of this proposal. You may order by signing below and returning the document via email to our offices. Additionally, please include your sales tax exempt certification, if appropriate, upon placing your order. Full payment is required with your order. Once your authorization and payment have been received, the services or software shipment to your location will be scheduled within ten (10) business days. Please note: purchase for software products are final from the software order date. If you have any questions, please contact us at any time at (512) 372-8000. Thank you for the opportunity to serve your organization. We look forward to working with you.

- We will perform the work on this project on a time and materials basis. This fee estimate is subject to change after 30 days from the date of this proposal. Should any circumstances arise that affect the scope of our proposed work, we will notify you and proceed upon your approval. Any additional services you request will be billed at our then current hourly rates. Our fees, plus out-of-pocket expenses, are billed monthly and payable within ten (10) days. Travel time will be billed at 1/2 our standard rates. Ziegner Technologies may suspend performance of services under this Agreement if the Client fails to make payment when due. Before suspending service, Ziegner Technologies will give seven (7) days written notice to Client. If Ziegner Technologies does not receive payment in the full within seven (7) days of the date of the notice, the suspension shall take effect without further notice.

- Any prepaid hours and associated dollar amounts for professional services that remain unused will expire twelve months from the date of payment.

- Ziegner Technologies maximum liability relating to the services rendered under this proposal (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the charges paid to Ziegner Technologies for the portion of its services or work products giving rise to the liability. In no event shall Ziegner Technologies be liable for consequential, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.) even if it has been advised of their possible existence. We are not responsible for, nor do we warrant any hardware or software.

- While we are pleased to provide staffing during this engagement, Ziegner Technologies does not expect our clients to offer permanent employment to our consultants. Ziegner Technologies has a significant investment in the training and professional development of our consultants and they are valued employees. If Client should hire any Ziegner Technologies consultant(s) working on this assignment, either during the assignment or within one year after the completion of this assignment, the Client will be billed a professional fee equal to one times the annual compensation of the employee to compensate Ziegner Technologies, Inc.

- If applicable, pricing for software, annual renewal, and consulting services is based on modules quoted, all prices are subject to change. All sales are final. Once order is placed and permanent activation code is issued, the software publisher does not permit a return of product for any reason.

- MIP Fund Accounting ships with Five (5) Organizational Databases. Additional databases can be purchased on an as needed basis.

- Database Options – Microsoft SQL Server Express ships with software at no additional charge. Microsoft SQL Server Standard/Enterprise Edition requires separate license purchase but has no direct effect on MIP Fund Accounting pricing.

- Certified Classroom Training – If applicable, discounts are available for early registration ($100, requires 3 weeks’ notice). The basic accounting training curriculum includes the following modules: Administration, General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliation, Budgeting, and Reporting. Payroll, if applicable, includes a fifth day on Friday. Additional modules purchased require onsite training. Each attendee is provided one (1) accounting training guide and payroll training guide, if applicable.

- If applicable, travel costs are not included and will be billed separately at actual costs. (or estimated only, subject to change.)
• Data Conversion – If applicable, services for data conversion are estimates only, subject to change upon evaluation of legacy system data.

*Price and terms accepted as quoted on previous page and as per above:*

___________________________________________ _____________________  
Authorized Signature Date

___________________________________________ _____________________  
Print Name Title
<table>
<thead>
<tr>
<th>Software</th>
<th>Customer Discount % off MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abila MIP Fund Accounting Standard Edition (By Module)</strong></td>
<td></td>
</tr>
<tr>
<td>General Ledger (with System Manager)</td>
<td>9.75%</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>9.75%</td>
</tr>
<tr>
<td>Accounts Receivable Reporting</td>
<td>9.75%</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>9.75%</td>
</tr>
<tr>
<td>Budget Management</td>
<td>9.75%</td>
</tr>
<tr>
<td>Data Import/Export</td>
<td>9.75%</td>
</tr>
<tr>
<td>Forms Designer</td>
<td>9.75%</td>
</tr>
<tr>
<td>Accounts Receivable Billing</td>
<td>9.75%</td>
</tr>
<tr>
<td>Advanced Security</td>
<td>9.75%</td>
</tr>
<tr>
<td>Allocations Management</td>
<td>9.75%</td>
</tr>
<tr>
<td>Data Consolidation Client</td>
<td>9.75%</td>
</tr>
<tr>
<td>Data Consolidation Manager</td>
<td>9.75%</td>
</tr>
<tr>
<td>Direct Deposit for Payroll</td>
<td>9.75%</td>
</tr>
<tr>
<td>Electronic Funds Transfer (EFT) for Accounts Payable</td>
<td>9.75%</td>
</tr>
<tr>
<td>Electronic Requisitions (eReq.)</td>
<td>9.75%</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>9.75%</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>9.75%</td>
</tr>
<tr>
<td>GASB Reporting</td>
<td>9.75%</td>
</tr>
<tr>
<td>Scheduler</td>
<td>9.75%</td>
</tr>
<tr>
<td>Payroll</td>
<td>9.75%</td>
</tr>
<tr>
<td>Purchase Orders with Encumbrances</td>
<td>9.75%</td>
</tr>
<tr>
<td>Multicurrency</td>
<td>9.75%</td>
</tr>
<tr>
<td>Visual Analyzer 'Digital Dashboard' (One (1) License)</td>
<td>9.75%</td>
</tr>
<tr>
<td>Additional Databases</td>
<td>9.75%</td>
</tr>
<tr>
<td>Additional eReq.Users</td>
<td>9.75%</td>
</tr>
<tr>
<td>Additional Concurrent Users</td>
<td>9.75%</td>
</tr>
<tr>
<td>Executive View Only Users</td>
<td>9.75%</td>
</tr>
<tr>
<td>Visual Analyzer Users</td>
<td>9.75%</td>
</tr>
<tr>
<td>Human Resources (1001+ Employees)</td>
<td>9.75%</td>
</tr>
<tr>
<td>Employee Web Services (EWS) (1001+ Employees)</td>
<td>9.75%</td>
</tr>
<tr>
<td>HR Users</td>
<td>9.75%</td>
</tr>
<tr>
<td>HR Export (transfer to 3rd Party)</td>
<td>9.75%</td>
</tr>
<tr>
<td>HR Payroll Link</td>
<td>9.75%</td>
</tr>
<tr>
<td><strong>Abila MIP Fund Accounting Single User System (By Module)</strong></td>
<td></td>
</tr>
<tr>
<td>General Ledger (with System Manager)</td>
<td>9.75%</td>
</tr>
<tr>
<td>Abila MIP Fund Accounting Single User System (By Module) [con'td]</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable Reporting</td>
<td></td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td></td>
</tr>
<tr>
<td>Budget Management</td>
<td></td>
</tr>
<tr>
<td>Data Import/Export</td>
<td></td>
</tr>
<tr>
<td>Forms Designer</td>
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<td>Direct Deposit for Payroll</td>
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<td>Electronic Funds Transfer (EFT) for Accounts Payable</td>
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<tr>
<td>Electronic Requisitions (eReq.)</td>
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<td>Encumbrances</td>
<td></td>
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<td>Fixed Assets</td>
<td></td>
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<tr>
<td>GASB Reporting</td>
<td></td>
</tr>
<tr>
<td>Scheduler</td>
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</tr>
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<td>Payroll</td>
<td></td>
</tr>
<tr>
<td>Purchase Orders with Encumbrances</td>
<td></td>
</tr>
<tr>
<td>Multicurrency</td>
<td></td>
</tr>
<tr>
<td>Visual Analyzer 'Digital Dashboard' (One (1) License)</td>
<td></td>
</tr>
<tr>
<td>Additional Databases</td>
<td></td>
</tr>
<tr>
<td>Additional eReq.Users</td>
<td></td>
</tr>
<tr>
<td>Executive View Only Users</td>
<td></td>
</tr>
<tr>
<td>Abila Nonprofit Online Suite</td>
<td></td>
</tr>
<tr>
<td>Abila Fundraising Online</td>
<td></td>
</tr>
<tr>
<td>Abila Fundraising 50 (10 Users) (On Premise)</td>
<td></td>
</tr>
<tr>
<td>Abila Fundraising 50 (10 Users) (Hosted)</td>
<td></td>
</tr>
<tr>
<td>Abila Grants Management (On premise)</td>
<td></td>
</tr>
<tr>
<td>Abila Grants Management (Subscription)</td>
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<td>Abila NetFORUM</td>
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<td>Abila Millenium</td>
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<td>Ziegner USAS Interface</td>
<td></td>
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<tr>
<td>Ziegner Voucher Print-Single form or similar custom form</td>
<td></td>
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<tr>
<td>Austera Constituent Relationship Management (CRM)/Software</td>
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<td>Austera Accounting</td>
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<td>Austera Client Tracking</td>
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<td>Austera Donor Management</td>
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<td>Austera Human Resources</td>
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<td>Austera Payroll</td>
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<td>Austera Procument</td>
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as amended by Amendment Number 1
<table>
<thead>
<tr>
<th>Abila MIP Fund Accounting Single User System (By Module) [con'td]</th>
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</thead>
<tbody>
<tr>
<td>Austera Timesheet</td>
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<tr>
<td>Austera Add-on</td>
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<tr>
<td><strong>Services</strong></td>
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<td>Installation</td>
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<tr>
<td>Customization &amp; Configuration</td>
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<tr>
<td>Implementation</td>
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<td>Training</td>
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<td>Technical Services</td>
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<td>Hosting</td>
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<td>Managed Services</td>
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<td>Project Management</td>
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<td>Support Services Contract</td>
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<tr>
<td>Publisher Maintenance and Support</td>
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</tbody>
</table>

as amended by Amendment Number 1
Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. Form HUD-50075-HP is to be completed annually by High Performing PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

(1) **High-Performing PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.

(2) **Small PHA** – A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

(3) **Housing Choice Voucher (HCV) Only PHA** – A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.

(4) **Standard PHA** – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and was designated as a standard performer in the most recent PHAS or SEMAP assessments.

(5) **Troubled PHA** – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) **Qualified PHA** – A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

### A. PHA Information.

<table>
<thead>
<tr>
<th>A.1</th>
<th>PHA Name: Ark-Tex Council of Governments</th>
<th>PHA Code: TX499</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Type:</td>
<td>☐ Small</td>
<td>☑ High Performer</td>
</tr>
<tr>
<td>PHA Plan for Fiscal Year Beginning:</td>
<td>(MM/YYYY): 10/2016</td>
<td></td>
</tr>
<tr>
<td>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Public Housing (PH) Units</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Number of Housing Choice Vouchers (HCVs)</td>
<td>1250</td>
<td></td>
</tr>
<tr>
<td>Total Combined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA Plan Submission Type:</td>
<td>☑ Annual Submission</td>
<td>☐ Revised Annual Submission</td>
</tr>
</tbody>
</table>

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

<table>
<thead>
<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead PHA:</td>
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</tbody>
</table>

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### B. Annual Plan Elements

#### B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?

<table>
<thead>
<tr>
<th>Element</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</td>
<td></td>
<td></td>
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<tr>
<td>Financial Resources.</td>
<td></td>
<td></td>
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<tr>
<td>Rent Determination.</td>
<td></td>
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<tr>
<td>Homeownership Programs.</td>
<td></td>
<td></td>
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<tr>
<td>Safety and Crime Prevention.</td>
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<td></td>
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<tr>
<td>Pet Policy.</td>
<td></td>
<td></td>
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<tr>
<td>Substantial Deviation.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Significant Amendment/Modification</td>
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</tbody>
</table>

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

Ark-Tex Council of Governments consulted with Nan McKay to revise ATCOG’s previous 2014 Admin. Plan. The new 2016 Admin. Plan is a direct model of the Nan McKay’s Model Admin. Plan with significant amendments being made to the ATCOG’s waiting list and new established preferences.

1. The new Admin. Plan consists of one Waiting list, whereas the previous Admin. Plan consisted of one waiting list per county.
2. A working preference, Veteran’s (spouse) preference, VISTA preference has been established and implemented in the new Admin. Plan.
3. The PHA has selected the Low-income limits for eligibility, but will continue to assist and admit 75 percent of families within the extremely low-income level to the program.

The new Admin. Plan was approved by the Board of Ark-Tex. Council of Governments during the October 2016 Board meeting and became effective November 1, 2016.

#### B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope VI or Choice Neighborhoods.</td>
<td></td>
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<tr>
<td>Mixed Finance Modernization or Development.</td>
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<tr>
<td>Demolition and/or Disposition.</td>
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<tr>
<td>Conversion of Public Housing to Tenant Based Assistance.</td>
<td></td>
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<tr>
<td>Conversion of Public Housing to Project-Based Assistance under RAD.</td>
<td></td>
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<tr>
<td>Project Based Vouchers.</td>
<td></td>
<td></td>
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<tr>
<td>Units with Approved Vacancies for Modernization.</td>
<td></td>
<td></td>
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<tr>
<td>Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

#### B.3 Progress Report.

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

Ark-Tex Council of Governments goal is to increase and provide excellent customer service to tenants and landlords.

1. Ark-Tex. Council of Governments will no longer print paper utility checks. Tenants will provide ATCOG with information of a personal savings or checking account, and receive their utility allowance directly into individual accounts. Tenants will benefit by capitalizing on the faster delivery of their monthly utility allowance.
2. ATCOG will provide landlords with new updates and changes to Housing Quality Standards inspection as they become available from HUD to ATCOG. HQS inspections will phase out by 2021, and become UPCS-V inspections (Uniform Physical Condition Standards). UPCS-V introduces new measures to enhance the consistency and objectivity of the inspection process, and will provide more information about the condition of individual housing units.

### B.4. Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>

(b) If yes, please describe:

### Other Document and/or Certification Requirements.

#### C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan

*Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### C.2 Civil Rights Certification.

*Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### C.3 Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the PHA Plan?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>

If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

#### C.4 Certification by State or Local Officials.

*Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
Instructions for Preparation of Form HUD-50075-HP
Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

- Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

- Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b). Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. 24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

- Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing

D. Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).

D.1 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.
or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b)).

☐ Safety and Crime Prevention (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

☐ Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or e) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 902.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (24 CFR §903.7(h))

☐ Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/Conversion.cfm. (24 CFR §903.7(j))

☐ Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.
C.2 **Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation,* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. *(24 CFR §903.7(o))*

C.3 **Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. *(24 CFR §903.13(c), 24 CFR §903.19)*

C.4 **Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan,* must be submitted by the PHA as an electronic attachment to the PHA Plan. *(24 CFR §903.15)*

D. **Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. *(24 CFR 903.7 (g))*

D.1 **Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and inform HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 1.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.
RESOLUTION NO. BD17-003


WHEREAS, the Quality Housing and Work Responsibility Act of 1998 enacted by the U. S. Department of Housing and Urban Development (DHUD) requires the Five-year and Annual Plans be submitted to establish goals and operating procedures for achieving PHA goals within the HCV program.

WHEREAS, the Annual Plan for the fiscal year beginning on October 1, 2016, is now due and must be approved and certified by the Board of Directors; and

WHEREAS, a public meeting was held at 4:00 P.M. on May 25, 2017 to hear comments and/or recommendations for changes in the Plans; and no comments or recommendations were received.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Annual Plan for the fiscal year beginning on October 1, 2016, be approved and submitted.

Section 2 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 29th DAY OF JUNE 2017.

L.D. Williamson, President
Board of Directors

ATTEST:
Emergency Transfers

**ARK-TEX Council of Governments** is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), ATCOG allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of ATCOG’s Housing Rental Assistance Program to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether another property owner has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model

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1 Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.
2 Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.
emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that housing agencies are in compliance with VAWA.

**Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD’s regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

**Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify their Housing Specialist and submit a written request for a transfer to another agency. The Housing Rental Assistance program will provide reasonable accommodations to this policy for individuals with disabilities. The tenant’s written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under ATCOG’s Housing program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant’s request for an emergency transfer.

Confidentiality

The Housing Rental Assistance Program will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about ATCOG’s Housing Rental Assistance responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

The Housing Rental Assistance Program cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The Housing Rental Assistance program will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different location. If a unit/home is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit/home to which
the tenant has been transferred. ATOCG may be unable to transfer a tenant to a particular unit/home if the tenant has not or cannot establish eligibility for that unit.

If the Housing program has no safe and available residence for which a tenant who needs an emergency is eligible, the Housing Specialist will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant’s request, the Specialist will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants
Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network’s National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at https://ohl.rainn.org/online/.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime’s Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking. TEXARKANA DOMESTIC VIOLENCE (903-794-4000).
RESOLUTION NO. BD17-004


WHEREAS, the Quality Housing and Work Responsibility Act of 1998 enacted by the U. S. Department of Housing and Urban Development (DHUD) requires the Five-year and Annual Plans be submitted to establish goals and operating procedures for achieving PHA goals within the HCV program.

WHEREAS, the Administrative Plan for the fiscal year beginning on October 1, 2016, be amended to include the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (VAWA), now due and be approved and certified by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Administrative Plans amend to include the Emergency Transfer Plan for the fiscal year beginning on October 1, 2016, be approved and submitted.

Section 2 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 29th DAY OF JUNE 2017.

_______________________________________
L.D. Williamson, President
Board of Directors

ATTEST:
ITEM 14:
Review and approve use of the risk-based formula as the method for allocating FY2018 Homeland Security Grant Program (HSGP) funds to eligible jurisdictions.

BACKGROUND:
Last October, the ATCOG Board approved the use of a risk-based formula as the method for allocating FY2017 HSGP funds. There were no issues in the allocation of funding. To date, the State is not requiring COGs to adopt a formula or any other particular method for fund allocations, but utilizing a risk-based formula means ATCOG’s allocation process is factual, objective and in line with the State’s standards.

DISCUSSION:
The ATCOG Homeland Security Advisory Committee met on May 25, 2017, and approved the use of the risk-based formula as the method for allocating FY2018 HSGP funds to eligible jurisdictions. The formula itself will not be changed in any way from last year, but the supporting data will be updated to capture any changes that might have occurred during the previous 12 months.

Allocation amount ($) = (50% x Risk) + (50% x Population), where Risk = P+V+C.

P = Probability/Impact
Probability is number of severe natural and human caused events in the past 10 years. Natural events are weighted based on the severity of the loss and damage to the jurisdiction while human caused events are weighted by total number of criminal offenses (Unified Crime Report Data) registered in the past 10 years.

V = Vulnerability
The social vulnerability index is used to determine the vulnerability. This vulnerability is based on social, economic, demographic, and housing characteristics that influence a community’s ability to cope with, recover from, and adapt to disruptive events.

C = Critical Infrastructure and Key Resources
Locally identified Critical Infrastructure that fit regionally defined definitions. Failure of these critical infrastructures may be hazardous to the local and regional population, the economy, even national security.

RECOMMENDATION:
Staff and the HSAC recommend approval from the Board to use the risk-based allocation formula as the method for allocating FY2018 Homeland Security Grant Program (HSGP) funds to eligible jurisdictions.
RESOLUTION NO. BD17-005

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS TO ADOPT THE USE OF THE RISK-BASED FORMULA AS THE METHOD FOR ALLOCATING FY2018 HOMELAND SECURITY GRANT PROGRAM FUNDS TO ELIGIBLE JURISDICTIONS.

WHEREAS, the ATCOG Board of Directors and Homeland Security Advisory Committee finds it to be in best interest to use the risk-based formula as the method for allocating FY2018 Homeland Security Grant Program funds to eligible jurisdictions;

WHEREAS, the formula is risk-based and is weighted as follows: (50% x Risk) + (50% x Population), where Risk = Probability + Vulnerability + Critical Infrastructure and Key Resources.

NOW, THEREFORE BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS THROUGH VOTE AND APPROVAL BY THE ATCOG BOARD OF DIRECTORS:

Section 1 - That the ATCOG Board of Directors has approved the continuation of the risk based formula as the method for allocating FY2018 Homeland Security Grant Program funds to jurisdictions.

REVIEWED THIS 29TH DAY of JUNE 2017.

L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

______________________________

____________________________________
L.D. Williamson, President
 Ark-Tex Council of Governments
RESOLUTION NO. BD17-006

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) BOARD OF DIRECTORS TO APPROVE THE ATCOG RURAL TRANSIT DISTRICT (RTD) TITLE VI PROGRAM REVISIONS TO INCLUDE PROGRAM UPDATES AS MANDATED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

WHEREAS, the Ark-Tex Council of Governments (ATCOG) is a Regional Planning Commission established pursuant to the authority granted by Article 1011m, Revised Civil Statutes of Texas, and Arkansas Interlocal Cooperation Act 430; and

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperative Act of 1968, ATCOG has been designated as the area-wide agency to review certain applications for which federal financial assistance is requested; and

WHEREAS, ATCOG is governed by a Board of Directors with the responsibility to oversee the operation and management of a rural transportation system and to oversee the provision of rural transportation services within the ATCOG RTD; and

WHEREAS, the FTA has mandated that the ATCOG RTD Title VI Program include revisions which meet all updated requirements issued by the FTA.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS:

Section 1 - That the ATCOG RTD Title VI Program update is mandated by the Federal Transit Administration.

Section 2 - That the Ark-Tex Council of Governments Board approves the ATCOG RTD Title VI Program as updated to include required program revisions as mandated by the FTA.

Section 3 - That the meeting at which this Resolution is passed is open to the public and that public notice of the time, place and purpose of said meeting was given as required by law.

Section 4 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 29TH DAY OF JUNE 2017.

L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

__________________________________________

L.D. Williamson, President
Ark-Tex Council of Governments
RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) BOARD OF DIRECTORS ON THE ADOPTION OF THE ATCOG ADA COMPLIMENTARY PARATRANSIT SERVICE PLAN FOR PARIS METRO AS THE COMPREHENSIVE PARATRANSIT PLAN FOR THE ATCOG RURAL TRANSIT DISTRICT (RTD) PARIS METRO SYSTEM.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperative Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain applications for which federal financial assistance is requested; and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the adoption of the ATCOG Complimentary Paratransit Service Plan as the comprehensive paratransit plan for the Ark-Tex Council of Governments Rural Transit District Paris Metro, can reasonably be expected to become part of the overall regional plan.

Section 2 - That the above mentioned improvements are desirable and urgently needed for public safety and welfare.

REVIEWED AND APPROVED THIS 29th DAY OF JUNE, 2017.

L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:
# COG REPEATER TEST RESULTS

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See back of page for notes
COG REPEATER TEST RESULTS

September 2016
- Reno called on phone. They could hear us but we could not hear them.
- Cass County Representative used Atlanta location to participate. Per Committee decision, Atlanta EOC and Cass County must participate separately.
- September 7, 2016 – Cass County and City of Reno participated in independent communication checks from their respective EOCs which satisfies the two day rule.
- RRAD Representative attempted to participate after test. Could hear but could not transmit.

October 2016
- Cass County and Morris County Representatives were unable to participate during test due to work related matters.
- City of Clarksville did not participate in initial test.
- Bogata Representative said that they did not receive reminder notification. City of Bogata did not participate in initial test.
- RRAD did not participate in initial test. RRAD Representative stated that they could hear but could not transmit. Checking to see what the problem is.
- October 4, 2016 - Cass County, Morris County, City of Clarksville, City of Bogata, and RRAD participated in independent communications checks from their respective EOCs which satisfies the two day rule.

November 2016
- No issues reported – all eligible entities participated

December 2016
- Cass County and City of Sulphur Springs were unable to participate during test due to a temporary facility relocation.
- City of Reno and City of Atlanta did not participate in initial test.
- December 6, 2016 - City of Reno participated in independent communications check from its EOCs which satisfies the two day rule.
- December 8, 2016 - Cass County and City of Sulphur Springs participated in independent communications checks from their EOCs which satisfies the two day rule.

January 2017
- Lamar County and ATCOG did not participate in initial test, but participated in independent communications check from their EOCs which satisfies the two day rule.

February 2017
- No issues reported – all eligible entities participated

March 2017
- Reno and Red River Army Depot did not participate in the initial test, but participated in independent communications check from their EOCs which satisfies the two day rule.

April 2017
- Red River Army Depot response was not transmitted, but they could hear during the initial test. RRAD participated in an independent communication check from their EOC to ATCOG EOC and Titus County EOC.

May 2017
- No issues reported – all eligible entities participated

June 2017
- Paris, Clarksville, Reno and RRAD did not participate in the initial test, but participated in independent communications check from their EOCs which satisfies the two day rule.
- Hopkins and Sulphur Springs reported static but readable communication.
# FY2016 Homeland Security Grant Update

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