RPMC Rolling Plains Management Corporation

Board of Directors' Report
February 2024
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RPMC Rolling Plains Management Corporation

AGENDA

BOARD OF DIRECTORS MEETING

February 6, 2024 6:30 P.M.
Available via Video Conference 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 December 5, 2023 Board of Directors 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
        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

(Consent Agenda continued)

- xiv. Head Start / Early Head Start Correspondence
  - a. Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period – ACF-PI-OHS-23-04
  - b. Federal Reporting of Standard Forms 425 and 428 – ACF-PI-OHS-24-01
- xv. Head Start / Early Head Start Program Reports
  - a. OHS Monitoring Review Report – 06CH010745
  - b. HS/EHS Assessment Report – 2023-2024
  - c. HS/EHS CLASS Report – Fall 2023
  - d. HS/EHS NESS Report – BOY 2023
- xvi. Monitoring Reports
  - a. Texas Department of Transportation – Quarterly/Financial Monitoring
- xvii. Selected Financial Activity by Program
- xviii. Credit Card Report

Agency

4. *Review, discussion and approval of changes to Personnel Policies as follows:
   a. Head Start and Early Head Start teaching staff required to obtain certifications will be hired in a provisional status while working to obtain the qualifications. Employees will be classified in the full or part time category as described herein, making them eligible for benefits as also described herein. Provisional staff will be required to complete certification requirements within their first year of employment. Should there be delays out of their control, the Executive Director may extend the provisional period for up to sixty days based on the recommendation of the Head Start Program Director.

5. *Review, discussion and approval of changes to Financial Procedure including Cost Allocation Plan.

6. Review of 2023 including estimated revenues and expenditures.

7. *Review, discussion and approval of report on annual update for 2023 on the success of specific strategies included in the Community Action plan.

8. Receive an update on progress meeting the goals of the Strategic Plan for 2020 – 2024.

9. * Review, discussion and appointment of Executive Committee for Board of Directors for 2024 to transact business of and/or for the full Board when necessary to ensure the operations of the agency are not disrupted at such times that the Board of Directors cannot be feasibly convened.

10. Appointment of other Committees for the Board of Directors for 2024 by Board Chair.

Head Start / Early Head Start

11. Training on Head Start/Early Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) policy and procedure updates for 2024 – 2025.

12. Executive Director's report – Debra Thomas
    a. Update on building projects
    b. Program Updates

    c. Updates on legal matters
    d. Other

13. Adjourn

Rolling Plains Management Corporation Board of Directors Meeting
Feb 6, 2024, 6:30 – 8:30 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/718847373

You can also dial in using your phone.
Access Code: 718-847-373
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

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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 devises pursuant to Texas Government Code § 551.076; and deliberation regarding Economic Development negotiations pursuant to Texas Government Code § 551.087.
Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

POSTED: February 1, 2024

BOARD OF DIRECTORS MEETING
December 5, 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.
Chair, Mark Christopher, announced a quorum was present and called the meeting to order. The invocation was given by Ronnie Allen. Board members, staff, and guests introduced themselves.

Agenda Item 2 - *Seat new members of Board of Directors.
No new members were seated.

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

a. Approval of Minutes of the October 3, 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. Energy Assistance
    ii. Water Assistance
    iii. Veterans Assistance
    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
        1. Grant Management Reassignment – Grant #06CH010745
        2. Pre-Closeout Letter – Grant #06CH010745

        3. Notice of Award – Award #06CH012369-01-00
        4. 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

Agenda Item 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.
Mark Christopher explained that Lacy Tamplen needed to be added as a check signer. A motion was made by Rusty Stafford and seconded by Michael Dishman to approve 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. The motion passed unanimously.

Agenda Item 5 - *Review, discussion and approval of Attendance Policy.
Amy Wade reviewed the proposed Attendance Policy and explained that the agency does not currently have an Attendance Policy. Delisa Piper recommended changes to grammatical errors. Questions were addressed regarding individuals who would qualify for leave under FMLA or ADA regulations. A motion was made by Dusty Johnston and seconded by Pam Gosline to approve the Attendance Policy with a follow-up review after one year. The motion passed unanimously.

Agenda Item 6 - *Nomination and election of Officers for Board of Directors for 2024 – 2025.
Mark Christopher explained that the current officers included: Chair – Mark Christopher; First Vice Chair – Ronnie Allen; Second Vice Chair – Rusty Stafford; and, Treasurer – Denise Foster and asked for nominations for Officers for 2024 – 2025. A motion was made by Pam Gosline and seconded by Michael Woods that the same individuals maintain their positions for Officers for Board of Directors for 2024 – 2025. The motion passed unanimously.

Agency

Agenda Item 7 – Receive report from Finance Committee meeting held on November 15th, 2023.
Finance Committee member Jim Castagna reported to the Board members in attendance about the Finance Committee meeting held on November 15, 2023. Jim reported that the Finance Committee met for two hours to review the proposed budget for fiscal year ending November 30, 2024. Jim also stated that the minutes from the Finance Committee meeting held on November 15, 2023 needed to be amended to remove Rusty Stafford as an attendant and add Toby Hines.

Agenda Item 8 - *Review, discussion and ratification of agency budget for fiscal year ending November 30, 2024.
Jim Castagna reported that the Finance Committee recommended the proposed budget. Debra Thomas and Keren Whitney explained the planned deficit and interest summary. Following discussion, a motion was made by Susie Byars and seconded by Dusty Johnston to approve ratify

the agency budget for fiscal year December 1, 2023 to November 30, 2024. The motion passed unanimously.

Agenda Item 9 – Receive report from Executive Committee meeting held on November 15, 2023.
Executive Committee Chair, Mark Christopher, reported to the Board about the Executive Committee meeting held of November 15, 2023 to review the purchase of property in Graham, Texas located at 311 Woody Drive for use as a transportation hub. Debra Thomas and Mark Halsell explained the need for a new transportation hub in Graham and the benefits for the property located at 311 Woody Drive. Mark Christopher reported that the Executive Committee recommended purchasing the property in Graham, Texas located at 311 Woody Drive for use as a transportation hub.

Agenda Item 10 - *Review, discussion, and approval of purchase of property in Graham, Texas located at 311 Woody Drive for use as a transportation hub.
Mark Christopher reported that the Executive Committee recommended purchasing the property in Graham, Texas located at 311 Woody Drive for use as a transportation hub. Following discussion, a motion was made by Ronnie Allen and seconded by Michael Dishman to approve the purchase of property in Graham, Texas located at 311 Woody Drive for use as a transportation hub. The motion passed unanimously.

Transportation
Agenda Item 11 - *Review, discussion, and approval of application for Service Expansion Project available through the Texas Department of Transportation
Debra Thomas and Transportation Director Donna Moore reviewed the proposed Service Expansion Project. The proposed project would expand transportation routes in underserved areas. Following discussion, a motion was made by Pam Gosline and seconded by Michael Woods to approve the application for the Service Expansion Project available through the Texas Department of Transportation.

Agenda Item 12 - *Review, discussion, and approval of application for Coordinated Call Project available through the Texas Department of Transportation
Debra Thomas reviewed the proposed Coordinated Call Project. The proposed project would include renovations for the Central Office. Following discussion, a motion was made by Dusty Johnston and seconded by Rusty Stafford to approve the application for the Service Expansion Project available through the Texas Department of Transportation.

Agenda Item 13 – Updates from Executive Director
- **a. Update on building projects**
- **b. Other**

Debra Thomas explained the USDA Certified Mediation Program and provided the Board members in attendance with information regarding available services.

Agenda Item 16 - *Adjourn
There being no further business, the meeting was adjourned at 7:38 pm by
Chair Mark Christopher.

Name	Public Sector	Private Sector	Low-Income Sector	Staff/Guest
Karl Holloway	Absent			
Michael Woods	X			
Mark Christopher	X			
Ronnie Allen	X			
Dale Eaton	Excused			
Monica Vidaurri	X			
Pam Gosline	X			
Rusty Stafford	X			
Lauren Bush	X			
Rodger Brannon	X			
Rick Hardcastle	X			
Chuck Henderson		X		
Jim Castagna		X		
David Brinkerhoff		X		
Susie Byars		X		
Nanette Ashby		X		
Dusty R Johnston		X		
Jim Novak		Excused		
Phil McCuistion		X		
Delisa Piper		X		
Robert Webb		Excused		
Juan Hinojosa			X	
Annette Walker			X	
Seth Tabor			GoToMeeting	
Toby Hines			X	
Carolyn Henry			Excused	
Rebecca Hardin			Excused	
Denise Foster			X	
Tamika Toombs			GoToMeeting	
Michael Dishman			X	
Norris Thomas			GoToMeeting	
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

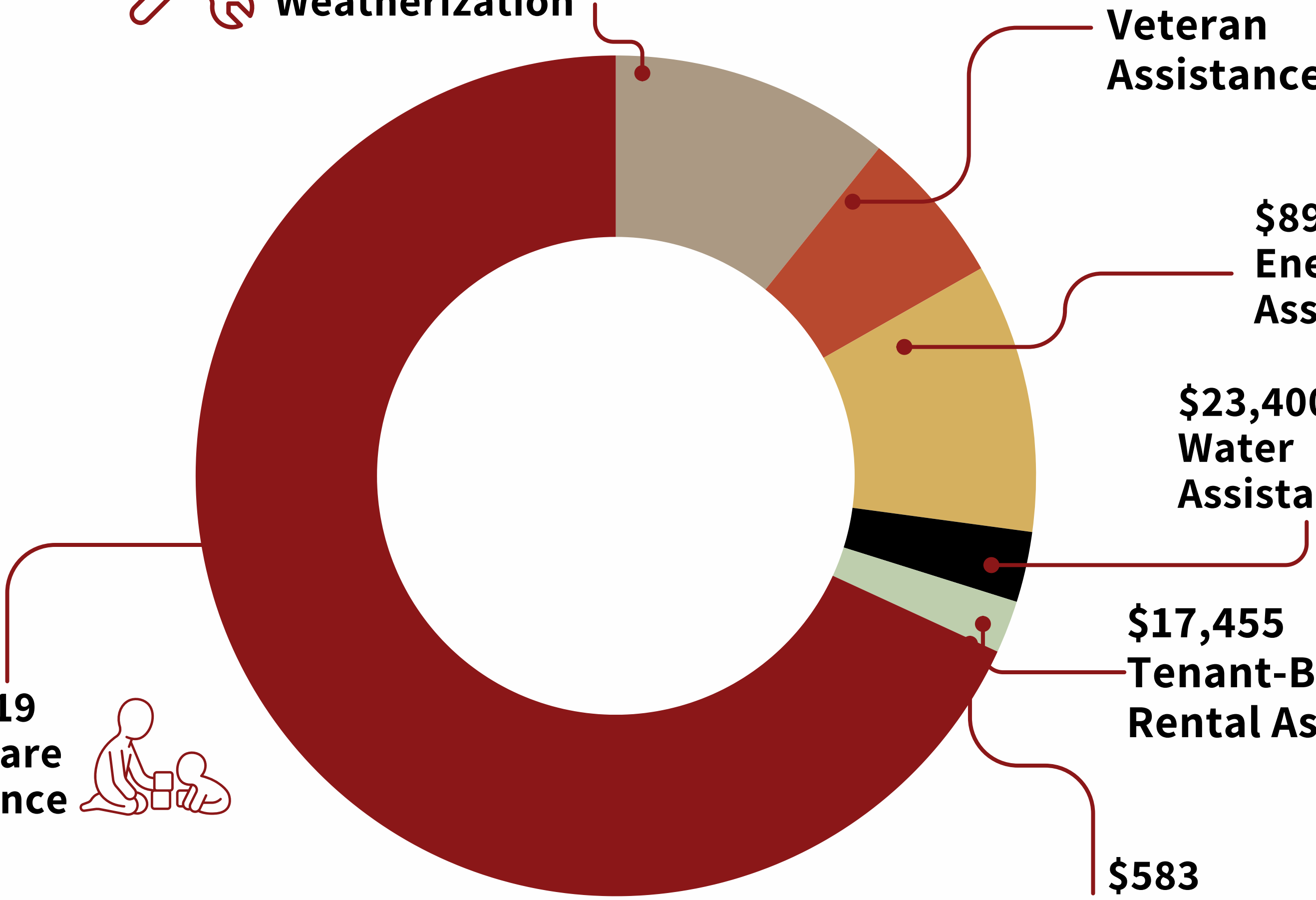
November 2023

Program	People Served in November	People Served YTD	Number of Units Served in November	Units Served YTD	Description of Units
Tenant-Based Rental Assistance (TBRA)	49	80	19	28	Households
Energy Assistance	560	5,746	237	2,770	Households
Water Assistance	415	1,763	189	715	Households
Veteran Services	120	370	70	197	Households
Weatherization	27	214	15	120	Homes
SHARP Lines Rural Public Transportation	632	1,773	6,249	70,172	Trips
Community Services	33	134	9	58	Households
Child Care Assistance	1,467	2,024			
Head Start	160	308			
Early Head Start	105	170			
Day Care	45	95			

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

Direct Client Services

November



$93,036
Weatherization

$51,906
Veteran Assistance

$89,449
Energy Assistance

$23,400
Water Assistance

$17,455
Tenant-Based Rental Assistance

$583
Community Services

$588,519
Child Care Assistance

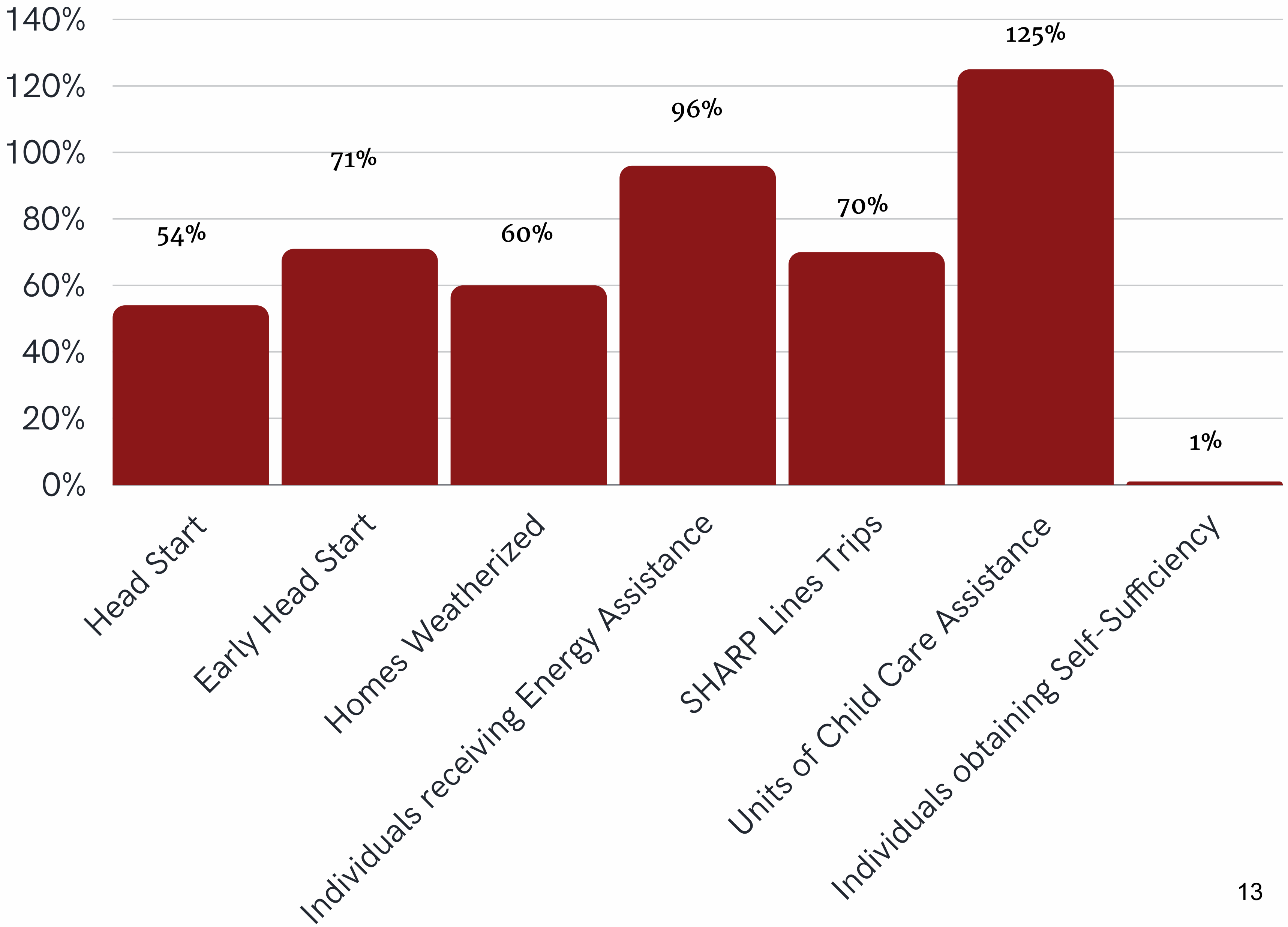
Rolling Plains Management Corporation
Direct Client Assistance

November 2023

Program	Expended in November	Expended YTD	Pledged/ Projected	Total
Tenant Based Rental Assistance	$ 17,455.00	$ 156,730.00	$ 21,730.00	$ 178,460.00
Energy Assistance	$ 89,449.07	$ 3,803,468.62	$ 36,069.95	$ 3,839,538.57
Water Assistance	$ 23,400.42	$ 427,181.63		$ 427,181.63
Veterans Assistance	$ 51,905.72	$ 342,084.73		$ 342,084.73
Weatherization	$ 93,035.66	$ 761,321.68		$ 761,321.68
Community Services	$ 582.53	$ 50,833.20		$ 50,833.20
Child Care Assistance	$ 588,518.93	$ 6,853,239.27		$ 6,853,239.27
TOTAL	**$ 864,347.33**	**$ 12,394,859.13**	**$ 57,799.95**	**$ 12,452,659.08**

Program Performance Report

November



ROLLING PLAINS MANAGEMENT CORPORATION

Balance Sheet - Entire Agency
As of November 30, 2023

Assets	
Current Assets	
Cash (operating accounts)	3,173,681.33
Other Cash Accounts	
Petty cash	1,000.00
Certificate of Deposit - Interest & Sinking Fund	32,259.61
Certificate of Deposit - Capital Reserve	1,282,259.61
Total Other Cash Accounts	1,315,519.22
Receivables	
Grants receivable	3,126,049.42
Other	243,684.10
Total Receivables	3,369,733.52
Other Assets	
Prepaid expenses	50,387.01
Inventory	8,809.07
Total Inventories	59,196.08
Total Current Assets	7,918,130.15
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
Accumulanted depreciation	(5,679,730.71)
Total Property & Equipment	6,422,687.31
Total Assets	14,340,817.46
Liabilities	
Short-term Liabilities	
Accounts Payable	1,300,127.49
Accrued (payroll) liabilities	143,390.67
Other payroll liabilities	85,416.92
Loan - Crowell State Bank	0.00
Deferred Revenue	216,111.24
Total Short-term Liabilities	1,745,046.32
Long-term Liabilities	
Loan - USDA	282,503.17
Total Long-term Liabilities	282,503.17
Total Liabilities	2,027,549.49
Net Assets	
Beginning Net Assets	12,399,208.50
Current YTD Net Income	(85,940.53)
Total Net Assets	12,313,267.97
Total Liabilities and Net Assets	14,340,817.46

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures - Budget to Actual

For the period ended November 30, 2023

Percentage of budget expired 100%

	Approved Budget 12/1/2022 to 11/30/23	Actual 12/1/2022 to 11/30/23	Remainging in Budget	% of Budget Expended
Operating Revenue				
Grant Revenue				
Funding - federal	11,205,503.00	10,217,993.45	987,509.55	
Funding - state	9,098,631.00	9,521,014.73	(422,383.73)	
Funding - other	9,506,322.00	8,905,947.65	600,374.35	
Total Grant Revenue	29,810,456.00	28,644,955.83	1,165,500.17	96%
Contributions				
Donations (cash)	0.00	18,486.60	(18,486.60)	
Total Contributions	0.00	18,486.60	(18,486.60)	
Program Revenue				
Medical transportation fees	1,855,290.00	1,803,274.70	52,015.30	
Box fares	1,800.00	5,633.00	(3,833.00)	
Subscription fares	210,000.00	255,036.50	(45,036.50)	
Parent fees received	0.00	120.00	(120.00)	
Student Fees		219,207.09		
Daycare fees	60,000.00	135,328.77	(75,328.77)	
Total Program Revenue	2,127,090.00	2,418,600.06	(72,302.97)	114%
Other Income				
Insurance proceeds	0.00	61,932.61	(61,932.61)	
Sale of vehicles	0.00	39,000.00	(39,000.00)	
Cost of property disposed of	0.00	(3,366.07)	3,366.07	
Miscellaneous	0.00	(5,850.00)	5,850.00	
Interest income	624.00	99,871.26	(99,247.26)	
Total Other Income	624.00	191,587.80	(190,963.80)	
Total Revenue	31,938,170.00	31,273,630.29	883,746.80	98%
Expenditures by Program				
Program Services				
Child care assistance	8,693,204.00	8,546,478.19	146,725.81	98%
Child development programs	6,169,960.00	6,055,214.63	114,745.37	98%
Transportation	8,509,093.00	7,664,444.96	844,648.04	90%
Energy assistance and community services	4,886,572.00	6,008,302.33	(1,121,730.33)	123%
Weatherization and home rehabilitation	2,355,642.00	1,626,056.30	729,585.70	69%
Total Program Services	30,614,471.00	29,900,496.41	713,974.59	98%
Supporting Services	1,379,979.00	1,459,074.41	(79,095.41)	106%
Total Expenditures	31,994,450.00	31,359,570.82	634,879.18	98%
Net Revenue Over Expenditures	(56,280.00)	(85,940.53)		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Functional Expenditures - Budget to Actual

For the period ended November 30, 2023

	Approved Budget 12/1/2022 to 11/30/23	**Actual** 12/1/2022 to 11/30/23	Remaining in Budget	Percent of Total Expended
Expenditures				
Personnel Expenses	7,724,514.00	7,265,059.85	459,454.15	23.2%
Fringe Benefits & Other Employee Expenses	2,254,142.00	2,061,737.76	192,404.24	6.6%
Direct Client Assistance	13,223,751.00	13,832,012.01	(608,261.01)	44.1%
Other Direct Program Costs	709,417.00	520,818.16	188,598.84	1.7%
Travel	175,137.00	144,370.02	30,766.98	0.5%
Professional Fees	176,896.00	116,687.34	60,208.66	0.4%
Supplies	620,931.00	537,254.80	83,676.20	1.7%
Occupancy	729,629.00	848,164.42	(118,535.42)	2.7%
Maint, Repairs & Lease of Equipment	426,832.00	510,987.68	(84,155.68)	1.6%
Purchase of equipment	1,180,811.00	1,133,227.24	47,583.76	3.6%
Purchase of land/buildings	0.00	149,660.34	(149,660.34)	0.5%
Major Renovations	4,710,982.00	4,149,197.23	561,784.77	13.2%
Interest	14,000.00	13,043.20	956.80	0.0%
Miscellaneous	47,406.00	77,350.77	(29,944.77)	0.2%
Total Expenditures	31,994,448.00	31,359,570.82	634,877.18	100.0%

ROLLING PLAINS MANAGEMENT CORPORATION

Summary of Grant Activity
As of November 30, 2023

Grant	**Program Director / Contact**	**Beginning**	**Ending**	**Funding Available**	**Expended**	**% of contract expired**	**% of Funding spent**
Child development programs							
Head Start	Sarai Meza	12/1/22	11/30/23	$2,284,154.00	$2,231,309.45	100%	98%
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	$662,517.38	33%	27%
Early Head Start (I) ***	Sarai Meza	8/1/22	7/31/23	$1,354,436.00	$1,239,956.52	100%	92%
Early Head Start (II) ***	Sarai Meza	9/1/22	8/31/23	$937,322.00	$784,939.37	100%	84%
Child and Adult Food Program	Sarai Meza	10/1/23	9/30/24	$ 390,860.84	$63,962.47	17%	16%
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	25%	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	63%	100%
Texas Dept of Transportation	Donna Moore	9/1/23	11/30/24	$ 208,779.00	$189,646.00	20%	91%
Texas Dept of Transportation	Donna Moore	9/1/23	11/30/24	$ 965,554.00	$282,937.00	20%	29%
Texas Dept of Transportation	Donna Moore	9/1/22	12/31/23	$ 1,226,726.00	$1,226,819.00	94%	100%
Texas Dept of Transportation	Thomas/Halsell	9/1/21	12/31/23	$ 1,810,000.00	$1,534,679.00	96%	85%
Texas Dept of Transportation	Thomas/Halsell	10/1/22	8/31/24	$ 249,382.00	$0.00	61%	0%
Texas Dept of Transportation	Thomas/Halsell	9/1/22	8/31/24	$ 3,009,970.00	$1,686,649.00	63%	56%
Texas Dept of Transportation	Donna Moore	9/1/23	8/31/24	$ 554,157.00	$248,574.00	25%	45%
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 November 30, 2023

Grant	Program Director / Contact	Beginning	Ending	Funding Available	Expended	% of contract expired	% of Funding spent
Energy assistance and community services							
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	$170,917.22	42%	57%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	$ 3,742,600.00	$3,686,738.30	92%	99%
Comprehensive Energy Assistance	Marsha Anderson	1/1/23	12/31/23	$ 915,338.00	$911,799.99	92%	100%
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	$685,544.82	100%	100%
Community Service Block Grant	Jessica McLain	1/1/23	12/31/23	$ 485,762.00	$311,831.39	92%	64%
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	$5,714.00	100%	100%
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	$170,061.16		
Utility Company Energy Funds	Marsha Anderson	1/1/23	12/31/23	$ 91,454.27	$85,335.19	NA	93%
Weatherization and home rehabilitation							
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	$80,929.14	42%	40%
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	$218,526.44	42%	58%
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	$172,123.98	21%	13%
Weatherization - LIHEAP	Lacy Tamplen	1/1/23	12/31/23	$ 684,812.00	$629,307.36	92%	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	$77,912.31	100%	92%
Weatherization - TNMP	Lacy Tamplen	1/1/23	11/30/23	$ 30,000.00	$29,851.20	100%	100%
Weatherization - AEP	Lacy Tamplen	1/1/23	11/30/23	$ 60,000.00	$59,789.07	100%	100%

ROLLING PLAINS MANAGEMENT CORPORATION

Summary of Grant Activity
As of November 30, 2023

Grant	Program Director / Contact	Beginning	Ending	Funding Available	Expended	% of contract expired	% of Funding spent
Child care assistance							
Child Care Assistance (CPS care)	Donna Adams	9/1/22	8/31/23	$775,580.00	$770,961.95	100%	99%
Child Care Assistance (operations/dir	Donna Adams	10/1/22	10/31/23	$6,726,550.00	$6,777,578.29	100%	101%
Child Care Assistance (local match)	Donna Adams	10/1/22	12/31/23	$591,964.00	$395,970.64	93%	67%
Child Care Assistance (quality)	Donna Adams	10/1/22	10/31/23	$656,033.00	$454,501.03	100%	69%
Child Care Assistance (CPS care)	Donna Adams	9/1/23	8/31/24	$632,404.55	$144,935.82	25%	23%
Child Care Assistance (operations/dir	Donna Adams	10/1/23	10/31/24	$7,261,626.00	$201,891.62	15%	3%
Child Care Assistance (local match)	Donna Adams	10/1/23	12/31/24	$585,132.00	$0.00	13%	0%
Child Care Assistance (quality)	Donna Adams	10/1/23	10/31/24	$701,443.00	$29,618.13	15%	4%

Non grant programs				Receipts	Disbursements	Net
Adminstrative /Unrestricted Funds	Debra Thomas	12/1/21	11/30/22	$ 1,773,317.52	$ 1,563,673.13	$ 209,644.39
Child Care /ISD Partnership	Sarai Meza	12/1/21	11/30/22	$ 1,257,386.75	$ 1,498,562.42	$ (241,175.67)
Transportation (excluding grants)	Donna Moore					$ (47,737.55)
Other						$ (6,671.70)
		Net Revenue Over Expenditures				$ (85,940.53)

Housing Services

November

Households Received
237
Energy Payments

Households Received
189
Water Payments

Households Received
70
Veteran Housing Services

Households Received
15
Weatherization Services

Rolling Plains Management Corporation
Energy Assistance

November 2023

	Households Served		Direct Client Dollars ($)			
COUNTY	Households Assisted in November	Households Assisted Year to Date	Expended in November	Expended Year to Date	Pledged through December	Expended and Pledged through December
ARCHER	2	22	$ 1,541.72	$ 31,946.11	$ -	$ 31,946.11
BAYLOR	36	53	$ 5,677.98	$ 82,832.07	$ 7,900.56	$ 90,732.63
CLAY	1	29	$ 732.94	$ 38,169.45	$ 190.00	$ 38,359.45
COTTLE	2	43	$ 527.81	$ 57,492.37	$ -	$ 57,492.37
FOARD	1	35	$ 300.57	$ 52,198.55	$ 90.00	$ 52,288.55
HARDEMAN	2	77	$ 1,113.30	$ 118,637.78	$ -	$ 118,637.78
JACK	5	32	$ 2,144.86	$ 45,190.13	$ 220.77	$ 45,410.90
MONTAGUE	4	85	$ 1,596.35	$ 120,128.52	$ 480.51	$ 120,609.03
SHACKELFORD	0	12	$ -	$ 15,168.54	$ 300.00	$ 15,468.54
STEPHENS	2	48	$ 1,497.24	$ 54,025.67	$ -	$ 54,025.67
TAYLOR	74	1108	$ 32,085.04	$ 1,467,311.33	$ 12,122.18	$ 1,479,433.51
WICHITA	82	924	$ 32,712.53	$ 1,249,437.70	$ 9,215.80	$ 1,258,653.50
WILBARGER	3	218	$ 798.03	$ 362,661.94	$ 455.99	$ 363,117.93
YOUNG	23	84	$ 8,720.70	$ 108,268.46	$ 5,094.14	$ 113,362.60
TOTAL	**237**	**2770**	**$89,449.07**	**$3,803,468.62**	**$36,069.95**	**$3,839,538.57**

Rolling Plains Management Corporation
Water Assistance

November 2023

	Households Served		Direct Client Dollars ($)	
COUNTY	**Households Assisted in November**	**Households Assisted Year to Date**	**Expended in November**	**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	72	358	$ 9,146.60	$ 198,130.83
WICHITA	117	295	$ 14,253.82	$ 194,077.41
WILBARGER	-	28	$ -	$ 16,470.71
YOUNG	-	7	$ -	$ 4,774.49
TOTAL	**189**	**715**	**$23,400.42**	**$427,181.63**

Rolling Plains Management Corporation
Veterans Services

November 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 November**	**Expended Year to Date**
ARCHER	-	1	-	1	$ 168.07	$ 7,236.89
BAYLOR	-	-	-	-	$ -	$ 3,421.91
BROWN			-	-	$ -	$ -
CALLAHAN			-	-	$ -	$ -
CLAY	-	-	-	-	$ -	$ 6,620.00
COMMANCHE			-	-	$ -	$ -
COTTLE	3	3	-	5	$ 1,451.18	$ 20,441.52
EASTLAND			-	-	$ -	$ -
FOARD	-	6	-	6	$ 1,196.19	$ 14,225.63
HARDEMAN	-	1	-	1	$ 651.00	$ 5,633.66
HASKELL			-	-	$ -	$ -
HOOD			-	-	$ -	$ 7,190.50
JACK	-	1	-	1	$ 1,211.48	$ 1,211.48
JONES			-	-	$ -	$ 7,788.25
KENT			-	-	$ -	$ -
KNOX			-	-	$ -	$ -
MONTAGUE	-	1	-	1	$ 233.93	$ 1,345.66
PALO PINTO			1	1	$ 8,066.25	$ 8,066.25
PARKER			-	-	$ -	$ -
SHACKELFORD	-	-	-	-	$ -	$ -
STEPHENS	-	-	-	-	$ -	$ -
STONEWALL			-	-	$ -	$ -
TAYLOR	19	18	1	30	$ 27,182.37	$ 118,421.36
THROCKMORTON			-	-	$ -	$ -
WICHITA	6	12	-	17	$ 10,368.63	$ 96,919.60
WILBARGER	-	6	-	6	$ 1,320.95	$ 37,394.85
WISE			-	-	$ -	$ -
YOUNG	-	1	-	1	$ 55.67	$ 6,167.17
TOTAL	28	50	2	70	$ 51,905.72	$ 342,084.73

Comment:

Rolling Plains Management Corporation
Weatherization

November 2023

	Households Served		Direct Client Dollars ($)		
COUNTY	Homes Weatherized in November	Homes Weatherized Year to Date	Expended in November	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	1	4	$ 2,772.00	$ 35,037.10	$ 8,759.28
EASTLAND	-	1	$ -	$ 4,819.70	$ 4,819.70
FOARD	1	3	$ 4,000.00	$ 25,472.15	$ 8,490.72
HARDEMAN	-	5	$ -	$ 32,471.85	$ 6,494.37
HASKELL	-	2	$ -	$ 10,478.80	$ 5,239.40
HOOD	-	2	$ -	$ 5,928.00	$ 2,964.00
JACK	-	1	$ -	$ 4,017.50	$ 4,017.50
JONES	2	4	$ 18,905.66	$ 39,124.26	$ 9,781.07
KENT	-	-	$ -	$ -	$ -
KNOX	1	4	$ 16,846.00	$ 39,792.63	$ 9,948.16
MONTAGUE	-	3	$ -	$ 23,635.70	$ 7,878.57
PALO PINTO	-	22	$ -	$ 204,937.25	$ 9,315.33
PARKER	-	-	$ -	$ -	$ -
SHACKELFORD	-	-	$ -	$ -	$ -
STEPHENS	-	3	$ -	$ 3,300.00	$ 1,100.00
STONEWALL	-	9	$ -	$ 38,491.40	$ 4,276.82
TAYLOR	2	12	$ 15,577.75	$ 101,823.39	$ 8,485.28
THROCKMORTON	-	-	$ -	$ -	$ -
WICHITA	5	20	$ 24,291.75	$ 97,122.35	$ 4,856.12
WILBARGER	3	14	$ 10,642.50	$ 73,460.30	$ 5,247.16
WISE	-	-	$ -	$ -	$ -
YOUNG	-	3	$ -	$ 11,844.30	$ 3,948.10
TOTAL	**15**	**120**	**$ 93,035.66**	**$ 761,321.68**	**$ 6,344.35**

COMMENTS:

Supportive Services

November

Individuals Received

632

Transportation

Individuals Received

8

Self-Sufficiency Services

Children Received

1,467

Childcare

Rolling Plains Management Corporation
SHARP Lines Rural Public Transportation

November 2023

Trips Provided

COUNTY	Trips Provided in the Month of November	Trips Provided YTD
ARCHER	80	558
BAYLOR	623	5,855
COTTLE	110	1,024
FOARD	88	3,675
HARDEMAN	193	3,060
JACK	792	6,860
WICHITA	2,612	27,735
CLAY, MONTAGUE, & WISE	325	3,576
WILBARGER	858	9,131
YOUNG	568	8,698
TOTAL	6,249	70,172
Comment:		

Rolling Plains Management Corporation
Community Services

November 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 November	Expended Year to Date
ARCHER	-	-	-	-	$ -	$ 194.98
BAYLOR	-	-	-	-	$ -	$ -
CLAY	-	-	-	-	$ -	$ -
COTTLE	-	-	-	-	$ -	$ -
FOARD	-	-	-	-	$ -	$ 23.00
HARDEMAN	-	-	-	-	$ -	$ 1,942.02
JACK	-	-	-	-	$ -	$ -
MONTAGUE	-	-	1	1	$ 50.00	$ 2,340.72
SHACKELFORD	-	-	-	-	$ -	$ -
STEPHENS	-	-	-	-	$ -	$ -
TAYLOR	-	1	4	5	$ 357.53	$ 20,782.35
WICHITA	-	-	1	1	$ 50.00	$ 7,227.13
WILBARGER	-	-	2	2	$ 125.00	$ 17,435.00
YOUNG	-	-	-	-	$ -	$ 888.00
TOTAL	-	1	8	9	$ 582.53	$ 50,833.20

*Includes households who are enrolled in case management

Case Management Clients Obtaining Self-Sufficiency		
Households Enrolled in Case Management	Individuals Obtaining Self-Sufficiency	Individuals Obtaing Self-Sufficiency in
November	November	Year to Date
21	2	2

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

November 2023

	People Served			Contracted Providers					
COUNTY	**Children in Care in November**	**Childern in Care Year to Date**	**Children on the Wait list at the end of November**	**Licenced Centers**		**Licensed Child Care Home**		**Registered Child Care Home**	
				TRS	**Other**	**TRS**	**Other**	**TRS**	**Other**
ARCHER	15	22	7		1	1			
BAYLOR	0	0	1		2				
CLAY	29	43	9		1		1		
COTTLE	0	0	0	1					
FOARD	2	2	0	1					
HARDEMAN	13	20	18	1	1				
JACK	29	41	15	3					
MONTAGUE	35	40	20	1	3				
WICHITA	1192	1681	403	26	23	4	4		3
WILBARGER	36	53	10	1	4	2			
YOUNG	116	122	23	3	2				
TOTAL	**1467**	**2024**	**506**	**37**	**37**	**7**	**5**	**0**	**3**

Comment:

Head Start Monthly Report

November

Enrollment

Head Start - 160

Early Head Start - 105

Health Services

47 Children received physicals

34 Children visited the dentist

18 Children received immunizations

Volunteer Hours

144 TOTAL

96 LOW-INCOME

Meals Served To

311

Children

88

Children on the Waiting List

19

Children Receiving Transportaton

45

Children Enrolled in Private Childcare

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

November 2023

	Head Start	Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
ARCHER	Archer City Child Development Center	2	17	91%
ARCHER	Charles Finnell Child Dev. Center	3	17	90%
BAYLOR	Seymour Child Development Center	17	17	92%
COTTLE	Paducah Child Development Center	2	15	93%
FOARD	Crowell Child Development Center	12	17	95%
HARDEMAN	Chillicothe Child Development Center	12	17	94%
HARDEMAN	Turner Child Development Center	11	17	90%
KNOX	Knox City Child Development Center	11	34	94%
KNOX	Munday Child Development Center	12	17	96%
WILBARGER	Wilbarger County Preschool	39	54	89%
YOUNG	Graham Child Development Center	17	35	90%
YOUNG	Olney Child Development Center	22	37	89%
TOTAL		**160**	**294**	91%

	Childcare	Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
COTTLE	Paducah Child Development Center	1		
FOARD	Crowell Child Development Center	17		
HARDEMAN	Turner Child Development Center	17		
YOUNG	Olney Child Development Center	10		
TOTAL		**45**		
COMMENTS:				

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

November 2023

County	Early Head Start Center	Actual Enrollment	Funded Enrollment	Attendance ADA %
ARCHER	Archer City Child Development Center	5	8	98%
ARCHER	Charles Finnell Child Dev. Center	5	8	85%
COTTLE	Paducah Child Development Center	6	7	92%
FOARD	Crowell Child Development Center	7	6	88%
HARDEMAN	Turner Child Development Center	18	28	92%
WILBARGER	Wilbarger County Preschool	47	55	85%
YOUNG	Olney Child Development Center	17	30	85%
TOTAL		**105**	**142**	87%

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

November 2023

Head Start

		Children Enrolled				Attendance Total for Month	Meals Served		
County	Center	Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	2	2			31	31	29	0
ARCHER	Charles Finnell Child Dev. Center	3	3			43	43	43	0
BAYLOR	Seymour Day Care	17	17			246	246	235	199
COTTLE	Paducah Child Development Center	2	2			26	26	26	26
FOARD	Crowell Child Development Center	12	12			183	183	183	0
HARDEMAN	Chillicothe Child Development Center	12	12			188	188	188	188
HARDEMAN	Turner Child Development Center	11	11			168	160	168	165
KNOX	Knox City Child Development Center	11	11			155	155	154	143
KNOX	Munday Child Development Center	12	12			164	164	164	162
WILBARGER	Wilbarger County Preschool	40	40			578	560	576	486
YOUNG	Graham Child Development Center	17	17			243	239	236	187
YOUNG	Olney Child Development Center	22	22			323	317	318	306
TOTAL		**161**	**161**	**0**	**0**	**2348**	**2312**	**2320**	**1862**

Daycare

		Children Enrolled				Attendance Total for Month	Meals Served		
County	Center	Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
COTTLE	Paducah Child Development Center	1	0	0	1	14	14	14	14
FOARD	Crowell Child Development Center	17	5	3	9	294	116	116	111
HARDEMAN	Turner Child Development Center	17	4	0	13	280	217	221	212
YOUNG	Olney Child Development Center	10	3	0	7	148	102	104	103
TOTAL		**45**	**12**	**3**	**30**	**736**	**449**	**455**	**440**

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

November 2023

Early Head Start

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	5	5			83	83	82	79
ARCHER	Charles Finnell Child Dev. Center	5	5			64	64	62	61
COTTLE	Paducah Child Development Center	6	6			89	78	88	86
FOARD	Crowell Child Development Center	7	7			98	98	98	96
HARDEMAN	Turner Child Development Center	18	18			260	258	255	250
WILBARGER	Wilbarger County Preschool	47	47			680	668	674	648
YOUNG	Olney Child Development Center	17	17			245	239	234	229
TOTAL		**105**	**105**	**0**	**0**	**1519**	**1488**	**1493**	**1449**
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		**311**	**278**	**3**	**30**	**4603**	**4249**	**4268**	**3751**

Comment:

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

November 2023

Head Start

Children on Wait list		
County	Center	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	17
HARDEMAN	Chillicothe Child Development Center	4
HARDEMAN	Turner Child Development Center	3
KNOX	Knox City Child Development Center	7
KNOX	Munday Child Development Center	8
WILBARGER	Wilbarger County Preschool	4
YOUNG	Graham Child Development Center	10
YOUNG	Olney Child Development Center	1
TOTAL		**63**

Early Head Start

Children on Wait list		
County	Center	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	5
WILBARGER	Wilbarger County Preschool	14
YOUNG	Olney Child Development Center	2
TOTAL		**25**
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		**88**
COMMENTS: Waitlist as of 12/1/2023.		

Rolling Plains Management Corporation
Head Start / Early Head Start

Report:	**Health Services**
Report Month:	**November 2023**
Report Year:	**August 2023 - July 2024**

Head Start

			Children receiving services this Month				
			Physicals		Dentals		
County	**Center**	**Children Enrolled**	**Initial Visit & Follow-ups in November**	**Children receiving Services YTD**	**Initial Visit & Follow-ups in November**	**Children receiving Services YTD**	**Immunizations in November**
ARCHER	Archer City Child Development Center	5	1	2	1	2	0
ARCHER	Holliday Child Development Center	5	2	5	2	3	0
BAYLOR	Seymour Day Care	17	13	16	3	8	5
COTTLE	Paducah Child Development Center	3	0	0	0	0	0
FOARD	Foard County Neighborhood Center	12	2	8	1	10	1
HARDEMAN	Chillicothe Child Development Center	12	2	6	7	9	0
HARDEMAN	Turner Child Development Center	11	3	10	3	12	2
KNOX	Knox City Child Development Center	11	1	5	0	3	1
KNOX	Munday Child Development Center	12	4	4	5	6	0
WILBARGER	Wilbarger County Preschool	41	9	24	3	26	6
YOUNG	Graham Child Development Center	17	5	5	5	11	2
YOUNG	Olney Child Development Center	27	5	7	4	15	1
TOTAL		**173**	**47**	**73**	**34**	**105**	**18**

Early Head Start

ARCHER	Archer City Child Development Center	4	0	0	0	0	1
ARCHER	Holliday Child Development Centet	3	4	6	1	2	0
COTTLE	Paducah Child Development Center	7	4	4	2	2	2
FOARD	Foard County Neighborhood Center	12	0	0	8	8	0
HARDEMAN	Turner Child Development Center	19	7	8	2	14	5
WILBARGER	Wilbarger County Preschool	48	13	28	6	28	9
YOUNG	Olney Child Development Center	17	6	11	0	20	3
TOTAL		**110**	**34**	**57**	**19**	**74**	**20**

TOTAL FOR ALL PROGRAMS ALL LOCATIONS	**283**	**81**	**130**	**53**	**179**	**38**

Rolling Plains Management Corporation
Head Start Transportation

November 2023

Head Start

County	Center	Children enrolled in tranportation services
WILBARGER	Wilbarger County Preschool	19
TOTAL		**19**

COMMENT:

Rolling Plains Management Corporation
Head Start / Early Head Start

Report: **Family and Community Partnership**
Report Month: **November 2023**

Head Start/Early Head Start

County	Center	Unduplicated Volunteers	Volunteer Hours: Low-Income Hours	Volunteer Hours: Total Hours	Parent Meeting Participants	Father Engagement Activity: Father Figures	Father Engagement Activity: Children of Participants
ARCHER	Archer City Child Development Center	1	0	7	3	0	0
ARCHER	Charles Finnell Child Dev. Center	0	0	2	0	0	0
BAYLOR	Seymour Child Development Center	6	17	25	7	10	10
COTTLE	Paducah Child Development Center	0	3	3	1	0	0
FOARD	Crowell Child Development Center	1	5	7	4	0	0
HARDEMAN	Chillicothe Child Development Center	0	0	0	0	0	0
HARDEMAN	Turner Child Development Center	2	6	14	5	0	0
KNOX	Knox City Child Development Center	0	6	9	0	0	0
KNOX	Munday Child Development Center	1	10	12	0	0	0
WILBARGER	Wilbarger County Preschool	1	22	31	16	0	0
YOUNG	Graham Child Development Center	2	15	20	7	0	0
YOUNG	Olney Child Development Center	2	12	14	4	0	0
TOTAL		**16**	**96**	**144**	**47**	**10**	**10**

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

County	Center	Community Partner
ARCHER	Archer City Child Development Center	Texas State Health Department
ARCHER	Holliday Child Development Center	
BAYLOR	Seymour Child Development Center	Texas A & M Agrilife
COTTLE	Paducah Child Development Center	
FOARD	Crowell Child Development Center	
HARDEMAN	Chillicothe Child Development Center	
HARDEMAN	Turner Child Development Center	
KNOX	Knox City Child Development Center	
KNOX	Munday Child Development Center	
WILBARGER	Wilbarger County Preschool	
YOUNG	Graham Child Development Center	
YOUNG	Olney Child Development Center	

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 programing 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 disproportionally 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

Overview Fact Sheet

eclkc.ohs.acf.hhs.gov/policy/article/overview-fact-sheet

The Head Start program is a national leader defining high-quality early education and services, especially for children who are furthest from opportunity. The Office of Head Start (OHS) is proposing significant changes to the Head Start Program Performance Standards (HSPPS) in a Notice of Proposed Rulemaking (NPRM) that would ensure fair compensation is a key component of high-quality early care and education. These proposed changes, if enacted, would stabilize the Head Start workforce and improve the quality of the comprehensive services that Head Start families count on.

Please see the NPRM (Notice of Proposed Rulemaking) in the Federal Register for a complete description of the proposed changes. The preamble of the NPRM (Notice of Proposed Rulemaking) provides the reasoning and research that supports each of the proposed changes.

NPRM Goals

OHS (Office of Head Start) is proposing updates to the HSPPS (Head Start Program Performance Standards) that will benefit the Head Start workforce, children and families, and programs.

Significantly increase compensation for many Head Start staff.

Head Start program staff are the cornerstone of the Head Start mission to provide high-quality early education and comprehensive services to children and families who need them. The proposed regulations would require programs to compensate Head Start staff in ways that reflect the demands and educational requirements of their positions. They would also ensure all Head Start staff are offered a sufficient wage based on the cost of living in their area. These proposed changes will support dedicated Head Start staff, who are mostly women of color, in building sustainable careers around the challenging yet rewarding jobs of supporting the children and families who need them. The changes will also help programs hire and retain qualified and experienced staff, reversing trends of high turnover.

Integrate mental health services into Head Start programming more broadly.

The proposed regulations include several changes to improve mental health supports in Head Start programs. These changes would better integrate mental health into every aspect of program services and elevate the role of mental health consultation. They would help address the increasing rates of mental health concerns in children and adults in Head Start programs and facilitate a proactive approach to support the overall well-being of children, families, and staff.

Enhance services to help Head Start programs effectively and equitably meet the evolving needs of the communities they serve.

The NPRM (Notice of Proposed Rulemaking) proposes several other changes to promote consistent quality services across Head Start programs. For instance, it proposes a cap on the maximum caseload of families for each family service worker to ensure these staff can dedicate the time needed to support the individual goals of each family. Other changes would support core Head Start principles, like implementing enhanced and strong comprehensive services, serving the children who are most in need, respecting diversity, and promoting equity.

Overview of Major Proposed Changes

OHS (Office of Head Start) is proposing that the HSPPS (Head Start Program Performance Standards) be updated in areas including workforce supports, mental health, and quality improvement in the following ways.

Workforce Supports

To improve staff wages, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- All staff must receive competitive wages with an updated salary scale that applies to all positions.
  Programs must make progress toward achieving pay parity for Head Start education staff with kindergarten through third grade teachers in local elementary schools. As a first step in achieving this broader goal, programs must pay annual salaries to these staff that are at least the same as preschool teachers in public school settings.
- Wages must be comparable across Head Start Preschool and Early Head Start programs.
- Minimum pay in programs must be sufficient to meet basic cost of living in the local area.

To improve staff benefits, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Provide or facilitate access to health insurance
- Paid sick, personal, and family leave for full-time staff

- Free or low-cost short-term mental health services for full-time staff
- Facilitate connection to:
    - Child care subsidies for any eligible staff
    - Public service loan forgiveness for eligible staff

To enhance staff wellness and engagement, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- All staff must receive regularly scheduled breaks during their work shifts
- Classroom staff must have access to brief unscheduled wellness breaks as needed
- Management style that positively promotes high-quality job performance

Mental Health

Addressing mental health supports, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Require a multidisciplinary mental health team responsible for program-wide activities, including coordinating wellness supports and annual review of mental health consultation services
- Clarify expectations for program-wide wellness supports
- Provide mental health consultation services at least monthly
- Allow programs to work with mental health consultants who are providing services under the supervision of another licensed mental health professional
- Integrate mental health into support services for families
- Facilitate proactive screening and follow-up for children's mental health needs
- Incorporate strengths-based language throughout the HSPPS (Head Start Program Performance Standards)
- Provide clearer requirements for suspension and expulsion, including definitions of these terms

Other Quality Improvements

To better engage with families, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Establish a maximum caseload of 40 families per family service worker to facilitate delivery of high-quality family support services, including health, parenting, and economic support, which requires a dedicated, individualized approach
- Require the use of effective, accessible forms of communication in all interactions with families
- Streamline enrollment processes to minimize burden on families

To improve child health and safety, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Clarify which safety incidents should be reported to OHS (Office of Head Start)
- Enhance prevention of safety incidents
- Protect children from exposure to lead in the water and paint of Head Start facilities through regular testing and, if needed, remediation

To identify and meet community needs, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Identify and, if possible, resolve barriers to enrollment and attendance
- Streamline the process and frequency of the community assessment
- Ensure responsive, high-quality services for expectant families
- Revise definition of 'income' to provide a clear, finite list of income sources that should be counted for eligibility determination
- Adjust a family's gross income to account for excessive housing costs in their community, for eligibility determination purposes

Regarding program structure, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Require that Early Head Start center-based services be provided across at least 46 weeks per year
- Encourage lower teacher to child ratios for Early Head Start classrooms serving the youngest children
- Clarify the requirements for:
    - Maximum group size in family child care settings for infants and toddlers and mixed aged preschool groupings
    - Provider qualifications in family child care settings

Read more:

Policy

Last Updated: November 15, 2023

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-24-01	2. Issuance Date: 01/09/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Expenditures; Tangible Personal Property Reports; SF-428	

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: Federal Reporting of Standard Forms 425 and 428

INSTRUCTION:
This Program Instruction (PI) notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) and SF-428 for tangible personal property. HHS has adopted 2 CFR §200.344 for the closeout of federal awards. As such, the liquidation period for closeout is now no later than 120 calendar days after the end of the period of performance (i.e., project period). This only applies to the closeout of the project, not budget periods within the project. The frequency of report submission is updated with details identified below.

This PI supersedes ACF-PI-HS-17-04.

Submission of Federal Financial Report SF-425

All Head Start recipients are required to submit financial reports detailing the expenditures incurred for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period.

Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.

Note the following important conditions:

- SF-425 reports are due as required in the award terms and conditions.
    - Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF. *See Table 1*.
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two

reports for each budget period.
  - Annual reports are due 90 days after the end of the applicable budget period.
  - Final reports for the project are due no later than 120 calendar days after the end of the project period.
- Box 12 of annual and final reports must include the following:
  - Total Amount of U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP) Reimbursement: $____
  - Total Development and Administrative Expenditures: $____
  - If an unobligated balance of federal funds is being reported on line ‘h’, the recipient must provide a breakdown of total federal expenditures for each ‘FY-ACCOUNT NO’ as per box 34, Accounting Classification Codes, on the Notice of Award for the budget period.
  - If program income is being reported on line ‘l’, the recipient must provide the source of program income

To understand reporting due dates, see the table below.

Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	Report Cumulative Costs Through	**Semi-Annual SF-425 Due**	Report Cumulative Costs Through	**Annual SF-425 Due**	**Final SF-425 Due**
January 1	June 30	July 30	December 31	March 31	April 30
February 1	July 31	August 30	January 31	May 1	May 31
March 1	August 31	September 30	February 28/29	May 30	June 28
April 1	September 30	October 30	March 31	June 30	July 29
May 1	October 31	November 30	April 30	July 30	August 28
June 1	November 30	December 30	May 31	August 30	September 28
July 1	December 31	January 30	June 30	September 30	October 28
August 1	January 31	March 1/2	July 31	October 30	November 28
September 1	February 28/29	March 30	August 31	November 30	December 29
October 1	March 31	April 30	September 30	December 30	January 28
November 1	April 30	May 30	October 31	January 30	February 28
December 1	May 31	June 30	November 30	March 1/2	March 30

Submission of Tangible Personal Property Report SF-428

Recipients are required to provide Tangible Personal Property Report SF-428 and SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period. Recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. The SF-428 forms and instructions can be found at Grants.gov.

Direct questions related to fiscal reporting and other administrative requirements to the assigned grants management specialist identified in the Head Start Enterprise System. Please contact your PMS representative should your program require assistance with PMS accounts.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 **eclkc.ohs.acf.hhs.gov**

Program Performance Summary Report

To: Authorizing Official/Board Chairperson
Mr. Mark Christopher
Rolling Plains Management Corporation
118 N. 1st Street
Crowell, TX 79227

From: Responsible HHS Official

Date: 12/01/2023
Mr. Khari M. Garvin
Director, Office of Head Start

On 10/23/2023, the Administration for Children and Families (ACF) conducted a monitoring review of Rolling Plains Management Corporation Head Start program. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. Mark Christopher, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, your program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:
Mr. Kenneth Gilbert, Regional Program Manager
Mrs. Debra Thomas, Chief Executive Officer/Executive Director
Mrs. Sarai Meza, Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

Performance Summary

Applicable Standards	Grant Number(s)	Timeframe for Correction	Compliance Level	Service Area
1302.90(c)(1)(v)	06CH010745	120 days	Noncompliance	Supervision
1302.102(d)(1)(ii)	06CH010745	120 days	Noncompliance	Reporting

New Area of Noncompliance Determination(s)

Supervision

Noncompliance 1302.90(c)(1)(v) Timeframe for Correction: 120 days

1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff. On September 28, 2023, a 3-year-old child was left unsupervised on the playground at the Seymour Child Development Head Start Center for approximately 5 minutes.

A teacher and teacher assistant were preparing to transition 13 children from the playground to the classroom. As the children lined up, two children began having a conflict. While the teacher was addressing the two children, the teacher assistant began to walk the other children inside the center. Neither staff member realized that one child was left alone on the playground. A review of the signed incident report indicated the center director found the child and returned the child to their classroom 5 minutes after the class returned from the playground.

In an interview, the Head Start director stated the classroom staff did not follow the active supervision procedures, including conducting headcounts while waiting in line to transition to and from the playground.

The program notified the child’s parents on the day of the incident and reported it to licensing on September 29, 2023. The program reported the incident to the ACF Regional Office on October 10, 2023.

The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff; therefore, it was not in compliance with the regulation.

Reporting

Noncompliance 1302.102(d)(1)(ii) Timeframe for Correction: 120 days

1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

The grant recipient did not report to the responsible Health and Human Services (HHS) official immediately or as soon as practicable, incidents affecting the health and safety of program participants.

On September 28, 2023, a supervision incident occurred at the program's Seymour Child Development Head Start Center. The program did not report the incident to the ACF Regional Office until October 6, 2023, 8 days later.

In an interview, the Head Start program director stated the program gathered information on the incident before reporting it to the ACF Regional Office.

The grant recipient did not report to the responsible HHS official immediately or as soon as practicable, incidents affecting the health and safety of program participants; therefore, it was not in compliance with the regulation.

---------- End of Report -----------

HEAD START/EARLY HEAD START ASSESSMENT REPORT - 2023-2024

RPMC Head Start uses CLI Engage to assess the children enrolled in the program. RPMC Early Head Start uses DRDP to assess the children enrolled in the program. The assessment is completed by Head Start/Early Head Start Education staff three times a year at each checkpoint (October- Beginning of the Year (BOY), January - Middle of the Year- (MOY), and April – End of the Year (EOY).

Head Start- BOY – 154 Children	**On Track**	**Needs Support**	**Monitor**	**Out of Range**
Rapid Vocabulary	78%	11%	8%	3%
Phonological Awareness	79%	5%	18%	1%
Math	82%	4%	9%	6%
Social-Emotional	98%	1%	1%	0%
Approaches to Learning	96%	2%	2%	0%
Physical Development and Health	100%	0%	0%	0%
Head Start- MOY – Children	**On Track**	**Needs Support**	**Monitor**	**Out of Range**
Rapid Vocabulary				
Phonological Awareness				
Math				
Social-Emotional				
Approaches to Learning				
Physical Development and Health				
Head Start- BOY –EOY - Children	**On Track**	**Needs Support**	**Monitor**	**Out of Range**
Rapid Vocabulary				
Phonological Awareness				
Math				
Social-Emotional				
Approaches to Learning				
Physical Development and Health				

***Rating Scale Key:** On Track – Developed understanding, the child will benefit from more upward scaffolding. Needs Support – Underdeveloped understanding and a need for more intensive intervention. Monitor – The child has an underdeveloped understanding and needs more skill development before kindergarten. Out of Range - No established thresholds at this time.

Summary

Total number of HS children assessed is 154. Of the 154, 80 were males and 74 were females. The program's goal is for all children to be "On Track" in each area of the assessment by the end of their enrollment in the program. The Beginning of Year CLI assessment data provided the foundation of information that we must use to make the most effective and meaningful decisions regarding individualized instruction for each child in the program. The data also provides the program with specific information that can help us create effective and meaningful program improvement, training, and technical assistance plans that can lead to improved outcomes for young children and their families.

EARLY HEAD START ASSESSMENT REPORT - 2023-2024

Early Head Start- BOY – 105 Children	**Responding**	**Exploring**	**Building**	**Integrating**
Approaches to Learning-Self-Regulation	19%	65%	16%	0%
Social and Emotional Development	24%	55%	21%	0%
Language and Literacy Development	25%	51%	24%	0%
Cognition, Including Math and Science	26%	64%	10%	0%
Physical Development-Health	15%	51%	34%	0%
Early Head Start- MOY – Children	**Responding**	**Exploring**	**Building**	**Integrating**
Approaches to Learning-Self-Regulation				
Social and Emotional Development				
Language and Literacy Development				
Cognition, Including Math and Science				
Physical Development-Health				
Early Head Start- BOY –EOY - Children	**Responding**	**Exploring**	**Building**	**Integrating**
Approaches to Learning-Self-Regulation				
Social and Emotional Development				
Language and Literacy Development				
Cognition, Including Math and Science				
Physical Development-Health				

***Rating Scale Key:** Responding - The child displays knowledge or behaviors at a basic level, such as by demonstrating the ability to engage in back-and-forth interactions with adults. Children at this level usually communicate nonverbally. Exploring - The child actively and purposefully explores independently, for example, by manipulating objects and beginning to cooperate with others. Children at this level are growing their ability to communicate verbally or in other conventional language forms. Building - The child understands how people and objects relate, how things work, and how they can investigate ideas by themselves. Children at this level can use language to express themselves and participate in group interactions. Integrating - Using various skills, the child can connect and combine strategies in nuanced ways. Children at this level can cooperate with others and solve multi-step problems.

Summary

The total number of EHS children assessed is 105. Of the 105, 46 were males and 58 were females, which included six children ages 0-9 months, 28 children ages 9-18 months, and 70 children ages 18-36 months. The program recognizes that the knowledge and skills acquired in the early learning years provide the foundation for success in kindergarten. DRDP Beginning of the Year Assessment Data identifies valuable information for classroom staff, program management, and parents in our combined efforts to help all children acquire school readiness skills such as communication, regulating their emotions and behaviors, and demonstrating positive approaches to learning.

HEAD START/EARLY HEAD START ASSESSMENT REPORT - 2023-2024

CLASS is an assessment system that provides teachers with research-proven insights, skills, and strategies to improve interactions, the most critical component of teaching practices.

Head Start- Fall 2023	**Score**
Emotional Support	5.87
Classroom Organization	5.42
Instructional Support	2.99
Head Start- Spring 2024	**Score**
Emotional Support	
Classroom Organization	
Instructional Support	

***Rating Scale Key:**

- Low-range scores (1–2): the behaviors were lacking, rarely present, or of low quality
- Mid-range scores (3–5): the behaviors were somewhat present or a part of just some children's experience
- High-range scores (6–7): the behaviors were consistently present and reflect every child's experience

Summary

Fifteen Head Start classrooms were observed. Emotional support focuses on how educators and children interact positively, like showing warmth and respect, being sensitive to the student's needs, considering their perspectives, and fostering independence. Classroom organization focuses on how educators monitor the classroom and prevent and redirect misbehavior. It also includes establishing classroom routines and how educators organize activities and give directions. Finally, it's about teachers providing interesting materials to keep children engaged and learning. Instructional support focuses on interactions that promote the child development domains you've learned about in this learning experience: cognitive development, approaches to learning, and language and communication.

Compared to the national average CLASS scores released by the Office of Head Start, RPMC Head Start classroom scored above the lowest 10%. The program aims to be within the highest 10% of the national average. RPMC Head Start classrooms have five new teachers, contributing to lower scores. Of the 15 classrooms, 11 are receiving intensive coaching from Region 9. The program expects to see an increase in scores during the spring observations.

EARLY HEAD START ASSESSMENT REPORT - 2023-2024

Early Head Start Infant - Fall 2023	**Score**
Responsive Caregiving	5.5
Early Head Start Infant- Spring 2024	**Score**
Responsive Caregiving	

Early Head Start Toddler - Fall 2023	**Score**
Emotional and Behavioral Support	5.31
Engaged Support for Learning	3.03
Early Head Start Toddler- Spring 2024	**Score**
Emotional and Behavioral Support	
Engaged Support for Learning	

***Rating Scale Key:**

- Low-range scores (1–2): the behaviors were lacking, rarely present, or of low quality
- Mid-range scores (3–5): the behaviors were somewhat present or a part of just some children's experience
- High-range scores (6–7): the behaviors were consistently present and reflect every child's experience

Summary

Four infant classrooms and fourteen toddler classrooms were observed. In the infant domain, responsive caregiving focuses on relational climate, teacher sensitivity, facilitated exploration, and early language support. In the toddler domain, emotional and behavioral support focuses on positive climate, negative climate, teacher sensitivity, regard for child perspectives, and behavior guidance. In the toddler domain, engaged support for learning focuses on facilitating learning and development, quality of feedback, and language modeling. All EHS domains fell within the mid-range. Of the 18 EHS classrooms, 10 receive intensive coaching from Region 9. The program expects to see an increase in scores during the spring observation.

RPMC Rolling Plains Management Corporation

HEAD START/EARLY HEAD START NON-ENGLISH-SPEAKING SURVEY REPORT 2023-2024

RPMC HS/EHS Non-English Speaking Survey focuses on each dual language learner's progress towards becoming proficient in their home language and English. Our program goal is for each child to achieve at least 50% of the non-English speaking goals by the time they transition to the next phase of their education.

Head Start – 19 Children BOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.	32%	26%	21%	21%
Child's ability to speak English.	42%	11%	26%	21%
Head Start – Children MOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.				
Child's ability to speak English.				
Head Start – Children EOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.				
Child's ability to speak English.				

Early Head Start – 6 Children BOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.	17%	50%	33%	0%
Child's ability to speak English.	33%	50%	17%	0%
Head Start – Children MOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.				
Child's ability to speak English.				
Head Start – Children EOY	**Starting**	**Emerging**	**Developing**	**Expanding**
Child's ability to listen and understand English.				
Child's ability to speak English.				

***Rating Scale Key:** Starting – Limited or no understanding of English. Emerging – Understands phrases or short sentences. Developing – Understands more complex speech but still may require some repetition. Expanding – Language skills are adequate for most day-to-day communication needs.

Plans to support dual language learners:

- Implement an evidence-based curriculum that supports children's home language and English language development.
- Utilizing Frog Street at Home Curriculum for each family in their primary language.
- Providing professional development for staff to increase understanding of supporting dual language learners.
- Staff will work with the parents to enhance the children's opportunities to use their home language in the classroom.

Texas Department of Transportation

Quarterly/Financial Monitoring Form

Form PTN-126
(Rev. 09/22)
Page 1 of 11

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

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

Subrecipient: Rolling Plains Managment Corporation

Onsite Review: ☐ Yes ☒ No

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

Date: 12/18/23 FY: 2024 ☒ 1st Qtr. Sep-Nov ☐ 2nd Qtr. Dec-Feb ☐ 3rd Qtr. Mar-May ☐ 4th Qtr. Jun-Aug

SUBRECIPIENT INFORMATION

List the names and positions of subrecipient staff participating in the quarterly monitoring:
Keren Whitney - Finance Director

Summary Results of Quarterly Review: Procedure: Complete the review and document results in the space below.	☒ Compliant ☐ Non-compliant

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

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

3) As a result of this review, is increased financial monitoring required? ☐ Yes ☒ No
If yes, describe the required increased financial monitoring:

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

Keren Whitney		12/18/23
Subrecipient Representative Name	**Subrecipient Representative Signature**	**Date**
Eric Garcia	Eric Garcia	12/18/2023
PTC Name	**PTC Signature**	**Date**

PART A: SUBRECIPIENT CONSULTATION

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

2) For each active grant, summarize the overall project status. (For example, document any project delays, expenditure or RFR delays, current or future procurements, DBE status, or any problems encountered.)

The agency has been on track with submitting timely reimbursement for the following grants: DIS 2201 (05) 071_21 and RD 2301 (05) 051_22. Construction continues at both the Admin and Wellness facilities and is estimated to be completed by the end of the calendar year. The prime contractor continues to submit monthly pay apps for completed work on both projects. All funds on the construction projects are expected to be fully expended by the expiration dates. The architect on the construction project continues to be a certified DBE and is the project manager. DIS 2301 (05) 014_23 and RPT 2301 (05) 051_22 had final billings and were reviewed during the quarterly review. All support documentation was complete and accurate at the time of the review with no issues. The close out process will be initiated in IGX. The agency has initiated procurements for vehicles and a camera system under the ED 2404 (05) 110_23. An RFP has been developed and will be made public for the camera systems and vehicles are being ordered under the Oklahoma state contract. At this time there are no delays or issues as the agency is in compliance.

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

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

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

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

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

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

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

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

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

Single audit in progress

☐ N/A, Exemption letter uploaded into eGrants on: ____________ , or Audit Due Date: 08/31/24

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

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

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

7) List any areas where technical assistance is needed:

N/A

8) Were any Requests for Reimbursement (RFRs) processed during this quarter? ☒ Yes ☐ No

(If no, skip Parts B and C below)

a. For subrecipients on full documentation, did any RFRs require corrections before processing? ☐ Yes ☐ No ☒ N/A

- If yes, please explain the number *and* reasons for corrections to RFRs processed during the quarter:

9) Did the subrecipient have any federally funded repair, construction, or rehab contracts with a contractor/vendor that was over $2000? (Ex: painting, door repair, roofing) ☒ Yes ☐ No If yes, then Davis-Bacon may be applicable.

(If no, then Part D is not applicable.)

PART B. REVIEWING FINANCIAL RECORDS

Procedure:

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

1) What support did the subrecipient submit with RFRs?

☒ General ledger report (Streamlined approach)

☐ Full documentation (Detailed source documentation: invoices, canceled checks, check registers, etc)

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

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

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

eGrants ID Number(s)	EGrants RFR Number(s)	Grants close-out process started?
5311-2022-RPMC-00083	RFR-2022-RPMC-01059	☒ Yes ☐ No
5339-D-2022-RPMC-00055	RFR-2022-RPMC-01039	☒ Yes ☐ No

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

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

Total Amount Paid to subrecipient this quarter:	Total Number of PGAs with a billing this quarter:
$ 1,594,906.00	4

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

Total amount to review (Total Amount Paid x 20%):$ 318,981.20

Total PGAs to review (Total PGAs x 30%): 1.2 (up to 3 PGAs)

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

All close-outs must be reviewed.

PGAs and Billings Selected for Review:

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

Sample No.	eGrants ID.:	eGrants RFR #:	Billing Amt:
1	5311-2022-RPMC-00083	RFR-2022-RPMC-01059	63,606.00
2	5339-D-2022-RPMC-00055	RFR-2022-RPMC-01039	108,037.00
3	RD-2022-RPMC-00014	RFR-2022-RPMC-01311	191,143.00

Sample Number:	1		
eGrants ID: 5311-2022-RPMC-00083	**eGrants RFR #:** RFR-2022-RPMC-01059	**Billing Total: $** 63,606.00	Full Doc: ☐ Yes ☒ No Final Billing: ☒ Yes ☐ No

Expense categories included within RFR: ☐ Administration ☒ Operating ☐ Capital

Procedure: Review receipts, cancelled checks, expense invoices, and other source documentation to verify costs.

ADMIN **Line Item Description and Amount**						**Total of Admin Line Items Reviewed $:**		
1		$:	2		$:	3		$:
OPERATING **Line Item Description and Amount**						**Total of Operating Line Items Reviewed $:**	**40,690.09**	
1	Salaries	$: 40,690.09	2		$:	3		$:
CAPITAL **Line Item Description and Amount**						**Total of Capital Line Items Reviewed $:**		
1		$:	2		$:	3		$:

For the sample reviewed, answer questions below:	**YES**	**NO**
a) Total dollar amount reviewed for this sample: (Admin + Operating + Capital)	$ 40,690.09	
b) Are costs allowed, necessary, and reasonable?	☒	☐
c) Were purchases properly authorized? ☐ N/A (no purchases made) *`Properly authorized' means the subrecipient has followed their internal procedures for authorizing purchases.*	☒	☐
d) Were costs incurred during the grant period?	☒	☐
e) Were reviewed expenses supported with source documentation? *Source documentation may include general ledger reports, salary/fringe payroll documentation, invoices, receipts, and account statements, lease/rental agreements and must be retained for program review and audit purposes.*	☒	☐
f) Were expenses within the reviewed sample supported with proof of payment? *Proof of payment documentation may include cancelled checks, evidence of electronic payment, or funds disbursement, and must be retained for program review and audit purposes.*	☒	☐
g) Were vendors and contractors paid in a timely manner? ☐ N/A *Subrecipients must promptly pay vendors and contractors for goods or services provided. Instances of multiple payment requests from vendors/contractors, late payments, and assessed penalties or fees on contractor invoices should be reviewed to determine if prompt payment issues exist.*	☒	☐
h) Did the RFR reviewed with this sample include indirect cost expenses? ☐ Yes ☒ No *(If no, go to question i.)*		
i) For the RFR reviewed in this sample, was the required local match percentage(s) met? ☐ N/A	☒	☐

1. How is the local match requirement met? ☐ N/A

☒ Local funds
☐ In-kind contributions *(subrecipient or third-party supply or service contribution)*
☐ Contract revenue from qualified human service contracts
☐ State funds (*there should be a corresponding RFR on the state PGA*)
☐ Transportation Development Credits
☐ Other: ____________________

**Qualified human service transportation services are defined as service provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.*

For the sample reviewed, answer questions below:	**YES / NO**
2. Does source documentation support the amount of reported match for the reviewed RFR? ☐ N/A *All sources of match should be included as support, which may require expanded general ledger or other source documentation.*	☒ ☐
j) Did the subrecipient demonstrate that fare box revenue was deducted from gross operating expenses to request reimbursement for net expenses? ☐ N/A *Fare box revenue must be used to reduce current expenses. Reimbursement is based on the net amount less fare box revenue or program income if not used as match.*	☒ ☐

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

Sample Number:	2		
eGrants ID: **5339-D-2022-RPMC-00055**	**eGrants RFR #:** **RFR-2022-RPMC-01039**	**Billing Total: $** **108,037.00**	Full Doc: ☐ Yes ☒ No Final Billing: ☒ Yes ☐ No

Expense categories included within RFR: ☐ Administration ☐ Operating ☒ Capital

Procedure: Review receipts, cancelled checks, expense invoices, and other source documentation to verify costs.

ADMIN **Line Item Description and Amount**						**Total of Admin Line Items Reviewed $:**	
1		$:	2		$:	3	$:
OPERATING **Line Item Description and Amount**						**Total of Operating Line Items Reviewed $:**	
1		$:	2		$:	3	$:
CAPITAL **Line Item Description and Amount**						**Total of Capital Line Items Reviewed $:**	**108,037.00**
1	Vehicles	$: 108,037.00	2		$:	3	$:

For the sample reviewed, answer questions below:	**YES / NO**
a) Total dollar amount reviewed for this sample: (Admin + Operating + Capital)	$ 108,037.00
b) Are costs allowed, necessary, and reasonable?	☒ ☐
c) Were purchases properly authorized? ☐ N/A (no purchases made) *`Properly authorized' means the subrecipient has followed their internal procedures for authorizing purchases.*	☒ ☐
d) Were costs incurred during the grant period?	☒ ☐
e) Were reviewed expenses supported with source documentation? *Source documentation may include general ledger reports, salary/fringe payroll documentation, invoices, receipts, and account statements, lease/rental agreements and must be retained for program review and audit purposes.*	☒ ☐
f) Were expenses within the reviewed sample supported with proof of payment? *Proof of payment documentation may include cancelled checks, evidence of electronic payment, or funds disbursement, and must be retained for program review and audit purposes.*	☒ ☐
g) Were vendors and contractors paid in a timely manner? ☐ N/A *Subrecipients must promptly pay vendors and contractors for goods or services provided. Instances of multiple payment requests from vendors/contractors, late payments, and assessed penalties or fees on contractor invoices should be reviewed to determine if prompt payment issues exist.*	☒ ☐
h) Did the RFR reviewed with this sample include indirect cost expenses? ☐ Yes ☒ No *(If no, go to question i.)*	
i) For the RFR reviewed in this sample, was the required local match percentage(s) met? ☐ N/A	☒ ☐

1. How is the local match requirement met? ☐ N/A

☐ Local funds
☐ In-kind contributions *(subrecipient or third-party supply or service contribution)*
☐ Contract revenue from qualified human service contracts
☐ State funds (*there should be a corresponding RFR on the state PGA*)
☒ Transportation Development Credits
☐ Other: ______________________________

**Qualified human service transportation services are defined as service provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.*

For the sample reviewed, answer questions below:	YES / NO
2. Does source documentation support the amount of reported match for the reviewed RFR? ☐ N/A *All sources of match should be included as support, which may require expanded general ledger or other source documentation.*	☒ ☐
j) Did the subrecipient demonstrate that fare box revenue was deducted from gross operating expenses to request reimbursement for net expenses? ☒ N/A *Fare box revenue must be used to reduce current expenses. Reimbursement is based on the net amount less fare box revenue or program income if not used as match.*	☐ ☐

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

Sample Number:	3		
eGrants ID: RD-2022-RPMC-00014	**eGrants RFR #:** RFR-2022-RPMC-01311	**Billing Total: $** 191,143.00	Full Doc: ☐ Yes ☒ No Final Billing: ☐ Yes ☒ No

Expense categories included within RFR: ☐ Administration ☐ Operating ☒ Capital

Procedure: Review receipts, cancelled checks, expense invoices, and other source documentation to verify costs.

ADMIN Line Item Description and Amount						**Total of Admin Line Items Reviewed $:**		
1		$:	2		$:	3		$:
OPERATING Line Item Description and Amount						**Total of Operating Line Items Reviewed $:**		
1		$:	2		$:	3		$:
CAPITAL Line Item Description and Amount						**Total of Capital Line Items Reviewed $:**		191,143.00
1	Engineering & Design	$: 1,245.00	2	Construction	$: 181,780.00	3	Third Party Contract	$: 8,118.00

For the sample reviewed, answer questions below:	**YES / NO**
a) Total dollar amount reviewed for this sample: (Admin + Operating + Capital)	$ 191,143.00
b) Are costs allowed, necessary, and reasonable?	☒ ☐
c) Were purchases properly authorized? ☐ N/A (no purchases made) *`Properly authorized' means the subrecipient has followed their internal procedures for authorizing purchases.*	☒ ☐
d) Were costs incurred during the grant period?	☒ ☐
e) Were reviewed expenses supported with source documentation? *Source documentation may include general ledger reports, salary/fringe payroll documentation, invoices, receipts, and account statements, lease/rental agreements and must be retained for program review and audit purposes.*	☒ ☐
f) Were expenses within the reviewed sample supported with proof of payment? *Proof of payment documentation may include cancelled checks, evidence of electronic payment, or funds disbursement, and must be retained for program review and audit purposes.*	☒ ☐
g) Were vendors and contractors paid in a timely manner? ☐ N/A *Subrecipients must promptly pay vendors and contractors for goods or services provided. Instances of multiple payment requests from vendors/contractors, late payments, and assessed penalties or fees on contractor invoices should be reviewed to determine if prompt payment issues exist.*	☒ ☐
h) Did the RFR reviewed with this sample include indirect cost expenses? ☐ Yes ☒ No *(If no, go to question i.)*	
i) For the RFR reviewed in this sample, was the required local match percentage(s) met? ☐ N/A	☒ ☐

1. How is the local match requirement met? ☐ N/A
   - ☐ Local funds
   - ☐ In-kind contributions *(subrecipient or third-party supply or service contribution)*
   - ☐ Contract revenue from qualified human service contracts
   - ☐ State funds (*there should be a corresponding RFR on the state PGA*)
   - ☒ Transportation Development Credits
   - ☐ Other: ____

**Qualified human service transportation services are defined as service provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.*

For the sample reviewed, answer questions below:	YES / NO
2. Does source documentation support the amount of reported match for the reviewed RFR? ☐ N/A *All sources of match should be included as support, which may require expanded general ledger or other source documentation.*	☒ ☐
j) Did the subrecipient demonstrate that fare box revenue was deducted from gross operating expenses to request reimbursement for net expenses? ☒ N/A *Fare box revenue must be used to reduce current expenses. Reimbursement is based on the net amount less fare box revenue or program income if not used as match.*	☐ ☐

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

PART D: DAVIS-BACON AND RELATED ACTS MONITORING

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

eGrants ID: RD-2022-RPMC-00014	**PGA Name:** RD 2301 (05) 051_22
Sources of Funding: Rural Discretionary	Total funds awarded for construction/rehab $ 2,348,590.00

Brief description of the construction/rehab activity:
The Wellness/Parking/Storage project has been progressing and is in the final stages of completion. Electrical rough-in continues along with the installation of exterior metal panels. Masonry and sheetrock work has continued in the month November and into December. Electrical piping continues with plywood to be installed on the walls in the maintenance area. The prime contractor is estimating completion of the project around mid-January. At this time there are no delays or issues as the project is on schedule.

☒ Initial Review *(If initial review is checked, then follow up should close)*	Date of Review: 12/18/23	☒ Compliant ☐ Non-Compliant

Comments:

☐ Follow-up Review *(If follow-up is checked, then initial review should close)*	Date of Review:	☐ Compliant ☐ Non-Compliant

Comments:

Review of Subrecipient Davis-Bacon Compliance:

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

For the items reviewed, answer questions 1 through 6.	YES	NO
1) Did the subrecipient document the DOL Wage Determination (Prevailing Wage Rate) for the project?	☒	☐
2) Did the subrecipient document that contractor payrolls were received weekly?	☒	☐
3) Did the subrecipient document a review of payrolls to include worker classifications, wage and fringe amounts for all hours worked, deductions, and a signature by an authorized contractor representative?	☒	☐
4) If applicable, did the subrecipient review and retain apprentice/trainee records? ☒ N/A	☐	☐
5) Did the subrecipient visit worksite to verify posting of Davis-Bacon Poster and Wage Determination? *(The subrecipient should document worksite visits with photographs. Photographs should easily identify the location in which the work was completed, include the date, time and the required poster.)*	☒	☐
6) Does the subrecipient have a process in place to correct Davis-Bacon discrepancies or errors?	☒	☐

Results of review:

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

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

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Disbursements

Administrative and Unrestricted Funds

Percentage of budget expired 100%

	Budget 12/1/2022 to 11/30/2023	Actual 12/1/2022 to 11/30/2023	Remaining in Budget / (over budget)	Percent of % of Budget Expended
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	88,452.11	4,312.89	95%
Indirect Cost Contribution	1,617,413.00	1,562,175.84	55,237.16	97%
Depreciation allocation	15,682.00	14,231.36	1,450.64	91%
Miscellaneous reciepts	0.00	15.00	(15.00)	
Interest income	312.00	99,765.60	(99,453.60)	
Sale of equipment (net of costs)	0.00	0.00	0.00	
Total Received as of report date	1,726,172.00	1,773,317.52	(47,145.52)	103%
Expenses paid through report date				
Personnel Expenses	826,726.00	927,239.46	(100,513.46)	112%
Fringe Benefits & Other Employee Expenses	199,198.00	238,272.17	(39,074.17)	120%
Direct Client Assistance	10,000.00	10,706.85	(706.85)	107%
Other Direct Program Costs	8,700.00	7,961.79	738.21	92%
Travel	16,782.00	20,918.53	(4,136.53)	125%
Professional Fees	36,500.00	41,686.87	(5,186.87)	114%
Supplies	32,850.00	42,847.15	(9,997.15)	130%
Occupancy	33,940.00	128,737.80	(94,797.80)	379%
Maintenance, Repairs & Lease of Equip	50,400.00	93,292.09	(42,892.09)	185%
Purchase of Equipment	500.00	7,394.00	(6,894.00)	
Purchase of land/buildings	0.00	10,600.00	(10,600.00)	
Major Renovations	150,000.00	0.00	150,000.00	0%
Interest	14,000.00	13,043.20	956.80	93%
Miscellaneous	16,063.00	20,971.44	(4,908.44)	131%
Program support of programs	2,585.00	1.78	2,583.22	0%
Total	1,398,244.00	1,563,673.13	(165,429.13)	112%
Receipts over (under) disbursements	327,928.00	209,644.39		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Expenditures

Child Care /ISD Partnership

(Non grant funded)

Percentage of budget expired 100%

	Budget 12/1/2022 to 11/30/2023	Actual 12/1/2022 to 11/30/2023	Remaining in Budget / (over budget)	% of Budget Expended
Received as of report date				
Daycare fees	60,000.00	135,328.77	(75,328.77)	226%
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	901,967.12	406,068.88	69%
Student Fees		219,207.09	(219,207.09)	
Miscellaneous receipts	0.00	851.12	(851.12)	
Interest income	0.00	32.65	(32.65)	
Total Received as of report date	1,368,036.00	1,257,386.75	110,649.25	92%
Expenses paid through report date				
Program Costs				
Personnel Expenses	573,688.00	588,338.89	(14,650.89)	103%
Fringe Benefits & Other Employee	251,778.00	203,557.79	48,220.21	81%
Direct Client Assistance	550.00	505.98	44.02	92%
Other Direct Program Costs	6,959.00	6,896.88	62.12	99%
Travel	29,673.00	12,238.95	17,434.05	41%
Professional Fees	5,420.00	3,755.74	1,664.26	69%
Supplies	52,510.00	25,043.06	27,466.94	48%
Occupancy	147,538.00	87,089.80	60,448.20	59%
Maint, Repairs & Lease of Equipment	5,500.00	26,374.48	(20,874.48)	480%
Purchase of equipment	0.00	0.00	0.00	
Major Renovations	42,470.00	328,049.94	(285,579.94)	
Interest	0.00	0.00	0.00	
Miscellaneous	3,351.00	1,436.13	1,914.87	43%
Cost of meals (Food program)	213,751.00	121,697.03	92,053.97	57%
	1,333,188.00	1,404,984.67	(71,796.67)	105%
Administrative Costs	34,848.00	93,577.75	(58,729.75)	269%
Total expenses as of report date	1,368,036.00	1,498,562.42	(130,526.42)	110%
Receipts over (under) expenditures	0.00	(241,175.67)		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Head Start (Regular funding)
Award Number: 06CH010745-05-00
Percentage of budget expired: 100%

	Budget 12/1/2022 to 11/30/2023	Actual 12/1/2022 to 11/30/2023	Remaining in budget	Percentage of Budget Used
Direct Program Expenses				
Salaries	$1,284,683.00	$1,179,208.96	$105,474.04	92%
Fringe	$423,330.00	$322,307.35	101,022.65	76%
Out of town travel	$1,387.00	$18,320.85	(16,933.85)	1321%
Equipment	$0.00	$0.00	0.00	
Supplies	$75,875.00	$81,453.33	(5,578.33)	107%
Audit and contractual	$32,754.00	$39,020.94	(6,266.94)	119%
Facilities / Construction	$0.00	$12,041.27	(12,041.27)	0%
Other	$260,554.00	$390,435.86	(129,881.86)	150%
Total Direct Costs	2,078,583.00	2,042,788.56	35,794.44	98%
Indirect Administrative Costs	205,571.00	194,348.87	11,222.13	95%
Total Cost	2,284,154.00	2,237,137.43	47,016.57	98%
Less: Program income	0.00	(5,827.98)	5,827.98	
Total expenses (net of program income)	$2,284,154.00	$2,231,309.45	$52,844.55	98%
Non-Federal Cost Sharing or Match Reguired	$0.00	$520,630.30		

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%

	Budget 8/1/2022 to 7/31/2023	Actual 8/1/2022 to 11/30/2023	Remaining in budget	Percentage of Budget Used
Program expense				
Salaries	$789,192.00	$729,845.84	$59,346.16	92%
Fringe	273,121.00	184,510.33	88,610.67	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	132,449.64	(22,947.64)	121%
Total Direct Costs	1,231,770.00	1,129,728.71	102,041.29	92%
Indirect Administrative Costs	122,666.00	112,505.21	10,160.79	
Total Cost	1,354,436.00	1,242,233.92	112,202.08	92%
Less: Program income	0.00	(2,277.40)	2,277.40	
Total expenses (net of program income)	$1,354,436.00	$1,239,956.52	$114,479.48	92%
Non-Federal Cost Sharing or Match Reguired	$328,771.00	$234,488.64		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Early Head Start II
Award Number: 06HP000473-01-00
Percentage of budget expired: 100%

	Budget 9/1/2022 to 8/31/2023	Actual 9/1/2022 to 11/30/2023	Remaining in budget	Percentage of Budget Used
Program expense				
Salaries	$518,298.00	$455,172.09	$63,125.91	88%
Fringe	216,544.00	130,914.44	85,629.56	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	12,431.12	(3,926.12)	146%
Facilities / Construction	0.00	0.00	0.00	
Other	77,825.00	71,470.45	6,354.55	92%
Total Direct Costs	852,439.00	715,967.46	136,471.54	
Indirect Administrative Costs	84,883.00	70,561.75	14,321.25	
Total Cost	937,322.00	786,529.21	150,792.79	84%
Less: Program income	0.00	(1,589.84)	1,589.84	
Total expenses (net of program income)	$937,322.00	$784,939.37	$152,382.63	84%
Non-Federal Cost Sharing or Match Required	$0.00	$283,586.63		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Early Head Start (Regular Funding)
Award Number: 06HP000265-05-01
Percentage of budget expired: 33%

	Budget 8/1/2023 to 7/31/2024	Actual 8/1/2023 to 11/30/2023	Remaining in budget	Percentage of Budget Used
Program expense				
Salaries	$1,390,239.00	$383,995.13	$1,006,243.87	28%
Fringe	452,163.00	106,867.31	345,295.69	24%
Out of town travel	12,715.00	1,742.34	10,972.66	14%
Equipment	0.00	0.00	0.00	
Supplies	86,102.00	25,735.20	60,366.80	30%
Audit and contractual	29,096.00	9,037.78	20,058.22	31%
Facilities / Construction	0.00	701.88	(701.88)	
Other	216,542.00	76,074.90	140,467.10	35%
Total Direct Costs	2,186,857.00	604,154.54	1,582,702.46	28%
Indirect Administrative Costs	213,990.00	58,362.84	155,627.16	
Total Cost	2,400,847.00	662,517.38	1,738,329.62	28%
Less: Program income	0.00	0.00	0.00	
Total expenses (net of program income)	$2,400,847.00	$662,517.38	$1,738,329.62	28%
Non-Federal Cost Sharing or Match Reguired	$0.00	$141,277.77		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Head Start (American Rescue Act)
Award Number: 06HE00132101C6
Percentage of budget expired: 100%

	Budget 4/1/2021 to 3/31/2023	Actual 4/1/2021 to 11/30/2023	Remaining in budget	Percentage of Budget Used
Direct Program Expenses				
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%
Indirect Administrative Costs	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)	$652,896.00	$652,896.00	$0.00	100%
Non-Federal Cost Sharing or Match Required	$0.00	$0.00		

Rolling Plains Management Corporation
Charges by credit card account

Charges due in : November 2023

Credit Company	Amount
Alon	$ 2,664.45
Global Fleet	$ 20,144.35
Office Depot	$ 2,789.91
Sam's Club	$ 1,431.98
United Supermarkets	$ 4,032.92
Master Card	$ 17,287.46
Walmart	$ 1,028.80
	$49,379.87

from persons receiving benefits or services from RPMC or performing services under contract or otherwise in a position to benefit from such action. The exception is if the item is unsolicited and of nominal value. Nominal value is generally defined as less than $25 in value.

E. Temporary Employment

1. Temporary appointment may be made to any staff position that the Program Director indicates to be temporary provided that:
   - The position is not likely to require the services of an employee for a period of more than six (6) months; AND
   - The position will not require an employee to exceed 1,000 hours in a twelve (12) month period.
2. Temporary employees are not eligible to participate in employee benefit programs.
3. Only the Executive Director is authorized to issue alternate procedures.

F. Training Periods and Evaluations

The first 60 days of your employment are considered your time to train. During this time, your supervisor and/or the Executive Director will make every effort to help you achieve a satisfactory job performance. Once the 60-day training period is completed, the employee will eligible for all benefits described herein.

Employees who are transferred to a new status at RPMC will be evaluated after completing the 60-day training period in the new position at RPMC.

G. Provisional Positions

a. Head Start and Early Head Start teaching staff required to obtain certifications will be hired in a provisional status while working to obtain the qualifications. Employees will be classified in the full or part time category as described herein, making them eligible for benefits as also described herein. Provisional staff will be required to complete certification requirements within their first year of employment. Should there be delays out of their control, the Executive Director may extend the provisional period for up to sixty days based on the recommendation of the Head Start Program Director.

H. Background Checks

RPMC reserves the right to conduct criminal history checks, driving record checks, education verifications, employment verifications, and any other such background checks determined to be appropriate by RPMC. Criminal history checks are a requirement of employment for Head Start.

The following factors will be considered for any applicants with a criminal history: TDFPS guidance, funding source rules or regulations, the nature of the crime and its relationship to the position; the time since the conviction; the number (if more than one) of convictions; and whether hiring, transferring, or promoting the applicant would pose an unreasonable risk.

CHAPTER III. CLASSES OF EMPLOYEES

A. Employment Classes

It is the intent of RPMC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and RPMC. The following employment status categories shall be used for personnel employed by the agency:

1. **Full-time Employee:** An employee who is projected to work at least 1,560 hours in a calendar year.

~~1.~~2. **Notice of Salary Employee (Full-time):** An employee who is scheduled to work at least 1,560 hours in a calendar year as outlined in the employee's Notice of Salary Agreement.

~~2.~~3. **Part-Time Employee (non-transportation):** An employee who is projected to accrue less than 1,560 hours of work in a calendar year and is not primarily employed to perform job duties for dispatch or transportation of clients. A part-time employee may be hired on a long term or episodic basis, depending upon the needs of RPMC.

~~3.~~4. **Notice of Salary Employee (Part-time):** An employee who is scheduled to work less than 1,560 hours in a calendar year as outlined in the employee's Notice of Salary Agreement. These employees are considered part-time **(non-transportation)** and are eligible for all benefits afforded to part-time **(non-transportation)** employees.

~~4.~~5. **Part-Time Transportation Employee:** An employee who is projected to accrue less tha~~n~~ 1,560 hours of work in a calendar year and is primarily employed to perform job duties for the dispatch or transportation of clients. A part-time transportation employee may be hired on a long term or episodic basis, depending upon the needs of RPMC.

~~5.~~6. **Temporary Employee:** An employee whose position is not likely to exceed six (6) months or 1,000 hours in a twelve (12) month period. A temporary employee is one who is hired for one of the following conditions:

~~a.~~b. as an interim replacement; or
~~b.~~c. to temporarily supplement the work force; or
~~c.~~d. or to assist in the completion of a specific project; or
~~d. employed in teaching position for which the employee is not certified, but working to obtain qualifications; and~~
e. is not furnished by a personnel service.

Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. A temporary employee retains that status until notified of a change.

~~6.~~7. **TEA Certified Teacher**: An employee who works in collaboration with the local Independent School Districts (ISDs) to provide a partnership between the school district and the Head Start program. The TEA Certified Teacher's work days are outlined in the employee's Notice of Salary Agreement.

I. General

The RPMC Financial Procedures manual is written to provide authoritative guidance on the application of financial related procedures and systems for all programs administered by Rolling Plains Management Corporation.

The Board of Directors formulates financial policies, delegates administration of the financial policies to the executive director and reviews operations and activities.

The executive director has management responsibility for all operations and activities including financial management.

Program directors are accountable to the executive director for all program operations.

All employees will follow the lines of authority on RPMC’s organizational chart.

Current job descriptions are maintained for all employees, indicating duties and responsibilities.

The following are the minimum requirements for all grant / contract programs of Rolling Plains Management Corporation. These procedures do not preclude any applicable grant / contract requirements.

The manual provides a standardized approach to financial and accounting topics for RPMC by:

- Documenting detailed procedures for use in preparing, distributing and processing accounting, procurement and financial related information between departments, the Board of Directors of RPMC and its funding sources.
- Documenting RPMC Accounting Policies and Procedures so that data accumulation, form preparation, distribution and processing is standardized.
- Providing information and reference material to assist users.
- Provide information to assist departments in accessing and using agency’s information.

The operation of Rolling Plains Management Corporation depends on the interaction and cooperation between departments. In order to function properly, it is necessary that all departments adhere to the procedures documented in the Financial Procedures Manual.

All employees, whose duties and responsibilities are related to the fiscal management of Rolling Plains Management Corporation assets, are required to sign and adhere to the Employee Code of Conduct.

II. Classification & Coding Structure

A chart of accounts **(COA)** will be maintained for the agency, which is designed to capture financial information to make good financial decisions. The COA is a list of all accounts used by all funds and programs to track financial information through the agency's accounting system, Abila MIP Fund Accounting. The COA is based on a numbering system divided into six segments (XX-XXXX-XX-XX-XX-X). Transactions affecting assets and liabilities require the use of the first two segments (program and general ledger), while transactions affecting revenue, expenditure and fund balance accounts requirement the use of all six segments:

1) Program (#00 to #99) – a two-digit number identifying the program or grant to which thetransaction belongs
2) General Ledger – a four-digit number identifying the classification of the transaction into thefollowing categories:
    - Assets (#1000 to #1999) – cash, accounts receivable, interfund loans (unless prohibited by grant such as Head Start), equipment, accumulated depreciation
    - Liabilities (#2000 to #2999) – payroll deductions, accounts payable, interfund loans (unless prohibited by grant such as Head Start), loans from banks
    - Fund Balance (#3000 to #3999)
    - Revenues (#4000 to #5999) – grant fund revenues, service fees, sale of equipment, cost of equipment sold, and other miscellaneous revenues including non-grant funds received
    - Expenditures (#6000 to #9999)
        - Non-grant fund expenditures
        - Grant fund expenditures – categories to be determined by grant budget and / or contract; All grant fund expenditures must comply with applicable federal, state, and contract provisions including:
            - 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
            - Texas Administrative Code (TAC)
            - Uniform Grant Management Standards (UGMS)
            - applicable contract guidance and manuals issued by the applicable state and local funding agencies
3) Year (#0 to #99) – a single digit or two-digit number identifying the fiscal or grant year of the program to which the transaction belongs. i.e., #6 indicates a grant which has an end date in 2006, such as a grant beginning in April 1, 2005 and ending March 31, 2006.
4) Category (#0 to #99) – a single digit or two-digit number identifying the budget category withinthe grant or program to which the transaction belongs.
5) Location (#0 to #99) – a single digit or two-digit number identifying the physical location to which the transaction can be associated with
6) Designation (#0 to #9) – a single digit number identifying the transaction as to type of fund it belongs to such as With Donor Restriction, Without Donor Restriction -other, or Without Donor Restriction- designated. Generally, all RPMC grant funds are considered Without DonorRestriction- designated funds and monies spent through "EOAC", "Daycare", and other revenue sources, which are not grant related, are considered Without Donor Restriction-other funds

III. Financial Management and Control

A. Internal Controls

Internal controls are management procedures designed to ensure efficiency and effectiveness in operations, to improve management decision making, to protect resources, to ensure maintenance and reporting of reliable information and execution of operations consistent with established management policy. Internal controls do not constitute or require separate systems with RPMC. They are and should be an integral part of each system Rolling Plains Management Corporation uses to operate its programs and functions.

B. Accounting System

All financial transactions of Rolling Plains Management Corporation will be accounted for using the Abila MIP Fund Accounting System. The accounting system utilized by RPMC consists of ~~four~~ modules including Accounting, ~~Human Resources, Payroll~~, and Administration. Access to all aspects of all modules of the Abila MIP Fund Accounting System is controlled through the Administration module. Such access is granted to users through the use of passwords may include as little as "view only access" or as great as ability to change any part of the system. Access to the Administrative module will be allowed to the financial director (and a Senior Accounting level staff member, in the absence of the financial director). ~~HR Director (and designated HR staff) has access to create, edit, delete or change information in the Payroll and HR modules.~~ All other accounting staff will be allowed access with authority to enter cash receipt, cash disbursement, accounts payable, accounts receivable, purchase orders, and journal entry transactions and edit vendor information and other access authorized as deemed necessary by financial director. Executive director, program directors, and other staff authorized by program directors will be allowed "view only access" with NO access to create, edit, delete or change employee payroll information, cash receipt, cash disbursement, accounts payable and journal entry transactions, vendor information, or COA coding. Staff designated to reconcile bank accounts will not have access to create, edit, delete or change employee payroll information, cash receipt, cash disbursement, accounts payable, journal entry transactions, vendor information, or COA coding.

C. Human Resources and Payroll Management

All Payroll and Human Resources information is managed within the Paycom system. The HR Director is the administrator of the Paycom system and is responsible for granting access to the system to RPMC staff as needed. The HR Director (and designated HR staff) has access to create, edit, delete or change information in the Paycom system. The Executive Director and Finance Director have access to view all transactions within the system and along with the Senior Accountants, have access to reporting and other employee information as assigned by the HR Director.

D. Incoming Mail

Incoming mail will be:

- picked up at the Post Office daily by a designated administrative representative;
- ~~will be~~ opened and stamped with a Date Received Stamp by HR staff in the presence of an accounting representative;
- creating a permanent mail log ~~will be created~~ by scanning the first page of every item of mail received. HR will provide only the envelope of confidential HR mail which will be scanned in place of the first page to protect privacy.
- Endorsed as follows, which includes all checks, money orders, or other forms of payment received by mail, ~~will be endorsed as follows~~:

"FOR DEPOSIT ONLY
Rolling Plains Management Corporation"

and provided to the designated accounting staff for deposit.

- reviewed by the accounting representative ~~will review and~~ who will create a searchable indexed mail log with a uniform naming convention. All invoices will then be uploaded to RPMC's paperless system (Filebound) ~~via Intelligent Capture~~ and all other mail will be distributed to the appropriate parties.

E. Records Retention and Disposition

Financial records are those records that are needed to document and verify financial authorizations, obligations, and transactions. After a specified period of time such records can normally be disposedof without risk, provided that the necessary retention and disposition schedules have been approved

Anyone who wishes to destroy financial records should begin by reviewing the Records Retention Schedule (shown following) to determine if RPMC has established a period of retention for the type of record that is being considered for destruction. Consideration should always be given to specific retention requirements of the related funding source.

Each department shall be responsible for boxing, labeling and moving to storage all of their records at the end of each program year AS WELL AS shredding all records scheduled for such action.

RECORDS RETENTION SCHEDULE

Type of Document	**Retention period**	**Method of destruction**
Accident Reports/Claims (Settled Cases)	7 years	Shred
Accounts payable ledgers and schedules	7 years	Shred
Accounts receivable ledgers and schedules	7 years	Shred
Audit reports	Permanently	
Bank Statements	7 Years	Shred
Chart of Accounts	Permanently	
Checks (cancelled checks for important payments, special contracts, purchases of assets, etc. Checks should be filed with papers pertaining to the underlying transaction)	Permanently	
Checks (cancelled except those noted above)	7 years	Shred
Contracts and leases (expired)	7 years	Shred
Contracts and leases (still in effect)	Permanently	
Correspondence, general	2 years	Shred
Correspondence, legal and important letters	Permanently	
Deeds, mortgages and bills of sale	Permanently	
Depreciation schedules	Permanently	
Employee Personnel Records (after termination)	7 years	Shred
Employee Applications (after termination)	7 years	Shred
Financial Statements (Year end, other months optional)	Permanently	
General Ledger, Year-end trial balances	Permanently	
Insurance records, policies, etc.	Permanently	
Internal Audit Reports (miscellaneous)	3 years	Shred
Inventory records	7 years	Shred
Invoices to Customers or from vendors	7 years	Shred
Annuity contributions, etc.	Permanently	
Board of Director meeting minutes, By-Laws and Charter	Permanently	
Payroll records, summaries, and tax returns	7 years	Shred

Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blue prints and plans	Permanently	
Purchase orders	7 years	Shred
Safety records	6 years	Shred
Documents relating to income tax liability determination	Permanently	
Time sheets and leave requests	7 years	Shred
Incorporation records	Permanently	
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers, etc. for travel and entertainment expenses)	7 years	Shred
ALL RECORDS WHICH CANNOT BE RECREATED BY ANOTHER OFFICE, INSTITUTION OR GOVERNMENTAL UNIT	Permanently	

F. Budget and Budget Revision

The executive director and financial director will work together to provide an Agency Budget for the fiscal year ending November 30th. Consideration will be given to approved grant/contract budget and guidelines. The budget will be presented to the Board of Directors for approval.

Prior to the beginning of grant/contract year and in accordance with grant/contract guidelines, the program director and financial director will work together to prepare a proposed program budget. After the approval of the executive director, the proposed program budget is then submitted to the appropriate committees, as required by grant/contract guidelines. The proposed program budget is presented to the Board of Directors for final approval.

G. Reports

The financial records will be maintained in electronic form in the Abila MIP Fund Accounting program. These records include the general ledger transactions which include all cash receipts, cash disbursements, journal voucher (JV) entries, accounts receivables and accounts payables. Standardized reports (Balance sheet, income statement, statement of cash flows) can be obtained at any time from the underlying general ledger transactions. Customized reports can also be created to meet the individualized needs of the agency programs and funds.

Customized individual program/fund financial information, including budget to actual information, will be reviewed by program director at least monthly.

Financial information and reports to be filed with regulatory agencies will be prepared under the supervision of the financial director and then forwarded to the program director for submission in compliance with the requirements of the appropriate agency.

Other customized reports as determined by the executive director will be reviewed on a regular basis.

A monthly financial report including credit card information of the agency will be provided and presented to the board of directors at its regularly scheduled meetings.

As set forth in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Agency will comply with the requirements to obtain an annual audit of entire operations of the Agency. A copy of the annual audit will be presented for approval to the board of directors each year.

H. Insurance

This procedure highlights the key provisions of RPMC's insurance coverage and provides information for reporting losses. RPMC obtains individual insurance policies for each specific type of coverage and does not utilize a self-insurance system. RPMC, applicable funding sources along with the insurance provider determine coverage for property loss or damage and for liability claims. Applicable coverage is determined after reviewing and evaluating pertinent information concerning damage, loss or liability claim.

1. Vehicle insurance
    a. RPMC provides vehicle coverage under its auto policy combined with an umbrella policy for accidents while acting in the authorized capacity in the course and scope of employment or authorization. Coverage is subject to the terms of the policy. This coverage has a $1,000 deductible. The upper limit for liability coverage is $1,000,000 and the uninsured motorist limit is $1,000,000 for Rolling Plains Management Corporation.
    b. Agency owned vehicles
    The vehicle policy covers liability claims against RPMC and the driver and medical payments. This policy also provides coverage, with a deductible, for comprehensive and collision damage on agency owned vehicles. The policy covers the vehicle it does not cover occupant's personal possessions. Workers' compensation insurance covers work related injury to RPMC employees.
    c. Personal vehicles used for RPMC business purposes
    When an employee of RPMC is driving his or her personal vehicle on RPMC business, the vehicle policy covers damages or judgments brought against RPMC for employee's actions while on the job. RPMC's vehicle policy does not apply toward comprehensive or collision damage of the employee's vehicle.
    d. The vehicle operator must report all accidents immediately to their program supervisor. Employees must also report all accidents that involve agency vehicles to the local law enforcement authorities unless waived by program director. The vehicle operator should not admit fault or liability when discussing the incident. All claims are to be reported to the HR director or designee by the next business day following accident.

2. General Liability
RPMC provides general liability coverage under its commercial package policy combined with an umbrella policy for employees for errors or omission of any nature while acting in the authorized capacity in the course and scope of employment or authorization. Coverage is subject to the terms of the policy. This coverage has $1,000 deductible. The upper limit for employees is $1,000,000 for personal injury and has a ~~$2,000,000~~ $3,000,000 general aggregate limit for Rolling Plains Management Corporation. All personal injury and property damage incidents are to be reported to the immediate supervisor and HR Director by the next business day. Employees should not admit fault orliability when discussing the incident.
3. Property Insurance
The property insurance policy provides coverage for the buildings of RPMC and all contents belonging to RPMC including theft of cash and inventory. Buildings and contents used by RPMC in operation of programs and whose title is vested with other entities, property coverage is also secured as required by grant, lease or other agreement. The property insurance policy insures items such as furniture, computers, software, and leased equipment. The coverage insures against such perils as theft, vandalism, fire, wind, earthquake, etc. The property insurance policy does not cover personal articles belonging to employees or other individuals.

The property insurance policy covers all approved and listed items for their repair or replacement values less a ~~$1,000~~ $5,000 deductible. Report all losses immediately to HR Director in charge of insurance claims.

4. Umbrella Policy
   The umbrella insurance policy provides additional coverage over the stated limits in the auto, general liability, and package insurance policies. Rolling Plains carries a $5,000,000 liability coverage limit for each occurrence.

5. Other Insurance
   a. Workers' Compensation
      The Workers' Compensation policy provides coverage for employees injured during working hours. The insurance coverage for workers' compensation fully conforms to statutory requirements. Employees may obtain information and specific coverage by contacting their immediate supervisor.
   b. Directors and Officers Liability and Employment Practices Liability Coverage. The Directors and Officers Liability coverage insures against claims arising from the negligent acts, errors, or omissions alleged to have been committed by present or former directors or officers of the corporation. The Employment Practices Liability Coverage provides a variety of management liability coverages, i.e., discrimination and harassment, sexual harassment, discrimination and wrongful termination and defamation. The policy provides $2,000,000 coverage for all claims other than claims for employment practices wrongful acts. The policy provides $100,000 of coverage for any wrongful act.
   c. Cyber Risk Policy
      The Cyber Risk policy provides coverage for network and information security, communication and media liability, and regulatory defense expenses. Other items covered include crisis management expenses, security breach remediation and notification expenses, computer program and electronic data restoration expenses, as well as computer fraud and funds transfer fraud. These expenses are covered at $1,000,000 for each insured event. Any concerns of possible intrusion should be reported immediately to the HR director and IT director.

I. Local Agency Funds

Local / Agency funds (otherwise referred to as EOAC funds) include funds generated by donation from non-restrictive sources, received from loans from lending institutions, or generated in the course of the operation of businesses which are not supported by the use of federal or state grant funds or assets.

IV. Cash Management

A. Cash Accounts

The Agency's goal is to maintain cash accounts in a manner which meets funding source requirements, reduces the risk of fraud, creates an efficient management of funds, and lowers the costof operations. The maintenance of these accounts will be the responsibility of the financial director. At a minimum, the following accounts will be maintained:

1. Direct Deposit Account- A clearing account used solely for the direct receipt and monitoring of revenues from funding agencies in which no funds remain once all revenues have been verified, assigned to the appropriate grant program and transferred to the operating account.

2. Payroll Clearing Account – A payroll clearing account is a zero-balance account used to record and monitor payroll expenditures in which no funds remain once all checks, ACH transfers, wire and other bank transfers and have cleared.

3. Operating Account- A single agency account through which all revenues, other receipts, expenditures, and other disbursements for all program funds are handled. This account will be maintained to provide for the anticipated cash flow needs of the Agency.

4. Reserve Account – An account (or accounts) designated to maintain excess operating cash, which has been reserved for future use.

B. Deposit Accounts

In order to facilitate Fee based programs not located in the central office, RPMC will operate bank accounts in rural areas as needed. Used solely for the deposit of payments by clients, a minimum balance of funds (amount required by bank to avoid fees) will remain in the account at all times. ~~Upon completion of bank reconciliation~~, Periodically, available funds in excess of minimum balance requirements will be transferred to the operating account via check.

C. Banking Controls

1. All check signers must be authorized by the board of directors.

2. On-line access to bank accounts when available will be authorized by the Executive Director as follows:
   a. Executive Director, Deputy Director, and Financial Director will have authorization to transfer funds between the Payroll, Operations, and Direct Deposit account electronically
   b. Designated accounting staff will have view only access to the Payroll, Operations, and Direct Deposit account

3. Transfers between ~~funds~~ bank or investment accounts will be initiated when ~~accounting staff submit a Funds TransferRequest approved by 2 authorized check signers~~ necessary by the Executive Director, Deputy Director, or Financial Director.

D. Receipts

1. Deposits
   a. Cash - A person having no access to bookkeeping functions will record the receipt of cash in a pre-numbered, duplicate receipt book. One copy will remain in the receipt book and duplicate copy will be routed to bookkeeping.
   b. Checks - Checks received will be distributed to the bookkeeper for deposit into the program's bank account. Copy of check is made for record keeping.
   c. Deposit slips will be properly prepared, checks properly endorsed (stamped with agency name) and the deposits made in the agency's depository bank in the appropriate accounts, by the designated staff.

2. Direct Deposit of Revenues

   The Agency maintains a single account used solely for the direct deposit of funding from all funding sources. The maintenance of this account will be the responsibility of the financial director.

- a. A copy of all contract/grant billings/fund requests which are to be received by direct deposit will be remitted to the financial director or accounting staff designated by the financial director.
- b. When notice of direct deposit is received from bank, the notice will be routed to financial director or accounting staff designated by the financial director. Accounting staff will initiate the transfer of funds to the Agency's operating account by filling out a "Transfer Request form". ~~Upon approval by 2 authorized check~~ signers, The funds will be transferred electronically between the Deposit and Operating account by authorized staff designated by the executive director.
- c. Copies of contract /grant billings/ fund requests and direct deposit notices will be maintained by financial director as documentation for bookkeeping records of direct deposit account.

3. Receipts are entered in books of original entry (cash receipts journal) by persons independent of mail opening and receipt listing function.

4. All receipts are deposited intact on a regular basis.

5. Funds restricted for specific purposes (or grants) are identified as a separate fund using the chart of account designation to ensure appropriate accounting under requirements of the restriction.

E. Petty Cash Change Fund

1. Petty Cash Change Funds will be under the supervision of each program director and will be limited to $100 or less as determined by the program director.

2. A petty cash custodian will be appointed by the program director for each fund maintained.

3. The custodian will be responsible for maintaining a log of all disbursements from the fund.

4. Cash receipts or other documentation of the disbursements will be reconciled with the cash in the fund on a monthly basis.

5. Each program director will review the petty cash fund on a periodic basis.

6. Reimbursements to the petty cash fund will be made on a periodic basis by submitting copies of the cash expenditures to the accounting department.

F. Bank Reconciliation

All bank accounts are to be reconciled to original source bank records within twenty (20) days after receipt of bank statements by a designated staff member who has limited access to the Abila MIP AR or AP modules. This limited access does not include the rights to process cash transactions including but not limited to printing checks, processing ach transfers, wire transfers, and online payments, as well as the final posting of financial transactions.

Procedures for reconciling the bank statement are as follows:

- Compare dates and amounts of daily deposits as shown on bank statement with deposits listed in the Deposits tab of the bank reconciliation section of Abila MIP Accounting System

- Investigate bank transfers to determine that transfer has been completed
- Investigate items rejected by bank, i.e., items charged back, nsf charges, etc.
- Compare cancelled checks with the checks listed in the Checks/Vouchers tab of the bank reconciliation section of Abila MIP Accounting as to number, payee and date
- Compare direct deposit transfers with the vouchers listed in the Checks/Vouchers tab of the bank reconciliation section of Abila MIP Accounting System as to amount and date
- Account for sequence of check and voucher numbers
- Examine checks for authorized signatures, irregular endorsements, and alterations
- Examine approved (signed) vouchers or voucher summaries for authorized signatures and appropriate dates and compare to dates clearing bank and amounts
- Review voided checks
- Checks outstanding over 90 days are investigated

Completed bank reconciliations are reviewed by the financial director or appointed designee.

G. Receivables

1. Revenue
Billings for reimbursement and cost reimbursement reports are reviewed by executive director or financial director before submission to funding source. Program directors are responsible to ensure that all allowable costs are properly billed to theappropriate contract.

2. Advance of funding
In grants/ contracts allowing for funds to be drawn down from funding source under guidelines allowed by funding source (rather than requested on a reimbursement basis), ~~the bookkeeper~~ accounting staff will maintain the necessary records to determine the timing and amount of funds to be needed throughout the program. As the ~~bookkeeper~~ accounting staff determines a need for funds, the financial director, program director, or designee will review the ~~bookkeeper's~~ records. The cash needs of the program will be determined by the financial director, program director or designee and requested from the Payment Management System or other appropriate funding system.

H. Credit Card

To ensure financial control and prudent employee usage of credit cards, the following procedures are instituted:

1. All agency credit cards to be used for RPMC employee's business purposes only.

2. Credit cards will not be used by anyone other than RPMC employees.

3. The accounting department will maintain records of all employee-issued credit cards.

4. The RPMC employee is responsible for obtaining the appropriate supervisor's authorization and submission of purchase orders and receipts, as applicable.

5. In the event of unavoidable co-mingling of personal and business usage, a personal check payable to RPMC for the personal portion must accompany the business receipt.

6. In the event the documentation procedures are not followed, the executive director will be immediately notified of the inappropriate conduct.

7. If the accounting department does not receive all receipts accompanied by purchase order and/or reimbursements within 30 days of statement distribution, the Executive Director may cancel the employee's credit card privileges and ask for the return of credit card. It is the responsibility of each employee holding an agency credit card to notify the accounting department in writing if they cannot meet this requirement.

I. Disbursements

1. Check Writing / Electronic Payment Procedures
   - a. All disbursements (including payroll) are made by check, ACH (Automated Clearinghouse), or electronic payments. In order to reduce costs and provide better efficiency, ACH or electronic payments will be available to vendors and employees whose needs can be better met through the use of electronic payments via online payment systems or the use of the banking system's automated clearing house system. No ACH payment may be initiated prior to the vendor or employee having completed and returned a signed electronic payment authorization form.
   - b. All checks or ACH payments are to be issued through the Abila MIP computer accounting program and are to be issued in sequential number order.
   - c. Staff (i.e., bookkeepers) with access to cash disbursements in the Abila MIP system, are not to share their Abila MIP password with anyone to eliminate access to check writing or ACH, or electronic payments by unauthorized persons.
   - d. Access to blank check stock is to be limited to those persons authorized to prepare checks.
   - e. Checks, ACH, or electronic payments are to be prepared, by specified employees independent of expenditure approval and check signing,
   - f. A completed and approved expenditure includes:
     - Invoices that reconcile to an approved purchase order within $10.00
     - Other invoices (not reconcilable to a purchase order) approved by appropriate program director or designee.
     - Payroll (see Payroll procedures)
     - Child Care Vendor Payments as submitted by program director or designee
     - Client benefit Vendor Payments as approved by appropriate program director or designee.
   - g. Voided / spoiled checks are to be properly mutilated (signature portion removed) and retained. Voided ACH payments are to be properly marked on the voucher as "voided" and retained.
   - h. Direct drafts for payments to vendors are pre-approved by the Executive Director based on contractual agreements. Agreements will be reviewed periodically and maintained in the vendor file.
   - i. All checks are to be made payable to specified payees and never to cash or bearer.
   - j. All ACH payment vouchers are to be marked as "Non-negotiable."
   - k. All supporting documentation (invoice, payment approval by program director, etc.)

must be available for review at the time the payment requests are presented for signature.

l. All checks, ACH vouchers, and electronic payment requests are required to be co-signed by two persons authorized by the board of directors. ACH vouchers and Electronic payment requests must also include a date approved for payment by authorized signer to verify that electronic payment is not initiated prior to authorization. ACH vouchers, to be paid in batches of more than one ACH, may be accompanied by voucher register, which lists the payment number, payment date, payee, and amount. The attached voucher register may be co-signed by two authorized persons in lieu of signing each ACH voucher. These authorized persons may include employees or board members.
m. Signing of blank checks is prohibited.
n. Before being mailed, all checks are logged out on the outgoing mail log.

J. Accounts Payable

1. All vendor invoices will be scanned into RPMC’s paperless system (Filebound) immediately after received. Invoices that are not pre-numbered by the vendor will be assigned an invoice number by bookkeeping staff using a pre-defined naming convention as directed by the Financial Director.

2. Invoices are routed directly to accounts payable to be reconciled to approved purchase orders. In the event that the PO does not match within $10.00 or no Purchase Order was required, the vendor invoice is then routed to program director.

3. Joint costs (costs that benefit more than one, but not necessarily all awards) are allocated to various programs based on usage and utilization. Due to changes in usage and utilization, cost allocations will be reviewed periodically but no less than annually and updated if necessary. Indirect costs (costs that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program) will be allocated to the grants using the 10% De Minimis Indirect Cost Rate. See “Cost Allocation Plan” and most recent direct allocation percentages.

4. Invoices, which reconcile to an approved purchase order within $10.00, may be processed for payment by accounting staff without additional approval.

5. Invoices, which do not reconcile to a purchase order within $10.00, must be routed to program director or designee for additional review and approval in Filebound in order to be paid. Supporting documentation should include specifics of variances between purchase order and invoice

6. Invoice is checked by bookkeeper for accuracy.

7. An approved expenditure must be reviewed by program director or designee for cost allowability, allocability, and reasonableness of cost in accordance with the Uniform Guidance 2 CFR 200 Subpart E and other applicable federal, state, and contract provisions.

8. An approved expenditure must be reviewed by program director or designee to ensure

that there is sufficient documentation. Documentation should include, but is not limited to vendor invoice, signed packing slip or other documentation of receipt of supplies or services, and detail of how the cost was allocated to each funding source.

9. An expenditure approval by the program director or designee is documented by any of the following methods: A wet signature on the document, an electronic signature on a PDF, or a date and timestamped approval in Filebound.

10. After approval by program director or designee, approved expenditure is recorded in accounts payable and processed for payment as described in Section G of these financial procedures.

K. Travel

1. Personal Vehicle Mileage Rates- Employees will be reimbursed for authorized travel using personal vehicles (if an agency vehicle is not available or with prior approval) at the rates established by U.S. General Services Administration unless the reimbursement rate is limited due to restrictions imposed by the applicable funding source. Employees will submit a request for reimbursement using the Expense Management system in Paycom ~~EWS (Employee Web Services) system~~ by completing an "Expense Entry". Request for reimbursement is to be submitted for authorized travel incurred during the ~~each~~ pay period on the same schedule and manner as hours worked or leave taken. Mileage maps will be included in the expense entry.

2. All out of town travel must be approved prior to travel by both the program director and executive director. Upon approval by program director, employees may request an advance of travel expenses using the "Out-of-Town Travel Request" form.

3. M&IE - Employees will be reimbursed for meals and incidental expenses while traveling overnight for purposes of RPMC. This reimbursement will be based on per diem rates as established by U.S. General Services Administration unless reimbursement is limited to lesser amount due to restrictions imposed by the applicable funding source. Current M&IE rates can be obtained from GSA website at www.gsa.gov.

4. Employees may be reimbursed for meals while on non-overnight travel as approved by program director. Non-overnight travel reimbursements are considered taxable fringe benefits which are subject federal payroll tax withholding and will be reported as wages on the employee's Form W2.
   In order to be eligible for reimbursement of non-overnight travel expenses, employees must be on work assignment outside their primary work location during the meal time. For work assignments outside of the employee's primary work location, employees will be eligible for reimbursement for actual meal expenses of one meal up to $12. For work assignments exceeding twelve (12) hours, employees will be eligible for reimbursement for actual meal expenses for two meals up to $12 per meal. Meals, for which employees request reimbursement, must be consumed while employee is "off the clock" and therefore, ~~timesheets~~ timecards for all non-exempt employees must reflect that a break was taken from work during mealtime. Request for reimbursement is to be submitted using the "Expense Entry" through the Expense Management system in Paycom ~~EWS system~~ for allowable meals incurred during the ~~each~~ pay period on the same schedule and

manner as hours worked or leave taken. Itemized meal receipts must be submitted by uploading into the Paycom system ~~to supervisor~~ by Monday following each pay period for which reimbursement is requested.

5. Lodging - Reimbursement for lodging shall be based upon the actual cost of lodging and limited to per diem rates for lodging as established by U.S. General Services Administration unless limited to a lesser amount due to restrictions imposed by the applicable funding source. The executive director may authorize up to the maximum subsistence allowance (300%) of the applicable maximum per diem rate) as authorized per FTR§ 301-11.303 to 306, when the following circumstances exist:
   a. Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training sessions is held;
   b. Costs have escalated because of special events;
   c. Lodging expenses within prescribed allowances cannot be obtained nearby and the costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging
   d. Mission requirements at the discretion of the executive director

   Under guidance provided by GSA Bulletin FTR 18-09 when the maximum subsistence allowance is utilized, reimbursement will be calculated under a method requiring itemization of lodging cost only and no itemization of meals or incidental expenses (M&IE).

6. Upon completion of travel, employee will complete a “Travel Reconciliation” form. Employees will submit the form to accounting along with a meeting agenda or other document supporting purpose of trip and hotel receipt within 14 days. If travel advances are approved, bookkeeper will calculate the actual amount of travel reimbursement and compare to advance. Documentation will be maintained verifying the reconciliation. If the advance exceeded the amount allowed, the difference will be immediately paid by the employee. If the advance does not exceed the amount of allowable travel, the employee will be paid the remaining balance.

7. Use of agency vehicles

   All usage and maintenance will follow regulations outlined in Code of Federal Regulations policy number 10 CFR 600.232.

   Equipment, including vehicles, shall be utilized by RPMC in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the original funding source.

   RPMC shall also make equipment, including vehicles, available for use on other projects or programs currently or previously supported by grant sources (federal, state or local), providing such use will not interfere with the work on the projects or program for which it was originally acquired and such use is allowable by the funding source. First preference for other use shall be given to other programs or projects supported by the awarding grant source. User fees will be limited to reimbursement of fuel and allocated maintenance costs. Any use by other than the program or project for which the vehicle was originally acquired, will be documented in the mileage log of the vehicle used.

L. Interfund Loans / Transfers

Excess cash funds of Rolling Plains Management Corporation which have been determined to be free of any funding or other restrictions may be transferred by means of loans or permanent transfer to other funds. These "interfund loans" are allowable in regard Local/ Agency funds. Local / Agency funds (otherwise referred to as EOAC funds) include funds generated by donation from non-restrictive sources, received from loans from lending institutions, or generated in the course of the operation of businesses which are not supported by the use of federal or state grant funds or assets.

V. Payroll

A. PAYROLL SYSTEM

~~RPMC utilizes a web-based program called Employee Web Services (EWS) which is a component of the Abila MIP Fund Accounting System. EWS offers a way for employees to enter their time and leave information and access their personal information on the web from an office or home computer or another compatible device. The EWS system accounts for worked hours and leave time such as annual leave hours, sick leave hours, holiday hours and emergency leave. Additionally, the EWS system requires the employee to allocate time to be paid to the appropriate Cost Center. Each Cost Center identifies the grant or program from which the cost of compensation including fringe benefits will be expended~~
RPMC utilizes a web-based payroll management software program called Paycom. Paycom allows employees to manage their time by entering time punches in the system or clocking in and out, as established based on their role, via their personal computer in the office or through the Paycom App. Employees manage their leave by requesting vacation, sick, holiday and other leave using Paycom as defined in the Personnel Policy. They have access to their pay stubs, Personnel Action Forms (PAFs) and HR information through their confidential access to the system. Paycom manages each employee's accruals based on their position, longevity and status. Additionally, employees are required to allocate their time by selecting the correct program/grant and adding description when entering punches, when applicable to their role. This allows the appropriate grant/program to be charged for the cost of compensation, including fringe benefits~~.~~

B. TIME

1. Employees will be paid on a biweekly pay period basis to begin on Sunday and continue 14 days to end on Saturday. Employees are responsible for completing a ~~EWS~~ time entry or leave entry in Paycom for each day worked or on paid leave of the biweekly pay period. This system accounts for the hours to be paid (worked or on leave) and the Labor Allocation/Cost Center to which those hours are to be allocated. If an employee is incapacitated and unable to complete time card due to illness, etc. the HR Director can enter time after verifying hours with employee and supervisor.

2. ~~Completed EWS Timesheets are to be submitted by each employee at the end of the last day of each pay period.~~ Completed timecards are to be approved by each employee no later than the end of the last day worked of each pay period and should include comments related to their activities each day..

3. All employees ~~will be encouraged to~~ must use the electronic payment system. In the event that an employee does not have access to a personal bank account, a payroll (debit) card will be provided for them through ~~Texas Independent Bank~~ Paycom. All payment transactions paid through a direct electronic transfer including transfers to personal bank accounts and transfers to a payroll (debit) card ~~at TIB~~ will be referred to as electronic payments. ~~Paperchecks will be issued until an employee can be enrolled in the electronic payment system~~.

4. No payroll electronic payments ~~or checks~~ will be issued without a ~~timely submitted EWS timesheet~~ completed timecard in Paycom. If timecard or check preview available in the Paycom system is not approved by employee by payroll deadline, any errors will be corrected on the next pay period or as soon as the error is discovered if identified after the next pay period.

~~5.~~ ~~All employees will be assigned an EWS “Timesheet signer” and an EWS “Manager” to be determined by the employee’s program director. Submitted EWS timesheets will be reviewed by the employee’s “Timesheet signer” or “Manager” for accuracy and completeness. If changes or corrections are needed to timesheet, “Timesheet signer” or “Manager” will notify employee. Once corrections are made, employee will be required to re-submit timesheet. When the “Timesheet signer” or “Manager” is satisfied with the submitted EWS timesheet, he/she will then mark each time entry as “approved”. Any required changes discovered after the issuance of payroll checks or electronic payments will be adjusted in the next pay period.~~

All employees will be assigned to their direct supervisor in Paycom. The timecards can also be viewed and managed by their manager and program director. Approved Paycom timecards will be reviewed by the employee’s program director (or designee) for accuracy and completeness. The program director (or designee) reviewing the timecard will ensure that all hours recorded are allocated appropriately and are tied to the correct code/rate and Cost Centers. If changes or corrections are needed to the timecard, the Program Director (or designee) will notify employee. Once corrections are made, employee will be required to re-approve their timecard. When the employee’s program director (or designee) is satisfied with approved timecard, he/she will approve the time card before 10:00 a.m. on Monday of payroll week. The approval by the program director (or designee) will indicate that all employee hours listed on the staff timecard have been reviewed and approved for payment Any required changes discovered payroll has been processed and submitted, will be adjusted in the next pay period.

~~6.~~ “~~Timesheet signer” or “Manager” will print a Staff Timesheet Pivot Table from the EWS system which includes hours for all assigned employees to be paid within the pay period. “Timesheet signer” or “Manager” will ensure that all hours recorded on the Staff Timesheet Pivot Table equal the hours which have been approved and Cost Centers for which the hours are allocated are appropriate. “Timesheet signer” or “Manager” will sign and date the Staff Timesheet Pivot Table and submit to HR director indicating that all employee hours listed on the Staff Timesheet Pivot Table have been reviewed and approved for payment. By noon Tuesday following the end of the pay period, program~~

~~director will review the Staff Timesheet Pivot Table and sign denoting approval.~~

~~7. Executive director will review and sign all Staff Timesheet Pivot Tables indicating approval to pay employees for hours listed.~~

8. Employees will be paid every two weeks on the Friday following the end of the pay period. In the event that the payday falls on a bank holiday, electronic payments ~~or paychecks~~ will be issued on the previous Thursday. Deductions are itemized on each electronic paystub ~~payment voucher~~ ~~or paycheck.~~

C. PAYROLL

1. ~~Payroll specialist will transfer approved timesheets from EWS system to the HR System, calculate payroll, print electronic payment vouchers or payroll checks, print payroll reports and send reports to the executive director and program directors.~~ The designated Payroll Specialist will review timecards to ensure information is correct, following a checklist to ensure there are no missing punches, leave has been approved, correct codes have been used and comments are included, etc. After Payroll opens, the Specialist will add any special pay, i.e., bonuses, deductions, labor allocation percentages, etc. and calculate payroll. He/She will review all payroll warnings in Paycom and work with employee and supervisors to ensure all corrections are made. After updates are completed, HR/Payroll initiates an action in Paycom, no later than Tuesday afternoon, posting a preview of the pay stub to all active employees. This preview allows employees an opportunity to view and approve their pay stub or notify HR/Payroll of any corrections that need to be made prior to payroll being submitted the following day. As noted earlier in this procedure, if the employee does not review and/or approve their pay stub preview and corrections are not identified, any corrections will be made on the following payroll. Payroll must be finalized and submitted to the Paycom system by noon on the Wednesday of Payroll week. Once payroll is submitted, reports are generated in the system and the cash requirement will be sent to the Senior Accountant and Financial Director for bank processing

2. Executive Director (or designee) will move the cash required for payroll from the operating bank account to the payroll account in advance of the wire transfer to Paycom.

3. The following records will be maintained in Paycom and ~~by~~ HR director or designee:
   a. Payroll register detailing gross pay and deductions by employee, fund or program and for entire agency
   b. Approved employee ~~timesheets~~ timecards
   ~~c.~~ Electronic pay stubs ~~payment vouchers~~ ~~or payroll checks (after signing by authorized persons)sorted by payroll process group~~
   ~~d. Signed (approved) Staff Timesheet Pivot Tables~~
   ~~e. Signed employee status forms~~ Approved Personnel Action Forms (PAFs)
   f. Employee evaluations
   g. Employee acknowledged policies
   h. Other HR file documents

4. Payroll expenditures are recorded in each fund based on the allocation ~~by fund~~ of net pay requirements as calculated by the Paycom system using labor allocations and distributions assigned to employees based on hours worked in each program. ~~payroll specialist~~. Once

payroll has been submitted, the expenditures are recorded by fund with the import of the Paycom General Ledger detail report into the Abila MIP fund accounting system. ~~Each fund will transfer to the separate payroll account, prior to the issuance of electronic payments or paychecks, the net amount of the payroll allocation.~~

5. Voluntary terminations will be paid at the next regular pay date. Involuntary terminations will be paid not later than the sixth day after the date of termination.

6. An electronic ~~payment voucher~~ paystub noted as “non-negotiable” and detailing all elements of gross pay, payroll deductions, and leave information is available in the ~~EWS~~ Paycom system for active employees in their ESS (Employee Self Service) and is available to be emailed, mailed or delivered to each employee receiving an electronic payment as needed. In the event an employee is not enrolled in the electronic payments system, a paycheck will be mailed or delivered to the employee. Information in regard to gross pay, payroll deductions, and leave information will be printed on the check stub.

7. Payroll returns and related cash requirements are completed (including W2’s, social security and federal income tax withheld, and state unemployment) ~~will be prepared~~ by Paycom (with the exception of retirement) in coordination with the HR Director or designee.

D. BENEFITS AND DEDUCTIONS

Payroll benefits and deductions will be prepared in accordance with applicable federal and state laws and the agency personnel policies and benefit plan.

VI. Asset Control and Management

A. Inventory Procedures

All real property and personal property meeting the definition of “EQUIPMENT” will be regulated by the following Inventory and Control Procedures.

Definitions

1. Equipment - All items with an expected useful life of more than one (1) year and a unit cost of $5,000 or more (or lesser amount as required by funding source).

2. Other inventory – Items with an expected useful life of more than one (1) year and a unit cost of less than $4, 999 and more than $25 (or lesser amount as required by funding source)
3. Materials/ supplies - Items with a unit cost of less than $5,000 or a useful life of less than one (1) year will be considered consumable materials / supplies and will be expensed in the year purchased.

The Agency depreciation schedule will be maintained under the supervision of the financial director and will include the following:

1. The depreciation schedule will include a listing of all acquired real property and personal property meeting the definition of “EQUIPMENT”

2. Records on EQUIPMENT will include (if known)
    a. Property description

        b. Type of property – i.e. Buildings; Building improvements; Furniture; Computer equipment; Vehicles; and Other
        c. Location
        d. Acquisition date
        e. Acquisition cost
        f. Manufacturer's Serial Number or Vehicle Identification Number or Identificationnumber – as assigned by RPMC
        g. Condition of property as of inventory date
        h. Titleholder – if other than the Agency
        i. Funding source
        j. Percentage of Federal or State Participation in Cost of Property
        k. Disposition Data

    3. A physical inventory of EQUIPMENT is conducted at least once every two years.

B. Donated materials, Facilities and Services (non-federal requirements)
    1. Receipt of donated materials, facilities and services are documented by in-kind sheets uponreceipt.

    2. The value of donated facilities has been determined and documentation updated every three years.

    3. Prior to recording of receipt of donations and in-kind cost, the documentation of donations isto be reviewed by program director or designee for the following:
        a. In-kind costs are allowable for grant
        b. Valuation is fair and reasonable
        c. Services
            i. allowable rates were used
            ii. employee volunteers limited activities outside the scope of their paid employment
            iii. if discount rates were obtained for paid services, was in-kind claimed for d difference between obtained rate and allowable rate
        d. Facilities
            i. If facility is not owned by agency, is documentation available to justify fair rental value?
            ii. If facility is owned by agency, in-kind cost is limited to a depreciation or use allowance based on purchase price

    4. Value and composition of donated items used as in-kind ~~were in agreement~~ agree with approved budget

    5. In-kind costs were recorded in appropriate budget period

    6. Items (particularly property) acquired with project funds in previous years were not counted as part of the non-Federal contribution in a subsequent budget period

    7. After review by program director or designee, the value of donations of materials, facilities

and services are recorded in the financial records.

C. Employee Issued Property
   1. Employees may be issued certain Rolling Plains Management Corporation property for use in the course of performing their job duties. This property includes, but is not limited to building door keys, cellular phones, and credit cards in the name of Rolling Plains Management Corporation. Such property will be returned upon termination of employment or at the request of RPMC. An acknowledgement of receipt will be signed when such RPMC property is issued employee and when the property is returned. Signed acknowledgements will be filed in the employee's personnel file. A log will be maintained of employee issued property noting the date of issuance and/ordate of return, employee to whom property was issued, and the identifying number of the property issued such as door key number, cellular phone serial number or credit card number.

   2. Employees may be issued uniforms for use in the course of performing their job duties. Each program director in coordination with the executive director will determine the necessity of uniforms for their staff. A uniform is an item of clothing an employee must wear as a condition of employment, and is not suitable for everyday wear.

VII. Procurement

The procurement of all goods and services shall be conducted, to the maximum extent practical, in a manner providing full and open competition consistent with administrative requirements.

No employee, officer, or agent of the Agency may participate in the selection, award, or administration of a contract supported by federal or state funds if a real or apparent conflict of interest would be involved.

The procurement of goods and services is the responsibility of each program director. The purchase of any goods or services, by RPMC employees, must be made under one of the following purchasing procedures:

- Micro Purchases
- Small purchases method
- Large purchases method
- Exempt purchases
- Emergency purchases
- Professional and Consulting Services
- Sole Source or Single Source

A. Informal Purchase Methods:
   1. Micro Purchases

Purchases of items and services for which the annual aggregate amount does not exceed $10,000 ($3,000 for grants subject to TxGMS) are referred to as "micro purchases." These purchases are not required to solicit competitive quotations if price is believed to be reasonable and the purchase of such items or services are equitably distributed across qualified vendors subject to requirements of grant funding source.

2. Small Purchases

Purchases of items and services with a unit cost of less than $250,000 but greater than the micro-purchase threshold, or purchases with a total annual cost for the same item of less than $250,000 but greater than the micro-purchase threshold, are referred to as “small purchases”.

Permission to purchase items under the ~~“Small Purchases Procedures”~~ “Informal Purchase Method” may be initiated by employees submitting a purchase request to the program director or designee. ~~Purchase requests should be made by submitting a requisition form to the Filebound system.~~ Requests may be made verbally or by utilizing various requisition forms which include:

- Submission of requisition form to the RPMC Filebound system
- Defect reports – request for repairs, oil changes, etc. on vehicles
- Verbally or by other forms as requested by program director

B. Formal Purchase Methods:

1. Large Purchases

For purchases with a unit cost over $250,000, or purchases with a total annual cost for the same item of more than $250,000(or a lesser amount as required by funding source), referred to as “large purchases” authorization shall be obtained from the funding source. ~~For purchases made that will be paid even partially out of a TDHCA funding source, the Large Purchase threshold will be reduced to $100,000.~~

For “large purchases”, formal published request for bids must be made. Request for bids must include the required specifications for items to be purchased or state how the specifications can be obtained. Prior to announcing a request for bids, a study will be made of the availability of item in local area and the prevailing cost in the agency’s area. Request for bids must be published allowing enough time to ensure an adequate number of bidders to respond. Written bids will be obtained from at least three businesses – bids are required to include clear specifications (model, make, year, size, warranty, etc.) to allow for open competition. In accordance with the Uniform Guidance 2 CFR 200.319, state and local geographic preferences are prohibited. In the event that three bids cannot be obtained, a request will be made to the board of directors and applicable funding sources to accept a bid based on less than three bids.

Selection of winning bid will be made based on cost, maintenance / repair availability, date of delivery, warranty, etc. Preference will be given to bidders from small, minority owned businesses and other historically underutilized businesses from the area served by the agency. The Disadvantaged Business Enterprise Program will be utilized when required by funding source. After bids are received and reviewed, governing boards and funding source(s) will be consulted for approval of cost before purchase is made.
Lease or depreciation of any equipment and / or purchase of any equipment under a cost sharing arrangement on items with a unit cost of over $5,000 will adhere to the above “small purchase” or “large purchase” procedures as applicable.

- All protests or complaints regarding the bid process or the selection of the winning bid must be submitted in writing to:

Executive Director
PO Box 490
Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

2. Professional and Consulting Services

Professional services, including auditors and consulting services, must be selected and awarded in accordance with applicable contractual / grant administrative requirements. Positive efforts will be made to use small businesses, minority-owned firms, and other historically underutilized enterprises.

- Professional services shall not be awarded based upon competitive bids but rather on the basis of demonstrated competence and qualifications to perform the services; and a fair and reasonable price.
- Consulting services may be used only if 1) there is a substantial need for the consulting service; and 2) the Agency cannot adequately perform the services with its own personnel or obtain the consulting services through a state governmental entity.
-

C. Noncompetitive Procurements:

1. Emergency Purchases

RPMC restricts emergency procurements to those items that are necessary to eliminate a situation that could threaten the loss of life or property or cause injury. In these situations, RPMC employees should take the actions necessary to resolve the emergency. In an emergency, employees may procure the goods or services necessary without competitive bidding. The individual handling the emergency should contact the program director, if possible, before taking any actions. The department or individual involved should prepare a full justification for the emergency purchase and the necessary procurement action by completing and submitting the Emergency Request (Red) form. The program director or their designee will document approval of the purchase after the fact. Emergency procurement procedures may be used to purchase only that which is necessary to cover the requirements of the emergency

2. Sole Source or Single Source Procurement

Procurement by noncompetitive proposals, referred to as sole source or single source procurement, is procurement through solicitations of a proposal from only one source. Sole source procurements must comply with applicable federal, state,and contract provisions and must adhere to the standards set forth in 2 CFR 200.320(c) in the Uniform Administrative Requirements. Sole source procurement should be used only when competitive solicitation procedures are not applicable to the requirements or are impractical. Sole source procurement may be used when one or more of the following circumstances apply:

- The item/service is available only from one source
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request
- Competition is determined inadequate after solicitation of a number of sources

Use of this procurement method requires a completed Sole Source Justification (Green) Form.

VIII.Purchasing

A. Purchase Order Process

1. Access to PO's is to be limited to those persons authorized to prepare PO's
2. Purchase requests will be approved by program director (or designee) and will contain the following information:
    a. name of business where purchase(s) is to be made
    b. number of items
    c. description of purchase
    d. unit cost
    e. total approved cost
    f. program paying for purchase
    g. name of person making the request
    h. Procurement documentation (See Appendix A)

3. After a purchase request is approved by the program director or designee:
    a. Accounting Staff will enter the approved purchase request into the Abila MIP accounting program producing a purchase order with a system assigned sequential number (PO number).
    b. PO number will be given to the vendor at time of purchase. The accounting staff assigned to purchasing duties will either provide the PO number verbally or send a copy of the original to the individual making the purchase.
    c. The approved requisition and other supporting documentation will be maintained with a copy of the system generated purchase order in Filebound
    d. Once goods or services are received, a comparison will be made to original PO and a confirmation will be sent to accounting verifying items received

4. The program director (or person designated by program director) approving a purchase request must:
    a. Determine if the expenditure is budgeted
    b. Determine if funds are available for the expenditure
    c. Determine if the expenditure is allowable under the grant
    d. Determine if the expenditure is necessary to the program

5. Purchases of ~~$250~~ up to $5000 will be approved on the basis of three (3) price quotes obtained from at least three businesses. These price quotes may be obtained by telephone quotations/bids, internet or other forms of advertising. Final determination is primarily made based on cost; however, maintenance/repair availability, date of delivery, warranty, etc. may also be considered before the determination. The quotations/bids should be included with the purchase request ~~noted on the purchase request~~ before approval. All purchases must be made in accordance with applicable contractual /grant administrative requirements.

6. Purchases of $5,000 or more will be approved on the basis of three (3) formal written quotations/bids. The written quotations bids should be attached to the purchase request before approval. Written bids must be updated annually or if there is a price change during that year. If applicable, funding source will be notified prior to purchase for

approval of purchase.

7. In the event that the price quote requirements stated above cannot be met, procurement records will be documented as to why the required price quotes were not available. Documentation will also include a description of additional procedures performed to ensure the best available purchase was made. If applicable, funding source will be notified prior to purchase for approval of purchase with less than three price quotes. If prices are similar; it is the agency's policy to purchase from local, small and minority owned businesses
8. An alternative to comparative pricing for each "small purchase less than $5,000" is the use of a"pre-approved price list". Goods and services available through a vendors list have been competitively price quoted on an annual basis, and do not require additional procurement action. A notation on the PO should be made denoting the use of the "pre-approved price list" as the method of price quotation.
9. Available, for purchases made under all purchase procedure methods, is the use of the Texas Procurement and Support Services Cooperative Purchasing Program (State of Texas CO-OP) (or other grant or contract approved cooperative purchasing system). Purchases of goods and services under a properly executed and approved cooperative purchasing system contract including Tx Smart Buy, state term contracts, TXMAS contracts, and piggyback contracts will replace the requirement to perform the comparative pricing or competitive bidding.
10. A Micro-purchase may be utilized as an alternate method of procurement for purchases. This method of procurement is only to be used for purchases that meet the micro purchase threshold as defined in Part VII. When this method is utilized the Micro Purchase Checklist (Blue) form must be submitted with the purchase.
11. Purchases of costs allocated based on RPMC's cost allocation plan, such as cleaning supplies,advertising, Board of Director costs, etc., must be approved by all program directors, or designee whose program budget will be affected prior to the purchase.
12. The executive director must approve all capital purchases. Equipment, major renovations, andrepairs and maintenance items with a purchase price of $5,000 or greater are considered capital expenses. The procurement process will be reviewed by the financial director or designee to ensure that the procurement history is complete and the purchase has been approved by the funding source before the purchase order is issued.

B. Exempt Purchases

When making any purchase, the procedures described in the "small purchase method" or if applicable, "large purchases method" should be the first considered. These procedures, which include competitive price quotations/bids, should be reviewed and approved on an annual basis, if applicable.

Some purchases, as listed below, will be exempted from the purchase order system. If no PO is utilized, bills should be submitted for payment to accounting with ~~a signed "payment approval form" or signed "payment approval stamp".~~ the appropriate procurement and supporting documents. See appendix "A".

Exceptions to the PO process:

- Utilities
- Telephone
- Cellular phone service
- Gasoline for agency buses and other vehicles
- Vehicle registration, inspection and other required fees
- Travel (i.e., airfare, car rental, parking fees, cab fares)
- Registration fees (i.e., hotels, conferences, seminars)
- Membership and licensing fees
- Purchases of services under a written contract (i.e., janitorial, yard maintenance, pestcontrol, computer services)
- Rental payments under a contract
- Child care vendor payments
- Client benefit vendor payments
- Food purchased for the Child and Adult Food program
- Weatherization contracted work (under a formal contract)
- Insurance payments
- Advertisement for public announcements, employment, etc. as required
- Meeting Expenses less than $250.00
- Purchase of miscellaneous supplies under $50 dollars using Petty Cash or Credit Cards
- ~~Purchases made with Petty Cash Funds~~
- Pre-Employment & Employment screenings as required by law and/or funding source
- Emergency Purchases
- De Minimis employee benefits (i.e. Flowers for Funeral Services)

ROLLING PLAINS MANAGEMENT CORPORATION
Cost Allocation Plan- (02/06/2024)

Rolling Plains operates Head Start, Early Head Start, transportation, energy and weatherization assistance, client referrals, education and outreach, daycare, childcare assistance programs from its main office in Crowell, Texas, referred to as the Central Office. It has remote locations for each of its Head Start Centers along with three offices in Wichita Falls for client assistance under the child care, energy, weatherization, CSBG and transportation programs and one office in Abilene for energy, weatherization, and CSBG programs. As identified in the Organizational Chart, administrative duties for the entire agency are handled by the Executive Director, Deputy Director and HR Director. Financial duties are handled by the Financial Director.

Costs are distributed to the various programs under the most equitable basis available regardless of any limits imposed by funding sources. All costs of the agency are directly assigned to various programs based on usage and utilization when a basis for allocation can be identified. Indirect costs (administrative and overhead costs that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program) will be allocated to the grants using the 10% De Minimis Indirect Cost Rate. Joint costs (costs that benefit more than one, but not necessarily all awards) are allocated to various programs based on estimated (or actual, when available) objectives to be completed under funding source.

Within each program, costs may need to be further allocated to individual funding sources. In some program areas, more than one funding source may be utilized to fund almost identical operations of the program area. In these situations, the process of delivering the funding source objectives is not distinguishable from the process for delivering other funding source objectives. The costs associated with programs funded by more than one funding source with similar objectives will be allocated proportionally based on the percentage of estimated objectives to be achieved.

When the direct measurement of a benefit cannot be achieved, costs will be allocated to a cost pool. Costs shared between grants within a department are accumulated in this pool. At the end of the month or other designated period, shared costs will be allocated to the appropriate program using the most meaningful measures.

ROLLING PLAINS MANAGEMENT CORPORATION
Cost Allocation Plan- (02/06/2024)

The following describes RPMC's direct allocation method and basis for allocation to program area. Any costs related to finance or administrative purposes will be allocated to the indirect cost pool.

COST CATEGORY	**BASIS ALLOCATED**	**SUPPORTING DOCUMENTS**
Audit	Indirect Cost Pool	N/A
Non-program specific costs incurred by Finance and Administrative staff: Office supplies Travel Education Computer software Computer licensing & support agreements Equipment Miscellaneous	Indirect Cost Pool	N/A
Office space – Rent Insurance Utilities General maintenance Janitorial supplies Yard maintenance General maintenance supplies including supplies for restrooms, breakroom, etc.	Square ft. of space occupied by specific programs	Map of office space
Office machines	When not assigned directly to department, use accounting job codes as available	
Payroll costs		
- Directly identifiable time	Employee time at rate paid	Timesheets and payroll records
- Administrative time	Indirect Cost Pool	Timesheets and payroll records
Fringe benefits		
Payroll taxes	Based on payroll costs and allocated in same manner	Timesheets and payroll records
Retirement benefits (defined contribution plan)	Based on payroll costs and allocated in same manner	Timesheets and payroll records
Health, life, and dental insurance	Based on payroll costs and allocated in same manner	Payroll and insurance records

Cost Category	**Basis Allocated**	**Supporting Documents**
General liability and Director's Liability	Estimated risk associated with program	Past experience
Telephone (including cell phones, fax lines and internet service)	Base charge allocated by number of lines per program or minutes used as applicable	Telephone bills
Board of Directors costs	Indirect Cost-Pool	
Child Care Food Program	All costs for the purchase and production of meals are accumulated in a cost pool and allocated to the programs based on the number of meals served	Attendance Records and meals served
Weatherization Program	Costs shared between grants are accumulated in this pool. Examples of these costs are office supplies, utilities costs, space costs and any shared direct costs within the department that cannot be identified with a specific grant. Allocation Basis: Houses completed	Program Reports
Department Shared Costs	Shared program costs will be allocated based on relevant activity measures such as direct program payroll hours, number of children enrolled, number of clients, number of trips, etc.	Enrollment reports, Program reports, Timesheets

2023 Community Action Plan Review

FNPI 1	**Employment Outcomes**	**Enrolled**	**Target**	**Achieved**	**Target Accuracy**
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).	9	5	4	80%
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	5	3	4	133%
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	7	2	2	100%
FNPI 1h.1	Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.	7	2	2	100%
FNPI 1z.1	The number of unduplicated persons who achieved a household income above 125% transitioning to self-sufficiency	23	18	3	17%

SRV 1	**Employment Services**	**Estimate**	**Achieved**
SRV 1g-h	**Career Counseling**		
SRV 1h	Coaching	5	5
SRV 1i-n	**Job Search**		
SRV 1i	Coaching	8	3
SRV 1j	Resume Development	8	2
SRV 1k	Interview Skills Training	8	1
SRV 1l	Job Referrals	8	7
SRV 1n	Pre-employment physicals, background checks, etc.	2	0
SRV 1q	**Employment Supplies**		
SRV 1q	Employment Supplies	2	4

FNPI 2	Education and Cognitive Development Outcomes	Enrolled	Target	Achieved	Target Accuracy
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	310	315	278	88%
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.	310	320	259	81%
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).				
FNPI 2c.1	Early Childhood Education (ages 0-5)	310	315	280	89%
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)				
FNPI 2d.1	Early Childhood Education (ages 0-5)	310	300	242	81%
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	15	5	4	80%
FNPI 2i	The number of individuals who obtained an Associate’s degree.	2	2	0	0%
FNPI 2j	The number of individuals who obtained a Bachelor’s degree.	4	1	1	100%

SRV 2	Education and Cognitive Development Services	Target	Achieved
SRV 2a-j	**Child/Young Adult Education Programs**		
SRV 2a	Early Head Start	165	115
SRV 2b	Head Start	315	195
SRV 2r-z	**Adult Education Programs**		
SRV 2y	Post-Secondary Education Preparation	0	4
SRV 2aa	**Post-Secondary Education Supports**		
SRV 2aa	College applications, text books, computers, etc.	8	12
SRV 2bb	**Financial Aid Assistance**		
SRV 2bb	Scholarships	8	12

FNPI 3	Income and Asset Building Outcomes	Enrolled	Target	Achieved	Target Accuracy
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	3	5	0	0%
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	2	0	0%
FNPI 3c	The number of individuals who opened a savings account or IDA.	1	2	0	0%
FNPI 3d	The number of individuals who increased their savings.	2	1	0	0%
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	9	8	0	0%

SRV 3	Income and Asset Building Services	Target	Achieved
SRV 3a-f	**Training and Counseling Services**		
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	8	12
SRV 3m-r	**Asset Building**		
SRV 3m	Saving Accounts/IDAs and other asset building accounts	2	4

FNPI 4	Housing Outcomes	Enrolled	Target	Achieved	Target Accuracy
FNPI 4b	The number of households who obtained safe and affordable housing.	33	45	23	51%
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.	40	45	12	27%
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.	33	45	15	33%
FNPI 4e	The number of households who avoided eviction.	150	115	147	128%
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.).	278	200	278	139%
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.	231	200	231	116%

SRV 4	Housing Services	Target	Achieved
SRV 4a-e	**Housing Payment Assistance**		
SRV 4c	Rent Payments (includes Emergency Rent Payments)	300	263
SRV 4d	Deposit Payments	10	26
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)	10	7
SRV 4f-h	**Eviction Prevention Services**		
SRV 4g	Landlord/Tenant Mediations	115	106
SRV 4h	Landlord/Tenant Rights Education	45	0
SRV 4i-l	**Utility Payment Assistance**		
SRV 4i	Utility Payments (LIHEAP-includes Emergency Utility Payments)	6500	5815
SRV 4j	Utility Deposits	10	34
SRV 4k	Utility Arrears Payments	3000	3833
SRV 4q	**Housing Maintenance & Improvements**		
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	250	362
SRV 4r-t	**Weatherization Services**		
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	0	12
SRV 4s	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	200	271
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	200	236
SRV 4u-4	**Water Services**		
SRV 4u	Water/Waste Water Services	100	1832

Services

SRV 5	**Health & Social/Behavioral Development Services**	**Target**	**Achieved**
SRV 5ff-jj	**Nutrition and Food/Meals**		
SRV 5 hh	Incentives	0	11
SRV 5ii	Prepared Meals	480	311
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	100	128
SRV 5kk-mm	**Family Skills Development**		
SRV 5mm	Parenting Classes	300	179

Services

SRV 6	**Civic Engagement and Community Involvement Services**	**Target**	**Achieved**
SRV 6b	Leadership Training	10	0
SRV 6c	Tri-partite Board Membership	33	31

FNPI 7	**Outcomes Across Multiple Domains**	**Enrolled**	**Target**	**Achieved**	**Target Accuracy**
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	768	650	686	106%

SRV 7	**Services Supporting Multiple Domains**	**Target**	**Achieved**
SRV 7a	**Case Management**		
SRV 7a	Case Management	20	23
SRV 7b	**Eligibility Determinations**		
SRV 7b	Eligibility Determinations	8000	8355
SRV 7c	**Referrals**		
SRV 7c	Referrals	6500	6656
SRV 7d	**Transportation Services**		
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	1500	1765
SRV 7e-f	**Childcare**		
SRV 7e	Child Care subsidies	2000	1732
SRV 7h-j	**Identification Documents**		
SRV 7h	Birth Certificate	0	4
SRV 7o	**Mediation/Customer Advocacy Interventions**		
SRV 7o	Mediation/Customer Advocacy Interventions	0	51

RPMC Rolling Plains Management Corporation

STRATEGIC PLAN 2020 – 2024
2023 End-Of-Year Review

Strategic Goals and Implementation Plan

Goal 1: Increase self-sufficiency through two-fold approach to obtain long-term employment.

Objective 1: Low-income individuals obtain skills/education for living wage jobs.

Strategies:

- Partner with area service organizations to provide self-sufficiency case management services to CSBG eligible individuals and families.

Outputs:

Planned	**Achievement**
Enroll 15 families in case management services annually.	23
Provide 8 individuals with secondary educational supports such as paying for tuition and books annually.	18

Outcomes:

Planned	**Achievement**
5 individuals will obtain a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills annually.	4
1 individual will obtain a Bachelor's degree annually.	0
2 individuals will obtain an Associate's degree annually	1

Objective 2: Low-income individuals obtain living wage jobs.

Strategies:

- Partner with area service organizations to provide self-sufficiency case management services to CSBG eligible individuals and families.

Outputs:

Planned	**Achievement**
Enroll 15 families in case management services annually.	23
Provide 10 individuals with employment supports such as job search skills and employment supplies annually.	14

Outcomes:

Planned	Achievement
3 unemployed adults will obtain employment (up to a living wage) annually.	4
3 individuals will obtain living wage employment annually.	0

Goal 2: Reduce the causes and conditions of poverty.

Objective 1: Low-income individuals obtain safe, affordable, and energy efficient housing.

Strategies:

- Continue to implement utility assistance services through state and local funding to assist low-income individuals and families with paying their energy utility bills.
- Continue to implement weatherization services through state and local funding to enable low-income to assist low-income individuals and families to increase the safetyand energy efficiency of their homes.
- Continue to implement the Tenant-Based Rental Assistance (TBRA) program to assist low-income individuals and families to obtain and maintain safe and affordable housing through rental assistance.
- Continue to implement the Amy Young Barrier Removal program to modify the home and increase accessibility for low-income individuals with disabilities.
- Continue to implement the Veteran Roofing Project through the Texas Veterans Commission to provide new roofs for qualified veterans.
- Continue to implement the Veterans Assistance program through the Texas Veterans Commission to assist qualified veterans with utility, rent, and mortgage payments.

Outputs:

Planned	Achievement
Pay energy utility bills for 6,000 low-income individuals through the Utility Assistance program annually.	5,815
Provide weatherization services for 250 low-income individuals annually.	290
Enroll 10 low-income families in the Tenant-Based Rental Assistance (TBRA) program by 2024.	59
Provide accessibility modifications to 5 homes through the Amy Young Barrier Removal program by 2024.	0
Provide 32 new roofs for qualified veterans through the Veteran Roofing Project annually.	15
Provide utility, rent, or mortgage payments to 100 qualified veterans through the Veterans Assistance program annually.	193

Outcomes:

Planned	Achievement
250 low-income individuals will experience improved safety and energy efficiency in their homes annually.	290
30 low-income individuals and families will obtain safe and affordable housing by 2024	185
5 low-income individuals with disabilities will maintain an independent living by 2024.	0

Objective 2: RPMC has sufficient partnerships to meet the need for licensed childcare.

Strategies:

- Continue to partner with local ISDs to provide high quality early childhood education for three and four-year-olds through Head Start and ISD partnerships.
- Strengthen relationships with community members and early childhood advocates to increase space for the placement of additional licensed childcare slots.
- Research possible partners for childcare services.

Outputs:

Planned	Achievement
Assess the childcare gaps and resources in the agency's service area.	Achieved
Develop a list of partners for childcare services.	Achieved
Create and implement a plan to add 24 new licensed childcare spots to the service area.	In Progress.

Outcomes:

Planned	Achievement
Add 24 new licensed childcare spots to the service area.	No outcomes to report.

Goal 3: RPMC has a strong infrastructure to increase support for direct service programs.

Objective 1: RPMC ensures a stable, well-trained, competent workforce.

Strategies:

- Engage a firm to perform a compensation study to assess the current compensation structure and pay scales of job categories in relation to comparable organization in order to attract and retain staff.
- Evaluate Human Resources department to identify possible solutions to improve recruiting practices.

Outputs:

Planned	Achievement
Update the agency's compensation structure and pay scale.	Achieved
Develop and/or update written procedures for Human Resources department in the areas of payroll, benefits, legal compliance, and personnel.	In Progress

Outcomes:

Planned	Achievement
Provide salary and compensation to employees at 100% of competitive rates.	Achieved
Develop a more clearly defined Human Resources department as determined by written policies.	Achieved

Goal 3: RPMC has a strong infrastructure to increase support for direct service programs.

Objective 2: RPMC develops a more effective and efficient management structure to increase inter-office-communication and improve provision of services.

Strategies:

- Engage a firm to evaluate current job positions to assist agency in developing a more effective and efficient administrative and programmatic organization structure with corresponding and updated job descriptions.
- Assess and identify strengths and weaknesses in management skills.
- Research management training programs.
- Research and identify new communication system to address and remediate Information Technology issues.

Outputs:

Planned	Achievement
Update organization structure.	Achieved
Update job descriptions.	Achieved
Develop management training program to increase strengths and decrease weaknesses as identified in assessment.	Achieved
Implement new communication system to address and remediate Information Technology issues.	Achieved

Outcomes:

Planned
80% of employees surveyed stated that management provided appropriate leadership and communication to accomplish program goals.
Achievement
Staff received surveys via email from 11/27 – 12/12/2023 asking their opinions on the availability of technology resources as well as the effectiveness of communication within the agency: • 76% of respondents stated their supervisor/Program Director provides adequate information about changes to department/company policies and procedures (an additional 22% stated "sometimes"). • 81% of respondents stated rated their direct supervisor's efforts to keep them informed at 4 or 5 on a scale of 1 – 5. • 83% of respondents stated their supervisor/Program Director provided the training and information they needed to accomplish their job duties. • 77% of respondents stated their supervisor/Program Director provided adequate information about their job progress (an additional 19% stated "sometimes").
Planned
80% of management staff stated they experienced mastery of previously identified areas of management weaknesses.
Achievement
No outcomes to report.
Planned
80% of employees surveyed are satisfied with the performance of their technology resources.
Achievement
Staff received surveys via email from 11/27 – 12/12/2023 asking their opinions on the availability of technology resources as well as the effectiveness of communication within the agency: • 79% of respondents rated their experience with the IT staff at 4 or 5 on a scale of 1 – 5. • 93% of respondents stated they did not have any unresolved technology issues.

Objective 3: RPMC has a robust communication plan that provides for ongoing dialogue between the agency and its customers and partners.

Strategies:

- Conduct assessment of the agency's current communication outputs to determine the gaps and resources.

- Research ways to increase communication with clients and partners.
- Research funding opportunities to obtain a staff member to oversee the implementation of the communication plan.

Outputs:

Planned	**Achievement**
Develop a list of community partners.	Achieved
Develop a communication plan based on the results of the assessment.	No outputs to report at this time.
Hire a staff member to oversee the communication plan.	Instead of hiring a new staff member, the agency has hired a marketing team and reassigned duties to existing staff.
Implement the communication plan	No outputs to report at this time.

Outcomes:

Planned
80% of community partners surveyed will state RPMC has maintained an ongoing dialogue with them regarding program availability and outcomes.
Achievement
Staff from the CCAS and Abilene offices distributed surveys to community partners via email from 11/20 – 12/12/2023: • 47% of respondents stated they are somewhat satisfied or very satisfied with the communications they receive from Rolling Plains. • 29% of respondents stated they are neither satisfied nor dissatisfied with the communications they receive from Rolling Plains. • 29% of respondents stated they are somewhat dissatisfied with the communications they receive from Rolling Plains.

E—Eligibility **R** -Recruitment **S**—Selection **E**—Enrollment **A**—Attendance

ERSEA Training 2024-2025

Head Start Eligibility 1302.12

Head Start Program Performance Standards
45 CFR Chapter XIII
September 2016
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Head Start

- Head Start Program Performance standards state that a program must train all Governing Body, Policy Council Members, Management, and staff on ERSEA Policies and Procedures.
- New Hires – within 90 days of hire.
- Governing Body & Policy Council Members annually.
- New members within 180 days of beginning new term.
- Any additional training as updates are received.

Process Overview

- Any family interested in Head Start or Early Head Start must complete an application.
- Application intake is completed through in-person interview if possible. Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.
- Program Staff must verify all required documentation.

Age Requirements

- **Early Head Start Age Requirements:** 1302.12 (b) (1) except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.
- **Head Start Age Requirements:** 1302.12 (b) (2): (I) be at least three years old, or turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; (ii) be no older than the age required to attend school.

IF	THEN
4 by 9/1 **3 by 9/1**	**Eligible for HS/ISD Partnerships**
4 after 9/1	**Eligible for HS/ISD Partnerships**
turning 3 after 9/1	**Eligible for HS Only (EHS transition)**
6 wks. to 35 mths	**Eligible for EHS**

Head Start continues to partner with Graham, Knox City, Munday, Olney, and Seymour ISD's for High-Quality Early Learning full-day program. This partnership is helping to support school readiness for all eligible 3 & 4-year-old children in our community.

Eligibility Requirements

- Family's income is equal to or below the poverty line; or
- The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments or SNAP ; or,
- The child is homeless; or,
- The child is in foster care.
- **1302.12 (d) Additional Allowances– 130%/IE**—Can enroll up to 35% whose income is below 130% of the poverty line if the program is meeting the needs of eligible families
- **1302.12 Additional Allowances- 10%/OI Above the 130% Poverty Guidelines**— Can enroll up to 10% whose income is above the 130% only when the program has established outreach to those with the most need and serving them first (IE/30%/Disability). Must report and be able to justify this to the Head Start regional office, according to the criteria in the Performance Standards.

Verifying Required Eligibility Documentation

- Birth Certificate (For EHS Only- if a birth certificate is not available, we will accept the Hospital Certificate, Immunization Record, or Medicaid Card)
- Current Immunization Record
- Insurance or Medicaid card
- Proof of Income (Income Tax Return Form 1040, W-2 form, Six months' worth of paystub, Written statement from employer, or TANF/Public Assistance Documentation)
- Homelessness, we will accept the family's signed declaration of homeless status if the child's living situation meets the definition of homeless.
- Foster care, we will accept either a court order, legal, or government issue document; a letter from a government child welfare official that states the child is in foster care; or proof of foster care payment.
- HS/ISD Partnership additional documentation required – Certified copy of the birth certificate, Child's Social Security Card, Proof of Residence (utility bill, lease contract, etc.), and Parent or Guardian ID.

Recruiting the Neediest Children in Head Start 1302.3

- The recruitment process is designed to actively identify and inform all families with Head Start/ Early Head Start eligible children of the programs and its services and assist and encourage them to apply.
- Emphasis is placed on recruiting children who have a disability, are homeless, or in foster care.
- Recruitment is a continuous process throughout the school year. Efforts are made to reach and maintain full enrollment and a waiting list in all service areas.

Head Start Selection 1302.14

- The formal process for reviewing all eligible applicants for the program and ranking them according to our selection criteria.
- 10% of the slots must be made available for children with disabilities.
- When available slots are filled, any remaining children are placed on a waiting list. The same selection prioritizes the list by the same point system.

Wait List

- Must prioritize income eligible children first.
- Must have up to 10% filled by children eligible for IDEA.
- Must prioritize children eligible under IDEA.

Head Start Enrollment 1302.15

- The process involves the family completing the necessary paperwork/procedures for the child to be ready to start the program and receive services.
- This is the family's official acceptance into the program.
- The program must maintain our funded enrollment level.
- Once enrolled, parent participation is encouraged but voluntary and is not a condition of the child's enrollment.

Head Start Attendance 1302.16

- Attendance is tracked through both Minute Menu & Child Plus as well as the ISD's PEIMS system.
- If a child is absent, and the parent has not contacted the center within one hour of the program start time, the program must contact the parent to ensure the child's well-being.
- Head Start/ Early Head Start attendance is monitored daily. Head Start/Early Head Start 2- day documentation is kept in Child Plus. After two consecutive unexplained absences, a referral is made to the family social worker.
- Monthly average daily attendance must not fall below 85%. Children who are at risk of missing more than 10% must be identified and provided intensive case management.
- The program promotes attendance by providing information about the benefits of regular attendance and supporting families to promote the child's regular attendance.

Violating Eligibility Determination Regulations

- Any Head Start/Early Head Start employee who knowingly commits fraud or provides misleading or inaccurate information to deem a family eligible for Head Start services is in direct violation of these performance standards. Employees violating these standards shall be subject to discipline up to and including dismissal.

- Any Head Start/Early Head Start employee who suspects that another staff member has been fraudulent or has violated the code of ethics regarding the application process is strongly encouraged to speak to the Head Start Program Director and HR Director. Employees who file a report are protected under the "Whistleblower" Act.

- Any family member who knowingly gives fraudulent or inaccurate information during the application intake process may be dis-enrolled. The Head Start Director and ERSEA Specialist will review cases of suspected fraud.

Crowell, Olney, Paducah, and Quanah Only

Eligibility

- Crowell, Quanah, and Olney serve children from 6 weeks through 5 years of age in their daycare classrooms.
- After school care/summer care—children from 5 – 8 years of age.
- Paducah daycare is only available based on demand.

Enrollment Procedures

- The parent/guardian must complete a daycare application and waitlist form and submit it to the center director.
- Based on the current waitlist and availability, your child will be enrolled.
- Once the child is determined to be eligible for enrollment, all enrollment forms must be complete **24-hours before the start date.**
- When available, enrollment preference is given to siblings of currently enrolled children. Preference is given to full-time enrollment.
- Crowell, Olney, and Quanah offer a space-sharing program where two part-time spaces may equal one full-time space. If a part-time space is not shared, we will give the part-time parent the first right to accept the full-time space.

Documentation Required:

- A copy of their current immunization record.
- Current Health Statement.

Waitlist

- The program's vacancies are filled on a first-come, first-serve basis, with a preference for full-time enrollment.
- Applicants on the waitlist remain on the waitlist for the program year.