



Board of Directors' Report December 2023 Index

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AGENDA
BOARD OF DIRECTORS MEETING
December 5, 2023 6:30 P.M.
Available via Videoconference or in Person at
118 East Donnell
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 October 3rd, 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
 - i. Energy Assistance
 - ii. Water Assistance
 - iii. Veterans Services
 - iv. Weatherization Services
 - v. SHARP Lines Rural Public Transportation
 - vi. Community Services
 - vii. Child Care Assistance
 - viii. Head Start / Early Head Start / Daycare - Enrollment & Attendance by Center
 - ix. Head Start / Early Head Start / Daycare - Meals Served
 - x. Head Start / Early Head Start - Waiting List
 - xi. Head Start / Early Head Start - Health Services
 - xii. Head Start - Transportation
 - xiii. Head Start / Early Head Start - Family and Community Partnerships

- xiv. Head Start / Early Head Start Correspondence
 - a. Grant Management Reassignment – Grant #06CH010745
 - b. Pre-Closeout Letter – Grant #06CH010745
 - c. Notice of Award – Award #06CH012369-01-00
 - d. Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – ACF-PI-OHS-23-04
- xv. Selected Financial Activity by Program
- xvi. Credit Card Report

Agency

- 4. *Review, discussion and approval of the following persons to sign agency checks and electronic bank transfers: Staff members: Debra Thomas, Mark Halsell, Amy Wade, Lacy Tamplen, Wade Davis, Donna Moore, Sarai Meza; and, Board Members and Alternates: Mark Christopher and Cheryl Branch.
- 5. *Review, discussion and approval of Attendance Policy.
- 6. *Nomination and election of Officers for Board of Directors for 2024-2025.
- 7. Receive report from Finance Committee meeting held on November 15th, 2023.
- 8. *Review, discussion and ratification of agency budget for fiscal year ending November 30, 2024.
- 9. Receive report from Executive Committee meeting held on November 15th, 2023.
- 10. *Review, discussion and approval of purchase of property in Graham, Texas located at 311 Woody Drive for use as a transportation hub.

Transportation

- 11. *Review, discussion, and approval of application for Service Expansion Project available through the Texas Department of Transportation.
- 12. *Review, discussion, and approval of application for Coordinated Call Project available through the Texas Department of Transportation.
- 13. Executive Director's report – Debra Thomas
 - a. Update on building projects
 - b. Other
- 14. Adjourn

Rolling Plains Management Corporation Board of Directors Meeting

Dec 5, 2023, 6:30 – 8:30 PM (America/Chicago)

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* 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 devices 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: November 30, 2023

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

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

First Vice Chair, Ronnie Allen, announced a quorum was present and called the staff meeting to order. The invocation was given by Mark Halsell. Board members, staff, and guests introduced themselves.

Agenda Item 2 - *Seat new members of Board of Directors.

Delisa Piper was nominated by the Paducah Chamber of Commerce to replace Michelle Gunter as a representative of the private sector. Rodger Brannen made a motion to seat Delisa Piper as a Board Member and was seconded by David Brinkerhoff. The motion passed unanimously.

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 Chuck Henderson and seconded by Susie Byars. The motion passed unanimously to approve all items on the agenda as follows:

- 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

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

Rolling Plains Management Corporation is an equal opportunity employer and provider.

- xv. Head Start / Early Head Start Correspondence
 - 1. Notice of Completion for Grant No. 06HP000473
 - 2. Notice of Award, EHS Grant Consolidation, Grant No. 06HP000265-05-01
- xvi. Monitoring reports
 - a. Child Care Relief Fund – Olney Child Development Center
 - b. Texas Department of Transportation – Quarterly/Financial Monitoring
- xvii. Financial Activity by Program
- xviii. Credit Card Report
- xix. Head Start / Early Head Start Program Updates
 - a. Annual Report 2022 – 2023
 - b. Under Enrollment Plan Update

Financial

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

Keren Whitney reviewed the proposed Head Start budget for the grant year 2023 – 2024. Keren opened the floor for questions but no questions were asked. A motion was made by Michael Dishman and seconded by Toby Hines to approve the proposed Head Start Budget for the grant year 2023 – 2024. The motion passed unanimously.

Agenda Item 5 - * Review, discussion and approval of adding a 14th holiday to the Holiday list as a designated “Floating Holiday.”

Amy Wade reviewed the proposed changes to the Personnel Policies of adding a 14th holiday to the Holiday list as a designated “Floating Holiday.” Amy explained that the change would create uniformity between Rolling Plains’ holiday schedule and the schedule established by North Texas Workforce Solutions for the Child Care Assistance Office. There was a discussion regarding the rules for the holiday and how they differ from the other holidays as well as which classes of employees are eligible. A motion was made by Michael Dishman and seconded by Rick Hardcastle to approve adding a 14th holiday to the Holiday list as a designated “Floating Holiday.” The motion passed unanimously.

Agenda Item 6 - Receive report from Special Committee meeting held on September 27, 2023 in regard to performance appraisal of the Executive Director

Special Committee member Ronnie Allen reported to the Board members in attendance about the Special Committee meeting held on September 27, 2023. Ronnie reported that the Special Committee met for the performance appraisal of the Executive Director and that the Committee thinks “Debra does a wonderful job.” There were no questions or discussion.

Agency

Agenda Item 7 - *Review, discussion and approval of executive director compensation

Special Committee member Ronnie Allen reported to the Board members in attendance about the Special Committee meeting held on September 27, 2023. Ronnie reported that the Special Committee voted to recommend a 5.6% cost of living increase for the Executive Director. There were no questions or discussion. A motion was made by Susie Byars and seconded by David Brinkerhoff to approve a 5.6% cost of living increase for the Executive Director. The motion passed unanimously.

Agenda Item 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

Debra Thomas reviewed the need for the Finance Committee to approve the organization-wide budget for fiscal year December 1, 2023 to November 30, 2024 for presentation to the Board of Directors at the December meeting. There were no questions or discussion. A motion was made by Chuck Henderson and seconded by Michael Dishman to approve appointing the Finance Committee to approve the organization-wide budget for fiscal year December 1, 2023 to November 30, 2024 for presentation to the Board of Directors. The motion passed unanimously.

Agenda Item 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.

Finance Committee Chair, Denise Foster, reported to the Board about the Finance Committee meeting held prior to the Board meeting to select a firm to perform the single agency audit and audit of the agency retirement plan. Denise explained that the Committee used a point system to score the proposals they received. The Finance Committee recommends that MWH Group remain the firm used to perform the single agency audit and audit of agency retirement plan. There were no questions or discussion. A motion was made by Michael Dishman and seconded by David Brinkerhoff to approve the recommendation of the Finance Committee in regard to selecting the firm to perform the single agency audit and audit of agency retirement plan.

Agenda Item 10 - *Review, discussion and approval of update to Title VI Plan for SHARP Lines Rural Public Transportation program

Jessica McLain reviewed the updates to the Title VI Plan for SHARP Lines Rural Public Transportation program. Jessica explained that most of the changes were to update the data used to determine the plan. There were no significant changes in the percentages of individuals with limited English proficiency. There was no discussion. A motion was made by Michael Dishman and seconded by Susie Byars to approve the update to the Title VI Plan for SHARP Lines Rural Public Transportation program. The motion passed unanimously.

Agenda Item 11 - Board Training on SHARP Lines Rural Public Transportation program and services.

Transportation Director Donna Moore provided Board Training on the services provided by SHARP Lines Rural Public Transportation program as well as information on various program funding sources.

Agency Updates

Agenda Item 12 – Updates from Executive Director

a. Facility projects

b. Nominating Officers for 2024 – 2025

Deputy Director Mark Halsell provided an update regarding the ongoing facilities projects in Crowell, Vernon, Graham, and Paducah. Board member Seth Tabor provided an update regarding the Chillicothe childcare center project. Debra Thomas discussed the procedures for nominating or volunteering for an officer position for 2024 – 2025.

Agenda Item 16 - *Adjourn

There being no further business, the meeting was adjourned at 8:00 PM by First Vice Chair Ronnie Allen.

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

Rolling Plains Management Corporation
Clients Served

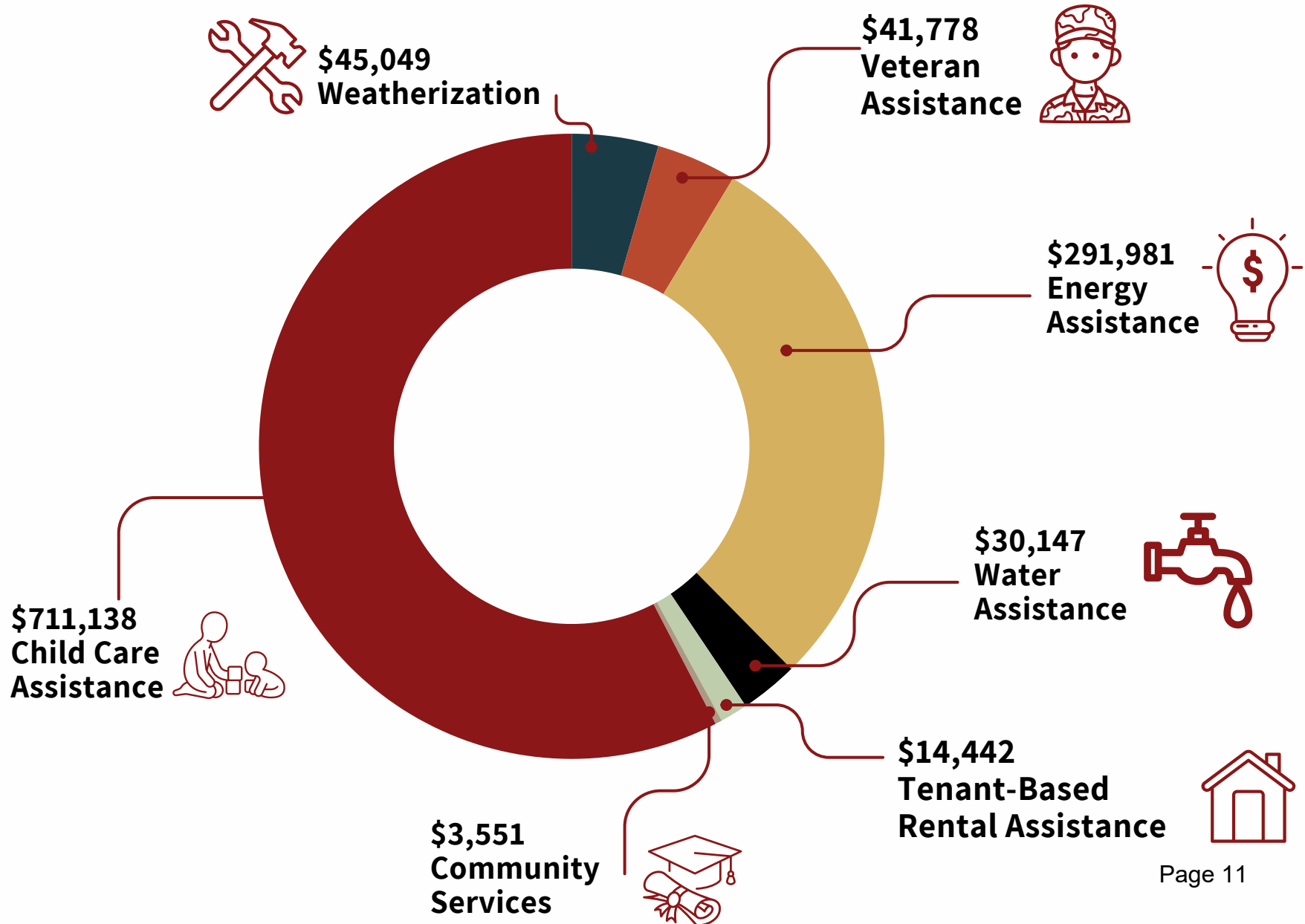
September 2023

Program	People Served in September	People Served YTD	Number of Units Served in September	Units Served YTD	Description of Units
Tenant-Based Rental Assistance (TBRA)	52	65	18	22	Households
Energy Assistance	821	4,492	368	2,210	Households
Water Assistance	271	1,679	100	685	Households
Veteran Services	105	302	63	163	Households
Weatherization	22	178	9	102	Homes
SHARP Lines Rural Public Transportation	625	1,583	6,625	57,237	Trips
Community Services	42	127	12	57	Households
Child Care Assistance	1,496	1,973			
Head Start	156	298			
Early Head Start	108	126			
Day Care	56	95			

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

Direct Client Services

August



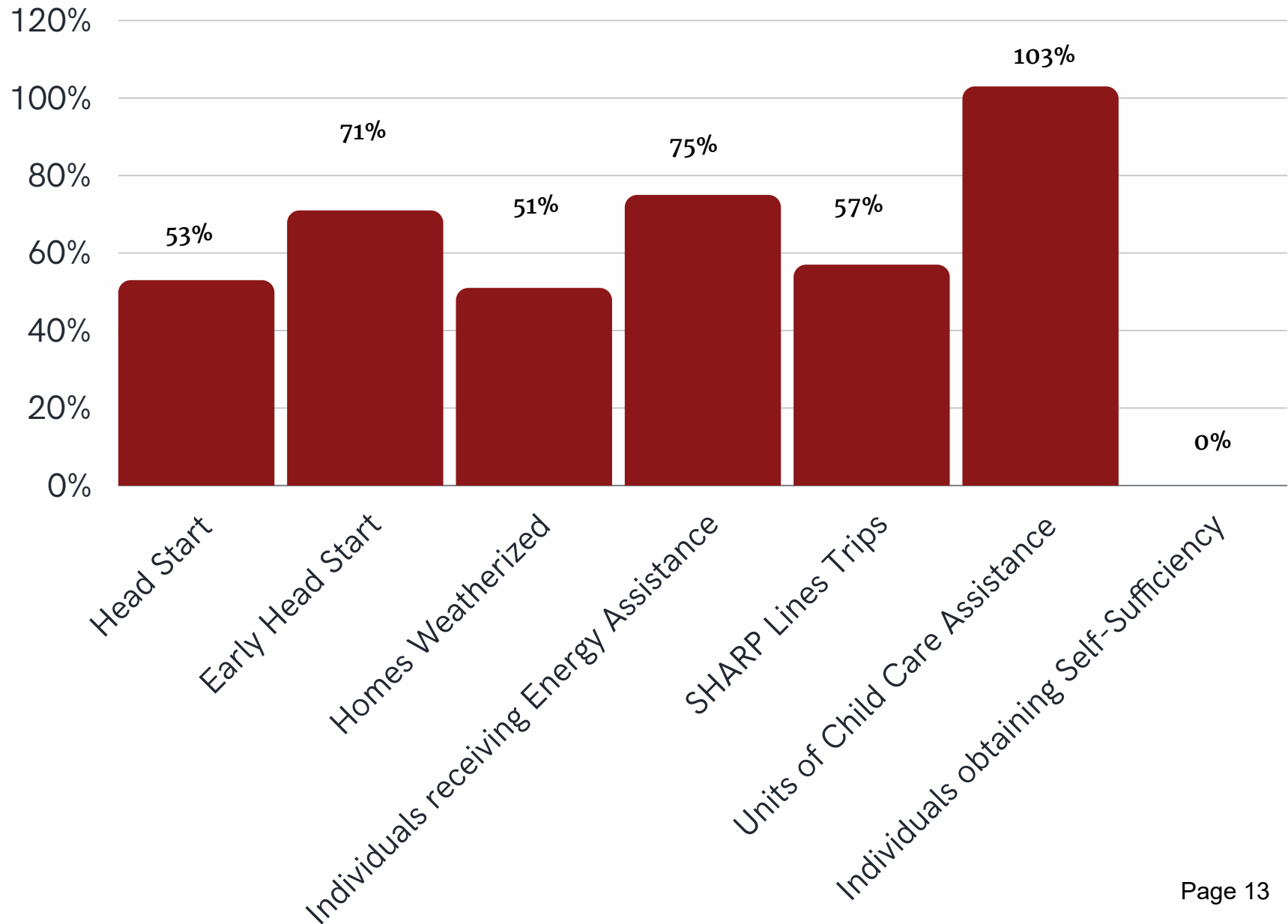
Rolling Plains Management Corporation
Direct Client Assistance

September 2023

Program	Expended in September	Expended YTD	Pledged/ Projected	Total
Tenant Based Rental Assistance	\$ 14,442.00	\$ 122,576.00	\$ 37,908.00	\$ 160,484.00
Energy Assistance	\$ 291,980.74	\$ 3,411,406.36	\$ 406,697.22	\$ 3,818,103.58
Water Assistance	\$ 30,146.80	\$ 403,172.71		\$ 403,172.71
Veterans Assistance	\$ 41,778.48	\$ 239,837.48		\$ 239,837.48
Weatherization	\$ 45,048.90	\$ 594,225.49		\$ 594,225.49
Community Services	\$ 3,551.36	\$ 47,806.60		\$ 47,806.60
Child Care Assistance	\$ 580,227.18	\$ 5,654,219.60		\$ 5,654,219.60
TOTAL	\$ 1,007,175.46	\$ 10,473,244.24	\$ 444,605.22	\$ 10,917,849.46

Program Performance Report

September



ROLLING PLAINS MANAGEMENT CORPORATION

Balance Sheet - Entire Agency
As of September 30, 2023

Assets

Current Assets

Cash (operating accounts)	4,128,674.56
Other Cash Accounts	
Petty cash	1,000.00
Certificate of Deposit - Interest & Sinking Fund	32,259.61
Certificate of Deposit - Capital Reserve	<u>1,282,259.61</u>
Total Other Cash Accounts	1,315,519.22
Receivables	
Grants receivable	2,307,825.31
Other	<u>152,468.03</u>
Total Receivables	2,460,293.34
Other Assets	
Prepaid expenses	4,342.47
Inventory	<u>5,184.32</u>
Total Inventories	<u>9,526.79</u>
Total Current Assets	7,914,013.91

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	<u>6,422,687.31</u>
Total Assets	<u><u>14,336,701.22</u></u>

Liabilities

Short-term Liabilities

Accounts Payable	843,927.30
Accrued (payroll) liabilities	143,390.67
Other payroll liabilities	6,057.65
Loan - Crowell State Bank	0.00
Deferred Revenue	<u>312,508.11</u>
Total Short-term Liabilities	1,305,883.73

Long-term Liabilities

Loan - USDA	<u>284,062.18</u>
Total Long-term Liabilities	<u>284,062.18</u>
Total Liabilities	1,589,945.91

Net Assets

Beginning Net Assets	12,399,208.50
Current YTD Net Income	<u>347,546.81</u>
Total Net Assets	<u><u>12,746,755.31</u></u>

Total Liabilities and Net Assets	<u><u>14,336,701.22</u></u>
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ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures - Budget to Actual

For the period ended September 30, 2023

Percentage of budget expired 83%

	<u>Approved Budget</u>	<u>Actual</u>		% of
	12/1/2022 to	12/1/2022 to	Remaingin	Budget
	<u>11/30/23</u>	<u>09/30/23</u>	<u>in Budget</u>	<u>Expended</u>
Operating Revenue				
<u>Grant Revenue</u>				
Funding - federal	11,205,503.00	8,204,303.48	3,001,199.52	
Funding - state	9,098,631.00	8,505,384.42	593,246.58	
Funding - other	<u>9,506,322.00</u>	<u>7,444,844.06</u>	<u>2,061,477.94</u>	
Total Grant Revenue	29,810,456.00	24,154,531.96	5,655,924.04	81%
<u>Contributions</u>				
Donations (cash)	<u>0.00</u>	<u>18,486.60</u>	<u>(18,486.60)</u>	
Total Contributions	0.00	18,486.60	(18,486.60)	
<u>Program Revenue</u>				
Medical transportation fees	1,855,290.00	1,517,235.50	338,054.50	
Box fares	1,800.00	4,348.00	(2,548.00)	
Subscription fares	210,000.00	211,546.50	(1,546.50)	
Parent fees received	0.00	100.00	(100.00)	
Student Fees		144,103.34		
Daycare fees	<u>60,000.00</u>	<u>107,155.59</u>	<u>(47,155.59)</u>	
Total Program Revenue	2,127,090.00	1,984,488.93	286,704.41	93%
<u>Other Income</u>				
Insurance proceeds	0.00	59,439.55	(59,439.55)	
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	(2,010.60)	2,010.60	
Interest income	<u>624.00</u>	<u>60,915.32</u>	<u>(60,291.32)</u>	
Total Other Income	<u>624.00</u>	<u>142,229.27</u>	<u>(141,605.27)</u>	
Total Revenue	31,938,170.00	26,299,736.76	5,782,536.58	82%
Expenditures by Program				
<u>Program Services</u>				
Child care assistance	8,693,204.00	7,167,636.03	1,525,567.97	82%
Child development programs	6,169,960.00	4,643,591.94	1,526,368.06	75%
Transportation	8,509,093.00	6,412,180.66	2,096,912.34	75%
Energy assistance and community services	4,886,572.00	5,174,107.43	(287,535.43)	106%
Weatherization and home rehabilitation	<u>2,355,642.00</u>	<u>1,326,591.10</u>	<u>1,029,050.90</u>	56%
Total Program Services	30,614,471.00	24,724,107.16	5,890,363.84	81%
<u>Supporting Services</u>	<u>1,379,979.00</u>	<u>1,228,082.79</u>	<u>151,896.21</u>	89%
Total Expenditures	<u>31,994,450.00</u>	<u>25,952,189.95</u>	<u>6,042,260.05</u>	81%
Net Revenue Over Expenditures	<u>(56,280.00)</u>	<u>347,546.81</u>		

ROLLING PLAINS MANAGEMENT CORPORATION
Statement of Functional Expenditures - Budget to Actual
For the period ended September 30, 2023

	<u>Approved Budget</u> 12/1/2022 to 11/30/23	<u>Actual</u> 12/1/2022 to 09/30/23	Remaining in <u>Budget</u>	Percent of Total <u>Expended</u>
Expenditures				
Personnel Expenses	7,724,514.00	5,722,649.93	2,001,864.07	22.1%
Fringe Benefits & Other Employee Expenses	2,254,142.00	1,647,853.41	606,288.59	6.3%
Direct Client Assistance	13,223,751.00	11,865,386.64	1,358,364.36	45.7%
Other Direct Program Costs	709,417.00	430,299.90	279,117.10	1.7%
Travel	175,137.00	123,065.63	52,071.37	0.5%
Professional Fees	176,896.00	100,042.56	76,853.44	0.4%
Supplies	620,931.00	477,685.74	143,245.26	1.8%
Occupancy	729,629.00	752,491.54	(22,862.54)	2.9%
Maint, Repairs & Lease of Equipment	426,832.00	412,980.40	13,851.60	1.6%
Purchase of equipment	1,180,811.00	1,028,313.40	152,497.60	4.0%
Purchase of land/buildings	0.00	149,660.34	(149,660.34)	0.6%
Major Renovations	4,710,982.00	3,162,958.66	1,548,023.34	12.2%
Interest	14,000.00	10,892.21	3,107.79	0.0%
Miscellaneous	<u>47,406.00</u>	<u>67,909.59</u>	<u>(20,503.59)</u>	<u>0.3%</u>
Total Expenditures	<u>31,994,448.00</u>	<u>25,952,189.95</u>	<u>6,042,258.05</u>	<u>100.0%</u>

ROLLING PLAINS MANAGEMENT CORPORATION

Summary of Grant Activity

As of September 30, 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>
<u>Child development programs</u>							
Head Start	Sarai Meza	12/1/22	11/30/23	\$2,284,154.00	\$1,556,815.18	83%	68%
Head Start (American Rescue Act)	Sarai Meza	4/1/21	3/31/23	\$ 652,896.00	\$652,896.00	100%	100%
Early Head Start	Sarai Meza	8/1/23	7/31/24	\$2,477,311.00	\$224,819.72	17%	9%
Early Head Start (I) ***	Sarai Meza	8/1/22	7/31/23	\$1,354,436.00	\$1,234,940.20	100%	91%
Early Head Start (II) ***	Sarai Meza	9/1/22	8/31/23	\$937,322.00	\$780,135.29	100%	83%
Child and Adult Food Program	Sarai Meza	10/1/22	9/30/23	\$ 306,031.00	\$315,389.64	100%	103%
Summer Food Service Program	Sarai Meza	5/1/23	8/31/23	NA	\$8,924.85		

*** As of August 1, 2023 - Early Head Start (I) and Early Head Start (II) have been combined into one grant (Early Head Start)

Transportation

Texas Dept of Transportation	Donna Moore	9/1/23	8/31/24	\$ 632,006.00	\$0.00	8%	0%
Texas Dept of Transportation	Donna Moore	10/1/22	8/31/23	\$ 400,000.00	\$400,000.00	100%	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	\$578,308.00	54%	100%
Texas Dept of Transportation	Donna Moore	9/1/23	11/30/24	\$ 208,779.00	\$87,485.00	7%	42%
Texas Dept of Transportation	Donna Moore	9/1/23	11/30/24	\$ 965,554.00	\$0.00	7%	0%
Texas Dept of Transportation	Donna Moore	9/1/22	12/31/23	\$ 1,226,726.00	\$1,226,819.00	81%	100%
Texas Dept of Transportation	Thomas/Halsell	9/1/21	12/31/23	\$ 1,810,000.00	\$1,534,679.00	89%	85%
Texas Dept of Transportation	Thomas/Halsell	10/1/22	8/31/24	\$ 249,382.00	\$0.00	52%	0%
Texas Dept of Transportation	Thomas/Halsell	9/1/22	8/31/24	\$ 3,009,970.00	\$1,218,539.00	54%	40%
Texas Dept of Transportation	Donna Moore	9/1/23	8/31/24	\$ 554,157.00	\$75,676.00	8%	14%
Texas Dept of Transportation	Donna Moore	9/1/22	8/31/23	\$ 509,955.00	\$509,955.00	100%	100%

ROLLING PLAINS MANAGEMENT CORPORATION

Summary of Grant Activity

As of September 30, 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>
<u>Energy assistance and community services</u>							
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	\$81,314.87	25%	27%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	\$ 3,742,600.00	\$3,678,814.88	75%	98%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	\$ 915,338.00	\$335,002.25	75%	37%
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	\$645,804.92	100%	94%
Community Service Block Grant	Jessica McLain	1/1/23	12/31/23	\$ 485,762.00	\$231,539.15	75%	48%
Community Service Block Grant	Jessica McLain	1/1/23	9/30/23	\$ 17,187.00	\$17,187.00	100%	100%
Community Service Block Grant	Jessica McLain	1/1/23	9/30/23	\$ 5,714.00	\$2,900.00	100%	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	\$130,786.69		
Utility Company Energy Funds	Marsha Anderson	1/1/23	12/31/23	\$ 73,733.65	\$46,956.76	NA	64%
<u>Weatherization and home rehabilitation</u>							
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	\$23,827.98	25%	12%
USDA Housing Preservation Grant	Lacy Tamplen	11/2/23	11/1/24	\$ 150,000.00	\$0.00		0%
USDA Housing Preservation Grant	Lacy Tamplen	11/2/23	11/1/24	\$ 150,000.00	\$0.00		0%
USDA Housing Preservation Grant	Lacy Tamplen	9/1/20	8/31/23	\$ 227,311.62	\$129,985.38	100%	57%
Weatherization - DOE	Lacy Tamplen	7/1/23	6/30/24	\$ 378,144.00	\$134,293.42	25%	36%
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	\$41,725.43	13%	3%
Weatherization - LIHEAP	Lacy Tamplen	1/1/23	12/31/23	\$ 684,812.00	\$629,307.36	75%	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	\$39,135.71	82%	46%
Weatherization - TNMP	Lacy Tamplen	1/1/23	11/30/23	\$ 30,000.00	\$29,851.20	82%	100%
Weatherization - AEP	Lacy Tamplen	1/1/23	11/30/23	\$ 60,000.00	\$36,595.31	82%	61%

ROLLING PLAINS MANAGEMENT CORPORATION

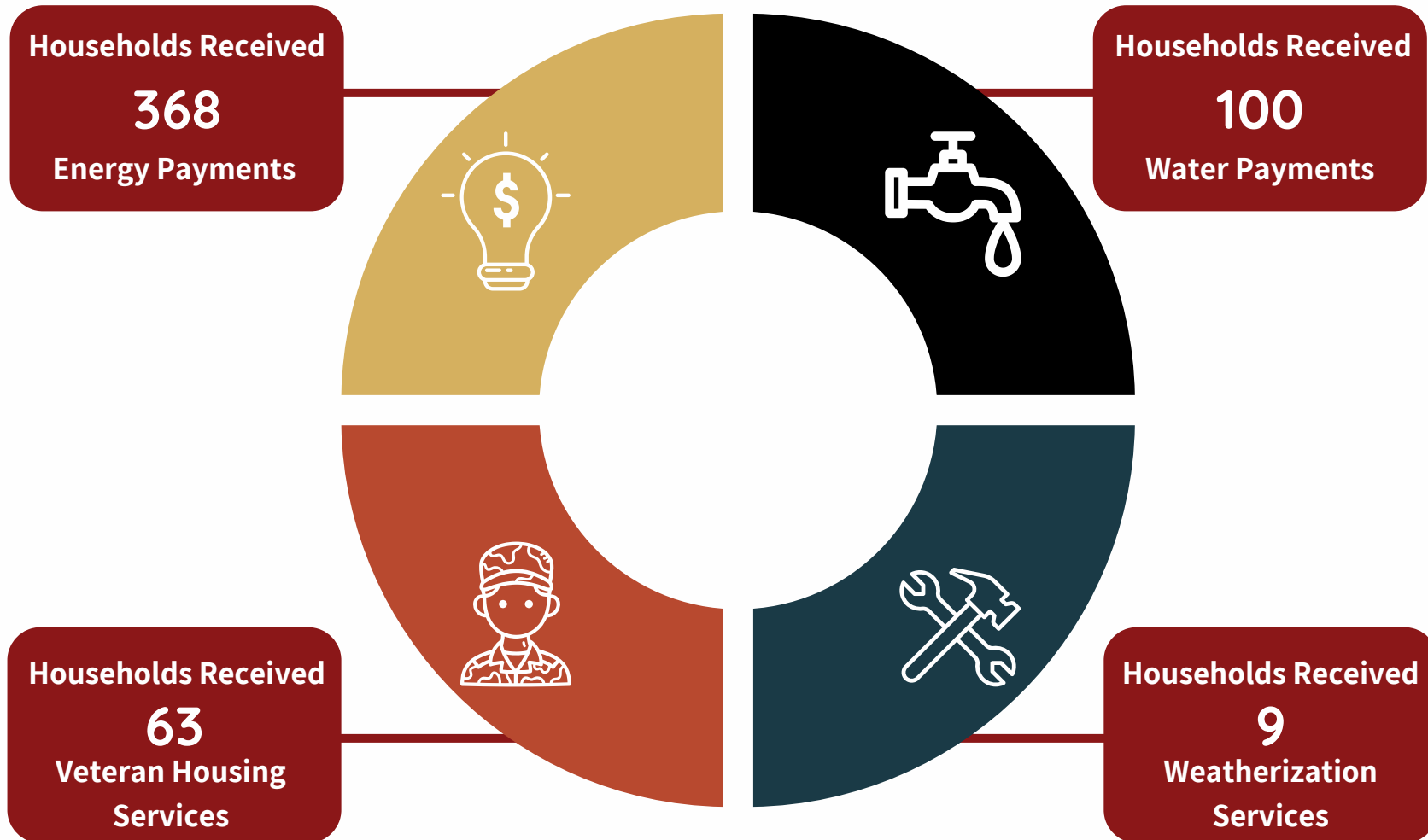
Summary of Grant Activity

As of September 30, 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>
<u>Child care assistance</u>							
Child Care Assistance (CPS care)	Donna Adams	9/1/22	8/31/23	\$775,580.00	\$772,009.15	100%	100%
Child Care Assistance (operations/dir	Donna Adams	10/1/22	10/31/23	\$6,726,550.00	\$6,144,927.86	92%	91%
Child Care Assistance (local match)	Donna Adams	10/1/22	12/31/23	\$591,964.00	\$0.00	80%	0%
Child Care Assistance (quality)	Donna Adams	10/1/22	10/31/23	\$656,033.00	\$416,264.84	92%	63%
Child Care Assistance (CPS care)	Donna Adams	9/1/23	8/31/24	\$632,404.55	\$46,542.03	8%	7%
Child Care Assistance (operations/dir	Donna Adams	10/1/23	10/31/24	\$7,261,626.00	\$0.00	0%	0%
Child Care Assistance (local match)	Donna Adams	10/1/23	12/31/24	\$585,132.00	\$0.00	0%	0%
Child Care Assistance (quality)	Donna Adams	10/1/23	10/31/24	\$699,443.00	\$0.00	0%	0%
<u>Non grant programs</u>							
Adminstrative /Unrestricted Funds	Debra Thomas	12/1/21	11/30/22	\$ 1,453,372.08	\$ 1,316,332.19	\$	137,039.89
Child Care /ISD Partnership	Sarai Meza	12/1/21	11/30/22	\$ 1,461,753.48	\$ 1,144,996.54	\$	316,756.94
Transportation (excluding grants)	Donna Moore					\$	(109,814.51)
Other						\$	3,564.49
Net Revenue Over Expenditures						\$	<u>347,546.81</u>

Housing Services

September



Rolling Plains Management Corporation
Energy Assistance

September 2023

Households Served

Direct Client Dollars (\$)

<u>COUNTY</u>	Households Assisted in September	Households Assisted Year to Date	Expended in September	Expended Year to Date	Pledged through December	Expended and Pledged through December
ARCHER	2	17	\$ 2,243.15	\$ 29,013.78	\$ 2,932.33	\$ 31,946.11
BAYLOR	44	50	\$ 10,727.37	\$ 66,601.87	\$ 22,692.25	\$ 89,294.12
CLAY	2	26	\$ 1,746.97	\$ 35,949.63	\$ 2,219.82	\$ 38,169.45
COTTLE	5	37	\$ 3,103.22	\$ 54,584.48	\$ 2,673.40	\$ 57,257.88
FOARD	2	33	\$ 1,217.70	\$ 51,677.99	\$ 1,356.66	\$ 53,034.65
HARDEMAN	9	65	\$ 7,346.02	\$ 110,946.74	\$ 7,909.82	\$ 118,856.56
JACK	3	26	\$ 1,281.94	\$ 43,897.09	\$ 4,043.36	\$ 47,940.45
MONTAGUE	5	67	\$ 5,979.00	\$ 107,697.02	\$ 12,431.50	\$ 120,128.52
SHACKELFORD	2	12	\$ 1,701.99	\$ 15,168.54	\$ -	\$ 15,168.54
STEPHENS	8	37	\$ 7,447.45	\$ 47,889.08	\$ 6,136.59	\$ 54,025.67
TAYLOR	137	857	\$ 131,303.45	\$ 1,288,485.07	\$ 175,553.22	\$ 1,464,038.29
WICHITA	101	724	\$ 83,987.52	\$ 1,123,004.07	\$ 129,227.61	\$ 1,252,231.68
WILBARGER	28	197	\$ 25,299.24	\$ 345,991.10	\$ 16,906.96	\$ 362,898.06
YOUNG	20	62	\$ 8,595.72	\$ 90,499.90	\$ 22,613.70	\$ 113,113.60
TOTAL	368	2210	\$291,980.74	\$3,411,406.36	\$406,697.22	\$3,818,103.58

Rolling Plains Management Corporation
Water Assistance
September 2023

Households Served			Direct Client Dollars (\$)	
<u>COUNTY</u>	Households Assisted in September	Households Assisted Year to Date	Expended in September	Expended Year to Date
ARCHER	-	-	\$ -	\$ -
BAYLOR	-	4	\$ -	\$ 2,316.10
CLAY	-	-	\$ -	\$ -
COTTLE	-	2	\$ -	\$ 901.20
FOARD	-	6	\$ -	\$ 3,213.74
HARDEMAN	-	6	\$ -	\$ 2,862.15
JACK	-	-	\$ -	\$ -
MONTAGUE	-	-	\$ -	\$ -
SHACKELFORD	-	-	\$ -	\$ -
STEPHENS	-	9	\$ -	\$ 4,435.00
TAYLOR	39	347	\$ 13,556.86	\$ 188,984.23
WICHITA	60	277	\$ 16,272.34	\$ 179,741.01
WILBARGER	-	27	\$ -	\$ 15,944.79
YOUNG	1	7	\$ 317.60	\$ 4,774.49
TOTAL	100	685	\$30,146.80	\$403,172.71

**Rolling Plains Management Corporation
Veterans Services**

September 2023

Households Served

Direct Client Dollars (\$)

COUNTY	Households Receiving Rental/ Mortgage Assistance	Households Receiving Utility Assistance	Households Receiving Home Modification Assistance	Total Households Receiving Assistance	Expended in September	Expended Year to Date
ARCHER	-	1	-	1	\$ 101.32	\$ 6,851.32
BAYLOR	-	2	-	2	\$ 680.33	\$ 2,913.15
BROWN			-	-	\$ -	\$ -
CALLAHAN			-	-	\$ -	\$ -
CLAY	-	-	1	1	\$ 6,620.00	\$ 6,620.00
COMMANCHE			-	-	\$ -	\$ -
COTTLE	4	2	-	5	\$ 1,922.60	\$ 17,892.73
EASTLAND			-	-	\$ -	\$ -
FOARD	-	6	-	6	\$ 1,436.85	\$ 11,810.47
HARDEMAN	-	2	-	2	\$ 656.41	\$ 4,953.53
HASKELL			-	-	\$ -	\$ -
HOOD			-	-	\$ -	\$ 7,190.50
JACK	-	-	-	-	\$ -	\$ -
JONES			-	-	\$ -	\$ 7,788.25
KENT			-	-	\$ -	\$ -
KNOX			-	-	\$ -	\$ -
MONTAGUE	-	1	-	1	\$ 389.43	\$ 744.88
PALO PINTO			-	-	\$ -	\$ -
PARKER			-	-	\$ -	\$ -
SHACKELFORD	-	-	-	-	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
STONEWALL			-	-	\$ -	\$ -
TAYLOR	16	20	-	29	\$ 14,310.88	\$ 75,386.81
THROCKMORTON			-	-	\$ -	\$ -
WICHITA	1	12	1	12	\$ 12,926.64	\$ 65,088.94
WILBARGER	4	1	-	4	\$ 2,734.02	\$ 32,301.90
WISE			-	-	\$ -	\$ -
YOUNG	-	-	-	-	\$ -	\$ 295.00
TOTAL	25	47	2	63	\$ 41,778.48	\$ 239,837.48

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

Rolling Plains Management Corporation

Weatherization

September 2023

Households Served

Direct Client Dollars (\$)

COUNTY	Homes Weatherized in September	Homes Weatherized Year to Date	Expended in September	Expended Year to Date	Average Cost per Home
ARCHER	-	-	\$ -	\$ -	\$ -
BAYLOR	-	7	\$ -	\$ 7,945.00	\$ 1,135.00
BROWN	-	-	\$ -	\$ -	\$ -
CALLAHAN	-	-	\$ -	\$ -	\$ -
CLAY	-	1	\$ -	\$ 1,620.00	\$ 1,620.00
COMANCHE	-	-	\$ -	\$ -	\$ -
COTTLE	-	4	\$ -	\$ 32,265.10	\$ 8,066.28
EASTLAND	-	-	\$ -	\$ -	\$ -
FOARD	-	3	\$ -	\$ 21,472.15	\$ 7,157.38
HARDEMAN	1	5	\$ 4,372.00	\$ 32,471.85	\$ 6,494.37
HASKELL	-	1	\$ -	\$ 3,140.00	\$ 3,140.00
HOOD	-	1	\$ -	\$ 1,125.00	\$ -
JACK	-	1	\$ -	\$ 4,017.50	\$ 4,017.50
JONES	1	1	\$ 13,077.00	\$ 13,077.00	\$ 13,077.00
KENT	-	-	\$ -	\$ -	\$ -
KNOX	-	1	\$ -	\$ 4,067.80	\$ 4,067.80
MONTAGUE	-	3	\$ -	\$ 23,635.70	\$ 7,878.57
PALO PINTO	-	21	\$ -	\$ 198,209.25	\$ 9,438.54
PARKER	-	-	\$ -	\$ -	\$ -
SHACKELFORD	-	-	\$ -	\$ -	\$ -
STEPHENS	-	3	\$ -	\$ 3,300.00	\$ 1,100.00
STONEWALL	-	9	\$ -	\$ 38,491.40	\$ 4,276.82
TAYLOR	1	10	\$ 7,648.40	\$ 77,762.14	\$ 7,776.21
THROCKMORTON	-	-	\$ -	\$ -	\$ -
WICHITA	4	14	\$ 13,003.50	\$ 59,595.50	\$ 4,256.82
WILBARGER	2	14	\$ 6,948.00	\$ 60,185.80	\$ 4,298.99
WISE	-	-	\$ -	\$ -	\$ -
YOUNG	-	3	\$ -	\$ 11,844.30	\$ 3,948.10
TOTAL	9	102	\$ 45,048.90	\$ 594,225.49	\$ 5,825.74
COMMENTS:					

Supportive Services

September



Individuals Received

625

Transportation



Individuals Received

12

Self-Sufficiency
Services



Children Received

1,496

Childcare



**Ti'Sierra obtained her
Bachelor's of Science in Psychology.**



**CCAS Staff provided service information
to the community at the Wichita Fall Library's
Eclipse Parking Lot Party.**

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

September 2023

Trips Provided

COUNTY	Trips Provided in the Month of September	Trips Provided YTD
ARCHER	91	388
BAYLOR	649	4,532
COTTLE	120	808
FOARD	77	3,509
HARDEMAN	103	2,662
JACK	873	5,155
WICHITA	2,505	22,546
CLAY, MONTAGUE, & WISE	303	2,909
WILBARGER	1,081	7,289
YOUNG	823	7,439
TOTAL	6,625	57,237
Comment:		

**Rolling Plains Management Corporation
Community Services**

September 2023

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 September	Expended Year to Date
ARCHER	-	-	-	-	\$ -	\$ 194.98
BAYLOR	-	-	-	-	\$ -	\$ -
CLAY	-	-	-	-	\$ -	\$ -
COTTLE	-	-	-	-	\$ -	\$ -
FOARD	-	-	-	-	\$ -	\$ 23.00
HARDEMAN	-	-	-	-	\$ -	\$ 1,542.75
JACK	-	-	-	-	\$ -	\$ -
MONTAGUE	-	-	1	1	\$ 50.00	\$ 2,290.72
SHACKELFORD	-	-	-	-	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
TAYLOR	1	-	6	6	\$ 1,505.67	\$ 19,177.16
WICHITA	-	-	4	4	\$ 1,714.06	\$ 8,571.31
WILBARGER	-	-	1	1	\$ 281.63	\$ 15,118.68
YOUNG	-	-	-	-	\$ -	\$ 888.00
TOTAL	1	-	12	12	\$ 3,551.36	\$ 47,806.60

*Includes households who are enrolled in case management

Case Management Clients Obtaining Self-Sufficiency		
Households Enrolled in Case Management September	Individuals Obtaining Self- Sufficiency September	Individuals Obtaining Self- Sufficiency in Year to Date
21	-	-

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

September 2023

People Served

Contracted Providers

<u>COUNTY</u>	Children in Care in September	Children in Care Year to Date	Children on the Wait list at the end of September	<u>Licensed Centers</u>		<u>Licensed Child Care Home</u>		<u>Registered Child Care Home</u>	
				TRS	Other	TRS	Other	TRS	Other
ARCHER	13	21	4		1	1			
BAYLOR	0	0	1		2				
CLAY	30	41	15		1		1		
COTTLE	0	0	0	1					
FOARD	2	2	0	1					
HARDEMAN	15	20	17	1	1				
JACK	30	41	9	3					
MONTAGUE	44	40	12	1	3				
WICHITA	1202	1640	409	26	23	4	4		3
WILBARGER	38	54	12	1	4	2			
YOUNG	122	114	25	3	2				
TOTAL	1496	1973	504	37	37	7	5	0	3

Comment:



Head Start Monthly Report

September

Enrollment

Head Start - 156



Early Head Start - 108



Health Services



37 Children received physicals



67 Children visited the dentist



52 Children received immunizations

Volunteer Hours



268 TOTAL

78 LOW-INCOME

Meals Served To



307

Children



85

Children on the
Waiting List



19

Children Receiving
Transportation



56

Children Enrolled
in
Private Childcare

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

September 2023

Head Start		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
ARCHER	Archer City Child Development Center	2	17	97%
ARCHER	Charles Finnell Child Dev. Center	3	17	100%
BAYLOR	Seymour Child Development Center	16	17	93%
COTTLE	Paducah Child Development Center	3	15	78%
FOARD	Crowell Child Development Center	12	17	96%
HARDEMAN	Chillicothe Child Development Center	11	17	95%
HARDEMAN	Turner Child Development Center	11	17	93%
KNOX	Knox City Child Development Center	12	34	93%
KNOX	Munday Child Development Center	11	17	93%
WILBARGER	Wilbarger County Preschool	38	54	89%
YOUNG	Graham Child Development Center	17	35	96%
YOUNG	Olney Child Development Center	20	37	92%
TOTAL		156	294	93%

Childcare		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
COTTLE	Paducah Child Development Center	1		
FOARD	Crowell Child Development Center	28		
HARDEMAN	Turner Child Development Center	17		
YOUNG	Olney Child Development Center	10		
TOTAL		56		
COMMENTS:				

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

September 2023

Early Head Start I		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
ARCHER	Archer City Child Development Center	5	7	95%
ARCHER	Charles Finnell Child Dev. Center	5	8	92%
COTTLE	Paducah Child Development Center	6	7	89%
FOARD	Crowell Child Development Center	6	7	95%
HARDEMAN	Turner Child Development Center	18	22	92%
WILBARGER	Wilbarger County Preschool	47	24	87%
YOUNG	Olney Child Development Center	21	15	87%
TOTAL		108	90	89%

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

September 2023

Head Start

<u>County</u>	<u>Center</u>	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	2	2			34	34	33	0
ARCHER	Charles Finnell Child Dev. Center	3	3			41	41	41	0
BAYLOR	Seymour Day Care	16	16			281	280	279	204
COTTLE	Paducah Child Development Center	3	3			47	47	47	47
FOARD	Crowell Child Development Center	12	12			231	230	231	0
HARDEMAN	Chillicothe Child Development Center	11	11			199	199	197	199
HARDEMAN	Turner Child Development Center	11	11			196	193	195	189
KNOX	Knox City Child Development Center	12	12			212	212	211	206
KNOX	Munday Child Development Center	11	11			172	169	165	153
WILBARGER	Wilbarger County Preschool	40	40			638	656	542	660
YOUNG	Graham Child Development Center	17	17			275	273	255	237
YOUNG	Olney Child Development Center	20	20			328	314	327	320
TOTAL		158	158	0	0	2654	2648	2523	2215

Daycare

<u>County</u>	<u>Center</u>	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
COTTLE	Paducah Child Development Center	1	1	0	0	9	9	9	9
FOARD	Crowell Child Development Center	16	4	3	9	319	107	107	107
HARDEMAN	Turner Child Development Center	18	4	0	14	282	225	223	218
YOUNG	Olney Child Development Center	10	0	0	10	185	129	131	130
TOTAL		45	9	3	33	795	470	470	464

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

September 2023

Early Head Start

<u>County</u>	<u>Center</u>	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	5	5			95	94	94	92
ARCHER	Charles Finnell Child Dev. Center	5	5			81	80	79	78
COTTLE	Paducah Child Development Center	6	6			102	99	101	100
FOARD	Crowell Child Development Center	6	6			115	115	115	112
HARDEMAN	Turner Child Development Center	18	18			303	300	300	294
WILBARGER	Wilbarger County Preschool	40	40			678	673	667	622
YOUNG	Olney Child Development Center	24	24			385	361	381	365
TOTAL		104	104	0	0	1759	1722	1737	1663
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		307	271	3	33	5208	4840	4730	4342

Comment:

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

September 2023

Head Start

Children on Wait list		
<u>County</u>	<u>Center</u>	Total
ARCHER	Archer City Child Development Center	1
ARCHER	Charles Finnell Child Dev. Center	3
BAYLOR	Seymour Day Care	3
COTTLE	Paducah Child Development Center	2
FOARD	Crowell Child Development Center	16
HARDEMAN	Chillicothe Child Development Center	4
HARDEMAN	Turner Child Development Center	2
KNOX	Knox City Child Development Center	7
KNOX	Munday Child Development Center	7
WILBARGER	Wilbarger County Preschool	5
YOUNG	Graham Child Development Center	9
YOUNG	Olney Child Development Center	1
TOTAL		60

Early Head Start

Children on Wait list		
<u>County</u>	<u>Center</u>	Total
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	2
HARDEMAN	Turner Child Development Center	1
WILBARGER	Wilbarger County Preschool	12
YOUNG	Olney Child Development Center	8
TOTAL		25
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		85
COMMENTS: Waitlist as of 10/1/2023.		

Rolling Plains Management Corporation

Head Start / Early Head Start

Report: Health Services
 Report Month: September 2023
 Report Year: August 2023 - July 2024

Head Start

County	Center	Children Enrolled	Children receiving services this Month				
			Physicals		Dentals		Immunizations in September
			Initial Visit & Follow-ups in September	Children receiving Services YTD	Initial Visit & Follow-ups in September	Children receiving Services YTD	
ARCHER	Archer City Child Development Center	2	1	1	1	2	0
ARCHER	Holliday Child Development Center	3	1	3	1	2	1
BAYLOR	Seymour Day Care	16	2	2	2	2	3
COTTLE	Paducah Child Development Center	4	0	0	0	0	1
FOARD	Foard County Neighborhood Center	13	1	5	1	9	1
HARDEMAN	Chillicothe Child Development Center	11	4	4	2	2	2
HARDEMAN	Turner Child Development Center	11	5	5	2	6	4
KNOX	Knox City Child Development Center	11	3	3	3	3	4
KNOX	Munday Child Development Center	11	0	0	1	1	1
WILBARGER	Wilbarger County Preschool	40	13	13	18	18	1
YOUNG	Graham Child Development Center	17	0	0	4	4	6
YOUNG	Olney Child Development Center	22	2	2	11	11	8
TOTAL		161	32	73	46	60	32

Early Head Start

ARCHER	Archer City Child Development Center	5	0	0	0	0	1
ARCHER	Holliday Child Development Centet	5	1	1	1	1	2
COTTLE	Paducah Child Development Center	6	0	0	0	0	4
FOARD	Foard County Neighborhood Center	6	0	0	8	8	0
HARDEMAN	Turner Child Development Center	18	0	0	6	6	9
WILBARGER	Wilbarger County Preschool	48	1	5	5	21	1
YOUNG	Olney Child Development Center	16	3	4	1	20	3
TOTAL		104	5	10	21	56	20

TOTAL FOR ALL PROGRAMS ALL LOCATIONS	265	37	83	67	116	52
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**Rolling Plains Management Corporation
Head Start Transportation**

September 2023

Head Start

County	Center	Children enrolled in transportation services
WILBARGER	Wilbarger County Preschool	19
YOUNG	Olney Child Development Center	0
TOTAL		19

COMMENT:

Rolling Plains Management Corporation

Head Start / Early Head Start

Report: Family and Community Partnership
Report Month: September 2023

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	2	1	2	2	0	0
ARCHER	Charles Fennell Child Dev. Center	2	1	2	2	0	0
BAYLOR	Seymour Child Development Center	1	6	7	6	0	0
COTTLE	Paducah Child Development Center	2	3	4	3	0	0
FOARD	Crowell Child Development Center	11	5	24	6	0	0
HARDEMAN	Chillicothe Child Development Center	2	3	8	5	0	0
HARDEMAN	Turner Child Development Center	2	2	12	4	0	0
KNOX	Knox City Child Development Center	0	0	0	0	0	0
KNOX	Munday Child Development Center	18	12	42	7	0	0
WILBARGER	Wilbarger County Preschool	10	25	100	20	0	0
YOUNG	Graham Child Development Center	6	11	51	13	0	0
YOUNG	Olney Child Development Center	6	9	16	9	0	0
TOTAL		62	78	268	77	0	0

Community Organizations/Businesses Utilized 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	Lions Club
FOARD	Crowell Child Development Center	
HARDEMAN	Chillicothe Child Development Center	
HARDEMAN	Turner Child Development Center	Dr. Parmer Dentist Office
KNOX	Knox City Child Development Center	
KNOX	Munday Child Development Center	
WILBARGER	Wilbarger County Preschool	Lions Club
YOUNG	Graham Child Development Center	
YOUNG	Olney Child Development Center	Texas Star (TX Star Plus)



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start, 1301 Young Street, Room 937, Dallas, TX 75202 www.eclkc.ohs.acf.hhs.gov

October 10th, 2023

Debra Thomas, Executive Director
Rolling Plains Management Corporation
PO Box 490
Crowell, TX 79227

Grant number: 06CH010745

Dear Ms. Thomas,

We have experienced employee retirements, promotions, and hired new staff. In an effort to allow these actions to transpire, we have been diligently working on the best transition plan for assigned Grants Management Specialists and their grant assignment. With the most minimum impact and strategy, we have re-assigned a few grants that were or would be impacted from these recent changes. Staff assignments have been made and transition plans are being executed. We want to ensure and sustain continued quality services provided by our office. **These assignments are effective October 10th, 2023.**

OHS Region VI will continue to operate in partnership and support of the Office of Child Care, Regional Grants Management Unit, Head Start State Collaboration Directors, and the Training and Technical Assistance Network to help you achieve local, state, and national goals.

The assigned Head Start Grants Management Specialist for your agency is Sheri Harmon and may be reached at (206) 615-2558 or sheri.harmon@acf.hhs.gov. This individual is the primary fiscal contact for your agency.

Thank you for your continued focus on quality outcomes for your staff, children, families, and their communities.

Sincerely,

Jennifer Curtiss
Regional Grants Management Officer

cc: Board of Directors (all members)
Policy Council (all members)
Sarai Meza, Program Director
Keren Whitney, Chief Financial Officer
Office of Head Start (OHS) Region VI (all Program Specialists)
Kenneth Gilbert, Office of Head Start, Regional Program Manager
Jennifer Cobbs, PS, Program Specialist
Dr. Alferma Giles, Office of Head Start Region VI Head Start State Collaboration Office Director



ADMINISTRATION FOR
CHILDREN & FAMILIES

School Readiness Division | Office of Grants Management

October 30, 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. 06CH010745

Project Period: 12/01/2018 – 11/30/2023

Dear Mr. Christopher:

Our records indicate that the above-referenced grant agreement is scheduled to end on **November 30, 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 **02/28/2024** 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 **04/30/2024**. 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 **02/28/2024**. <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

- 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/SF429AGranteeGuide.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/NoPropertySF429AGranteeGuide.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 **11/30/2023**.
- 6) Debt Service, submit a list of all financing that is wholly or partially funded with Head Start or Early Head start funds due **11/30/2023**.

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

**Recipient Information****1. Recipient Name**

ROLLING PLAINS MANAGEMENT CORP
PO BOX 490
18 N 1st St
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
Chairman of the Board
judge@foardcounty.texas.gov
(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**

06CH012396-01-00

12. Unique Federal Award Identification Number (FAIN)

06CH012396

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 12/01/2023 - **End Date** 11/30/2024

20. Total Amount of Federal Funds Obligated by this Action \$1,246,837.00

20a. Direct Cost Amount \$1,139,650.00

20b. Indirect Cost Amount \$107,187.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

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

25. Total Federal and Non-Federal Approved this Budget Period \$1,246,837.00

26. Period of Performance Start Date 12/01/2023 - **End Date** 11/30/2028

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$1,246,837.00

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# 06CH012396-01-00

FAIN# 06CH012396

Federal Award Date: 11/08/2023

Recipient Information

Recipient Name

ROLLING PLAINS MANAGEMENT CORP
PO BOX 490
18 N 1st St
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	\$693,564.00
b. Fringe Benefits	\$219,020.00
c. Total Personnel Costs	\$912,584.00
d. Equipment	\$0.00
e. Supplies	\$46,283.00
f. Travel	\$6,480.00
g. Construction	\$0.00
h. Other	\$147,949.00
i. Contractual	\$26,354.00
j. TOTAL DIRECT COSTS	\$1,139,650.00
k. INDIRECT COSTS	\$107,187.00
l. TOTAL APPROVED BUDGET	\$1,246,837.00
m. Federal Share	\$1,246,837.00
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
4-G064122	06CH01239601	ACFOHS	41.51	93.600	\$1,232,547.00	75-24-1536
4-G064120	06CH01239601	ACFOHS	41.51	93.600	\$14,290.00	75-24-1536



35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. 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.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH012396-01-00

FAIN# 06CH012396

Federal Award Date: 11/08/2023

Property

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

ROLLING PLAINS MANAGEMENT CORP

06CH012396-01-00

1. Remarks

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Rolling Plains Management Corporation a project period of 12/01/2023-11/30/2028 for the operation of a Head Start program in the designated service area. This action awards partial funds for the initial budget period of 12/01/2023-11/30/2024.

The projected annual levels for this period are \$2,465,093 for operations and \$28,579 for training and technical assistance. Subject to availability of a Fiscal Year 2024 appropriation, the balance of funds will be awarded at a later date.

Head Start population: 294 children.

Designated Head Start service area(s): Archer, Baylor, Cottle, Foard, Hardeman, King, Knox, and Young Counties.

Approved program option(s) for the Head Start program: Center-based.

This grant is subject to the requirements included in Attachments 1, 2, and 3.

This action approves a waiver of the non-federal match requirement. This action reduces the amount of matching funds from \$623,418 to \$0 for the 12/01/2023-11/30/2024 budget period.

Semi-annual Federal Financial Reports (SF425) are due in PMS by 7/30/2024 and 1/30/2025. An Annual Federal Financial Report is due 4/30/2025. Real Property Status Report (SF429) Cover Page and Attachment A (for each property with federal interest) or Attachment A-No Property, is due in OLDC by 1/30/2025.

Attachment 1

Recipient Organization: Rolling Plains Management Corporation

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 12/01/2023-11/30/2024 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

Attachment 2

Real Property Terms and Conditions

Terms and Conditions for Awards involving Property, if applicable

- Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-federal entity acquires or improves with the Administration for Children and Families (ACF) funds, including real property, equipment and supplies. The non-federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the non-federal entity to record liens or other appropriate notices such as Notices of federal Interest to indicate that real property has been acquired or improved with federal award funds and that use and disposition conditions apply to the property. The federal interest in the property cannot be defeated by a recipient's failure to file an appropriate notice of federal interest. A recipient may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or major renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the federal interest are encumbrance actions and subject to formal ACF approval, including the submission of the SF-429 Attachment B Acquire or Improve Request form (along with the supporting documentation) and the SF-429 Attachment C Encumbrance Request form (along with supporting documentation) in GrantSolutions On-Line Data Collection (OLDC) system. For guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 .
- The federal interest in real property purchased, constructed or renovated with federal funds does not expire and remains in place until formal disposition. When real property is no longer needed either because the non-federal entity is leaving the program or for another reason, the non-federal entity must obtain disposition instructions from ACF in accordance with C.F.R. §75.318(c) (1)-(3) and ACF Policy, including the submission of the SF-429 Attachment C Disposition Request form (along with supporting documentation) in the GrantSolutions On-Line Data Collection (OLDC) system. For additional guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 . While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-federal entity fails to request disposition instructions, ACF will direct disposition.

A recipient's failure to comply with ACF's disposition instructions will constitute a material

violation of the terms and conditions of this grant award. Recipients are responsible for maintaining accurate and up-to-date records of any non-federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Recipients must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320(e) and ACF policy, the recipient must request disposition instructions utilizing the SF-428 cover page, Attachment C, and S form along with supporting documentation from ACF Office of Grants Management for equipment purchased with federal funds and which is no longer needed either because the recipient is leaving the program or for another reason. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.

- If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, the non-federal entity must retain the supplies or use on other activities or sell them, but must, in either case, compensate the Federal government for its share. The amount of compensation must be computed in the same manner as equipment. See 45 C.F.R. §75.320(e)(2) for the calculation methodology. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.
- The inventory of equipment, supplies, and real property acquired with Head Start funds under any preceding award must be transferred and recorded under the grant agreement number identified in field 12 of this Notice of Award.
- Pursuant to 45 C.F.R. §75.317, a grant recipient must, at a minimum, provide the equivalent insurance coverage for real property and/or equipment acquired or improved with Federal funds, as provided to other property it owns. If a grant recipient uses federal funds to purchase or continue purchase (e.g. mortgage payments) on real property, including modular facility unit(s), it must maintain physical damage or destruction insurance at the full replacement value of the facility so long as it owns or occupies the facility. At a minimum, a grant recipient must obtain an insurance policy insuring against risk from physical destruction immediately upon acquiring real property or equipment, or upon completion of construction or modernization of a facility when federal funds were expended. The physical destruction insurance policy must insure the full-appraised value of the real property from risk of partial and total physical destruction, including flood insurance, or other special hazard riders, where appropriate. The policy must also include a requirement for the insurer to notify the Administration for Children and Families' Office of Grants Management of any changes in the policy or coverage, for example, loss payee endorsement.

Attachment 3

Budget Period 01 of the Project Period

Head Start grant recipients must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family childcare home where services are provided according to the following schedule, as applicable:
 - within 45 days of the start of the program or school year;
 - within 45 days of children receiving services in a new center and/or family childcare home; and/or
 - within 45 days of the start of the project period when the project period begins during the program or school year. See: <https://eclkc.ohs.acf.hhs.gov/publication/health-safety-screener>
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener>
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter. See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-23-04	2. Issuance Date: 11/20/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period

INFORMATION:

The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This [NPRM proposes](#) new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

The current HSPPS remain in effect until a final rule is issued.

Workforce

This NPRM proposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. More specifically, the proposed standards would require programs to pay education staff annual salaries that are comparable to public school preschool teachers. This represents progress towards an ultimate goal of pay parity for Head Start education staff with kindergarten through third grade teachers. The NPRM also proposes to require programs to pay all staff a wage that is at least sufficient to cover basic costs of living.

Finally, it proposes to require programs to provide or facilitate access to comprehensive benefits for full-time staff, including health insurance, paid leave, and short-term behavioral health services.

The diverse Head Start workforce has long subsidized the cost of Head Start services through low wages. This NPRM supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, high-quality services for enrolled children and families.

Mental Health

The revisions in the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff. The proposal also includes new and updated requirements for a multidisciplinary team that is responsible for addressing mental health, reducing barriers to obtaining mental health consultation, and ensuring a proactive and preventative approach to identifying and supporting children's mental health needs.

Other Quality Improvements

The changes in the NPRM enhance and clarify requirements in other service areas to promote consistent high-quality programming and support child well-being. These proposed changes include a cap for family service worker caseloads; enhancements to promote child safety in Head Start programs; and requirements for testing and addressing the presence of lead in water and paint of Head Start facilities. The NPRM includes revisions to the community assessment process, as well as new requirements for programs to identify barriers to program attendance, such as lack of transportation.

These changes will also help address some of the inequities perpetuated among the children and families served in Head Start programs. For instance, proposed changes clarify and update the definition of income used to determine a child's eligibility for services. Families in low-income communities and communities of color have underdeveloped infrastructure and are disproportionately exposed to related health and wellness risks. New proposed requirements to test Head Start facilities for lead in water and paint would help address these types of inequities.

Submit Your NPRM Comments

Please read the full [Notice of Proposed Rulemaking](#) and submit your comments by January 19, 2024. The Office of Head Start must consider all the comments submitted before finalizing any changes to the HSPPS.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can most effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g.,

page 10999, second column, 45 CFR §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "NA" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS reminds all interested stakeholders to submit comments in response to the proposed changes within 60 days of the NPRM's publication date.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Disbursements

Administrative and Unrestricted Funds
 Percentage of budget expired 83%

	Budget 12/1/2022 to <u>11/30/2023</u>	<u>Actual</u> 12/1/2022 to <u>9/30/2023</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	5,547.61	(5,547.61)	
Program support received	92,765.00	74,156.53	18,608.47	80%
Indirect Cost Contribution	1,617,413.00	1,297,525.47	319,887.53	80%
Depreciation allocation	15,682.00	12,177.62	3,504.38	78%
Miscellaneous receipts	0.00	15.00	(15.00)	
Interest income	312.00	60,819.85	(60,507.85)	
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>1,453,372.08</u>	<u>272,799.92</u>	84%
Expenses paid through report date				
Personnel Expenses	826,726.00	741,986.75	84,739.25	90%
Fringe Benefits & Other Employee Expenses	199,198.00	196,900.87	2,297.13	99%
Direct Client Assistance	10,000.00	5,706.85	4,293.15	57%
Other Direct Program Costs	8,700.00	5,845.78	2,854.22	67%
Travel	16,782.00	17,359.02	(577.02)	103%
Professional Fees	36,500.00	34,200.27	2,299.73	94%
Supplies	32,850.00	33,696.76	(846.76)	103%
Occupancy	33,940.00	106,493.40	(72,553.40)	314%
Maintenance, Repairs & Lease of Equip	50,400.00	85,274.62	(34,874.62)	169%
Purchase of Equipment	500.00	0.00	500.00	
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	10,892.21	3,107.79	78%
Miscellaneous	16,063.00	20,121.88	(4,058.88)	125%
Program support of programs	<u>2,585.00</u>	<u>1.78</u>	<u>2,583.22</u>	0%
Total	1,398,244.00	1,316,332.19	81,911.81	94%
Receipts over (under) disbursements	<u>327,928.00</u>	<u>137,039.89</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Expenditures

Child Care /ISD Partnership

(Non grant funded)

Percentage of budget expired 83%

	Budget 12/1/2022 to 11/30/2023	<u>Actual</u> 12/1/2022 to 9/30/2023	Remaining in Budget / (over budget)	% of Budget Expended
Received as of report date				
Daycare fees	60,000.00	107,155.59	(47,155.59)	179%
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	1,209,620.97	98,415.03	92%
Student Fees		144,103.34	(144,103.34)	
Miscellaneous receipts	0.00	851.12	(851.12)	
Interest income	0.00	22.46	(22.46)	
Total Received as of report date	<u>1,368,036.00</u>	<u>1,461,753.48</u>	<u>(93,717.48)</u>	107%
Expenses paid through report date				
<u>Program Costs</u>				
Personnel Expenses	573,688.00	490,419.74	83,268.26	85%
Fringe Benefits & Other Employee	251,778.00	222,991.83	28,786.17	89%
Direct Client Assistance	550.00	346.57	203.43	63%
Other Direct Program Costs	6,959.00	5,051.01	1,907.99	73%
Travel	29,673.00	16,126.85	13,546.15	54%
Professional Fees	5,420.00	3,430.90	1,989.10	63%
Supplies	52,510.00	22,536.68	29,973.32	43%
Occupancy	147,538.00	32,823.70	114,714.30	22%
Maint, Repairs & Lease of Equipment	5,500.00	23,001.33	(17,501.33)	418%
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	1,345.18	2,005.82	40%
Cost of meals (Food program)	<u>213,751.00</u>	<u>146,659.27</u>	<u>67,091.73</u>	69%
	1,333,188.00	1,058,639.15	274,548.85	79%
<u>Administrative Costs</u>	<u>34,848.00</u>	<u>86,357.39</u>	<u>(51,509.39)</u>	248%
Total expenses as of report date	<u>1,368,036.00</u>	<u>1,144,996.54</u>	<u>223,039.46</u>	84%
Receipts over (under) expenditures	<u>0.00</u>	<u>316,756.94</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Head Start (Regular funding)

Award Number: 06CH010745-05-00

Percentage of budget expired: 83%

	<u>Budget</u> 12/1/2022 to 11/30/2023	<u>Actual</u> 12/1/2022 to 9/30/2023	<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	\$877,886.04	\$406,796.96	68%
Fringe	\$423,330.00	\$245,940.41	177,389.59	58%
Out of town travel	\$1,387.00	\$11,536.49	(10,149.49)	832%
Equipment	\$0.00	\$0.00	0.00	
Supplies	\$75,875.00	\$70,403.08	5,471.92	93%
Audit and contractual	\$32,754.00	\$30,093.03	2,660.97	92%
Facilities / Construction	\$0.00	\$0.00	0.00	0%
Other	\$260,554.00	\$187,751.52	72,802.48	72%
Total Direct Costs	<u>2,078,583.00</u>	<u>1,423,610.57</u>	<u>654,972.43</u>	68%
<u>Indirect Administrative Costs</u>	<u>205,571.00</u>	<u>139,032.59</u>	<u>66,538.41</u>	68%
Total Cost	<u>2,284,154.00</u>	<u>1,562,643.16</u>	<u>721,510.84</u>	68%
Less: Program income	<u>0.00</u>	<u>(5,827.98)</u>	<u>5,827.98</u>	
Total expenses (net of program income)	<u>\$2,284,154.00</u>	<u>\$1,556,815.18</u>	<u>\$727,338.82</u>	68%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$372,786.55</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 9/30/2023	Remaining in budget	Percentage of Budget Used
<u>Program expense</u>				
Salaries	\$789,192.00	\$729,845.84	\$59,346.16	92%
Fringe	273,121.00	184,503.28	88,617.72	68%
Out of town travel	3,750.00	6,685.08	(2,935.08)	178%
Equipment	0.00	0.00	0.00	
Supplies	44,200.00	60,282.84	(16,082.84)	136%
Audit and contractual	12,005.00	15,954.98	(3,949.98)	133%
Facilities / Construction	0.00	0.00	0.00	
Other	109,502.00	128,377.63	(18,875.63)	117%
Total Direct Costs	1,231,770.00	1,125,649.65	106,120.35	91%
<u>Indirect Administrative Costs</u>	122,666.00	111,567.95	11,098.05	
Total Cost	1,354,436.00	1,237,217.60	117,218.40	91%
Less: Program income	0.00	(2,277.40)	2,277.40	
Total expenses (net of program income)	<u>\$1,354,436.00</u>	<u>\$1,234,940.20</u>	<u>\$119,495.80</u>	91%
Non-Federal Cost Sharing or Match Required	<u>\$328,771.00</u>	<u>\$234,488.64</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Early Head Start II

Award Number: 06HP000473-01-00

Percentage of budget expired: 100%

	<u>Budget</u> 9/1/2022 to 8/31/2023	<u>Actual</u> 9/1/2022 to 9/30/2023	<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	\$455,172.09	\$63,125.91	88%
Fringe	216,544.00	130,332.73	86,211.27	60%
Out of town travel	1,392.00	5,025.85	(3,633.85)	361%
Equipment	0.00	0.00	0.00	
Supplies	29,875.00	40,953.51	(11,078.51)	137%
Audit and contractual	8,505.00	12,369.81	(3,864.81)	145%
Facilities / Construction	0.00	0.00	0.00	
Other	77,825.00	68,282.52	9,542.48	88%
Total Direct Costs	852,439.00	712,136.51	140,302.49	
<u>Indirect Administrative Costs</u>	84,883.00	69,588.62	15,294.38	
Total Cost	937,322.00	781,725.13	155,596.87	83%
Less: Program income	0.00	(1,589.84)	1,589.84	
Total expenses (net of program income)	<u>\$937,322.00</u>	<u>\$780,135.29</u>	<u>\$157,186.71</u>	83%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$283,586.63</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Early Head Start (Regular Funding)

Award Number: 06HP000265-05-01

Percentage of budget expired: 17%

	<u>Budget</u> 8/1/2023 to 7/31/2024	<u>Actual</u> 8/1/2023 to 9/30/2023	Remaining in budget	Percentage of Budget Used
<u>Program expense</u>				
Salaries	\$1,390,239.00	\$130,555.03	\$1,259,683.97	9%
Fringe	452,163.00	39,847.51	412,315.49	9%
Out of town travel	12,715.00	373.42	12,341.58	3%
Equipment	0.00	0.00	0.00	
Supplies	86,102.00	10,880.26	75,221.74	13%
Audit and contractual	29,096.00	4,118.94	24,977.06	14%
Facilities / Construction	0.00	0.00	0.00	
Other	216,542.00	19,085.42	197,456.58	9%
Total Direct Costs	2,186,857.00	204,860.58	1,981,996.42	9%
<u>Indirect Administrative Costs</u>	213,990.00	19,959.14	194,030.86	
Total Cost	2,400,847.00	224,819.72	2,176,027.28	9%
Less: Program income	0.00	0.00	0.00	
Total expenses (net of program income)	<u>\$2,400,847.00</u>	<u>\$224,819.72</u>	<u>\$2,176,027.28</u>	9%
Non-Federal Cost Sharing or Match Required	<u>\$0.00</u>	<u>\$0.00</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 9/30/2023	<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 : September 2023

Credit Company	Amount
Alon	\$ 3,277.76
Global Fleet	\$ 23,028.90
Office Depot	\$ 6,212.65
Sam's Club	\$ 553.12
United Superma Don't have statement yet	\$ 5,467.95
Master Card	\$ 28,398.68
Walmart	\$ 1,582.51
	<u><u>\$68,521.57</u></u>



ATTENDANCE POLICY

Rolling Plains Management Corporation (RPMC) values the punctuality and attendance of our employees. As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

The Policy does not apply to absences covered by the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), or leave that falls under the Pregnancy Disability Act (PDA).

Purpose

- A. To define guidelines for attendance which reinforce the necessity of prompt and regularly attendance.
- B. To control the costs and negative impact on morale associated with excessive absenteeism.
- C. To ensure attendance is monitored and to ensure problems that arise are treated consistently and objectively.

Policy

- 1. Attendance of all employees is critical for the provision of the care of RPMC clients, children, quality of care, and customer satisfaction.
- 2. Prompt and regular attendance is considered an essential job function of every employee's position with RPMC.
- 3. Regular working hours vary according to the different positions within the RPMC programs based on the needs of the program. The regular work hours and schedules for positions will be reviewed with employees by their supervisors upon hire.
- 4. Employees are expected to arrive at the workplace on time, based on their schedule.
- 5. If an employee is unable to come to the workplace, they must notify their supervisor no later than 2 hours before their scheduled start time unless supervisor outlines another expectation.



6. Habitual excessive absenteeism, tardiness, or patterns of absences will be reviewed and assigned corrective action up to and including termination.
7. This attendance policy may be revised or updated at any time at the discretion of management.

Procedure

A. Scheduled Time Off/Unscheduled Absences

1. **Scheduled Time Off** is defined as any absence which has been scheduled at least 48 hours in advance of the requested time off. Each employee wanting scheduled time off is required to submit a written request at least 48 hours in advance of the requested time off, whether the request is for one or more days or any portion of a day. Scheduled time off requests will be reviewed based on the business and scheduling needs of RPMC and approval is not guaranteed. Employees are to follow any written departmental/program guidelines in requesting scheduled time off.
2. **Unscheduled Absence** is defined as any absence which has not been approved 48 hours in advance or reporting to work more than thirty (30) minutes late. Employees should notify their manager/supervisor two hours prior to the start of their scheduled shift. Further, leaving work early without prior approval is also defined as an unscheduled absence.
3. The following circumstances are considered scheduled time off for the purposes of the policy and do not require 48 hours advanced notice of the request, though employees should provide as much notice as possible or as required by the specific policy.
 - a. Death of family member/Funeral leave for eligible family members (see Personnel Policy)
 - b. Time off for work-related injuries.
 - c. Jury duty
 - d. Subpoenaed court appearances
 - e. Emergency, i.e., car accident, hospitalization (with proof of emergency).



f. COVID Isolation per CDC requirements

4. Consecutive absences caused by the same event will be considered one occasion of absence to the extent reasonable. Absent employees are to maintain regular contact with their supervisors for any period of absence beyond one day. Frequency of contact between an employee and supervisor during extended absences is to be agreed upon by the employee and the supervisor or, when applicable, governed by the Leave policies outlined in the Personnel Policy.
5. Under no circumstance will scheduled time off be granted for temporary confinement in jail awaiting charges or prosecution; such time off will be considered an unscheduled absence for the purposes of this policy. Further, any absences caused by a jail or prison sentence may result in immediate termination of employment.

B. Excessive Unscheduled Absences

1. Excessive unscheduled absenteeism is defined by the number of occurrences within the designated time periods and ordinarily will result in corrective action as follows:

Occurrences During Calendar Year (January-December)	Corrective Action
2	Written Coaching Note/Review of Policy
5	Level 1 Reminder
7	Level 2 Reminder
9	Level 2 Reminder with Final Warning
10	Termination

2. Notwithstanding the guidelines provided above, three (3) occasions of absence in a thirty (30) day period may result in immediate termination.



C. No Call-No Show/Unauthorized Early Departure or Leaving Work During an Assigned Shift/Job Abandonment

1. The first occurrence of a No Call/No Show, Unauthorized Early Departure greater than two hours or Leaving Work during an assigned shift may result in a Level 2 reminder and Final Warning and/or termination.
 - a. Frontline employees, defined as drivers and dispatchers in Transportation and Center Staff in Head Start, who do not show up and do not notify their supervisor until two hours after the start of their scheduled shift, will be considered a No call/No Show in accordance with this policy.
2. Employees are required to notify their supervisor in advance of an absence or when they need to leave their shift early. In the event of an absence, all required notification will be followed.
3. An employee who fails to report for 2 or more consecutive work days without communicating with the supervisor will be deemed to have abandoned their job. Their employment with the Company will be terminated immediately.

D. Tardies/Early Departures

1. A Tardy is defined as any time an employee is not in his/her work area and ready to begin work at the scheduled staffing time. Employees who cannot arrive at the workplace at their scheduled time or return from a break on time must notify their supervisor before their scheduled time. Employees will follow department guidelines for clocking in using the time and attendance system.
2. An Unscheduled Early Departure is defined as any time an employee leaves work for non-work-related reasons prior to the scheduled end of the work day without obtaining approval at least 48 hours in advance.

Front Line Staff – An Unscheduled Early Departure is defined as more than 5 minutes prior to the end of the scheduled work day but less than 2 hours prior to the end of the work day.



All other RPMC Staff – An Unscheduled Early Departure is defined as more than 15 minutes prior to the end of the scheduled work day but less than 2 hours to the end of the scheduled work day.

2. An employee, excluding those with approved flexible work schedules, will be considered tardy if he/she clocks in past scheduled shift start time, but will be given a grace period as outlined below. This grace period will also be extended to those employees with an unscheduled/unauthorized early departure from work.

Head Start and Transportation Frontline Staff (as defined above)	5-minute grace period
All other RPMC Staff	15-minute grace period

3. Three (3) occasions of tardiness or an unscheduled early departure will be considered an unscheduled absence in accordance with this policy. The next three (3) occasions will be considered another unscheduled absence and this pattern will continue in a rolling calendar year or until the corrective action process outlined below has been followed.
4. Excessive tardiness is defined by the number of occurrences within the designated time periods and ordinarily will result in corrective action as follows.

Occurrences During Calendar Year (January-December)	Corrective Action
2	Written Coaching Note/Review of Policy
3	Level 1 Reminder
5	Level 2 Reminder/Final Warning
7	Termination



5. Notwithstanding the guidelines provided above, three (3) occasions of tardiness in a thirty (30) day period may result in immediate termination.

E. Return to Work

1. Employees who are absent for work for more than three (3) consecutive work days due to a medical condition must provide proof of doctor's care and a release from their doctor before returning to work.

Employee Acknowledgement

By signing below, I acknowledge that I have read and understand this Rolling Plains Management Company's Attendance policy.

Employee's Name

Employee's Signature

Date Signed

Called Meeting of
Finance Committee of
BOARD OF DIRECTORS
November 15, 2023 2:00 p.m.
Available via Videoconference or in Person at
118 East Donnell Street, Crowell, Texas

Summary of Minutes

Agenda Item 1 – Establish quorum and call to order – Due to the absence of the committee chair, Jim Castagna established a quorum and called the meeting to order.

Agenda Item 2 – *Review, discussion and approval of organization-wide budget for fiscal year December 1, 2023 to November 30, 2024. – The Financial Director, Keren Whitney, reviewed the proposed organization-wide budget in detail. Following review and discussion of the proposed organization-wide budget, a motion was made by Phil McCuistion and seconded by Karl Holloway to approve the organization-wide budget for fiscal year December 1, 2023 to November 30, 2024. The motion passed unanimously.

Agenda Item 3 – Adjourn – There being no further business, the meeting adjourned.

Attendance Roster

<u>Name</u>	<u>Committee Member</u>	<u>Guest</u>	<u>Staff</u>
Ronnie Allen	X		
Carolyn Henry	X		
Phil McCuistion	X		
Jim Castagna	X – via GoToMeeting		
Rusty Stafford	X – via GoToMeeting		
Karl Holloway	X – via GoToMeeting		
Debra Thomas			X
Keren Whitney			X
Jessica McLain			X – via GoToMeeting

Rolling Plains Management Corporations
Proposed Budget
FY 2024

	Indirect	Daycare	Head Start	ISD
Revenues				
Total Grant Revenue	-	-	2,493,672	-
Total Program Revenue	-	218,400	-	210,000
Total Contributions	3,000	-	-	-
Total Other Income	210,000	20	-	-
Total Revenues	213,000	218,420	2,493,672	210,000
Expenses				
Total Personnel	890,533	239,121	1,376,894	97,460
Fringe Benefits and other Employee Expenses				
6100 -Social security expense	68,126	18,293	105,332	7,456
6110 -State unemployment tax	734	477	2,486	166
6120 -Health insurance	97,301	37,272	251,313	25,029
6130 -Dental insurance	3,722	1,310	9,278	880
6140 -Life insurance	242	85	603	57
6145 - Vision Insurance	996	351	2,483	235
6150 -Retirement	44,527	7,387	59,896	4,796
6160 -Workers compensation insurance	695	2,579	13,729	954
6200 - Staff licenses, dues & fees	1,500	2,000	8,000	400
6220 -Staff development and training	1,500	500	43,000	1,000
6240 - Staff tuition /conference /reg fees	21,250	-	5,000	25
6250 - Staff Wellness	8,950	-	-	1,750
Total Fringe	249,544	70,254	501,121	42,748
Total Travel	33,000	-	21,054	1,075
Total Direct Client Assistance	10,000	350	2,500	150
Total Occupancy	42,463	16,028	109,410	16,344
Total Depreciation	(12,323)	-	4,500	-
Total Maintenance	75,356	12,860	67,810	7,194
Total Other	9,600	1,650	19,700	5,650
Total Interest	13,000	-	-	-
Total Professional	51,600	1,975	16,588	1,475
Total Supplies	26,800	7,355	63,275	6,130
Total Miscellaneous	19,396	2,420	4,575	660
Total Transfers	(1,557,004)	(133,593)	306,245	31,114
Total Operating Expenses	(148,035)	218,420	2,493,672	210,000
Net Operating Income	361,035	(0)	(0)	(0)
Capital Expenses				
Total Major Renovations	300,000	-	-	-
Purchase of Equipment				
8800 -Purchases of equipment	-	-	-	-
8860 - Purchase of vans & buses	-	-	-	-
8880 - Purchase of vehicles	-	-	-	-
8890 - Purchase of buildngs, etc	-	-	-	-
Total Purchase of Equipment	-	-	-	-
Total Capital Expenses	300,000	-	-	-
Total Net Income	61,035	-	-	-

Rolling Plains Management Corporations
Proposed Budget
FY 2024

	Early Head Start	Foods	Transportation	Veterans General Assistance
Revenues				
Total Grant Revenue	2,400,847	334,000	4,657,138	300,000
Total Program Revenue	-	-	2,099,000	-
Total Contributions	-	-	-	-
Total Other Income	-	206	312	-
Total Revenues	2,400,847	334,206	6,756,450	300,000
Expenses				
Total Personnel	1,353,573	193,206	1,750,238	46,582
Fringe Benefits and other Employee Expenses				
6100 -Social security expense	103,548	14,780	133,893	3,564
6110 -State unemployment tax	2,413	494	2,547	55
6120 -Health insurance	269,402	28,361	281,906	8,508
6130 -Dental insurance	9,590	997	11,083	299
6140 -Life insurance	623	65	779	19
6145 - Vision Insurance	2,567	267	2,966	80
6150 -Retirement	52,947	9,095	86,790	2,329
6160 -Workers compensation insurance	14,411	2,357	15,448	37
6200 - Staff licenses, dues & fees	5,000	25	8,000	-
6220 -Staff development and training	9,656	-	2,500	-
6240 - Staff tuition /conference /reg fees	2,000	-	2,675	-
6250 - Staff Wellness	-	-	1,000	-
Total Fringe	472,158	56,441	549,586	14,891
Total Travel	7,071	1,000	27,350	-
Total Direct Client Assistance	1,100	272,750	-	215,446
Total Occupancy	80,465	-	282,576	-
Total Depreciation	1,250	-	-	-
Total Maintenance	48,521	2,262	267,020	-
Total Other	14,000	925	463,800	-
Total Interest	-	-	-	-
Total Professional	17,450	485	13,000	-
Total Supplies	94,012	14,375	26,200	-
Total Miscellaneous	3,525	500	6,550	-
Total Transfers	307,722	(207,738)	430,368	23,080
Total Operating Expenses	2,400,847	334,206	3,816,688	300,000
Net Operating Income	(0)	(0)	2,939,762	0
Capital Expenses				
Total Major Renovations	-	-	2,584,382	-
Purchase of Equipment				
8800 -Purchases of equipment	-	-	100,000	-
8860 - Purchase of vans & buses	-	-	405,749	-
8880 - Purchase of vehicles	-	-	-	-
8890 - Purchase of buildngs, etc	-	-	250,000	-
Total Purchase of Equipment	-	-	755,749	-
Total Capital Expenses	-	-	3,340,131	-
Total Net Income	-	-	(400,369)	-

Rolling Plains Management Corporations
Proposed Budget
FY 2024

	TBRA Home Program	CSBG	CEAP	LIHWAP
Revenues				
Total Grant Revenue	162,000	657,813	3,497,080	23,909
Total Program Revenue	-	-	-	-
Total Contributions	-	-	-	-
Total Other Income	-	25,000	38,195	-
Total Revenues	162,000	682,813	3,535,275	23,909
Expenses				
Total Personnel	8,575	289,355	315,206	-
Fringe Benefits and other Employee Expenses				
6100 -Social security expense	656	22,093	23,990	-
6110 -State unemployment tax	11	399	423	-
6120 -Health insurance	1,702	43,453	48,615	-
6130 -Dental insurance	60	1,825	2,007	-
6140 -Life insurance	4	119	130	-
6145 - Vision Insurance	16	489	537	-
6150 -Retirement	429	14,167	15,680	-
6160 -Workers compensation insurance	7	229	237	-
6200 - Staff licenses, dues & fees	-	150	100	-
6220 -Staff development and training	-	2,500	3,000	-
6240 - Staff tuition /conference /reg fees	-	125	4,500	-
6250 - Staff Wellness	-	4,000	-	-
Total Fringe	2,884	89,549	99,220	-
Total Travel	-	13,500	8,750	-
Total Direct Client Assistance	150,000	24,000	2,764,075	20,000
Total Occupancy	125	28,572	33,922	1,909
Total Depreciation	-	600	305	-
Total Maintenance	350	15,486	20,194	-
Total Other	150	5,100	5,000	-
Total Interest	-	-	-	-
Total Professional	-	1,250	1,700	-
Total Supplies	-	9,225	8,450	-
Total Miscellaneous	-	4,885	2,775	-
Total Transfers	(85)	201,290	215,678	2,000
Total Operating Expenses	162,000	682,812	3,475,275	23,909
Net Operating Income	0	0	60,000	-
Capital Expenses				
Total Major Renovations	-	-	-	-
Purchase of Equipment				
8800 -Purchases of equipment	-	-	-	-
8860 - Purchase of vans & buses	-	-	-	-
8880 - Purchase of vehicles	-	-	60,000	-
8890 - Purchase of buildngs, etc	-	-	-	-
Total Purchase of Equipment	-	-	60,000	-
Total Capital Expenses	-	-	60,000	-
Total Net Income	-	-	-	-

Rolling Plains Management Corporations
Proposed Budget
FY 2024

	Energy	WX	CCAS	Total
Revenues				
Total Grant Revenue	42,450	3,007,474	8,810,032	26,386,415
Total Program Revenue	-	-	-	2,527,400
Total Contributions	-	-	-	3,000
Total Other Income	-	-	-	273,733
Total Revenues	42,450	3,007,474	8,810,032	29,190,547
Expenses				
Total Personnel	-	371,356	689,309	7,621,409
Fringe Benefits and other Employee Expenses				
6100 -Social security expense	-	28,341	52,733	582,806
6110 -State unemployment tax	-	405	769	11,379
6120 -Health insurance	-	62,964	92,523	1,248,351
6130 -Dental insurance	-	2,217	3,240	46,506
6140 -Life insurance	-	144	269	3,139
6145 - Vision Insurance	-	594	947	12,528
6150 -Retirement	-	18,524	33,707	350,272
6160 -Workers compensation insurance	-	294	540	51,518
6200 - Staff licenses, dues & fees	-	200	100	25,475
6220 -Staff development and training	909	1,500	300	66,365
6240 - Staff tuition /conference /reg fees	-	2,700	50	38,325
6250 - Staff Wellness	-	-	13,916	29,616
Total Fringe	909	117,883	199,093	2,466,281
Total Travel	-	68,700	31,494	212,994
Total Direct Client Assistance	38,500	1,982,649	7,292,001	12,773,521
Total Occupancy	-	43,121	3,450	658,385
Total Depreciation	-	4,000	-	(1,668)
Total Maintenance	-	43,938	15,250	576,241
Total Other	-	24,250	5,350	555,175
Total Interest	-	-	-	13,000
Total Professional	-	750	2,460	108,733
Total Supplies	-	13,600	362,593	632,015
Total Miscellaneous	-	3,350	1,729	50,365
Total Transfers	341	250,278	130,303	(0)
Total Operating Expenses	39,750	2,923,873	8,733,032	25,666,451
Net Operating Income	2,700	83,601	77,000	3,524,097
Capital Expenses				
Total Major Renovations	-	-	-	2,884,382
Purchase of Equipment				
8800 -Purchases of equipment	-	-	-	100,000
8860 - Purchase of vans & buses	-	-	-	405,749
8880 - Purchase of vehicles	-	83,601	77,000	220,601
8890 - Purchase of buildngs, etc	-	-	-	250,000
Total Purchase of Equipment	-	83,601	77,000	976,350
Total Capital Expenses	-	83,601	77,000	3,860,732
Total Net Income	2,700	-	-	(336,635)

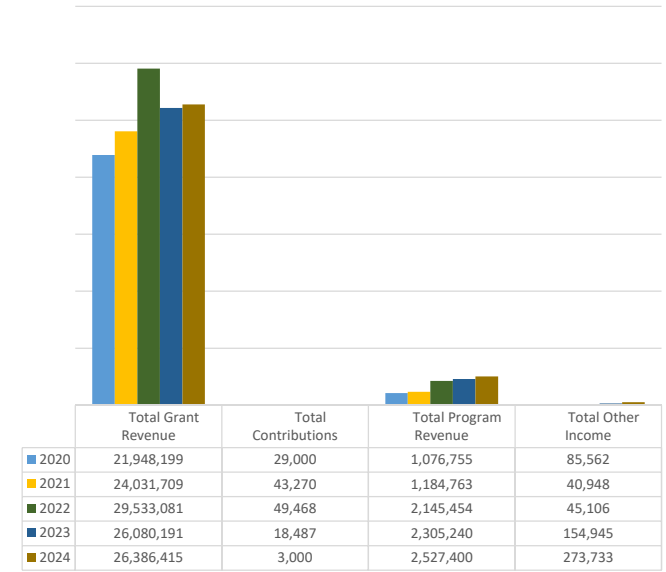
Multi-Year Comparison for Proposed FY 2024 Budget

	Actuals**				FY 2024
	2020	2021	2022	2023*	
Operating Revenue					
Grant Revenue					
Funding - federal	6,078,128	8,034,376	8,634,075	9,688,568	9,140,907
Funding - state	7,808,083	8,431,495	11,583,373	8,525,760	8,175,675
Funding - other	8,061,988	7,565,837	9,315,633	7,865,863	9,069,833
Total Grant Revenue	21,948,199	24,031,709	29,533,081	26,080,191	26,386,415
Contributions					
Donations (cash)	29,000	43,270	49,468	18,487	3,000
Donations (non cash)	0	0	0	0	
Total Contributions	29,000	43,270	49,468	18,487	3,000
Program Revenue					
Medical transportation fees	782,800	864,520	1,559,807	1,821,610	1,840,000
Box fares	5,829	184,579	515	4,984	5,000
Subscription fares	170,697	837	221,099	211,547	254,000
Student Fees			242,429	144,103	210,000
Parent fees received	150	134,827	120	120	0
Daycare fees	117,280	0	140,453	169,360	218,400
Daycare Scholarships			(18,970)	(46,483)	0
Total Program Revenue	1,076,755	1,184,763	2,145,454	2,305,240	2,527,400
Other Income					
Insurance proceeds	62,646	9,650	12,316	59,440	50,000
Sale of vehicles	3,500	38,750	26,681	28,100	63,195
Miscellaneous receipts	18,784	91	7,633	0	206
Interest income	632	988	470	74,155	160,332
Total Other Income	85,562	40,948	45,106	154,945	273,733
Total Operating Revenue	23,139,516	25,300,690	31,773,109	28,558,863	29,190,548
Total Revenue	23,139,516	25,300,690	31,773,109	28,558,863	29,190,548
Expenditures					
Total Personnel Expenses	5,846,476	6,598,051	7,354,544	6,563,048	7,621,409
Total Fringe Benefits & Other Employee	1,571,648	1,705,638	2,127,938	1,914,505	2,466,282
Total Direct Client Assistance	12,251,750	11,948,551	15,052,857	12,912,985	12,773,521
Total Other Direct Program Costs	270,090	336,981	582,581	482,094	555,175
Total Travel	37,575	68,472	196,749	132,130	212,994
Total Professional Fees	99,517	98,933	135,183	110,866	108,733
Total Supplies	730,117	604,043	517,126	512,254	632,015
Total Occupancy	608,654	618,771	644,867	784,075	658,385
Total Major Renovations	79,550	312,298	2,281,108	3,288,446	2,884,382
Total Maintenance, Repairs & Lease of	372,287	344,153	426,832	549,036	576,241
Total Purchase of Equipment	400,904	1,485,152	338,969	1,072,813	976,350
Total Interest	14,110	13,736	13,345	11,952	13,000
Total Miscellaneous	57,517	78,624	67,687	74,659	50,365
Total Depreciation	0	0	0	0	(1,668)
Total Transfers	0	0	0	0	0
Total Expenditures	22,260,645	24,213,403	29,739,785	28,408,863	29,527,184
Net Revenue Over Expenditures	878,871	1,087,287	2,033,324	150,000	(336,637)

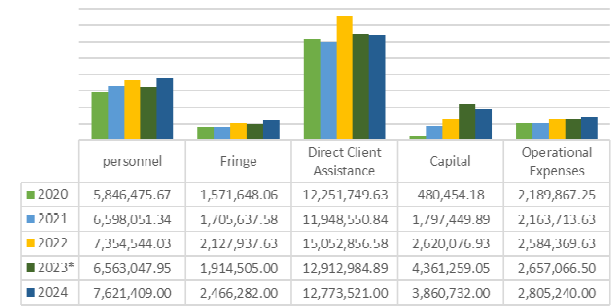
*Please Note the information for FY 2023 is incomplete and presented only for discussion purposes

** All information is presented in cash basis and is not in accordance with Generally Accepted Accounting Principles

Revenue Trends by Fiscal Year



Expense Trends by Fiscal Year



Rolling Plains Investment Accounts

Certificate of Deposits		Today's Balance	Interest Rate	Maturity Date	YTD Income/ Maturity Income	
Crowell State Bank	Interest & Sinking	\$ 32,901.71	3.92%	Apr-24	\$ 719.88	Auto Renew
	Capital Reserve	\$ 32,901.71	3.92%	Apr-24	\$ 719.88	Auto Renew
		\$ 1,000,000.00	3.92%	Apr-24	\$39,222	
American National Bank		\$ 250,000.00	4.50%	Apr-24	\$ 6,595.90	
Interst Bearing Cash Accounts		Today's Balance				
Herring Bank Cash Account		\$ 3,540,390.00	4.50%		\$ 67,390.22	

Called Meeting of
Executive Committee of
BOARD OF DIRECTORS
November 15, 2023 4:00 p.m.
Available via Videoconference or in Person at
118 East Donnell Street, Crowell, Texas

Summary of Minutes

Agenda Item 1 – Establish quorum and call to order – A quorum was established and Committee Chair, Judge Mark Christopher called the meeting to order.

Agenda Item 2 – *Review, discussion and recommendation to the Rolling Plains’ Board of Directors to authorize Executive Director, Debra Thomas, to purchase property in Graham, Texas located at 311 Woody Drive for use as a transportation hub. – Following review and discussion of the need to purchase property in Graham and the benefits of the property located at 311 Woody Drive, a motion was made by David Brinkerhoff and seconded by Pam Gosline to authorize Executive Director, Debra Thomas, to purchase property in Graham, Texas located at 311 Woody Drive for use as a transportation hub. The motion passed unanimously.

Agenda Item 3 – Adjourn – There being no further business, the meeting adjourned at 9:45 a.m.

Attendance Roster

<u>Name</u>	<u>Committee Member</u>	<u>Guest</u>	<u>Staff</u>
Judge Mark Christopher	X		
David Brinkerhoff	X		
Jim Castagna	X – via GoToMeeting		
Pam Gosline	X – via GoToMeeting		
Debra Thomas			X
Mark Halsell			X
Donna Moore			X
Jessica McLain			X – via GoToMeeting

Graham Transportation Hub/ Graham Child Development Center Relocation

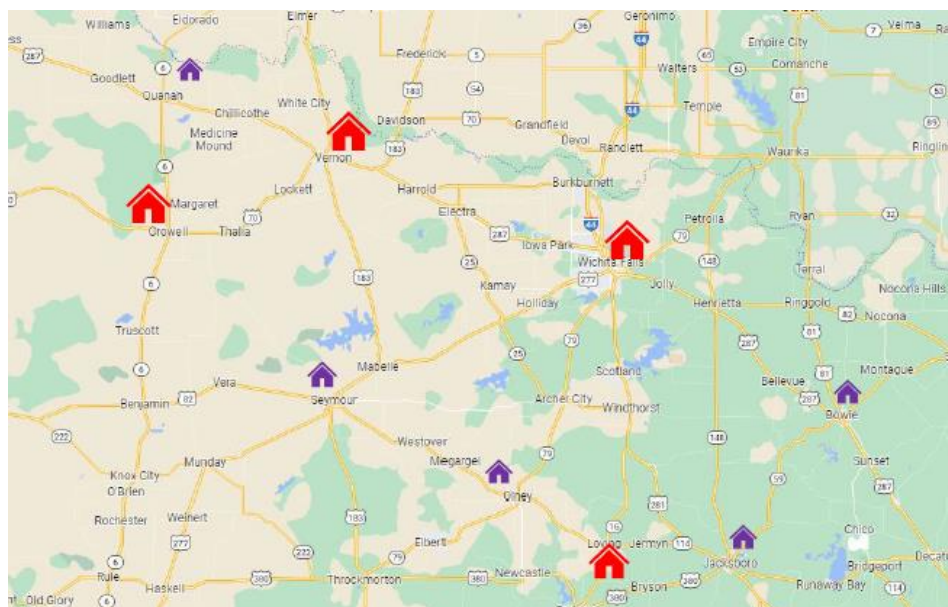
I. SCOPE OF REPORT

This report was prepared by Rolling Plains Management Corporation staff, Debra Thomas, Executive Director; Mark Halsell, Deputy Director; and, Donna Moore, Transportation Director, as of November 9, 2023, for use by the Rolling Plains Management Corporation's Executive Committee and Board of Director's. This report provides context and information related to the decisions related to the need to relocate the Rolling Plains' Public program services site in Graham, Texas.

II. DESCRIPTION OF NEED:

For the last 29 years, the Graham transportation hub along with the Rolling Plains' Graham Child Development Center have been located on leased property in Graham, Texas. On November 1, 2022, Rolling Plains was notified that that property would no longer be available for lease effective November 30, 2023. Rolling Plains has negotiated an extension of the November 30th date to May 31, 2024. Since the notification of the lease termination, staff have conducted searches for alternative sites to continue the Head Start program along with the public and Medicaid transportation services.

Rolling Plains' Sharp Lines Rural Public Transportation operates approximately 91 vehicles over a 12-county area providing rural public and Medicaid transportation in nine (9) counties and Medicaid services only in three (3) additional counties. The nine counties in the rural public transportation area include Cottle, Foard, Hardeman, Baylor, Wilbarger, Young, Archer, Jack and rural Wichita counties. The counties in which Rolling Plains provides Medicaid only transportation includes Clay, Montague and Wise counties. In order to provide maximum time and cost savings to the entire transportation program, vehicles and drivers are housed through out the area with main hubs located in Crowell, Vernon, Wichita Falls and Graham (🏠) and smaller hubs maintained in Paducah, Quanah, Seymour, Olney, Jacksboro and Bowie (🏠).





Graham Transportation Hub/ Graham Child Development Center Relocation

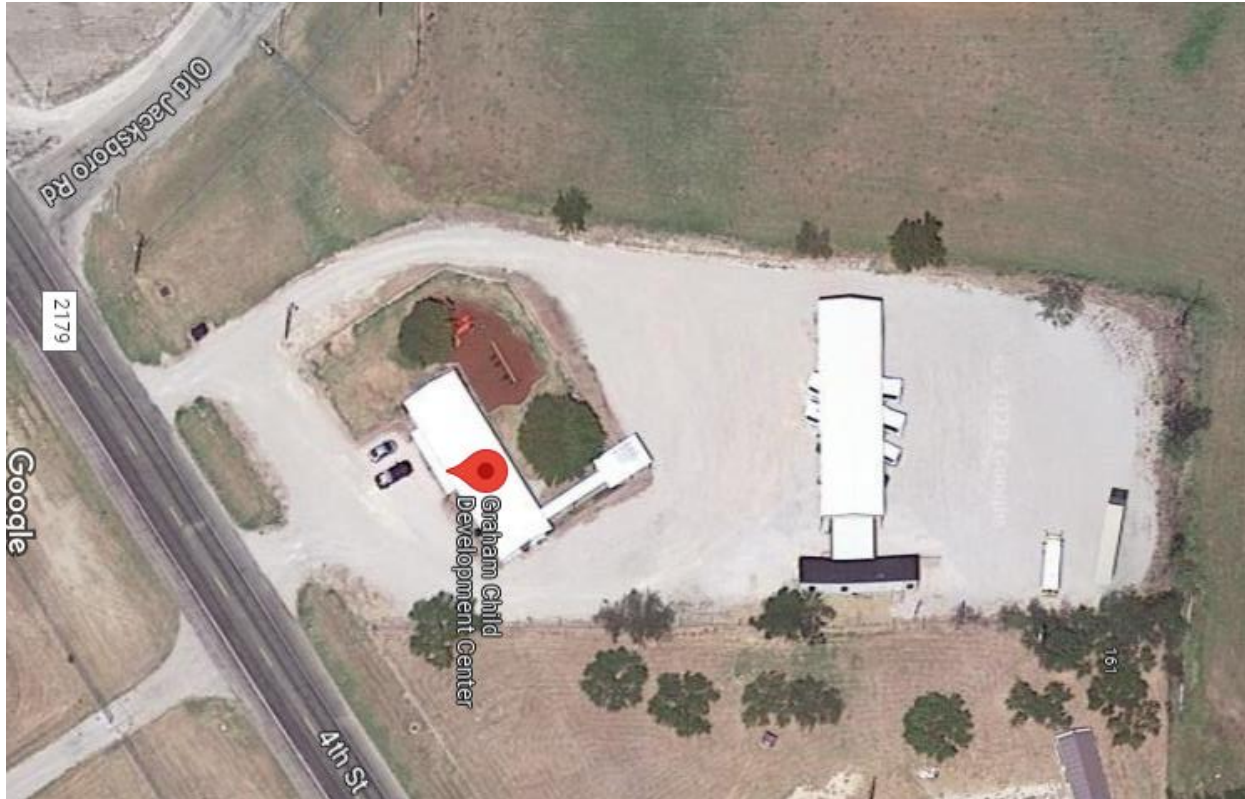
(location of Rolling Plains' current transportation hubs)

The following pictures show the current leased property located at 1805 4th Street in Graham, Texas. The lease for this property specifically states that upon termination of the lease, Rolling Plains will be allowed to remove any buildings placed on the property. Both buildings, the Child Development building at the front of the property and the transportation driver office at the back of the property, are modular buildings designed to be moved. The Child Development building was purchased with funds from the Office of Head Start and therefore, a federal lien of 100% of the value of the building resides with the Office of Head Start. The transportation building along with the awnings located at the back of the property were purchased with local Rolling Plains funds and therefore, are 100% unrestricted property of Rolling Plains.

Bids to move the building located at the back of the property, currently used by transportation, have been obtained along with a bid to dismantle the metal awnings and move both to another location.

As to the Child Development Center, in the event that Rolling Plains no longer needs the use of the building, the Office of Head Start requires an appraisal of the building along with a cost to move the building in order to determine appropriate disposition. An appraisal was obtained from Turner Appraisal Company which listed the building with a value of \$14,000. This information, along with an estimate of the cost to move the property, will be provided to the Rolling Plains' Board of Directors, Rolling Plains' Policy Council and the Office of Head Start to determine a plan for disposition.

Graham Transportation Hub/ Graham Child Development Center Relocation



(Ariel view of current location of Graham Child Development Center and Graham transportation hub)



Graham Transportation Hub/ Graham Child Development Center Relocation

(Street view of current location of Graham Child Development Center and Graham transportation hub)



(Street view of current location of Graham Child Development Center and Graham transportation hub)

Because Rolling Plains has entered into a grant agreement with the Office of Head Start to provide Head Start services to families in Graham and with the Texas Department of Transportation to provide rural public transportation services, Rolling Plains will need to determine the best way to deliver those services to the citizens of Graham in the future.

Graham Transportation Hub/ Graham Child Development Center Relocation

II. IDENTIFIED OPTIONS

Head Start:



Rolling Plains' Graham Child Development Center, as a Head Start grantee providing an early childhood education program for 3- and 4-year old children from low income families, has been partnering with the Graham ISD since 2019. In conversations with Mr. Sonny Cruz, Graham ISD Superintendent, plans are currently being formulated to increase the integration of the Rolling Plains' Head Start program with the Graham ISD Pre-K program. With the passage of a bond issue currently planned for May 2024, the ISD will be working toward expanding its early childhood education program to include the Rolling Plains' Head Start program. This would include co-housing the current classroom on the ISD campus and expanding the program to additional classrooms.

The option of leasing or purchasing land to relocate the current modular building for use by Head Start was explored. Based on the limited availability of land to lease or purchase and the cost of moving a 29-year-old building made this option less than desirable for the Head Start program.

In the interim, Rolling Plains has contracted with a local church (Church of God) to lease a portion of the church's fellowship hall for use by the Head Start program for the next three years.



Church of God, Graham, Texas:

-  Classroom, kitchen and office space for Head Start program
-  Playground space for Head Start program



Graham Transportation Hub/ Graham Child Development Center Relocation

Transportation:

Option 1 – Move the entire fleet and drivers located in Graham to the existing Olney or Jacksboro locations and provide transportation services to the citizens of Graham from those locations

Option 2 - Purchase or lease a new location in Graham or in a location near Graham to continue to house the fleet and drivers locally and provide transportation services in the same manner currently utilized

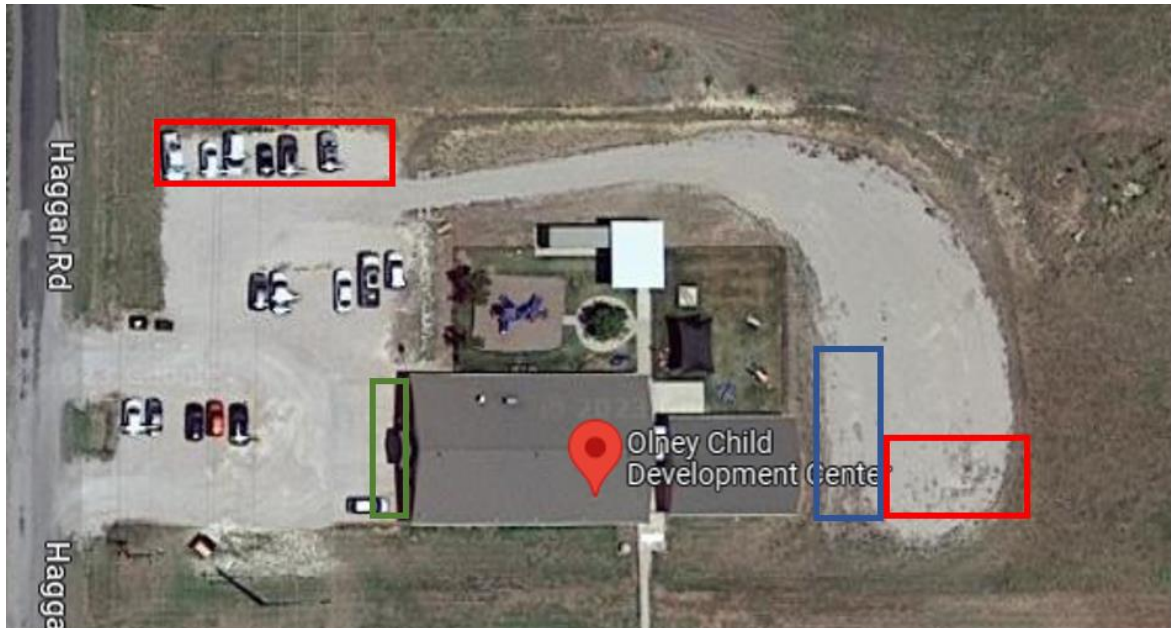
Transportation - Option 1: Move fleet and drivers to existing locations near Graham

Pros: Little to no cost to move and no interruption of service


Cons:


- The most often requested service for transportation is for persons needing dialysis treatments. Graham has one of the most used dialysis clinics in the area (following the WHS Dialysis Center in Decatur). Therefore, a large portion of the public and Medicaid trips are to the Graham Dialysis Center. Moving the transportation hub to Jacksboro or Olney will increase dead head time and miles as both locations are approximately 30 miles from Graham.
- The Jacksboro transportation hub is located at the Live Oak Baptist Church of Jacksboro under a lease agreement to use a portion of the Church's parking lot and Church offices. Currently, Rolling Plains has 3 vehicles and 1-2 drivers at this location. Additional vehicles and drivers would potentially put tension on the relationship of Rolling Plains with the Church and is not advisable.
- The Olney transportation hub is co-housed in the Olney Child Development Center and currently has 1 driver and 3 vehicles. The Olney Child Development Center consists of two buildings owned by the Olney H.O.P.E., Inc. and provided to Rolling Plains free of charge to use for its programs. Currently, one transportation driver uses office space in the Olney Child Development Center causing a huge strain on the Center. In the event that a Graham location is not found to move the Graham transportation modular building, Rolling Plains has plans to relocate the modular building to Olney to expand office space for the transportation driver (or drivers) and for the Olney Child Development Center staff. Even with the addition of the transportation building to allow office space for current and additional drivers, the parking lots on which the Rolling Plains programs are located are not big enough to park the entire current Graham fleet.

Graham Transportation Hub/ Graham Child Development Center Relocation



Relocate Awnings and Transportation office to Olney Child Development Center

 Awning to provide protection for parents & children entering building

 Awnings for parking transportation vehicles

 Office building to be used by Child Development Center and transportation drivers

Transportation - Option 2: Purchase or lease a new location in Graham

Rolling Plains' staff has contacted real estate agents and local community leaders to identify potential locations in or near the Graham area which would be available for lease or purchase. The following options have been identified:

Lease:

Site 1: The Church of God in Graham Texas has offered to lease Rolling Plains a portion of its parking lots on which Rolling Plains could relocate the modular building and awnings from its current Graham leased property to be used as a driver's office and covered parking. The Church of God originally requested a rental cost of \$1,000 per month for a one-year lease with the potential to reduce the cost of the monthly lease, if the rental agreement was longer term. The cost of relocating and providing water, sewer and electrical service would be the responsibility of Rolling Plains.

Graham Transportation Hub/ Graham Child Development Center Relocation

The space allotted would allow for the parking of approximately 9-15 vehicles depending on the size of the vehicle. The fleet housed in Graham includes eleven (11) low floor mini vans and Type 2 vans. Additional parking may be available at the back of the Church. While this would be sufficient for the current fleet and staff parking, it also would not allow for expansion. Once the modular building and awnings for covered parking were relocated from its current leased location to the Church of God location, they would become permanent structures of the property and would likely not be moved again.

Another consideration regarding the Church of God location is that it is located in a residential area. Although preliminary inquiries of the City of Graham indicate that no zoning regulations apply, the traffic created by transit vehicles may be a safety issue.



Church of God, Graham, Texas:

- Awnings for parking transportation vehicles
- Office building to be used by transportation drivers

Graham Transportation Hub/ Graham Child Development Center Relocation

Purchase:

Site 1: 311 Woody Street, Graham, Texas - 1 acre with office space located in an industrial area outside the City limits of Graham. The office, which includes space for up to 3-4 offices along with kitchenette and restroom, has central air and heat. Attached to the office space is covered parking for up to 12 vehicles which sits on a concrete slab. Included on the property is a detached storage building. Property has water, sewer, electrical and internet services currently in place. The parking area is an asphalt surface and is in usable condition.

Current asking price is \$250,000. Although minimal upgrades would be required to make the property usable for transit office for drivers and parking for existing fleet, Rolling Plains' staff recommends updating the office space and making minor repairs to the covered parking.

With the space available in the parking lot and office, the opportunity for growth of the transportation or other Rolling Plains' programs is an option with this property.



(Aerial view of the property located at 311 Woody Street, Graham, Texas to include surrounding industrial area.)

Graham Transportation Hub/ Graham Child Development Center Relocation



(Aerial view of the property located at 311 Woody Street, Graham, Texas to include parking lot and buildings.)

Graham Transportation Hub/ Graham Child Development Center Relocation



(Street view of the property located at 311 Woody Street, Graham, Texas to include parking lot and buildings from Woody Street.)



(Street view of the property located at 311 Woody Street, Graham, Texas to include parking lot and buildings from Craig Street.)

Graham Transportation Hub/ Graham Child Development Center Relocation

Site 2: 2613 TX-16, Graham, Texas - 1 acre with 600 square feet of office space plus a 1620 square foot foam insulated shop on almost 1 acre of stabilized gravel yard. The office was recently updated and is move in ready. The yard is completely fenced with the shop sitting behind the fence. Property is located outside the City limits of Graham.

Current asking price is \$315,000.

With the office being recently updated, there is no need for additional costs to occupy. The covered parking is limited and would eventually need to be increased. The current transportation program does not currently utilize a shop and that space could potentially be converted to covered parking. The fencing of the property is a plus but the gravel yard is not as desirable as asphalt. The opportunity for growth of the transportation program is an option with this property.

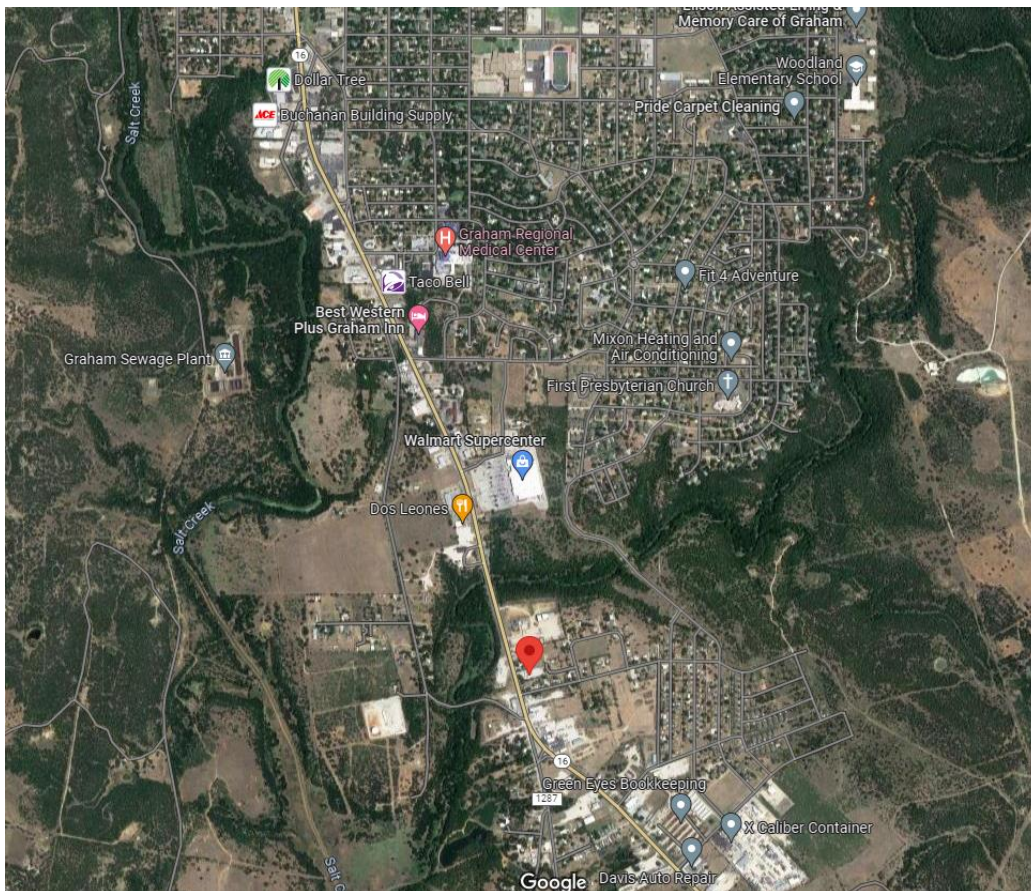
The following pictures are taken from LoopNet (loopnet.com) realty listing website.



Graham Transportation Hub/ Graham Child Development Center Relocation



Graham Transportation Hub/ Graham Child Development Center Relocation



Graham Transportation Hub/ Graham Child Development Center Relocation



Graham Transportation Hub/ Graham Child Development Center Relocation

Site 3: 1212 Packing House Rd, Graham, Texas – (Note: this property presented for information only as it is currently off the market – Information taken from realty listing website)

2 acres with 6,000 square foot metal building. The former VFW Hall was built in 2013, has central heating and central air through out. Full kitchen with venti hood ad double sink. Lots of storage, office and tons of possibilities. ADA Compliant. City water and sewer. There are two large rooms, with ceiling fans, lighting and concrete floors. Plenty of parking with room to expand.

Current asking price was \$339,000.

The following pictures are taken from google maps.

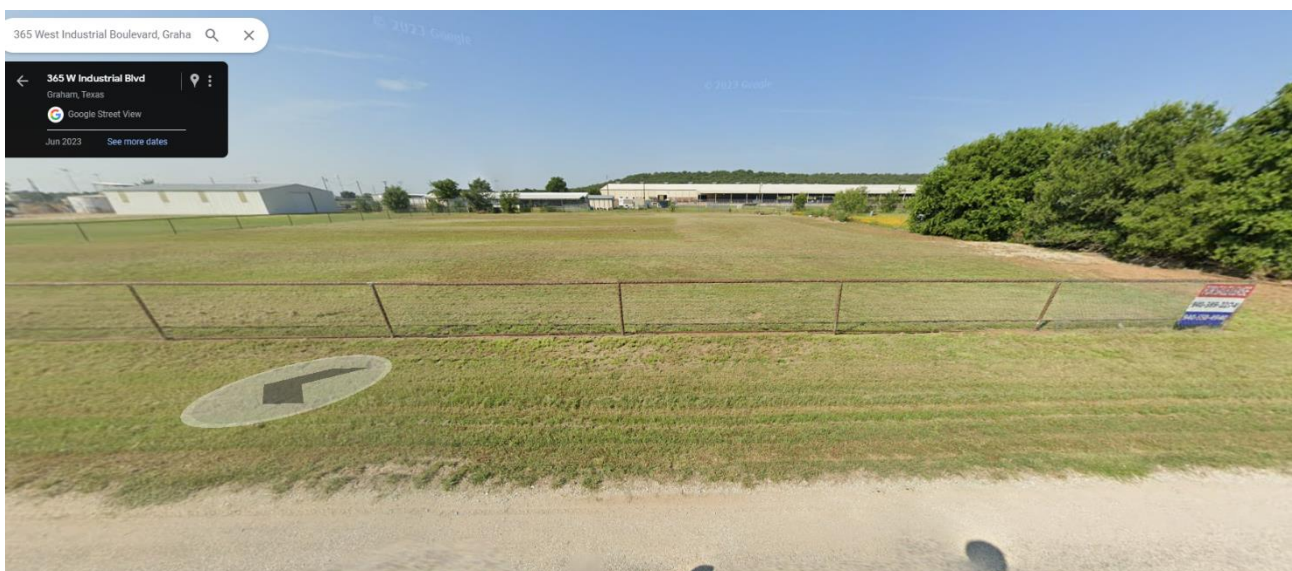


Graham Transportation Hub/ Graham Child Development Center Relocation

Site 4: 365 W. Industrial Blvd, Graham, Texas – 1 acre verbally priced at \$75,000 with no improvements.

Same general area as Site 1.

The following pictures are taken from google maps.





Graham Transportation Hub/ Graham Child Development Center Relocation

III. RECOMMENDATION

It is the recommendation of Rolling Plains Management Corporation's staff, Debra Thomas, Executive Director; Mark Halsell, Deputy Director; and, Donna Moore, Transportation Director, that Rolling Plains purchase the property identified as Site 1 located at 311 Woody Street, Graham, Texas for \$250,000 to service as the new location for public and Medicaid transportation services to the citizens of Graham, Texas and the surrounding communities. While minimal, following the purchase of the property, additional remodeling and upgrades will be evaluated along with potential funding options to cover the cost of improvements.

Rural Service Expansion Project

TXDOT has opened up a Rural Service Expansion Project opportunity for rural transit providers. The opportunity will give us the funding needed to provide more service in unserved and underserved areas. It is our hope to increase access, improve customer service and reduce wait times. The bullet points below list the project proposals and targeted areas for expansion projects.

- Increase frequency for local non- medical routes in Archer, Baylor, Cottle, Foard, Hardeman, Jack, Rural Wichita, Wilbarger and Young Counties.
- Extend hours of administration in the dispatch area by adding another dispatcher that is designated to the expansion project.
- Hire drivers dedicated to the expansion project for expansion routes
- Adding Saturday service.
- Low cost to no cost fare rates when using the rural expansion routes
- Extend operational hours by adding early morning and late evening services for designated expansion routes
- Marketing of the expansion project

It is our hope to increase the quality of daily living needs in the unserved and underserved areas designated in the expansion project.

Rolling Plains Management Corporation Proposed 2024 Coordinated call for projects

TxDOT's Public Transportation Division administers state and Federal Transit Administration grant programs for public transportation. These grants are for specific purposes and have separate eligibility and funding requirements. The Public Transportation Division requests applications for specific grant funding sources through calls for projects.

The Public Transportation Division is currently conducting a call for projects identified as the “**2024 Coordinated call for projects**” and requests applications for the following programs:

- Planning Assistance (49 U.S.C. 5304)
- Rural Transit Assistance Program (49 U.S.C. 5311(b)(3))
- Rural Discretionary (49 U.S.C. 3511)
- Intercity Bus (49 U.S.C. 5311 (f))

The applications are available in IGX starting on October 27, 2023. Applications must be received no later than 5 p.m. CST on January 19, 2024.

Rolling Plains Management Corporation plans to apply under the Rural Discretionary program focused on:

- 1- Upgrades to Rolling Plains Central Administrative offices to address:
 - Safety
 - ADA compliance
 - Energy conservation
 - Safeguarding of assets
- 2- Upgrades to Rolling Plains proposed Graham transit hub to address:
 - Efficiencies in delivery of transit services
 - Safety
 - ADA compliance
 - Energy conservation
 - Safeguarding of assets

West Side of Central Administrative Offices



Upgrades to existing building

- Add lettering to side of building similar to new transit building with light bars underneath to clearly identify building

Rolling Plains Management Corporation
Proposed 2024 Coordinated call for projects

- Replacement or repair of steps and railings
- Add outdoor wall fixtures around the perimeter of the building similar to new transit building for safety



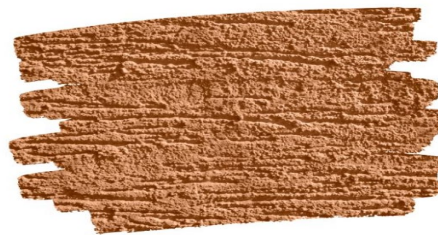
Outdoor wall light fixtures



- Add rocked ledge on lower half of bricked buildings to match existing rock



- Add EIFS stucco, a type of wall cladding that uses multiple layers of different products to provide water protection, air barriers and improved insulation, over existing brick to match transit building.



South Side of Central Administrative Offices

- Replace sidewalk and ramp with ADA compliant structure. Replace awning due to normal wear and tear.



South Side of Central Administrative Offices

- Add an awning and concrete pad to provide covered parking for agency and employee parking similar to the picture below.



South Side of Central Administrative Offices

- Example of proposed awning on south side.




South Wing of Central Administrative Offices

- Add outdoor wall fixtures around the perimeter of the building similar to new transit building for safety
- Add rocked ledge on lower half of bricked buildings to match existing rock
- Add EIFS stucco, a type of wall cladding that uses multiple layers of different products to provide water protection, air barriers and improved insulation, over existing brick to match transit building.



North Wing of Central Administrative Offices



- Replace sidewalk and ramp with ADA compliant structure. Replace awning due to normal wear and tear. 
- Add outdoor wall fixtures around the perimeter of the building similar to new transit building for safety
- Add rocked ledge on lower half of bricked buildings to match existing rock
- Add EIFS stucco, a type of wall cladding that uses multiple layers of different products to provide water protection, air barriers and improved insulation, over existing brick to match transit building.

North Wing of Central Administrative Offices

Additional views of current north wing.



Other Central Administrative Offices Updates and Repairs

- Removal of incinerator attached to north wing & repair of basement entrance on east side of central administrative office



Other Central Administrative Offices Updates and Repairs

- Repair smaller building entrance areas



- Replacement of drains from roof.



Transportation Hub, Graham, Texas



- Add security fencing around perimeter of parking lot
- Demo unnecessary structures

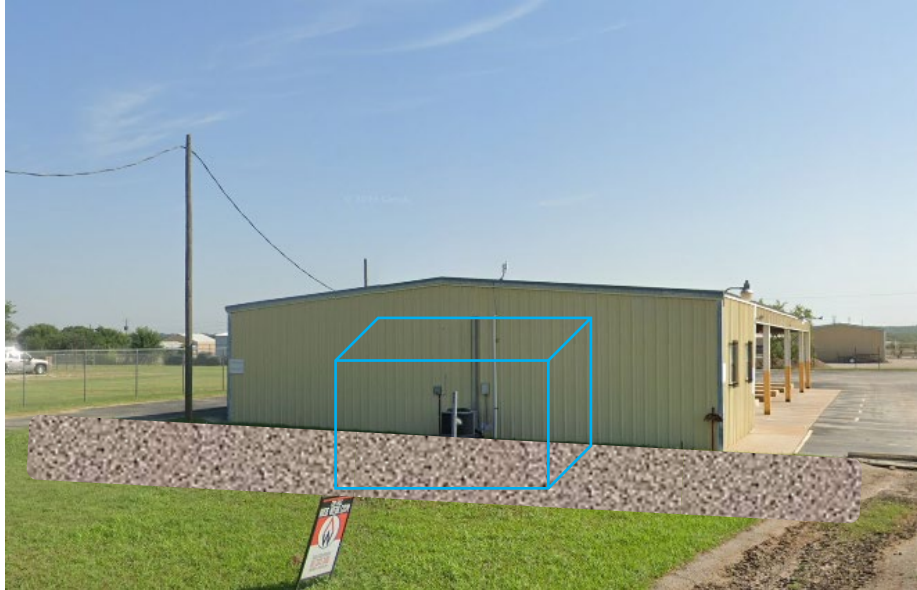


- Add open bays with a locked storage area on one end similar to the picture below



Transportation Hub, Graham, Texas

- Repair or replace current steel siding and upgrade bay lighting
- Remodel office space to include ADA accessibility
- Move AC unit and add new entrance 
- Add sidewalks to parking lot 
- Add signage for identification of the facility



- Upgrade concrete pad under awning to level parking areas 

