

2021-2022
Strategic Work Program
&
Operating Budget

Permian Basin
Regional Planning Commission



Permian Basin Regional Planning Commission

P.O. BOX 60660 • 2910 LAFORCE BOULEVARD • MIDLAND, TEXAS 79711-0660 • (432) 563-1061 • FAX (432) 563-1728

VIRGINIA BELEW
Executive Director

Board of Directors
Permian Basin Regional Planning Commission

This Strategic Work Program and Operating Budget is being submitted to you in compliance with the reporting requirements set forth by Chapter 391 of the Texas Local Government Code.

This plan includes a work program and is designed to consolidate and present Planning Commission goals, project objectives, work tasks, performance measures, implementation schedules, human resource requirements and budget information. More detailed work program and budget documentation is contained in each of the contracts and agreements entered into by the Planning Commission with federal agencies, state agencies, local governments, local special districts and other funding partners.

The budget portion of this document is unlike the traditional government budget in several respects. The Planning Commission has no taxing or oversight authority; therefore, the budgetary process is not one which culminates in an appropriate bill or an ordinance enacted into by law. Therefore, the budget is not technically defined as a legally adopted budget.

Unlike most local government budgets, it is extremely difficult to accurately predict revenues and expenditures for a twelve-month period. The Planning Commission's budget document is a compilation of the individual budgets for the various projects which the Commission is operating at any point in time. The individual projects are funded by multiple agencies (both federal and state) and with locally generated funds. Each individual project operates within its own fiscal year. Many of these projects are routinely subject to last-minute funding changes and special activities are often funded during the course of the year. These facts make it difficult for the Planning Commission to prepare a single agency-wide budget which is not subject to revision as the year progresses. Therefore, a budget amendment may be necessary during the course of the next twelve months.

The expenditures necessary to support these programs total \$5,862,374.35. Anticipated revenues total \$5,862,374.35. From a human resources standpoint, the 2021-2022 Strategic Work Program and Operating Budget calls for the number of full-time equivalent employees (FTE's) to be 27 persons.

This 2021-2022 PBRPC Strategic Work Program and Operating Budget include an across-the-board cost-of-living increase for all employees. The budget does include for a salary increase for some employees who completed their probation period and/or other employees who are due a promotion or merit increase.

I am pleased to present the Board with the 2021-2022 Strategic Work Program and Operating Budget for the Permian Basin Regional Planning Commission, which allows this agency to aggressively conduct a wide range of programs and projects benefiting the citizens of the Permian Basin region. Should you have any questions regarding this document or any of the initiatives proposed herein, please call.

Respectfully submitted,

Virginia Belew
Executive Director

STRATEGIC WORK PROGRAM SUMMARY

The 2021-2022 Strategic Work Program and Operating Budget of the Permian Basin Regional Planning Commission establishes an overall goal for each general programmatic area to be addressed by the Planning Commission in Fiscal Year 2021-2022. The following program areas are addressed in this document:

- Area Agency on Aging
- Criminal Justice
 - Planning
 - Law Enforcement Training
 - Violence Against Women
 - Mental Health Training
- Homeland Security
- 9-1-1 Strategic Planning
- Regional Services:
 - Solid Waste Management and Technical Assistance
 - Solid Waste Training
 - Pipeline Hazardous Management Safety
 - Community Development Block Grant
 - Economic Development

Within each of the five program areas, specific project by project work programs are delineated for 2021-2022. Each project is assigned an objective, work tasks, and performance measures. Following the specific work by work programs, you will find the overall program budget.



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VIRGINIA BELEW
Executive Director

September 15, 2021

Honorable Board of Directors
Permian Basin Regional Planning Commission

Dear Board Members:

The Financial Department of the Permian Basin Regional Planning Commission (PBRPC) is pleased to present the 2021-2022 Strategic Work Program and Operating Budget which reflects anticipated revenues of \$5,862,374.35 and proposed expenditures of \$5,862,374.35. This document is designed to provide information about the operating activities of the PBRPC for the upcoming fiscal year and reflects an increase in funding for most funded programs when compared to the previous year's Operating Budget. The 2021-2022 Strategic Work Program and Operating Budget is divided into four sections:

- Section One includes the overall budget for the financial activities of the PBRPC.
- Section Two includes the 2021-2022 work programs and budgets explained by program.
- Section Three includes the 2021-2022 Indirect program and operating budget.
- Section Four includes description of the PBRPC region and membership.

Preparation of the budget requires some projected assumptions be made since funding variances and programmatic activities modifications may occur during the twelve-month cycle from PBRPC's fiscal year.

Please feel free to contact me if you have any questions concerning the Operating Budget.

Respectfully,

Kala Hardy
Chief Financial Officer

SECTION I

OVERALL BUDGET

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

REVENUES:

LOCAL REVENUE

MEMBERSHIP DUES	130,000.00
INVESTMENT INCOME	4,644.00
RENTAL INCOME	44,100.00
CONTRACT SERVICES	-

TOTAL LOCAL INCOME

178,744.00

STATE/ FEDERAL REVENUE

TEXAS HEALTH AND HUMAN SERVICES COMMISSION	2,323,760.00
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS	200,000.00
TEXAS DEPARTMENT OF TRANSPORTATION - RCTP	15,000.00
GOVERNOR'S OFFICE -CRIMINAL JUSTICE	284,976.00
TEXAS DEPARTMENT OF AGRICULTURE	9,353.00
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	172,810.00
COMMISSION ON STATE EMERGENCY COMMUNICATIONS	1,584,993.00
GOVERNORS DIVISION OF EMERGENCY MANAGEMENT	550,978.38
US DEPARTMENT OF COMMERCE- CARES	330,000.00
US DEPARTMENT OF TRANSPORTATION - PIPELINE SAFETY	100,000.00
US DEPARTMENT OF COMMERCE - ECOMONIC DEVELOPMENT	96,000.00

TOTAL STATE AND FEDERAL REVENUE

5,667,870.38

TOTAL PROGRAM INCOME - CJD ACADEMY

15,759.97

TOTAL REVENUES

5,862,374.35

EXPENDITURES:

SALARIES	1,380,194.00
INTERNAL SERVICES	453,776.12
OUT OF REGION TRAVEL	75,439.01
GOVERNING BODY TRAVEL	3,500.00
RECEPTION SERVICES	2,015.11
CELL PHONES	685.00
OUTREACH	27,000.00
FACILITY COST	4,583.15
NON CAPITAL COMPUTER	1,249.95
CONTRACT SERVICES	296,462.14
COMPUTER SERVICES	25,056.27
AUDITING	29,721.02
IT SERVICES	56,043.49
IN REGION TRAVEL	38,466.60
PROFESSIONAL DEVELOPMENT	17,392.08
NON CAPITAL FURNITURE	50,499.90
COMPUTER PERIPHERALS	2,711.20
SMALL FURNITURE	14,522.81
CONSUMABLE SUPPLIES	50,087.97
INSURANCE AND BONDING	12,151.66
PRINTING	3,948.73
FURNITURE & EQUIPMENT RENTAL	11,826.32
MAINTENANCE AND REPAIRS	56,938.36
COMMUNICATIONS	12,972.32
POSTAGE	11,923.65
UTILITIES	40,755.30
DUES AND SUBSCRIPTIONS	22,597.94
OTHER EXPENDITURES	55,857.07
SOFTWARE	42,439.99
INDIRECT COST RECOVERY	(169,640.04)
SHARED COST	43,453.44
BANK FEES	300.00
EQUIPMENT	5,000.00
DISALLOWED	1,000.00
CAR ALLOWANCE	7,200.00
FICA	104,803.30
MEDICARE	24,510.45
HEALTH INSURANCE	296,998.92
RETIREMENT	138,272.74
UNEMPLOYMENT	7,560.00
WORKERS COMPENSATION	6,538.50
LONGEVITY PAY	22,320.00
ACCRUED VACATION	10,000.00
(OVER) Under RECOVERY COST	<u>117,874.00</u>

SUBTOTAL OPERATING EXPENSES

3,417,008.47

SERVICES/ PASS-THROUGH

2,445,365.88

TOTAL EXPENDITURES

5,862,374.35

NET INCOME/ DEFICIT

-

PERMIAN BASIN REGIONAL PLANNING COMMISSION

FINANCIAL PLAN

OCTOBER 1, 2020 - SEPTEMBER 30, 2021

CSEC 911-STRATEGIC PLANNING	TCEQ SOLID WASTE MANAGEMENT	TEMAP TEXAS DEPT OF HSN&G & COMM AFF	TX DEPT AGRICULTURE CDBG	TEXAS DOT RCTP	USDOD EDA CARES	USDOD ECONOMIC DEVELOPMENT	USDOT PIPELINE & H-M SAFETY	TOTAL 21-22	TOTAL	
									20-21	Variance
308,525.23	42,673.82	30,552.67	4,250.00	700.00	45,707.48	39,502.01	36,613.18	1,380,194.90	1,337,670.70	42,524.20
135,319.17	18,716.74	13,400.40	1,864.06	307.01	20,047.30	17,325.58	16,058.54	605,353.48	496,822.52	108,530.96
443,844.40	61,390.56	43,953.07	6,114.06	1,007.01	65,754.78	56,827.59	52,671.72	1,985,548.38	1,834,493.22	151,055.16
41,543.83	5,746.15	4,114.00	572.25	94.24	6,154.65	5,319.08	4,930.06	169,639.97	158,414.26	11,225.71
								117,874.00	25,832.00	92,042.00
105,993.12	17,096.50	9,962.57	697.35	7,197.07	19,462.36	14,542.55	11,852.29	453,776.12	393,839.26	59,936.86
32,656.00	5,025.00	-	-	-	-	-	-	75,439.01	87,156.00	(11,716.99)
-	-	-	-	-	-	-	-	3,500.00	6,500.00	(3,000.00)
-	2,015.11	-	-	-	-	-	-	2,015.11	39,999.95	(37,984.84)
-	-	-	-	1,000.00	-	-	-	1,685.00	625.00	1,060.00
-	-	-	15.95	2.75	-	-	-	-	7,200.00	(7,200.00)
-	-	-	4.35	0.75	-	-	15,000.00	26,005.10	23,000.00	3,005.10
1,145.65	161.15	115.50	34.80	6.00	172.70	149.60	138.60	4,605.25	6,000.00	(1,394.75)
312.45	43.95	31.50	50.45	8.70	47.10	40.80	37.80	1,304.00	-	1,304.00
37,499.60	351.60	252.00	103.43	17.83	160,376.80	10,326.40	302.40	296,542.60	217,849.94	78,692.66
3,623.63	509.71	365.32	211.04	39.93	546.24	473.18	438.38	25,248.09	11,399.97	13,848.12
7,429.37	1,045.03	749.00	5.80	1.00	1,119.93	970.13	898.80	29,606.56	37,449.93	(7,843.37)
-	7,833.41	1,511.51	4.64	0.80	2,264.42	3,956.41	1,813.81	55,797.96	89,500.08	(33,702.12)
416.60	2,058.60	42.00	8.70	1.50	5,062.80	15,054.40	1,050.40	38,470.00	19,600.00	18,870.00
2,833.28	2,046.88	33.60	2.48	0.43	50.24	43.52	5,999.12	17,389.55	7,150.00	10,239.55
624.90	3,087.90	63.00	-	-	40,094.20	81.60	75.60	50,489.70	4,500.00	45,989.70
177.78	1,025.01	17.92	36.35	-	26.80	23.21	21.51	2,744.64	-	2,744.64
-	1,000.00	-	37.40	-	5,000.00	7,522.81	-	14,560.21	-	14,560.21
16,917.92	2,053.82	263.26	7.30	4,555.13	393.63	340.98	1,315.91	50,058.92	76,723.79	(26,664.87)
2,686.09	1,183.83	270.80	34.20	6.45	404.91	350.75	324.96	12,148.46	24,100.00	(11,951.54)
524.62	173.79	52.89	114.53	1.26	79.08	68.51	63.47	4,055.96	3,550.08	505.88
2,456.28	2,345.51	247.63	21.46	5.90	370.27	320.74	297.16	11,813.58	12,106.00	(292.42)
8,226.39	3,125.92	829.35	11.35	19.75	1,240.08	1,074.21	995.22	56,835.18	90,180.08	(33,344.90)
6,541.14	416.78	155.37	100.00	1,003.70	232.32	201.24	186.45	13,050.86	13,735.06	(684.20)
2,014.91	428.23	82.16	51.34	1.96	122.84	106.41	98.59	11,963.64	13,374.95	(1,411.31)
7,182.64	2,380.61	724.13	7.70	17.24	1,082.74	937.92	868.95	40,663.00	27,200.06	13,462.94
5,666.86	1,516.29	369.62	1,106.07	7.33	552.96	478.16	442.96	23,652.67	21,762.95	1,889.72
3,580.24	18,621.46	55.44	-	1.10	82.94	71.72	66.44	55,849.37	36,891.03	18,958.34
904.30	1,127.20	91.17	-	2.17	19,305.21	15,118.08	109.40	41,333.92	-	41,333.92
								300.00	-	300.00
								5,000.00	9,600.00	(4,600.00)
								1,000.00	-	1,000.00
								7,200.00	-	7,200.00
								104,803.30	83,932.54	20,870.76
								24,510.45	19,629.39	4,881.06
								296,998.92	225,358.04	71,640.88
								138,272.74	107,589.34	30,683.40
								7,560.00	3,168.00	4,392.00
								6,538.50	5,256.21	1,282.29
								22,320.00	16,080.00	6,240.00
								10,000.00	10,000.00	-
								(731,609.27)	(496,822.52)	(234,786.75)
								(169,640.04)	(158,414.26)	(11,225.78)
								-	-	-
734,802.00	143,810.00	64,352.81	9,353.00	15,000.00	330,000.00	134,400.00	100,000.00	3,416,940.11	3,115,510.35	301,429.76
850,191.00	29,000.00	135,647.19	-	-	-	-	-	2,445,365.88	3,948,666.30	(1,503,300.42)
1,584,993.00	172,810.00	200,000.00	9,353.00	15,000.00	330,000.00	134,400.00	100,000.00	5,862,305.99	7,064,176.65	(1,201,870.66)
								-	-	-
1,584,993.00	172,810.00	200,000.00	9,353.00	15,000.00	330,000.00	96,000.00	100,000.00	5,667,870.38	6,849,792.89	(1,181,922.51)
								15,759.97	18,783.87	(3,023.90)
						38,400.00		-	-	-
								178,744.00	195,600.00	(16,856.00)
1,584,993.00	172,810.00	200,000.00	9,353.00	15,000.00	330,000.00	134,400.00	100,000.00	5,862,374.35	7,064,176.76	(1,191,802.41)
								68.36	-	68.36

Permian Basin Regional Planning Commission
EXPLANATION OF
COMBINED OPERATING STATEMENT
October 1, 2021, thru September 30, 2022

EXPENDITURES

Expenditures include personnel costs such as salaries, employee benefits and any over/under recovery costs associated with the previous year's audited expenditures. Expenditures also include the on-site/off-site rate charges and any over/under recovery costs associated with the previous years audited expenditures.

Auditing

This category includes costs associated with the independent audits performed for the overall agency and/or any grant program in accordance with generally accepted auditing standards. Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of Federal Register and Office of Management and Budget (OMB) 2CFR 200. This category also includes costs associated with required actuarial studies for GASB 75, Other Post-Employment Benefits (OPEB), other than pensions.

Bank Fees

Fees associated with our banking service will be included.

Car Allowance

This category covers a car allowance for the position of Executive Director.

Cell Phones

When official business cannot be accommodated using a landline telephone or other communication device, use of a cellular phone may be required to perform PBRPC business functions.

Communications

This category includes fees associated with communication such as telephone line service, long-distance telephone service and any telephone or video conferencing equipment. Other fees may be associated with publications like address and telephone numbers in the local telephone books and/or any area wide telephone books.

Computer Peripherals

This category includes computer related items that do not need to be inventoried or capitalized; however, they are not consumable. This would include speakers, some printers, webcams, monitors, etc.

Computer Services

This category includes the costs of negotiated agreements for computer related services and/or labor.

Consumable Supplies

This category includes the costs associated with items noncapital tangible items whose purpose is to be bought, used, and replaced. These are items that a “one” use purpose.

Contract Services

This category includes costs associated with any negotiated agreements with an individual, entity, organization, or company for direct purchases and/or services for labor. Some of the contracts include janitorial services, building maintenance services, temporary labor costs, etc.

Disallowed Costs

This category will include any expenditures deemed unallowable as a grant purchase.

Dues and Subscriptions

This category includes fees associated with professional memberships. These costs include membership dues, subscriptions to in-region/out-region newspapers or magazines or any other document necessary to fulfill the obligations of each granting agency.

Employee Benefits (43.86%)

This category of expenses includes the rate and amount at which each grant program will be charging for employee benefits. Employee benefits include FICA taxes, Medicare taxes, health insurance, employer retirement contribution, unemployment insurance, worker’s compensation insurance, longevity pay and accrued vacation.

Equipment

This category includes costs associated with the purchase of equipment needed for each direct personnel & indirect personnel. Equipment is defined as any item with a purchase value of \$500 or more and a life expectancy of one year or more.

Equipment Rental

This category includes the costs associated with rental equipment necessary to fulfill the daily activities of staff members or advisory board members.

Facility Cost

This category is a direct charged expense that includes the cost associated for any PBRPC owned property.

Governing Body Travel

This category includes the costs associated with PBRPC Board member travel in or out of state. The costs are usually for transportation, meals, and other eligible travel-related expenditures.

Indirect Rate (9.36%)

This category includes indirect costs incurred by the Executive Director, as this position does not work directly for the individual grant programs. The rate is charged based on a proportionate basis computed by the total number of employees in each department.

In Region Travel

This category includes the costs associated with employee travel within the seventeen-county region. The costs usually are for mileage reimbursement at a current rate set within state

limits. In region travel may also include the costs associated with over-night accommodations and/or meal related charges not to exceed state limits. In region travel expenditures may apply to staff or advisory/board members.

Insurance and Bonding

This category includes fees associated with any insurance policies necessary in complying with state and/or federal regulations. The current policies held by the PBRPC are for liability, property and building content.

Internal Services

This category includes costs for services provided to each grant for internal services including accounting services to maintain the general financial books of accounts, payroll, budget and reporting responsibilities. Internal services also include the costs associated with managing the human resources, personnel, procurement, purchasing, reception, clerical, and general office management responsibilities.

IT Services

This category includes costs associated with maintaining PBRPC IT network server, employee e-mail and user files. Costs include maintaining network security updates, user operating systems and software updates, firewall maintenance and cloud backup activities.

Maintenance and Repairs

This category includes costs associated with building maintenance and/or repair that are necessary to fulfill the daily obligations of each granting agency and/or state/federal safety regulations. Such costs include periodic electrical repair/maintenance, plumbing work, or heating & air conditioning labor costs. Other fees may be associated with the purchase/replacement of floor coverings, building renovation and reconstruction. Capital repairs would not be included in this category.

Noncapital Computer

This category is for computer equipment that does not meet the definition of capital assets; however, it is significant enough to be tagged and inventoried. This could include laptops, tables, etc.

Noncapital Furniture (Small Furniture)

This category is for furniture that does not meet the definition of capital assets; however, it is not rented and not consumable. This could include desks, chairs, filing cabinets, etc.

Other Expenditures

This category includes allowable costs that do not fit any of the other defined categories.

Out of Region Travel

This category includes the costs associated with employee travel out of the seventeen county Permian Basin region (whether it be in-state or out-of-state). The costs are usually for transportation, lodging, meals, and other eligible travel-related expenditures. Out-region travel expenditures can be made by staff or advisory board members.

Outreach

This category includes costs associated with conducting local public awareness activities through targeted community interaction and includes costs associated with media, event, and

communication activities.

Over/Under Recovery Costs

This category includes costs associated with any over charges or under charges to the grant programs proposed indirect cost rate and fringe benefit rate based on two previous year's audited expenditures for Indirect and Fringe Benefits.

Postage

This category includes fees associated with the delivery of information such as the U.S. Postal Service, U.S. Overnight Express Mail, United Parcel Service, or local bus station delivery.

Printing

This category includes charges for company letterhead/envelopes and fees associated with publications, newspaper legal notices and job notices.

Professional Development

This category includes charges for the professional development of staff or advisory board members. Items such as travel expenses or workshop training fees or registrations are included in this category.

Reception Services

This category includes the costs to contract for staffing the reception and administrative assistant position.

Salaries

This category of expenses includes the annual salaries of all Full-Time Employees (FTE's) and any part-time/temporary employees. Vacation and sick leave release time is included in the annual salary.

Service Awards

This category includes costs associated with the recognition of staff who have achieved significant employment timelines. Awards are given for employment tenure in increments of 5 years of service.

Services

This category includes expenses providing a service directly for the end user. These are services unrelated to salaries.

Software

Noncapital, purchased, or leased software will be included in this category. This would include software such as Adobe, Microsoft Office, etc. This would not include our financial software, as it falls into computer services.

Utilities

This category includes fees associated with water bills, electric bills, and any taxes. This category also includes waste disposal charges.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GENERAL FUND- LOCAL
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL

SALARIES
 EMPLOYEE BENEFITS

TOTAL PERSONNEL

-

OPERATING COSTS

INDIRECT COSTS	-
INTERNAL SERVICES	-
OUT OF REGION TRAVEL	4,150.00
GOVERNING BODY TRAVEL	2,000.00
RECEPTION SERVICES	-
CELL PHONES	-
OUT REACH	-
FACILITY COST	-
NON CAPITAL COMPUTER	-
CONTRACT SERVICES	-
COMPUTER SERVICES	-
AUDITING	-
IT SERVICES	3,000.00
IN REGION TRAVEL	-
PROFESSIONAL DEVELOPMENT	1,000.00
NON CAPITAL FURNITURE >\$500	-
COMPUTER PERIPHERALS	-
SMALL FURNITURE < \$500	-
CONSUMABLE SUPPLIES	844.00
INSURANCE & BONDING	-
PRINTING	-
FURNITURE AND EQUIPMENT RENTAL	-
MAINTENANCE AND REPAIRS	23,000.00
COMMUNICATIONS	500.00
POSTAGE	100.00
UTILITIES	10,651.00
DUES AND SUBSCRIPTIONS	1,000.00
OTHER EXPENDITURES	13,700.00
SOFTWARE	-
RENTAL INCOME EXPENSE	-
BANK FEES	300.00
EQUIPMENT	5,000.00
GRANT MATCH	112,499.00
DISALLOWED COSTS	1,000.00

TOTAL OPERATING COSTS

178,744.00

SERVICES/ PASS-THROUGH

TOTAL EXPENDITURES

178,744.00

INCOME

MEMBERSHIP DUES	130,000.00
INTEREST / INVESTMENT INCOME	4,644.00
RENTAL INCOME	44,100.00
CONTRACT SERVICES	-

TOTAL INCOME

178,744.00

Permian Basin Regional Planning Commission

STATE AND FEDERAL INCOME

October 1, 2021 thru September 30, 2022

Texas Health and Human Services	\$ 2,323,760.00
Governor's Office - Criminal Justice	\$ 284,976.00
Governor's Office - Division of Emergency Management	\$ 550,978.38
Commission on State Emergency Management	\$ 1,584,993.00
Texas Commission on Environmental Quality	\$ 172,810.00
Texas Department of Housing and Community Affairs	\$ 200,000.00
Texas Department of Agriculture	\$ 9,353.00
Texas Department of Transportation - RCTP	\$ 15,000.00
U.S. Department of Commerce - EDA Cares	\$ 330,000.00
U.S. Department of Commerce - EDA	\$ 96,000.00
U.S. Department of Transportation - Pipeline	\$ 100,000.00
TOTAL INCOME	\$ 5,667,870.38

EXPENDITURES 3,222,504.50

SERVICES 2,445,365.88

TOTAL EXPENDITURES **5,667,870.38**

Services include fees that are directly paid to this agency for the delivery of services and are not used to offset the costs of employee operating expenses or salaries. As the fiscal agency, we have financial and monitoring responsibilities for these fees.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
EMPLOYEE BENEFITS**

October 1, 2021- September 30, 2022

OPERATING EXPENSES

FICA Taxes	104,803.30		
Medicare Taxes	24,510.45		
Health Insurance	296,998.92		
Retirement	138,272.74		
Unemployment	7,560.00		
Workmen's Compensation	6,538.50		
Longevity Pay	22,320.00		
Accrued Vacation	10,000.00		
TOTAL FRINGE BENEFITS	611,003.91		
(OVER) / UNDER RECOVERY COST	120,537.00		
TOTAL ADJUSTED FRINGE BENEFITS	731,540.91		
DIVIDED BY GROSS SALARIES		1,664,593.79	
TOTAL BENEFIT RATE			43.86%

SECTION II

INDIVIDUAL PBRPC WORK PROGRAMS AND BUDGETS

AREA AGENCY ON AGING

PERSONNEL

AAA Director
Operations Manager I
Caregiver Program Specialist II
Program Specialist II
Managing Local Ombudsman
Case Manager III
Benefits Counselor II
Volunteer & Wellness Coordinator

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS HEALTH AND HUMAN SERVICES COMMISSION
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	462,979.20	
EMPLOYEE BENEFITS	203,062.68	
TOTAL PERSONNEL		666,041.88
OPERATING COSTS		
INDIRECT COSTS	62,341.51	
INTERNAL SERVICES	189,341.21	
OUT OF REGION TRAVEL	16,515.00	
GOVERNING BODY TRAVEL	1,500.00	
CELL PHONES	685.00	
OUTREACH	11,000.00	
FACILITY COST	1,993.75	
NON CAPITAL COMPUTER	543.75	
CONTRACT SERVICES	70,350.00	
COMPUTER SERVICES	13,866.13	
AUDITING	12,929.17	
IT SERVICES	28,117.78	
IN REGION TRAVEL	13,825.00	
PROFESSIONAL DEVELOPMENT	5,180.00	
NON CAPITAL FURNITURE	6,087.50	
COMPUTER PERIPHRELS	1,309.38	
SMALL FURNITURE	1,000.00	
CONSUMABLE SUPPLIES	17,819.30	
INSURANCE AND BONDING	5,274.55	
PRINTING	2,662.99	
FURNITURE & EQUIPMENT RENTAL	4,274.62	
MAINTENANCE AND REPAIRS	14,316.22	
COMMUNICATIONS	2,724.02	
POSTAGE	8,468.17	
UTILITIES	12,499.79	
DUES AND SUBSCRIPTIONS	10,730.33	
OTHER EXPENDITURES	14,293.70	
SOFTWARE	4,133.73	
TOTAL OPERATING COSTS		533,782.60
SERVICES/ PASS-THROUGH		<u>1,168,034.52</u>
TOTAL EXPENDITURES		2,367,859.00
INCOME		
STATE/FEDERAL INCOM	2,323,760.00	
PBRPC LOCAL INCOME / MATCH	44,099.00	
TOTAL INCOME		2,367,859.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 2021**

AREA AGENCY ON AGING

OBJECTIVE

The Area Agency on Aging (AAA) administers Older Americans Act (OAA) Programs which empower older adults and their family caregivers by enhancing independence, wellbeing, and dignity. In accordance with OAA Assurances, the AAA gives priority to older individuals with the greatest economic and social need with preference given to low-income households, including low-income minority individuals, those with limited English and those living in rural area to the greatest extent possible.

ADMINISTRATION

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Develop an Area Plan for the provision of specific services based on an analysis of the regional needs.	Develop and distribute a regional needs assessment to gather insight that will determine services in the Area Plan.	Collected 2628 responses from stakeholders which included current & former clients, their caregivers, community partners and advisory council members from 17 counties.	Monitor success of the programs implemented under the approved Area Plan through participation and satisfaction surveys. Respond with Area Plan Amendments as needed.
Develop a budget that capitalizes funds and ensures program fidelity while meeting the following requirements: <ul style="list-style-type: none"> • Adequate Proportions • Ombudsman Maintenance of Effort (MOE) • Local Cash Match 	In accordance with Texas Health and Human Services prepare and submit all budgets for approval: <ul style="list-style-type: none"> • Area Plan Budget • Working Budget • Closeout Budget 	Submitted budgets that adapted the administration of program funds in response to COVID. Received HHSC approval for all budgets, meeting all requirements.	Create a dynamic budget that meets fiscal and programmatic requirements as outlined by the Texas Health and Human Services Commission.
Maintain an organized and efficient system that demonstrates financial and programmatic accountability in compliance with state, federal and HHSC contract terms.	Utilize systems to monitor performance measures for each program monthly: <ul style="list-style-type: none"> • Output Measures • Efficiency Measures • Explanatory Measures 	In response to the COVID pandemic and in compliance with HHSC, AAA implemented the new programs to meet all Performance Measure Projections within the allowable 5% variance.	Enhance monitoring strategies that implement the use of automated systems thereby optimizing administrative staff functions.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
<p>Ensure all AAA services and activities comply and are accurately reported including consumer data, service delivery information in the following databases:</p> <ul style="list-style-type: none"> • State Performance Report/Older Americans Act Performance System • National Ombudsman Reporting System (NORS) • State Health Insurance Assistance Programs (SHIP) 	<p>Utilize the statewide information management system (IMS) to generate data sets to identify records that the Administration for Community Living measure and have classified into clusters:</p> <ul style="list-style-type: none"> • Cluster 1 • Cluster 2 • Under 60 • NSIP Eligible <p>Ensure data is complete for optimal submission to the National Aging Program Information System.</p>	<p>Implemented the process of examining AAA data within the state IMS monthly through a Quality Assurance Review to ensure all Quarterly Performance Reports contained complete and accurate client records. Successfully submitted monthly HAR Reports with no errors.</p>	<p>Continue Quality Assurance Reviews that will prepare AAA for the implementation of the ACL's new Older Americans Act Performance System (OAAPS) that will monitor performance and collect information on OAA programs.</p>
<p>Establish relationships with stakeholders that can partner in the provision and expansion of AAA services or provide services that are not within the scope of AAA services.</p>	<p>Establish memorandums of understanding with 211, Adult Protective Services, West Texas ADRC, RSVP, Texas A&M AgriLife Extension, Dementia Friendly Midland and Texas Silver Haired Legislature.</p>	<p>The AAA Administrative Staff:</p> <ul style="list-style-type: none"> • Served as VP on the Adult Protective Services Advisory Board • Partnered with TX A&M AgriLife Extension to plan the West Texas Conference on Aging • Earned the PBRPC the designation of a Dementia Friendly Business • Supported the election of one TX Silver Haired Legislature for representation 	<p>Seek opportunities for partnerships that enhance the visibility of the AAA as a focal point for aging services. Promote awareness, knowledge, and visibility of AAA programs by:</p> <ul style="list-style-type: none"> • Supporting civic engagement of AAA staff • Conducting presentations and educational events for both community partners & seniors • Serve in advisory roles among organization serving similar populations • Encourage the pursuit of creative partnerships such as local churches and universities to expand available resources
<p>Ensure staff meets the necessary qualifications to conduct functions and provide training and staff development.</p>	<p>Secure appropriate training and certification.</p>	<p>In accordance with HB3428, provided Alzheimer's & Dementia Training and Cultural Competence Training.</p>	<p>Provide training which will develop & enhance staff capacity.</p>
<p>Ensure all state and federal rules and regulations are being followed.</p>	<p>Update to the extent necessary, the AAA Policies and Procedures manual for AAA programs.</p>	<p>Began an HHSC Desk Review beginning April 29, 2020, to ensure contract requirements, scheduled to be completed September 30, 2021.</p>	<p>Implement monthly quality assurance review to ensure program fidelity. Implement the Office of the AAA's Policy & Procedures Manual.</p>

PERFORMANCE ANALYSIS

The Administration demonstrated accountability and compliance with state & federal law and with all terms and conditions of the contract with HHSC. AAA monitoring report did not identify any unallowable or disallowable activities or actions or processes, that resulted in sanctions or penalties. Through the 17-month Desk Review Monitoring Project which included a comprehensive fiscal review, policy and procedures review which included the following:

1. Detailed General Ledger (GL) reflecting contract expenditures (GL should be broken out by program funding categories, expenditure payment amounts, service month, check number, date expenditure paid, type of service, etc.)
2. Payroll ledger for all staff paid with contract funds in the covered review
3. Organizational chart
4. List of all employees paid with contract funds
5. Job description of all employees paid with contract funds, with key staff identified
6. Fringe benefit rate, indirect rate, and administrative rate
7. Payroll scheduled/calendar
8. Any internal payroll allocation schedule of employee by service and fund (Timesheets and/or time study)
9. Cost allocation plan, labor allocation methodology and program income cost allocation
10. Statement of revenue and expenditures, income statement, or equivalent, coded by service and fund
11. Chart of accounts with both cash/in-kind match and program income details (with cost pools related to this contract identified)
12. Current Indirect Rate Approval Letter
13. State equipment inventory
14. Minutes for four most recent board meetings, if applicable
15. Approved travel policy, and any travel logs (travel log templates)
16. Policy for procurement of goods and services
17. Policies and procedures for vendor/subrecipient determinations
18. Policy for subcontractor and/or subrecipient monitoring
19. List of current subcontractors and/or subrecipients
20. Documentation of the most recent completed fiscal/program provider monitoring for all subcontractors and/or subrecipients, if applicable
21. Copy of Fidelity Bond Insurance Policy
22. The following other policies:
 - a. Accounting/Fiscal
 - b. Inventory
 - c. Match
 - d. Personnel
 - e. Program Income
23. Bank reconciliation
24. Invoices and canceled checks (front and back)
25. Payroll authorization in the form of timesheets
26. Internal Revenue Services Form 941 and proof of payment for the months covered in the review

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
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AREA AGENCY ON AGING

INFORMATION AND ASSISTANCE DIRECT SERVICE

OBJECTIVE

To serve as the region’s source of connection to comprehensive information on services, benefits, and opportunities in a culturally competent manner where individuals are provided with sufficient information to make informed decisions and people in need are connected with existing benefits and services.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Assess the needs of all inquirers, evaluate appropriate resources and indicating organizations capable of meeting those needs.	Individuals contacting the AAA should result in documented outcomes whereby people in need are connected with benefits and services.	Information, Referral & Assistance was provided to 1,155 unduplicated older individuals and 708 unduplicated caregivers to older individuals which resulted in 2323 follow up contacts with or on behalf of older individuals.	Actively participate in linking inquirers to needed services and following up on referrals to ensure services were provided.
Develop cooperative working relationships with local service providers to build an integrated service delivery system.	Establish memorandums of understanding with organizations to promote aging services.	Established MOUs with: <ul style="list-style-type: none"> • Adult Protective Services • West Texas Opportunities • 211 • RSVP • West Texas ADRC • Dementia Friendly Midland • Veteran’s Administration • Social Security Administration • West Texas Food Bank 	Maintain a presence in community organized events with special attention to rural areas as opportunities arise. Staff will seek opportunities to participate in community service organization meetings to remain informed on aging issues either in person or virtually.
Increase the visibility of AAA services and programs by incorporating social and web-based platforms.	Disseminate accurate, timely and relevant information to the public through Facebook.	Demonstrated services provided throughout the region through published updates on AAA activities	Increase the number of individuals reached through social media by providing innovative content.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Maintain and manage a resource database that included printed material for a library.	Staff will maintain and continually update a resource library with any literature and/or material available for public information and redistribution.	Staff audited resource library and retained most accurate and current literature for public distribution. Staff incorporated new literature and resources as it identified trends and service gaps.	Designated AAA staff will seek AIRS Certification for Database Curator. Staff will continually update resource library with material available for public information and redistribution as it relates to their programs.
Provide suggestions and recommendations for effective casework to staff members.	Assist in training new staff and provide creative suggestions for resource management.	Staff participated in weekly team meetings to allow staff to share identified resources and possible collaboration opportunities.	Implement weekly staff meetings to promote collaboration and coordination. Cultivate an environment to provide suggestions for resource management.
Provide Spanish translated information in a considerate, accurate, and prompt manner.	The AAA will maintain a bilingual staff to assist with non-English speaking individuals.	The AAA employed 4 bilingual staff to assist with translation to Spanish speaking clients, caregivers, and staff.	The AAA will recruit, train, and retain a diverse, sufficient, and effective workforce at all levels.
Identify and serve targeted populations in greatest need of services as classified by OAA.	Staff will use the Staff Action & Referral Notice tool to identify clients with the greatest needs and prioritize services accordingly.	An Internal Referral Notice was completed for 100% of all callers requesting services from AAA. Staff prioritized service delivery to targeted populations based on OAA Assurances.	Identify areas where underserved populations reside to prioritize service delivery and coordinate outreach activities to bring AAA services to those individuals.

PERFORMANCE ANALYSIS

The Information, Referral, and Assistance Direct Service Consists of activities such as assessing the needs of the inquirer, evaluating appropriate resources, assessing appropriate response modes, indicating organizations capable of meeting those needs, providing enough information about each organization to help inquirers make an informed choice, helping inquirers for whom services are unavailable by locating alternative resources and, when necessary, actively participating in linking the inquirer to needed services, and following up on referrals to ensure the service was provided. Projected performance measures and activities have been identified and outlined above with the anticipation that all measure will be achieved.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
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AREA AGENCY ON AGING

LEGAL SERVICES

OBJECTIVE

To maintain a comprehensive Benefits Counseling Program for elderly clients and their caregivers through advice and counseling on entitlement and benefits including advocacy, legal awareness, and access to legal assistance.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Provide advice or representation by a certified Benefits Counselor by offering advice/counseling on a one-time or on an ongoing basis.	Provide 1,200 hours of legal assistance counseling to seniors, Medicare recipients, family members and/or caregivers in the region.	Provided 1,257 hours of legal assistance counseling to a total of 617 clients.	Provide 1,260 hours of legal assistance to seniors, Medicare recipients under 60 and their caregivers in the region.
Provide personal assistance for preparation of necessary documents relating to public entitlements, health care/long term care, individual rights, planning/protections options, and housing and consumer needs.	Provide application assistance to Medicare beneficiaries during specific enrollment periods for Medicare Part D, Medicare Advantage, and initial Medicare enrollment in Parts A&B, Medicaid Low Income Subsidy, MSP, SLMB, QMB & SNAP benefits. Provide advocacy through representation of Social Security appeals.	Assisted clients in objectively reviewing options & enrolling in the following benefits: <ul style="list-style-type: none"> • <i>Medicare Parts: A, B, D & C (advantage/supplemental)</i> • <i>Medicare Advantage Plans</i> • <i>Medicaid & related low-income subsidies</i> • <i>SNAP Benefits</i> • <i>Social Security Disability</i> 	Implement various strategies that will increase percentage of unduplicated enrollments by concentrating outreach efforts towards hard-to-reach Medicare beneficiaries including: <ul style="list-style-type: none"> • Low income • Non-native English speaker • Residing in rural area
Conduct legal awareness outreach activities on benefits and legal issues.	Conduct at least 60 legal awareness outreach activities.	Conducted 63 outreach to a total of 4,918 individuals throughout the Permian Basin region.	Conduct at least 65 outreach activities and incorporate the use of social media.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Participate in outreach events. Develop new partnerships and engage in strategic projects to increase program awareness, knowledge, and visibility of the program.	AAA staff will participate in community meeting and health fairs. Staff will maintain and/or train for benefits counselor certification.	Due to COVID staff participation was limited as public events were cancelled and more seniors chose to shelter in place. Staff engaged in outreach through partnerships with mobile food pantry, rural clinics, and libraries.	Continue outreach efforts concentrating participation in rural and underserved areas. Raise public awareness through radio and newspaper.
Disseminate accurate, timely and relevant information on eligibility criteria, requirements, and procedures to older individuals about public entitlements, health/long-term care services, individual rights, planning/protection options, and housing and consumer needs.	Publish a newsletter with regional distribution on a quarterly basis.	AAA published a quarterly newsletter in October 2020, January 2021, April 2021, and July 2021. Sent direct mail to 5084 clients on Medicare fraud, COVID safety and consumer fraud.	Raise public awareness of issues by publishing a newsletter with regional distribution quarterly. Develop a direct client mail list to distribute monthly relevant information. Implement the use of social media to distribute information.

PERFORMANCE ANALYSIS

Legal Assistance & Legal Awareness Direct Services provide consumer information and comprehensive services to older individuals regarding advice/counseling, document preparation, representation/advocacy in the areas of Medicare & Medicaid enrollment, advanced planning, and reporting Medicare fraud. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
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AREA AGENCY ON AGING

OMBUDSMAN

OBJECTIVE

Maintain the Texas Long-Term Care Ombudsman Program (LTCOP) which provides services to protect the health, safety, welfare, and rights of residents in nursing facility and assisted living facilities by the Managing Local Ombudsman (MLO).

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Support residents and families to resolve any complaint by defining concerns, explaining rights, and identifying possible courses of action.	Investigate and report an average of 3 complaints monthly to the Texas Long-Term Care Ombudsman Office.	In FFY2020 the Ombudsman program staff investigated and reported a total of 47 complaints with an 83% resolution rate.	Investigate and report on all incoming complaints to the state unit on aging and work to achieve an 85% resolution rate or better.
Recruit & train volunteers interested in promoting the well-being and protecting the rights of people in long-term care facilities to serve as Ombudsmen.	The MLO will ensure completion of the required Texas LTCOP Training and assign volunteer(s) to regional facilities.	The Managing Local Ombudsman (MLO) provided 36 hours of training to two (2) individuals for training.	MLO will ensure acceptance of and adherence to, Texas LTCOP Code of Ethics.
Ensure minimum facility visits are conducted in accordance with state performance measures on a quarterly basis by MLO, staff Ombudsman, or Volunteer Ombudsman.	Conduct the required number of unduplicated visits per Nursing and Assisted Living Facility (ALF).	In adaptation of COVID restrictions MLO, Staff & Volunteer Ombudsman conducted 13 unduplicated ALF with 50 duplicated visits. The 22 Nursing Homes were visited 100 times. All facilities were visited in accordance with required performance visits.	Meet or exceed the performance measure for number for visits to Nursing Facility and Assisted Living Facilities in the Permian Basin service region.

<p>Increase the visibility of the Ombudsman program and educate the public concerning long-term care issues.</p>	<p>Publish a quarterly newsletter to promote the Ombudsman program.</p>	<p>The AAA published a quarterly newsletter which included information on the Ombudsman program on October 2020, January 2021, April 2021, and July 2021.</p>	<p>Promote program awareness through a quarterly newsletter. Implement the use of social media to disseminate information to the public.</p>
<p>Maintain program fidelity to meet needs of facility residents by training and retaining a diverse and effective workforce.</p>	<p>Attend local, state, and national conferences and in-service training by HHSC/OAAA and other HHSC departments.</p>	<p>The MLO attended Ombudsman Quarterly & Regional Training offered through webinar and teleconference. MLO participated weekly conference calls discussing program updates.</p>	<p>Attend all local and state required trainings by State Long-Term Care Ombudsman Office and any relevant HHSC/OAAA training.</p>
<p>Ensure quality of life & care as defined by the Texas Nursing Facility Requirements for nursing and assisted living facility residents.</p>	<p>Assist residents and family members by providing technical assistance, participate in Resident & Family Council Meetings, and by assisting in the development of care plans as requested.</p>	<p>The MLO attended 3 Resident & Family Council Meetings and participated in 14 Care Plan Meetings.</p>	<p>Provide assistance and support to residents and family members by:</p> <ul style="list-style-type: none"> • Attending Resident & Family Council Meetings • Attending Care Plan Meetings <p>Encourage Self-determination & participation of residents by:</p> <ul style="list-style-type: none"> • Allowing choice of activities, schedules, & health care consistent with their interests, assessments, and care plans. • Interacting with members of community both inside and outside; and <p>Make choices that are significant to him or her.</p>

PERFORMANCE ANALYSIS

The goal of the Area Agency on Aging Ombudsman Services is to identify, mediate and resolve complaints made by or on behalf of residents of nursing and assisted-living facilities. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

PERMIAN BASIN REGIONAL PLANNING COMMISSION

**Productivity and Performance Report FY 2021
AREA AGENCY ON AGING**

NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM

OBJECTIVE

To provide a coordinated set of supports through programs that assist family and informal caregivers to care for their loved ones at home for as long as possible. These services can reduce caregiver depression, anxiety, and stress as well as enable caregivers to provide care longer, thereby avoiding or delaying the need for institutional care.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Curate a range of educational resources for caregivers about available services and provide resource information addressing caregiver issues and solutions.	Maintain inventory of materials to be made available to the public as a component to AAA library. Maintain the “Caregiver Corner Libraries” in local communities within senior centers and churches.	Provided quarterly issues of Caregiver newsletters to caregivers directly throughout the region including seniors center, community, and home health care agencies.	Increase the information to caregivers about available services by making regular contact through email and social media to reach caregivers on a frequent basis.
To help cope with the stresses of caregiving provide in person caregiver information services and offer caregiver support meetings and trainings throughout the region.	Continue the growth of the information services program. Maintain established Caregiver Support Information Meetings.	Due to COVID Restrictions, support groups were held virtually and offered on a one on basis. Virtually hosted the 17 th Annual Caregiver Conference free of charge with leading Alzheimer’s expert, Teepa Snow.	Continue offering organized caregiver support information groups and seeking opportunities for expansion by: <ul style="list-style-type: none"> • establishing new groups • providing caregiver training sessions remotely • coordinating with other community agency events

<p>Conduct a Caregiver Assessment Questionnaire to evaluate the needs of a caregivers and to determine the service provisions that best serve them and their care recipient.</p>	<p>Maintain an efficient intake and authorization process. Use the assessment tool for the authorization of services through the direct purchase of services pool. Coordinate the provision service for eligible caregivers.</p>	<p>The AAA Caregiver Support Coordination Program provided 261 hours of service to 146 unduplicated caregivers through:</p> <ul style="list-style-type: none"> • 25 months of Emergency Response Service • 363 units of Health Maintenance to 23 caregivers • Assisted in paying 14 utility bills for caregivers 	<p>Continue developing the ongoing process to evaluate the needs of a caregiver and care recipient, effectively plan, arrange, and coordinate and follow-up on services which most appropriately meet the identified needs as mutually agreed by the caregiver, the care recipient, and the AAA staff.</p>
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PERFORMANCE ANALYSIS

The goal of the Area Agency on Aging National Family Caregiver Support Program is to create a comprehensive program supporting caregivers through caregiver support coordination and information services. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
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AREA AGENCY ON AGING

NUTRITION SERVICES

OBJECTIVE

Support established congregate and home-delivered meal programs which promote a healthier lifestyle for older Texans residing in the Permian Basin service delivery area. Meal programs provide information to older individuals which promote nutritional well-being and to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Provide annual training for nutrition providers which will ensure their meal projects comply with state Dietary Reference Intakes and Nutrition Education requirements. Offer technical assistance as needed.	Distributed technical assistance information to 14 nutrition service providers.	Provided Nutrition Consultation by contracting a licensed dietician to create menus for meal providers that met 33.3% of dietary reference intakes. Trained providers with Nutrition Education they could utilize in their programs to promote nutritional well-being to clients. Conducted one technical assistance training to the 14 nutrition providers in the region.	Continue to provide nutrition consultation services to congregate and home delivered meal projects to help them meet state dietary standards and offer menu substitutions based on client consumption. Provide annual Nutrition Education plans to assist meal providers comply with state requirements. Continue offering technical assistance & offer web-based training opportunities.
Complete on-site uniform rate setting annually and enter into contract agreements with regional meal programs for nutrition services to provide congregate and home delivered meals to clients.	Enter into contractor agreements with regional nutrition programs for nutritional services.	Through contractor agreements AAA funded: <ul style="list-style-type: none"> • 29,528 congregate meals • 156,528 home-delivered meals (Title III & CARES Act) Programs generated \$221,953 in client contributions to senior centers in: Andrews, Crane, Dawson, Ector, Gaines, Howard, Martin, McCamey (Upton), Midland, Pecos, Rankin (Upton), Ward, and Winkler Counties.	Complete on-site uniform rate setting and enter into contractor agreements with regional providers to continue nutrition services for AAA clients. Match or exceed number of meals provided in previous fiscal year.

PERFORMANCE ANALYSIS

The goal of the Area Agency on Aging Nutrition Services is to support congregate and home-delivered meal programs. The AAA seeks to reduce food insecurity, help sustain independent living in a safe and healthful environment and promote socialization among older individuals. In all areas listed above, the Area Agency on Aging Nutrition Services met the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined. Some of the performance measure activities involved in completing these actions steps includes:

- Meet or exceed # of congregate meals served in FFY2020
 - Meals purchased with Title III funds = 29,528
 - Meals purchased with Local funds = 567
 - Meals purchased with Program Income funds = 14,496
- Meet or exceed # of home delivered meals served in FFY2020
 - Meals purchased with Title III & CARES Act Funds = 87,326
 - Meals purchase with Local funds = 75,648
 - Meals purchased with Program Income funds = 27,928
- Maintain, review, and revise as necessary innovative menus and meal service models to focus on healthy selections, choices and meal service that appeals to younger, more ethnically diverse senior adults.
 - Menus are revised annually by a registered licensed dietician to maintain the DRI's required by the Older American's Act of 1965 as amended.
- Distribute technical assistance information to all nutrition service providers and provide contractor training.
- Ensure all database information is reported completely, accurately, and timely by communicating reporting requirements and deadlines to AAA internal staff, participating nutrition centers and contractors.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
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AREA AGENCY ON AGING

SERVICES TO ASSIST INDEPENDENCE

OBJECTIVE

To provide a locally based system of services designed to maintain personal independence through the provision of supportive services, transportation and senior center activities including community service volunteering.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Conduct open enrollment periods for direct purchase of service and enter into contractor agreements with providers for emergency response, health maintenance, income support, residential repair, and transportation each fiscal year.	Enter into contractor agreements with regional providers for transportation, residential repair, personal assistance, emergency response, and other services.	Entered into contractor agreements for the provision of the following services: <ul style="list-style-type: none"> • 162 months Emergency Response • 5273 units Health Maintenance • 125 units Income Support • 390 hours of Personal Assistance • 60 homes Residential Repair • 7,412 trips through Transportation 	Continue open enrollment for direct purchase of service and seek potential contractors.
Ensure high quality services are received by AAA clients.	Conduct consumer satisfaction surveys as required by HHSC/OAAA.	The AAA conducted consumer satisfaction surveys as required by HHSC/OAAA.	Conduct consumer satisfaction surveys as required by HHSC/OAAA.
Support and promote regional senior center activities.	Publish a list of senior centers in the region and distribute as requested.	The AAA maintained information on Senior Centers, Community Centers, through AAA website.	Publish a list of senior centers in the region and distribute as requested.
Provide volunteer opportunities to the older population.	Coordinate with the Silver Haired Legislature representatives, recruit volunteers to serve on the Aging Advisory Council.	The AAA supported Silver Haired Legislature activities. The AAA recruited two new members to the Permian Basin Aging Advisory Council.	Coordinate with the Silver Haired Legislature representative, recruit volunteers to serve on the Aging Advisory Council, and continue to honor senior volunteers throughout the Permian Basin.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 2021**

AREA AGENCY ON AGING

CARE COORDINATION DIRECT SERVICE

OBJECTIVE

To assess the needs of an older individual and effectively plan, arrange, coordinate, and follow up on services which most appropriately meet the identified needs as mutually defined by the older individual, the AAA staff, and where appropriate, family member or other caregivers.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Conduct a Consumer Needs Assessment for each client to assess the needs and identify gaps in services and link them to appropriate supportive services.	Conduct a Consumer Needs Assessment for each client receiving Care Coordination Service.	The AAA completed a Consumer Needs Assessment for 100% of clients receiving care coordination services.	The AAA access and assistance staff will complete a Consumer Needs Assessment for each client requesting care coordination services.
Develop a care plan that will achieve specific service goals and arrange for direct purchase of services through contractors.	Provide 650 hours of care coordination service to 200 clients.	The AAA provided 1041 hours of care coordination services to 329 clients.	Meet or exceed the FY21 performance of hours and number of clients for care coordination services.
Reassess client needs through follow-up phone calls or correspondence and revise care plan as appropriate.	Reassess client needs every 90 days or earlier as necessary.	All clients received a 90-day follow up days except for those continuing through long-term care services.	Reassess client needs upon completion of service delivery or at least every 90.
Manage service budget and issue contractor payments in a timely manner.	Process contractor payments in accordance with contractor agreements.	Payments were processed within 45 days of when invoice was received by the AAA.	Process contractor payments in accordance with contractor agreements. Maintain balanced budget.
Allow clients the opportunity to contribution toward the cost of services.	Advise the client of their right to contribute toward the cost of services through the Client Rights & Responsibilities Form.	All clients advised of their right to contribute toward the cost of services provided.	Advise the client of their right to contribute toward the cost of services through the Client Rights & Responsibilities Form.

PERFORMANCE ANALYSIS

The goal of the Area Agency on Aging Care Coordination Direct Service identifies the needs of clients and arrange services either directly or in coordination with other community agencies. The Area Agency on Aging Care Coordination Direct Service met the performance measure for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Some of the performance measure activities involved in completing these actions steps includes:

- Work with Information, Referral & Assistance staff to identify potentially eligible clients.
- Create goals each new fiscal year as funds and resources are made available to the AAA by ACL through HHSC.
- To provide and develop individual care plans and coordinate Direct Purchase Services with contractors for needed services.
- To ensure that client needs are being met satisfactorily, AAA will follow up upon completion of service delivery or at least every 90 days if services are provided on an ongoing basis.
- Monitor the Care Coordination budget closely to project and report paid and obligated costs by service, contractor, and client.
- Integrate service coordination by introducing available services from other service agencies.

**CRIMINAL JUSTICE DIVISION
PLANNING**

PERSONNEL

CJD Director

**CRIMINAL JUSTICE DIVISION
LAW ENFORCEMENT ACADEMY**

PERSONNEL

Academy Training Coordinator
Technology Technician (Contract)

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 CRIMINAL JUSTICE DIVISION - PLANNING
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	24,409.35	
EMPLOYEE BENEFITS	10,705.94	
TOTAL PERSONNEL		35,115.29
OPERATING COSTS		
INDIRECT COSTS	3,286.79	
INTERNAL SERVICES	5,878.04	
OUT OF REGION TRAVEL	524.45	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	98.45	
NON CAPITAL COMPUTER	26.85	
CONTRACT SERVICES	214.80	
COMPUTER SERVICES	311.39	
AUDITING	638.43	
IT SERVICES	1,289.06	
IN REGION TRAVEL	35.80	
PROFESSIONAL DEVELOPMENT	28.64	
NON CAPITAL FURNITURE	53.70	
COMPUTER PERIPHRELS	15.28	
SMALL FURNITURE	-	
CONSUMABLE SUPPLIES	224.39	
INSURANCE AND BONDING	230.83	
PRINTING	45.08	
FURNITURE & EQUIPMENT RENTAL	211.08	
MAINTENANCE AND REPAIRS	706.92	
COMMUNICATIONS	132.44	
POSTAGE	70.03	
UTILITIES	617.23	
DUES AND SUBSCRIPTIONS	220.01	
OTHER EXPENDITURES	47.30	
SOFTWARE	77.71	
TOTAL OPERATING COSTS		14,984.71
SERVICES/ PASS-THROUGH		-
TOTAL EXPENDITURES		50,100.00
INCOME		
STATE/FEDERAL INCOM	50,100.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		50,100.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 CRIMINAL JUSTICE DIVISION - ACADEMY
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	67,230.44	
EMPLOYEE BENEFITS	29,487.28	
TOTAL PERSONNEL		96,717.72
OPERATING COSTS		
INDIRECT COSTS	8,221.01	
INTERNAL SERVICES	21,160.94	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	-	
NON CAPITAL COMPUTER	-	
CONTRACT SERVICES	-	
COMPUTER SERVICES	-	
AUDITING	-	
IT SERVICES	-	
IN REGION TRAVEL	-	
PROFESSIONAL DEVELOPMENT	-	
NON CAPITAL FURNITURE	-	
COMPUTER PERIPHRELS	-	
SMALL FURNITURE	-	
CONSUMABLE SUPPLIES	1,030.67	
INSURANCE AND BONDING	-	
PRINTING	-	
FURNITURE & EQUIPMENT RENTAL	-	
MAINTENANCE AND REPAIRS	-	
COMMUNICATIONS	-	
POSTAGE	-	
UTILITIES	-	
DUES AND SUBSCRIPTIONS	44.00	
OTHER EXPENDITURES	0.63	
SOFTWARE	-	
TOTAL OPERATING COSTS		30,457.25
SERVICES/ PASS-THROUGH		<u>-</u>
TOTAL EXPENDITURES		127,174.97
INCOME		
STATE/FEDERAL INCOM	111,415.00	
PROGRAM INCOME	15,759.97	
TOTAL INCOME		127,174.97

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 CRIMINAL JUSTICE DIVISION - VIOLENCE AGAINST WOMEN ACT
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	45,202.50	
EMPLOYEE BENEFITS	19,825.82	
TOTAL PERSONNEL		65,028.32
OPERATING COSTS		
INDIRECT COSTS	6,086.65	
INTERNAL SERVICES	11,520.96	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	130.90	
NON CAPITAL COMPUTER	35.70	
CONTRACT SERVICES	10,618.13	
COMPUTER SERVICES	414.03	
AUDITING	848.87	
IT SERVICES	-	
IN REGION TRAVEL	47.60	
PROFESSIONAL DEVELOPMENT	38.08	
NON CAPITAL FURNITURE	71.40	
COMPUTER PERIPHRELS	20.31	
SMALL FURNITURE	-	
CONSUMABLE SUPPLIES	298.36	
INSURANCE AND BONDING	306.91	
PRINTING	59.94	
FURNITURE & EQUIPMENT RENTAL	280.65	
MAINTENANCE AND REPAIRS	-	
COMMUNICATIONS	176.09	
POSTAGE	93.11	
UTILITIES	820.68	
DUES AND SUBSCRIPTIONS	-	
OTHER EXPENDITURES	-	
SOFTWARE	103.32	
TOTAL OPERATING COSTS		31,971.68
SERVICES/ PASS-THROUGH		-
TOTAL EXPENDITURES		97,000.00
INCOME		
STATE/FEDERAL INCOM	67,000.00	
PBRPC LOCAL INCOME / MATCH	30,000.00	
TOTAL INCOME		97,000.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 CRIMINAL JUSTICE DIVISION - MENTAL HEALTH
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	27,430.20	
EMPLOYEE BENEFITS	12,030.89	
TOTAL PERSONNEL		39,461.09
OPERATING COSTS		
INDIRECT COSTS	3,354.19	
INTERNAL SERVICES	8,464.38	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUT REACH	-	
FACILITY COST	-	
NON CAPITAL COMPUTER	-	
CONTRACT SERVICES	5,130.01	
COMPUTER SERVICES	-	
AUDITING	-	
IT SERVICES	-	
IN REGION TRAVEL	-	
PROFESSIONAL DEVELOPMENT	-	
NON CAPITAL FURNITURE >\$500	-	
COMPUTER PERIPHERALS	-	
SMALL FURNITURE < \$500	-	
CONSUMABLE SUPPLIES	-	
INSURANCE & BONDING	-	
PRINTING	-	
FURNITURE AND EQUIPMENT RENTAL	-	
MAINTENANCE AND REPAIRS	-	
COMMUNICATIONS	-	
POSTAGE	-	
UTILITIES	-	
DUES AND SUBSCRIPTIONS	51.34	
OTHER EXPENDITURES	-	
SOFTWARE	-	
TOTAL OPERATING COSTS		16,999.91
SERVICES/ PASS-THROUGH		-
TOTAL EXPENDITURES		56,461.00
INCOME		
STATE/FEDERAL INCOM	56,461.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		56,461.00

PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY '20- '21

CRIMINAL JUSTICE DIVISION
PLANNING

OBJECTIVE

To provide technical assistance to facilitate the regions criminal justice planning process in order to identify and prioritize local and regional needs; identify and secure resources to meet those needs; and assist in implementing projects to meet such needs.

PRIMARY GOALS/OBJECTIVES	2020–2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Attend CJD trainings.	Attend CJD trainings.	Attended video CJD training.	Attend CJD trainings.
Review all applications, budget items and completeness of applications.	Distribution of approximately 350 notices regarding the planning/grant application process.	Distributed approximately 369 notices regarding planning/grant application process.	Distribution of approximately 350 notices regarding the planning/grant application process.
<p>Provide technical assistance in the development of local/regional plans and corresponding grant applications.</p> <p>Oversight of the Criminal Justice Advisory Committee.</p> <p>Score, tab and prioritize grant applications.</p>	<p>Provision of technical assistance in the preparation of 13 grant applications. Support the implementation of local/regional projects and initiatives. Represent criminal justice interests in related community-based initiatives. Set deadlines for all local applications for funding. Research funding sources for local agencies in the Region. Set deadlines for all local applications for funding. Update Review Instrument for scoring applications.</p> <p>Provide oversight of the Criminal Justice Advisory Committee. Each member represents one of the following areas: citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit, prosecution or court and victims' services.</p> <p>Score, tabulate, and prioritize applications. Send prioritization list to Governor's Office, Criminal Justice Division.</p>	<p>Provide technical assistance in the preparation of 19 grant applications. Supported the implementation of local/regional projects and initiatives. Represented criminal justice interests in related community-based initiatives. Set deadlines for all local applications for funding. Researched funding sources for local agencies in the Region. Set deadlines for all local applications for funding. Updated Review Instrument for applications.</p> <p>Provided oversight of the Criminal Justice Advisory Committee. Each member represents one of the following areas: citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit, prosecution or court and victims' services.</p> <p>Scored, tabulated and prioritized 19 applications. Sent prioritization list to the Governor's Office, Criminal Justice Division.</p>	<p>Provision of technical assistance in the preparation of 15 grant applications. Support the implementation of local/regional projects and initiatives. Represent criminal justice interests in related community-based initiatives. Set deadlines for all local applications for funding. Research funding sources for local agencies in the Region. Set deadlines for all local applications for funding. Update Review Instrument for scoring applications.</p> <p>Provide oversight of the Criminal Justice Advisory Committee. Each member represents one of the following areas: citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit, prosecution or court and victims' services.</p> <p>Score, tabulate, and prioritize applications. Send prioritization list to Governor's Office, Criminal Justice Division.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Hold CJAC meetings.	Coordination and staffing of a minimum of 1 CJAC meeting.	Coordination and staffing of 1 CJAC meeting.	Coordination and staffing of a minimum of 1 CJAC meeting.
Update Policies & Procedures.	Update Policies & Procedures for new CJD guidelines.	Update Policies & Procedures for CJAC and grantees. This is done once a year.	Update Policies & Procedures for new CJD guidelines.
Hold Grant workshops.	Hold 1 Grant Application Workshops.	Held 1 Grant workshop.	Hold 1 Grant Application Workshop.
Provide technical assistance to grantees.	Provide technical assistance approximately 125 times.	Provided technical assistance 254 times to grantees.	Provide technical assistance approximately 125 times.
Provide assistance to grantees placed on vendor hold.	Provide assistance to grantees placed on vendor hold.	Provided technical assistance to 3 agencies placed on vendor hold.	Provide assistance to grantees placed on vendor hold.

PERFORMANCE MEASURES

The Planning Division of the Law Enforcement Academy provides technical assistance to facilitate Criminal Justice Division's funding opportunities and identify and prioritize local and regional needs; identify and secure resources to meet those needs; and assists in implementing projects to meet such needs. In majority of the areas listed above, the Planning Division met the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Performance measures reported above are output/outcome measures required to be reported to the Office of the Governor, Criminal Justice Division.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY '21-'22**

**CRIMINAL JUSTICE DIVISION
LAW ENFORCEMENT ACADEMY**

OBJECTIVE

To ensure the provision of basic and in-service training to the local peace officers of the Permian Basin region.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Support Regional law enforcement training.	Develop CJD grant application for funding to support regional law enforcement training.	Completion and submission of annual application.	Develop CJD grant application for funding to support regional law enforcement training.
Provide training curriculum.	2 Basic Peace Officer Courses, at least 4 Basic County Corrections Courses and approximately 68,000 hours of in-service training.	Provided 2 Basic Peace Officer Courses, 6 Basic Corrections Courses and 82,110 hours of in-service training.	2 Basic Peace Officer Courses, at least 4 Basic County Corrections Courses and approximately 68,000 hours of in-service training.
Provide Mandatory TCOLE training.	Provide Mandatory TCOLE training to all license-holders and departments in the region. To include projected 24hr mental health course for corrections.	Provided Mandatory TCOLE training, in-service training, and specialized training for 2,838 TCOLE License holders in 72 Criminal Justice Agencies in the 17 County Permian Basin Region.	Provide Mandatory TCOLE training to all license-holders and departments in the region. To include projected 24hr mental health course for corrections.
Evaluate relevant training.	Evaluate relevant training.	Evaluation of 2 basic certification classes.	Evaluate relevant training.
Collect tuition fees for training.	Collect tuition fees for training.	Collected tuition fees.	Collect tuition fees for training.
Provide in-service training.	Hold numerous in-service schools to include mental health and Alzheimer's courses.	Held 348 In-Service Schools, including, 61 Intermediate Certification Courses, 18 Defensive Tactics, 25 Mandatory In-Service, 8 Driving, 74 Firearms, 23 Less Lethal, 2 Bomb Recognition, 26 State Mandated courses, and 15 Crisis Intervention Training courses.	Hold numerous in-service schools to include mental health courses.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Submit all required reports to CJD.	Complete and submit all required reports to CJD.	Completed and submitted all required reports to CJD.	Complete and submit all required reports to CJD.
Appoint qualified instructors.	Appoint and supervise qualified instructors.	Appointed and supervised qualified instructors.	Appoint and supervise qualified instructors.
Maintain TCOLE standards.	Enforce all admission, attendance, retention and other standards set by TCOLE.	Enforced all admission, attendance, retention and other standards set by TCOLE with attendees.	Enforce all admission, attendance, retention and other standards set by TCOLE.
Maintain TCOLE testing requirements.	Administering online TCOLE Tests.	Administered 241 online TCOLE Tests. Held an 80% pass rate for Basic Peace Officer course and 77.11% pass rate for Basic County Correction Course.	Administering online TCOLE Tests.
Assist with policy planning with LEAAB.	Policy planning with Law Enforcement Academy Advisory Board.	Policy planned with Law Enforcement Academy Advisory Board.	Policy planning with Law Enforcement Academy Advisory Board.
Maintain communication with region.	Liaison with chief law enforcement officials in 17-county region.	Met with chief law enforcement officials in 17-county region.	Liaison with chief law enforcement officials in 17-county region.
Maintain training requirements.	Attend CJD Training and mandatory TCOLE training.	Attended mandatory TCOLE Training Coordinator Conference.	Attend CJD Training and mandatory TCOLE training.

PERFORMANCE MEASURES

The Criminal Justice Division of the Law Enforcement Academy ensures the provision of basic and in-service training to the local peace officers of the Permian Basin region. The State of Texas, through the Commission on Law Enforcement (TCOLE) requires a minimum of 696 hours of training for participants in the Basic Peace Office Course. In addition to this basic training, TCOLE requires each peace officer to receive a minimum of 40 hours of training within each 24-month training unit. As part of this ongoing training each officer must receive training in topics specified by the state legislature, unique to their particular duty assignments and areas that pertain to their level of certification through TCOLE. This training is provided through the Permian Basin Law Enforcement Academy. The Academy is monitored by TCOLE and the Criminal Justice Division of the State of Texas to ensure that training needs and standards comply with state requirements and to meet the needs of the agencies serviced by the Academy. Funds for the operation are obtained from the Criminal Justice Division of the State of Texas, course training and training fees. In all areas listed above, the Criminal Justice Division met the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Performance measures reported above are output/outcome measures required to be reported to the Office of the Governor, Criminal Justice Division.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY '20-'21**

**CRIMINAL JUSTICE DIVISION
VIOLENCE AGAINST WOMEN ACT**

OBJECTIVE

To ensure the provision of basic and in-service training to the local peace officers of the Permian Basin region.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Support Regional law enforcement training.	Develop CJD grant application for funding to support regional law enforcement training in violence against women courses.	Completion and submission of annual application.	Develop CJD grant application for funding to support regional law enforcement training in violence against women courses.
Provide training curriculum.	Provide Training to 100 law enforcement officers. Provide 8 Cultural Diversity Courses, 8 Crisis Intervention Training Courses, 8 Special Investigative Topics Courses, and 2 Advanced Human Trafficking Courses, 2 Sexual Assault Courses and 2 Family Violence Courses for approximately 1,300 contact hours.	Provided Training to 571 law enforcement officers. Provided Cultural Diversity Courses, Special Investigative Topics Courses, Advanced Human Trafficking Courses, and Victims of Crime Courses for a total of 4662 contact hours.	Provide Training to 250 law enforcement officers. Provide Cultural Diversity Courses, Crisis Intervention Training Courses, Special Investigative Topics Courses, Advanced Human Trafficking Courses and Sexual Assault Courses and Family Violence Courses for approximately 3000 contact hours.
Evaluate relevant training.	Evaluate relevant training.	Evaluation of violence against women classes.	Evaluate relevant training.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Submit all required reports to CJD.	Complete and submit all required reports to CJD.	Completed and submitted all required reports to CJD.	Complete and submit all required reports to CJD.
Submit all reports of training to TCOLE.	Submit all reports of training to TCOLE.	Submitted all reports of training to TCOLE.	Submit all reports of training to TCOLE.
Appoint qualified instructors.	Appoint and supervise qualified instructors	Appointed and supervised qualified instructors.	Appoint and supervise qualified instructors
Maintain TCOLE standards.	Enforce attendance, retention and other standards set by TCOLE.	Enforced attendance, retention and other standards set by TCOLE.	Enforce attendance, retention and other standards set by TCOLE.
Maintain communication with region.	Liaison with chief law enforcement officials in 17-county region.	Met with chief law enforcement officials in 17-county region.	Liaison with chief law enforcement officials in 17-county region.

PERFORMANCE MEASURES

The Criminal Justice Division of the Law Enforcement Academy ensures the provision of basic and in-service training for law enforcement in the 17 county Permian Basin Region. Under this training umbrella, the Academy will provide family violence, sexual assault, special investigative topics, cultural diversity, human trafficking and crisis intervention training to law enforcement personnel. The State of Texas, through the Texas Commission on Law Enforcement, (TCOLE) requires each peace officer to have training in sexual assault and family violence. The Permian Basin Law Enforcement Academy is monitored by TCOLE and the Criminal Justice Division of the State of Texas to ensure that training needs and standards comply with state requirements and to meet the needs of the agencies serviced by the Academy. Funds for the operation are obtained from the Criminal Justice Division of the State of Texas. In all areas listed above, the Criminal Justice Division met the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Performance measures reported above are output/outcome measures required to be reported to the Office of the Governor, Criminal Justice Division.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY '20-'21**

**CRIMINAL JUSTICE DIVISION
MENTAL HEALTH**

OBJECTIVE

To ensure the provision of basic and in-service training to the local peace officers of the Permian Basin region.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Support Regional law enforcement training.	Develop CJD grant application for funding to support regional law enforcement training in mental health courses.	Completion and submission of annual application.	Develop CJD grant application for funding to support regional law enforcement training in mental health courses.
Provide training curriculum.	Provide Training to 100 law enforcement officers. Provide 5 Mental Health Training for Jailers Courses, and 3 40-hour Crisis Intervention Courses for approximately 4,000 contact hours.	Provided Training to 595 law enforcement officers. Provided 41 courses for a total of 8,728 contact hours.	Provide Training to 350 law enforcement officers. Provide 30 courses for a total of 3,500 contact hours.
Evaluate relevant training.	Evaluate relevant training.	Evaluation of mental health training.	Evaluate relevant training.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Submit all required reports to CJD.	Complete and submit all required reports to CJD.	Completed and submitted all required reports to CJD.	Complete and submit all required reports to CJD.
Submit all reports of training to TCOLE.	Submit all reports of training to TCOLE.	Submitted all reports of training to TCOLE.	Submit all reports of training to TCOLE.
Appoint qualified instructors.	Appoint and supervise qualified instructors.	Appointed and supervised qualified instructors.	Appoint and supervise qualified instructors.
Maintain TCOLE standards.	Enforce attendance, retention and other standards set by TCOLE.	Enforced attendance, retention and other standards set by TCOLE.	Enforce attendance, retention and other standards set by TCOLE.
Maintain communication with region.	Liaison with chief law enforcement officials in 17-county region.	Met with chief law enforcement officials in 17-county region.	Liaison with chief law enforcement officials in 17-county region.

PERFORMANCE MEASURES

The Criminal Justice Division of the Law Enforcement Academy ensures the provision of basic and in-service training for law enforcement in the 17 county Permian Basin Region. Under this training umbrella, the Academy will provide mental health for jailer courses and Crissi Intervention Courses to law enforcement personnel. The State of Texas, through the Texas Commission on Law Enforcement, (TCOLE) requires each peace officer to have training in mental health. The Permian Basin Law Enforcement Academy is monitored by TCOLE and the Criminal Justice Division of the State of Texas to ensure that training needs and standards comply with state requirements and to meet the needs of the agencies serviced by the Academy. Funds for the operation are obtained from the Criminal Justice Division of the State of Texas. In all areas listed above, the Criminal Justice Division met the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Performance measures reported above are output/outcome measures required to be reported to the Office of the Governor, Criminal Justice Division.

HOMELAND SECURITY

PERSONNEL

Homeland Security Director
Homeland Security Planner

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GDEM - HOMELAND SECURITY (including contract)
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	132,752.87	
EMPLOYEE BENEFITS	58,225.41	
TOTAL PERSONNEL		190,978.28
OPERATING COSTS		
INDIRECT COSTS	17,875.58	
INTERNAL SERVICES	30,606.78	
OUT OF REGION TRAVEL	13,600.00	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUT REACH	-	
FACILITY COST	458.15	
NON CAPITAL COMPUTER	124.95	
CONTRACT SERVICES	999.60	
COMPUTER SERVICES	4,449.11	
AUDITING	2,971.03	
IT SERVICES	6,006.12	
IN REGION TRAVEL	866.60	
PROFESSIONAL DEVELOPMENT	133.28	
NON CAPITAL FURNITURE >\$500	249.90	
COMPUTER PERIPHERALS	71.09	
SMALL FURNITURE < \$500	-	
CONSUMABLE SUPPLIES	3,994.25	
INSURANCE & BONDING	1,074.18	
PRINTING	209.80	
FURNITURE AND EQUIPMENT RENTAL	982.28	
MAINTENANCE AND REPAIRS	3,289.77	
COMMUNICATIONS	681.31	
POSTAGE	325.89	
UTILITIES	2,872.37	
DUES AND SUBSCRIPTIONS	1,466.74	
OTHER EXPENDITURES	3,836.54	
SOFTWARE	361.63	
TOTAL OPERATING COSTS		97,506.93
SERVICES/ PASS-THROUGH		<u>262,493.17</u>
TOTAL EXPENDITURES		550,978.38
INCOME		
STATE/FEDERAL INCOM	550,978.38	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		550,978.38

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 2021-2022**

**HOMELAND SECURITY
EMERGENCY PLANNING**

OBJECTIVE

To facilitate the development of Emergency Management Plans, programs, and groups that will provide appropriate levels of preparedness and emergency responses to the Permian Basin region. The State Homeland Security Program planning grants will be used to work directly with seventeen (17) counties (46 entities) in our region. Performance measures reported below are output/outcome measures required to be reported to the Office of the Governor, State Administrative Agency (SAA).

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Facilitate and/or otherwise participate in developmental meetings (advisory committees and working groups) on a regional level and with city and county governments for Homeland Security and Emergency Planning.	Develop, revise, and update Emergency Management Plans, MOU's, and the regional mutual aid agreement with the region's jurisdictions.	Facilitated or otherwise participated in the Domestic Preparedness Advisory Committee, the Interoperable Communications Working Group, the Threat and Hazard Identification and Risk Assessment Working Group, Texas Office of the State Wide Interoperability Coordinator (SWIC) Strategic Advisory Group and State Communications Interoperability Plan and Texas Public Safety Broadband Program meetings, as well as other local, regional, and state meetings to formulate plans and make recommendations to the PBRPC Board or to local government bodies.	In coordination with local and regional representatives, ensure all planning efforts are aligned to attain results within the priorities of the region and the Governor's Homeland Security Strategic Plan, the State Communications Interoperability Plan, State of Texas Channel Plan, as well as other pertinent state and federal guidelines and polices.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
<p>Ensure appropriate Interlocal Agreements with local and state agencies are executed in support of the Permian Basin Regional Interoperable Communications System sustainability.</p>	<p>Complete required Interlocal Agreements with local and state entities for the interoperable communications system support.</p>	<p>Completed Interlocal Agreements for interoperable communications system support with local and state agencies, including TxDPS, TxDOT, City of Austin, Reeves County, Loving County and Andrews County.</p>	<p>Complete remaining Interlocal Agreement requirements for the Permian Basin Regional Interoperable Communications System sustainability.</p>
<p>Ensure jurisdictions meet the grant eligibility requirements, National Incident Management System (NIMS) requirements in their Emergency Operations Plans, participate in the regional mutual aid agreement, and have MOU's with Texas DPS for utilizing mutual aid communication channels.</p>	<p>Continue assisting 17 counties and 29 cities with little or no Emergency Management Planning resources to develop plans, projects, and agreements for meeting local and regional needs in line with the Governor's State Strategy.</p>	<p>Coordinated with points of contact for each of the 17 counties and 29 cities to help ensure completion of federal Homeland Security grant eligibility requirements.</p>	<p>Provide to all jurisdiction points of contact's and help assist with the grant requirements for the Homeland Security Grant Program.</p>
<p>Advise local, state, and federal officials on regional resources and mutual aid agreements utilized during table top, functional, or full-scale exercises.</p>	<p>Participate in various local and regional exercises in an advisory capacity to chief elected officials as well as state and federal agencies.</p>	<p>Advised local, state, and federal officials on mutual aid agreements and regional resources via email and telephone, due to COVID.</p>	<p>Participate, as appropriate, in local and regional training and exercises to inject relevant information that supports objectives.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
<p>Assist jurisdictions and Update Emergency Operations Plans for all entities within the PBRPC region.</p>	<p>Advise jurisdictions on status of their Emergency Operations Plans and assist with those needing and requesting assistance to complete and submit expiring basic plans and annexes.</p>	<p>Worked with jurisdictions to update EOPs and assisted as requested, to ensure the completion of updated and compliant EOPs which meet local and regional needs in line with the Governor's State Strategy. Coordinated EOP completion requirements with emergency management coordinators (EMCs) affecting 46 jurisdictions.</p>	<p>Continue Emergency Operations Plan (EOP) update coordination with EMCs. Assist, as requested, those jurisdictions requiring updating of EOP Basic Plan and/or annexes, particularly those due in 2021-2022 Assist, as necessary, selected jurisdictions requiring transition to the new Emergency Operations Plan and Annexes format.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Assist the MACC Director in identifying and accessing regional resources for simulated local emergency and disaster situation during regional exercise.	Participate in regional tabletop exercise as core staff of the Multi-Agency Coordination Center.	Maintained readiness for activation of MACC for regional wildfire events or other disaster and emergency situations. Due to COVID, there were minimal exercises	As core staff to the MACC, the Homeland Security staff will play an integral role in assisting in identifying and accessing regional resources during real-world incidents as well as during local or regional exercises.
Assist the jurisdictions sponsoring Citizen Corps programs by providing technical guidance, participating in and facilitating meetings, equipment list building and ordering, and other matters; assist jurisdictions in identifying funding and equipment requirements, and provide other assistance, as needed.	Work closely with Citizens Corps programs and with jurisdictions establishing CC programs.	Worked closely with Howard County in tracking its Community Emergency Response Team (CERT) and Volunteers In Police Service (VIPS) program activities, meetings, and volunteer hours. We reported this information quarterly to the State of Texas.	The region will continue to support the jurisdictional CERT/VIPS programs, promote the Citizens Corps Program across the region, and lend assistance in the development of new programs and training although no separate federal grant funds will be available for Citizen Corps at this time.
Support the State of Texas Public Safety Broadband Program (TPSBP) initiative for public safety.	Participate in various state meetings and conference calls to support the initiative. Also, conduct outreach to key local stakeholders to educate and to collect mobile data broadband usage information for reporting to the Office of the Statewide Interoperability Coordinator (SWIC).	Participated in various virtual meetings and conference calls to support the initiative.	Continue facilitating and supporting outreach and education initiatives involving key stakeholder groups in support of the TPSBP. Participate in the SWIC workshop and conference.

PERFORMANCE ANALYSIS

GOAL

Facilitate and/or otherwise participate in developmental meetings (advisory committees and working groups) on a regional level and with city and county governments for Homeland Security and Emergency Planning.

The PBRPC governance process for Homeland Security grant-related programs and funding allocation decisions includes such bodies as the Permian Basin Regional Interoperable Communications Working Group, the Threat and Hazard Identification Risk Assessment Working Group, the Domestic Preparedness Advisory Committee, and the PBRPC Board of Directors, the final decision-making authority. The Homeland Security staff not only work directly with these bodies, but also with local, state, federal agencies, nongovernmental organizations (NGOs), and private entities in all planning efforts to include addressing All-Hazards preparedness, response, recovery, mitigation, training, and exercises. This also includes identifying and documenting key resource/critical infrastructure and protected information in federal on-line tools.

FY 22 Projection:

In coordination with local and regional representatives, ensure all planning efforts are aligned to attain results within the priorities of the region and the Governor's Homeland Security Strategic Plan, the State Communications Interoperability Plan, State of Texas Channel Plan, as well as other pertinent state and federal guidelines and polices.

GOAL

Ensure jurisdictions meet the grant eligibility requirements, National Incident Management System (NIMS) requirements in their Emergency Operations Plans, participate in the regional mutual aid agreement, and have MOU's with Texas DPS for utilizing mutual aid communication channels.

FY 22 Projection:

1. Review and update, as necessary, the Regional Mutual Aid Agreement with local emergency management coordinators.
2. Provide to all jurisdiction points of contacts and assist with the grant requirements for the Homeland Security Grant Program.

GOAL

Advise local, state, and federal officials on regional resources and mutual aid agreements utilized during table top, functional, or full-scale exercises.

Participate, as appropriate, in local and regional exercises to inject relevant information that supports objectives.

GOAL

Assist jurisdictions and Update Emergency Operations Plans for all entities within the PBRPC region.

1. Coordinate with jurisdictions to update EOPs currently due for 2021-2022, assisting as requested.
2. Assist, as necessary, selected jurisdictions requiring transition to the new Emergency Operations Plan and Annexes format.

FY 22 Projection:

1. Focus on the counties and cities that will require updating of their EOPs to ensure planning preparedness levels are maintained at the minimum 'Intermediate' level, for sustaining grant eligibility, and at the Advanced level for those receiving additional Emergency Management Planning Grant funds.
2. Assist, as necessary, selected jurisdictions requiring transition to the new Emergency Operations Plan and Annexes format.

GOAL

Assist the MACC Director in identifying and accessing regional resources for simulated local emergency and disaster situation during regional exercise.

As core staff to the MACC, the Homeland Security staff will play an integral role in assisting in identifying and accessing regional resources during real-world incidents as well as during local or regional exercises.

GOAL

Promote and increase information on the Citizen Corps Program (CCP) within the region.

The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery. This program supports the four mission areas of the National Preparedness Goal, which are to Prevent, Protect, Respond and Recover.

FY 22 Projection:

Although there is no separate grant funding currently allocated for CCP, the Homeland Security Director continues to serve as the Regional Citizen Corps Program Coordinator and continues to assist and support the regions CERT/VIPS volunteers, along with promoting the Citizen Corps Program across the region.

GOAL

Increase Interoperable Communications in the PBRPC Region.

The Director of Homeland Security, who also serves as the interoperability system program manager, and the Homeland Security Planner are members of the project management team (consisting of several key management and technical key stakeholders) that continues to plan, develop, and execute the Permian Basin Regional Interoperable Communications System (PBRICS) infrastructure build out, sustainability, and maintenance for P25 VHF/800 MHz trunked digital radio public safety use.

FY 22 Projection:

1. Continue to manage and sustain the regional P25 public safety interoperability system in our lead role as region's project/program manager, ensuring the system's capability to provide mission critical public safety interoperable communications across the Permian Basin Region.
2. Continue work on Interlocal Agreements still in coordination that would provide local jurisdiction assistance involving sustainability and maintenance costs, including leases and other expenses to make up for the lack of grant funds now and in the future.

GOAL

Support the State of Texas Public Safety Broadband Program initiative for public safety.

FY 22 Projection:

Continue facilitating and supporting outreach and education initiatives involving key stakeholder groups in support of the Texas Public Safety Broadband Program. Participate in the SWIC conference and other meeting opportunities in 2021 and 2022.

REGIONAL SERVICES

ECONOMIC DEVELOPMENT

U.S. Economic Development Admin.
Regional Transportation Planning Org.

Community Development Block Grant

Texas Department of Agriculture

SOLID WASTE MANAGEMENT

Texas Commission on Environmental Quality
U.S. Department of Agriculture

PIPELINE SAFETY EDUCATION

U.S. Department of Transportation, PHMSA

Texas Emergency Mortgage Assistance

Texas Department of Housing and Community Affairs
(TDHCA)

PERSONNEL

Regional Services Director
Program Manager
Program Specialist
Case Manager

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 U.S. DEPARTMENT OF COMMERCE - CARES
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	45,707.47	
EMPLOYEE BENEFITS	20,047.30	
TOTAL PERSONNEL		65,754.77
OPERATING COSTS		
INDIRECT COSTS	6,154.65	
INTERNAL SERVICES	19,462.36	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	172.70	
NON CAPITAL COMPUTER	47.10	
CONTRACT SERVICES	160,376.81	
COMPUTER SERVICES	546.24	
AUDITING	1,119.93	
IT SERVICES	2,264.42	
IN REGION TRAVEL	5,062.80	
PROFESSIONAL DEVELOPMENT	50.24	
NON CAPITAL FURNITURE	40,094.20	
COMPUTER PERIPHRELS	26.80	
SMALL FURNITURE	5,000.00	
CONSUMABLE SUPPLIES	393.63	
INSURANCE AND BONDING	404.91	
PRINTING	79.08	
FURNITURE & EQUIPMENT RENTAL	370.27	
MAINTENANCE AND REPAIRS	1,240.08	
COMMUNICATIONS	232.32	
POSTAGE	122.84	
UTILITIES	1,082.74	
DUES AND SUBSCRIPTIONS	552.96	
OTHER EXPENDITURES	82.94	
SOFTWARE	19,305.21	
TOTAL OPERATING COSTS		264,245.23
SERVICES/ PASS-THROUGH		<hr/>
TOTAL EXPENDITURES		330,000.00
INCOME		
STATE/FEDERAL INCOM	330,000.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		330,000.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 U.S. DEPARTMENT OF COMMERCE -EDA
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	39,502.01	
EMPLOYEE BENEFITS	17,325.58	
TOTAL PERSONNEL		56,827.59
OPERATING COSTS		
INDIRECT COSTS	5,319.06	
INTERNAL SERVICES	14,542.55	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	149.60	
NON CAPITAL COMPUTER	40.80	
CONTRACT SERVICES	10,326.40	
COMPUTER SERVICES	473.18	
AUDITING	970.13	
IT SERVICES	3,956.41	
IN REGION TRAVEL	15,054.40	
PROFESSIONAL DEVELOPMENT	43.52	
NON CAPITAL FURNITURE	81.60	
COMPUTER PERIPHRELS	23.21	
SMALL FURNITURE	7,522.81	
CONSUMABLE SUPPLIES	340.98	
INSURANCE AND BONDING	350.75	
PRINTING	68.51	
FURNITURE & EQUIPMENT RENTAL	320.74	
MAINTENANCE AND REPAIRS	1,074.21	
COMMUNICATIONS	201.24	
POSTAGE	106.41	
UTILITIES	937.92	
DUES AND SUBSCRIPTIONS	478.16	
OTHER EXPENDITURES	71.72	
SOFTWARE	15,118.09	
TOTAL OPERATING COSTS		77,572.41
SERVICES/ PASS-THROUGH		-
TOTAL EXPENDITURES		134,400.00
INCOME		
STATE/FEDERAL INCOM	96,000.00	
PBRPC LOCAL INCOME / MATCH	38,400.00	
TOTAL INCOME		134,400.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TCEQ- SOLID WASTE MANAGEMENT
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	42,673.82	
EMPLOYEE BENEFITS	18,716.73	
TOTAL PERSONNEL		61,390.55
OPERATING COSTS		
INDIRECT COSTS	5,746.16	
INTERNAL SERVICES	17,096.50	
OUT OF REGION TRAVEL	5,025.00	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	-	
NON CAPITAL COMPUTER	161.15	
CONTRACT SERVICES	43.95	
COMPUTER SERVICES	2,366.71	
AUDITING	509.71	
IT SERVICES	1,045.03	
IN REGION TRAVEL	7,833.41	
PROFESSIONAL DEVELOPMENT	2,058.60	
NON CAPITAL FURNITURE	2,046.88	
COMPUTER PERIPHRELS	3,087.90	
SMALL FURNITURE	1,025.01	
CONSUMABLE SUPPLIES	1,000.00	
INSURANCE AND BONDING	2,053.82	
PRINTING	1,183.83	
FURNITURE & EQUIPMENT RENTAL	173.79	
MAINTENANCE AND REPAIRS	2,345.51	
COMMUNICATIONS	3,125.92	
POSTAGE	416.78	
UTILITIES	428.23	
DUES AND SUBSCRIPTIONS	2,380.61	
OTHER EXPENDITURES	1,516.29	
SOFTWARE	18,621.46	
	1,127.20	
TOTAL OPERATING COSTS		82,419.45
SERVICES/ PASS-THROUGH		<u>29,000.00</u>
TOTAL EXPENDITURES		172,810.00
INCOME		
STATE/FEDERAL INCOM	172,810.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		172,810.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS HOUSING COORPORATION - TEMAP
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	30,552.67	
EMPLOYEE BENEFITS	13,400.40	
TOTAL PERSONNEL		43,953.07
OPERATING COSTS		
INDIRECT COSTS	4,114.01	
INTERNAL SERVICES	9,962.57	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	-	
FACILITY COST	115.50	
NON CAPITAL COMPUTER	31.50	
CONTRACT SERVICES	252.00	
COMPUTER SERVICES	365.32	
AUDITING	749.00	
IT SERVICES	1,511.51	
IN REGION TRAVEL	42.00	
PROFESSIONAL DEVELOPMENT	33.60	
NON CAPITAL FURNITURE	63.00	
COMPUTER PERIPHRELS	17.92	
SMALL FURNITURE	-	
CONSUMABLE SUPPLIES	263.26	
INSURANCE AND BONDING	270.80	
PRINTING	52.89	
FURNITURE & EQUIPMENT RENTAL	247.63	
MAINTENANCE AND REPAIRS	829.35	
COMMUNICATIONS	155.37	
POSTAGE	82.16	
UTILITIES	724.13	
DUES AND SUBSCRIPTIONS	369.62	
OTHER EXPENDITURES	55.44	
SOFTWARE	91.17	
TOTAL OPERATING COSTS		20,399.74
SERVICES/ PASS-THROUGH		<u>135,647.19</u>
TOTAL EXPENDITURES		200,000.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS DEPARTMENT OF TRANSPORTATION - RCTP- Begins January 2022
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL

SALARIES	700.00
EMPLOYEE BENEFITS	307.01

TOTAL PERSONNEL	1,007.01
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OPERATING COSTS

INDIRECT COSTS	94.26
INTERNAL SERVICES	7,197.07
OUT OF REGION TRAVEL	-
GOVERNING BODY TRAVEL	-
CELL PHONES	-
OUTREACH	1,000.00
FACILITY COST	2.75
NON CAPITAL COMPUTER	0.75
CONTRACT SERVICES	6.00
COMPUTER SERVICES	8.70
AUDITING	17.83
IT SERVICES	39.93
IN REGION TRAVEL	1.00
PROFESSIONAL DEVELOPMENT	0.80
NON CAPITAL FURNITURE	1.50
COMPUTER PERIPHRELS	0.43
SMALL FURNITURE	-
CONSUMABLE SUPPLIES	4,555.13
INSURANCE AND BONDING	6.45
PRINTING	1.26
FURNITURE & EQUIPMENT RENTAL	5.90
MAINTENANCE AND REPAIRS	19.75
COMMUNICATIONS	1,003.70
POSTAGE	1.96
UTILITIES	17.24
DUES AND SUBSCRIPTIONS	7.33
OTHER EXPENDITURES	1.10
SOFTWARE	2.17

TOTAL OPERATING COSTS	13,992.99
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SERVICES/ PASS-THROUGH

TOTAL EXPENDITURES	15,000.00
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INCOME

STATE/FEDERAL INCOM
 PBRPC LOCAL INCOME / MATCH

TOTAL INCOME	0.00
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS DEPARTMENT OF AGRICULTURE - CDBG
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	4,250.00	
EMPLOYEE BENEFITS	1,864.05	
TOTAL PERSONNEL		6,114.05
OPERATING COSTS		
INDIRECT COSTS	572.28	
INTERNAL SERVICES	697.35	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUT REACH	15.95	
FACILITY COST	4.35	
NON CAPITAL COMPUTER	34.80	
CONTRACT SERVICES	50.45	
COMPUTER SERVICES	103.43	
AUDITING	211.04	
IT SERVICES	5.80	
IN REGION TRAVEL	4.64	
PROFESSIONAL DEVELOPMENT	8.70	
NON CAPITAL FURNITURE >\$500	2.48	
COMPUTER PERIPHERALS	-	
SMALL FURNITURE < \$500	36.35	
CONSUMABLE SUPPLIES	37.40	
INSURANCE & BONDING	7.30	
PRINTING	34.20	
FURNITURE AND EQUIPMENT RENTAL	114.53	
MAINTENANCE AND REPAIRS	21.46	
COMMUNICATIONS	11.35	
POSTAGE	100.00	
UTILITIES	51.34	
DUES AND SUBSCRIPTIONS	7.70	
OTHER EXPENDITURES	1,106.07	
SOFTWARE		
TOTAL OPERATING COSTS		3,238.95
SERVICES/ PASS-THROUGH		<hr/>
TOTAL EXPENDITURES		9,353.00
INCOME		
STATE/FEDERAL INCOM	9,353.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		9,353.00

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 USDOT- PIPELINE SAFETY AND HAZARDOUS MATERIALS
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	36,613.17	
EMPLOYEE BENEFITS	16,058.54	
TOTAL PERSONNEL		52,671.71
OPERATING COSTS		
INDIRECT COSTS	4,930.07	
INTERNAL SERVICES	11,852.29	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
CELL PHONES	-	
OUTREACH	15,000.00	
FACILITY COST	138.60	
NON CAPITAL COMPUTER	37.80	
CONTRACT SERVICES	302.40	
COMPUTER SERVICES	438.38	
AUDITING	898.80	
IT SERVICES	1,813.81	
IN REGION TRAVEL	1,050.40	
PROFESSIONAL DEVELOPMENT	5,999.12	
NON CAPITAL FURNITURE	75.60	
COMPUTER PERIPHRELS	21.51	
SMALL FURNITURE	-	
CONSUMABLE SUPPLIES	1,315.91	
INSURANCE AND BONDING	324.96	
PRINTING	63.47	
FURNITURE & EQUIPMENT RENTAL	297.16	
MAINTENANCE AND REPAIRS	995.22	
COMMUNICATIONS	186.45	
POSTAGE	98.59	
UTILITIES	868.95	
DUES AND SUBSCRIPTIONS	442.96	
OTHER EXPENDITURES	66.44	
SOFTWARE	109.40	
TOTAL OPERATING COSTS		47,328.29
SERVICES/ PASS-THROUGH		<hr/>
TOTAL EXPENDITURES		100,000.00
INCOME		
STATE/FEDERAL INCOM	100,000.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		100,000.00

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Productivity and Performance Report FY 21- FY 22

REGIONAL SERVICES

ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES

OBJECTIVES

The mission of the Regional Services department is to promote and assist communities in activities resulting in the economic and community development of the 17-counties within the Permian Basin Regional Planning Commission planning area. Activities most supported are those which result in increased business and job opportunities for the citizens of the region, with priority given to the economically distressed counties. The department addresses the goals set forth by the Permian Basin Economic Development District in the Comprehensive Economic Development Strategy, and it implements related federal and state funded programs.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
Coordinate the Permian Basin Economic Development District Board of Directors activities.	Hold annual Economic Development District Board of Directors meeting. Include economic reports, incorporating economic indicators identified by professional consultant. Provided CEDS update, including update demographics and local community development projects.	Held Economic Development District Board of Directors meeting. Provided updated economic report by professional consultant and the annual Comprehensive Economic Development Strategy update.	Hold annual Economic Development District Board of Directors meeting. Include economic reports, incorporating economic indicators identified by professional consultant. Provide CEDS update, including updated demographics and local community development projects.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Coordinate with the U.S. Economic Development Administration to implement EDA program services.</p>	<p>Continue to promote EDA initiatives throughout the region. Provide technical assistance in grant seeking activities to jurisdictions as needed. Targeted jurisdictions: 17 county chief elected officials 29 city managers or official staff 29 mayors or official staff 3 community colleges 1 university 12 economic development officials</p>	<p>Continued coordination of EDA programs throughout the region. Promoted and disseminated information about EDA funding initiatives throughout the region, and provided technical assistance, on-going as needed. Total jurisdictions served: 17 county chief elected officials 29 city managers or official staff 29 mayors or official staff 3 community colleges 1 university 12 economic development officials</p>	<p>Continue to promote EDA initiatives throughout the region. Provide technical assistance in grant seeking activities to jurisdictions as needed. Targeted jurisdictions: 17 county, chief elected officials 29 city managers or official staff 29 mayors or official staff 3 community colleges 1 university 12 economic development officials</p>
<p>Coordinate the implementation of the Comprehensive Economic Development Strategy of the Permian Basin.</p>	<p>Perform annual review and update of CEDS and report program activity to EDA and EDD. Monitor activities for compliance with CEDS goals and objectives. Report CEDS activities to economic development partners. Continue networking activities to ensure CEDS remains a consideration in economic development planning throughout region.</p>	<p>Completed CEDS review and update. Coordinated, facilitated the process to include economic development and business partner input to ensure current statistics and local development of projects. Updated regional CEDS website to include economic reports and CEDS updates.</p>	<p>Perform annual review of CEDS and report program activity to EDA and EDD. Monitor activities for compliance with CEDS goals and objectives. Report CEDS activities to economic development partners. Continue networking activities to ensure CEDS remains a consideration in economic development planning throughout region.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Coordinate and network with the region's local economic/community development professionals and elected officials and assist in accessing funding needed to realize economic and community development goals.</p>	<p>Support economic development activities throughout the region. Provide federal and state funding information for public works and economic development projects. Provide technical assistance and business recruitment/expansion projects, as needed.</p>	<p>Continued technical assistance to partners throughout the region. Identified community development funding available to economically distressed communities, promoted programs to fund infrastructure projects and economic development activities. Total jurisdictions served: 17 counties, 29 cities, 3 community colleges, 1 university, 12 economic development officials</p>	<p>Support economic development activities throughout the region. Provide federal and state funding information for public works and economic development projects. Provide technical assistance in business recruitment/expansion projects, as needed.</p>
<p>Participate in regional activities focused on marketing economic development opportunities for the region; promoting and improving the quality of life for the citizens of the Permian Basin.</p>	<p>Support economic development marketing activities through participation in the High Ground of Texas marketing initiative and promote local jurisdictions and entities in the Permian Basin CEDS website.</p>	<p>Continued technical assistance to economic development entities participating in industry recruitment projects. Continued membership and participation in marketing organization-- High Ground of Texas on behalf of the Permian Basin Region EDD.</p>	<p>Support economic development marketing activities through participation in the High Ground of Texas marketing initiative and promote local jurisdictions and entities in the Permian Basin CEDS website.</p>
<p>Participate in development of regional projects which result in economic and community development in local communities and in those that impact the regional economy.</p>	<p>Provide agency support to local, state and federal funded projects as requested. Continue to provide agency support to regional projects that address the needs of the region, the PBRPC and those which address goals contained in the CEDS. Seek opportunities for new funding and projects to assist community and economic development efforts throughout the region.</p>	<p>Continued agency support to regional and related state/federal funded projects as needed. Responded to 100% requests. Participated in the Permian Basin economic development related events and local partner meetings. Provided workshop regarding inter-local contracting in procurement and project development. Completed EPA applications to fund local brownfields assessment and clean-up projects, which would result in community/economic development and property re-development projects in local communities.</p>	<p>Provide agency support to regional projects and state/federal funded projects as requested. Continue to provide agency support to regional projects that address the needs of the region, the PBRPC and those which address goals contained in the CEDS. Seek opportunities for new funding and projects to assist community and economic development efforts throughout the region.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Initiate professional development plan dedicated to increase success in securing additional funding for programs, which may compliment and expand the economic development services of the Economic Development District.</p>	<p>Complete professional development program related to grant seeking, grant writing and grant administration. Increase number of grant applications which will result in economic and community development program development, as well as increased services to the jurisdictions of the region.</p>	<p>Staff coordinated and participated in workshop dedicated to identifying resources and effective writing skills; and a second workshop dedicated to researching census and demographics. Increased network activities with local partners, focusing on private industry and stakeholders dedicated to all areas of community development. Staff completed grant applications to secure additional funding in providing services to communities.</p>	<p>Staff will continue to participate in all training opportunities and staff development opportunities to build staff capacity in assisting communities.</p>
<p>Facilitate activities of the Permian Basin Rural Transportation Planning Organization.</p>	<p>Participate in regional transportation infrastructure planning activities to address local need for continued projects in the region. Coordinate the meetings for the RTPO; identify key transportation stakeholders and facilitate communication between rural communities and Texas Department of Transportation and US Department of Transportation.</p>	<p>Facilitated meeting for the RTPO. Included regional transportation agency reports and TXDOT engineering update. Shared transportation planning information and communication with local leadership to encourage their participation in determining priorities for this region. Staff joined TXDOT regional freight planning committee and assisted in coordinating meetings for rural areas.</p>	<p>Participate in regional transportation infrastructure planning activities to address local need for continued projects in the region. Coordinate the meetings for the RTPO; identify key transportation stakeholders and facilitate communication between rural communities and Texas Department of Transportation and US Department of Transportation.</p>

PERFORMANCE ANALYSIS

The Regional Services department met or exceeded the planned performance for the 2020– 2021 program years. The Comprehensive Economic Development Strategy for 2015-2020 was reviewed to ensure it reflects current economic conditions, and to consider updates to goals and objectives contained in the plan.

The Regional Services staff will continue network activities with economic development and community development professionals to promote and support regional projects and initiatives; as well as to promote EDA programs and others that provide opportunities for funding. Emphasis will be placed on partnership with economic development entities and community developers, to address the planning needs of the region based on current economic characteristics. The Regional Services staff will continue to support infrastructure and community development efforts and provide technical assistance and support to communities as they solicit public funds to meet their local needs, thereby affecting regional economic development and economic resiliency.

Performance measures reported above are output/outcome measures mandated by the U.S. Department of Commerce Economic Development Administration and are supported by the Permian Basin Economic Development District.

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Productivity and Performance Report FY 21-22

REGIONAL SERVICES

TDA-COMMUNITY & ECONOMIC DEVELOPMENT ASSISTANCE (CEDAF) FUNDS ADMINISTRATION AND TECHNICAL ASSISTANCE

OBJECTIVES

To provide staff support to facilitate the distribution of Texas Department of Agriculture (TDA) Office of Rural Affairs program information. Provide Technical Assistance to eligible communities and to provide staff support to the Permian Basin Regional Review Committee (RRC). Performance measures reported output/outcome measures required are reported to the TDA.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
Provide administrative and staff support to the Permian Basin Regional Review Committee.	Support Permian Basin Regional Review Committee (RRC) and assist in Community Block Grant application scoring activities. Coordinate and facilitate the Regional Review Committee meeting.	Provided administrative staff services for the Permian Basin Regional Review Committee. Facilitated the Regional Review Committee meeting. Performed scoring activity on behalf of all CDBG applications submitted during the application phase.	Support Permian Basin Regional Review Committee (RRC) and assist in Community Block Grant application scoring activities. Provide staff support in coordinating and facilitating the Regional Review Committee meeting if held during program year for the purpose of updating the CDBG scoring guidelines.

PRIMARY GOALS/OBJECTIVES	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Meet technical support requirements for the Texas Community Development Block Grant eligible communities and participate in non-project specific community and economic development program areas.</p>	<p>Provide technical support to TxCDBG communities and network with community leaders to disseminate TDA program information to community and economic development leadership. Promote the TxCDBG and other federal and state community development programs to non-entitlement areas of the region.</p>	<p>Provided technical assistance to TxCDBG eligible communities including providing census and income data, distributed TDA program information and provided general technical assistance as related to non-project specific community and economic development program areas. Met TDA reporting requirements. Promoted the TxCDBG and other federal and state community development programs to non-entitlement areas of the region.</p>	<p>Provide technical support to TxCDBG communities and participate in activities related to economic and community development. Will promote the TxCDBG programs and other federal and state community development programs to non-entitlement areas of the region. Will conduct and provide demographic information to applicants and other inquirers. Will research data pertinent to CDBG applicants and for the RRC in determining factors for scoring grant applications.</p>

PERFORMANCE ANALYSIS

The TDA-Community & Economic Development Assistance (CEDAF) program staff exceeded the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Productivity and Performance Report FY 21-22

Regional Services

SOLID WASTE MANAGEMENT PROGRAMS

OBJECTIVES

To facilitate and implement services related to the Texas Commission on Environmental Quality (TCEQ), the U.S. Department of Agriculture Solid Waste Management grant and other solid waste and environment related projects. The department addresses solid waste management operations throughout the region, supporting the technical training for local leadership; coordinating the activities of the regional Solid Waste Advisory Committee; providing funding for regional projects; and is engaged in local activities which promote a culture of recycling and environmental stewardship. Performance measures reported below are output/outcome measures required to be reported to the Texas Commission on Environmental Quality and U.S. Department of Agriculture Rural Development Solid Waste Management.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
Support TCEQ Regional Solid Waste Advisory Committee.	Support Regional Solid Waste Advisory Committee and activities associated with a minimum of two PBRPC Solid Waste Advisory Committee meetings.	Served as staff support to the Permian Basin Regional Solid Waste Advisory Committee (PBRSWAC). Facilitated required SWAC meetings.	Support Regional Solid Waste Advisory Committee and activities associated with a minimum of two PBRPC Solid Waste Advisory Committee meetings. Review the Regional Solid Waste Plan accordingly.
Procure and manage contracts for TCEQ regional solid waste projects.	Promote Regional Solid Waste Project program throughout the region. Provide staff services in selecting and contract management for selected projects.	Provided staff assistance and reporting to implement the solid waste grant projects. Made an average of three on-site visits to each grantee to ensure completion of projects by August 31, 2019.	Promote Regional Solid Waste Project program throughout the region. Provide staff services in selecting and implementing solid waste projects for the project year.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Maintain a solid waste management resource center for the region, including the closed landfill inventory.</p>	<p>Maintain and continuously update Solid Waste Management Resource Center. Maintain current information on Solid Waste webpage. Coordinate referrals to TCEQ agencies.</p>	<p>Updated and maintained a solid waste management resource center at the PBRPC offices. Disseminated Center resources and information as requested. Enhanced Solid Waste webpage. Maintained social media accounts, promoting environment related issues; utilized social media to promote local and regional projects.</p>	<p>Maintain and continuously update Solid Waste Information Resource Center. Research new resources and maintain current information on Solid Waste webpage. Coordinate referrals to TCEQ agencies.</p>
<p>Sustain education and awareness program and assist communities in expanding local efforts to develop culture of environmental stewardship and landfill diversion programs.</p>	<p>Prepare and disseminate correspondence and program announcements for the public jurisdictions and private entities. Participate in local education and outreach events to distribute related information to adults and students.</p>	<p>Coordinated solid waste grant program information distribution. Participated in numerous local education and outreach events to distribute related information to adults and students. Disseminated and published required notices to eligible applicants to inform them of programs services.</p>	<p>Partner with local agencies to distribute information region-wide. Participate in events which provide opportunity for education and outreach of all public. Prepare and disseminate environment related announcements for the public jurisdictions and private entities.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Sustain technical assistance program dedicated to addressing education, training for landfill operators and illegal dumping enforcement; continue efforts to increase regional coordination in illegal dumping enforcement.</p>	<p>Continue training opportunities for rural law enforcement agencies, elected officials and landfill operators. Work with the region's stakeholders in identifying opportunities for regional collaboration in addressing illegal dumping problems, thereby offering the rural communities the shared expertise and expense.</p>	<p>Utilized TCEQ funding to sustain a program dedicated to implementation of the regional solid waste management training program. Offered Class A, Class B Solid Waste, waste screening, certified training and illegal dumping classes to all area jurisdictions.</p>	<p>Continue training opportunities for rural law enforcement agencies, elected officials and landfill operators. Work with the region's stakeholders in identifying opportunities for regional collaboration in addressing illegal dumping problems, thereby offering the rural communities the shared expertise and expense. Work with communities to address their needs when updating the 20 year solid waste plan.</p>
<p>Seek funding applications for grants to increase environment-related projects to compliment and increase services provided by the Solid Waste Program.</p>	<p>Complete USDA Solid Waste Management grant application to fund an environment education program in the Permian Basin.</p>	<p>Successfully completed and was awarded the USDA solid waste grant. Staff also identified and wrote two grants, Farmers Market Promotion Program (FMPP) and Urban Agriculture Innovation Program (UAIP) to address food deserts identified by the USDA in the Permian Basin Region.</p>	<p>Complete applications to fund environment and solid waste projects.</p> <p>Increase staff development activities to include grant seeking and grant writing technical skills.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Implement technical assistance grant received by the USDA, targeting the most rural communities of the region. Promote landfill diversion, recycling and environmental related citizen engagement projects throughout the region.</p>	<p>Complete project activities through September 2020. Promoted landfill diversion, recycling and environmental related citizen engagement projects throughout the region.</p>	<p>Provided additional technical assistance and training to communities, including “how to engage volunteers to start a recycling program” and grant writing for local beautification and clean-up projects.</p>	<p>Provide services focused on Solid Waste Operator and Supervisor certified courses, training related to Illegal Dumping Enforcement, Volunteer engagement, start up for recycling and environment related groups; used prescription drop off programs; composting, and other education programs as they are identified.</p>

PERFORMANCE ANALYSIS

The Solid Waste Management Administration Department met or exceeded the planned performance for 2020-2021. Projected performance measures for 2021– 2022 have been identified and outlined above with the anticipation that all measures will be achieved. Sought out new grant opportunities which was assist in land fill diversion to educate residents on how to use food waste to make and use compost.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 21-22**

REGIONAL SERVICES

U.S. DEPARTMENT OF TRANSPORTATION PIPELINE SAFETY ADMINISTRATION

OBJECTIVES

The U.S. Department of Transportation Pipeline Hazardous Management Safety Administration project is designed to promote pipeline safety awareness to the citizens and businesses operating in the region. The PBRPC joined the region’s leadership in addressing the safety needs of the area. The PBRPC collaborates with the state’s 811 organizations, Texas Railroad Commission, Texas Commission on Environmental Quality and the area’s pipeline and utility companies to enhance pipeline safety services and their educational programs throughout the region.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
Participate in the region’s pipeline safety education awareness organization activities.	Continue partnership with local Damage Prevention Council and the Texas 811 one-call system and collaborate on required program services.	Continued participation in the Permian Basin Damage Prevention Council, joined efforts with the Texas 811 system and pipeline company representatives to design project activities. Participated in monthly meetings, provided on-going reports, requests for assistance from the private pipeline companies and excavators. Promoted and attended public education meetings throughout the region.	Continue partnership with local Damage Prevention Council and the Texas 811 one-call system and collaborate on required program services. Identify new opportunities for partnership for education programs.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
<p>Provide safety education and awareness throughout the region.</p>	<p>Maintain and enhance public and stakeholder resource center, as new information is received. Provide educational activities to chief elected officials, PBRPC Homeland Security Department and the public students and business community.</p> <p>Expand outreach and education through geofencing at either a home improvement, feed store, or nursery in all 17 counties.</p>	<p>Enhanced Pipeline Safety webpage on PBRPC internet site, identifying all federal and state pipeline safety agency contacts and legal requirements for the public, pipeline companies and excavators. Provided educational session to the PBRPC chief elected officials. Disseminated information and marketing materials to local jurisdictions, students, community-based organizations and participated in promoting Pipeline Safety Awareness Month during April and 811 Day in August; and worked with media to plan public service announcements. Reviewed Homeland Security Department's Emergency Management Plan to ensure pipeline emergency management procedures are included in annual plan. Promoted 811 safety on public transportation system vehicles throughout the region and posted awareness notices on billboards in various locations in rural communities. Conducted outreach in agriculture areas to educate agriculture workers and residents in rural areas.</p> <p>Established geofencing at targeted locations in all 17 counties.</p>	<p>Maintain and enhance public and stakeholder resource center, as new information is received. Provide educational activities to chief elected officials, PBRPC Homeland Security Department and the public, students and business community. Continue outreach to agriculture areas and rural areas experiencing population growth. Identify new resources for outreaching transient workers and new residents in remote areas of the region.</p>

PERFORMANCE ANALYSIS

The Pipeline Safety Awareness project met and exceeded all program requirements in FY 20-21. The resource center and Permian Basin Regional Planning Commission website will sustain the PHMSA website and promote activities of the Damage Prevention Council and 811 activities for the benefit of the citizens of the Permian Basin. Educational awareness campaign was expanded from the previous years' activities to increase outreach to the agriculture and construction industry. The PBRPC Regional Services staff coordinated with the Homeland Security Department Regional Emergency Plan to ensure it has included goals to address the potential environmental and safety threats and includes the appropriate safety plans necessitated by such. Opportunities for regional training for public and private sector entities were sought and delivered.

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Productivity and Performance Report FY 21-22

Regional Services

Texas Department of Housing and Community Affairs

OBJECTIVES

To facilitate and implement services related to the Texas Emergency Mortgage Assistance Program (TEMAP) and the U.S. Department of Housing and Urban Development (HUD) grant to utilize CDBG-CV Coronavirus Disease 2019 (“COVID-19”) to help provide housing stability during the pandemic by paying for up to six months of mortgage, including arrears, with at least one of those months covering a current or future month of mortgage payment. Current and future months of mortgage must be consecutive.

PRIMARY GOALS/OBJECTIVES	2020-2021 PLANNED PERFORMANCE MEASURES	2020-2021 ACTUAL PERFORMANCE	2021-2022 PROJECTED PERFORMANCE MEASURES
Provide assistance to homeowners in both entitlement, residents of the City of Midland and City of Odessa, (program B) and non-entitlement, residents who live outside the city limits of Midland and Odessa (program C).	Provide assistance to 45 Homeowners who meet average medium income (AMI) eligibility and mortgage is at least 150% or below Fair Market Value (FMV) or Small Fair Market Value (SFMV).	Served as program administrator for the TEMAP program. Outreach to specific demographics such as Limited English Proficiency (LEP), minority communities which are often underserved, and communities located in economically distressed counties.	Staff will continue to outreach to previously mentioned demographics, aid eligible homeowners and process applications as they are received pending availability of funds.
Develop and enhance partnership with mortgage lenders and other community stakeholders to become a community asset.	Outreach to local, regional, and national mortgage lenders. Develop a streamline process to serve qualified applicants more effectively and efficiently.	Staff has worked diligently to work with mortgage lenders to streamline the process. Staff has processed over 50 applications and provided assistance to 38 families across the region.	Staff will continue to identify, establish and coordinating with all stake holders. Staff will assist as many qualified homeowners as funding permits.

PERFORMANCE ANALYSIS

The Texas Emergency Mortgage Assistance Program has met and exceeded all program objectives in the first two months of the program being implemented. 38 homeowners from around the region have been assisted with mortgage payments they fell behind due to job loss, loss of a loved one, or increased costs of childcare when schools and day cares were closed. Staff has worked closely with radio and tv news media to help ensure everyone in the region is aware of the program. The City of Midland Community Relations Department has been seeking and referring residents who are struggling. Staff is also working with Habitat for Humanity and other mortgage lenders who have begun referring their customers directly to the PBRPC.

9-1-1 STRATEGIC PLANNING

PERSONNEL

Director
Program Manager
GIS Manager
GIS Coordinator I
Program Specialist

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 CSEC- 911 PLANNING AND IMPLEMENTATION
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL		
SALARIES	308,525.23	
EMPLOYEE BENEFITS	135,319.16	
TOTAL PERSONNEL		443,844.39
OPERATING COSTS		
INDIRECT COSTS	41,543.84	
INTERNAL SERVICES	105,993.12	
OUT OF REGION TRAVEL	32,656.00	
GOVERNING BODY TRAVEL	-	
RECEPTION SERVICES	-	
CELL PHONES	-	
OUT REACH	1,145.65	
FACILITY COST	312.45	
NON CAPITAL COMPUTER	37,499.60	
CONTRACT SERVICES	3,623.63	
COMPUTER SERVICES	7,429.37	
AUDITING	-	
IT SERVICES	416.60	
IN REGION TRAVEL	2,833.28	
PROFESSIONAL DEVELOPMENT	624.90	
NON CAPITAL FURNITURE >\$500	177.78	
COMPUTER PERIPHERALS	-	
SMALL FURNITURE < \$500	16,917.92	
CONSUMABLE SUPPLIES	2,686.09	
INSURANCE & BONDING	524.62	
PRINTING	2,456.28	
FURNITURE AND EQUIPMENT RENTAL	8,226.39	
MAINTENANCE AND REPAIRS	6,541.14	
COMMUNICATIONS	2,014.91	
POSTAGE	7,182.64	
UTILITIES	5,666.86	
DUES AND SUBSCRIPTIONS	3,580.24	
OTHER EXPENDITURES	904.30	
SOFTWARE		
TOTAL OPERATING COSTS		290,957.61
SERVICES/ PASS-THROUGH		<u>850,191.00</u>
TOTAL EXPENDITURES		1,584,993.00
INCOME		
STATE/FEDERAL INCOM	1,584,993.00	
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		1,584,993.00

PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 21/22
9-1-1 STRATEGIC PLANNING
ADMINISTRATION

OBJECTIVE

The 9-1-1 Program ensures the participation of local governments and law enforcement agencies providing 9-1-1 service to 14 counties in the Permian Basin. Providing Automatic Location Identification (ALI) level equipment and a redundant network with the latest technologies to allow for efficient and effective call delivery to the (11) Public Safety Answering Points (PSAPs) in our region. Ensuring that the most accurate location data feasible is made available to the PSAPs providing the quickest response time to 911 callers and to promote efficient use of 9-1-1 systems. The 9-1-1 Program reports information regarding the current performance efficiency, and degree of implementation of emergency communication services to the Commission on State Emergency Communications (CSEC).

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Increase participation from local governments	Request and secure resolutions of participation from local governments – 14 counties	Renewal of Interlocal Agreements for Automatic Location Identification for next 2 years (completed) - 14	Automatic Location Identification Interlocal Agreements on file at PBRPC 9-1-1 office expire 08/2023
Provide 9-1-1 service from PSAPs	Request and secure contracts to provide 9-1-1 service from PSAPs -11	Renewal of Interlocal Agreements for Public Safety Answering Points for next 2 years (completed) - 11	Public Safety Answering Points Interlocal Agreements on file at PBRPC 9-1-1 office expire 08/2023
Develop strategic plan	Develop a strategic plan to secure funding from the CSEC.	Submitted the Strategic Plan for FY 22/23 and approved by CSEC.	Implement strategic plan throughout the year
Stay abreast of new technologies	Attend workshops and technical conferences to stay abreast of new technologies to comply with new policies/procedures and evaluate the best systems available for our PSAPs	Number of workshops and conferences attended – 17 <i>Includes conference calls/webinars due to COVID-19</i>	Continue attending CSEC workshops and Commission meetings throughout the year. Attend Vendor and Telephone Companies (TELCO) meetings, as well as annual conferences
Ensure meetings with telephone companies TELCOs and Vendors to coordinate needs for the most efficient equipment and network designs	Meet with TELCOs and Vendors to coordinate needs for the most efficient equipment and network designs	TELCO & Vendor meetings attended – 23 <i>Includes conference calls/webinars due to COVID-19</i>	Continue to meet with TELCOs and Vendors

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Ensure continued ANI/ALI level of service	Provide 9-1-1 Systems with ANI/ALI - 11	Number of PSAPs with ANI/ALI – 11	Provide continued ANI/ALI level of service
Maintain the latest technology of 9-1-1 service	Site visits to PSAPs - 11 two per year	Staff performed (2) site visits to PSAPs during 2 nd and 4 th quarter throughout the year. Equipment maintenance by AT&T	Continued site visits to ensure the 9-1-1 equipment is in optimal functionality and level of 9-1-1 service is running efficiently.
Assess efficient use and reliability of PSAPs	Monitor PSAP's equipment to ensure efficient use and reliability - 11	PSAP equipment monitoring logs on file -11	Plan for the most efficient and reliable operation of PSAPs.
Next Generation (NG) 9-1-1 at all PSAPs	Transition PSAPs to NG9-1-1	Completed transition of our 11 PSAPs to Next Generation 9-1-1	Monitoring of NG9-1-1 network with OnShore IT
Database & Mapping Maintenance County Coordinator training	ALI/Database & mapping maintenance also provide updates to TELCOs, local agencies and database service provider	Database and mapping maintenance for our 14 counties utilizing our AT&T GIS Director Database, GeoComm and ESRI mapping system. Maintenance of our addressing errors with the assistance of county coordinators and TELCOs.	Continue updating GeoMSAG and our maps. Updating master street address guide (MSAG) and providing 911 addressing to counties Continue offering training to new county coordinators throughout the year.
Plan and provide PSAP training	Provide training to PSAP's call takers/telecommunicators	Number of telecommunicator training workshops provided/attended – 66 <i>Includes webinar-based training</i>	Provide continued PSAP training and support
Provide continued 9-1-1 Public Education to all counties	Plan and procure 9-1-1 public education materials for distribution to counties	Distributed 9-1-1 public education material to all counties. Purchased 9-1-1 Public Education material as budget allowed	Provide continued public education regarding 9-1-1 calling, Text to 9-1-1, Kari's Law and NG9-1-1

PERFORMANCE ANALYSIS:

The 9-1-1 Program ensures the participation of local governments and law enforcement agencies providing 9-1-1 service to 14 counties in the Permian Basin. In all areas listed above, the 9-1-1 Administration met the projected performance for 2020-2021. The planned performance measures met the compliance criteria set forth by the Commission on State Emergency Communications for 2020-2021. The goals and objectives were met and on target with the actual performance measures. The planned performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

Performance Report Summary for Fiscal Year 2, 2021, Qtr 3

State Measures					
State Measure Name	Target #	Actual #	Target %	Actual %	Variance Explanation
1.Total number of 9-1-1 calls received by PSAPs.	30000	21571			
2.Total number of Wireless 9-1-1 calls received by PSAPs.	26700	17155			
3.Number of equipment installations.	8	0			
4. Number of reported 9-1-1 network outages that equal or exceed two hours.	0	5			
5. Percentage of total dollar value of purchasing and contracts awarded to HUBs.			0.15	0.2	
6. Number of PSAP monitoring visits.	0				
7. Number of PSAPs transitioned to NG9-1-1 Systems.	0	11			
8. Number of PSAPs capable of Text-to-911.	11	11			
9. Number of Texts Received	500	752			

PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report FY 21/22
9-1-1 STRATEGIC PLANNING
PROGRAM

OBJECTIVE

Provide the latest E-9-1-1 (enhanced 9-1-1) IP CPE equipment and redundant network with the latest technologies for efficient and effective call delivery to the PSAPs. Ensuring the most accurate Geospatial location data feasible is made available to the PSAPs enabling the quickest response time to the 911 callers and promote efficient use of 9-1-1 systems. Performance measures reported below are projected, actual and planned measures to be reported to the Commission on State Emergency Communications (CSEC).

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Maintain inventory of all PSAP equipment	Continue inventory of all PSAP equipment	All PSAP equipment which include: Central Premise Equipment (CPE), Recorders and Uninterrupted Power Source (UPS) equipment is tagged, photos of equipment, monitoring logs and call volume reports on file at PBRPC	Continue to keep updated inventory of all PSAP equipment
Establish the most efficient, resilient and enhanced NG9-1-1 system.	Plans to purchase new IP capable PSAP equipment for all 11 sites	Purchased & installed (11) CPE, (6) UPS and routers for the PSAPs. (2) Firewalls for both Hosts.	Planned purchase of (5) UPS for the remaining 5 PSAPs. Will continue to monitor PSAP's equipment for efficiency and reliability
Monitor PSAP's 911 call activity	Monitor 911 call activity at PSAPs perform network testing	911 calls and Text to 911 activity reported on a quarterly basis to CSEC utilizing ECATs	Continue to monitor 911 calls and Text to 911 utilizing ECAT's analytics
Wireless Phase II (WPH2) & Text to 911 for 14 counties	Monitor WPH2 & Text to 911 services at PSAPs	Monitored WPH2 & Text to 911 services at PSAPs contacted Wireless carriers as needed	Continue to monitor WPH2 and Text to 911 service at PSAPs contact Wireless carriers as needed
Maintain ancillary equipment necessary for documentation and backup of 911 calls.	Maintenance of ancillary equipment necessary for documentation and backup of 911 calls Planning purchase of new recorders for all PSAPs and cost share purchase of 1 generator	Purchased & installed (11) recorders – for voice recording and playback that captures 911 calls (Nice by Voice Products) Assisted Andrews Co S.O. with the purchase of a new generator for new facility.	Continue to maintain ancillary equipment which is necessary for voice recording and playback backup of 911 calls.

<p>Convert GIS data to Next Generation 9-1-1 Geospatial Data.</p>	<p>Work closely with Database Coordinators in counties with addressing and mapping maintenance of their counties in preparation for NG9-1-1. Complete the EGDMS (enterprise geospatial database management system) project for the implementation of NG9-1-1</p>	<p>Worked closely with Database Coordinators with addressing and mapping maintenance of their counties in preparation for NG9-1-1. Utilizing the GeoLynx mechanism for addressing in counties. Completed the conversion of the GIS data to the EGDMS for NG9-1-1. Completed and deployed all PSAPs to NG9-1-1 ESInet.</p>	<p>Continue updating the region's structure points utilizing the GeoMSAG for the most updated Geospatial Data for our NG9-1-1 ESInet. Continue working with our county coordinators on all 9-1-1 addressing keeping our county maps updated and our Geospatial Database system accurate.</p>
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PERFORMANCE ANALYSIS:

The 9-1-1 Program purchased and installed the latest E9-1-1 IP CPE Equipment, Recorders, Routers, UPS, Routers, and Firewalls at our PSAPs in preparation for the deployment of the latest ESInet NG9-1-1 technology. The ESInet NG9-1-1 was deployed at our PSAPs. The planned performance targets set forth for 2020-2021 were met. Ensuring that the most accurate Geospatial location data feasible is made available to the PSAPs providing the quickest response time to the 9-1-1 callers, which promotes efficient use of the 9-1-1 system. In all areas listed above, the 9-1-1 Program met the projected performance for 2020-2021 and reported to the Commission on State Emergency Communications for compliance. The planned performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved.

SECTION III

INDIRECT PROGRAM AND AMINISTRATION INCLUDING INTERNAL SERVICES

PBRPC INDIRECT & INTERNAL SERVICES PROGRAM

PERSONNEL

INDIRECT

Executive Director

INTERNAL SERVICES

Chief Finance Officer

Accountant V

Accounting Technician

Purchaser III

Executive Assistant III/Human Resource Manager IV

PBRPC INDIRECT PROGRAM

The Permian Basin Regional Planning Commission establishes an annual Indirect Cost Plan and Central Service Cost Plan for the purposes of allocating these costs that have been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. This method is allowable under Federal Uniform Grant Management Standards 2 CFR 200.

The PBRPC submits the Indirect Cost Plan and Central Service Cost Plan to the designated state coordinating agency (largest funding agency) for their approval on an annual basis. The PBRPC utilizes an indirect cost plan that is comprised of an on-site rate (9.36) and an off-site rate (8.50) based on personnel and fringe benefits. The use of the two rate systems represents a more equitable distribution of funds into the Indirect Cost Pool.

INTERNAL SERVICES

The Permian Basin Regional Planning Commission establishes an Internal Services Cost Pool which includes direct shared costs for services provided to each grant for internal services including accounting services to maintain the general financial books of accounts, payroll, budget and reporting responsibilities. Internal services also include the costs associated with managing the human resources, personnel, procurement, purchasing, advanced clerical and general office management responsibilities.

The cost for Internal Services can be found on the Combined Operating Budget.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 INDIRECT COST- EXECUTIVE DIRECTOR
 OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

PERSONNEL

SALARIES	111,665.94
EMPLOYEE BENEFITS	48,976.68

TOTAL PERSONNEL	160,642.62
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OPERATING COSTS

INDIRECT COSTS	(169,640.04)
INTERNAL SERVICES	
COMPUTER SERVICES	
TEMPORARY CLERICAL SERVICES	
CAR ALLOWANCE	7,200.00
AUDITING	
EQUIPMENT	
OTHER CONTRACT SERVICES	
IN REGION TRAVEL	
OUT OF REGION TRAVEL	2,968.56
GOVERNING BODY TRAVEL	
FURNITURE	
PRINTING	
CELL PHONES	
CONSUMABLE SUPPLIES	
INSURANCE AND BONDING	
FACILITY COST	
FURNITURE & EQUIPMENT RENTAL	
MAINTENANCE AND REPAIRS	
COMMUNICATIONS	
POSTAGE	
UTILITIES	
IT SERVICES	
DUES AND SUBSCRIPTIONS	
PROFESSIONAL DEVELOPMENT	
OTHER EXPENDITURES	1,491.86
(OVER) / UNDER RECOVERY COST	(2,663.00)

TOTAL OPERATING COSTS	(160,642.62)
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SERVICES/ PASS-THROUGH

TOTAL EXPENDITURES	(0.00)
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INCOME

STATE/FEDERAL INCOM
 PBRPC LOCAL INCOME / MATCH

TOTAL INCOME	0.00
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
INTERNAL SERVICES**

OCTOBER 1, 2021 - SEPTEMBER 30, 2022

PERSONNEL		
SALARIES	287,860.91	
EMPLOYEE BENEFITS	122,461.76	
TOTAL PERSONNEL		410,322.67
OPERATING COSTS		
INDIRECT COSTS	-	
INTERNAL SERVICES	(453,776.11)	
OUT OF REGION TRAVEL	-	
GOVERNING BODY TRAVEL	-	
RECEPTION SERVICES	-	
CELL PHONES	-	
OUT REACH	-	
FACILITY COST	916.85	
NON CAPITAL COMPUTER	250.05	
CONTRACT SERVICES	1,726.06	
COMPUTER SERVICES	2,899.95	
AUDITING	5,945.63	
IT SERVICES	9,906.53	
IN REGION TRAVEL	333.40	
PROFESSIONAL DEVELOPMENT	266.72	
NON CAPITAL FURNITURE >\$500	500.10	
COMPUTER PERIPHERALS	142.27	
SMALL FURNITURE < \$500	-	
CONSUMABLE SUPPLIES	2,089.75	
INSURANCE & BONDING	2,149.65	
PRINTING	419.85	
FURNITURE AND EQUIPMENT RENTAL	1,965.74	
MAINTENANCE AND REPAIRS	5,583.48	
COMMUNICATIONS	1,233.36	
POSTAGE	652.16	
UTILITIES	5,748.18	
DUES AND SUBSCRIPTIONS	-	
OTHER EXPENDITURES	-	
SOFTWARE	723.70	
RENTAL INCOME EXPENSE	-	
BANK FEES	-	
EQUIPMENT	-	
GRANT MATCH	-	
DISALLOWED COSTS	-	
TOTAL OPERATING COSTS		(410,322.67)
SERVICES/ PASS-THROUGH		
TOTAL EXPENDITURES		(0.00)
INCOME		
STATE/FEDERAL INCOM		
PBRPC LOCAL INCOME / MATCH		
TOTAL INCOME		0.00

**Permian Basin Regional Planning Commission
Productivity and Performance Report FY '22**

ADMINISTRATIVE SERVICES

OBJECTIVE

To provide staff support for the overall administration, human resources, accounting, procurement, receptionist services and administrative secretarial services necessary to successfully conduct a wide range of overall leadership and managerial functions directly benefiting all PBRPC programs and projects. Performance measures reported below are organization output/outcome measures designed to assist all PBRPC departments in meeting all state and federal reporting requirements from all funding sources.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Provide leadership and managerial guidance in planning, organizing and directing all operations of the PBRPC.	Hire administration staff, provide training and capacity to new staff and positions created in any re-organization of department. Provide leadership and guidance in the operations of the PBRPC. Work under the guidance and recommendations provided by the Board of Directors.	Hired administrative staff, provided administrative leadership and guided the agency through transitional period. Established relationships with stakeholders and participated in activities on behalf of the PBRPC throughout the region and with state and federal partners.	Provide leadership and guidance of the operations of the PBRPC by maintaining regular communications with PBRPC department heads and related state agencies. Maintain regular communications with Texas Association of Regional Councils, National Association of Development Organizations and National Association of Regional Councils and attendance to respective conferences. Attend and implement knowledge obtained from employment law seminars, public funds investment seminars, TCDRS retirement seminars and insurance seminars.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Provide administrative services to the PBRPC Board of Directors. Develop and propose agenda items and assist in providing policy guidance to the Board of Directors.	Development and presentation of monthly policy guidance to the Board.	Developed and presented monthly policy guidance for the PBRPC Board of Directors. Scheduled, organized and prepared documents and minutes for eight (8) PBRPC Board of Director meetings and provided new Board members with an orientation.	Development and presentation of monthly policy guidance to the Board. Plan and organize monthly Board of Directors meetings.
Develop and implement organizational administrative procedures and practices.	Implementation of organizational administrative procedures and practices.	Implemented and organized administrative procedures and practices to staff and Board. Began planning for update and revisions Personnel and Procedures Manual, Procurement Policies and Investment Policies.	Complete review of agency personnel, financial, procurement policies; update and begin Implementation of updated organizational administrative procedures and practices.
Represent the PBRPC administration in multiple program activities in local, regional, including related state and national events.	Representation of the PBRPC.	Represented PBRPC in associated committee and advisory council meetings and community activities including the Permian Basin Aging Advisory Committee, Solid Waste Advisory Committee, Permian Basin Regional Review Committee, Criminal Justice Advisory Committee, Domestic Preparedness Advisory Committee, Interoperable Communications Advisory Committee, Law Enforcement Academy Board, Economic Development District Board and Rural Transportation Board. Participate in local, regional and state and national events and associations.	Representation of the PBRPC in internal and external activities.

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
<p>Coordinate and direct all programs, finance and intergovernmental relationships.</p> <p>Provide oversight of program and financial operations to ensure compliance with contracts and fiscal accountability.</p>	<p>Coordination and direction of programs, financing and intergovernmental relationships.</p>	<p>Coordinated and directed the grant programs of the PBRPC, the financial and intergovernmental relationships between state, federal and local agencies including Texas Health and Human Services, Office of the Governor–Criminal Justice Division, Office of the Governor-Homeland Security Grant Department, Commission on State Emergency Communications, Texas Commission on Environmental Quality, US Department of Commerce Economic Development Administration, Texas Department of Agriculture, U.S. Department of Agriculture and U.S. Department of Transportation. Activities include regular financial and budget reports, regular communications regarding activity, progress and performance reports.</p>	<p>Provide oversight, coordination and direction to department heads in program implementation, lead finance planning activities; and coordinate the intergovernmental relationships that result in achievement of performance measures for each.</p>
<p>Maintain PBRPC official records.</p>	<p>Maintenance of records.</p>	<p>Maintained all Administrative records including personnel, accounting, payroll, tax and insurance records as well as meeting notices and minutes associated with the daily operations of the PBRPC.</p>	<p>Maintenance of records.</p>
<p>Complete internal audit of PBRPC financial records on annual basis.</p>	<p>Secure audit services and coordinate internal audit activities for PBRPC financial records and documents and provide report to appropriate authorities.</p>	<p>Secured Pattillo, Brown & Hill LLC audit firm for internal audit services for FY 2020. Coordinated extensive review of all PBRPC financial activities and provided final audit report to PBRPC Board of Directors and various state agencies as required by Chapter 391, Local Government Code, Texas Administrative Code and Federal Grant Management 2 CFR 200.</p>	<p>Secure and complete internal audit of agency financial records on annual basis. Complete procurement for audit services for audit of current fiscal year.</p>

PRIMARY GOALS/OBJECTIVES	2020-2021 PROJECTED PERFORMANCE	2020-2021 ACTUAL PERFORMANCE	2021-2022 PLANNED PERFORMANCE MEASURES
Oversee and ensure implementation and development of Annual Strategic Work Program and Operating Budget.	Completion of 2020-2021 Strategic Work Program and Operating Budget.	Completed the 2020-2021 Strategic Work Program & Operating Budget and presented to the Board of Directors. Reported and provided a copy of Strategic Work Program & Operating Budget to appropriate state agencies as required by Chapter 391, Local Government Code, Texas Administrative Code and Federal Grant Management 2 CFR 200.	Completion of 2021-2022 Strategic Work Program and Operating Budget. Disseminate to funding agencies and governmental departments, as required. Assure transparency to public and intergovernmental agencies.
Oversee and ensure development of external communications documents.	Maintain and update of Regional Directory as elections and changes occur.	Continuously updated Regional Directory and made available on PBRPC website and/or distributed to PBRPC staff and local governments in the Permian Basin region.	Maintain and update Regional Directory as elections and changes occur. Maximize opportunities for transparency in website and other publications. Initiate agency newsletter production.
Provide necessary liability and bonding, postage, printing/publications and other resources common to the implementation of all PBRPC programs/projects.	Provision of necessary operational resources and technical assistance.	Provided necessary operational resources and technical assistance to the staff, Board and elected officials, citizens of the Permian Basin region.	Provision of necessary operational resources and technical assistance to remain compliant with requirements for programs and administrative services.
Provide procurement and contract preparation and oversight for all departments of PBRPC.	Complete Request for Proposals / Qualifications, Modifications / Agreements, Contracts, Personal Service Contracts and Memorandum of Understanding for different PBRPC programs.	Procured, reviewed and negotiated new contracts for IT / computer services, equipment rental and repair and maintenance services. Issued and completed 800+ purchase orders, utilizing the multiple bid processes to insure obtaining best value per purchase.	Provide procurement and contract preparation and oversight for all departments of PBRPC.

PERFORMANCE ANALYSIS

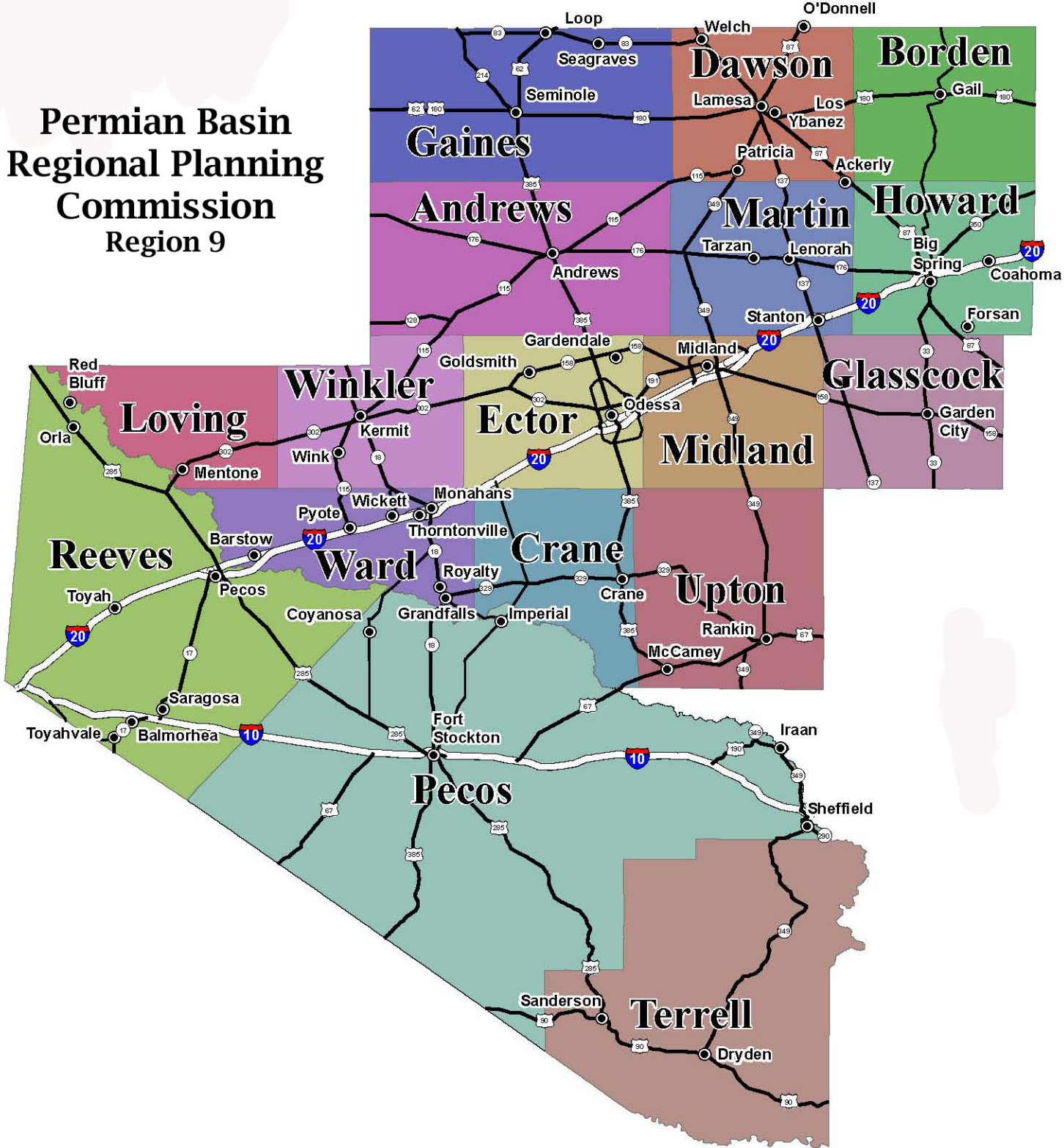
The goal of the Administrative Department is to provide staff support for the overall administration, human resources, accounting, procurement, receptionist services and administrative secretarial services necessary to successfully conduct a wide range of overall leadership and managerial functions directly benefiting all PBRPC programs and projects. In all areas listed above, the Administrative Department met or exceeded the planned performance for 2020-2021. Projected performance measures for 2021-2022 have been identified and outlined above with the anticipation that all measures will be achieved. Some of the activities involved in completing these action steps are as follows:

- Ensure that qualified personnel are recruited, retained and receive leadership and technical training and professional/staff development to enhance the quality of services delivered by the Permian Basin Regional Planning Commission.
- Provide and update policy and procedures for human resources, accounting, grant administration to ensure compliance with all governmental and legal requirements.
- Publicly represent the Permian Basin Regional Planning Commission in all areas of public outreach and communication in a professional manner seeking to always maintain the best interest of the public and member entities of the PBRPC.
- Maintain all records as required for accounting and personnel according to best practices and provide tax and grant reporting, public information requests and legal matters as necessary.
- Update, distribute and/or post on website the Permian Basin Regional Directory including all member entities including counties, cities, school and special districts in the Permian Basin region.
- Ensure all operational resources are provided, maintained and updated as necessary including insurance, bonding, postage, printing, consumable supplies and building maintenance.
- Provide procurement and purchasing activities for all departments within the Permian Basin Regional Planning Commission.
- Draft and complete the PBRPC Strategic Work Program and Operating Budget each fiscal year for submission to appropriate state and grant agencies as required by Texas Administrative Code, Local Government Code, Federal Grant Management 2 CFR 200 and state grant contracts and audit requirements.
- Provide advanced accounting services for all departments and grant programs operated by PBRPC including banking, payroll, accounts payable, expenditure reporting and fund investment.
- Coordinate and provide administrative services monthly for PBRPC Board of Directors meetings.

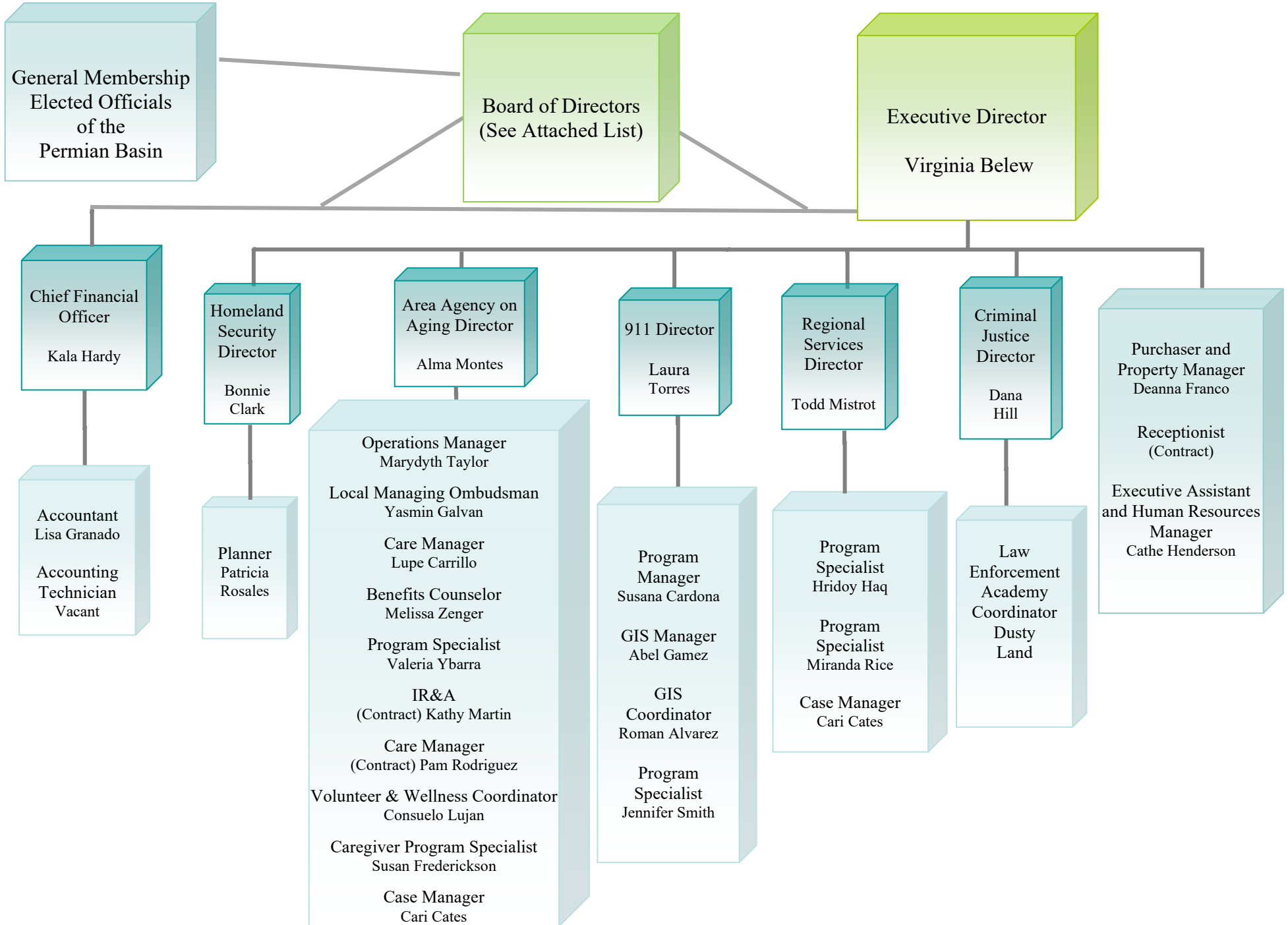
SECTION IV

HUMAN RESOURCE PLAN AND REGION INFORMATION

**Permian Basin
Regional Planning
Commission
Region 9**



PERMIAN BASIN REGIONAL PLANNING COMMISSION ADMINISTRATIVE AND PROGRAM ORGANIZATION CHART



Permian Basin Regional Planning Commission

PERSONNEL BY PROGRAM

October 1, 2021 through September 30, 2022

PROGRAM	NUMBER OF EMPLOYEES
Area Agency on Aging	8 full time, 1 part time
Criminal Justice/Law Enforcement	2
9-1-1 Strategic Planning	5
Regional Services/Economic Development/Solid Waste Management	3 full time, 1 part time
Administration	6
Homeland Security	2
TOTAL	27 FT*

*Denotes Full Time

DEPARTMENT	SALARIES	Benefits	Total Chargable Salaries
EXECUTIVE DIRECTOR AND ADMIN	399,526.85	127,559.42	527,086.27
AREA AGENCY ON AGING	462,979.20	170,101.78	633,080.98
REGIONAL SERVICES	199,999.14	78,120.01	278,119.14
HOMELAND SECURITY	132,752.87	41,433.58	174,186.46
CRIMINAL JUSTICE	164,272.50	49,481.05	213,753.55
CSEC - 911	305,063.23	99,755.51	404,818.74

**PERMIAN BASIN
BOARD OF DIRECTORS**

***2021 Chairman **2021 Vice-Chairman ***2021 Secretary-Treasurer**

The Honorable Flora Braly
Mayor, City of Andrews
1220 NW 13th Street
Andrews, TX 79714
432/464-2293 Fax: 432/523-6372
Email: F.Braly@permianregional.com

The Honorable Charlie Falcon
Andrews County Judge
Andrews County Courthouse
201 N. Main St., Rm 104
Andrews, Texas 79714
432/524-1401 Fax 432/524-1470
Email: cfalcon@co.andrews.tx.us

The Honorable Ross Sharp
Borden County Judge
P.O. Box 156 Gail, Texas 79738
806/756-4391 Fax 806/756-4405
Email: bordencj@poka.com

The Honorable Roy Hodges
Crane County Judge
201 W. 6th St., Room 102
Crane, Texas 79731
432/558-1101 Fax 432/558-1188
Email: rhodges@co.crane.tx.us

The Honorable Foy O'Brien
Dawson County Judge
P.O. Box 1268 Lamesa, Texas 79331
806/872-7544 Fax 806/872-7496
Email: fobrien@co.dawson.tx.us

The Honorable Denise Swanner
Council Member, City of Odessa
124 Oahu Lane
Odessa, Texas 79762
432/924-7589
Email: dswanner@odessa-tx.gov

The Honorable Debi Hays
Ector County Judge
300 N. Grant
Odessa, Texas 79761
432/498-4100 Fax 432/498-4101
Email: debi.hays@ectorcountytexas.gov

Joe Hurt
Sandhills Soil & Water District
1117 South Tripp
Odessa, Texas 79763
432/381-5542 Fax 432/381-5556
Email: jhurt@pbpfab.com

The Honorable Rick Dollahan
Mayor, City of Seagraves
P.O. Box 1015
Seagraves, Texas 79359
806/387-2593, Fax (806) 387-2595
Email: mayor@seagravestx.us

The Honorable Tom Keyes
Gaines County Judge
P.O. Box 847
Seminole, Texas 79360
432/758-4624 Fax 432/758-4031
Email: tom.keyes@co.gaines.tx.us

The Honorable Billy Reynolds
Glasscock County Judge
P.O. Box 67
Garden City, Texas 79739
432/354-2639 Fax 432/354-2348
Email: billy.reynolds@co.glasscock.tx.us

The Honorable Kathryn Wiseman
Howard County Judge
300 Main Street
Big Spring, Texas 79720
432/264-2202; Fax 432/264-2206
Email: kathryn.wiseman@howardcountytexas.com

The Honorable Skeet Jones
Loving County Judge
P.O. Box 193
Mentone, Texas 79754
432/377-2362 Fax 432/377-2701
Email: lovingjudge@yahoo.com

***The Honorable Bryan Cox**
Martin County Judge
P.O. Box 1330
Stanton, Texas 79782-1330
432/756-2231 Fax 432/756-2992
Email: bcox@co.martin.tx.us

The Honorable Terry Johnson
Midland County Judge
500 N. Loraine St., Ste. 1100
Midland, Texas 79701
432/688-4310 Fax 432/688-4931
Email: cj102@co.midland.tx.us

The Honorable Patrick Payton
Mayor, City of Midland
The Payton Group
223 W Wall Street, Suite 300
Midland, Texas 79701
Email: ppayton@midlandtexas.gov

The Honorable Joe Shuster
Pecos County Judge
103 W. Callaghan
Fort Stockton, Texas 79735
432/336-2792 Fax 432/336-6640
Email: judge@co.pecos.tx.us

The Honorable Chris Alexander
Mayor, City of Fort Stockton
P.O. Box 1000
Fort Stockton, Texas 79735
432/336-8525, Ext. 200 Fax 432/336-9302
Email: chalexander@cityfs.net

The Honorable Leo M. Hung
Reeves County Judge
100 E. 4th Street, Suite 207
Pecos, TX 79772
432/445-5418; Fax 432/445-5389
Email: leo.hung@co.reeves.tx.us

The Honorable Dale Carruthers
Terrell County Judge
P.O. Drawer 4810
Sanderson, Texas 79848
432/345-2421 Fax 432/345-2653
Email: dale.carruthers@co.terrell.tx.us

*****The Honorable Dusty Kilgore**
Upton County Judge
P.O. Box 482
205 E. 10th St.
Rankin, Texas 79778
432/693-2321 Fax 432/693-2243
Email: dkilgore@co.upton.tx.us

The Honorable Greg Holly
Ward County Judge
Ward County
Courthouse Monahans,
Texas 79756
432/943-3209 or 3200 Fax 432/943-5010
Email: greg.holly@co.ward.tx.us

****The Honorable Charles Wolf**
Winkler County Judge
P.O. Drawer Y
Kermit, Texas 79745
432/586-6658 Fax 432/586-3535
Email: charles.wolf@co.winkler.tx.us

PERMIAN BASIN REPRESENTATION

The Honorable Kel Seliger
Senator, District 31
6 Desta Drive, Suite 3360
Midland, Texas 79705
432/268-9909 Fax 432/686-7748
Email: juan.delgado@senate.texas.gov

The Honorable Brooks Landgraf
Representative, District 81
P.O. Box 2910
Austin, Texas 78768
512/463-0546
Email: ben.lancaster@house.texas.gov

The Honorable Tom Craddick
Representative, District 82
500 West Texas, Suite 880
Midland, Texas 79701
432/682-3000 Fax 432/684-4864
Email: susan.wynn@house.state.tx.us

The Honorable Dustin Burrows
Representative, District 83
10507 Quaker Ave., Suite 103
Lubbock, TX 79424
806/795-0635
Email: matthew.crow@house.texas.gov