



Permian Basin Regional Planning Commission
PO Box 60660 MIDLAND, TEXAS 79711 • (432) 563-1061

2022-2023
Strategic Work Program
&
Operating Budget

Permian Basin
Regional Planning Commission



Permian Basin Regional Planning Commission

PO Box 60660 • 2910 LaForce Blvd • Midland, Texas 79711 • (432) 563-1061

Board of Directors
Permian Basin Regional Planning Commission

This Strategic Work Program and Operating Budget meets the reporting requirements set forth by Chapter 391 of the Texas Local Government Code.

This plan includes a work program consolidated to present the 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 included in each of the contracts and agreements entered 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. Programs are routinely subject to last-minute funding changes and unplanned activities are often funded during 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 next twelve months.

The expenditures necessary to support these programs total \$7,582,446. Anticipated revenues total \$7,582,446. From a human resources standpoint, the 2022-2023 Strategic Work Program and Operating Budget calls for the number of full-time equivalent employees (FTE's) to be twenty-seven persons.

This 2022-2023 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 introductory training period and/or employees who have earned a promotion or merit increase.

I am pleased to present the Board with the 2022-2023 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 2022-2023 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 2022-2023. 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
 - Regional Coordination Transportation Planning
 - Regional Solid Waste Planning
 - 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 2022-2023. 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.

SECTION I

OVERALL BUDGET

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

REVENUES:

LOCAL REVENUE

MEMBERSHIP DUES	161,500.00
INVESTMENT INCOME	4,644.00
RENTAL INCOME	44,100.00

TOTAL LOCAL REVENUE	210,244.00
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STATE/ FEDERAL REVENUE

TEXAS HEALTH AND HUMAN SERVICES COMMISSION	3,337,202
TEXAS DEPARTMENT OF TRANSPORTATION	35,000
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	172,810
TEXAS DEPARTMENT OF AGRICULTURE	9,958
US DEPARTMENT OF COMMERCE - ECONOMIC DEVELOPMENT	70,000
US DEPARTMENT OF AGRICULTURE	83,300
US DEPARTMENT OF TRANSPORTATION	83,091
COMMISSION ON STATE EMERGENCY COMMUNICATIONS	2,377,349
GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT	867,571
GOVERNOR'S OFFICE - CRIMINAL JUSTICE	317,922

TOTAL STATE AND FEDERAL REVENUE	7,354,203
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TOTAL PROGRAM INCOME - CJD ACADEMY	17,998.64
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TOTAL REVENUES	7,582,446.05
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EXPENDITURES:

SALARIES	1,289,835
BENEFITS	490,368
INDIRECT COSTS	167,346
INTERNAL SERVICES	472,699
SHARED COSTS	22,902
FACILITY COST	7,090
COMPUTER SERVICES	18,535
PUBLIC NOTICE	288
AUDITING	55,923
CONTRACT SERVICES	154,240
IT SERVICES	72,641
OUT OF REGION TRAVEL	67,609
PROFESSIONAL DEVELOPMENT	5,901
NON CAPITAL FURNITURE >\$500	2,234
NON CAPITAL COMPUTERS	2,793
COMPUTER PERIPHERALS	1,117
SMALL FURNITURE < \$500	1,117
CONSUMABLE SUPPLIES	33,676
INSURANCE & BONDING	31,035
PRINTING	2,885
FURNITURE AND EQUIPMENT RENTAL	13,403
MAINTENANCE AND REPAIRS	61,160
COMMUNICATIONS	23,400
POSTAGE	6,385
UTILITIES	38,680
DUES AND SUBSCRIPTIONS	21,684
OTHER EXPENDITURES	94,201
SOFTWARE	4,379
CELL PHONES	0
GOVERNING BODY TRAVEL	2,000
IN REGION TRAVEL	10,035
OUT REACH	15,453
DISALLOWED COSTS	1,000
EQUIPMENT	0
GRANT MATCH	161,663
RENTAL INCOME EXPENSE	0
BANK FEES	300
CAR ALLOWANCE (ED)	7,200
INDIRECT COST RECOVERY	(167,346)
AAA OTHER INTERNAL SERVICES	185,499

SUBTOTAL OPERATING EXPENSES	3,379,328
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SERVICES/ PASS-THROUGH	4,203,118
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TOTAL EXPENDITURES	7,582,446
NET INCOME/ DEFICIT	(0)

Permian Basin Regional Planning Commission
EXPLANATION OF
COMBINED OPERATING STATEMENT
October 1, 2022, thru September 30, 2023

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 (40.17%)

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 \$5,000 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.

Public Notice

This category includes cost associated with listing public notices in local papers or other media as required by code.

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.

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.

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
 PBRPC LOCAL FUNDS
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	-	
EMPLOYEE BENEFITS	-	

TOTAL PERSONNEL

-

OPERATING COSTS

INDIRECT COSTS	-
INTERNAL SERVICES	-
SHARED COSTS	-
FACILITY COST	-
COMPUTER SERVICES	-
PUBLIC NOTICE	-
AUDITING	-
CONTRACT SERVICES	-
IT SERVICES	3,000
OUT OF REGION TRAVEL	5,000
PROFESSIONAL DEVELOPMENT	1,000
NON CAPITAL FURNITURE >\$500	-
NON CAPITAL COMPUTERS	-
COMPUTER PERIPHERALS	-
SMALL FURNITURE < \$500	-
CONSUMABLE SUPPLIES	900
INSURANCE & BONDING	-
PRINTING	-
FURNITURE AND EQUIPMENT RENTAL	-
MAINTENANCE AND REPAIRS	-
COMMUNICATIONS	3,338
POSTAGE	100
UTILITIES	-
DUES AND SUBSCRIPTIONS	-
OTHER EXPENDITURES	27,740
SOFTWARE	-
CELL PHONES	-
GOVERNING BODY TRAVEL	2,000
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	1,000
EQUIPMENT	-
GRANT MATCH	161,663.00
RENTAL INCOME EXPENSE	-
BANK FEES	300.00
CAR ALLOWANCE (ED)	4,202.23
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS

210,244

SERVICES/ PASS-THROUGH

-

TOTAL EXPENDITURES

210,244

INCOME

Rental Income	44,100	
Investment Income	4,644	
Membership Dues	161,500	

TOTAL INCOME

210,244

Permian Basin Regional Planning Commission

STATE AND FEDERAL INCOME

October 1, 2022 thru September 30, 2023

TEXAS HEALTH AND HUMAN SERVICES COMMISSION	\$ 3,337,202.00
TEXAS DEPARTMENT OF TRANSPORTATION	\$ 35,000.00
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	\$ 172,810.00
TEXAS DEPARTMENT OF AGRICULTURE	\$ 9,958.00
US DEPARTMENT OF COMMERCE - ECONOMIC DEVELOPMENT	\$ 70,000.00
US DEPARTMENT OF AGRICULTURE	\$ 83,300.00
US DEPARTMENT OF TRANSPORTATION	\$ 83,091.00
COMMISSION ON STATE EMERGENCY COMMUNICATIONS	\$ 2,377,349.00
GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT	\$ 867,571.41
GOVERNOR'S OFFICE - CRIMINAL JUSTICE	\$ 317,922.00
TOTAL INCOME	\$ 7,354,203.41

EXPENDITURES	3,151,085.41
SERVICES	4,203,118.00
TOTAL EXPENDITURES	7,354,203.41

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.

The funds do not include match or program income funds.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
EMPLOYEE BENEFITS**

October 1, 2022- September 30, 2023

OPERATING EXPENSES

FICA Taxes / Medicare	136,528.78
Health Insurance	313,576.80
Retirement	168,474.73
Unemployment	6,804.00
Workmen's Compensation	5,328.40
Longevity Pay	17,280.00
Accrued Vacation	10,000.00
TOTAL FRINGE BENEFITS	657,992.71
(OVER) / UNDER RECOVERY COST	14,267.00

TOTAL ADJUSTED FRINGE BENEFITS 672,259.71

DIVIDED BY GROSS SALARIES 1,755,536.76

UNADJ BENEFIT RATE	38.29%
Adding this percentage in anticipation of high increase next year	1.88%
TOTAL BENEFIT RATE	40.17%

SECTION II

INDIVIDUAL PBRPC WORK PROGRAMS AND BUDGETS

AREA AGENCY ON AGING

PERSONNEL

AAA Director
Project Manager
Managing Local Ombudsman
Benefits Counselor I
Benefits Counselor II
Caregiver Program Specialist
Case Manager IV
IR&A Specialist
Data Specialist

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS HEALTH AND HUMAN SERVICES COMMISSION
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	497,167
EMPLOYEE BENEFITS	199,712

TOTAL PERSONNEL	696,878
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OPERATING COSTS

INDIRECT COSTS	65,228
INTERNAL SERVICES	417,372
SHARED COSTS	-
FACILITY COST	4,320
COMPUTER SERVICES	9,755
PUBLIC NOTICE	173
AUDITING	31,154
CONTRACT SERVICES	17,308
IT SERVICES	49,091
OUT OF REGION TRAVEL	2,769
PROFESSIONAL DEVELOPMENT	346
NON CAPITAL FURNITURE >\$500	1,385
NON CAPITAL COMPUTERS	1,731
COMPUTER PERIPHERALS	692
SMALL FURNITURE < \$500	692
CONSUMABLE SUPPLIES	8,021
INSURANCE & BONDING	13,821
PRINTING	831
FURNITURE AND EQUIPMENT RENTAL	8,308
MAINTENANCE AND REPAIRS	36,720
COMMUNICATIONS	8,603
POSTAGE	2,548
UTILITIES	23,975
DUES AND SUBSCRIPTIONS	10,323
OTHER EXPENDITURES	2,371
SOFTWARE	2,627
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	720,163
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SERVICES/ PASS-THROUGH	1,964,260
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TOTAL EXPENDITURES	3,381,301
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INCOME

STATE/FEDERAL INCOM	3,337,202
PBRPC LOCAL INCOME / MATCH	44,099

TOTAL INCOME	3,381,301
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report**

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	2022-2023 PLANNED PERFORMANCE MEASURES
Develop an Area Plan for the provision of specific services based on an analysis of the regional needs.	Monitor success of the programs implemented under the approved Area Plan. Respond with Area Plan Amendments as needed.	Distributed client satisfactions surveys to all program participants. Amended the Area Plan to include a new program including caregiver support groups in response to regional needs.	Continue to 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 	All programmatic and fiscal performance measures met within the allowable 5% variance which included: <ul style="list-style-type: none"> • Number of individuals served • Cost per person • Total units of service 	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>Successfully submitted monthly HAR Reports with no errors. 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.</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 • Partnered with Senior Medicare Patrol 	<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, 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>Maintain all state and federal rules and regulations are being followed.</p>	<p>Ensure the AAA Policies and Procedures manual for AAA programs align with Office of the AAA's newly released P&P Manual.</p>	<p>Updated AAA Policy & Procedure for staff and contractors.</p>	<p>Continue monthly quality assurance review to ensure program fidelity.</p>

PERFORMANCE ANALYSIS

The staff Administration provides the administrative fiscal resources for budgeting, procurement, monitoring, quality assurance, advocacy, long range planning, and program development necessary to support the comprehensive access and service delivery system that serves as a focal point for aging services. In all areas listed above, the Area Agency on Aging Administration Department met or exceeded the planned performance for 2021-2022. Some of the activities involved in completing these action steps are as follows:

- Promote program visibility in the community by building partnerships with other agencies/organizations and conducting public functions.
 - Continue establishing MOUs with other organizations to promote aging services in the Permian Basin.
 - 2-1-1
 - Adult Protective Services
 - TSHL (Texas Silver Haired Legislature)
 - West Texas Food Bank
 - West Texas Opportunities
 - Senior Medicare Patrol
 - West Texas ADRC
 - Texas A&M AgriLife Extension
 - Dementia Friendly Midland
 - ADRC
- Monitoring service delivery to assure compliance with Older Americans Act, as amended, the Texas Administrative Code (TAC) and provider Contractor agreements.
 - 13 – Congregate and Home Delivered Meal Contractors
 - 5 – Transportation Contractors
 - 3 – Emergency Response Service Contractors
 - 9 – Health Maintenance Contractors (Purchase Durable Medical Equipment and Medications)
 - 4 – Personal Assistance Contractors (In-Home Services)
 - 6 – Residential Repair Contractors (Minor Home Modifications)
- Solicit input and provide training opportunities for senior center management on enhancing service delivery.
- Disseminate relevant program information and evaluate outreach methodologies to ensure special emphasis on older individuals
 - Residing in rural areas
 - With greatest economic/social need with attention to low-income individuals
 - With severe disabilities
 - With limited English proficiency
 - With Alzheimer’s disease and related disorders with neurological and organic brain dysfunction and their caregivers
- Provide and/or seek technical assistance on service delivery, regulations, and procedures.
- Maintain and amend as needed the policies and procedures for Title III services.
 - The Texas Health and Human Services Commission Access & Intake – The Area Agency on Aging of the Permian Basin adheres to the TAC as it applies to AAA and regulations as updated and reorganized by the HHSC/OAAA.

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

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 1,130 unduplicated older individuals and 689 unduplicated caregivers to older individuals which resulted in 2534 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 referral system with: <ul style="list-style-type: none"> • Adult Protective Services • West Texas Opportunities • 211 • West Texas ADRC • Dementia Friendly Midland • 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	2022-2023 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 staff and provide creative suggestions for resource management.	Staff participated in weekly team meetings to allow staff to share identified resources and 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
Productivity and Performance Report

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 1,250 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 673 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 63 legal awareness outreach activities.	Conducted 79 outreach to a total of 5,626 individuals throughout the Permian Basin region.	Conduct at least 65 outreach activities and incorporate the use of social media.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 conduct outreach events and participate in meetings and health fairs. Staff will maintain and/or train for benefits counselor certification.	Outreach efforts pivoted to include partnerships with mobile food pantry, rural clinics, and libraries. Two staff earned benefits counselor II certification.	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 2021, January 2022, April 2022, and July 2022. Sent direct mail to 5602 clients on Medicaid eligibility, 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 2022-2023 have been identified and outlined above with the anticipation that all measures will be achieved.

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

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Support residents and families to resolve any complaint by defining concerns, explaining rights, and identifying courses of action.	Investigate and report an average of 3 complaints monthly to the Texas Long-Term Care Ombudsman Office.	In FY2022 the Ombudsman program staff investigated and reported a total of 52 complaints with an 84% 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 MLO recruited 2 volunteers and provided 18 hours of 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).	The MLO & staff ombudsman conducted 43 visits ALF. The 22 Nursing Homes were visited 86 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.
Increase the visibility of the Ombudsman program and educate the public concerning long-term care issues.	Publish a quarterly newsletter to promote the Ombudsman program.	The MLO established a social media page to promote program visibility	Promote program awareness through a quarterly newsletter. Implement the use of social media to disseminate information to the public.

<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 2022-2023 have been identified and outlined above with the anticipation that all measures will be achieved.

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

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 monthly 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 caregiver information services program. Increase participation in caregiver support groups	Provided caregiver support groups monthly in 6 counties. Hosted the 18 th Annual Caregiver Conference free of charge with leading dementia expert, Hollie Glover.	Continue offering organized caregiver support 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 477 hours of service to 157 unduplicated caregivers through:</p> <ul style="list-style-type: none"> • 25 months of Emergency Response Service • 386 units of Health Maintenance to 115 caregivers • Assisted in paying 32 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 2022-2023 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 2022**

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 thirteen 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 13 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"> • 34,756 congregate meals • 165,789 home-delivered meals (Title III & CARES Act & ARPA) Programs generated \$266,726 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 2021-2022. Projected performance measures for 2022-2023 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 FFY2022
 - Meals purchased with Title III funds = 34,756
 - Meals purchased with Local funds = 490
 - Meals purchased with Program Income funds = 16,460
- Meet or exceed # of home delivered meals served in FFY2022
 - Meals purchased with Title III & CARES & ARPA Funds = 165,789
 - Meals purchase with Local funds = 71,137
 - Meals purchased with Program Income funds = 25,574
- 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
Productivity and Performance Report**

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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"> • 132 months Emergency Response • 6256 units Health Maintenance • 190 units Income Support • 702 hours of Personal Assistance • 78 homes Residential Repair • 9,446 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 one new member 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 2022**

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 1100 hours of care coordination service to 425 clients.	The AAA provided 1074 hours of care coordination services to 423 clients.	Meet or exceed the FY22 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 the AAA received invoice.	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 2021-2022. Projected performance measures for 2022-2023 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
 GOVERNOR'S OFFICE - CRIMINAL JUSTICE - PLANNING
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	22,782
EMPLOYEE BENEFITS	9,152

TOTAL PERSONNEL	31,934
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OPERATING COSTS

INDIRECT COSTS	2,989
INTERNAL SERVICES	6,142
SHARED COSTS	-
FACILITY COST	120
COMPUTER SERVICES	271
PUBLIC NOTICE	5
AUDITING	865
CONTRACT SERVICES	481
IT SERVICES	2,093
OUT OF REGION TRAVEL	1,637
PROFESSIONAL DEVELOPMENT	10
NON CAPITAL FURNITURE >\$500	40
NON CAPITAL COMPUTERS	50
COMPUTER PERIPHERALS	20
SMALL FURNITURE < \$500	20
CONSUMABLE SUPPLIES	341
INSURANCE & BONDING	384
PRINTING	23
FURNITURE AND EQUIPMENT RENTAL	240
MAINTENANCE AND REPAIRS	1,020
COMMUNICATIONS	249
POSTAGE	71
UTILITIES	693
DUES AND SUBSCRIPTIONS	287
OTHER EXPENDITURES	66
SOFTWARE	73
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	18,187
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	50,121
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INCOME

STATE/FEDERAL INCOM	50,121
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	50,121
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GOVERNOR'S OFFICE - CRIMINAL JUSTICE - ACADEMY
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	68,325	
EMPLOYEE BENEFITS	27,446	

TOTAL PERSONNEL		95,771
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OPERATING COSTS

INDIRECT COSTS	8,964	
INTERNAL SERVICES	18,419	
SHARED COSTS	-	
FACILITY COST	-	
COMPUTER SERVICES	271	
PUBLIC NOTICE	5	
AUDITING	865	
CONTRACT SERVICES	481	
IT SERVICES	-	
OUT OF REGION TRAVEL	2,077	
PROFESSIONAL DEVELOPMENT	10	
NON CAPITAL FURNITURE >\$500	-	
NON CAPITAL COMPUTERS	-	
COMPUTER PERIPHERALS	-	
SMALL FURNITURE < \$500	-	
CONSUMABLE SUPPLIES	-	
INSURANCE & BONDING	384	
PRINTING	23	
FURNITURE AND EQUIPMENT RENTAL	-	
MAINTENANCE AND REPAIRS	-	
COMMUNICATIONS	-	
POSTAGE	71	
UTILITIES	-	
DUES AND SUBSCRIPTIONS	-	
OTHER EXPENDITURES	-	
SOFTWARE	73	
CELL PHONES	-	
GOVERNING BODY TRAVEL	-	
IN REGION TRAVEL	2,000	
OUT REACH	-	
DISALLOWED COSTS	-	
EQUIPMENT	-	
GRANT MATCH	-	
RENTAL INCOME EXPENSE	-	
BANK FEES	-	
CAR ALLOWANCE (ED)	-	
INDIRECT COST RECOVERY	-	
AAA OTHER INTERNAL SERVICES	-	

TOTAL OPERATING COSTS		33,642
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SERVICES/ PASS-THROUGH		-
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TOTAL EXPENDITURES		129,414
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INCOME

STATE/FEDERAL INCOM	111,415	
PBRPC LOCAL INCOME / MATCH	17,999	

TOTAL INCOME		129,414
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GOVERNOR'S OFFICE - CRIMINAL JUSTICE - VAWA
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	47,463
EMPLOYEE BENEFITS	19,066

TOTAL PERSONNEL	66,529
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OPERATING COSTS

INDIRECT COSTS	6,227
INTERNAL SERVICES	12,795
SHARED COSTS	-
FACILITY COST	120
COMPUTER SERVICES	271
PUBLIC NOTICE	5
AUDITING	865
CONTRACT SERVICES	14,581
IT SERVICES	2,093
OUT OF REGION TRAVEL	77
PROFESSIONAL DEVELOPMENT	10
NON CAPITAL FURNITURE >\$500	40
NON CAPITAL COMPUTERS	50
COMPUTER PERIPHERALS	20
SMALL FURNITURE < \$500	20
CONSUMABLE SUPPLIES	341
INSURANCE & BONDING	384
PRINTING	23
FURNITURE AND EQUIPMENT RENTAL	240
MAINTENANCE AND REPAIRS	1,020
COMMUNICATIONS	249
POSTAGE	71
UTILITIES	693
DUES AND SUBSCRIPTIONS	287
OTHER EXPENDITURES	66
SOFTWARE	73
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	1,035
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	41,654
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	108,183
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INCOME

STATE/FEDERAL INCOM	75,683
PBRPC LOCAL INCOME / MATCH	32,500

TOTAL INCOME	108,183
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GOVERNOR'S OFFICE - CRIMINAL JUSTICE - MENTAL HEALTH
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	33,456
EMPLOYEE BENEFITS	13,439

TOTAL PERSONNEL	46,895
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OPERATING COSTS

INDIRECT COSTS	4,389
INTERNAL SERVICES	9,019
SHARED COSTS	-
FACILITY COST	271
COMPUTER SERVICES	5
PUBLIC NOTICE	865
AUDITING	18,621
CONTRACT SERVICES	-
IT SERVICES	77
OUT OF REGION TRAVEL	10
PROFESSIONAL DEVELOPMENT	-
NON CAPITAL FURNITURE >\$500	-
NON CAPITAL COMPUTERS	-
COMPUTER PERIPHERALS	-
SMALL FURNITURE < \$500	-
CONSUMABLE SUPPLIES	384
INSURANCE & BONDING	23
PRINTING	-
FURNITURE AND EQUIPMENT RENTAL	-
MAINTENANCE AND REPAIRS	-
COMMUNICATIONS	71
POSTAGE	-
UTILITIES	-
DUES AND SUBSCRIPTIONS	-
OTHER EXPENDITURES	73
SOFTWARE	-
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	33,808
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	80,703
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INCOME

STATE/FEDERAL INCOM	80,703
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	80,703
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PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

**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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 354 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 16 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 16 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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 261 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 2021-2022. Projected performance measures for 2022-2023 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**

**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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 for 19,488 hours, 4 Basic Corrections for 6,815 hours and 15,547 hours in-service training.	2 Basic Peace Officer Courses, at least 4 Basic County Corrections Courses and approximately 16,000 hours of in-service training.
Provide Mandatory TCOLE training.	Provide Mandatory TCOLE training to all license-holders and departments in the region.	Provided Mandatory TCOLE training, in-service training, and specialized training for 1,473 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.
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 and Certification Courses.	Held 147 In-Service Schools, including, Intermediate Certification Courses, Defensive Tactics, Mandatory In-Service, Driving, Firearms, Less Lethal, Bomb Recognition, State Mandated courses, and Crisis Intervention Training courses.	Hold numerous in-service schools and Certification Courses.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 164 online TCOLE Tests. Held an 83% pass rate for Basic Peace Officer course and 79% 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 2021-2022. Projected performance measures for 2022-2023 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**

**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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 254 law enforcement officers. Provided Cultural Diversity Courses, Special Investigative Topics Courses, Advanced Human Trafficking Courses, and Victims of Crime Courses for a total of 3804 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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Submit all required reports to CJD.	C Complete and submit all required reports to CJD.	Completed and submitted all required reports to CJD.	C 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 2021-2022. Projected performance measures for 2022-2023 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**

**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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 286 law enforcement officers. Provided 30 courses for a total of 3,600 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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 Crisis 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 2021-2022. Projected performance measures for 2022-2023 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
 GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT - GRANT
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	137,336
EMPLOYEE BENEFITS	55,168

TOTAL PERSONNEL	192,504
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OPERATING COSTS

INDIRECT COSTS	18,018
INTERNAL SERVICES	10,441
SHARED COSTS	-
FACILITY COST	480
COMPUTER SERVICES	3,361
PUBLIC NOTICE	19
AUDITING	2,327
CONTRACT SERVICES	1,293
IT SERVICES	5,455
OUT OF REGION TRAVEL	14,337
PROFESSIONAL DEVELOPMENT	31
NON CAPITAL FURNITURE >\$500	154
NON CAPITAL COMPUTERS	192
COMPUTER PERIPHERALS	77
SMALL FURNITURE < \$500	77
CONSUMABLE SUPPLIES	2,891
INSURANCE & BONDING	1,536
PRINTING	92
FURNITURE AND EQUIPMENT RENTAL	923
MAINTENANCE AND REPAIRS	4,080
COMMUNICATIONS	956
POSTAGE	283
UTILITIES	2,664
DUES AND SUBSCRIPTIONS	1,147
OTHER EXPENDITURES	17,574
SOFTWARE	292
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	88,699
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SERVICES/ PASS-THROUGH	562,869
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TOTAL EXPENDITURES	844,071
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INCOME

STATE/FEDERAL INCOM	844,071
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	844,071
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT - CONTRACT
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	2,055
EMPLOYEE BENEFITS	825

TOTAL PERSONNEL	2,880
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OPERATING COSTS

INDIRECT COSTS	270
INTERNAL SERVICES	18,221
SHARED COSTS	-
FACILITY COST	-
COMPUTER SERVICES	-
PUBLIC NOTICE	-
AUDITING	1,135
CONTRACT SERVICES	630
IT SERVICES	-
OUT OF REGION TRAVEL	308
PROFESSIONAL DEVELOPMENT	8
NON CAPITAL FURNITURE >\$500	-
NON CAPITAL COMPUTERS	-
COMPUTER PERIPHERALS	-
SMALL FURNITURE < \$500	-
CONSUMABLE SUPPLIES	-
INSURANCE & BONDING	-
PRINTING	-
FURNITURE AND EQUIPMENT RENTAL	-
MAINTENANCE AND REPAIRS	-
COMMUNICATIONS	-
POSTAGE	-
UTILITIES	-
DUES AND SUBSCRIPTIONS	-
OTHER EXPENDITURES	49
SOFTWARE	-
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	20,620
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	23,500
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INCOME

STATE/FEDERAL INCOM	23,500
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	23,500
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PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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, 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 policies.
Ensure appropriate Interlocal Agreements with local and state agencies are executed in support of the Permian Basin Regional Interoperable Communications System sustainability.	Complete required Interlocal Agreements with local and state entities for the interoperable communications system support.	Completed Interlocal Agreements for interoperable communications system support with local and state agencies, including TxDPS, TxDOT, City of Austin (GATRRS)	Complete remaining Interlocal Agreement requirements for the Permian Basin Regional Interoperable Communications System sustainability.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Assist jurisdictions and Update Emergency Operations Plans for all entities within the PBRPC region.	Assist with those needing and requesting assistance to complete and submit expiring basic plans and annexes.	Worked with jurisdictions and TDEM to help initialize the new database for submitting the plans directly to TDEM. Assisted, as needed, jurisdictions that needed to transition to the new Emergency Operations Plan and Annexes database.	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 2022-2023.
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.	Continue assisting 17 counties and 29 cities to develop plans, projects, and agreements for meeting local and regional needs in line with the Governor's State Strategy.	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.	Provide to all jurisdiction points of contact's and help assist with the grant requirements for the Homeland Security Grant Program.
Advise local, state, and federal officials on regional resources and mutual aid agreements utilized during tabletop, functional, or full-scale exercises.	Participate in various local and regional exercises in an advisory capacity to chief elected officials as well as state and federal agencies.	Advised local, state, and federal officials on mutual aid agreements and regional resources via email and telephone.	Participate, as appropriate, in local and regional training and exercises to inject relevant information that supports objectives.
Assist jurisdictions sponsoring Citizen Corps programs by providing technical guidance and 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.	Currently there are no Citizen Corps or CERT programs in the region.	Continue to 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.	Participated in various virtual meetings and conference calls to support the initiative and Office of the Statewide Interoperability Coordinator (SWIC).	Continue 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 23 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 policies.

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 23 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 tabletop, functional, or full-scale exercises.

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

GOAL

Assist jurisdictions updating their Emergency Operations Plans for all entities within the PBRPC region

1. Coordinate with jurisdictions as requested, to update EOPs currently due for 2022-2023.
2. Assist, as necessary, selected jurisdictions requiring transition to the new Emergency Operations Plan and Annexes database.

FY 23 Projection:

1. Focus on the counties and cities that will require updating 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 and relay information on the Citizen Corps Program (CCP).

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 23 Projection:

Although there are no separate grant funds currently allocated for CCP, the Homeland Security Director continues to serve as the Regional Citizen Corps Program Coordinator and will continue to assist those wanting further information about 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 23 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 23 Projection:

Continue 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 2022 and 2023.

REGIONAL SERVICES

ECONOMIC DEVELOPMENT

U.S. Economic Development Admin., Economic Development District
Regional Transportation Planning Organization
Regional Public Transportation Coordination Plan, TxDOT

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

REGIONAL PUBLIC TRANSPORTATION COORDINATION PLAN

Texas Department of Transportation, Public Transportation Division

PERSONNEL

Regional Services Director
Program Manager
Program Specialist
Budget Analyst

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 US DEPARTMENT OF COMMERCE - ECONOMIC DEVELOPMENT
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	39,000
EMPLOYEE BENEFITS	15,666

TOTAL PERSONNEL	54,666
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OPERATING COSTS

INDIRECT COSTS	5,117
INTERNAL SERVICES	10,956
SHARED COSTS	-
FACILITY COST	144
COMPUTER SERVICES	325
PUBLIC NOTICE	6
AUDITING	1,038
CONTRACT SERVICES	10,577
IT SERVICES	1,636
OUT OF REGION TRAVEL	3,092
PROFESSIONAL DEVELOPMENT	12
NON CAPITAL FURNITURE >\$500	46
NON CAPITAL COMPUTERS	58
COMPUTER PERIPHERALS	23
SMALL FURNITURE < \$500	23
CONSUMABLE SUPPLIES	267
INSURANCE & BONDING	461
PRINTING	28
FURNITURE AND EQUIPMENT RENTAL	277
MAINTENANCE AND REPAIRS	1,224
COMMUNICATIONS	287
POSTAGE	85
UTILITIES	799
DUES AND SUBSCRIPTIONS	344
OTHER EXPENDITURES	6,421
SOFTWARE	88
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	2,000
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	45,334
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	100,000
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INCOME

STATE/FEDERAL INCOM	70,000
PBRPC LOCAL INCOME / MATCH	30,000

TOTAL INCOME	100,000
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS DEPARTMENT OF TRANSPORTATION
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	12,500
EMPLOYEE BENEFITS	5,021

TOTAL PERSONNEL	17,521
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OPERATING COSTS

INDIRECT COSTS	1,640
INTERNAL SERVICES	7,304
SHARED COSTS	-
FACILITY COST	96
COMPUTER SERVICES	217
PUBLIC NOTICE	4
AUDITING	692
CONTRACT SERVICES	385
IT SERVICES	1,091
OUT OF REGION TRAVEL	2,117
PROFESSIONAL DEVELOPMENT	8
NON CAPITAL FURNITURE >\$500	31
NON CAPITAL COMPUTERS	38
COMPUTER PERIPHERALS	15
SMALL FURNITURE < \$500	15
CONSUMABLE SUPPLIES	578
INSURANCE & BONDING	307
PRINTING	18
FURNITURE AND EQUIPMENT RENTAL	185
MAINTENANCE AND REPAIRS	816
COMMUNICATIONS	191
POSTAGE	57
UTILITIES	533
DUES AND SUBSCRIPTIONS	229
OTHER EXPENDITURES	353
SOFTWARE	58
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	500
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	17,479
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	35,000
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INCOME

STATE/FEDERAL INCOM	35,000
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	35,000
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS DEPARTMENT OF AGRICULTURE
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES -
 EMPLOYEE BENEFITS -

TOTAL PERSONNEL

-

OPERATING COSTS

INDIRECT COSTS -
 INTERNAL SERVICES -
 SHARED COSTS -
 FACILITY COST -
 COMPUTER SERVICES -
 PUBLIC NOTICE -
 AUDITING -
 CONTRACT SERVICES -
 IT SERVICES -
 OUT OF REGION TRAVEL -
 PROFESSIONAL DEVELOPMENT -
 NON CAPITAL FURNITURE >\$500 -
 NON CAPITAL COMPUTERS -
 COMPUTER PERIPHERALS -
 SMALL FURNITURE < \$500 -
 CONSUMABLE SUPPLIES -
 INSURANCE & BONDING -
 PRINTING -
 FURNITURE AND EQUIPMENT RENTAL -
 MAINTENANCE AND REPAIRS -
 COMMUNICATIONS -
 POSTAGE -
 UTILITIES -
 DUES AND SUBSCRIPTIONS -
 OTHER EXPENDITURES 9,958
 SOFTWARE -
 CELL PHONES -
 GOVERNING BODY TRAVEL -
 IN REGION TRAVEL -
 OUT REACH -
 DISALLOWED COSTS -
 EQUIPMENT -
 GRANT MATCH -
 RENTAL INCOME EXPENSE -
 BANK FEES -
 CAR ALLOWANCE (ED) -
 INDIRECT COST RECOVERY -
 AAA OTHER INTERNAL SERVICES -

TOTAL OPERATING COSTS

9,958

SERVICES/ PASS-THROUGH

-

TOTAL EXPENDITURES

9,958

INCOME

STATE/FEDERAL INCOM 9,958
 PBRPC LOCAL INCOME / MATCH 0

TOTAL INCOME

9,958

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	53,177
EMPLOYEE BENEFITS	21,361

TOTAL PERSONNEL	74,538
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OPERATING COSTS

INDIRECT COSTS	6,977
INTERNAL SERVICES	21,912
SHARED COSTS	-
FACILITY COST	418
COMPUTER SERVICES	650
PUBLIC NOTICE	12
AUDITING	2,077
CONTRACT SERVICES	13,154
IT SERVICES	3,273
OUT OF REGION TRAVEL	3,185
PROFESSIONAL DEVELOPMENT	623
NON CAPITAL FURNITURE >\$500	92
NON CAPITAL COMPUTERS	115
COMPUTER PERIPHERALS	46
SMALL FURNITURE < \$500	46
CONSUMABLE SUPPLIES	1,535
INSURANCE & BONDING	921
PRINTING	55
FURNITURE AND EQUIPMENT RENTAL	554
MAINTENANCE AND REPAIRS	2,448
COMMUNICATIONS	756
POSTAGE	208
UTILITIES	1,598
DUES AND SUBSCRIPTIONS	1,315
OTHER EXPENDITURES	158
SOFTWARE	175
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	500
OUT REACH	5,469
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	68,272
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SERVICES/ PASS-THROUGH	30,000
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TOTAL EXPENDITURES	172,810
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INCOME

STATE/FEDERAL INCOM	172,810
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	172,810
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 US DEPARTMENT OF AGRICULTURE
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	49,500
EMPLOYEE BENEFITS	19,884

TOTAL PERSONNEL	69,384
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OPERATING COSTS

INDIRECT COSTS	6,494
INTERNAL SERVICES	21,912
SHARED COSTS	-
FACILITY COST	288
COMPUTER SERVICES	650
PUBLIC NOTICE	12
AUDITING	2,077
CONTRACT SERVICES	11,154
IT SERVICES	3,273
OUT OF REGION TRAVEL	185
PROFESSIONAL DEVELOPMENT	23
NON CAPITAL FURNITURE >\$500	92
NON CAPITAL COMPUTERS	115
COMPUTER PERIPHERALS	46
SMALL FURNITURE < \$500	46
CONSUMABLE SUPPLIES	535
INSURANCE & BONDING	921
PRINTING	55
FURNITURE AND EQUIPMENT RENTAL	554
MAINTENANCE AND REPAIRS	2,448
COMMUNICATIONS	574
POSTAGE	170
UTILITIES	1,598
DUES AND SUBSCRIPTIONS	688
OTHER EXPENDITURES	7,877
SOFTWARE	175
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	500
OUT REACH	6,518
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	68,980
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	138,364
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INCOME

STATE/FEDERAL INCOM	83,300
PBRPC LOCAL INCOME / MATCH	55,064

TOTAL INCOME	138,364
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 US DEPARTMENT OF TRANSPORTATION
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	34,000
EMPLOYEE BENEFITS	13,658

TOTAL PERSONNEL	47,658
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OPERATING COSTS

INDIRECT COSTS	4,461
INTERNAL SERVICES	10,956
SHARED COSTS	-
FACILITY COST	144
COMPUTER SERVICES	325
PUBLIC NOTICE	6
AUDITING	1,038
CONTRACT SERVICES	577
IT SERVICES	1,636
OUT OF REGION TRAVEL	3,092
PROFESSIONAL DEVELOPMENT	12
NON CAPITAL FURNITURE >\$500	46
NON CAPITAL COMPUTERS	58
COMPUTER PERIPHERALS	23
SMALL FURNITURE < \$500	23
CONSUMABLE SUPPLIES	267
INSURANCE & BONDING	461
PRINTING	28
FURNITURE AND EQUIPMENT RENTAL	277
MAINTENANCE AND REPAIRS	1,224
COMMUNICATIONS	287
POSTAGE	85
UTILITIES	799
DUES AND SUBSCRIPTIONS	344
OTHER EXPENDITURES	5,210
SOFTWARE	88
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	500
OUT REACH	3,467
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	35,433
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	83,091
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INCOME

STATE/FEDERAL INCOM	83,091
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	83,091
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PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

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	2021-2022 PROJECTED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 2 universities 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 2 universities 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 2 universities 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 2021-2025 review and update. Coordinated and 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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 and promoted programs to fund infrastructure projects and economic development activities. Total jurisdictions served: 17 counties, 29 cities, 3 community colleges, 2 universities 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 on 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 on 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 outlined 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% of requests. Participated in Permian Basin economic development related events and local partner meetings. Completed EDA applications to fund local public works and community 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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 PROJECTED PERFORMANCE MEASURES
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.	Complete professional development program related to grant seeking, grant writing and grant administration. Increase number of grant applications which will result in economic development, community development, and program development, as well as increased services to the jurisdictions of the region.	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.	Staff will continue to participate in all training opportunities and staff development opportunities to build staff capacity in assisting communities.
Facilitate activities of the Permian Basin Rural Transportation Planning Organization.	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.	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.	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.
Administer the activities of the Permian Basin Regional Coordinated Transportation Planning in contract with the Texas Department of Transportation (TxDOT). Promote public transportation while facilitating the expansion of transportation services and promoting coordination between transportation stakeholder agencies.	Staff encourages meeting participation to promote coordination between transportation stakeholder agencies. Provide awareness and education of transportation resources to communities. Research and assist with opportunities to expand transportation services.	Facilitated meeting for the RCTP which included updates from all stakeholder agencies. Discussed and reviewed current goals and objectives of the Regional Transportation Plan. Sought out new stakeholders, leaders, and partner agencies to join the RCTP and participate in current and ongoing activities.	Staff encourages meeting participation to promote coordination between transportation stakeholder agencies. Provide awareness and education of transportation resources to communities. Research and assist with opportunities to expand transportation services. Monitor and implement goals of the Regional Transportation Plan.

			Promote the Regional Plan objectives to leadership, partner agencies and beneficiaries. Maintain transportation resource library and tools for residents to access as needed. Facilitate meetings of the RCTP committee. Report activities to local leadership and public.
Identify and track projects identified in the coordinated plan and keep stakeholders informed of progress regarding the updated coordinated plan.	Coordinate regular meetings with stakeholders to discuss development and approval of five-year public transit-human services transportation plan. Research projects and meet with stakeholders to ensure goals are met.	Staff has initiated outreach to stakeholders to create relationships and increase meeting attendance. Projects are monitored and stakeholders are informed of progress regarding the coordinated plan.	Coordinate regular meetings with stakeholders to discuss development and approval of five-year public transit-human services transportation plan. Research projects and meet with stakeholders to ensure goals are met.

PERFORMANCE ANALYSIS

The Regional Services department met or exceeded the planned performance for the 2021-2025 program years. The Comprehensive Economic Development Strategy was updated for 2021-2025 to ensure it reflects current economic conditions, and goals and objectives for the region.

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.

The Regional Public Transportation Coordination Plan has met and exceeded all program objectives for FY 21-22. Stakeholders have been attending the RCTP meetings and actively engaging in discussion. Each transportation stakeholder group provides an update on current and upcoming activities. The Regionally Coordinated plan, consisting of 21 initiatives aimed at improving the region's public transportation system, was reviewed. Projected performance measures for 2022–2023 have been identified and outlined above with the anticipation that all measures will be achieved.

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

**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 PBRPC representative to the United Scoring Committee and the necessary activities of the Board of Directors. Performance measures reported output/outcome measures required are reported to the TDA.

PRIMARY GOALS/OBJECTIVES	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 PROJECTED PERFORMANCE MEASURES
Provide administrative and staff support to the Permian Basin Unified Scoring Committee.	Assist in selection of representative to the Texas Unified Scoring Committee. Coordinate and facilitate the public meeting to determine regional priorities.	Provided administrative staff services for the Permian Basin Representative in the Unified Scoring Committee. Facilitated the PBRPC public meeting to determine local project priorities.	Support Texas Unified Scoring Committee with appointment of representative for the PBRPC. Assist in Community Block grant application scoring activities.

PRIMARY GOALS/OBJECTIVES	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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. Promoted Fair Housing Act, providing outreach, website promotion, PBRPC resolution and utilized opportunities to publicize in RPC activities.</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. Will continue promotion of Fair Housing Act and seek new opportunities for outreach and education.</p>

PERFORMANCE ANALYSIS

The TDA-Community & Economic Development Assistance (CEDAF) program staff exceeded the planned performance for 2021-2022. Projected performance measures for 2022-2023 have been identified and outlined above with the anticipation that all measures will be achieved.

PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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, or communicated and assisted each grantee to ensure completion of projects by August 31, 2022.	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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 PROJECTED PERFORMANCE MEASURES
Maintain a solid waste management resource center for the region, including the closed landfill inventory.	Maintain and continuously update Solid Waste Management Resource Center. Maintain current information on Solid Waste webpage. Coordinate referrals to TCEQ agencies.	Updated and maintained a solid waste management resource center at the PBRPC offices. Disseminated Center resources and information as requested. Enhanced Solid Waste webpage.	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.
Sustain education and awareness program and assist communities in expanding local efforts to develop culture of environmental stewardship and landfill diversion programs.	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.	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.	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.
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.	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.	Utilized TCEQ funding to sustain a program dedicated to implementation of the regional solid waste management training program. Offered illegal dumping classes to all area jurisdictions.	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.

PRIMARY GOALS/OBJECTIVES	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 PROJECTED PERFORMANCE MEASURES
Seek funding applications for grants to increase environment-related projects to compliment and increase services provided by the Solid Waste Program.	Complete USDA Solid Waste Management grant application to fund an environment education program in the Permian Basin.	N/A	Complete USDA Solid Waste Management grant application to fund an environment education program in the Permian Basin.
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.	Complete project activities through September 2020. Promoted landfill diversion, recycling and environmental related citizen engagement projects throughout the region.	N/A	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.

PERFORMANCE ANALYSIS

The Solid Waste Management Administration Department met or exceeded the planned performance for 2021-2022. Projected performance measures for 2022– 2023 have been identified and outlined above with the anticipation that all measures will be achieved.

PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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>Maintain and enhance public and stakeholder resource center, as new information is received. Provide educational activities to chief elected officials, PBRPC Homeland Security Department 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 21-22. 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

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	2021-2022 PLANNED PERFORMANCE MEASURES	2021-2022 ACTUAL PERFORMANCE	2022-2023 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.	N/A – Project Ended
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.	N/A – Project Ended

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 worked 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

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 COMMISSION ON STATE EMERGENCY COMMUNICATIONS
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	278,749
EMPLOYEE BENEFITS	111,973

TOTAL PERSONNEL	390,722
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OPERATING COSTS

INDIRECT COSTS	36,572
INTERNAL SERVICES	109,490
SHARED COSTS	-
FACILITY COST	960
COMPUTER SERVICES	2,168
PUBLIC NOTICE	38
AUDITING	10,923
CONTRACT SERVICES	65,000
IT SERVICES	-
OUT OF REGION TRAVEL	29,656
PROFESSIONAL DEVELOPMENT	3,801
NON CAPITAL FURNITURE >\$500	308
NON CAPITAL COMPUTERS	385
COMPUTER PERIPHERALS	154
SMALL FURNITURE < \$500	154
CONSUMABLE SUPPLIES	18,000
INSURANCE & BONDING	11,071
PRINTING	1,685
FURNITURE AND EQUIPMENT RENTAL	1,846
MAINTENANCE AND REPAIRS	10,160
COMMUNICATIONS	7,912
POSTAGE	2,566
UTILITIES	5,328
DUES AND SUBSCRIPTIONS	6,720
OTHER EXPENDITURES	12,157
SOFTWARE	584
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	3,000
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	340,638
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SERVICES/ PASS-THROUGH	1,645,989
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TOTAL EXPENDITURES	2,377,349
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INCOME

STATE/FEDERAL INCOM	2,377,349
PBRPC LOCAL INCOME / MATCH	0

TOTAL INCOME	2,377,349
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PERMIAN BASIN REGIONAL PLANNING COMMISSION
Productivity and Performance Report

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 technology 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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Increase participation from local governments.	Request and secure resolutions of participation from local governments – 14 counties.	Interlocal Agreements for Automatic Location Identification (secured) - 14	Renewal of Automatic Location Identification Interlocal Agreements.
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 (secured) - 11	Renewal of Public Safety Answering Points Interlocal Agreements.
Develop strategic plan.	Develop a strategic plan to secure funding from 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 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 – 35 <i>Includes conference calls/webinars due to COVID-19</i>	Continue attending CSEC workshops and Commission meetings throughout the year. Attend Vendor and TELCO meetings, as well as 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 – 20 <i>Includes conference calls/webinars due to COVID-19</i>	Transition to an AT&T Switched Ethernet (ASE) fiber network replacing the copper T1s currently in place. The copper T1s are expected to phase out by 2025. Continue to meet with TELCOs and Vendors.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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 NG9-1-1	Monitoring of NG9-1-1 ESInet system.	Continued 24/7/365 monitoring of NG9-1-1 network with OnShore IT to ensure optimal performance of 9-1-1 system.	Continued 24/7/365 monitoring of NG9-1-1 network with OnShore IT to ensure optimal performance of 9-1-1 system.
GIS Maintenance	GIS, Telephone error maintenance updates to TELCOs, local agencies and database service provider.	GIS maintenance for our 14 counties utilizing our AT&T GIS Director Database, GeoComm and ESRI mapping system. Maintenance of our addressing and mapping errors with the assistance of county coordinators and TELCOs.	Continue updating GeoMSAG and our maps. Updating master street address guide (MSAG) and providing 91--1 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.	Number of telecommunicator training workshops provided/attended – 92 <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 allows.	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 2021-2022. The planned performance measures met the compliance criteria set forth by the Commission on State Emergency Communications for 2021-2022. The goals and objectives were met and on target with the actual performance measures. The planned performance measures for 2022-2023 have been identified and outlined above with the anticipation that all measures will be achieved.



Performance Report Summary for Fiscal Year 2, 2022, Qtr 4

State Measures					
State Measure Name	Target #	Actual #	Target %	Actual %	Variance Explanation
1.Total number of 9-1-1 calls received by PSAPs.	19,500	20217			
2.Total number of Wireless 9-1-1 calls received by PSAPs.	16,500	16313			
3.Number of equipment installations.	3	0			
4. Number of reported 9-1-1 network outages that equal or exceed two hours.	0	0			
5. Percentage of total dollar value of purchasing and contracts awarded to HUBs.			0.00%	.40%	
6. Number of PSAP monitoring visits.	11	11			
7. Number of PSAPs transitioned to NG9-1-1 Systems.	11	11			
8. Number of PSAPs capable of Text-to-911.	11	11			
9. Number of Texts Received	150	859			

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

**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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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.	Monitor the CPE equipment at the PSAPs for efficiency and reliability.	Purchased & installed (11) standalone TTY teletype machines for all PSAPs. 9-1-1 printers for Andrews, Gaines, Pecos & Terrell PSAPs. (2) Netclocks for both Hosts at PBRPC & Upton Co. S.O. Installed new uninterruptible power supply (UPS) for Crane PD, Lamesa PD, Kermit PD, Terrell Co S.O.	The Pecos PD is relocating UPS to a new room at PSAP which required a new electrical infrastructure before we could accommodate new UPS. Installation of UPS to be completed by September 2022. 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 9-1-1 activity reported on a quarterly basis to CSEC utilizing ECATs.	Continue to monitor 911 calls and Text to 9-1-1 utilizing ECAT's analytics.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Wireless Phase II (WPH2) & Text to 9-1-1 for 14 counties.	Monitor WPH2 & Text to 9-1-1 services at PSAPs.	Monitored & tested WPH2 & Text to 9-1-1 services at PSAPs contacted Wireless carriers as needed.	Continue to monitor & test WPH2 and Text to 9-1-1 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.	Annual maintenance performed for ancillary equipment which include UPS at PSAPs and PBRPC generator.	Continue to maintain ancillary equipment which is necessary for voice recording and playback and backup of 911 calls.
Maintain GIS data for Next Generation 9-1-1 Geospatial Data.	Work closely with County Coordinators in counties with addressing and mapping maintenance in their counties for NG9-1-1. Maintain the EGDMS (enterprise geospatial database management system) for NG9-1-1 ESInet System.	Worked continuously with County Coordinators on the addressing and mapping maintenance of their counties for NG9-1-1. Utilizing the GeoLynx mechanism for addressing in counties. We are transitioning from the GeoLynx solution to Contributor since Geolynx has reached end of life.	Transition to GeoComm Contributor and upgrade our ESRI ArcGIS to Enterprise and utilize ROK technologies for cloud based managed services. 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 and training our county coordinators. Maintaining 9-1-1 addressing and keeping county maps updated and our Geospatial Database system accurate.

PERFORMANCE ANALYSIS:

The planned performance targets set forth for 2021-2022 were met. Ensuring that the most accurate Geospatial location data feasible is made available to the PSAPs providing the quickest response time to the 911 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 2021-2022 and reported to the Commission on State Emergency Communications for compliance. The planned performance measures for 2022-2023 have been identified and outlined above with the anticipation that all measures will be achieved.

SECTION III

INDIRECT PROGRAM AND ADMINISTRATION INCLUDING INTERNAL SERVICES

PBRPC INDIRECT & INTERNAL SERVICES PROGRAM

PERSONNEL

INDIRECT

Executive Director

INTERNAL SERVICES

Chief Finance Officer

Accountant

Purchaser

Receptionist

Executive Assistant /Human Resource Manager

PBRPC INDIRECT PROGRAM

The Permian Basin Regional Planning Commission establishes an annual Indirect Cost Plan and Central Service Cost Plan for the purpose of allocating incurred costs for common or joint purposes that benefit more than one cost objective and are not 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 rate of 9.36%. The rate used is for both onsite and offsite. The use of one rate represents an equitable distribution due to the offsite employee receiving the same services from the Executive Director as the onsite staff. Adjusted Direct Shared Costs are on the grants utilized by the offsite employee.

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 Combined Operating Budget contains the cost for Internal Services.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 PBRPC INDIRECT FUNDS
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	117,249
EMPLOYEE BENEFITS	47,099

TOTAL PERSONNEL	164,348
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OPERATING COSTS

INDIRECT COSTS	-
INTERNAL SERVICES	-
SHARED COSTS	-
FACILITY COST	-
COMPUTER SERVICES	-
PUBLIC NOTICE	-
AUDITING	-
CONTRACT SERVICES	-
IT SERVICES	-
OUT OF REGION TRAVEL	-
PROFESSIONAL DEVELOPMENT	-
NON CAPITAL FURNITURE >\$500	-
NON CAPITAL COMPUTERS	-
COMPUTER PERIPHERALS	-
SMALL FURNITURE < \$500	-
CONSUMABLE SUPPLIES	-
INSURANCE & BONDING	-
PRINTING	-
FURNITURE AND EQUIPMENT RENTAL	-
MAINTENANCE AND REPAIRS	-
COMMUNICATIONS	-
POSTAGE	-
UTILITIES	-
DUES AND SUBSCRIPTIONS	-
OTHER EXPENDITURES	-
SOFTWARE	-
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	2,997.77
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS	2,998
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SERVICES/ PASS-THROUGH	-
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TOTAL EXPENDITURES	167,346
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INCOME

Indirect Cost Revenue	167,346
(Over)Under Recovery	0
Membership Dues	0

TOTAL INCOME	167,346
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**PERMIAN BASIN REGIONAL PLANNING COMMISSION
 FINANCIAL PLAN STATEMENT OF REVENUE AND EXPENDITURES
 PBRPC INTERNAL SERVICES
 OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

PERSONNEL

SALARIES	302,824
EMPLOYEE BENEFITS	121,644

TOTAL PERSONNEL

424,468

OPERATING COSTS

INDIRECT COSTS	-
INTERNAL SERVICES	-
SHARED COSTS	-
FACILITY COST	1,200
COMPUTER SERVICES	2,710
PUBLIC NOTICE	48
AUDITING	8,654
CONTRACT SERVICES	4,808
IT SERVICES	13,636
OUT OF REGION TRAVEL	769
PROFESSIONAL DEVELOPMENT	96
NON CAPITAL FURNITURE >\$500	385
NON CAPITAL COMPUTERS	481
COMPUTER PERIPHERALS	192
SMALL FURNITURE < \$500	192
CONSUMABLE SUPPLIES	2,228
INSURANCE & BONDING	3,839
PRINTING	231
FURNITURE AND EQUIPMENT RENTAL	2,308
MAINTENANCE AND REPAIRS	10,200
COMMUNICATIONS	2,390
POSTAGE	708
UTILITIES	6,660
DUES AND SUBSCRIPTIONS	-
OTHER EXPENDITURES	-
SOFTWARE	730
CELL PHONES	-
GOVERNING BODY TRAVEL	-
IN REGION TRAVEL	-
OUT REACH	-
DISALLOWED COSTS	-
EQUIPMENT	-
GRANT MATCH	-
RENTAL INCOME EXPENSE	-
BANK FEES	-
CAR ALLOWANCE (ED)	-
INDIRECT COST RECOVERY	-
AAA OTHER INTERNAL SERVICES	-

TOTAL OPERATING COSTS

62,464

SERVICES/ PASS-THROUGH

-

TOTAL EXPENDITURES

486,932

INCOME

Internal Services	472,699
Direct Shared	14,233
	0

TOTAL INCOME

486,932

**Permian Basin Regional Planning Commission
Productivity and Performance Report**

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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Provide leadership and managerial guidance in planning, organizing and directing all operations of the PBRPC.	Provide leadership and guidance of the operations of the PBRPC by maintaining regular communications with PBRPC department heads and related state agencies. Maintained regular communications with Texas Association of Regional Councils, National Association of Development Organizations and National Association of Regional Councils and attendance to respective conferences. Attended and implemented knowledge obtained from employment law seminars, public funds investment seminars, TCDRS retirement seminars and insurance seminars.	Provided leadership and guidance of operations of the PBRPC by maintaining regular communications with PBRPC department heads and related state agencies. Maintained regular communications with Texas Association of Regional Councils, National Association of Development Organizations and National Association of Regional Councils. Attended Texas Association of Regional Councils semi-annual conferences. Attended and implemented knowledge obtained from employment law seminars, TCDRS retirement seminars and insurance seminars.	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 attend respective conferences. Attend and implement knowledge obtained from employment law seminars, TCDRS retirement seminars and insurance seminars.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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. Plan and organize monthly Board of Directors meetings.	Developed and presented monthly policy guidance for the PBRPC Board of Directors. Scheduled, organized and prepared documents and minutes for nine (9) 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.	Complete review of agency personnel, financial, procurement policies; update, and begin Implementation of updated organizational administrative procedures and practices.	Started review, update and implementation of agency personnel, financial, procurement policies and organizational administrative procedures and practices.	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 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, Rural Transportation Board, Texas Department of Transportation. Participated in local, regional and state and national events and associations.	Representation of the PBRPC in internal and external activities.

PRIMARY GOALS/OBJECTIVES	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 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>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>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, Texas Department of Transportation and U.S. Department of Transportation. Activities included 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 and complete internal audit of agency financial records on annual basis. Complete procurement for audit services for audit of current fiscal year.</p>	<p>Secured Whitley Penn audit firm for internal audit services for FY 2021. 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	2021-2022 PROJECTED PERFORMANCE	2021-2022 ACTUAL PERFORMANCE	2022-2023 PLANNED PERFORMANCE MEASURES
Oversee and ensure implementation and development of Annual Strategic Work Program and Operating Budget.	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.	Completed the 2021-2022 Strategic Work Program & Operating Budget and presented to the Board of Directors. Reported and provided a copy 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 2022-2023 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 Regional Directory as elections and changes occur. Maximize opportunities for transparency in website and other publications. Initiate agency newsletter production.	Continuously updated Regional Directory and made available on PBRPC website for distribution to PBRPC staff and local governments in the Permian Basin region. Began work on new website development that will allow for continual communication with partners.	Maintain and update Regional Directory as elections and changes occur. Maximize opportunities for transparency in website and other publications. Implement new website with updated communication availability.
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 to remain compliant with requirements for programs and administrative services.	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.	Provide procurement and contract preparation and oversight for all departments of PBRPC.	Completed RFP process for new computer services provider and financial audit. Procured, reviewed and negotiated contracts or updated terms for equipment rental and maintenance services. Streamlined financial services procedures to assist agencies in completion of services. Issued and completed purchase orders, utilizing the multiple bid processes to insure obtaining best value for purchases.	Provide procurement and contract preparation and oversight for all departments of PBRPC.

PERFORMANCE ANALYSIS

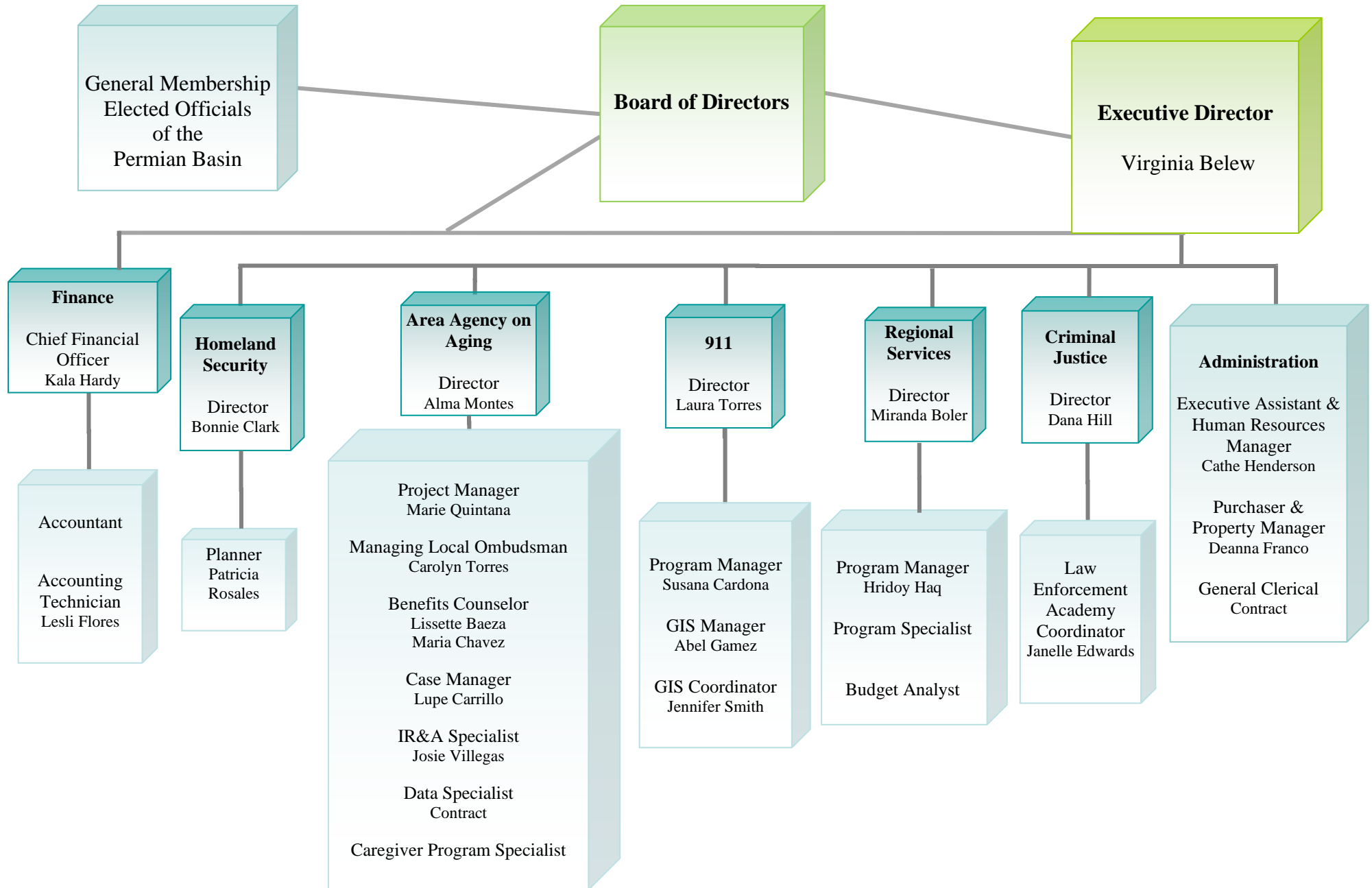
The goal of the Administrative Department is to provide staff support for the overall administration, human resources, accounting, procurement, receptionist services and administrative secretarial services necessary to successfully conduct a wide range of overall leadership and managerial functions directly benefiting all PBRPC programs and projects. In all areas listed above, the Administrative Department met or exceeded the planned performance for 2021-2022. Projected performance measures for 2022-2023 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 development to enhance the quality of services delivered by the Permian Basin Regional Planning Commission.
- Provide and update policies and procedures for human resources, accounting and 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.
- Maintain the Permian Basin Regional Directory on the PBRPC website for distribution.
- 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, Texas Grant Management Standards 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 for PBRPC Board of Directors meetings.

SECTION IV

HUMAN RESOURCE PLAN AND REGION INFORMATION

PERMIAN BASIN REGIONAL PLANNING COMMISSION ADMINISTRATIVE AND PROGRAM ORGANIZATION CHART



Permian Basin Regional Planning Commission

PERSONNEL BY PROGRAM

October 1, 2022, through September 30, 2023

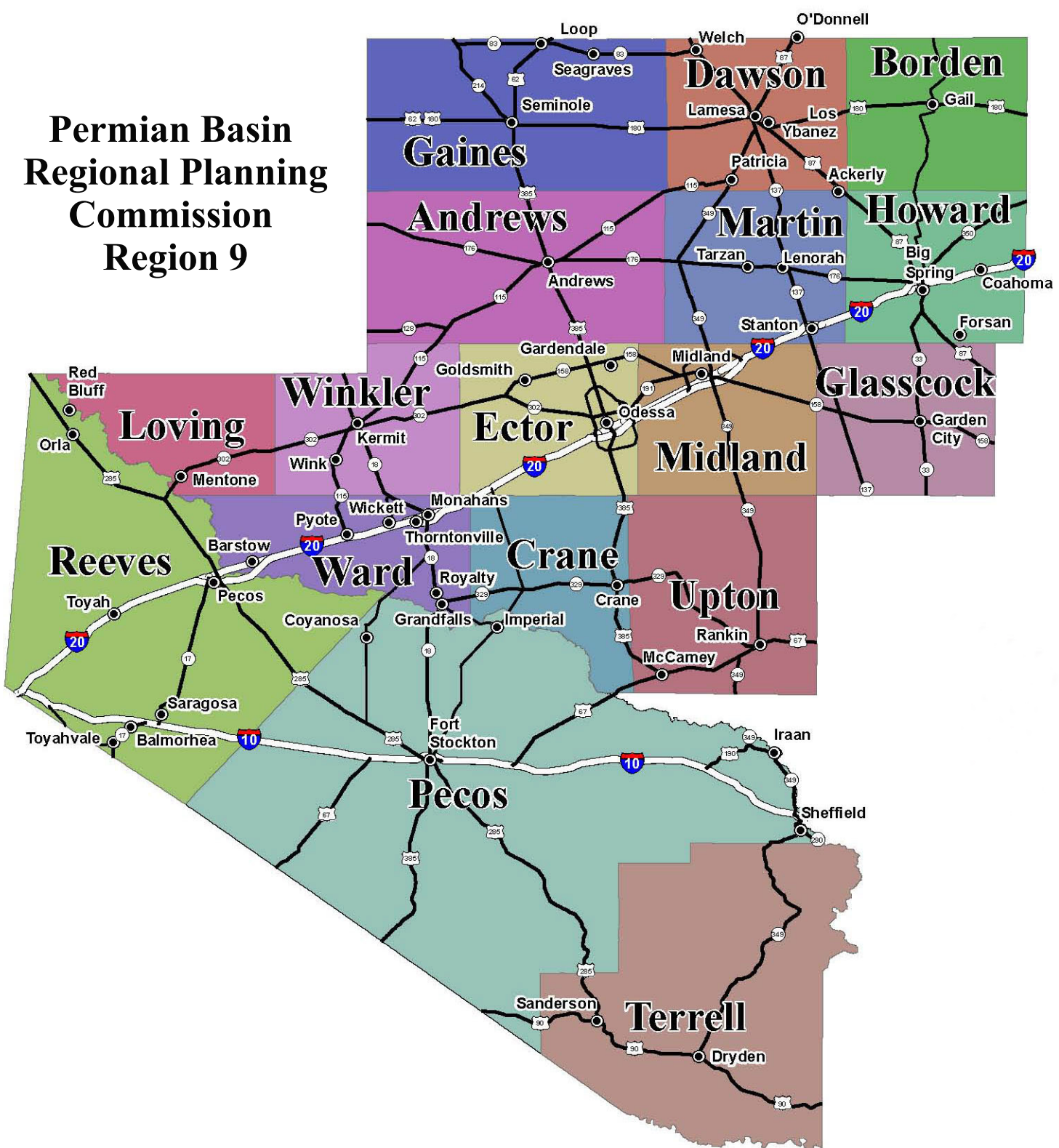
PROGRAM	NUMBER OF EMPLOYEES
Area Agency on Aging	9
Criminal Justice/Law Enforcement	2
9-1-1 Strategic Planning	4
Regional Services/Economic Development/Solid Waste Management	4
Administration	6
Homeland Security	2
TOTAL	27 FT*

*Denotes Full Time

PERMIAN BASIN REGIONAL PLANNING COMMISSION
SALARY EXPENSE BY DEPARTMENT
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

DEPARTMENT	SALARIES	Benefits	Total Chargable Salaries
EXECUTIVE DIRECTOR AND ADMIN	422,866.39	136,787.23	559,653.62
AREA AGENCY ON AGING	530,738.51	188,296.28	719,034.79
REGIONAL SERVICES	240,176.75	79,914.82	320,091.57
HOMELAND SECURITY	139,390.50	45,082.75	184,473.25
CRIMINAL JUSTICE	172,025.38	53,470.21	225,495.58
CSEC - 911	269,412.40	88,845.42	358,257.82
	1,774,609.93	592,396.71	2,367,006.64

**Permian Basin
Regional Planning
Commission
Region 9**



**PERMIAN BASIN
BOARD OF DIRECTORS**

***2022 Chairman **2022 Vice-Chairman ***2022 Secretary-Treasurer**

The Honorable Flora Braly
Mayor, City of Andrews
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*****The Honorable Charlie Falcon**
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Andrews County Courthouse
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The Honorable Roy Hodges
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The Honorable Joe Shuster
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The Honorable Chris Alexander
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The Honorable Dale Carruthers
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****The Honorable Dusty Kilgore**
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Ward County Judge
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