



## **Board of Directors' Report October 2023 Index**

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**AGENDA**  
**BOARD OF DIRECTORS MEETING**  
October 3, 2023, 6:30 P.M.  
Available via Videoconference or in Person at  
118 East Donnell Street, Crowell, Texas

1. Establish quorum, call to order, invocation and introduction
2. \*Seat new members of Board of Directors
3. \*Consent Agenda – Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting.
  - a. Approval of Minutes of the August 1, 2023 regular meeting
  - b. Approval of Agency Reports:
    - i. Clients Served
    - ii. Direct Client Assistance
    - iii. Program Performance Targets
    - iv. Financial Report
      1. Balance Sheet
      2. Statement of Revenues and Expenditures – Budget to Actual
      3. Statement of Functional Expenditures - Budget to Actual
      4. Summary Grant Activity
  - c. Approval of Program Reports
    - i. Child Care Assistance
    - ii. SHARP Lines Rural Public Transportation
    - iii. Weatherization
    - iv. Energy Assistance
    - v. Water Assistance
    - vi. Veterans Assistance
    - vii. Community Services
    - viii. Head Start / Daycare Enrollment & Attendance by Center
    - ix. Early Head Start Enrollment and & Attendance by Center
    - x. Head Start / Early Head Start / Daycare Meals Served
    - xi. Head Start / Early Head Start Waiting List
    - xii. Head Start / Early Head Start Health Services
    - xiii. Head Start Transportation
    - xiv. Head Start / Early Head Start Family and Community Partnerships
    - xv. Head Start / Early Head Start Correspondence
      1. Notice of Completion for Grant No. 06HP000473

118 North 1<sup>st</sup> Street, P. O. Box 490, Crowell, Texas 79227 --- Phone (940) 684-1571

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2. Notice of Award, EHS Grant Consolidation,  
Grant No. 06HP000265-05-01
- xvi. Monitoring reports
  1. Child Care Relief Fund – Olney Child Development Center
  2. Texas Department of Transportation – Quarterly/Financial Monitoring
- xvii. Financial Activity by Program
- xviii. Credit Card Report
- xix. Head Start / Early Head Start Program Updates
  1. Annual Report 2022 – 2023
  2. Under Enrollment Plan Update

#### Head Start / Early Head Start

4. \*Review, discussion and approval of Head Start Budget for the grant year 2023-2024.

#### Agency

5. \*Review, discussion and approval of adding a 14<sup>th</sup> holiday to the Holiday list as a designated “Floating Holiday.”
6. Receive report from Special Committee meeting held on September 27, 2023 in regard to performance appraisal of the Executive Director
7. \*Review, discussion and approval of executive director compensation
8. \*Review, discussion and approval of appointing Finance Committee to approve organization-wide budget for fiscal year December 1, 2023 to November 30, 2024 for presentation to Board of Directors
9. \*Review, discussion and approval of recommendation of Finance Committee in regard to selection of firm to perform single agency audit and audit of agency retirement plan.
10. \*Review, discussion and approval of update to Title VI Plan for SHARP Lines Rural Public Transportation program
11. Board Training on SHARP Lines Rural Public Transportation program and services.

#### Agency Updates

12. Updates from Executive Director
  - a. Facility projects
  - b. Nominating Officers for 2024 – 2025
13. \*Adjourn

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#### **Rolling Plains Management Corporation Board of Directors Meeting**

Oct 3, 2023, 6:30 – 8:00 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/869570101>

You can also dial in using your phone.



\* While any item on this agenda may require a board vote after discussions, items indicated with an \* are items identified as requiring board approval.

*Rolling Plains Management Corporation Board of Directors reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed in the above agenda. If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E, including, but not limited to deliberation on the appointment, employment compensation, evaluations, reassignment, duties, discipline, or dismissal of employees pursuant to Texas Government Code § 551.074; consultation with attorney regarding potential or contemplated litigation or matters involving attorney client privilege pursuant to Texas Government Code § 551.071; deliberation on the purchase, exchange, lease, or value of real property pursuant to Texas Government Code § 551.072; deliberation regarding gifts and donations pursuant to Texas Government Code § 551.073; deliberation regarding security devises pursuant to Texas Government Code § 551.076; and deliberation regarding Economic Development negotiations pursuant to Texas Government Code § 551.087.*

*Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

POSTED: September 28, 2023

**BOARD OF DIRECTORS MEETING**  
August 1, 2023 6:30 P.M.  
Available via Videoconference or in Person at  
118 East Donnell, Crowell, Texas

*Prior to the opening of the August 1st Board of Directors Meeting, a public hearing will be held on: **Proposed Community Action Plan for 2024 and Community Services Block Grant budget for 2024***

A public meeting was held on the Proposed Community Action Plan for 2024 and the Community Services Block Grant budget for 2024. There were no public comments.

**Agenda Item 1 - Establish quorum, call to order, invocation and introduction.**

Board President Mark Christopher announced a quorum was present and called the staff meeting to order at 6:35PM. The invocation was given by Judge Rusty Stafford. Board members, staff, and guests introduced themselves.

**Agenda Item 2 - \*Seat new members of Board of Directors.** No new members to seat.

**Agenda Item 3 - \*Consent Agenda – Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting.** There was a motion made by Dale Eaton and seconded by Ronnie Allen. The motion passed unanimously to approve all items on the agenda as follows:

- a. Approval of Minutes of the June 6, 2023 regular meeting
- b. Approval of Agency Reports:
  - i. Clients Served
  - ii. Direct Client Assistance
  - iii. Program Performance Targets
  - iv. Financial Reports
    - 1) Balance Sheet
    - 2) Statement of Revenues and Expenditures – Budget to Actual
    - 3) Statement of Functional Expenditures - Budget to Actual
    - 4) Summary Grant Activity
- c. Approval of Program Reports
  - v. Child Care Assistance
  - vi. SHARP Lines Rural Public Transportation
  - vii. Weatherization
  - viii. Energy Assistance
  - ix. Water Assistance
  - x. Veterans Services
  - xi. Community Services
  - xii. Head Start / Daycare Monthly Enrollment & Attendance by Center
  - xiii. Early Head Start Monthly Enrollment & Attendance by Center

(Consent Agenda – continued)

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- xiv. Head Start / Early Head Start / Daycare Meals Served
- xv. Head Start / Early Head Start Waiting List
- xvi. Head Start / Early Head Start Health Services
- xvii. Head Start Transportation
- xviii. Head Start / Early Head Start Family and Community Partnerships
- xix. Head Start / Early Head Correspondence
  - 1) Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings – ACF-IM-HS-23-03
  - 2) Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients – ACF-IM-HS-23-04
- xx. Monitoring reports
  - 1) Child Care Relief Fund – Munday Child Development Center
  - 2) Texas Department of Housing and Community Affairs – LIHWAP Contract No. 34210003691, DOE Contract No. 56220003768, LIHEAP Contract No. 81220003618, HTF Contract No. 1002962
  - 3) Texas Department of Transportation – Quarterly/Financial Monitoring
- xxi. Head Start / Early Head Start Program Updates
  - 1) Under-Enrollment Plan – First Quarter Update
- xxii. Selected Financial Activity by Program
  - 1) Administrative and Unrestricted Funds
  - 2) Child Care/ ISD Partnerships (non-grant funded)
  - 3) Head Start
  - 4) Head Start (American Rescue Act)
  - 5) Early Head Start I
  - 6) Early Head Start II
- xxiii. Credit Card Report

#### Financial

#### **Agenda Item 4 - Receive report from Finance Committee meeting held on July 18, 2023.**

Board member Jim Castagna reported to the Board members in attendance about the Finance Committee meeting held on July 18, 2023. Jim reported that the Finance Committee approved the audit.

#### **Agenda Item 5 - \*Review, discussion and approval of Audit Report for the year ended November 30, 2022 as prepared by MWH Group, PC.**

Valerie Halverson from the MWH Group, PC presented the audit for RPMC. Valerie summarized what she went over with the Finance Committee and showed the Board Members in attendance the trends and growth. Juan Hinojosa asked a question regarding Transportation's growth. Valerie responded that Transportation is able to turn a profit unlike other departments that is why the Transportation department sees more growth. Debra Thomas commented that this financial year is enjoyable but should not be expected next year. Debra Thomas discussed how the childcare department made a profit this year due to COVID funds that assisted with operating funds. The funds were supposed to end in May but have been extended to November of 2023. These additional funds have been used to make improvements in childcare centers and training staff. Debra Thomas discussed with the Board Members in attendance that new buildings, such as the new Transportation Building, increase the value of RPMC. Additionally, Transportation raised salaries during COVID in order to meet demand and profit this high will not be seen like this next year. Jim Castagna had a question about accruing debt due to the new Transportation

building. Debra Thomas answered the question that RPMC put up front seed money of \$100,000 and TXDdot funded the rest. There was a motion made by Susie Byars and seconded by Pam Gosline to approve the Audit Report for the year ended November 30, 2022 as prepared by MWH Group, PC. The motion passed unanimously without any opposition.

**Agenda Item 6 - \*Review, discussion and approval of Form 990 (Return of Organization Exempt from Income Tax) for the year ended November 30, 2022.**

Valerie Halverson from the MWH Group, PC discussed how the Form 990 is made due to the audit. There were no questions. There was a motion made by Susie Byars and seconded by Pam Gosline go approve the Form 990 (Return of Organization Exempt from Income Tax) for the year ended November 30, 2022. The motion passed unanimously without any opposition.

Agency

**Agenda Item 7 - Receive report on Rolling Plains' 2023 Customer Satisfaction Survey.**

Jessica McLain discussed the Rolling Plains' 2023 Customer Satisfaction Survey report with the Board Members in attendance. Pam Gosline had a question about how many surveys went out. Jessica answered that a number is difficult to determine due to the survey having many online sources that people can use to take the survey as wells paper copies mailed out.

**Agenda Item 8 - Receive report on Head Start/Early Head Start's 2023 Customer Satisfaction Survey.**

Jessica McLain discussed Head Start/Early Head Start's 2023 Customer Satisfaction Survey with the Board Members in attendance. Jessica opened the floor for questions. There were no questions at the time.

**Agenda Item 9 - Receive report from Planning Committee meeting held on July 24, 2023.**

Jessica McLain reported that the Planning Committee did not have a quorum. Rodger Brannon and Dusty Johnston attended the meeting and discussed with Board Members in attendance the key take-aways from the meeting. Rodger commented that he was impressed with all the achievements and progress the agency was making. There were no questions at the time.

**Agenda Item 10 - Receive an update on progress meeting the goals of the Strategic Plan for 2020 – 2024.**

Jessica McLain discussed the Strategic Plan for 2020 – 2024 and opened the floor for questions and discussions. This opportunity was for the Board Members to choose to modify the Strategic Plan for 2020-2024. There were no questions at the time.

**Agenda Item 11 - \*Discussion and decision to modify or not modify the Strategic Plan for 2020 – 2024.**

There was a brief discussion amongst the Board Members to not modify the Strategic Plan for 2020 – 2024. There was a motion made by Lauren Bush and seconded by Mike Dishman not to modify the Strategic Plan for 2020 – 2024. The motion was carried and passed unanimously without any opposition.

**Agenda Item 12 - \*Review, discussion and approval of Community Action Plan for 2024 including top 5 needs, performance statement and targets, and community initiatives.**

Jessica McLain discussed the Community Action Plan with Board Members in attendance. There were no questions and no discussions after review. There was a motion made by Rusty Stafford and seconded by Toby Hines to approve the Community Action Plan for 2024 including top 5

needs, performance statement and targets, and community initiatives. The motion was carried and passed unanimously by the Board.

**Agenda Item 13 - \*Review, discussion and approval of Community Services Block Grant budget for 2024.**

Finance Director Keren Whitney discussed Community Services Block Grant budget for 2024 and explained how funds are used. Debra Thomas commented that the supporting documents was just a glimpse of the RPMC agency. There were no questions, no discussions, and no opposition of the review. There was a motion made by David Brinkerhoff and seconded by Toby Hines to approve the Community Services Block Grant budget for 2024. The motion was carried and passed unanimously by the Board.

**Agenda 14 - \*Appointment of a committee to conduct a performance appraisal of the Executive Director and review the executive director compensation for approval at the October 2023 Board meeting.**

Board Chair Mark Christopher appointed the Executive Committee, with the addition of Ronnie Allen, to conduct a performance appraisal of the executive director and review the executive director compensation.

Agency Updates

**Agenda Item 15 - Updates on facility projects and other issues.**

Debra Thomas discussed updates on the Transportation building and the new wellness center being built. She also updated the Board Members about Head Start Centers being updated in Vernon, Quanah, and Chillicothe. Mark Halsell updated the Board Members on the new Weatherization Director, Lacy Tamplen and new funds coming to the Weatherization Department.

**Agenda Item 16 - \*Adjourn**

There being no further business, the meeting was adjourned at 7:48 PM by Board President Mark Christopher.

<u>Name</u>	<u>Public Sector</u>	<u>Private Sector</u>	<u>Low-Income Sector</u>	<u>Staff/Guest</u>
Karl Holloway	Excused			
Michael Woods	X			
Mark Christopher	X			
Ronnie Allen	X			
Dale Eaton	X			
Cathy Young	Absent			
Pam Gosline	X			
Rusty Stafford	X			
Lauren Bush	X			
Rodger Brannon	X			
Rick Hardcastle	X			
Chuck Henderson		X		
Jim Castagna		X		
David Brinkerhoff		X		
Susie Byars		X		
Nanette Ashby		Excused		
Dusty R Johnston		GoToMeeting		
Jim Novak		Excused		
Phil McCuistion		X		
Michelle Gunter		Absent		
Robert Webb		Excused		
Juan Hinojosa			X	
Annette Walker			X	
Seth Tabor			Go To Meeting	
Toby Hines			X	
Carolyn Henry			X	
Rebecca Hardin			X	
Denise Foster			Excused	
Tamika Toombs			X	
Michael Dishman			X	
Norris Thomas			X	
Patty Hines				X
Dale Henry				X
Debra Thomas				X
Jessica McLain				X
Jasmine Hernandez				X
Mark Halsell				X
Wade Davis				X
Lacy Tamplen				X
Valerie Halverson				X

**Rolling Plains Management Corporation**  
**Clients Served**

**July 2023**

Program	People Served in July	People Served YTD	Number of Units Served in July	Units Served YTD	Description of Units
SHARP Lines Rural Public Transportation	570	1,435	6,201	44,955	Trips
Child Care Assistance	1,591	1,890			
Weatherization	4	127	2	74	Homes
Energy Assistance	634	3,110	287	1,585	Households
Water Assistance	228	1,485	78	612	Households
Veteran Services	32	183	17	102	Households
Community Services	34	114	9	51	Households
Tenant-Based Rental Assistance (TBRA)	53	60	19	21	Households
Head Start	-	174			
Early Head Start	102	126			
Day Care	70	80			

\* People/Households may be served in more than one category and therefore counted more than once.

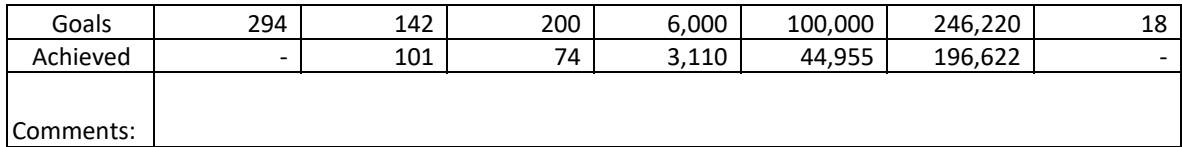
**Rolling Plains Management Corporation**  
**Direct Client Assistance**

**July 2023**

Program	Expended in July	Expended YTD	Pledged/ Projected	Total
Child Care Assistance	\$ 683,914.75	\$ 4,362,854.74		\$ 4,362,854.74
Weatherization	\$ 11,478.50	\$ 498,395.89		\$ 498,395.89
Energy Assistance	\$ 323,623.34	\$ 2,760,649.70	\$ 592,141.23	\$ 3,352,790.93
Water Assistance	\$ 26,746.15	\$ 333,226.32		\$ 333,226.32
Veterans Assistance	\$ 15,808.73	\$ 148,665.70		\$ 148,665.70
Community Services	\$ 3,367.40	\$ 36,247.54		\$ 36,247.54
Tenant Based Rental Assistance	\$ 16,075.00	\$ 94,503.00	\$ 55,253.00	\$ 149,756.00
<b>TOTAL</b>	<b>\$ 1,081,013.87</b>	<b>\$ 8,234,542.89</b>	<b>\$ 647,394.23</b>	<b>\$ 8,881,937.12</b>



**July 2023**



# ROLLING PLAINS MANAGEMENT CORPORATION

Balance Sheet - Entire Agency

As of July 31, 2023

## Assets

### Current Assets

Cash (operating accounts) 3,920,710.08

### Other Cash Accounts

Petty cash 1,000.00

Certificate of Deposit - Interest & Sinking Fund 32,259.61

Certificate of Deposit - Capital Reserve 1,282,259.61

Total Other Cash Accounts 1,315,519.22

### Receivables

Grants receivable 2,755,638.08

Other 156,704.89

Total Receivables 2,912,342.97

### Other Assets

Prepaid expenses 81,090.82

Inventory 4,656.16

Total Inventories 85,746.98

Total Current Assets 8,234,319.25

### Long-term Assets

### Property & Equipment

Property, Plant & Equipment 9,667,104.80

Land 65,683.81

Software license 13,500.00

Construction in Progress 2,356,129.41

Accumulated depreciation (5,679,730.71)

Total Property & Equipment 6,422,687.31

Total Assets 14,657,006.56

## Liabilities

### Short-term Liabilities

Accounts Payable 1,148,746.10

Accrued (payroll) liabilities 143,390.67

Other payroll liabilities 6,317.22

Loan - Crowell State Bank 0.00

Deferred Revenue 379,275.32

Total Short-term Liabilities 1,677,729.31

### Long-term Liabilities

Loan - USDA 285,574.16

Total Long-term Liabilities 285,574.16

Total Liabilities 1,963,303.47

## Net Assets

Beginning Net Assets 12,399,208.50

Current YTD Net Income 294,494.59

Total Net Assets 12,693,703.09

Total Liabilities and Net Assets 14,657,006.56

# ROLLING PLAINS MANAGEMENT CORPORATION

## Statement of Revenues and Expenditures - Budget to Actual

For the period ended July 31, 2023

Percentage of budget expired 67%

	<u>Approved Budget</u>	<u>Actual</u>		<u>% of</u>
	12/1/2022 to	12/1/2022 to	Remaingin	Budget
	<u>11/30/23</u>	<u>07/31/23</u>	<u>in Budget</u>	<u>Expended</u>
<b>Operating Revenue</b>				
<u>Grant Revenue</u>				
Funding - federal	11,205,503.00	6,809,176.85	4,396,326.15	
Funding - state	9,098,631.00	7,019,621.97	2,079,009.03	
Funding - other	<u>9,506,322.00</u>	<u>5,935,455.05</u>	<u>3,570,866.95</u>	
Total Grant Revenue	29,810,456.00	19,764,253.87	10,046,202.13	66%
<u>Contributions</u>				
Donations (cash)	<u>0.00</u>	<u>3,486.60</u>	<u>(3,486.60)</u>	
Total Contributions	0.00	3,486.60	(3,486.60)	
<u>Program Revenue</u>				
Medical transportation fees	1,855,290.00	1,182,929.10	672,360.90	
Box fares	1,800.00	1,932.00	(132.00)	
Subscription fares	210,000.00	170,330.00	39,670.00	
Parent fees received	0.00	80.00	(80.00)	
Student Fees		144,103.34		
Daycare fees	<u>60,000.00</u>	<u>81,070.23</u>	<u>(21,070.23)</u>	
Total Program Revenue	2,127,090.00	1,580,444.67	690,748.67	74%
<u>Other Income</u>				
Insurance proceeds	0.00	5,386.43	(5,386.43)	
Sale of vehicles	0.00	28,100.00	(28,100.00)	
Cost of property disposed of	0.00	(4,215.00)	4,215.00	
Miscellaneous	0.00	(2,124.86)	2,124.86	
Interest income	<u>624.00</u>	<u>31,791.74</u>	<u>(31,167.74)</u>	
Total Other Income	<u>624.00</u>	<u>58,938.31</u>	<u>(58,314.31)</u>	
Total Revenue	31,938,170.00	21,407,123.45	10,675,149.89	67%
<b>Expenditures by Program</b>				
<u>Program Services</u>				
Child care assistance	8,693,204.00	5,697,992.92	2,995,211.08	66%
Child development programs	6,169,960.00	3,828,836.50	2,341,123.50	62%
Transportation	8,509,093.00	5,298,310.24	3,210,782.76	62%
Energy assistance and community services	4,886,572.00	4,204,044.88	682,527.12	86%
Weatherization and home rehabilitation	<u>2,355,642.00</u>	<u>1,097,958.94</u>	<u>1,257,683.06</u>	47%
Total Program Services	30,614,471.00	20,127,143.48	10,487,327.52	66%
<u>Supporting Services</u>	<u>1,379,979.00</u>	<u>985,485.38</u>	<u>394,493.62</u>	71%
Total Expenditures	<u>31,994,450.00</u>	<u>21,112,628.86</u>	<u>10,881,821.14</u>	66%
Net Revenue Over Expenditures	<u>(56,280.00)</u>	<u>294,494.59</u>		

**ROLLING PLAINS MANAGEMENT CORPORATION**  
Statement of Functional Expenditures - Budget to Actual  
For the period ended July 31, 2023

	<b><u>Approved Budget</u></b> 12/1/2022 to 11/30/23	<b><u>Actual</u></b> 12/1/2022 to 07/31/23	Remaining in <u>Budget</u>	Percent of Total <u>Expended</u>
<b>Expenditures</b>				
Personnel Expenses	7,724,514.00	4,607,522.28	3,116,991.72	21.8%
Fringe Benefits & Other Employee Expenses	2,254,142.00	1,337,895.09	916,246.91	6.3%
Direct Client Assistance	13,223,751.00	9,520,840.87	3,702,910.13	45.1%
Other Direct Program Costs	709,417.00	340,851.65	368,565.35	1.6%
Travel	175,137.00	97,578.80	77,558.20	0.5%
Professional Fees	176,896.00	71,477.24	105,418.76	0.3%
Supplies	620,931.00	404,155.71	216,775.29	1.9%
Occupancy	729,629.00	655,519.80	74,109.20	3.1%
Maint, Repairs & Lease of Equipment	426,832.00	331,258.34	95,573.66	1.6%
Purchase of equipment	1,180,811.00	874,733.30	306,077.70	4.1%
Purchase of land/buildings	0.00	149,660.34	(149,660.34)	0.7%
Major Renovations	4,710,982.00	2,662,056.09	2,048,925.91	12.6%
Interest	14,000.00	8,694.19	5,305.81	0.0%
Miscellaneous	<u>47,406.00</u>	<u>50,385.16</u>	<u>(2,979.16)</u>	<u>0.2%</u>
Total Expenditures	<u>31,994,448.00</u>	<u>21,112,628.86</u>	<u>10,881,819.14</u>	<u>100.0%</u>

# ROLLING PLAINS MANAGEMENT CORPORATION

## Summary of Grant Activity

As of July 31, 2023

<u>Grant</u>	<u>Program Director / Contact</u>	<u>Beginning</u>	<u>Ending</u>	<u>Funding Available</u>	<u>Expended</u>	<u>% of contract expired</u>	<u>% of Funding spent</u>
<b><u>Child development programs</u></b>							
Head Start	Sarai Meza	12/1/22	11/30/23	\$2,284,154.00	\$1,192,083.48	67%	52%
Head Start (American Rescue Act)	Sarai Meza	4/1/21	3/31/23	\$ 652,896.00	\$652,896.00	100%	100%
Early Head Start (I)	Sarai Meza	8/1/22	7/31/23	\$1,354,436.00	\$1,205,001.09	100%	89%
Early Head Start (II)	Sarai Meza	9/1/22	8/31/23	\$937,322.00	\$673,702.48	92%	72%
Child and Adult Food Program	Sarai Meza	10/1/22	9/30/23	\$ 306,031.00	\$261,475.68	83%	85%
Summer Food Service Program	Sarai Meza	5/1/23	8/31/23	NA	\$8,924.85		
<b><u>Transportation</u></b>							
Texas Dept of Transportation	Donna Moore	10/1/22	8/31/23	\$ 400,000.00	\$400,000.00	91%	100%
Texas Dept of Transportation	Thomas/Halsell	9/1/21	12/31/22	\$ 1,016,322.00	\$1,016,322.00	100%	100%
Texas Dept of Transportation	Donna Moore	9/1/22	8/31/24	\$ 578,308.00	\$470,271.00	46%	81%
Texas Dept of Transportation	Donna Moore	9/1/22	12/31/23	\$ 1,226,726.00	\$1,226,819.00	69%	100%
Texas Dept of Transportation	Thomas/Halsell	9/1/21	12/31/23	\$ 1,810,000.00	\$1,509,980.00	82%	83%
Texas Dept of Transportation	Thomas/Halsell	10/1/22	8/31/24	\$ 249,382.00	\$0.00	43%	0%
Texas Dept of Transportation	Thomas/Halsell	9/1/22	8/31/24	\$ 3,009,970.00	\$763,467.00	46%	25%
Texas Dept of Transportation	Donna Moore	9/1/22	8/31/23	\$ 509,955.00	\$509,955.00	92%	100%
<b><u>Energy assistance and community services</u></b>							
Tx Veterans Comm - General	Marsha Anderson	7/1/22	6/30/23	\$ 300,000.00	\$297,665.43	100%	99%
Tx Veterans Comm - General	Marsha Anderson	7/1/23	6/30/24	\$ 300,000.00	\$0.00	8%	0%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	\$ 3,742,600.00	\$3,278,930.32	58%	88%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	\$ 915,338.00	\$0.00	58%	0%
Comprehensive Energy Assistance	Marsha Anderson	1/1/22	12/31/22	\$ 3,084,409.00	\$3,084,409.00	100%	100%
Low Income Household Water Assist.	Marsha Anderson	1/1/22	9/30/23	\$ 686,080.00	\$551,387.39	90%	80%
Community Service Block Grant	Jessica McLain	1/1/23	12/31/23	\$ 485,762.00	\$158,886.81	58%	33%
Community Service Block Grant	Jessica McLain	1/1/23	9/30/23	\$ 17,187.00	\$17,187.00	78%	100%
Community Service Block Grant	Jessica McLain	1/1/23	9/30/23	\$ 5,714.00	\$2,900.00	78%	51%
Community Service Block Grant	Jessica McLain	1/1/22	3/31/23	\$ 481,318.00	\$481,318.00	100%	100%
Tenant Based Rental Assistance	Marsha Anderson	12/1/22	11/30/23	As needed	\$86,718.69		
Utility Company Energy Funds	Marsha Anderson	1/1/22	12/31/22	\$ 48,053.65	\$28,934.43	NA	60%

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Summary of Grant Activity

As of July 31, 2023

<u>Grant</u>	<u>Program Director / Contact</u>	<u>Beginning</u>	<u>Ending</u>	<u>Funding Available</u>	<u>Expended</u>	<u>% of contract expired</u>	<u>% of Funding spent</u>
<b><u>Weatherization and home rehabilitation</u></b>							
TVC - Housing 4 Texas Heroes	Lacy Tamplen	7/1/22	6/30/23	\$ 300,000.00	\$137,221.28	100%	46%
TVC - Housing 4 Texas Heroes	Lacy Tamplen	7/1/23	6/30/24	\$ 200,000.00	\$0.00	8%	0%
USDA Housing Preservation Grant	Lacy Tamplen	9/1/20	8/31/23	\$ 227,311.62	\$65,936.84	97%	29%
Weatherization - DOE	Lacy Tamplen	7/1/23	6/30/24	\$ 378,144.00	\$38,098.88	8%	10%
Weatherization - DOE	Lacy Tamplen	7/1/22	6/30/23	\$ 307,436.00	\$284,444.69	100%	93%
Weatherization - DOE BIL	Lacy Tamplen	7/15/23	6/30/25	\$ 1,321,667.00	\$0.00	4%	0%
Weatherization - LIHEAP	Lacy Tamplen	1/1/23	12/31/23	\$ 684,812.00	\$628,482.36	58%	92%
Weatherization - LIHEAP	Lacy Tamplen	1/1/22	6/30/23	\$ 535,152.00	\$534,841.88	100%	100%
Weatherization - ONCOR	Lacy Tamplen	1/1/23	11/30/23	\$ 85,000.00	\$0.00	64%	0%
Weatherization - TNMP	Lacy Tamplen	1/1/23	11/30/23	\$ 30,000.00	\$29,851.20	64%	100%
Weatherization - AEP	Lacy Tamplen	1/1/23	11/30/23	\$ 60,000.00	\$7,630.20	64%	13%
<b><u>Child care assistance</u></b>							
Child Care Assistance (CPS care)	Donna Adams	9/1/22	8/31/23	\$775,580.00	\$658,020.10	92%	85%
Child Care Assistance (operations/direct)	Donna Adams	10/1/22	10/31/23	\$6,726,550.00	\$4,825,436.59	77%	72%
Child Care Assistance (local match)	Donna Adams	10/1/22	12/31/23	\$591,964.00	\$0.00	67%	0%
Child Care Assistance (quality)	Donna Adams	10/1/22	10/31/23	\$656,033.00	\$262,565.07	77%	40%
<b><u>Non grant programs</u></b>							
Administrative /Unrestricted Funds	Debra Thomas	12/1/21	11/30/22	\$ 1,179,388.16	\$ 1,046,904.54	\$	132,483.62
Child Care /ISD Partnership	Sarai Meza	12/1/21	11/30/22	\$ 1,313,275.82	\$ 1,041,602.38	\$	271,673.44
Transportation (excluding grants)	Donna Moore					\$	(97,998.44)
Other						\$	(11,664.03)
Net Revenue Over Expenditures						\$	294,494.59

**Rolling Plains Management Corporation**  
**Child Care Assistance**  
**Operated through: Workforce Solutions North Texas**

**July 2023**

**People Served**

**Contracted Providers**

<u>COUNTY</u>	Children in Care in July	Children in Care Year to Date	Children on the Wait list at the end of July	<u>Licensed Centers</u>		<u>Licensed Child Care Home</u>		<u>Registered Child Care Home</u>	
				TRS	Other	TRS	Other	TRS	Other
ARCHER	18	21	5		1	1			
BAYLOR	0	0	0		1				
CLAY	38	41	11		1		1		
COTTLE	0	0	0	1					
FOARD	2	2	0	1					
HARDEMAN	19	20	9	1	1				
JACK	33	40	7	2	1				
MONTAGUE	32	34	10	1	2				
WICHITA	1319	1574	184	22	19	4	5		3
WILBARGER	38	50	14	1	4	2	1		
YOUNG	92	108	7	2	3				
<b>TOTAL</b>	<b>1591</b>	<b>1890</b>	<b>247</b>	<b>31</b>	<b>33</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>3</b>

Comment:

**Rolling Plains Management Corporation  
SHARP Lines Rural Public Transportation**

**July 2023**

**Trips Provided**

<b>COUNTY</b>	<b>Trips Provided in the Month of</b>	<b>Trips Provided</b>
	<b>July</b>	<b>YTD</b>
ARCHER	62	219
BAYLOR	278	3,376
COTTLE	79	559
FOARD	684	3,355
HARDEMAN	244	2,481
JACK	84	3,735
WICHITA	2,218	17,607
CLAY, MONTAGUE, & WISE	324	2,187
WILBARGER	702	5,575
YOUNG	1,526	5,861
<b>TOTAL</b>	<b>6,201</b>	<b>44,955</b>
Comment:		



# Rolling Plains Management Corporation

## Weatherization

July 2023

### Households Served

COUNTY	Homes Weatherized in July	Homes Weatherized Year to Date
ARCHER	-	-
BAYLOR	-	-
BROWN	-	-
CALLAHAN	-	-
CLAY	-	1
COMANCHE	-	-
COTTLE	-	4
EASTLAND	-	-
FOARD	-	3
HARDEMAN	-	3
HASKELL	-	1
HOOD	-	-
JACK	-	1
JONES	-	-
KENT	-	-
KNOX	-	1
MONTAGUE	-	1
PALO PINTO	-	20
PARKER	-	-
SHACKELFORD	-	-
STEPHENS	-	-
STONEWALL	-	9
TAYLOR	2	9
THROCKMORTON	-	-
WICHITA	-	10
WILBARGER	-	8
WISE	-	-
YOUNG	-	3
<b>TOTAL</b>	<b>2</b>	<b>74</b>

### Direct Client Dollars (\$)

Expended in July	Expended Year to Date	Average Cost per Home
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 1,620.00	\$ 1,620.00
\$ -	\$ -	\$ -
\$ -	\$ 32,265.10	\$ 8,066.28
\$ -	\$ -	\$ -
\$ -	\$ 21,472.15	\$ 7,157.38
\$ -	\$ 25,849.85	\$ 8,616.62
\$ -	\$ 3,140.00	\$ 3,140.00
\$ -	\$ -	\$ -
\$ -	\$ 4,017.50	\$ 4,017.50
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 4,067.80	\$ 4,067.80
\$ -	\$ 925.00	\$ 925.00
\$ -	\$ 197,109.25	\$ 9,855.46
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 38,491.40	\$ 4,276.82
\$ 11,478.50	\$ 70,113.74	\$ 7,790.42
\$ -	\$ -	\$ -
\$ -	\$ 41,767.00	\$ 4,176.70
\$ -	\$ 45,712.80	\$ 5,714.10
\$ -	\$ -	\$ -
\$ -	\$ 11,844.30	\$ 3,948.10
<b>\$ 11,478.50</b>	<b>\$ 498,395.89</b>	<b>\$ 6,735.08</b>

COMMENTS:

**Rolling Plains Management Corporation**  
**Energy Assistance**

**July 2023**

**Households Served**

**Direct Client Dollars (\$)**

<u>COUNTY</u>	Households Assisted in July	Households Assisted Year to Date	Expended in July	Expended Year to Date	Pledged through December	Expended and Pledged through December
ARCHER	0	13	\$ -	\$ 25,065.16	\$ 1,705.47	\$ 26,770.63
BAYLOR	40	45	\$ 8,432.43	\$ 45,073.41	\$ 45,304.39	\$ 90,377.80
CLAY	3	18	\$ 2,918.06	\$ 27,317.60	\$ 8,632.03	\$ 35,949.63
COTTLE	5	31	\$ 6,425.63	\$ 52,330.66	\$ 2,951.24	\$ 55,281.90
FOARD	2	31	\$ 2,333.83	\$ 50,460.29	\$ 528.41	\$ 50,988.70
HARDEMAN	3	47	\$ 3,725.11	\$ 93,534.99	\$ 14,256.19	\$ 107,791.18
JACK	1	20	\$ 1,854.59	\$ 39,491.76	\$ 4,095.66	\$ 43,587.42
MONTAGUE	7	49	\$ 9,877.60	\$ 84,348.55	\$ 20,725.77	\$ 105,074.32
SHACKELFORD	1	6	\$ 447.58	\$ 8,436.94	\$ 6,095.53	\$ 14,532.47
STEPHENS	1	21	\$ 1,371.05	\$ 33,967.45	\$ 10,943.34	\$ 44,910.79
TAYLOR	109	574	\$ 147,780.99	\$ 992,685.44	\$ 250,863.00	\$ 1,243,548.44
WICHITA	90	530	\$ 117,260.78	\$ 930,682.07	\$ 172,173.25	\$ 1,102,855.32
WILBARGER	10	156	\$ 13,384.29	\$ 305,408.82	\$ 29,359.97	\$ 334,768.79
YOUNG	15	44	\$ 7,811.40	\$ 71,846.56	\$ 24,506.98	\$ 96,353.54
<b>TOTAL</b>	<b>287</b>	<b>1585</b>	<b>\$323,623.34</b>	<b>\$2,760,649.70</b>	<b>\$592,141.23</b>	<b>\$3,352,790.93</b>

**Rolling Plains Management Corporation**  
**Water Assistance**

**July 2023**

Households Served			Direct Client Dollars (\$)	
<u>COUNTY</u>	Households Assisted in July	Households Assisted Year to Date	Expended in July	Expended Year to Date
ARCHER	0	0	\$ -	\$ -
BAYLOR	0	3	\$ -	\$ 1,821.08
CLAY	0	0	\$ -	\$ -
COTTLE	0	2	\$ -	\$ 901.20
FOARD	1	6	\$ 230.20	\$ 2,958.74
HARDEMAN	1	6	\$ 246.41	\$ 2,862.15
JACK	0	0	\$ -	\$ -
MONTAGUE	0	0	\$ -	\$ -
SHACKELFORD	0	0	\$ -	\$ -
STEPHENS	1	6	\$ 264.01	\$ 2,955.59
TAYLOR	44	306	\$ 13,977.27	\$ 159,961.57
WICHITA	28	254	\$ 10,823.39	\$ 143,733.97
WILBARGER	2	23	\$ 639.87	\$ 13,830.13
YOUNG	1	6	\$ 565.00	\$ 4,201.89
<b>TOTAL</b>	<b>78</b>	<b>612</b>	<b>\$26,746.15</b>	<b>\$333,226.32</b>

**Rolling Plains Management Corporation  
Veterans Services**

**July 2023**

**Households Served**

**Direct Client Dollars (\$)**

<u>COUNTY</u>	Households Receiving Rental/ Mortgage Assistance	Households Receiving Utility Assistance	Households Receiving Home Modification Assistance	Total Households Receiving Assistance	Expended in July	Expended Year to Date
ARCHER	-	-	-	-	\$ -	\$ 6,750.00
BAYLOR	-	1	-	1	\$ 499.21	\$ 1,611.36
BROWN			-	-	\$ -	\$ -
CALLAHAN			-	-	\$ -	\$ -
CLAY	-	-	-	-	\$ -	\$ -
COMMANCHE			-	-	\$ -	\$ -
COTTLE	-	-	-	-	\$ -	\$ 12,823.43
EASTLAND			-	-	\$ -	\$ -
FOARD	-	1	1	2	\$ 8,143.55	\$ 9,140.27
HARDEMAN	-	-	-	-	\$ -	\$ 2,175.47
HASKELL			-	-	\$ -	\$ -
HOOD			-	-	\$ -	\$ 7,190.50
JACK	-	-	-	-	\$ -	\$ -
JONES			-	-	\$ -	\$ 7,788.25
KENT			-	-	\$ -	\$ -
KNOX			-	-	\$ -	\$ -
MONTAGUE	-	-	-	-	\$ -	\$ -
PALO PINTO			-	-	\$ -	\$ -
PARKER			-	-	\$ -	\$ -
SHACKELFORD	-	-	-	-	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
STONEWALL			-	-	\$ -	\$ -
TAYLOR	3	4	-	7	\$ 2,667.52	\$ 41,449.00
THROCKMORTON			-	-	\$ -	\$ -
WICHITA	2	4	-	5	\$ 3,120.50	\$ 32,509.98
WILBARGER	1	1	2	2	\$ 1,377.95	\$ 26,932.44
WISE			-	-	\$ -	\$ -
YOUNG	-	-	-	-	\$ -	\$ 295.00
<b>TOTAL</b>	<b>6</b>	<b>11</b>	<b>3</b>	<b>17</b>	<b>\$ 15,808.73</b>	<b>\$ 148,665.70</b>

**Comment:** The 2023 - 2024 grant year began in July.

**Rolling Plains Management Corporation  
Community Services**

**July 2023**

**Households Served**

**Direct Client Dollars (\$)**

	Households Served				Direct Client Dollars (\$)	
COUNTY	Households Receiving Rental Assistance	Households Receiving Other Emergency Assistance	Households Receiving Self- Sufficiency Assistance	Total Households Receiving Assistance	Expended in July	Expended Year to Date
ARCHER	-	-	-	-	\$ -	\$ 194.98
BAYLOR	-	-	-	-	\$ -	\$ -
CLAY	-	-	-	-	\$ -	\$ -
COTTLE	-	-	-	-	\$ -	\$ -
FOARD	-	-	-	-	\$ -	\$ 23.00
HARDEMAN	-	-	-	-	\$ -	\$ 1,542.75
JACK	-	-	-	-	\$ -	\$ -
MONTAGUE	-	-	1	1	\$ 192.69	\$ 2,190.72
SHACKELFORD	-	-	-	-	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
TAYLOR	-	-	5	5	\$ 659.42	\$ 16,907.08
WICHITA	-	-	1	1	\$ 50.00	\$ 3,039.93
WILBARGER	-	-	2	2	\$ 2,465.29	\$ 11,461.08
YOUNG	-	-	-	-		\$ 888.00
TOTAL	-	-	9	9	\$ 3,367.40	\$ 36,247.54

\*Includes households who are enrolled in case management

Case Management Clients Obtaining Self-Sufficiency		
Households Enrolled in Case Management	Individuals Obtaining Self- Sufficiency	Individuals Obtaining Self- Sufficiency in
July	July	Year to Date
17	-	-

**Rolling Plains Management Corporation**  
**Head Start /Day Care Monthly Enrollment & Attendance by Center**

**July 2023**

<b>Head Start</b>		<b>Actual</b>	<b>Funded</b>	<b>Attendance</b>
<b>County</b>	<b>Center</b>	<b>Enrollment</b>	<b>Enrollment</b>	<b>ADA %</b>
ARCHER	Archer City Child Development Center	0	17	0%
ARCHER	Charles Finnell Child Dev. Center	0	17	0%
BAYLOR	Seymour Child Development Center	0	17	0%
COTTLE	Paducah Child Development Center		15	
FOARD	Crowell Child Development Center	0	17	0%
HARDEMAN	Chillicothe Child Development Center	0	17	0%
HARDEMAN	Turner Child Development Center	0	17	0%
KNOX	Knox City Child Development Center	0	34	0%
KNOX	Munday Child Development Center	0	17	0%
WILBARGER	Wilbarger County Preschool	0	54	0%
YOUNG	Graham Child Development Center	0	35	0%
YOUNG	Olney Child Development Center	0	37	0%
<b>TOTAL</b>		<b>0</b>	<b>294</b>	<b>0%</b>

<b>Childcare</b>		<b>Actual</b>	<b>Funded</b>	<b>Attendance</b>
<b>County</b>	<b>Center</b>	<b>Enrollment</b>	<b>Enrollment</b>	<b>ADA %</b>
COTTLE	Paducah Child Development Center	6		
FOARD	Crowell Child Development Center	20		
HARDEMAN	Turner Child Development Center	23		
YOUNG	Olney Child Development Center	21		
<b>TOTAL</b>		<b>70</b>		

COMMENTS: Head Start follows the school calendar and does not provide services in July.

**Rolling Plains Management Corporation**  
**Early Head Start Monthly Enrollment & Attendance by Center**

**July 2023**

<b>Early Head Start I</b>		<b>Actual</b>	<b>Funded</b>	<b>Attendance</b>
<b>County</b>	<b>Center</b>	<b>Enrollment</b>	<b>Enrollment</b>	<b>ADA %</b>
ARCHER	Archer City Child Development Center	6	7	93%
COTTLE	Paducah Child Development Center	6	7	73%
FOARD	Crowell Child Development Center	5	7	85%
HARDEMAN	Turner Child Development Center	11	22	89%
WILBARGER	Wilbarger County Preschool	20	24	79%
YOUNG	Olney Child Development Center	11	15	82%
<b>TOTAL</b>		<b>59</b>	<b>82</b>	<b>83%</b>

<b>Early Head Start II</b>		<b>Actual</b>	<b>Funded</b>	<b>Attendance</b>
<b>County</b>	<b>Center</b>	<b>Enrollment</b>	<b>Enrollment</b>	<b>ADA %</b>
ARCHER	Charles Finnell Child Dev. Center	4	8	88%
FOARD	Crowell Child Development Center	5	5	80%
HARDEMAN	Turner Child Development Center	3	8	70%
WILBARGER	Wilbarger County Preschool	18	24	63%
YOUNG	Olney Child Development Center	13	15	73%
<b>TOTAL</b>		<b>43</b>	<b>60</b>	<b>72%</b>

**Rolling Plains Management Corporation**  
**Head Start / Early Head Start / Day Care Meals Served**

**July 2023**

**Head Start**

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	0	0			0	0	0	0
ARCHER	Charles Finnell Child Dev. Center	0	0			0	0	0	0
BAYLOR	Seymour Day Care	0	0			0	0	0	0
COTTLE	Paducah Child Development Center								
FOARD	Crowell Child Development Center	0	0			0	0	0	0
HARDEMAN	Chillicothe Child Development Center	0	0			0	0	0	0
HARDEMAN	Turner Child Development Center	0	0			0	0	0	0
KNOX	Knox City Child Development Center	0	0			0	0	0	0
KNOX	Munday Child Development Center	0	0			0	0	0	0
WILBARGER	Wilbarger County Preschool	0	0			0	0	0	0
YOUNG	Graham Child Development Center	0	0			0	0	0	0
YOUNG	Olney Child Development Center	0	0			0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Daycare**

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
COTTLE	Paducah Child Development Center	7	3	1	3	86	78	86	85
FOARD	Crowell Child Development Center	9	4	0	5	279	200	0	211
HARDEMAN	Turner Child Development Center	22	5	0	17	292	241	242	227
YOUNG	Olney Child Development Center	21	2	0	19	266	236	54	242
<b>TOTAL</b>		<b>59</b>	<b>14</b>	<b>1</b>	<b>44</b>	<b>923</b>	<b>755</b>	<b>382</b>	<b>765</b>



**Rolling Plains Management Corporation**  
**Head Start / Early Head Start / Day Care Meals Served (continued)**

**July 2023**

**Early Head Start**

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	6	6			84	83	84	80
COTTLE	Paducah Child Development Center	8	8			82	71	81	79
FOARD	Crowell Child Development Center	5	5			82	82	27	80
HARDEMAN	Turner Child Development Center	11	11			179	182	175	182
WILBARGER	Wilbarger County Preschool	19	19			293	288	291	257
YOUNG	Olney Child Development Center	11	11			171	148	168	161
<b>TOTAL</b>		<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>891</b>	<b>854</b>	<b>826</b>	<b>839</b>

**Early Head Start II**

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Charles Finnell Child Dev. Center	6	6			67	53	67	66
FOARD	Crowell Child Development Center	5	5			71	68	0	69
HARDEMAN	Turner Child Development Center	3	3			39	39	39	39
WILBARGER	Wilbarger County Preschool	17	17			211	190	211	214
YOUNG	Olney Child Development Center	13	13			180	172	176	172
<b>TOTAL</b>		<b>44</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>568</b>	<b>522</b>	<b>493</b>	<b>560</b>
<b>TOTAL FOR ALL PROGRAMS ALL LOCATIONS</b>		<b>163</b>	<b>118</b>	<b>1</b>	<b>44</b>	<b>2382</b>	<b>2131</b>	<b>1701</b>	<b>2164</b>

Comment:

# Rolling Plains Management Corporation Head Start / Early Head Start Waiting List

**July 2023**

## Head Start

County	Center	Total	Children on Wait list		
			Income Eligible	Over Income	
				by less than 30%	by more than 30%
ARCHER	Archer City Child Development Center	2			
ARCHER	Charles Finnell Child Dev. Center	2			
BAYLOR	Seymour Day Care	4			
COTTLE	Paducah Child Development Center	1			
FOARD	Crowell Child Development Center	6			
HARDEMAN	Chillicothe Child Development Center	2			
HARDEMAN	Turner Child Development Center	2			
KNOX	Knox City Child Development Center	8			
KNOX	Munday Child Development Center	9			
WILBARGER	Wilbarger County Preschool	4			
YOUNG	Graham Child Development Center	6			
YOUNG	Olney Child Development Center	5			
<b>TOTAL</b>		<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Early Head Start

County	Center	Total	Children on Wait list		
			Income Eligible	Over Income	
				by less than 30%	by more than 30%
ARCHER	Archer City Child Development Center	1			
ARCHER	Charles Finnell Child Dev. Center	1			
COTTLE	Paducah Child Development Center	0			
FOARD	Crowell Child Development Center	5			
HARDEMAN	Turner Child Development Center	2			
WILBARGER	Wilbarger County Preschool	10			
YOUNG	Olney Child Development Center	2			
<b>TOTAL</b>		<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL FOR ALL PROGRAMS ALL LOCATIONS</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>
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COMMENTS: Waitlist as of 8/1/2023.

# Rolling Plains Management Corporation

## Head Start / Early Head Start

Report: Health Services  
 Report Month: July 2023  
 Report Year: August 2022 - July 2023

### Head Start

County	Center	Children Enrolled	Children receiving services this Month				
			Physicals		Dentals		Immunizations in July
			Initial Visit & Follow-ups in July	Children receiving Services YTD	Initial Visit & Follow-ups in July	Children receiving Services YTD	
ARCHER	Archer City Child Development Center	11	0	1	0	5	0
ARCHER	Holliday Child Development Center	6	0	1	0	3	0
BAYLOR	Seymour Day Care	13	0	10	0	7	0
COTTLE	Paducah Child Development Center	0	0	0	0	0	0
FOARD	Foard County Neighborhood Center	13	0	7	0	5	0
HARDEMAN	Chillicothe Child Development Center	8	0	7	0	2	0
HARDEMAN	Turner Child Development Center	13	0	3	0	3	1
KNOX	Knox City Child Development Center	15	0	3	0	4	0
KNOX	Munday Child Development Center	9	0	0	0	1	1
WILBARGER	Wilbarger County Preschool	47	0	11	0	8	1
YOUNG	Graham Child Development Center	18	0	2	0	4	1
YOUNG	Olney Child Development Center	17	0	3	0	3	0
<b>TOTAL</b>		<b>170</b>	<b>0</b>	<b>73</b>	<b>0</b>	<b>45</b>	<b>4</b>

### Early Head Start

ARCHER	Archer City Child Development Center	8	0	3	0	2	0
ARCHER	Holliday Child Development Centet	6	0	3	0	0	0
COTTLE	Paducah Child Development Center	7	0	0	0	0	0
FOARD	Foard County Neighborhood Center	10	0	6	0	6	0
HARDEMAN	Turner Child Development Center	15	1	19	0	5	2
WILBARGER	Wilbarger County Preschool	38	0	24	0	17	0
YOUNG	Olney Child Development Center	25	1	15	0	6	0
<b>TOTAL</b>		<b>109</b>	<b>2</b>	<b>70</b>	<b>0</b>	<b>36</b>	<b>2</b>

<b>TOTAL FOR ALL PROGRAMS ALL LOCATIONS</b>	<b>279</b>	<b>2</b>	<b>143</b>	<b>0</b>	<b>81</b>	<b>6</b>
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**Rolling Plains Management Corporation  
Head Start Transportation**

**July 2023**

**Head Start**

			Children enrolled in transportation services
<u>County</u>	<u>Center</u>		
HARDEMAN	Turner Child Development Center		0
YOUNG	Olney Child Development Center		0
<b>TOTAL</b>			<b>0</b>

COMMENT: Head Start is not in session during July.

# Rolling Plains Management Corporation

## Head Start / Early Head Start

**Report:** Family and Community Partnership

**Report Month:** July 2023

COVID

### Head Start/Early Head Start

County	Center	Unduplicated Volunteers	Volunteer Hours		Parent Meeting Participants	Father Engagement Activity	
			Low-Income Hours	Total Hours		Father Figures	Children of Participants
ARCHER	Archer City Child Development Center	0	0	0	0	0	0
ARCHER	Charles Finnell Child Dev. Center	0	0	0	0	0	0
BAYLOR	Seymour Child Development Center	0	0	0	0	0	0
COTTLE	Paducah Child Development Center	0	0	0	0	0	0
FOARD	Crowell Child Development Center	1	0	1	0	0	0
HARDEMAN	Chillicothe Child Development Center	0	0	0	0	0	0
HARDEMAN	Turner Child Development Center	0	0	0	0	0	0
KNOX	Knox City Child Development Center	0	0	0	0	0	0
KNOX	Munday Child Development Center	0	0	0	0	0	0
WILBARGER	Wilbarger County Preschool	0	0	0	0	0	0
YOUNG	Graham Child Development Center	0	0	0	0	0	0
YOUNG	Olney Child Development Center	1	0	1	0	0	0
<b>TOTAL</b>		<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Community Organizations/Businesses Utilitized for Parent Trainings, Referrals, ...

County	Center	Community Partner
ARCHER	Archer City Child Development Center	
ARCHER	Holliday Child Development Center	
BAYLOR	Seymour Child Development Center	
COTTLE	Paducah Child Development Center	
FOARD	Crowell Child Development Center	Crowell Police Department
HARDEMAN	Chillicothe Child Development Center	
HARDEMAN	Turner Child Development Center	
KNOX	Knox City Child Development Center	
KNOX	Munday Child Development Center	
WILBARGER	Wilbarger County Preschool	
YOUNG	Graham Child Development Center	
YOUNG	Olney Child Development Center	



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

School Readiness Division | Office of Grants Management

September 12, 2023

*Sent Electronically through HSES Correspondence*

Mr. Mark Christopher, Chair Board of Directors  
Rolling Plains Management Corporation  
PO Box 490  
Crowell, TX 79227-0490

Re: Grant No. 06HP000473

Project Period: 09/01/2021 – 08/31/2023

Dear Mr. Christopher:

Our records indicate that the above-referenced grant agreement ended on **August 31, 2023**. In accordance with the terms and conditions of your award, you are required to submit all required final reports for the project period which include the final Federal Financial Report Standard Form (SF) 425 marked as “final” and the Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S.

Unless the Administration for Children and Families authorizes an extension, the agency must liquidate all obligations incurred under the Federal award no later than **11/29/2023** as specified in the terms and conditions of the Federal award.

The agency must promptly refund any balances of unobligated cash that the Payment Management System (PMS) paid in advance or paid and that are not authorized to be kept by the agency for use in other projects. See 45 CFR §75.391 for requirements regarding unreturned amounts that become delinquent debts. Since this is the final year of this grant, all funds that are unobligated revert to the U.S. Treasury.

You are reminded that you are responsible for the timely closeout of any subaward(s) and/or contract(s) under the grant and the financial settlement of any claims so that you can meet our closeout requirements. You should establish a receipt date for your subrecipients/contractors to submit closeout data, final reports, and final claims that allows you to meet our requirements for submission of final reports.

The specified reports and other documents should be submitted **through the respective electronic systems Head Start Enterprise System, Grants Solutions, Online Data Collection Database and the Payment Management System:**

- 1) Submit SF- 425, Federal Financial Report, in the Payment Management System no later than **1/30/2024**. Please be aware that your final FFR (marked as “final”) must indicate the exact balance of unobligated funds and may not include any unliquidated obligations. <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>.
- 2) Submit SF- 428 and SF-428B, Tangible Personal Property Report, and if needed, SF-428S, as a Grant Note in GrantSolutions no later than **11/29/2023**. <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

*Uniform Guidance, Subpart A-Acronyms and Definitions*

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non- Federal entity for financial statement purposes, or \$5,000. See also *Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies*.

*Supplies* means all tangible personal property other than those described in Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also *Computing devices and Equipment*.

For acquired property for which you will have no further need, you should request disposition instructions as part of closeout. We also may exercise our right to transfer title of the property to a third party, as provided in 45 CFR 75.320, Equipment and 45 CFR 75.321, Supplies.

[https://www.acf.hhs.gov/tangible-personal-property#book\\_content\\_0](https://www.acf.hhs.gov/tangible-personal-property#book_content_0)

- 3) Although there is no separate requirement for real property as part of closeout, you must ensure that all SF-429-A, Real Property Status Reports (General Reporting) are submitted in the On-Line Data Collection System to report real property status on real property acquired (i.e., purchased or constructed) in whole or in part under Federal Notice of Awards. This includes real property that was improved through a major renovation activity using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that established a Federal Interest on real property. <https://www.grantsolutions.gov/support/public/pdf/SF429AGrantteeGuide.pdf>

If no property was acquired under this grant, please ensure you have met the reporting requirements of the SF-429A, Real Property Status Report for No Property, during the project period.

<https://www.grantsolutions.gov/support/public/pdf/NoPropertySF429AGrantteeGuide.pdf>

For acquired property for which you will have no further need, you should request disposition instructions as part of closeout using the SF-429-C, Real Property Status Report (Disposition or Encumbrance Request.) We also may exercise our right to transfer title of the property to a third party, as provided in 45 CFR 75.318, Real Property.

<https://www.grantsolutions.gov/support/public/pdf/SF429CGranteeGuide.pdf>

*Head Start Performance Standards, Part 1305.2 Terms*

*Federal interest* is a property right which secures the right of the federal awarding agency to recover the current fair market value of its percentage of participation in the cost of the facility in the event the facility is no longer used for Head Start purposes by the grantee or upon the disposition of the property. When a grantee uses Head Start funds to purchase, construct or renovate a facility, or make mortgage payments, it creates a federal interest. The federal interest includes any portion of the cost of purchase, construction, or renovation contributed by or for the entity, or a related donor organization, to satisfy a matching requirement.

*Repair* means maintenance that is necessary to keep a Head Start facility in working condition. Repairs do not add significant value to the property or extend its useful life.

*Minor renovation* means improvements to facilities, which do not meet the definition of major renovation.

*Major renovation* means any individual or collection renovation that has a cost equal to or exceeding \$250,000. It excludes minor renovations and repairs except when they are included in a purchase application.

*Uniform Guidance, Subpart D-Post Federal Award Requirement*

*Maintenance and repair costs* are costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including Federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. *Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life must be treated as capital expenditures (see §75.439).*

- 4) Although there is no separate requirement for an audit as part of closeout, you are reminded that you still are required to comply with the audit requirements of 45 CFR §75.501. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.



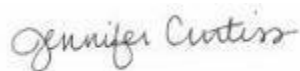
*Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §75.514 except when it elects to have a program-specific audit.

*Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §75.507. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

- 5) Balloon Payments, submit a list of any financing that is wholly or partially funded with Head Start or Early Head start funds that has a balloon payment due **10/30/2023**.
- 6) Debt Service, submit a list of all financing that is wholly or partially funded with Head Start or Early Head start funds due **10/30/2023**.

Submission to any other office or official will result in your reports being considered delinquent. Following receipt of your reports, we will review them and advise you of their acceptability or any need for revision. If you anticipate not being able to meet the above time frames or requirements, you must immediately notify your Grants Management Specialist in the Head Start Enterprise System.

Sincerely,



Jennifer Curtiss  
Grants Management Officer  
Office of Grants Management -  
School Readiness Portfolio of Grants

cc: Debra Thomas, Executive Director  
Keren Whitney, Chief Financial Officer



# Department of Health and Human Services

## Administration for Children and Families

### Notice of Award

Award# 06HP000265-05-01

FAIN# 06HP000265

Federal Award Date: 08/23/2023

#### Recipient Information

##### 1. Recipient Name

ROLLING PLAINS MANAGEMENT CORP  
PO BOX 490  
Crowell, TX 79227-0490  
NO DATA

##### 2. Congressional District of Recipient

13

##### 3. Payment System Identifier (ID)

1756047309A1

##### 4. Employer Identification Number (EIN)

756047309

##### 5. Data Universal Numbering System (DUNS)

621106368

##### 6. Recipient's Unique Entity Identifier (UEI)

JC2JLAPKQ9T6

##### 7. Project Director or Principal Investigator

Mrs. Sarai Meza  
Head Start Director  
wade.davis@rollingplains.org  
940-684-1571

##### 8. Authorized Official

Mr. Mark Christopher  
Board Chairman  
foardcojudge@gmail.com  
(940) 684-1424

#### Federal Agency Information

ACF/OHS Region VI Grants Office

##### 9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss  
Grants Management Officer  
jennifer.curtiss@acf.hhs.gov  
816-426-2991

##### 10. Program Official Contact Information

Mr. Kenneth Gilbert  
Regional Program Manager  
HHS/ACF/OHS Region VI  
kenneth.gilbert@acf.hhs.gov  
214-767-8844

#### Federal Award Information

##### 11. Award Number

06HP000265-05-01

##### 12. Unique Federal Award Identification Number (FAIN)

06HP000265

##### 13. Statutory Authority

42 USC 9801 ET SEQ

##### 14. Federal Award Project Title

Early Head Start Child Care Partnership

##### 15. Assistance Listing Number

93.600

##### 16. Assistance Listing Program Title

Head Start

##### 17. Award Action Type

Supplement & Revision

##### 18. Is the Award R&D?

No

#### Summary Federal Award Financial Information

19. Budget Period Start Date 08/01/2023 - End Date 07/31/2024

20. Total Amount of Federal Funds Obligated by this Action \$937,542.00

20a. Direct Cost Amount \$853,411.00

20b. Indirect Cost Amount \$84,131.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$1,463,305.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$2,400,847.00

26. Period of Performance Start Date 08/01/2019 - End Date 07/31/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$8,479,764.39

##### 28. Authorized Treatment of Program Income

ADDITIONAL COSTS

##### 29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss  
Grants Management Officer

#### 30. Remarks



# Department of Health and Human Services

## Administration for Children and Families

### Notice of Award

Award# 06HP000265-05-01

FAIN# 06HP000265

Federal Award Date: 08/23/2023

#### Recipient Information

##### Recipient Name

ROLLING PLAINS MANAGEMENT CORP

PO BOX 490

Crowell, TX 79227-0490

NO DATA

##### Congressional District of Recipient

13

##### Payment Account Number and Type

1756047309A1

##### Employer Identification Number (EIN) Data

756047309

##### Universal Numbering System (DUNS)

621106368

##### Recipient's Unique Entity Identifier (UEI)

JC2JLAPKQ9T6

##### 31. Assistance Type

Discretionary Grant

##### 32. Type of Award

Service

#### 33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$1,390,239.00
b. Fringe Benefits	\$452,163.00
c. Total Personnel Costs	\$1,842,402.00
d. Equipment	\$0.00
e. Supplies	\$86,102.00
f. Travel	\$12,715.00
g. Construction	\$0.00
h. Other	\$216,542.00
i. Contractual	\$29,096.00
j. TOTAL DIRECT COSTS	\$2,186,857.00
k. INDIRECT COSTS	\$213,990.00
l. TOTAL APPROVED BUDGET	\$2,400,847.00
m. Federal Share	\$2,400,847.00
n. Non-Federal Share	\$0.00

#### 34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G064122	06HP00026505	ACFOHS	41.51	93.600	\$917,786.00	75-23-1536
3-G064121	06HP00026505	ACFOHS	41.51	93.600	\$19,756.00	75-23-1536



### 35. Terms And Conditions

#### STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:  
The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND  
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions (<https://eclkc.ohs.acf.hhs.gov/policy/pi>) and Information Memoranda (<https://eclkc.ohs.acf.hhs.gov/policy/im>).

## AWARD ATTACHMENTS

ROLLING PLAINS MANAGEMENT CORP

06HP000265-05-01

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1. Remarks

### **30. REMARKS (Continued from previous page)**

This action approves the request to supplement this project by increasing funding and slot levels resulting from the consolidation of multiple Head Start grant awards. Specifically, this project will absorb the following grant's annual funding and funded enrollment levels for this consolidation: 06HP000473 which includes Early Head Start annual funding levels of \$994,250 for operations and \$19,756 for training and technical assistance, and 60 federal funded slots, effective September 01, 2023.

As a result of grant consolidation, adjusted annual funding levels for Early Head Start annual funding levels are \$2,429,776 for operations and \$47,535 for training and technical assistance. Adjusted federal funded enrollment levels, approved service area(s) and program option(s) are:

Early Head Start population: 142 infants, toddlers and pregnant women.

Designated Early Head Start service area(s): Archer, Cottle, Foard, Hardeman, Wilbarger, & Young Counties

Approved program option(s) for the Early Head Start program: Center Based

Prorated supplemental funds in the amounts of \$917,786 for Early Head Start operations; \$19,756 for Early Head Start training and technical assistance are awarded for the period of September 01, 2023 through July 31, 2024.

As a result of grant consolidation, 06HP000265 is absorbing all funding, slots, approved program option(s) and service areas of grant 06HP000473.

This action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program operations.

If applicable, this action also approves a waiver of the required non-federal match. The non-federal match identified on Line 24 of this Notice of Award must be met.

2022 CCRF Monitoring Closure Report

As of 08/08/2023

Provider Name: Olney Child Development Center

Operation ID: 1630233

Thank you for participating in the 2022 Child Care Relief Fund (CCRF) monitoring process.

This report summarizes the results of the monitoring procedures that the CCRF Monitoring Team conducted using the information and supporting documentation submitted during the review process. These results are as of the date you received the 2022 CCRF Monitoring Closure e-mail.

The purpose of the monitoring review process was to assess your child care centers compliance with applicable rules and regulations regarding the use of your 2022 CCRF award. The CCRF award may have been used to support the following expense categories incurred on or after September 1st, 2021 through November 30th, 2023:

- Rent/mortgage and property taxes - may include liability insurance included in mortgage costs
- Utility costs
- Personnel costs - may include regular payroll costs, stipends, and reasonable hazard pay, as well as staff salaries to attend required professional development that occurs after regular working hours
- Payroll/employment/property taxes
- Personal Protective Equipment
- Cleaning Supplies
- Food
- Maintenance
- Supplies (Non-Cleaning)
- Insurance
- Miscellaneous

The chart below summarizes the results of all monitoring test procedures and potentially questionable costs (if any) based on the documentation submitted for review. Where applicable, additional comments are provided. As a recipient of 2022 Child Care Relief funding (CCRF) providers can be subjected to further review by the Texas Workforce Commission (TWC), Division of Fraud Deterrence and Compliance Monitoring. If selected for review by TWC, an agency representative will contact you. Any amounts questioned in this report are subject to collection.

If you have any questions regarding the CCRF program, please contact the CCRF Technical Assistance team by email [CCReliefFunds@trelliscompany.org](mailto:CCReliefFunds@trelliscompany.org) or call 1-833-613-3192.



Test #	Test Procedure	Monitoring Response	Questionable Cost	Additional Comments
General				
1	If the provider received another grant/ loan (such as PPP loans, Employee Retention Tax Credit, Families First Coronavirus Relief Act Emergency or Family Leave, USDA Child and Adult Care Food Program funding for food, or an award from another grant source), did they attest to/demonstrate there was no duplication of benefits?	No	\$0	Duplication of benefits is unlikely because funds are part of a HeadStart ongoing program assistance from government.
2	Does the dollar amount of the supporting documentation reconcile to the amounts entered by the provider in the portal?	Yes	\$0	
3	Does the sum of the dollar amounts entered in the portal by the provider equal the total payments the provider received from TWC?	No	\$0	As of the date of this closure report, the Provider stated via their questionnaire that they expended \$276,712.94 of their CCRF grant award. The Provider stated they planned to spend the

Test #	Test Procedure	Monitoring Response	Questionable Cost	Additional Comments
				remaining \$131,357.06 of their grant on personnel costs and maintenance & minor repairs.
4	Is the provider's actual attendance less than or equal to the provider's license capacity for each of the three most recent months?	N/A	\$0	
5	Are the rent, mortgage, property tax, business/personal phone, internet, and/or other business/personal expenses that are necessary for the provider's in-home business less than or equal to the allowable expenses based on the Home Business Calculator?	N/A	\$0	
<b>Payroll or Personnel Costs</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Utilities</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF	Yes	\$0	

Test #	Test Procedure	Monitoring Response	Questionable Cost	Additional Comments
	award was spent on/incurred for an allowable use category?			
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Cleaning Supplies and Sanitation</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Equipment and supplies (non-cleaning)</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Classroom and office supplies</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021,	Yes	\$0	

Test #	Test Procedure	Monitoring Response	Questionable Cost	Additional Comments
	and November 30, 2023?			
<b>Food</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Maintenance or Repairs</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	
<b>Other goods and services necessary for the operation of a childcare program</b>				
1	Does the supporting documentation show proof of payment by the provider?	Yes	\$0	
2	Does the document show the CCRF award was spent on/incurred for an allowable use category?	Yes	\$0	
3	Was the payment made for costs incurred between September 1, 2021, and November 30, 2023?	Yes	\$0	

**Total : \$0.00**



# Quarterly/Financial Monitoring Form

Form PTN-126  
(Rev. 09/22)  
Page 1 of 7

The Texas Administrative Code §31.48 requires TxDOT to conduct quarterly financial reviews that support requests for payment and discuss with the subrecipient: problems encountered, technical assistance needs, and other topics related to the provision of public transportation.

*Form is applicable to subrecipients with an active grant agreement. Financial monitoring (Part B or C of the form) is required for subrecipients with a billing processed during the quarter. Part D is required for Davis-Bacon monitoring.*

Subrecipient: Rolling Plains Management Corporation

Onsite Review: ☐ Yes ☒ No

Has an onsite review been conducted this FY? ☒ Yes ☐ No

Date: 09/18/23 FY: 2023 ☐ 1st Qtr. Sep-Nov ☐ 2nd Qtr. Dec-Feb ☐ 3rd Qtr. Mar-May ☒ 4th Qtr. Jun-Aug

## SUBRECIPIENT INFORMATION

List the names and positions of subrecipient staff participating in the quarterly monitoring:

Keren Whitney - Finance Director

### Summary Results of Quarterly Review:

Procedure: Complete the review and document results in the space below.

☒ Compliant

☐ Non-compliant

1) Specify areas of non-compliance documented during the Quarterly Financial Monitoring:

N/A

2) Was an IAP issued as a result of this review? ☐ Yes ☒ No

3) As a result of this review, is increased financial monitoring required? ☐ Yes ☒ No

If yes, describe the required increased financial monitoring:

\*Subrecipient signature and PTC required upon completion of the form.

Keren Whitney

**Subrecipient Representative Name**

**Subrecipient Representative Signature**

09/18/2023

**Date**

Eric Garcia

**PTC Name**

Eric Garcia

**PTC Signature**

9/18/2023

**Date**

## PART A: SUBRECIPIENT CONSULTATION

- 1) Has there been a change in the subrecipient's accounting system, accounting or key personnel, or agency service delivery model during the quarter? ☐ Yes ☒ No If yes, please include the date of the change and explain the nature of the change: \_\_\_\_\_ *Verify the signature of authority has been updated, if applicable.*

2) For each active grant, summarize the overall project status. (For example, document any project delays, expenditure or RFR delays, current or future procurements, DBE status, or any problems encountered.)  
The agency has been on track with submitting timely reimbursement for the following grants: DIS 2201 (05) 071\_21, RD 2301 (05) 051\_22 and RPT 2301 (05) 051\_22. DIS 2301 (05) 014\_23 was selected for review for the first 2 vehicles to arrive. As of today all 4 vehicles have been delivered and a final review will be conducted next quarter as final billing was submitted in September. Construction continues at both the Admin and Wellness facilities and is estimated to be complete by the end of the calendar year. The prime contractor continues to submit monthly pay apps for completed work on the projects. All funds on the construction project are expected to be fully expended by the expiration dates. The architect on the construction project continues to be a certified DBE and is the project manager. The following grants were executed ED 2404 (05) 110\_23, RPT 2401 (05) 108\_23, RUR 2401 (05) and RPT 2401 (05) 063\_21. The agency plans on procuring more vehicles with the ED grant in the next couple of months. At this time there are no delays or issues as the agency is in compliance during the time of review.

Have there been any delays during this quarter? ☐ Yes ☒ No

Have there been continuous delays through the PGA? ☐ Yes ☒ No

If yes, consider issuing an IAP or explain why an IAP is not warranted.

- 3) Were the procurements initiated within 60 days of execution of the PGA? ☒ Yes ☐ No ☐ N/A

- 4) Has the subrecipient had any safety incidents (wrecks, accidents, etc.) in the previous three-month period? (TAC 31.48(a)(1)) ☐ Yes ☒ No ☐ N/A

a. If yes, was a PTN-101 form submitted to the PTC within 5 business days of the incident? ☐ Yes ☐ No

b. If no, a completed PTN-101 form needs to be submitted to the PTC and a possible issuance of an IAP. (Consult your supervisor)

*Note: Incident reports. Subrecipients shall report all incidents that meet criteria established by the department. The subrecipient shall submit the report within five days of the incident or discovery of the incident.*

- 5) What is the status of the subrecipient's single audit?

Single audit has been completed and submitted with no transportation findings

☐ N/A, Exemption letter uploaded into eGrants on: \_\_\_\_\_, or Audit Due Date: 08/31/23

*Note: Single audits are required if previous fiscal year expenditures exceeded \$750k in federal funds or \$750k in state funds. Audits are due no later than 9 months after the subrecipient's fiscal year ends. For "status" info, consider the following: has the subrecipient hired an audit firm, are the auditors onsite already, does it appear the subrecipient will meet the deadline, what is the estimated date the audit will be completed, etc. Completed audits should be uploaded into eGrants and submitted to [singleaudits@txdot.gov](mailto:singleaudits@txdot.gov) and the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.*

- 6) Is the subrecipient's Administrative section of eGrants up-to-date? ☒ Yes ☐ No

*Subrecipients must ensure that all required documents are uploaded and current within the Administrative Requirements section of eGrants. (e.g., Service Profile, civil rights plans, annual audits, indirect cost certificate, asset management, insurance, and signature authority documentation.)*

- 7) List any areas where technical assistance is needed:

N/A

- 8) Were any Requests for Reimbursement (RFRs) processed during this quarter? ☒ Yes ☐ No  
(If no, skip Parts B and C below)

- a. For subrecipients on full documentation, did any RFRs require corrections before processing? ☐ Yes ☐ No ☒ N/A  
• If yes, please explain the number *and* reasons for corrections to RFRs processed during the quarter:

- 9) Did the subrecipient have any federally funded repair, construction, or rehab contracts with a contractor/vendor that was over \$2000? (Ex: painting, door repair, roofing) ☒ Yes ☐ No If yes, then Davis-Bacon may be applicable.  
*(If no, then Part D is not applicable.)*

## PART B. REVIEWING FINANCIAL RECORDS

### Procedure:

- At least 20% of total amount reimbursed to the subrecipient must be reviewed and documented for the quarter.
- Minimum of 30%, but not more than 3, PGAs billed in the quarter must be selected for review. (At least 1 billing will be reviewed from each PGA selected.)
- Billings selected for review will have each budget category billed reviewed (Admin, Operating, and Capital); (At least 1 line item per budget category billed must be examined.)

1) What support did the subrecipient submit with RFRs?

- ☒ General ledger report (Streamlined approach)
- ☐ Full documentation (Detailed source documentation: invoices, canceled checks, check registers, etc)

If the subrecipient was placed on, or removed from, full documentation during the quarter answer the questions below as applicable:

- Date subrecipient required to provide Full Documentation with RFRs? \_\_\_\_\_
- Date subrecipient removed from Full Documentation? \_\_\_\_\_

2) Were any final billings processed during the quarter? ☐ Yes ☒ No

*Grants that are fully expended or allowed to expire due to inactivity during the quarter should have a grant close-out form completed to verify completion of the project, expenditure of funds, and completion of all administrative requirements. Final billings for closed grants must be included as part of the quarterly financial review sample. The grant closeout process in eGrants must also be initiated upon satisfactory financial review.*

3) In the table below enter the requested information for this quarter:

Total Amount Paid to subrecipient this quarter:	Total Number of PGAs with a billing this quarter:
\$ 664,036.00	3

*Note: The amount paid to subrecipient this quarter should be the same amount reported on question #11 on the snapshot in eGrants.*

Total amount to review (Total Amount Paid x 20%):\$ 132,807.20

Total PGAs to review (Total PGAs x 30%): 0.9 (up to 3 PGAs)

4) Was a regional coordination or planning grant selected for review? ☐ Yes ☒ No

*All close-outs must be reviewed.*

### PGAs and Billings Selected for Review:

Procedure: Use the table below to list the eGrants ID, eGrants RFR Number, and the Billing Amount for billings that have been selected for review during the quarterly monitoring process.

Sample No.	eGrants ID.:	eGrants RFR #:	Billing Amt:	
1	5339-D-RPMC-00055	RFR-2022-RPMC-00843	313,514.00	



Sample Number:		1		
eGrants ID: 5339-D-RPMC-00055		eGrants RFR #: RFR-2022-RPMC-00843	Billing Total: \$ 313,514.00	Full Doc: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				Final Billing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expense categories included within RFR: <input type="checkbox"/> Administration <input type="checkbox"/> Operating <input checked="" type="checkbox"/> Capital				
Procedure: Review receipts, cancelled checks, expense invoices, and other source documentation to verify costs.				
CAPITAL Line Item Description and Amount			Total of Capital Line Items Reviewed \$:	313,514.00
1	Vehicles	\$: 313,514.00	2	\$:
3		\$:		
For the sample reviewed, answer questions below:				YES / NO
a) Total dollar amount reviewed for this sample: (Admin + Operating + Capital)				\$ 313,514.00
b) Are costs allowed, necessary, and reasonable?				<input checked="" type="checkbox"/> <input type="checkbox"/>
c) Were purchases properly authorized? <input type="checkbox"/> N/A (no purchases made) <i>'Properly authorized' means the subrecipient has followed their internal procedures for authorizing purchases.</i>				<input checked="" type="checkbox"/> <input type="checkbox"/>
d) Were costs incurred during the grant period?				<input checked="" type="checkbox"/> <input type="checkbox"/>
e) Were reviewed expenses supported with source documentation? <i>Source documentation may include general ledger reports, salary/fringe payroll documentation, invoices, receipts, and account statements, lease/rental agreements and must be retained for program review and audit purposes.</i>				<input checked="" type="checkbox"/> <input type="checkbox"/>
f) Were expenses within the reviewed sample supported with proof of payment? <i>Proof of payment documentation may include cancelled checks, evidence of electronic payment, or funds disbursement, and must be retained for program review and audit purposes.</i>				<input checked="" type="checkbox"/> <input type="checkbox"/>
g) Were vendors and contractors paid in a timely manner? <input type="checkbox"/> N/A <i>Subrecipients must promptly pay vendors and contractors for goods or services provided. Instances of multiple payment requests from vendors/contractors, late payments, and assessed penalties or fees on contractor invoices should be reviewed to determine if prompt payment issues exist.</i>				<input checked="" type="checkbox"/> <input type="checkbox"/>
h) Did the RFR reviewed with this sample include indirect cost expenses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If no, go to question i.)</i>				
i) For the RFR reviewed in this sample, was the required local match percentage(s) met? <input type="checkbox"/> N/A				<input checked="" type="checkbox"/> <input type="checkbox"/>
1. How is the local match requirement met? <input type="checkbox"/> N/A <input type="checkbox"/> Local funds <input type="checkbox"/> In-kind contributions (subrecipient or third-party supply or service contribution) <input type="checkbox"/> Contract revenue from qualified human service contracts <input type="checkbox"/> State funds (there should be a corresponding RFR on the state PGA) <input checked="" type="checkbox"/> Transportation Development Credits <input type="checkbox"/> Other: _____				
*Qualified human service transportation services are defined as service provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.				
2. Does source documentation support the amount of reported match for the reviewed RFR? <input type="checkbox"/> N/A <i>All sources of match should be included as support, which may require expanded general ledger or other source documentation.</i>				<input checked="" type="checkbox"/> <input type="checkbox"/>

**For the sample reviewed, answer questions below:**

**YES / NO**

j) Did the subrecipient demonstrate that fare box revenue was deducted from gross operating expenses to request reimbursement for net expenses? ☒ N/A

*Fare box revenue must be used to reduce current expenses. Reimbursement is based on the net amount less fare box revenue or program income if not used as match.*

☐ ☐

In the space below, please provide any clarifying information relative to the review as well as an explanation for each "No" response.

## PART D: DAVIS-BACON AND RELATED ACTS MONITORING

Part D is applicable for federally-funded transit capital **construction or rehabilitation projects of \$2000 or more.** (<https://www.dol.gov/agencies/whd/government-contracts/construction>)

eGrants ID: RD-2022-RPMC-00014

PGA Name: RD 2301 (05) 051\_22

Sources of Funding: Rural Discretionary

Total funds awarded for construction/rehab \$ 2,348,590.00

Brief description of the construction/rehab activity:

The Wellness/Parking/Storage project has been progressing as work has included electrical and plumbing underground rough in. Footings and grade beams have been installed along with setting the anchor bolts. Concrete slabs have been poured for the Wellness facility and the covered parking for the fleet. The prime contractor has gone ahead and setup the steel structures for the facility. Estimated completion is either the end of the calendar year or early next year in 2023. At this time there are no delays or issues as the project is on schedule.

☒ Initial Review

(If initial review is checked, then follow up should close)

Date of Review: 09/18/23

☒ Compliant

☐ Non-Compliant

Comments:

☐ Follow-up Review

(If follow-up is checked, then initial review should close)

Date of Review:

☐ Compliant

☐ Non-Compliant

Comments:

### Review of Subrecipient Davis-Bacon Compliance:

Procedure: Review the documentation provided by the subrecipient that demonstrates compliance with Davis-Bacon.

For the items reviewed, answer questions 1 through 6.

YES / NO

1) Did the subrecipient document the DOL Wage Determination (Prevailing Wage Rate) for the project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Did the subrecipient document that contractor payrolls were received weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Did the subrecipient document a review of payrolls to include worker classifications, wage and fringe amounts for all hours worked, deductions, and a signature by an authorized contractor representative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) If applicable, did the subrecipient review and retain apprentice/trainee records? <input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
5) Did the subrecipient visit worksite to verify posting of Davis-Bacon Poster and Wage Determination? (The subrecipient should document worksite visits with photographs. Photographs should easily identify the location in which the work was completed, include the date, time and the required poster.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Does the subrecipient have a process in place to correct Davis-Bacon discrepancies or errors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Results of review:

In the space below, please provide any clarifying information relative to this review as well as an explanation for each "No" response. The explanation should list the line item affected and the specific issue resulting in the selection of "No".

Does the subrecipient have any Davis-Bacon technical assistance needs?

N/A

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Receipts and Disbursements

Administrative and Unrestricted Funds  
 Percentage of budget expired 67%

	Budget 12/1/2022 to <u>11/30/2023</u>	<u>Actual</u> 12/1/2022 to <u>7/31/2023</u>	Remaining in Budget / (over budget)	Percent of % of Budget <u>Expended</u>
Received as of report date				
Funding - other	0.00	0.00	0.00	
Donations (cash)	0.00	3,130.00	(3,130.00)	
Insurance proceeds	0.00	0.00	0.00	
Program support received	92,765.00	50,406.92	42,358.08	54%
Indirect Cost Contribution	1,617,413.00	1,085,037.14	532,375.86	67%
Depreciation allocation	15,682.00	9,096.99	6,585.01	58%
Miscellaneous receipts	0.00	15.00	(15.00)	
Interest income	312.00	31,702.11	(31,390.11)	10161%
Sale of equipment (net of costs)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Received as of report date	<u>1,726,172.00</u>	<u>1,179,388.16</u>	<u>546,783.84</u>	68%
Expenses paid through report date				
Personnel Expenses	826,726.00	600,188.93	226,537.07	73%
Fringe Benefits & Other Employee Expenses	199,198.00	162,557.07	36,640.93	82%
Direct Client Assistance	10,000.00	5,706.85	4,293.15	57%
Other Direct Program Costs	8,700.00	4,886.45	3,813.55	56%
Travel	16,782.00	14,718.70	2,063.30	88%
Professional Fees	36,500.00	22,162.16	14,337.84	61%
Supplies	32,850.00	28,100.09	4,749.91	86%
Occupancy	33,940.00	61,081.21	(27,141.21)	180%
Maintenance, Repairs & Lease of Equip	50,400.00	59,855.57	(9,455.57)	119%
Purchase of Equipment	500.00	3,177.00	(2,677.00)	
Purchase of land/buildings	0.00	57,852.00	(57,852.00)	
Major Renovations	150,000.00	0.00	150,000.00	0%
Interest	14,000.00	8,694.19	5,305.81	62%
Miscellaneous	16,063.00	17,924.32	(1,861.32)	112%
Program support of programs	<u>2,585.00</u>	<u>0.00</u>	<u>2,585.00</u>	0%
Total	1,398,244.00	1,046,904.54	351,339.46	75%
Receipts over (under) disbursements	<u>327,928.00</u>	<u>132,483.62</u>		

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Receipts and Expenditures

Child Care /ISD Partnership

(Non grant funded)

Percentage of budget expired 67%

	Budget 12/1/2022 to 11/30/2023	<u>Actual</u> 12/1/2022 to 7/31/2023	Remaining in Budget / (over budget)	% of Budget Expended
Received as of report date				
Daycare fees	60,000.00	81,070.23	(21,070.23)	135%
Write off of bad debts	0.00	0.00	0.00	
Donations	0.00	0.00	0.00	
Program support received	0.00	0.00	0.00	
Grant funding	1,308,036.00	1,088,085.63	219,950.37	83%
Student Fees		144,103.34	(144,103.34)	
Miscellaneous receipts	0.00	0.00	0.00	
Interest income	0.00	16.62	(16.62)	
Total Received as of report date	<u>1,368,036.00</u>	<u>1,313,275.82</u>	<u>54,760.18</u>	96%
Expenses paid through report date				
<u>Program Costs</u>				
Personnel Expenses	573,688.00	441,097.20	132,590.80	77%
Fringe Benefits & Other Employee	251,778.00	198,733.48	53,044.52	79%
Direct Client Assistance	550.00	298.21	251.79	54%
Other Direct Program Costs	6,959.00	4,346.06	2,612.94	62%
Travel	29,673.00	15,305.56	14,367.44	52%
Professional Fees	5,420.00	2,110.47	3,309.53	39%
Supplies	52,510.00	17,502.71	35,007.29	33%
Occupancy	147,538.00	27,422.33	120,115.67	19%
Maint, Repairs & Lease of Equipment	5,500.00	21,453.08	(15,953.08)	390%
Purchase of equipment	0.00	0.00	0.00	
Major Renovations	42,470.00	93,906.09	(51,436.09)	
Interest	0.00	0.00	0.00	
Miscellaneous	3,351.00	1,193.85	2,157.15	36%
Cost of meals (Food program)	<u>213,751.00</u>	<u>140,406.56</u>	<u>73,344.44</u>	66%
	1,333,188.00	963,775.60	369,412.40	72%
<u>Administrative Costs</u>	<u>34,848.00</u>	<u>77,826.78</u>	<u>(42,978.78)</u>	223%
Total expenses as of report date	<u>1,368,036.00</u>	<u>1,041,602.38</u>	<u>326,433.62</u>	76%
Receipts over (under) expenditures	<u>0.00</u>	<u>271,673.44</u>		

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Revenues and Expenditures

Head Start (Regular funding)

Award Number: 06CH010745-05-00

Percentage of budget expired: 67%

	<u>Budget</u> 12/1/2022 to 11/30/2023	<u>Actual</u> 12/1/2022 to 7/31/2023	<u>Remaining</u> <u>in budget</u>	<u>Percentage</u> <u>of Budget</u> <u>Used</u>
<u>Direct Program Expenses</u>				
Salaries	\$1,284,683.00	\$663,327.10	\$621,355.90	52%
Fringe	\$423,330.00	\$191,696.66	231,633.34	45%
Out of town travel	\$1,387.00	\$9,813.28	(8,426.28)	708%
Equipment	\$0.00	\$0.00	0.00	
Supplies	\$75,875.00	\$53,323.76	22,551.24	70%
Audit and contractual	\$32,754.00	\$23,144.28	9,609.72	71%
Facilities / Construction	\$0.00	\$0.00	0.00	0%
Other	\$260,554.00	\$144,155.09	116,398.91	55%
Total Direct Costs	<u>2,078,583.00</u>	<u>1,085,460.17</u>	<u>993,122.83</u>	52%
<u>Indirect Administrative Costs</u>	<u>205,571.00</u>	<u>106,979.91</u>	<u>98,591.09</u>	52%
Total Cost	<u>2,284,154.00</u>	<u>1,192,440.08</u>	<u>1,091,713.92</u>	52%
Less: Program income	<u>0.00</u>	<u>(356.60)</u>	<u>356.60</u>	
Total expenses (net of program income)	<u>\$2,284,154.00</u>	<u>\$1,192,083.48</u>	<u>\$1,092,070.52</u>	52%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$32,910.17</u>		

## This grant was fully funded as of February 10, 2023.

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Revenues and Expenditures

Early Head Start I (Regular Funding)

Award Number: 06HP000265-04-01

Percentage of budget expired: 100%

	<u>Budget</u> 8/1/2022 to 7/31/2023	<u>Actual</u> 8/1/2022 to 7/31/2023	Remaining in budget	Percentage of Budget Used
<u>Program expense</u>				
Salaries	\$789,192.00	\$710,434.71	\$78,757.29	90%
Fringe	273,121.00	182,122.19	90,998.81	67%
Out of town travel	3,750.00	6,680.51	(2,930.51)	178%
Equipment	0.00	0.00	0.00	
Supplies	44,200.00	59,868.95	(15,668.95)	135%
Audit and contractual	12,005.00	15,349.21	(3,344.21)	128%
Facilities / Construction	0.00	0.00	0.00	
Other	109,502.00	121,690.93	(12,188.93)	111%
Total Direct Costs	1,231,770.00	1,096,146.50	135,623.50	89%
<u>Indirect Administrative Costs</u>	122,666.00	108,854.59	13,811.41	
Total Cost	1,354,436.00	1,205,001.09	149,434.91	89%
Less: Program income	0.00	0.00	0.00	
Total expenses (net of program income)	<u>\$1,354,436.00</u>	<u>\$1,205,001.09</u>	<u>\$149,434.91</u>	89%
Non-Federal Cost Sharing or Match Required	<u>\$328,771.00</u>	<u>\$65,748.23</u>		

**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Revenues and Expenditures

Early Head Start II

Award Number: 06HP000473-01-00

Percentage of budget expired: 92%

	<u>Budget</u> 9/1/2022 to 8/31/2023	<u>Actual</u> 9/1/2022 to 7/31/2023	<u>Remaining</u> <u>in budget</u>	<u>Percentage</u> <u>of Budget</u> <u>Used</u>
<u>Program expense</u>				
Salaries	\$518,298.00	\$389,690.22	\$128,607.78	75%
Fringe	216,544.00	115,397.25	101,146.75	53%
Out of town travel	1,392.00	4,991.34	(3,599.34)	359%
Equipment	0.00	0.00	0.00	
Supplies	29,875.00	36,603.90	(6,728.90)	123%
Audit and contractual	8,505.00	9,657.97	(1,152.97)	114%
Facilities / Construction	0.00	0.00	0.00	
Other	77,825.00	56,606.36	21,218.64	73%
Total Direct Costs	852,439.00	612,947.04	239,491.96	
<u>Indirect Administrative Costs</u>	84,883.00	60,755.44	24,127.56	
Total Cost	937,322.00	673,702.48	263,619.52	72%
Less: Program income	0.00	0.00	0.00	
Total expenses (net of program income)	<u>\$937,322.00</u>	<u>\$673,702.48</u>	<u>\$263,619.52</u>	72%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$84,818.86</u>		



**ROLLING PLAINS MANAGEMENT CORPORATION**

## Statement of Revenues and Expenditures

Head Start (American Rescue Act)

Award Number: 06HE00132101C6

Percentage of budget expired: 100%

	<u>Budget</u> 4/1/2021 to 3/31/2023	<u>Actual</u> 4/1/2021 to 7/31/2023	<u>Remaining</u> <u>in budget</u>	<u>Percentage</u> <u>of Budget</u> <u>Used</u>
<u>Direct Program Expenses</u>				
Salaries	\$95,050.00	\$118,545.12	(\$23,495.12)	125%
Fringe	21,816.00	\$21,645.76	170.24	99%
Out of town travel	0.00	\$1,926.40	(1,926.40)	
Equipment	25,000.00	\$0.00	25,000.00	0%
Supplies	10,000.00	\$20,366.85	(10,366.85)	204%
Audit and contractual	0.00	\$7,250.00	(7,250.00)	
Facilities / Construction	0.00	\$0.00	0.00	
Other	479,044.00	\$464,717.47	14,326.53	97%
Total Direct Costs	630,910.00	634,451.60	(3,541.60)	101%
<u>Indirect Administrative Costs</u>	21,986.00	18,444.40	3,541.60	84%
Total Cost	652,896.00	652,896.00	0.00	100%
Less: Program income	0.00	0.00	0.00	
Total expenses (net of program income)	<u>\$652,896.00</u>	<u>\$652,896.00</u>	<u>\$0.00</u>	100%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$0.00</u>		

# Rolling Plains Management Corporation

## Charges by credit card account

Charges due in : July 2023

Credit Company	Amount
Alon	\$ 3,150.82
Global Fleet	\$ 18,657.61
Office Depot	\$ 6,115.17
Sam's Club	\$ 4,661.73
United Supermarkets	\$ 1,586.08
Master Card	\$ 27,699.03
Walmart	\$ 1,806.99
	<u>\$63,677.43</u>



Rolling Plains  
Management Corporation

# Head Start/ Early Head Start Annual Report 2022-2023



Archer City CDC Head Start

# Rolling Plains Management Corporation's Head Start/Early Head Start Overview

## Mission Statement

*"Rolling Plains Management Corporation's Head Start Program, in collaboration with community partners, will strive to enable, empower, and strengthen children and families and promote family engagement in children's learning."*

## Our Goal

*To promotes school readiness by enhancing cognitive, social, and emotional development by providing educational, health, nutritional, social, and other services to enrolled children and their families.*

**Empowered parents + School-ready children = Head Start Success!**



## RMC History of Head Start & Early Head Start

*In 1965, RPMC was formed to provide services to low-income individuals as an "Economic Opportunities Advancement Corporation." RPMC provided Head Start services in Baylor, Cottle, Foard, Hardeman, and Wilbarger counties. 1992 Archer, Knox, and Young Counties were added to the RPMC Head Start service area. In 2015, Head Start expanded with Early Head Start in Archer, Cottle, Foard, Hardeman, Wilbarger, and Young Counties with 11 classrooms. In 2017, Early Head Start received expansion funds and added eight additional classrooms in Archer, Foard, Hardeman, Wilbarger, and Young Counties. We operate 13 centers in eight counties funded to serve 436 Head Start and Early Head Start children.*

## GOVERNING BOARD

### Board Officers

Judge Mark Christopher - Chairperson  
Judge Rusty Stafford - 2nd Vice Chair

Ronnie Allen - Vice Chair  
Denise Foster - Treasurer

### Board Members

Nanette Ashby - Private  
David Brinkerhoff - Private  
Jim Castagna - Private  
Robert Webb - Private  
Michael Dishman - Low Income  
Charles Henderson - Private  
Juan Hinojosa - Low Income  
Lauren Bush - Public  
Dusty Johnston - Private  
Jim Novack - Private  
Judge Greg Tyra - Public  
Annette Walker - Low Income  
Norris Thomas - Low Income  
Tamika Toombs - Low Income

Rodger Brannan - Public  
Susie Byars - Private  
Carolyn Henry - Low Income  
Pam Gosline - Public  
Rebecca Hardin - Low Income  
Toby Hines - Low Income  
Judge Karl Holloway  
Dale Eaton - Public  
M.P. "Phil" McCuiston - Private  
Seth Tabor - Low Income  
Cathy Young - Public  
Michael Woods - Public  
Michelle Gunter - Private

## POLICY COUNCIL MEMBERSHIP FOR 2022 — 2023

### Policy Council Officers

Brittany McMillan - Chairperson  
Rebecca Carranza - Secretary

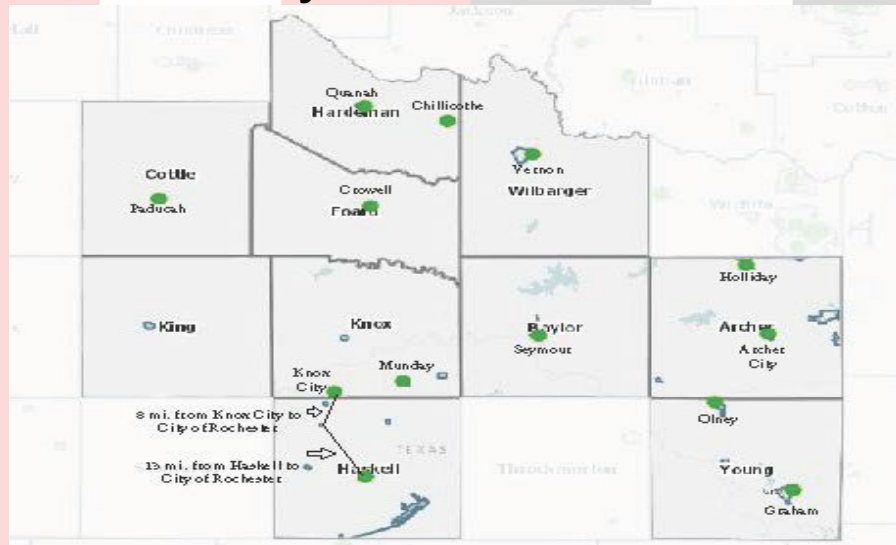
Monica Martinez - Vice Chair

### Policy Council Members

Griselda Burns - Parent  
Lisa Musgrave - Parent  
Hailey Ward - Parent  
Rhonda Klappenbach - Community Representative

Clarissa Haggard - Parent  
Sarah Smith - Parent

## Head Start & Early Head Start Childcare Center Map





# RPMC Early Childhood Centers



## Archer City CDC

704 South Ash Street

Archer City, TX

HS - serves seventeen 3 & 4 year old's

EHS - serves 8 infants & toddler's



## Charles Finnell CDC

751 College Ave

Holliday, TX

HS – serves eighteen 3 & 4 year old's

EHS – serves 8 infant & toddler's



## Seymour CDC

301 N. East Street

Seymour, TX

HS - serves seventeen 3 and 4 year-old's



## Paducah CDC

805 Richards Street

Paducah, TX

HS – serves fifteen 3 & 4 year old's

EHS – serves 8 infant & toddler's



## Crowell CDC

424 E. Logan Street

Crowell, TX

HS– serves twenty 3 & 4 year old's

EHS – serves 15 infant & toddler's



## Chillicothe CDC

South 4th Street Avenue L

Chillicothe, TX

HS - serves seventeen 3 & 4 year old's



# RPMC Early Childhood Centers



## Turner CDC

219 East 3rd Street  
Quanah, TX

HS– serves seventeen 3 & 4 year old's  
EHS – serves 31 infant & toddler's



## Knox CDC

300 NE 4th Street  
Knox City, TX

HS – serves thirty-four 3 & 4 year old's



## Munday CDC

941 Bowie Street,  
Munday, TX

HS – serves seventeen 3 & 4 year old's



## Wilbarger County Preschool

926 Paradise Street  
Vernon, TX

HS– serves fifty-four 3 & 4 year old's  
EHS – serves 40 Infant & toddler's

**McCord EHS**—2915 Sand Road  
EHS—serves 8 infant & toddler's



## Olney CDC

207 Haggard Road  
Olney, TX

HS– serves thirty-four 3 & 4 year old's  
EHS – serves 32 infant & toddler's



## Graham CDC

1805 4th Street  
Graham, TX

HS– serves thirty-four 3 & 4 year old's

## Federal and Local Funds Received

Rolling Plains Management Corporation's Head Start/Early Head Start Programs provides exceptional services to children and families. Success is supported by the following funding sources.

Head Start Grant#06CH010745

- Local: \$571,038
- Federal: \$2,284,152

Early Head Start Grant1 #06HP000265

- Local: \$328,771.00
- Federal: \$1,315,085.00

Early Head Start Grant2 #06HP000473

- Local: \$226,773
- Federal: \$907,091

## Federal Review

From June 7, 2021 to June 11, 2021, The Administration for Children and Families (ACF) and Office of Head Start (OHS) conducted a monitoring review of Rolling Plains Management Corporation Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. Based on the information gathered during this review, we have closed the previously identified findings .



An audit report was submitted for the year that ended November, 2022. The audit was conducted by MWH Group. There were no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.



## HS Grant #06CH010745 - Budget Year 2022 - 2023

Line Items	Budget	T&TA
Personnel	\$1,269,883	\$3,457
Fringe Benefits	\$421,808	\$1,520
Travel	\$1,387	
Equipment		
Supplies	\$75,875	
Contractual	\$32,754	
Other	\$248,295	\$12,259
Indirect Cost Rate	\$205,571	
Totals	\$2,255,573	\$28,579
Non-Federal Share	0	0

## EHS Grant 1 #06HP000265 - Budget Year 2022 - 2023

Line Items	Budget	T&TA
Personnel	\$752,100	\$19,500
Fringe Benefits	\$253,446	\$1,493
Travel	\$3,750	
Equipment		
Supplies	\$43,950	\$250
Contractual	\$12,005	
Other	\$102,966	\$6,536
Indirect Cost Rate	\$119,089	
Totals	\$1,287,306	
Non-Federal Share	\$328,771	\$27,779

## EHS Grant 2# 06HP000473 - Budget Year 2022-2023

Line Items	Budget	T&TA
Personnel	\$494,144	\$12,600
Fringe Benefits	\$199,649	\$966
Travel	\$1,392	
Equipment		
Supplies	\$29,825	\$50
Contractual	\$8,505	
Other	\$71,685	\$6,140
Indirect Cost Rate	\$82,135	
Totals	\$887,335	\$19,756
Non-Federal Share	\$226,773	

# Average Monthly Enrollment

The Head Start program is funded to serve 294 children.

Month	Number Enrolled	% of Funded Enrollment
August 2022	145	49.32%
September 2022	158	53.74%
October 2022	166	56.46%
November 2022	165	56.12%
December 2022	163	55.44%
January 2023	164	55.78%
February 2023	165	56.12%
March 2023	168	57.14%
April 2023	168	57.14%
May 2023	168	57.14%
June 2023	0	0%
July 2023	0	0%

In 2022-2023 approximately 48 students entered kindergarten. The total number of children served during the year was 193.

The Early Head Start I program is funded to serve 82 children.

Month	Number Enrolled	% of Funded Enrollment
August 2022	66	80.49%
September 2022	70	85.37%
October 2022	71	86.59%
November 2022	70	85.37%
December 2022	70	85.37%
January 2023	70	85.37%
February 2023	68	82.93%
March 2023	69	84.15%
April 2023	66	80.49%
May 2023	64	78.05%
June 2023	63	78.83%
July 2023	59	71.95%

In 2022-2023 approximately 4 students transitioned to Head Start. The total number of children served during the year was 85.

The Early Head Start II program is funded to serve 60 children.

Month	Number Enrolled	% of Funded Enrollment
August 2022	56	93.33%
September 2022	55	91.67%
October 2022	55	91.67%
November 2022	50	83.33%
December 2022	50	83.33%
January 2023	53	88.33%
February 2023	50	83.33%
March 2023	53	88.33%
April 2023	51	85%
May 2023	50	83.33%
June 2023	49	81.67%
July 2023	43	71.67%

In 2022-2023 approximately 8 students transitioned to Head Start. The total number of children served during the year was 64.

# PROGRAM INFORMATION REPORT



Annually, the program is required to submit comprehensive data via the Program Information Report (PIR) that provides information about the number of children served, staffing, program services, activities, and other areas of importance to national policymaking. At the national level, PIR information is used by the Administration for Children and Families to respond to Congressional and public inquiries about the Head Start program.

***The data below is from the most recent PIR report 2022-2023.***

CRITICAL INDICATORS	HEADSTART		EARLY HEAD START 1		EARLY HEAD START 2	
	#	%	#	%	#	%
Health Insurance	188	97.41%	85	100%	64	100%
Medical Home	188	97.41%	85	100%	64	100%
Dental Home	177	91.71%	80	94.12%	61	95.31%
Up-to-date Immunizations	172	89.12%	76	89.41%	60	93.75%
Children up-to-date on physical exam	113	58.55%	41	49.24%	18	28.13%
Children diagnosed as needing medical treatment	4	2.07%	1	1.18%	0	0%
Children up-to-date on dental exam	91	47.15%	51	60%	53	82.81%
Diagnosed as needing dental treatment	16	8.29%	0	0%	0	0%
Children with Disabilities	22	11.40%	7	8.24%	4	6.25%
Received Family Services	186	96.37%	77	90.6%	60	93.75%
Mental Health Services	10	5.18%	0	0%	1	1.56%
Teachers with advance Degrees (MA/MS)	1	5.88%	0	0%	0	0%
Teachers with BA/BS Degrees	10	58.82%	0	0%	0	0%
Teachers with AA/AS Degrees	3	17.65%	1	4.6%	0	0%
Teachers with CDA	3	17.65%	16	72.73%	12	75%

# Preparing for Children for Kindergarten

*The RPMC Head Start/Early Head Start program is designed to prepare children for the demands of kindergarten in all areas of child growth and development. Specifically, the program focuses on the following areas.*

## **Academics/School Readiness**

- We use Frog Street Infant, Toddler, Three's, and Pre-K Research based, state adopted curriculum aligned with Pre-Kindergarten Guidelines and Head Start Child Development and Early Learning Framework
- CLI Engage and DRDP Child Assessment are tools use to monitor school readiness goals as well as informs and guides instruction
- Instruction in all academic areas—literacy, mathematics, science, and social studies
- On-going professional development for staff



## **Social/Emotional**

- Implementation of positive child guidance strategies
- Opportunities for children to experience challenges and implement solutions



## **Physical Growth and Development**

- Outdoor learning environments designed to promote large muscle development
- Music and Movement activities that develop coordination and muscle control
- Small motor activities that help children strengthen the small muscles in their hands and arms
- Health and dental support for children and families



# Parent Engagement Activities

*The RPMC Head Start/Early Head Start Team works diligently to follow the Head Start Model of "Whole Child, Whole Family." As parents are their child's first and most important teacher, the program supports and strengthens parent-child relationships and strives to engage families in their child's learning and development. Parents and family members are encouraged to volunteer in the classroom and attend program community engagement activities.*



**Wilbarger County Preschool parents coordinated & participated in the annual egg hunt!**



**Policy Council Vice Chairperson Monica leading one of the Parent Meetings at WCPS!**



**Knox City Child Development Center—Grandparent's Breakfast**



**Father Engagement Activity— Munday Child Development Center - "Daddies to Mummies"**



# Partnership Highlights

*RPMC Head Start/Early Head Start strengthen programs' services for children, families, and communities through community partnerships.*



**Thank you Hardeman County Retired School Personnel for the books for our soon-to-be Kindergarteners!**



Check out Hadley and her new glasses!

Through the generosity of community partners like the [Vernon Lions Club - Vernon, Texas](#) and [Graham Lions Club](#), all of our Head Start and Early Head Start students received vision screenings this fall. According to Hadley's mom, she hasn't stopped smiling - and we can't either 😊



In honor of Homecoming Week, Olney ISD Highschool football players greeted all staff, Parents, & children at drop-off in the Olney Child Development Center!



**Thank you Kenneth Hons for taking our children on a tour of the Seymour Fire Department and Marley Brown and John Hostas for giving our children a tour of the ambulance!**



In celebration of the Head Start children completing the program, a parade was held in their honor by the Archer City Firefighters & Police Officers. A short program was provide about their roles in keeping the community safe.

# Thank You!

# Underenrollment Plan Template for Head Start Recipients

(USE OF THIS TEMPLATE IS OPTIONAL)

## Full Enrollment Initiative 2023

### 12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

*This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.*

### Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Sarai Meza	Program Director/Point Person	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Sherry Ellis	Quality Assurance Specialist	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Darlene Howard	ERSEA Assistant	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Jasmine Sillemmon	Family Service Specialist	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Rachel Ellis	Education Specialist	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Hailey Gibson	Mental Health, Disabilities, Behavior Specialist	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Keren Whitney	CFO	
Amy Wade	HR Director	
Debra Thomas	Executive Director	

## Under enrollment Plan Template for Head Start Recipients

Grant Number:			
Program Name	Program	Plan Start Date*	Plan End Date
06CH010745	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS	4/14/2023	4/14/2024
06HP000265	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS	4/14/2023	4/14/2024
06HP000473	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS	4/14/2023	4/14/2024

\*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

### Under enrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to under enrollment. This 'Under enrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed.

Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)



# Under enrollment Plan Template for Head Start Recipients

## Factors Contributing to Under enrollment

Factor # 1	Factor # 2	Factor # 3
Competition	Service Area	Other
<p><b>Causes / Reasons:</b></p> <ul style="list-style-type: none"> <li>House Bill 3 - In 2019, the Texas Legislature passed House Bill 3 (HB3). HB3 requires that LEAs provide full-day pre-kindergarten for eligible four-year-old students and can serve three-year-old.</li> <li>Eligibility Criteria – Head Start/Early Head Start - Family's income equals or below the FPG. Public Pre-K - a child is eligible if they participate in the National School Lunch Program (NSLP)</li> </ul>	<p><b>Causes / Reasons:</b></p> <ul style="list-style-type: none"> <li>Decline in population.</li> <li>Lack of providers and resources for families of children with disabilities and challenging behaviors in our small rural communities.</li> </ul>	<p><b>Causes / Reasons:</b></p> <ul style="list-style-type: none"> <li>Staff Turnover</li> </ul>
<p><b>Effect on Underenrollment:</b></p> <ul style="list-style-type: none"> <li>We have seen a significant drop in the number of four-year-olds served.</li> <li>The NSLP guidelines are based on 130% and 185% of the FPG vs. Head Start guidelines of 100% or below FPG. Any family whose income is at or below these levels does not qualify for Head Start despite the rising cost of living in rural communities and families still unable to make ends meet.</li> </ul>	<p><b>Effect on Underenrollment:</b></p> <ul style="list-style-type: none"> <li>Shrinking workforce and the rising cost of living are causing more and more families to move away from rural communities in order to seek employment with higher wages elsewhere.</li> <li>We see an increase in challenging behaviors in the classroom that makes it more difficult to manage in the classroom.</li> </ul>	<p><b>Effect on Underenrollment:</b></p> <ul style="list-style-type: none"> <li>We experienced a significant amount of turnover in staff that prohibited us from enrolling children on the waitlist due to our staffing capabilities. Many classrooms have had more than one position open during the school year. In most cases, positions go unfilled for extended periods.</li> </ul>

# Under enrollment Plan Template for Head Start Recipients

## Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

### Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Meet with ISD Superintendents within our service area.	Competition	Sarai Meza, Sherry Ellis		6/30/2023
				<b>Status</b>
				Complete

\*Resources needed can include additional T/TA, etc.

#### Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Discuss Informal/Formal Partnerships & benefits of partnering together for dual enrollment in both HS/Pre-K.

### Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Review program needs for each service area. Increase community exposure and connect the program with other community campaigns.	Service Area	Sarai Meza, Hailey Gibson, Jasmine Sillemmon		12/29/2023
				<b>Status</b>
				In Progress

\*Resources needed can include additional T/TA, etc.

#### Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

- Expand ongoing training, including special needs and disabilities, to staff and families.
- Expand in-center mental health services to help support children with social and emotional concerns.

- Create a Mental Health Library for program-wide use.
- Work on a system of timely referrals in speech and development.
- Design and implement an awareness-focused marketing campaign to increase enrollment.

### Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Review & update Employee Hiring and Retention Processes.	Other	Sarai Meza, Sherry Ellis, Rachel Ellis, & Amy Wade		12/29/2023
				<b>Status</b>
				Paused

\*Resources needed can include additional T/TA, etc.

### Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

- Follow-up on EHS 1 & EHS 2 Grant consolidation request.
- Revise and update the Policies and Procedural Manual formatting for new employee distribution.
- Revise the onboarding process - creating a coaching/mentoring process for new hires.
- Explore additional methods to recruit qualified staff.
- Devise and implement a cross-training plan for key staff in all service areas.
- Increase staff wellness efforts.

# Underenrollment Plan Template for Head Start Recipients

## Plan Progress and Updates

**Quarter 1**  
**April – July**

**7/25/2023**

### **Action Item #1:**

- Informal/Formal Partnership meetings with all ISD except for Archer City have been completed. We have partnered with 8 local school districts for dual enrollment.
- Quannah-Turner Child Development Center – Quannah ISD will be transitioning to a 4-day school week beginning in August. With QISD moving to a 4-day school year and extending their day, we have updated our Program hours for HS/EHS for the 2023-2024 school year with the Policy Council Recommendation as well as the best interest of our students/families, employees, and school community. EHS will continue to operate 8 hours a day; the only change is from 7:30-3:30 to 7:45-3:45 Monday – Friday. Head Start normally would follow the local ISD school calendar; however, this year, the only change will be an earlier start time at 7:45 and will continue to operate Monday- Friday.

### **Action Item #2:**

- Recruitment Materials have been updated and promoted throughout social media, local newspapers, communities, and door-to-door.
- Program Planning for 2023-2024 has begun.
- Center Director Training is in progress. Training includes ERSEA, especially targeting recruitment in their communities.
- Our mental health specialist has met with COOPS, LEAs, and Inter-Agencies to improve our partnerships and recruitment of children with disabilities.
- Implementation of an early language and speech concern identification process to identify students who may need disabilities referral is in the process as well as a plan to increase ongoing monitoring/tracking of disabilities concerns.
- Mental Health Resources for both staff and children are in the development stages.
- Frog Street Curriculum Training July 19-22, 2023 - New Head Start/Early Head Start were provided the opportunity to attend Frog Street Curriculum Training in Grapevine to support their role as teachers. The training included incorporating conscious discipline to help support children with social and emotional concerns.
- Final plans for Pre-Service Training for all Head Start/Early Head Start staff are being completed. Training will target HSPPS 1302 – Program Operations and local licensing regulations. Time slots for staff wellness activities are being planned in our efforts to support and provide tools for staff throughout the year.
- Based on the current waitlist for 2023-2024 and the results of our community assessment, we are in the review process of the needs for each service area.

### **Action #3:**

- Consolidation email received on 7/13/23 – in review.
- Revision for the onboarding process developing a coaching/mentoring process is underway.
- New HR software has been purchased and is in the implementation stages. The software will tie in the application and new hire training, which will speed up the hiring process.
- TTA Training schedule has been set with Rebecca Clark, TTA Specialist, for Central Office Staff and Center Director training from August- December. Center Director will cover effective leadership. Central Office Staff training will be component specific. The goal is to prepare all management staff to understand their roles and responsibilities under Head Start Performance Standards.

**Quarter 2**  
**August – October**

8/21/2023

**Action Item #1**

- Informal/Formal Partnership meetings with all ISD have been completed. The following schools have partnered with HS for dual enrollment. The ISD will coordinate to provide collaborative Head Start and Pre-K services for age and income-eligible Pre-K children and their families for a minimum of full-day instruction according to district guidelines.
  - **Chillicothe HS & Chillicothe ISD** - The ISD will provide one certified full-time pre-kindergarten teacher in the ISD and RPMC/HS collaborative Pre-K classroom. RPMC/HS will provide two teaching assistants in the ISD collaborative pre-K classroom. As of **8/21/23**, the partnership has contributed to **11 dual enrollments**.
  - **Crowell CDC HS & Crowell ISD** - The ISD will provide one certified full-time pre-kindergarten teacher in the ISD and RPMC/HS collaborative Pre-K classroom. RPMC/HS will provide one teaching assistant in the ISD collaborative pre-K.
    - **8/7/23** – Crowell ISD has decided to accept and enroll staff children in the HS/PRE-K Classroom. The children are over income and ineligible for HS services. By accepting the kids, the classroom staff-to-child ratio has increased from 17 to 22 children per 2 staff.
    - **8/15/23**- Crowell ISD accepted 3 more children, bringing 25 children per 2 staff, out of compliance with HSPPS – 2 staff per 20 children. There are 12 children (6 – 3-year-olds, 6 – four years old) who qualify for dual enrollment between HS/ISD. In order to be compliant with HSPPS, dual enrolled, and meet district guidelines, the proposal was made to rotate the children between the 2 classrooms to maintain compliance with the child-to-staff ratio. The 3's will be in with HS, 4's with the ISD/Pre-K in the morning, and swap after lunch. School starts on 8/16/2023.
    - As of **8/21/23**, the partnership has contributed to **12 dual enrollments**.
  - **Graham CDC HS & Graham ISD** - RPMC will provide two certified pre-kindergarten teachers in the ISD and RPMC/HS collaborative Pre-K classrooms.
    - Graham CDC lease is up in November 2023. We have been actively looking for another home. GISD hopes to pass a bond in the fall that will include space for Graham CDC HS Program. Superintendent Cruse strongly advocates for the HS Program and knows enrollment can increase if both HS and pre-k programs are in the same location. Graham has 5 pre-k classrooms and 65-70% of enrolled are economically disadvantaged. The challenge is that the school renovations would take 3 years to complete.
    - **5/11/23** – We have been offered space in a church to provide HS services. Unfortunately, the space is large enough for 1 classroom.
    - **5/26/23** – HS 2 Classroom Teacher has resigned and will move south of Texas. We are currently looking for an HS Teacher.
    - **8/18/23** – We have been unsuccessful in locating another location to provide HS services that are big enough for 2 classrooms. Because we have been unable to hire a second HS teacher, there is a low waitlist and time constraints with the lease deadline in November; we are moving forward in partnering with the Church.
    - As of **8/21/23**, the partnership has contributed to **16 dual enrollments**.
  - **Knox City CDC HS & Knox City ISD** – RPMC/HS will provide a HS Teacher and two teaching assistants in the ISD collaborative pre-K classroom. As of **8/21/23**, the partnership has contributed to **12 dual enrollments**.
  - **Quanah- Turner CDC HS & Quanah ISD** – The ISD will provide one certified full-time pre-kindergarten teacher in the ISD and RPMC/HS collaborative Pre-K classroom. RPMC/HS will provide two teaching assistants in the ISD collaborative pre-K classroom.
    - **8/3/2023** - QISD wants to partner only for a half-day afternoon program, and Quanah Head Start will operate the morning program but only for 4 days a week. After talking to TEA, Superintendent Tom Johnson called and realized he would not meet TEA requirements and no longer wanted to partner.
    - Head Start normally would follow the local ISD school calendar; however, this year in order to meet the needs of the families we serve, the only change will be an earlier start time at 7:45 and will continue to operate Monday- Friday.

8/21/2023

**Action Item #1 – Cont.**

- **Munday CDC HS & Munday ISD** - RPMC will provide one certified pre-kindergarten teacher in the ISD and RPMC/HS collaborative Pre-K classrooms.
    - As of **8/21/23**, the partnership has contributed to **9 dual enrollments**.
  - **Olney CDC HS & Olney ISD** - RPMC will provide one certified pre-kindergarten teacher in the ISD and RPMC/HS collaborative Pre-K classroom. As of **8/21/23**, the partnership has contributed to **14 dual enrollments**.
    - RPMC operates an HS-only/Full Year classroom for children transitioning from EHS and/or turning 3 after 9/1/23. As of **8/21/23**, are **7 children** on the waitlist to be enrolled once they turn 3 after September 1<sup>st</sup>.
  - **Seymour CDC HS & Seymour ISD** - RPMC will provide one certified pre-kindergarten teacher in the ISD and RPMC/HS Full Year collaborative Pre-K classroom. As of **8/21/23**, the partnership has contributed to **13 dual enrollments**.
- **Informal Partnerships with local ISD.** LEA and Head Start programs collaborate on resources and activities to provide a strong pipeline of school readiness support and transitions to kindergarten.
    - **Archer City HS & Archer City ISD** – Due to low enrollment/waitlist, Superintendent Dr. Knobloch and Principal Amy Huseman agree that partnering for dual enrollment is not viable. They will continue to refer children aged 3 to apply for HS services. They have seen a decrease in low-income families enrolling in school. Archer City will operate a half-day HS program for 2023-2024.
    - **Holliday Charles Finnel CDC HS & Holliday ISD** - Due to low enrollment/waitlist and with the new HISD administration agree that partnering for dual enrollment is not viable. In order to stay in a Formal HS/PRE-K Partnership, we would have to have a certified TEA teacher, and due to HISD's need for additional Pre-K teachers, the designated HISD teacher will no longer be available to continue the partnership. Holliday will operate a half-day HS program for 2023-2024.
    - **Paducah CDC HS & Paducah ISD, Vernon – Wilbarger County Pre-School & Vernon ISD** - will continue collaborating on resources and activities to provide a strong pipeline of school readiness support and transition to kindergarten.

**Action Item #2**

- Recruitment Materials are promoted throughout social media, local newspapers, communities, and door-to-door.
- Center Directors & all HS/EHS Staff were trained in ERSEA during Pre-service. Focused training on Recruiting children and families for our HS/EHS programs and how Head Start Cares supports the whole family. How we provide resources. We provide **Resources** and **Opportunities** for Young **Children** and their **Kindred** through **Services** they would not ordinarily receive outside our agency.
- Ongoing - Implement an early language and speech concern identification process to identify students who may need disabilities; referral is in the process, and a plan to increase ongoing monitoring/tracking of disabilities concerns.
- Mental Health Resources for both staff and children are in the development stages. Our mental health specialist has been working on the mental health library to be used program-wide to improve access to both staff and families.
- Based on the current waitlist/enrollment, reviewing needs for each service area, and our ability to meet full enrollment, I proposed the following changes in the following programs. I will be meeting with our CFO to review the proposed changes.
  - **Reduction/Relocation of Classrooms**
    - **Head Start Grant #06CH010745**
      - Archer City CDC HS – Due to low enrollment/no waitlist – Phase out the HS classroom at the end of the 2023-2024 school year. Relocating the Classroom to Vernon – Wilbarger County Preschool.
      - Graham CDC HS – Due to no waitlist/space, two HS Classrooms are unnecessary. Reduce HS classroom to 1.
      - Holiday CDC HS – Due to low enrollment/no waitlist – Phase out the HS classroom at the end of the 2023-2024 school year.
      - Knox City CDC HS - Due to no waitlist/space, two HS classrooms are unnecessary. Reduce HS classroom to 1.
      - Paducah CDC HS - Due to low enrollment/no waitlist – Phase out the HS classroom at the end of the 2023-2024 school year.
    - **Early Head Start Grant #06HP000265**
      - Archer City CDC EHS – Due to low enrollment/no waitlist – Phase out the EHS classroom at the end of the 2023-2024 school year. Relocating the classroom to Vernon-Wilbarger County Preschool.
      - Paducah CDC EHS - Due to low enrollment/no waitlist – Phase out the EHS classroom at the end of the 2023-2024 school year.

**Action Item #2 Cont.**

- **Early Head Start Grant#06HP000473**
  - Crowell CDC EHS - Due to low enrollment/no waitlist – Phase out the EHS classroom at the end of the 2023-2024 school year.
  - Holiday CDC EHS – Due to low enrollment/no waitlist – Phase out the EHS classroom at the end of the 2023-2024 school year.
- **Reduce Staff to Child Ratio**
  - **Early Head Start Grant #06HP000265**
    - Centers that provide Infant-only care – request a reduction in the number of infants served from 8 infants to 2 staff to 6 infants to 2 staff to better meet the needs of the infants. Centers include Olney, Quanaah, & Vernon.
  - **Early Head Start Grant#06HP000473**
    - Centers that provide Infant-only care – request a reduction in the number of infants served from 8 infants to 2 staff to 6 infants to 2 staff to better meet the needs of the infants. Centers include Olney, Quanaah, & Vernon.

**Current Enrollment as of 8/21/23**

- **Head Start Grant #06CH010745**
  1. Archer City CDC – 2
  2. Charles Finnel CDC – 2
  3. Chillicothe CDC – 11
  4. Crowell CDC- 11
  5. Graham CDC- 13
  6. Knox City CDC – 12
  7. Munday CDC- 7
  8. Olney CDC – 13
  9. Paducah CDC - 3
  10. Seymour CDC- 12
  11. Turner CDC- 9
  12. Wilbarger WCPS- 35
- **Early Head Start Grant #06HP000265**
  1. Archer City CDC – 5
  2. Crowell CDC- 2
  3. Olney CDC – 8
  4. Paducah CDC - 5
  5. Turner CDC- 12
  6. Wilbarger WCPS- 20
- **Early Head Start Grant#06HP000473**
  1. Crowell CDC- 4
  2. Holliday CFCDC-2
  3. Olney CDC – 12
  4. Turner CDC-2
  5. Wilbarger WCPS- 20

**Current Waitlist as of 8/21/23 – Income Eligible (IE), Over Income (OI)**

- **Head Start Grant #06CH010745**
  1. Archer City CDC – 2 (OI)
  2. Charles Finnel CDC – 2 (OI)
  3. Chillicothe CDC – 2 (OI)
  4. Crowell CDC- 1(IE), 10 (OI) = 11
  5. Graham CDC- 3 (IE), 10 (OI) = 13
  6. Knox City CDC – 7 (OI)
  7. Munday CDC- 2(IE), 10 (OI) = 12
  8. Olney CDC – 7 (IE – Turn 3 after 9/1), 1(IE), 1(OI)=9
  9. Paducah CDC – 3 (IE), 1 (OI)= 4
  10. Seymour CDC- 1 (IE), 1(OI)=2
  11. Turner CDC- 1 (IE), 2 (OI)=3
  12. Wilbarger WCPS- 6(IE), 3(OI)=9
- **Early Head Start Grant #06HP000265**
  1. Archer City CDC – 1 (IE), 1(OI)=2
  2. Crowell CDC- 2 (OI)
  3. Olney CDC – 4(IE), 2(OI) = 6
  4. Paducah CDC - 0
  5. Turner CDC- 3(IE), 1(OI) =4
  6. Wilbarger WCPS- 8(IE), 4(OI)=12
- **Early Head Start Grant#06HP000473**
  1. Crowell CDC- 0
  2. Holliday CFCDC-2 (IE), 1(OI)=3
  3. Olney CDC – 1 (OI)
  4. Turner CDC-2(OI)
  5. Wilbarger WCPS- 5(IE), 1(OI)=4

8/21/2023

**Action Item #3**

- Consolidation email received on 7/13/23 – in review.
- Revision for onboarding and developing a coaching/mentoring process is paused while we begin the new school year.
- New HR software Paycom implementation has created delays in processing applications because of the new payroll system.
- TTA Training has begun. The program Specialist met with Rebecca Clark, TTA Specialist, on Thursday and Friday, August 17-18, 2023. The goal is to prepare all management staff to understand their roles and responsibilities under Head Start Performance Standards and prepare for monitoring. She will work with the Program Director to support program staff restructuring with the new changes.

8/24/2023

**Action Item #3**

**8/24/23** – RPMC Received notification that the Consolidations Request was approved. Early Head Start Grant#06HP000473 was absorbed into Early Head Start Grant #06HP000265, combining the total funded enrollment total to 142 EHS slots.

9/27/2023

**Action Item #1**

- Informal/Formal Partnership meetings with all ISDs have been completed. The following schools have partnered with HS for dual enrollment. ***Updated partnerships dual enrollment as of 9/27/23.***
  - **Chillicothe HS & Chillicothe ISD-** The partnership has contributed to **11 dual enrollments.**
  - **Crowell CDC HS & Crowell ISD-** The partnership has contributed to **12 dual enrollments.**
  - **Graham CDC HS & Graham ISD-** The partnership has contributed to **17 dual enrollments.**
  - **Knox City CDC HS & Knox City ISD -** The partnership has contributed to **12 dual enrollments.**
  - **Munday CDC HS & Munday ISD -** The partnership has contributed to **11 dual enrollments.**
  - **Olney CDC HS & Olney ISD-** The partnership has contributed to **17 dual enrollments.**
  - **Seymour CDC HS & Seymour ISD-** The partnership has contributed to **16 dual enrollments.**
- Update on Graham CDC Lease expires in November. We are currently in talks with a local church with space we could lease temporarily.

**Action Item #2**

- Recruitment Materials are promoted throughout social media, local newspapers, communities, and door-to-door.
- The New ERSEA/Data assistant is also attending Child Plus Software training.
- Mental Health/Behavior/Disabilities Specialists and Education Specialists are making their rounds to the centers, addressing any concerns, attending ARD meetings to identify students who may need educational, behavioral, and disabilities services, and assisting in the referral process.
- Our mental health specialist has been working on the mental health library to be used program-wide to improve access to both staff and families.

**Current Enrollment as of 9/27/23**

- **Head Start Grant #06CH010745**
  1. Archer City CDC – 2
  2. Charles Finnel CDC – 2
  3. Chillicothe CDC – 11
  4. Crowell CDC- 12
  5. Graham CDC- 17
  6. Knox City CDC – 12
  7. Munday CDC- 11
  8. Olney CDC – 20
  9. Paducah CDC - 3
  10. Seymour CDC- 16
  11. Turner CDC- 11
  12. Wilbarger WCPS- 38

**Total Enrollment – 155/ 53% of total funded enrollment.**

- **Early Head Start Grant#06HP000265 –**
  1. Archer City CDC - 5
  2. Crowell CDC- 6
  3. Holliday CFCDC-5
  4. Olney CDC – 21
  5. Paducah CDC- 6
  6. Turner CDC-18
  7. Wilbarger WCPS- 47

**Total Enrollment – 108/ 76% of total funded enrollment.**



## **Action Item #2 (Cont.)**

### **Current Waitlist as of 9/27/23 – Income Eligible (IE), Over Income (OI)**

- **Head Start Grant #06CH010745**

1. Archer City CDC – 1 (IE), 1 (OI) = 2
2. Charles Finnel CDC – 3 (OI)
3. Chillicothe CDC – 4 (OI)
4. Crowell CDC- 16 (OI)
5. Graham CDC- 1 (IE), 8 (OI) = 9
6. Knox City CDC – 7 (OI)
7. Munday CDC- 9 (OI)
8. Olney CDC – 1 (IE – Turn 3 after 9/29), 4(IE- Turn 3 after 10/1), 1(OI)= 6
9. Paducah CDC – 2 (OI)
10. Seymour CDC- 3(OI)
11. Turner CDC- 2 (OI)
12. Wilbarger WCPS- 2(IE), 4(OI)= 6

- **Early Head Start Grant #06HP000265**

1. Archer City CDC – 1(OI)
2. Crowell CDC- 2 (OI)
3. Holliday CFCDC - 1 (OI)
4. Olney CDC – 7(IE), 2(OI) = 9
5. Paducah CDC - 0
6. Turner CDC- 1(IE), 4(OI) =5
7. Wilbarger WCPS- 9(IE), 4(OI)=13

- **Current EHS Vacancies** – Olney – 3 EHS Teachers, Quanaah – 2 EHS Teachers, Vernon- 2 EHS Teachers. The staff vacancies in Olney and Vernon limit our staffing capabilities of enrolling 15 eligible children who would increase our enrollment in EHS.
- Based on the current waitlist/enrollment, reviewing needs for each service area, and our ability to meet full enrollment, we are considering the following changes in scope within our Head Start/Early Head Start Grant.
  - **Proposed HS Grant Change in Scope Request:**
    - **Reduction in Enrollment –**
      - Request an enrollment reduction to reduce its funded enrollment from 294 to 175. We are currently at 155 in total HS enrollment and have 9 pending enrollments.
      - Close an HS Classroom in Graham and Knox City due to waitlist and low enrollment.
      - Phase Out/Close the Paducah HS Classroom - Due to low enrollment/no waitlist, and if we remain unable to meet enrollment.
    - **Locally-designed program option variation (LDO) waiver** - Requests a waiver to operate a locally designed program option for double-session variation classroom services at Crowell Child Development Center. *The waiver has been requested in the HS Grant Application submitted on 9/1/2023.*
    - **Change in Program Option** - We currently operate one Head Start classroom in Olney for 8 hours, 6 hours basis for Chillicothe, Crowell, Graham, Knox City, Munday, Olney, Paducah, Seymour, and Vernon, and a 4-hour basis for Archer City, and Holliday. The Head Start program will propose the following program option changes to meet the needs of the working parent. Converting the 6-hour part-day Head Start classrooms for Chillicothe, Crowell, Graham, Knox City, Munday, Olney, Paducah, and Seymour into 8-hour full-day slots.
    - **Slot Conversion –**
      - Possibility of converting HS slots in Knox City to EHS. *Community members have expressed interest in partnering together to offer EHS services within Knox County. We will be scheduling a meeting to discuss a potential partnership and have an update by October 31<sup>st</sup>.*
  - **Proposed EHS Grant Change in Scope Request:**
    - **Reduction in Enrollment** – Based on enrollment/waitlist, we are considering requesting a reduction in enrollment from 142 to 130. With the possibility of closing an EHS classroom in Paducah and Holliday.
    - **Vernon** – Wilbarger County Preschool has the space to open 2 more EHS Classrooms once the minor renovations are completed in November. We currently operate 6 EHS classrooms and have a steady waitlist. That is an option we will consider before requesting a reduction in enrollment.
- For the next 30 days (deadline October 31<sup>st</sup>), we will be working on a plan for the proposed change of scope request and strategize what the changes will look like, changes within our budget, and/or any potential partnerships and reduce the time we remained chronically under-enrolled.

### **Action #3: No Change.**

Proposed  
Head Start Budget  
06CH010745-06  
2023-2024

	<b>Proposed HS Budget 2021-2022</b>
<b>Personnel</b>	<b>\$ 1,387,127.00</b>
<b>Fringe Benefits</b>	
Payroll Taxes	
Payroll Taxes	127,230.00
Health/Dental/Life	243,560.00
Retirement	67,250.00
<b>Total Fringe Benefits</b>	<b>\$ 438,040.00</b>
<b>Total Travel</b>	<b>\$ 12,960.00</b>
<b>Supplies</b>	
Office Supplies	13,200.00
Child and Family Services	350.00
Food Services Supplies	10,000.00
Other Supplies	54,529.00
<b>Total Supplies</b>	<b>\$ 78,079.00</b>
<b>Contractual</b>	
Administrative Services	14,200.00
Office Equipment Contracts	33,505.00
<b>Total Contractual</b>	<b>\$ 47,705.00</b>
<b>Other</b>	
Depreciation/Use Allowance	4,500.00
Rent	12,000.00
Utilities, Telephone	66,400.00
Building & Child Liability Insurance	27,800.00
Building Maintenance and Repair	34,000.00
Local Travel	23,100.00
Nutrition Services	82,300.00
Child Services Consultants	10,000.00
Substitutes	29,146.00
Publications Advertising	2,500.00
Training or Staff Development	18,891.00
Miscellaneous	4,750.00
<b>Total Other</b>	<b>\$ 315,387.00</b>
<b>Total Program Expenses</b>	<b>\$ 2,279,298.00</b>
<b>Indirect</b>	<b>\$ 214,374.00</b>
<b>Total Grant Expenditures</b>	<b>\$ 2,493,672.00</b>

\*Required In-Kind Match

623,418.00

\*\*Waiver Requested

### 3. **Holidays**

The following shall be designated as holidays to be observed with pay for employees occupying full-time, part-time (non-transportation), part-time transportation notice of salary (full-time and part-time) positions and TEA Certified Teachers. Part-time (non-transportation), part-time transportation and notice of salary part-time employees' holiday pay will be prorated (a percentage of the 40-hour workweek) based on the number of hours actually worked during that pay period. The holidays are:

<b>Holidays (except part-time transportation)</b>	<b>Part-time transportation</b>
New Year's Day	New Year's Day
Martin Luther King's Birthday	
President's Day	
Good Friday	
Memorial Day	
Juneteenth	
Independence Day	
Labor Day	
Veteran's Day	
Thanksgiving Day	Thanksgiving Day
Day After Thanksgiving Day	
Christmas Eve	
Christmas Day	Christmas Day
<u>Floating Holiday</u>	

\* *SHARP Lines Transportation is only closed for 3 holidays per year (New Year's Day, Thanksgiving Day, and Christmas Day).*

- When employees are not able to take a holiday on the actual holiday date due to work schedule, they may take an alternate day as a floating holiday. This day must be scheduled in advance with approval of the Program Director and may be taken anytime 3 weeks prior or 3 weeks after the actual holiday date unless extension is granted by the Program Director and Executive Director. If the holiday is not taken within this timeframe, the Program Director must inform Payroll to pay the employee for that holiday on the next regular paycheck.
- The designated "Floating Holiday" may be taken at any time during the twelve months under the same guidelines as an "alternate day" with advance notice. The "Floating Holiday" will not be paid upon separation or used in a final notice of resignation. There is a 60 day wait period before an employee is eligible to use the "Floating Holiday".
- Holidays for some agency programs may vary from this schedule to conform to funding source guidelines and service requirements. Changes from this schedule will be approved in advance by the Executive Director and Program Director.
- Notice of salary employees do not earn holiday leave during non-work periods (i.e. summer break).

- Employees, who for religious or cultural reasons, wish to substitute another federal or state holiday for one of the above holidays may do so by submitting their request in writing, identifying the RPMC holiday to be omitted and the substituted holiday, to their supervisor at the beginning of the calendar year or upon their initial employment and annually thereafter. If the agency is not open and staff is not conducting business on the holiday to be omitted, then annual leave, or approved unpaid leave may be used.
- When a holiday falls on a scheduled non-working day of an employee, either the prior or subsequent day to the non-working day shall be designated as a holiday. Holidays occurring on Saturday shall be observed on the Friday preceding. Holidays occurring on Sunday shall be observed on the Monday following.
- In order to receive pay for a designated holiday, an employee must be in a work or paid leave status the scheduled workday immediately preceding and immediately following the holiday.
- Employees are eligible for paid holidays starting the first day of employment.
- Temporary employees are not eligible for paid holidays.

# ***Title VI Plan***

**Rolling Plains Management Corporation  
dba SHARP Lines Rural Public Transportation**

**October 3, 2023**

(TVI plan expires 3 years from date listed above)

## **Title VI Plan Table of Contents**

The Rolling Plains Management Corporation dba SHARP Lines Rural Public Transportation's Title VI Plan includes the following elements:

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## Section 1: Title VI Plan Approval

Title VI Plan  
Adopted on: October 3, 2017  
Rolling Plains Management Corporation  
Board of Directors

Adopted by: \_\_\_\_\_

Please see Appendix A & B for documentation of approval.

### Title VI Plan Revision Log

<b>Date</b> Month/day/year	<b>Section Revised</b>	<b>Summary of Revisions</b>
11/17/2020	2, 8, 9, & 10	Updated Data
10/3/2023	2, 8, 9, & 10	Updated Data

## **Section 2: Description of Organization and Service Provided**

### **1. *A general introduction/summary of your organization***

SHARP Lines Rural Public Transportations is a program division of Rolling Plains Management Corporation, a private, non-profit agency with headquarters in Crowell, Texas focused on providing assistance to people in North Texas.

As a well-established partner in the North Texas service community since 1965, is a multi-service organization, whose mission to provide persons in need with the resources to overcome barriers to success. The realm of services provided through the agency include child care, rural public and nonemergency medical transportation, weatherization, assistance programs for rent, energy bills, childcare, and other needs, nutrition programs for children, Head Start, Early Head Start and community based services.

Rolling Plains Management Corporation maintains its central administrative offices in Crowell, Texas. Program services are provided through its Crowell office in addition to other local office and program sites in Paducah, Quanah, Seymour, Vernon, Knox City, Munday, Olney, Graham, Archer City, Holliday, Jacksboro, Wichita Falls, Bowie, and Abilene. Not all program services are available in all locations.

### **2. *The type of service you provide; such as fixed-route, deviated route, or demand response service***

SHARP Lines provides transportation under a demand response service for the public. All passengers must have reservations at least 48 hours in advance for curb-to-curb service. Reservations are honored on a first-call, first-served basis based on availability of a driver and vehicle

*Medical Transportation.* SHARP Lines is an approved contractor to provide non-emergency medical transportation services for Medicaid-approved clients in 12 counties in North Texas. To obtain medical transportation, clients must contact Medicaid to get a trip confirmation number prior to scheduling their trip on SHARP Lines.

### **3. *The number of transit-related employees and the number of revenue service vehicles***

Using a fleet of ninety-one (91) passenger cars, vans and small transit buses and approximately 40 full and part time drivers under a demand response system, SHARP Lines Rural Public Transportation provides curb-to-curb transportation services.

A travel training specialist and four dispatchers work directly with clients to assess their needs, schedule appropriate transportation and dispatch vehicles in an efficient manner which limits client wait and trip times.

### **4. *The area where service is provided; include a service area map, if available.***

Rolling Plains Management Corporation operates public transportation system, SHARP Lines Rural Public Transportation, for residents of Archer, Baylor, Cottle, Foard, Hardeman, Jack, rural Wichita, Wilbarger, and Young counties.





# TEXAS

COUNTY OUTLINE MAP

### **Section 3: Title VI Policy Statement**

#### **Policy Statement**

The Rolling Plains Management Corporation dba SHARP Lines Rural Public Transportation as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Texas Department of Transportation (TxDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and TxDOT PTN requirements as specified in Master Grant Agreement, and State Management Plan.

#### Section 4: TITLE VI Notice to the Public

The Rolling Plains Management Corporation's Notice to the Public for transit services is as follows:

### Notifying the Public of Rights Under Title VI

## Rolling Plains Management Corporation dba SHARP Lines Rural Public Transportation

- ✓ The Rolling Plains Management Corporation dba SHARP Lines Rural Public Transportation operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Rolling Plains Management Corporation.
- ✓ For more information on the Rolling Plains Management Corporation's civil rights program, the procedures to file a complaint, or to file a complaint contact (800)633-0852, email [title.vi.complaint@rollingplains.org](mailto:title.vi.complaint@rollingplains.org) ; or visit our administrative office at 118 North 1st Street, Crowell, Texas 79227. For more information, visit [www.rollingplains.org](http://www.rollingplains.org).

- ✓ A complaint may also be filed directly with the:

Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483, or

Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

- ✓ If information is needed in another language, contact 1-800-633-0852
- ✓ Si necesita información en otro idioma, comuníquese con 1-800-633-0852

## Notificación al Público de los Derechos Garantizados por Título VI

### Rolling Plains Management Corporation dba(haciendo negocios como) SHARP Lines Rural Public Transportation

- ✓ Rolling Plains Management Corporation dba (haciendo negocios como) SHARP Lines Rural Public Transportation opera sus programas y servicios, sin distinción de raza, color, y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título V, puede presentar una queja con el Rolling Plains Management Corporation.
- ✓ Para más información sobre el programa de derechos civiles de Rolling Plains Management Corporation, los procedimientos para presentar una queja o presentar una queja con (800)633-0852, por correo electrónico [title.vi.complaint@rollingplains.org](mailto:title.vi.complaint@rollingplains.org) ; o visite nuestra oficina administrativa en 118 North 1st Street, Crowell, Texas 79227. Para mas información, visite [www.rollingplains.org](http://www.rollingplains.org).
- ✓ Puede también presentar una queja directamente con:  
  
Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483, o con  
  
Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590
- ✓ Si necesita información en otro idioma, comuníquese con 1-800-633-0852
- ✓ If information is needed in another language, contact 1-800-633-0852

Rolling Plains Management Corporation's Notice to the Public for transit services is posted in the following locations: (*check all that apply*)

- ☒ Agency website: [www.rollingplains.org](http://www.rollingplains.org)
- ☐ Public office
- ☒ Reception areas
- ☐ Meeting rooms
- ☒ Inside vehicles
- ☐ Rider Guides/Schedules
- ☐ Transit shelters and stations

☐ Other, \_\_\_\_\_

Please note that this information is posted in English and Spanish.

### **Section 5: Title VI Complaint Procedure**

Rolling Plains Management Corporation's Title VI Complaint Procedure for transit related issues is made available in the following locations: *(check all that apply)*

- ☒ Agency website: [www.rollingplains.org](http://www.rollingplains.org)
  - ☐ Public office
  - ☒ Reception areas
  - ☐ Meeting rooms
  - ☒ Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold
  - ☐ Other, \_\_\_\_\_
-

**Rolling Plains Management Corporation  
dba SHARP Lines Rural Public Transportation  
Title VI Complaint Procedure**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Rolling Plains Management Corporation may file a Title VI complaint by completing and submitting the agency's Sharp Lines Rural Public Transportation Title VI Complaint Form. Complaint forms can be found at: [www.rollingplains.org](http://www.rollingplains.org), or requested at: 118 North 1<sup>st</sup> Street, PO Box 490, Crowell, Texas 79227.

Rolling Plains Management Corporation investigates complaints received no more than 180 days after the alleged incident. Rolling Plains Management Corporation will process complaints that are complete.

Once the complaint is received, Rolling Plains Management Corporation will review it to determine if our office has jurisdiction. (A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt.) The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Rolling Plains Management Corporation will investigate the complaint. If more information is needed to resolve the case, Rolling Plains Management Corporation may contact the complainant.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Rolling Plains Management Corporation can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has seven (7) calendar days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact 1-800-633-0852  
Si necesita información en otro idioma, comuníquese con 1-800-633-0852

**Rolling Plains Management Corporation**  
**dba SHARP Lines Rural Public Transportation**  
**Título VI Procedimientos de Quejas**

Cualquier persona que cree que él o ella ha sido discriminado sobre la base de raza, color o origen nacional por Rolling Plains Management Corporation puede presentar una queja de Título VI completando y presentando el Formulario de Queja de Título VI de Transporte Público Rural de Sharp Lines. Los formularios de quejas pueden ser encontrados en: [www.rollingplains.org](http://www.rollingplains.org) , o solicitados en: 118 North 1st Street, PO Box 490, Crowell, Texas 79227.

Rolling Plains Management Corporation investiga las quejas recibidas no más de 180 días después del presunto incidente. Rolling Plains Management Corporation procesará las quejas completas.

Una vez que se reciba la queja, Rolling Plains Management Corporation lo revisará para determinar si nuestra oficina tiene jurisdicción. (Una copia de cada queja recibida título VI será enviada al Coordinador de TxDOT en transporte público dentro de los diez (10) días calendario siguientes a la recepción.) El demandante recibirá un acuse de recibo informar a él / ella si la queja será investigada por nuestra oficina.

Rolling Plains Management Corporation investigará la queja. Si se necesita más información para resolver el caso, Rolling Plains Management Corporation puede contactar al demandante.

Si el investigador no es contactado por el demandante o no recibe la información adicional dentro de los 10 días laborables, Rolling Plains Management Corporation puede cerrar administrativamente el caso. Un caso puede ser cerrado administrativamente también si el demandante ya no desea seguir adelante con su caso.

Después de que el investigador revise la queja, emitirá una de dos (2) cartas al demandante: una carta de cierre o una carta de hallazgo (LOF).

- ✓ Una carta de cierre resume las alegaciones e indica que no hubo una violación del Título VI y que el caso será cerrado
- ✓ Una carta de hallazgo (LOF) resume las alegaciones y las entrevistas sobre el supuesto incidente, y explica si se producirá cualquier acción disciplinaria, entrenamiento adicional del miembro del personal, o otra acción ocurrirá.

Si el demandante desea apelar la decisión, él / ella tiene siete (7) días calendario después de la fecha de la carta de encontrar o de la LOF para hacerlo.

Una persona también puede presentar una queja directamente: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483, o con Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590

Si necesita información en otro idioma, comuníquese con 1-800-633-0852

If information is needed in another language, then contact 1-800-633-0852

### Section 5: Title VI Complaint Form

The Rolling Plains Management Corporation's Title VI Complaint Form for transit related issues is made available in the following locations: *(check all that apply)*

- ☒ Agency website
  - ☒ Hard copy in the central office
  - ☒ Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
  - ☐ Other, \_\_\_\_\_
-



# Rolling Plains Management Corporation SHARP Lines Rural Public Transportation Title VI Complaint Form

## Section I:

**Name:**

**Address:**

**Telephone (Home):**

**Telephone (Work):**

Email Address:

Accessible	Format	Large Print		Audio Tape	
Requirements?		TDD		Other	

## Section II:

Are you filing this complaint on your own behalf?

Yes\*

No

\*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes

No

## Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ Race

☐ Color

☐ National Origin

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

## Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature	Date

If information is needed in another language, then contact 1-800-633-0852  
 Si necesita información en otro idioma, comuníquese con 1-800-633-0852

Please submit this form in person at the address below, or mail this form to:

Rolling Plains Management Corporation  
 118 N. First, P. O. Box 490  
 Crowell, Texas 79227

**Rolling Plains Management Corporation  
SHARP Lines Rural Public Transportation**

**Título VI Formulario de Queja**

**Sección I:**

**Nombre:**

**Dirección:**

**Teléfono (Domicilio):**

**Teléfono (Trabajo):**

Dirección de correo electrónico:

Requisitos

Formato

Letra Grande

Cinta de Audio

Accesibles?

TDD

Otra

**Sección II:**

¿Está presentando esta queja en sus propio nombre?

Sí\*

No

\*Si respondió "Sí" a esta pregunta, vaya a la Sección III.

Si no es así, proporcione el nombre y la relación de la persona por la que se queja:

Explique por qué ha presentado un tercero:

Por favor, confirme que ha obtenido el permiso de la parte agraviada si está presentando en nombre de un tercero

Sí

No

**Sección III:**

Creo que la discriminación que experimenté se basó

☐ Raza

☐ Color

☐ Origen Nacional

Fecha de Presunta Discriminación (Mez, Día, Año): \_\_\_\_\_

Explique los más claramente posible lo que sucedió y por qué cree que fue discriminado. Describa a todas las personas involucradas. Incluye el nombre y la información de contacto de la persona(s) que discriminó (si se conoce), así como nombres e información de contacto de cualquier testigo. Si necesitas más espacio, utilice el reverso de esta formulario.

**Sección IV**

¿Ha presentado anteriormente una queja de Título VI con esta agencia?

Sí

No

<b>Sección V</b>	
¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier corte federal o estatal?	
<input type="checkbox"/> Sí <input type="checkbox"/> No	
En caso afirmativo, marque todas las que correspondan:	
<input type="checkbox"/> Agencia Federal: _____	
<input type="checkbox"/> Corte Federal _____	<input type="checkbox"/> Agencia Estatal _____
<input type="checkbox"/> Corte Estatal _____	<input type="checkbox"/> Agencia Local _____
Proporcione información sobre una persona de contacto en la agencia/ corte donde se persentó la queja.	
<b>Nombre:</b>	
<b>Título:</b>	
<b>Agencia:</b>	
<b>Dirección:</b>	
<b>Teléfono:</b>	
<b>Sección VI</b>	
El nombre de la queja de la agencia está en contra:	
Personal de contacto:	
<b>Título:</b>	
Número de teléfono:	

Usted puede adjuntar cualquier material escrito o otra información que considere pertinente a su queja.  
Firma y fecha requerida abajo

\_\_\_\_\_

Firma de Querellante Fecha

Si necesita información en otro idioma, comuníquese con 1-800-633-0852  
If information is needed in another language, then contact 1-800-633-0852

Por favor envíe este formulario en persona a la dirección abajo, o envíe este formulario a:

Rolling Plains Management Corporation  
118 N. First, P. O. Box 490  
Crowell, Texas 79227

## Section 7: List of Transit Related Title VI Investigations, Complaints and Lawsuits

Rolling Plains Management Corporation maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

### **Check One:**

    X     There have been no investigations, complaint and/or lawsuits filed against us since the last plan submission.

       There have been investigations, complaints and/or lawsuits filed against us. *See list below.*  
*Attach additional information as needed.*

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
<b>1.</b>				
<b>Lawsuits</b>				
<b>1.</b>				
<b>Complaints</b>				
<b>1.</b>				

## Section 8: Public Participation Plan

### Strategies and Desired Outcomes

To promote inclusive public participation, Rolling Plains Management Corporation will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

### Public Outreach Activities

The public outreach and involvement activities conducted by the Rolling Plains Management Corporation since the last Title VI Program submission are summarized in the table below.

Event Date	Rolling Plains Management Corporation Staffer(s)	Activity	Communication Method (Public Notice, Posters, Social Media)	Notes
On Going	Communications Coordinator on behalf of all departments	Social Media and website posts	Social Media, website	Information regarding agency services and outcomes are distributed on an ongoing basis via the website, Facebook, and Google Business Profile.
July 2022	Human Resources	Community Job Fair – City of Wichita Falls	In-person	Provided participants attending the event with resources and jobs available through RPMC
August 2022, September 2023	Human Resources	Texas Workforce Job Fair - Crowell	In-person	Provided participants attending the event with resources and jobs available through RPMC
February 2023	Community Services Staff	Hand Up in Nocona	In-person	Provided participants attending the event with resources available through RPMC
March 2023	Human Resources	Community Resource Fair - Vernon	In-person	Provided participants attending the event with resources and jobs available through RPMC

March 2023	Community Services Staff	Rotary Club in Wilbarger County	In-person	Provided participants attending the event with resources available through RPMC
March 2023	Community Services Staff	Graham Resource Fair in Young County	In-person	Provided participants attending the event with resources available through RPMC
March 2023	Community Services Staff	MSU Nonprofit Resource Fair in Wichita Falls	In-person	Provided participants attending the event with resources available through RPMC
June 2023	Human Resources	Health Fair Workforce - Crowell	In-person	Provided participants attending the event with resources and jobs available through RPMC
August 2023	Community Services and Head Start Staff	Back to School events in Wichita and Wilbarger Counties	In-person	Provided participants attending the event with resources available through RPMC

\*Note: Due to safety precautions during the COVID-19 pandemic, all regular outreach events were suspended for 2020 - 2022.

## Section 9: Language Assistance Plan

### Plan Components

As a recipient of federal US DOT funding, the Rolling Plains Management Corporation is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The Rolling Plains Management Corporation's Language Assistance Plan includes the following elements:

- Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

### Four Factor Analysis Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the Rolling Plains Management Corporation has conducted a *Four Factor Analysis* of the following areas: 1) LEP Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

**Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.**

SHARP Lines' rural transportation programs serve a 9-county region on the North Central Texas. The area is mostly rural; Wichita Falls is the only urbanized area. The remainder of the area is made up of small towns and rural areas. Service is provided in Archer, Baylor, Cottle, Foard, Hardeman, Jack, rural Wichita, Wilbarger and Young counties.

Total Population by Race Alone, Percent

County	White	Black/ African American	Asian	Native American/ Alaska Native	Native Hawaiian/ Other Pacific Islander	Some Other Race	Multiple Race
Archer	92.89%	.50%	.14%	1.24%	0%	.81%	4.42%
Baylor	85.45%	4.12%	0%	.20%	1.00%	2.18%	7.05%
Cottle	73.33%	7.12%	0%	.13%	0%	7.24%	12.18%
Foard	74.79%	.09%	.83%	.74%	0%	4.14%	19.41%
Hardeman	81.67%	1.29%	2.52%	.84%	0%	3.62%	10.06%
Jack	90.12%	4.33%	.59%	0%	0%	1.13%	3.83%
Wichita	75.47%	10.34%	2.14%	.86%	.11%	4.08%	6.99%
Wilbarger	71.75%	7.67%	3.22%	1.14%	0%	6.32%	9.89%
Young	91.60%	1.25%	.20%	0.60%	0%	2.69%	3.66%

Data Source: US Census Bureau, American Community Survey. 2017-21.

Total Population by Ethnicity Alone, Percent

County	Hispanic or Latino	Non-Hispanic
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Archer	8.45%	91.55%
Baylor	14.21%	85.79%
Cottle	20.64%	79.36%
Foard	21.62%	78.38%
Hardeman	24.92%	75.08%
Jack	17.48%	82.52%
Wichita	20.02%	79.98%
Wilbarger	30.26%	69.74%
Young	19.39%	8.61%

Data Source: US Census Bureau, American Community Survey. 2017-21.

## Language Spoken at Home

This indicator reports the percentage of the population aged 5 and older who speak a language other than English at home and speak English less than “very well” categorized by the type of language spoken.

County	Spanish	Other Indo-European Languages	Asian and Pacific Island Languages	Other Languages
Archer	2.30%	0%	.10%	0%
Baylor	.20%	0%	0%	0%
Cottle	3.80%	0%	0%	0%
Foard	3.60%	0%	.60%	0%
Hardeman	4.70%	0%	2.30%	0%
Jack	7.00%	.10%	.10%	0%
Wichita	3.00%	.30%	.60%	0%
Wilbarger	5.00%	.20%	1.60%	0%
Young	7.60%	0%	.10%	0%

Data Source: US Census Bureau, American Community Survey. 2021, 5-Year Estimates, Table ID DP02

This indicator reports the percentage of the population aged 5 and older who speak a language other than English at home and speak English less than "very well."

County	% of Population Age 5+ with Limited English Proficiency
Archer	2.5%
Baylor	.2%
Cottle	3.8%
Foard	4.2%
Hardeman	7.0%
Jack	7.3%
Wichita	3.9%
Wilbarger	6.8%
Young	7.7%

Data Source: US Census Bureau, American Community Survey. 2021, 5-Year Estimates, Table ID DP02

In addition to the number or proportion of LEP persons served, Rolling Plains Management Corporation dba SHARP Lines Rural Public Transportation will identify:

- (a) How LEP persons interact with the recipient's agency;  
Members of Rolling Plains' staff interact on a daily basis with LEP persons, particularly with persons for whom Spanish is their primary language. The information that is related to them relates to transit services, including scheduling rides, fare information, pickup times, etc. In addition, such interactions may include, on a less frequent basis, customer surveys and participation in public meetings.
- (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language;  
Please see the charts above for an overview of the LEP communities in the service area.
- (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and  
A total of 86.61% of the population speaks English only. Of the households who speak another language at home, approximately 5% speak English "less than very well". As you can see from the tables on the previous page, the language spoken the most (aside from English) is Spanish followed by Asian/Pacific Island. Based on this information, it is reasonable to assume that the language that will be most needed is Spanish.
- (d) Whether LEP persons are underserved by the recipient due to language barriers.  
SHARP Lines' staff has never encountered a non-English speaker who spoke a language other than Spanish. Rolling Plains has on staff employees that are bilingual, so Spanish-speakers do not encounter any language barriers.

**Factor 2: The frequency with which LEP persons come into contact with the program.:**

Rolling Plains Management Corporation's staff reviewed the frequency with which the board, office staff, and bus/van drivers have, or could have, contact with LEP persons. This includes documenting phone

inquiries or office visits. To date, SHARP Lines Transportation has had no requests for interpreters and no requests for translated program documents. The board, office staff, and bus/van drivers have limited contact with LEP persons.

**Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.** Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

There is no large geographic concentration of any type of LEP individuals in SHARP Lines' service area. Of the total population in the service area, 86.61% of the population speaks only English. Of the 13% of households who speak another language at home, approximately 95% speak English "very well." As a result, there are few social, service, professional, and leadership organizations with SHARP Lines' service area that focus on outreach to LEP individuals. Rolling Plains Management Corporation's board, office staff, and bus/van drivers are most likely to encounter LEP individuals through bus/van rides, office visits, phone conversations, and attendance at board meetings. Rolling Plains has on staff employees that are bilingual, so Spanish-speaking clients are always able to receive assistance in their preferred language, which addresses the agency's ability to provide meaningful access to LEP persons.

**Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.** Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

SHARP Lines reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation if needed would be provided through a telephone interpreter line for which SHARP Lines would pay a fee.

**\*\*SHARP Lines has determined based on the analysis the following vital documents to be translated into Spanish: Notice to the Public, Compliant Procedure and Compliant Form\*\***

Limited English Proficient (LEP) Resource Materials:

## “I Speak” Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöô.	Vietnamese
	당신이한국어말할경우이 상자를 표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

**Note:** For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

## Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

## Section 10: Minority Representation Information

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

### A. Minority Representation Table

**Table Depicting Membership of Board, Committees, Councils, Broken Down by Race**

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Population	78.51%	20.01%	8.19%	1.81%	.81%	6.79%
Board of Directors	80.6%	6.45%	12.90%	%0	%0	%0

### B. Efforts to Encourage Minority Participation

To encourage participation on its boards, committees and councils, the Rolling Plains Management Corporation will continue to actively recruit board members from non-Caucasian population groups within the service area. Rolling Plains Management Corporation will utilize agency networks and contacts to extend the recruitment to the fullest extent possible. Rolling Plains Management Corporation has a vast network across the region, and are committed to outreach among minority populations for all board and committee appointments. This outreach takes many forms, from direct contact to recruit potential board and committee members, to referrals for open positions from current board and committee members and members of the general public, to recruitment via social media and other means.

## Section 11: Providing Assistance to and Monitoring Subrecipients

SHARP Lines Rural Public Transportation does not provide funding to subrecipients.