AI-7183 5.A.

2008 TB Elimination Grant Contract

CC REGULAR

Date: 01/02/2008
Submitted By: Dan Beltran, HEALTH & HUMAN SERVICES DEPT.
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Area: Health & Human Services Dept.

Information

CAPTION

1. Requesting authorization and approval to accept the attached TB Elimination Grant Contract #2008-025284, Attachment #001, in the amount of $355,893.00 for the period 1/1/2008 to 12/31/2008.
2. Requesting authorization and approval of the attached TB Elimination Grant Budget and Salary Schedules for the period 1/1/2008 to 12/31/2008 (Account # 8-1293-441-00-340-011-0).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1293-441-00-340-011-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Appropriation of funds in the total amount of $355,893.00 for the TB Elimination Grant for FY 2008. Grant period is from 1-1-08 to 12-31-08.

Revenue Acct #8-1293-334-00-340-011-0-000 - TDH TB Elimination Revenues

Attachments

Link: TB Elim Contract
Link: TB Elimination Budget FY 08
Link: TB Elimination Salary Schedule FY 08

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Dan Beltran	12/19/2007 11:07 AM	CREATED
1	Budget & Management	Dina Trevino	12/19/2007 11:34 AM	APRV
2	Ivan Cantu	Ivan Cantu	12/19/2007 03:29 PM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 04:58 PM	APRV
4	Mike Escaname			PEND
5	Linda Fong			NEW
6	Purchasing Department			

7 Court Administrator

Form Started By: Dan Beltran Started On: 12/19/2007 11:07 AM

DEPARTMENT OF STATE HEALTH SERVICES

This contract, number 2008-025284 (Contract), is entered into by and between the Department of State Health Services (DSHS or the Department), an agency of the State of Texas, and HIDALGO COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT (Contractor), a Government Entity, (collectively, the Parties).

1. **Purpose of the Contract.** DSHS agrees to purchase, and Contractor agrees to provide, services or goods to the eligible populations as described in the Program Attachments.

2. **Total Amount of the Contract and Payment Method(s).** The total amount of this Contract is $355,893.00, and the payment method(s) shall be as specified in the Program Attachments.

3. **Funding Obligation.** This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or health and human services agencies, amendment to the Appropriations Act, health and human services agency consolidation, or any other disruptions of current appropriated funding for this Contract, DSHS may restrict, reduce, or terminate funding under this Contract.

4. **Term of the Contract.** This Contract begins on 01/01/2008 and ends on 12/31/2008. DSHS has the option, in its sole discretion, to renew the Contract as provided in each Program Attachment. DSHS is not responsible for payment under this Contract before both parties have signed the Contract or before the start date of the Contract, whichever is later.

5. **Authority.** DSHS enters into this Contract under the authority of Health and Safety Code, Chapter 1001.

6. **Documents Forming Contract.** The Contract consists of the following:

   a. Core Contract (this document)
   b. Program Attachments:

      2008-025284-001 TB - PREVENTION AND CONTROL

   c. General Provisions (Sub-recipient)
   d. Solicitation Document(s), and
   e. Contractor's response(s) to the Solicitation Document(s).
   f. Exhibits

Any changes made to the Contract, whether by edit or attachment, do not form part of the Contract unless expressly agreed to in writing by DSHS and Contractor and incorporated herein.

7. **Conflicting Terms.** In the event of conflicting terms among the documents forming this Contract, the order of control is first the Core Contract, then the Program Attachment(s), then the General Provisions, then the Solicitation Document, if any, and then Contractor's response to the Solicitation Document, if any.

8. **Payee.** The Parties agree that the following payee is entitled to receive payment for services rendered by Contractor or goods received under this Contract:

Name: HIDALGO COUNTY
Address: 100 N CLOSNER BLVD HIDALGO COUNTY COURTHOUSE
EDINBURG, TX 78539-3563
Vendor Identification Number: 17460007176060

9. **Entire Agreement.** The Parties acknowledge that this Contract is the entire agreement of the Parties and that there are no agreements or understandings, written or oral, between them with respect to the subject matter of this Contract, other than as set forth in this Contract.

By signing below, the Parties acknowledge that they have read the Contract and agree to its terms, and that the persons whose signatures appear below have the requisite authority to execute this Contract on behalf of the named party.

DEPARTMENT OF STATE HEALTH SERVICES

By:_____
Signature of Authorized Official

_____
Date

Bob Burnette, C.P.M., CTPM

Director, Client Services Contracting Unit

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

(512) 458-7470

Bob.Burnette@dshs.state.tx.us

HIDALGO COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

By:_____
Signature

_____
Date

_____
Printed Name and Title

_____
Address

_____
City, State, Zip

_____
Telephone Number

_____
E-mail Address for Official Correspondence

CONTRACT NO. 2008-025284
PROGRAM ATTACHMENT NO. 001
PURCHASE ORDER NO. 0000334676

CONTRACTOR: HIDALGO COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

DSHS PROGRAM: TB - PREVENTION AND CONTROL

TERM: 01/01/2008 THRU:12/31/2008

SECTION I. STATEMENT OF WORK:

Throughout the Contractor's defined service area of Hidalgo, the Contractor shall develop and provide: (1) basic services and associated activities for tuberculosis (TB) prevention and control; and (2) expanded outreach services to individuals of identified special populations who have TB or who are at high risk of developing TB.

Contractor shall provide the services outlined above in compliance with the following (as revised):

- DSHS Standards of Performance for the Prevention and Control of Tuberculosis, available at http://www.dshs.state.tx.us/idcu/disease/tb/publications/default.asp;
- DSHS Standards for Public Health Clinic Services, available at http://www.dshs.state.tx.us/sdi/docs/section8.pdf;
- American Thoracic Society (ATS) and Centers for Disease Control and Prevention (CDC) joint statements on diagnosis, treatment and control of TB available at www.cdc.gov/nchstp/bt/pubs/mmwrhtum1/maj_guide.htm;
- Diagnostic Standards and Classification of Tuberculosis in Adults and Children, (American Journal of Respiratory and Critical Care Medicine, Vol. 161, pp. 1376-1395, 2000);
- Treatment of Tuberculosis, (ATS/CDC/IDSA), 2003 available at http://www.cdc.gov/tb/pubs/mmwr/Maj_guide/default.htm;
- Targeted Tuberculin Testing and Treatment of Latent TB Infection (LTBI), Morbidity and Mortality Weekly Report, Vol. 49, No. RR-6, 2000;
- Updated: Adverse Event Data and Revised American Thoracic Society/CDC Recommendations Against the Use of Rifampin and Pyrazinamide for Treatment of Latent Tuberculosis Infection – United States, 2003, MMWR 52 (No. 31); and
- Controlling Tuberculosis in the United States, MMWR, Vol. 54, No. RR-12, 2005.

Contractor shall comply with all applicable federal and state regulations and statues, including, but not limited to, the following:

- Texas Tuberculosis Code, Health and Safety Code, Chapter 13, subchapter B;
- Communicable Disease Prevention and Control Act, Texas Health and Safety Code, Chapter 81;

- Screening and Treatment for Tuberculosis in Jails and Other Correctional Facilities, Health and Safety Code, Chapter 89;
- Texas Administrative Code TAC, Title 25, Part 1, Chapter 97, Subchapter A, Control of Communicable Diseases; and
- Texas Administrative Code TAC, Title 25, Part 1, Chapter 97, Subchapter H, Tuberculosis Screening for Jails and Other Correctional Facilities.

Contractor shall perform all activities under this Program Attachment in accordance with Contractor's final, approved work plan (attached as Exhibit A), and detailed budget as approved by DSHS. Contractor must receive written approval from DSHS before varying from applicable policies, procedures, protocols, and the final approved work plan, and must update its implementation documentation within forty-eight (48) hours of making approved changes so that staff working on activities under this contract knows of the change(s).

DSHS reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfalls. DSHS will monitor Contractor's expenditures on a quarterly basis. If expenditures are below that projected in Contractor's total Program Attachment amount, as shown in SECTION VI. BUDGET, Contractor's budget may be subject to a decrease for the remainder of the Contract term. Vacant positions existing after ninety (90) days may result in a decrease in funds.

Because of the inherent time to complete treatment for tuberculosis disease and latent tuberculosis infection in relation to the period of this renewal Program Attachment, required reporting under this renewal Program Attachment will show results for work performed under previous Program Attachments.

Contractor shall provide a complete and accurate annual narrative report, in the format provided by DSHS, demonstrating compliance with the requirements of this renewal Program Attachment. That report shall include, but is not limited to, a detailed analysis of performance related to the performance measures listed below. A progress report of activities in January through December shall also be submitted, in a format provided by DSHS. The narrative program report shall be sent to the Department of State Health Services, Infectious Disease Intervention and Control Branch, Mail Code 1939, PO Box 149347, Austin, Texas 78714-9347 via regular mail, fax, or e-mail. Contractor shall maintain the documentation used to calculate performance measures as required by the General Provisions Article VIII "Records Retention" and by the Texas Administrative Code Title 22, Part 9 Chapter 165, §165.1 regarding the retention of medical records. Report periods and due dates are as follows:

PERIOD COVERED	DUE DATE
January 2007 – December 2007	March 1, 2008
January 2007 – May 2008	July 1, 2008

Contractor shall send all initial reports of confirmed and suspected TB cases to DSHS within seven (7) working days of identification or notification. Any updates to initial DSHS Report of Cases and Patient Services Forms (TB-400) (e.g., diagnosis, medication changes, x-rays, and bacteriology) and case closures shall be sent to DSHS at PO Box 14937, Mail Code 1939, Austin, Texas 78714-9347.

Contractor shall send an initial report to DSHS of contacts on all Class 3 TB cases and smear-positive Class 5 TB suspects within thirty (30) days of identification using DSHS' Report of Contacts Form (TB-340 and TB-341). Any new follow-up information (not included in the initial report) related to the evaluation and treatment of contacts shall be sent to DSHS on the TB-340 and TB-341 at intervals of 90 days, 120 days, and 2 years after the day the Contractor became aware of the TB case.

Electronic reporting to DSHS for Class 3 TB cases, smear positive Class 5 TB suspects, and their contacts may become available during the term of this renewal Program Attachment. Once notified of this option by DSHS, Contractor may avail itself of this option if it adheres to all the electronic reporting requirements (including system requirements) provided at that time.

Contractor will begin collecting information no later than January 1, 2008 to determine the number of persons who received from the Contractor at least one TB service, including but not limited to: tuberculin skin tests; chest radiographs; health care worker services; or treatment with one or more anti-tuberculosis medications.

SECTION II. PERFORMANCE MEASURES:

The following performance measures will be used to assess, in part, Contractor's effectiveness in providing the services described in this renewal Program Attachment, without waiving the enforceability of any of the other terms of the contract or any other method of determining compliance.

1. At least 90% of cases and suspected cases under treatment in 2007 are on directly observed therapy (DOT);
2. At least 92% of eligible* TB cases reported in 2006 complete a course of curative TB treatment within twelve (12) months of initiation of treatment;
3. At least 95% of TB patients reported in 2006 with initial positive cultures are tested for drug susceptibility and have those test results documented in their medical record;
4. At least 92% of smear positive TB cases reported in 2007 have at least one (1) contact identified;
5. At least 72% of identified contacts to smear-positive TB cases reported in 2006 shall be evaluated for TB infection or disease;
6. At least 63% of infected contacts (to smear-positive cases reported in 2006) who are started on treatment for latent tuberculosis infection (LTBI) shall complete therapy;
7. At least 73% of adults (age>14) with TB disease reported in 2007 are tested for HIV;
8. At least 83% of adults (age 25-44) with TB disease reported in 2007 are tested for HIV;
9. At least 90% of immigrants and refugees with a Class A notification** to the Contractor's service area during 2006 will complete treatment for TB disease;
10. At least 56% of immigrants and refugees with a Class B1 notification*** to the Contractor's service area during 2006 will complete evaluation for LTBI or TB disease;
11. At least 85% of immigrants and refugees with a Class B1 notification to the Contractor's service area during 2006 that are diagnosed with TB disease will complete treatment;

12. At least 56% of immigrants and refugees with a Class B2 notification**** to the Contractor's service area during 2006 will complete evaluation for LTBI or TB disease;
13. At least 85% of immigrants and refugees with a B2 notification to the Contractor's service area during 2006 that are diagnosed with TB disease will complete treatment; and
14. Number of TB cases in US-born non-Hispanic African-Americans reported in 2007.

Note: According to the U.S. Citizenship and Immigration Services (and for purposes of this contract), an "immigrant" is a person who moves to a country where they intend to settle permanently. An "immigrant" is an alien admitted to the United States as a lawful permanent resident. A "refugee" is any person who is outside his or her county of nationality who is unable or unwilling to return to that country because of persecution or a well-founded fear of persecution. Persecution or the fear thereof must be based on the alien's race, religion, nationality, membership in a particular social group, or political opinion.
*Excludes TB cases: 1) diagnosed at death; 2) who die during therapy; 3) who are resistant to rifampin; 4) who have meningeal disease; and/or 5) who are younger than 15 years with either miliary disease or a positive blood culture for TB.
**Class A notification – overseas screening indicates radiograph compatible with active TB and sputum smear microscopy is positive for acid-fast bacilli.
***Class B1 notification – overseas screening indicates radiograph compatible with active TB.
****Class B2 notification – overseas screening indicates radiograph compatible with inactive TB.

If the Contractor fails to meet any of the performance measures, the Contractor shall furnish in the narrative report due March 1, 2008, a written explanation including a plan (with schedule) to meet those measures. This requirement does not excuse any violation of this Contract, nor does it limit DSHS as to any options available under the contract regarding breach.

DSHS shall evaluate compliance with these performance measures based on: information maintained in databases kept at the Tuberculosis Prevention and Control Program; audits and/or inspections; scheduled program reviews; reporting requirements under this contract; and using any other information available to DSHS.

SECTION III. SOLICITATION DOCUMENT:

N/A

SECTION IV. RENEWALS:

DSHS may renew the Program Attachment for up to one (1) additional one-year term, at DSHS's sole discretion.

SECTION V. PAYMENT METHOD:

Cost Reimbursement

SECTION VI. BILLING INSTRUCTIONS:

Contractor shall request payment using the State of Texas Purchase Voucher (Form B-13) and acceptable supporting documentation for reimbursement of the required services/deliverables. Vouchers and supporting documentation should be mailed or submitted by fax or electronic mail to the addresses/number below.

Claims Processing Unit, MC1940
Department of State Health Services
1100 West 49th Street
PO Box 149347
Austin, TX 78714-9347

The fax number for submitting State of Texas Purchase Voucher (Form B-13) to the Claims Processing Unit is (512) 458-7442. The email address is invoices@dshs.state.tx.us.

SECTION VII. BUDGET
SOURCE OF FUNDS: 93.116

SECTION VIII. SPECIAL PROVISIONS:

General Provisions, are revised to include the following:

General Provisions, **FUNDING** Article, is revised to include the following:

Funding from this renewal Program Attachment shall not be used to supplant (i.e., used in place of funds dedicated, appropriated or expended for activities funded through this renewal Program Attachment) state or local funds, but Contractor shall use such funds to increase state or local funds currently available for a particular activity. Contractor shall maintain local funding at a sufficient rate to support the local program. If the total cost of the project is greater than DSHS' funding set out in SECTION VII. BUDGET, Contractor shall supply funds for the remaining costs in order to accomplish the objectives set forth in this renewal Program Attachment.

All revenues directly generated by this renewal Program Attachment or earned as a result of this renewal Program Attachment during the term of this renewal Program Attachment are considered program income; including income generated through Medicaid billings for TB related clinic services. The Contractor shall use this program income to further the scope of work detailed in this renewal Program Attachment, and must keep documentation to demonstrate such to DSHS's satisfaction. This program income may not be used to take the place of existing local, state, or federal program funds.

General Provisions, **PAYMENT METHODS AND RESTRICTIONS** Article, Billing Submission Section, is hereby revised to add:

Quarterly Financial Status Reports (Form 269A) from Contractor shall be provided to DSHS in the format provided by the DSHS. These reports shall be mailed to Department of State Health Services, Attention: Accounting Section, Claims Processing Unit, Mail Code 1940, 1100 West

49th Street, PO Box 149347, Austin, Texas 78714-9347. One (1) copy of each quarterly financial status report shall be mailed to the Department of State Health Services, Attention: Infectious Disease Intervention and Control Branch, Mail Code 1939, PO Box 149347, Austin, Texas 78714-9347. These reports shall be submitted on a quarterly basis as follows:

PERIOD COVERED	**DUE DATE**
January, February, March,	April 30, 2008
April, May, June,	July 31, 2008
July, August, September,	October 31, 2008
October, November, December,	February 28, 2009

2008-025284-001

Categorical Budget:

PERSONNEL	**$277,892.00**
FRINGE BENEFITS	$78,001.00
TRAVEL	$0.00
EQUIPMENT	$0.00
SUPPLIES	$0.00
CONTRACTUAL	$0.00
OTHER	$0.00
TOTAL DIRECT CHARGES	$355,893.00
INDIRECT CHARGES	$0.00
TOTAL	$355,893.00
DSHS SHARE	$355,893.00
CONTRACTOR SHARE	$0.00
OTHER MATCH	$0.00

Total reimbursements will not exceed $355,893.00

Financial status reports are due: 04/30/2008, 07/30/2008, 10/30/2008, 02/27/2009

TEXAS DEPARTMENT OF STATE HEALTH SERVICES

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant. loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.

_____ _____

Signature Date

_____

Print Name of Authorized Individual

_____

Application or Contract Number

_____

Organization Name

DATE: December 19, 2007

DEPARTMENT HEAD: Eduardo Olivarez, Chief Administrative Officer

DEPARTMENT NAME: Hidalgo County Health Department

ACCOUNT NUMBER: 8-1293-441-00-340-011-0 (TB Elimination Grant)

SUBJECT: Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increase) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT -
8-1293-441-00-340-011-0-113	Salaries - F/T Employees	$ 277,892.00
8-1293-441-00-340-011-0-211	Health Insurance	$ 21,209.57
8-1293-441-00-340-011-0-212	Life Insurance	$ 268.19
8-1293-441-00-340-011-0-220	FICA	$ 21,258.74
8-1293-441-00-340-011-0-230	Retirement	$ 24,787.97
8-1293-441-00-340-011-0-250	Unemployment Comp	$ 1,389.46
8-1293-441-00-340-011-0-260	Worker's Comp	$ 9,087.07
	TOTAL BUDGET	$ 355,893.00

INCREASE REQUEST $

Revenue Account # 8-1293-334-00-340-011-0-000 TDH TB Elimination Revenues

REASON: Implement TB Elimination Grant Budget for the period 1/1/2008 - 12/31/2008.

There are no areas in my current budget to reduce in order to fund the above mentioned items.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST CO. CLERK

HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPT
TB ELIMINATION GRANT EMPLOYEE SALARY SCHEDULE
1293-441-00-340-011-0

Term: 1/01/2008 - 12/31/2008

Slot #	Employee Name	Employee Title		General Fd. 340-003	Prog. Inc. 340-005	Grant 340-011
011-G008	[redacted]	TB Outreach Worker		$ 1,463.00	$ 996.00	$ 19,914.00
011-G009	[redacted]	Medical Outreach Worker		$ 7,945.00	$ 894.00	$ 17,917.00
011-G006	[redacted]	TB Outreach Worker		$ 1,534.00	$ 1,043.00	$ 20,864.00
011-G007	[redacted]	Asst. TB Records Manager		$ 1,509.00	$ 1,026.00	$ 20,534.00
011-G002	[redacted]	LVN		$ 8,817.00	$ 1,683.00	$ 33,635.00
011-G005	[redacted]	LVN		$ 13,142.00	$ 1,476.00	$ 29,514.00
011-G010	[redacted]	TB Outreach Worker		$ 6,986.00	$ 782.00	$ 15,673.00
011-G001	[redacted]	RN		$ 14,927.00	$ 1,916.00	$ 38,324.00
011-G003	[redacted]	LVN		$ 8,817.00	$ 1,683.00	$ 33,635.00
011-G011	[redacted]	TB Outreach Worker		$ 10,287.00	$ 14.00	$ 12,072.00
011-G004	[redacted]	Special Population Out.LVN		$ 10,499.00	$ -	$ 33,635.00
	Salary Total			**$ 85,926.00**	**$11,513.00**	**$275,717.00**
	FICA		7.65%	$ 6,573.34	$ 880.74	$ 21,092.35
	Retirement		8.92%	$ 7,664.60	$ 1,026.96	$ 24,593.96
	Unemployment		0.50%	$ 429.63	$ 57.57	$ 1,378.59
	Worker's Comp		3.27%	$ 2,809.78	$ 376.48	$ 9,015.95
	Health Insurance Prem		$4,164/Year	$ 10,547.21	$ 1,413.19	$ 21,209.58
	Life Insurance Prem		$33/Year	$ 83.59	$ 11.20	$ 268.19
	Fringe Benefit Total			**$ 28,108.15**	**$ 3,766.14**	**$ 77,558.61**
	Grand Total			**$114,034.15**	**$15,279.14**	**$353,275.61**

AI-7244 **6.A.**

Engineering rep. contract - Pct. #1
CC REGULAR

Date: 01/02/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

The Urban County Program is requesting approval and award of contract for the best and final negotiated contract amount with Dos Logistics, Inc. (the number one ranked firm) in the amount of $500,000.00 for planning and professional engineering services for the development of an Environmental Information Study and a Preliminary Engineering Report (PER) in connection with Pct. 1 Water and Sewer Improvements and Planning Activities utilizing Year 20 (2007) funds.

BACKGROUND

Precinct No. 1 has negotiated a best and final contract amount with Dos Logistics, Inc. for a professional engineering services contract in the amount of $500,000.00 for the development of an Environmental Information Study and Preliminary Engineering Report (PER) as the first step in addressing the Water and Wastewater needs of the cities of Elsa, Edcouch and La Villa. See attached scope of work.

Funds Available: $100,000.00 (2007 FY 20 - Planning Services)
$430,000.00 (2007 FY 20 - Water/Sewer Improvements)
Total Funds Available: $530,000.00

Contract Amount: $500,000.00

Fiscal Impact

Attachments

Link: grants, loans
Link: scope of work
Link: letter
Link: contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/26/2007 05:13 PM	APRV
2	Dale Kennan	Dale Kennan	12/27/2007 03:00 PM	APRV
3	Auditor's Office	Linda Fong	12/27/2007 03:06 PM	APRV
4	Purchasing Department	Marty Salazar	12/27/2007 04:13 PM	APRV

5	Court Administrator	Monica Badillo	12/27/2007 04:18 PM	APRV

Form Started By: Estella Webber Started On: 12/26/2007 03:20 PM

Final Approval Date: 12/27/2007

PART 1780 - WATER AND WASTE LOANS AND GRANTS

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Authority: 5 U.S.C. 301; 7 U.S.C. 1989; 16 U.S.C. 1005.

Subpart A - General Policies and RequirementsSubpart A - General Policies and RequirementsSubpart A - General Policies and Requirements

§1780.1 General.

(a) This part outlines the policies and procedures for making and processing direct loans and grants for water and waste projects. The Rural Utilities Service (RUS) shall cooperate fully with State and local agencies in making loans and grants to assure maximum support to the State strategy for rural development. Agency officials and their staffs shall maintain coordination and liaison with State agency and substate planning districts.

(b) The income data used in this part to determine median household income must be that which most accurately reflects the income of the service area. The median household income of the service area and the nonmetropolitan median household income of the State will be determined from income data from the most recent decennial census of the United States. If there is reason to believe that the census data is not an accurate representation of the median household income within the area to be served, the reasons will be documented and the applicant may furnish, or the Agency may obtain, additional information regarding such median household income. Information will consist of reliable data from local, regional, State or Federal sources or from a survey conducted by a reliable impartial source. The nonmetropolitan median household income of the State may only be updated on a national basis by the RUS National Office. This will be done only when median household income data for the same year for all Bureau of the Census areas is available from the Bureau of the Census or other reliable sources. Bureau of the Census areas would include areas such as: Counties, County Subdivisions, Cities, Towns, Townships, Boroughs, and other places.

(c) RUS debt instruments will require an agreement that if at any time it shall appear to the Government that the borrower is able to refinance the amount of the indebtedness to the Government then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the borrower will, upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

(d) Funds allocated for use under this part are also for the use of Indian tribes within the State, regardless of whether State development strategies include Indian reservations within the State's boundaries. Native Americans residing on such reservations must have equal opportunity to participate in the benefits of these programs as compared with other residents of the State. Such tribes might not be subject to State and local laws or jurisdiction. However, any requirements of this part that affect applicant eligibility, the adequacy of RUS's security, or the adequacy of service to users of the facility and all other requirements of this part must be met.

(e) RUS financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap.

(f) Any processing or servicing activity conducted pursuant to this part involving authorized assistance to Agency employees, members of their families, known close relatives, or business or close personal associates, is subject to the provisions of subpart D of part 1900 of this title. Applicants for assistance are required to identify any known relationship or association with a RUS employee.

(g) Water and waste facilities will be designed, installed, and operated in accordance with applicable laws which include but are not limited to the Safe Drinking Water Act, Clean Water Act and the Resource Conservation and Recovery Act.

(h) RUS financed facilities will be consistent with any current development plans of State, multijurisdictional areas, counties, or municipalities in which the proposed project is located.

(i) Each RUS financed facility will be in compliance with appropriate State or Federal agency regulations which have control of the appropriation, diversion, storage and use of water and disposal of excess water.

(j) Water and waste applicants must demonstrate that they possess the financial, technical, and managerial capability necessary to consistently comply with pertinent Federal and State laws and requirements. In developing water and waste systems, applicants must consider alternatives of ownership, system design, and the sharing of services.

(k) Applicants should be aware of and comply with other Federal statute requirements including but not limited to:

(1) Section 504 of the Rehabilitation Act of 1973. Under section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving RUS financial assistance;

(2) Civil Rights Act of 1964. All borrowers are subject to, and facilities must be operated in accordance with, title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and subpart E of part 1901 of this title, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by §1901.202(e) of this title;

(3) The Americans with Disabilities Act (ADA) of 1990. This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications. Title II of the Act applies to facilities operated by State and local public entities which provides services, programs and activities. Title III of the Act applies to facilities owned, leased, or operated by private entities which accommodate the public; and

(4) Age Discrimination Act of 1975. This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

§1780.2 Purpose.

Provide loan and grant funds for water and waste projects serving the most financially needy communities. Financial assistance should result in reasonable user costs for rural residents, rural businesses, and other rural users.

§1780.3 Definitions and grammatical rules of construction.

(a) Definitions. For the purposes of this part:

Agency means the Rural Utilities Service and any United States Department of Agriculture (USDA) employee acting on behalf of the Rural Utilities Service in accordance with appropriate delegations of authority.

Agency identified target areas means an identified area in the State strategic plan or other plans developed by the Rural Development State Director.

Approval official means the USDA official at the State level who has been delegated the authority to approve loans or grants.

Equivalent Dwelling Unit (EDU) means the level of service provided to a typical rural residential dwelling.

Parity bonds means bonds which have equal standing with other bonds of the same Issuer.

Poverty line means the level of income for a family of four, as defined in section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)).

Processing office means the office designated by the State program official to accept and process applications for water and waste disposal assistance.

Project means all activity that an applicant is currently undertaking to be financed in whole or part with RUS assistance.

Protective advances are payments made by a lender for items such as insurance or taxes in order to preserve and protect the security or the lien or priority of the lien securing the loan.

Rural and rural areas means any area not in a city or town with a population in excess of 10,000 inhabitants, according to the latest decennial census of the United States.

Rural Development means the mission area of the Under Secretary for Rural Development. Rural Development State and local offices will administer this water and waste program on behalf of the Rural Utilities Service.

RUS means the Rural Utilities Service, an agency of the United States Department of Agriculture established pursuant to section 232 of the Department of Agriculture Reorganization Act of 1994 (Pub. L. 103-354, 108 Stat. 3178), successor to the Farmer's Home Administration and the Rural Development Administration with respect to certain water and waste disposal loan and grant programs.

Service area means the area reasonably expected to be served by the project.

Servicing office means the office designated by the State program official to service water and waste disposal loans and grants.

Similar system cost means the average annual EDU user cost of a system within a community having similar economic conditions and being served by the same type of established system. Similar system cost shall include all charges, taxes, and assessments attributable to the system including debt service, reserves and operation and maintenance costs.

State program official means the USDA official at the State level who has been delegated the responsibility of administering the water and waste disposal programs under this regulation for a particular State or States.

Statewide nonmetropolitan median household income means the median household income of the State's nonmetropolitan counties and portions of metropolitan counties outside of cities, towns or places of 50,000 or more population.

(b) Rules of grammatical construction. Unless the context otherwise indicates, "includes" and "including" are not limiting, and "or" is not exclusive. The terms defined in paragraph (a) of this section include the plural as well as the singular, and the singular as well as the plural.

§1780.4 Availability of forms and regulations.

Information about the availability of forms, instructions, regulations, bulletins, OMB Circulars, Treasury Circulars, standards, documents and publications cited in this part is available from any USDA/Rural Development office or the Rural Utilities Service, United States Department of Agriculture, Washington, D.C. 20250-1500.

§1780.5 [Reserved]

§1780.6 Application information.

(a) The Rural Development State Director in each State will determine the office and staff that will be responsible for delivery of the program (processing office) and designate an approving office. Applications will be accepted by the processing office.

(b) The applicant's governing body should designate one person to act as contact person with the Agency during loan and grant processing. Agency personnel should make every effort to involve the applicant's contact person when meeting with the applicant's professional consultants or agents.

§1780.7 Eligibility.

Facilities financed by water and waste disposal loans or grants must serve rural areas.

(a) Eligible applicant. An applicant must be:

(1) A public body, such as a municipality, county, district, authority, or other political subdivision of a state, territory or commonwealth;

(2) An organization operated on a not-for-profit basis, such as an association, cooperative, or private corporation. The organization must be an association controlled by a local public body or bodies, or have a broadly based ownership by or membership of people of the local community; or

(3) Indian tribes on Federal and State reservations and other Federally recognized Indian tribes.

(b) Eligible facilities. Facilities financed by RUS may be located in non-rural areas. However, loan and grant funds may be used to finance only that portion of the facility serving rural areas, regardless of facility location.

(c) Eligible projects.

(1) Projects must serve a rural area which, if such project is completed, is not likely to decline in population below that for which the project was designed.

(2) Projects must be designed and constructed so that adequate capacity will or can be made available to serve the present population of the area to the extent feasible and to serve the reasonably foreseeable growth needs of the area to the extent practicable.

(3) Projects must be necessary for orderly community development and consistent with a current comprehensive community water, waste disposal, or other current development plan for the rural area.

(d) Credit elsewhere. Applicants must certify in writing and the Agency shall determine and document that the applicant is unable to finance the proposed project from their own resources or through commercial credit at reasonable rates and terms.

(e) Legal authority and responsibility. Each applicant must have or will obtain the legal authority necessary for owning, constructing, operating, and maintaining the proposed facility or service and for obtaining, giving security for, and repaying the proposed loan. The applicant shall be responsible for operating, maintaining, and managing the facility, and providing for its continued availability and use at reasonable user rates and charges. This responsibility shall be exercised by the applicant even though the facility may be operated, maintained, or managed by a third party under contract or management agreement. Guidance for preparing a management agreement is available from the Agency. Such contracts, management agreements, or leases must not contain options or other provisions for transfer of ownership.

(f) Economic feasibility. All projects financed under the provisions of this section must be based on taxes, assessments, income, fees, or other satisfactory sources of revenues in an amount sufficient to provide for facility operation and maintenance, reasonable reserves, and debt payment. If the primary use of the facility is by business and the success or failure of the facility is dependent on the business, then the economic viability of that business must be assessed.

(g) Federal Debt Collection Act of 1990 (28 U.S.C. 3001 et seq.). An outstanding judgment obtained by the United States in a Federal Court (other than in the United States Tax Court), which has been recorded, shall cause the applicant to be ineligible to receive a loan or grant until the judgment is paid in full or otherwise satisfied.

(h) [Removed] ***[Revision 2, 06/04/99]***

§1780.8 [Reserved]

§1780.9 Eligible loan and grant purposes.

Loan and grant funds may be used only for the following purposes:

(a) To construct, enlarge, extend, or otherwise improve rural water, sanitary sewage, solid waste disposal, and storm wastewater disposal facilities.

(b) To construct or relocate public buildings, roads, bridges, fences, or utilities, and to make other public improvements necessary for the successful operation or protection of facilities authorized in paragraph (a) of this section.

(c) To relocate private buildings, roads, bridges, fences, or utilities, and other private improvements necessary for the successful operation or protection of facilities authorized in paragraph (a) of this section.

(d) For payment of other utility connection charges as provided in service contracts between utility systems.

(e) When a necessary part of the project relates to those facilities authorized in paragraphs (a), (b),(c) or (d) of this section the following may be considered:

(1) Loan or grant funds may be used for:

(i) Reasonable fees and costs such as: legal, engineering, administrative services, fiscal advisory, recording, environmental analyses and surveys, possible salvage or other mitigation measures, planning, establishing or acquiring rights;

(ii) Costs of acquiring interest in land; rights, such as water rights, leases, permits, rights-of-way; and other evidence of land or water control or protection necessary for development of the facility;

(iii) Purchasing or renting equipment necessary to install, operate, maintain, extend, or protect facilities;

(iv) Cost of additional applicant labor and other expenses necessary to install and extend service; and

(v) In unusual cases, the cost for connecting the user to the main service line.

(2) Only loan funds may be used for:

(i) Interest incurred during construction in conjunction with multiple advances or interest on interim financing;

(ii) Initial operating expenses, including interest, for a period ordinarily not exceeding one year when the applicant is unable to pay such expenses;

(iii) The purchase of existing facilities when it is necessary either to improve service or prevent the loss of service;

(iv) Refinancing debts incurred by, or on behalf of, an applicant when all of the following conditions exist:

(A) The debts being refinanced are a secondary part of the total loan;

(B) The debts were incurred for the facility or service being financed or any part thereof; and

(C) Arrangements cannot be made with the creditors to extend or modify the terms of the debts so that a sound basis will exist for making a loan; and

(v) Prepayment of costs for which RUS grant funds were obligated.

(3) Grant funds may be used to restore loan funds used to prepay grant obligated costs.

(f) Construction incurred before loan or grant approval.

(1) Funds may be used to pay obligations for eligible project costs incurred before loan or grant approval if such requests are made in writing by the applicant and the Agency determines that:

(i) Compelling reasons exist for incurring obligations before loan or grant approval;

(ii) The obligations will be incurred for authorized loan or grant purposes; and

(iii) The Agency's authorization to pay such obligations is on the condition that it is not committed to make the loan or grant; it assumes no responsibility for any obligations incurred by the applicant; and the applicant must subsequently meet all loan or grant approval requirements, including environmental and contracting requirements.

(2) If construction is started without Agency approval, post-approval in accordance with this section may be considered, provided the construction meets applicable requirements including those regarding approval and environmental matters.

(g) Water or sewer service may be provided through individual installations or small clusters of users within an applicant's service area. The approval official should consider items such as: quantity and quality of the individual installations that may be developed; cost effectiveness of the individual facility compared with the initial and long term user cost on a central system; health and pollution problems attributable to individual facilities; operational or management problems peculiar to individual installations; and permit and regulatory agency requirements.

(1) Applicants providing service through individual facilities must meet the eligibility requirements in §1780.7.

(2) The Agency must approve the form of agreement between the applicant and individual users for the installation, operation, maintenance and payment for individual facilities.

(3) If taxes or assessments are not pledged as security, applicants providing service through individual facilities must obtain security necessary to assure collection of any sum the individual user is obligated to pay the applicant.

(4) Notes representing indebtedness owed the applicant by a user for an individual facility will be scheduled for payment over a period not to exceed the useful life of the individual facility or the RUS loan, whichever is shorter. The interest rate will not exceed the interest rate charged the applicant on the RUS indebtedness.

(5) Applicants providing service through individual or cluster facilities must obtain:

(i) Easements for the installation and ingress to and egress from the facility if determined necessary by RUS; and

(ii) An adequate method for denying service in the event of nonpayment of user fees.

§1780.10 Limitations.

(a) Loan and grant funds may not be used to finance:

(1) Facilities which are not modest in size, design, and cost;

(2) Loan or grant finder's fees;

(3) The construction of any new combined storm and sanitary sewer facilities;

(4) Any portion of the cost of a facility which does not serve a rural area;

(5) That portion of project costs normally provided by a business or industrial user, such as wastewater pretreatment, etc.;

(6) Rental for the use of equipment or machinery owned by the applicant;

(7) For other purposes not directly related to operating and maintenance of the facility being installed or improved; and

(8) A judgment which would disqualify an applicant for a loan or grant as provided for in §1780.7(g).

(b) Grant funds may not be used to:

(1) Reduce EDU costs to a level less than similar system cost;

(2) Pay any costs of a project when the median household income of the service area is more than 100 percent of the nonmetropolitan median household income of the State; ***[Revision 2, 06/04/99]***

(3) Pay project costs when other loan funding for the project is not at reasonable rates and terms; and

(4) Pay project costs when other funding is a guaranteed loan obtained in accordance with subpart I of part 1980 of this chapter.

(c) Grants may not be made in excess of the following percentages of the RUS eligible project development costs. Facilities previously installed will not be considered in determining the development costs.

(1) 75 percent when the median household income of the service area is below the higher of the poverty line or 80% of the state nonmetropolitan median income and the project is necessary to alleviate a health or sanitary problem.

(2) 45 percent when the median household income of the service area exceeds the 80 percent requirements described in paragraph (c)(1) of this section but is not more than 100 percent of the statewide nonmetropolitan median household income.

(3) Applicants are advised that the percentages contained in paragraphs (c)(1) and (c)(2) of this section are maximum amounts and may be further limited due to availability of funds or the grant determination procedures contained in §1780.35(b).

§1780.11 Service area requirements.

(a) All facilities financed under the provisions of this part shall be for public use. The facilities will be installed so as to serve any potential user within the service area who desires service and can be feasibly and legally served. This does not preclude:

(1) Financing or constructing projects in phases when it is not practical to finance or construct the entire project at one time; and

(2) Financing or constructing facilities where it is not economically feasible to serve the entire area, provided economic feasibility is determined on the basis of the entire system and not by considering the cost of separate extensions to or parts thereof; the applicant publicly announces a plan for extending service to areas not initially receiving service from the system; and potential users located in the areas not to be initially served receive written notice from the applicant that service will not be provided until such time as it is economically feasible to do so.

(b) Should the Agency determine that inequities exist within the applicants service area for the same type service proposed (i.e., water or waste disposal) such inequities will be remedied by the applicant prior to loan or grant approval or included as part of the project. Inequities are defined as unjustified variations in availability, adequacy or quality of service. User rate schedules for portions of existing systems that were developed under different financing, rates, terms or conditions do not necessarily constitute inequities.

(c) Developers are normally expected to provide utility-type facilities in new or developing areas in compliance with appropriate State statutes. RUS financing will be considered to an eligible applicant only in such cases when failure to complete development would result in an adverse economic condition for the rural area (not the community being developed); the proposal is necessary to the success of a current area development plan; and loan repayment can be assured by:

(1) The applicant already having sufficient assured revenues to repay the loan; or

(2) Developers providing a bond or escrowed security deposit as a guarantee sufficient to meet expenses attributable to the area in question until a sufficient number of the building sites are occupied and connected to the facility to provide enough revenues to meet operating, maintenance, debt service, and reserve requirements. Such guarantees from developers will meet the requirements in §1780.39(c)(4)(ii); or

(3) Developers paying cash for the increased capital cost and any increased operating expenses until the developing area will support the increased costs; or

(4) The full faith and credit of a public body where the debt is evidenced by general obligation bonds; or

(5) The loan is to a public body evidenced by a pledge of tax revenue or assessments; or

(6) The user charges can become a lien upon the property being served and income from such lien can be collected in sufficient time to be used for its intended purposes.

§1780.12 [Reserved]

§1780.13 Rates and terms.

(a) General.

(1) Each loan will bear interest at the rate prescribed in RD Instruction 440.1, exhibit B. The interest rates will be set by the Agency for each quarter of the fiscal year. All rates will be adjusted to the nearest one-eighth of one per centum. The rate will be the lower of the rate in effect at the time of loan approval or the rate in effect at the time of loan closing unless the applicant otherwise chooses.

(2) If the interest rate is to be that in effect at loan closing on a loan involving multiple advances of RUS funds using temporary debt instruments, the interest rate charged shall be that in effect on the date when the first temporary debt instrument is issued.

(b) Poverty rate. The poverty interest rate will not exceed 5 per centum per annum. All poverty rate loans must comply with the following conditions:

(1) The primary purpose of the loan is to upgrade existing facilities or construct new facilities required to meet applicable health or sanitary standards; and

(2) The median household income of the service area is below the higher of the poverty line, or 80 percent of the Statewide nonmetropolitan median household income.

(c) Intermediate rate. The intermediate interest rate will be set at the poverty rate plus one-half of the difference between the poverty rate and the market rate, not to exceed 7 percent per annum. It will apply to loans that do not meet the requirements for the poverty rate and for which the median household income of the service area is not more than 100 percent of the nonmetropolitan median household income of the State.

(d) Market rate. The market interest rate will be set using as guidance the average of the Bond Buyer (11-GO Bond) Index for the four weeks prior to the first Friday of the last month before the beginning of the quarter. The market rate will apply to all loans that do not qualify for a different rate under paragraph (b) or (c) of this section.

(e) Repayment terms. The loan repayment period shall not exceed the useful life of the facility, State statute or 40 years from the date of the note or bond, whichever is less. Where RUS grant funds are used in connection with an RUS loan, the loan will be for the maximum term permitted by this part, State statute, or the useful life of the facility, whichever is less, unless there is an exceptional case where circumstances justify making an RUS loan for less than the maximum term permitted. In such cases, the reasons must be fully documented.

(1) Principal payments may be deferred in whole or in part for a period not to exceed 36 months following the date the first interest installment is due. If for any reason it appears necessary to permit a longer period of deferment, the Agency may authorize such deferment. Deferments of principal will not be used to:

(i) Postpone the levying of taxes or assessments;

(ii) Delay collection of the full rates which the borrower has agreed to charge users for its services as soon as those services become available;

(iii) Create reserves for normal operation and maintenance;

(iv) Make any capital improvements except those approved by the Agency which are determined to be essential to the repayment of the loan or to maintain adequate security; and

(v) Make payment on other debt.

(2) Payment date. Loan payments will be scheduled to coincide with income availability and be in accordance with State law. If State law only permits principal plus interest (P&I) type bonds, annual or semiannual payments will be used. Insofar as practical monthly payments will be scheduled one full month following the date of loan closing; or semiannual or annual payments will be scheduled six or twelve full months, respectively, following the date of loan closing or any deferment period. Due dates falling on the 29th, 30th or 31st day of the month will be avoided.

(3) In all cases, including those in which RUS is jointly financing with another lender, the RUS payments of principal and interest should approximate amortized installments.

§1780.14 Security.

Loans will be secured by the best security position practicable in a manner which will adequately protect the interest of RUS during the repayment period of the loan. Specific security requirements for each loan will be included in a letter of conditions.

(a) Public bodies. Loans to such borrowers, including Federally recognized Indian tribes as appropriate, will be evidenced by notes, bonds, warrants, or other contractual obligations as may be authorized by relevant laws and by borrower's documents, resolutions, and ordinances. Security, in the following order of preference, will consist of:

(1) The full faith and credit of the borrower when the debt is evidenced by general obligation bonds; and/or

(2) Pledges of taxes or assessments; and/or

(3) Pledges of facility revenue and, when it is the customary financial practice in the State, liens will be taken on the interest of the applicant in all land, easements, rights-of-way, water rights, water purchase contracts, water sales contracts, sewage treatment contracts, and similar property rights, including leasehold interests, used or to be used in connection with the facility whether owned at the time the loan is approved or acquired with loan funds.

(b) Other-than-public bodies. Loans to other-than-public body applicants and Federally recognized Indian tribes, as appropriate, will be secured in the following order of preference:

(1) Assignments of borrower income will be taken and perfected by filing, if legally permissible; and

(2) A lien will be taken on the interest of the applicant in all land, easements, rights-of-way, water rights, water purchase contracts, water sales contracts, sewage treatment contracts and similar property rights, including leasehold interest, used, or to be used in connection with the facility whether owned at the time the loan is approved or acquired with loan funds. In unusual circumstances where it is not legally permissible or feasible to obtain a lien on such land (such as land rights obtained from Federal or local government agencies, and from railroads) and the approval official determines that the interest of RUS is otherwise adequately secured, the lien requirement may be omitted as to such land rights. For existing borrowers where the Agency already has a security position on real property, the approval official may determine that the interest of the Government is adequately secured and not require additional liens on such land rights. When the subsequent loan is approved or the acquisition of real property is subject to an outstanding lien indebtedness, the next highest priority lien obtainable will be taken if the approval official determines that the loan is adequately secured.

(c) Joint financing security. For projects utilizing joint financing, when adequate security of more than one type is available, the other lender may take one type of security with RUS taking another type. For projects utilizing joint financing with the same security to be shared by RUS and another lender, RUS will obtain at least a parity position with the other lender. A parity position is to ensure that with joint security, in the event of default, each lender will be affected on a proportionate basis. A parity position will conform with the following unless an exception is granted by the approval official:

(1) It is not necessary for loans to have the same repayment terms. Loans made by other lenders involved in joint financing with RUS should be scheduled for repayment on terms similar to those customarily used in the State for financing such facilities.

(2) The use of a trustee or other similar paying agent by the other lender in a joint financing arrangement is acceptable to RUS. A trustee or other similar paying agent will not normally be used for the RUS portion of the funding unless required to comply with State law. The responsibilities and authorities of any trustee or other similar paying agent on projects that include RUS funds must be clearly specified by written agreement and approved by the State program official and the Office of the General Counsel (OGC). RUS must be able to deal directly with the borrower to enforce the provisions of loan and grant agreements and perform necessary servicing actions.

(3) In the event adequate funds are not available to meet regular installments on parity loans, the funds available will be apportioned to the lenders based on the respective current installments of principal and interest due.

(4) Funds obtained from the sale or liquidation of secured property or fixed assets will be apportioned to the lenders on the basis of the pro rata amount outstanding; provided, however, funds obtained from such sale or liquidation for a project that included RUS grant funds will be apportioned as required by the grant agreement.

(5) Protective advances must be charged to the borrower's account and be secured by a lien on the security property. To the extent consistent with State law and customary lending practices in the area, repayment of protective advances made by either lender, for the mutual protection of both lenders, should receive first priority in apportionment of funds between the lenders. To ensure agreement between lenders, efforts should be made to obtain the concurrence of both lenders before one lender makes a protective advance.

§1780.15 Other Federal, State, and local requirements.

Proposals for facilities financed in whole or in part with RUS funds will be coordinated with appropriate Federal, State and local agencies. If there are conflicts between this part and State or local laws or regulatory commission regulations, the provisions of this part will control. Applicants will be required to comply with Federal, State, and local laws and any regulatory commission rules and regulations pertaining to:

(a) Organization of the applicant and its authority to own, construct, operate, and maintain the proposed facilities;

(b) Borrowing money, giving security therefore, and raising revenues for the repayment thereof;

(c) Land use zoning; and

(d) Health and sanitation standards and design and installation standards unless an exception is granted by RUS.

§1780.16 [Reserved]

§1780.17 Selection priorities and process.

When ranking eligible applications for consideration for limited funds, Agency officials must consider the priority items met by each application and the degree to which those priorities are met. Points will be awarded as follows:

(a) Population priorities.

(1) The proposed project will primarily serve a rural area having a population not in excess of 1,000 -- 25 points;

(2) The proposed project primarily serves a rural area having a population between 1,001 and 2,500 -- 15 points;

(3) The proposed project primarily serves a rural area having a population between 2,501 and 5,500 -- 5 points.

(b) Health priorities. The proposed project is:

(1) Needed to alleviate an emergency situation, correct unanticipated diminution or deterioration of a water supply, or to meet Safe Drinking Water Act requirements which pertain to a water system -- 25 points;

(2) Required to correct inadequacies of a wastewater disposal system, or to meet health standards which pertain to a wastewater disposal system -- 25 points;

(3) Required to meet administrative orders issued to correct local, State, or Federal solid waste violations -- 15 points.

(c) Median household income priorities. The median household income of the population to be served by the proposed project is:

(1) Less than the poverty line if the poverty line is less than 80% of the statewide nonmetropolitan median household income -- 30 points;

(2) Less than 80 percent of the statewide nonmetropolitan median household income -- 20 points;

(3) Equal to or more than the poverty line and between 80% and 100%, inclusive, of the State's nonmetropolitan median household income -- 15 points.

(d) Other priorities.

(1) The proposed project will: merge ownership, management, and operation of smaller facilities providing for more efficient management and economical service -- 15 points;

(2) The proposed project will enlarge, extend, or otherwise modify existing facilities to provide service to additional rural areas -- 10 points;

(3) Applicant is a public body or Indian tribe -- 5 points;

(4) Amount of other than RUS funds committed to the project is:

(i) 50% or more -- 15 points;

(ii) 20% to 49% -- 10 points;

(iii) 5% - 19% -- 5 points;

(5) Projects that will serve Agency identified target areas -- 10 points;

(6) Projects that primarily recycle solid waste products thereby limiting the need for solid waste disposal -- 5 points;

(7) The proposed project will serve an area that has an unreliable quality or supply of drinking water -- 10 points.

(e) In certain cases the State program official may assign up to 15 points to a project. The points may be awarded to projects in order to improve compatibility and coordination between RUS's and other agencies' selection systems, to ensure effective RUS fund utilization, and to assist those projects that are the most cost effective. A written justification must be prepared and placed in the project file each time these points are assigned.

(f) Cost overruns. An application may receive consideration for funding before others at the State or National Office level when it is a subsequent request for a previously approved project which has encountered construction cost overruns. The cost overruns must be due to high bids or unexpected construction problems that cannot be reduced by negotiations, redesign, use of bid alternatives, rebidding or other means. Cost overruns exceeding 20% of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will not be considered under this paragraph.

(g) National office priorities. In selecting projects for funding at the National Office level State program official points may or may not be considered. The Administrator may assign up to 15 additional points to account for items such as geographic distribution of funds, the highest priority projects within a state, and emergency conditions caused by economic problems or natural disasters. The Administrator may delegate the authority to assign the 15 points to appropriate National Office staff.

§1780.18 Allocation of program funds.

(a) General.

(1) The purpose of this part is to set forth the methodology and formulas by which the Administrator of the RUS allocates program funds to the States. (The term "State" means any of the States of the United States, the Commonwealth of Puerto Rico, any territory or possession of the United States, or the Western Pacific Areas.)

(2) The formulas in this part are used to allocate program loan and grant funds to Rural Development State offices so that the overall mission of the Agency can be carried out. Considerations used when developing the formulas include enabling legislation, congressional direction, and administration policies. Allocation formulas ensure that program resources are available on an equal basis to all eligible individuals and organizations.

(3) The actual amounts of funds, as computed by the methodology and formulas contained herein, allocated to a State for a funding period, are distributed to each State office. The allocated amounts are available for review in any Rural Development State office.

(b) Definitions.

(1) Amount available for allocations. Funds appropriated or otherwise made available to the Agency for use in authorized programs. On occasion, the allocation of funds to States may not be practical for a particular program due to funding or administrative constraints. In these cases, funds will be controlled by the National Office.

(2) Basic formula criteria, data source and weight. Basic formulas are used to calculate a basic State factor as a part of the methodology for allocating funds to the States. The formulas take a number of criteria that reflect the funding needs for a particular program and through a normalization and weighting process for each of the criteria calculate the basic State factor (SF). The data sources used for each criteria are believed to be the most current and reliable information that adequately quantifies the criterion. The weight, expressed as a percentage, gives a relative value to the importance of each of the criteria.

(3) Basic formula allocation. The result of multiplying the amount available for allocation less the total of any amounts held in reserve or distributed by base or administrative allocation times the basic State factor for each State. The basic formula allocation (BFA) for an individual State is equal to:

BFA = (Amount available for allocation - NO reserve - total base and administrative allocations) x SF.

(4) Transition formula.

(i) A formula based on a proportional amount of previous year allocation used to maintain program continuity by preventing large fluctuations in individual State allocations. The transition formula limits allocation shifts to any particular State in the event of changes from year to year of the basic formula, the basic criteria, or the weights given the criteria. The transition formula first checks whether the current year's basic formula allocation is within the transition range (plus or minus 20 percentage points of the proportional amount of the previous year's BFA). The formula follows:

$$\text{Transition Range} = 1.0 + \frac{\text{maximum } 20\%}{100} \times \frac{\text{(Amount available for allocation this year x State previous year BFA)}}{\text{(Amount available for allocation previous year)}}$$

(ii) If the current year's State BFA is not within the transition range in paragraph 4(i) of this section, the State formula allocation is changed to the amount of the transition range limit closest to the BFA amount. After having performed this transition adjustment for each State, the sum of the funds allocated to all States will differ from the amount of funds available for BFA. This difference, whether a positive or negative amount, is distributed to all States receiving a formula allocation by multiplying the difference by the SF. The end result is the transition formula allocation. The transition range will not exceed 40% (plus or minus 20%), but when a smaller range is used it will be stated in the individual program section.

(5) Base allocation. An amount that may be allocated to each State dependent upon the particular program to provide the opportunity for funding at least one typical loan or grant in each Rural Development State office. The amount of the base allocation may be determined by criteria other than that used in the basic formula allocation such as Agency historic data.

(6) Administrative allocations. Allocations made by the Administrator in cases where basic formula criteria information is not available. This form of allocation may be used when the Administrator determines the program objectives cannot be adequately met with a formula allocation.

(7) Reserve. An amount retained under the National Office control for each loan and grant program to provide flexibility in meeting situations of unexpected or justifiable need occurring during the fiscal year. The Administrator may make distributions from this reserve to any State when it is determined necessary to meet a program need or Agency objective. The Administrator may retain additional amounts to fund authorized demonstration programs.

(8) Pooling of funds. A technique used to ensure that available funds are used in an effective, timely and efficient manner. At the time of pooling those funds within a State's allocation for the fiscal year or portion of the fiscal year, depending on the type of pooling, that have not been obligated by the State are placed in the National Office reserve. The Administrator will establish the pooling dates for each affected program.

(i) Mid-year: Mid-year pooling occurs near the midpoint of the fiscal year.

(ii) Year-end: Year-end pooling usually occurs near the first of August.

(iii) Emergency: the Administrator may pool funds at any time that it is determined the conditions upon the initial allocation was based have changed to such a degree that it is necessary to pool funds in order to efficiently carry out the Agency mission.

(9) Availability of the allocation. Program funds are made available to the Agency on a quarterly basis.

(10) Suballocation by the Rural Development State Director. The State Director may be directed or given the option of suballocating the State allocation to processing offices. When suballocating the State Director may retain a portion of the funds in a State office reserve to provide flexibility in situations of unexpected or justified need. When performing a suballocation the State Director will use the same formula, criteria and weights as used by the National Office.

(c) Water and Waste Disposal loans and grants.

(1) Amount available for allocations. See paragraph (b)(1) of this section.

(2) Basic formula criteria, data source and weight. See paragraph (b)(2) of this section.

(i) The criteria used in the basic formula are:

(A) State's percentage of national rural population will be 50 percent.

(B) State's percentage of national rural population with incomes below the poverty level will be 25 percent.

(C) State's percentage of national nonmetropolitan unemployment will be 25 percent.

(ii) Data source for each of these criterion is based on the latest census data available. Each criterion is assigned a specific weight according to its relevance in determining need. The percentage representing each criterion is multiplied by the weight factor and summed to arrive at a State factor (SF). The SF cannot exceed .05, as follows:

SF = (criterion in paragraph (b)(1)(i) of this section x 50 percent) +
(criterion in paragraph(b)(1)(ii) of this section x 25 percent) +
(criterion in paragraph(b)(1)(iii) of this section x 25 percent)

(3) Basic formula allocation. See paragraph (b)(3) of this part. States receiving administrative allocations do not receive formula allocations.

(4) Transition formula. See paragraph (b)(4) of this part. The percentage range for the transition formula equals 30 percent (plus or minus 15%).

(5) Base allocation. See paragraph (b)(5) of this section. States receiving administrative allocations do not receive base allocations.

(6) Administrative allocation. See paragraph (b)(6) of this section. States participating in the formula and base allocation procedures do not receive administrative allocations.

(7) Reserve. See paragraph (b)(7) of this section. Any State may request reserve funds by forwarding a request to the National Office. Generally, a request for additional funds will not be honored unless the State has insufficient funds to obligate the loan requested.

(8) Pooling of funds. See paragraph (b)(8) of this section. Funds are generally pooled at mid-year and year-end. Pooled funds will be placed in the National Office reserve and will be made available administratively.

(9) Availability of the allocation. See paragraph (b)(9) of this section. The allocation of funds is made available for States to obligate on an annual basis although the Office of Management and Budget apportions it to the Agency on a quarterly basis.

(10) Suballocation by the State Director. See paragraph (b)(10) of this section. The State Director has the option to suballocate funds to processing offices.

§1780.19 Public information.

(a) Public notice of intent to file an application with the Agency. Within 60 days of filing an application with the Agency the applicant must publish a notice of intent to apply for a RUS loan or grant. The notice of intent must be published in a newspaper of general circulation in the proposed area to be served.

(b) General public meeting. Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting. A public meeting is not normally required for subsequent loans or grants which are needed to complete the financing of a project.

§§1780.20 - 1780.23 [Reserved]

§1780.24 Approval authorities.

Appropriate reviews, concurrence, and authorization must be obtained for all loans or grants in excess of the amounts indicated in RUS Staff Instruction 1780-1.

(a) Redelegation of authority by State Directors. Unless restricted by memorandum from the RUS Administrator, State Directors can redelegate their approval authorities to State employees by memorandum.

(b) Restriction of approval authority by the RUS Administrator. The RUS Administrator can make written restrictions or revocations of the authority given to any approval official.

§1780.25 Exception authority.

The Administrator may, in individual cases, make an exception to any requirement or provision of this part which is not inconsistent with the authorizing statute or other applicable law and is determined to be in the Government's interest.

§§1780.26 - 1780.30 [Reserved]

Subpart B - Loan and Grant Application ProcessingSubpart B - Loan and Grant Application ProcessingSubpart B - Loan and Grant Application Processing

§1780.31 General.

(a) Applicants are encouraged to contact the Agency processing office early in the planning stages of their project. Agency personnel are available to provide general advice and assistance regarding RUS programs, other funding sources, and types of systems or improvements appropriate for the applicants needs. The Agency can also provide access to technical assistance and other information resources for other project development issues such as public information, income surveys, developing rate schedules, system operation and maintenance, and environmental compliance requirements. Throughout the planning, application processing and construction of the project, Agency personnel will work closely and cooperatively with the applicant and their representatives, other State and Federal agencies and technical assistance providers.

(b) The processing office will handle initial inquiries and provide basic information about the program. They are to provide the application, SF 424.2, "Application for Federal Assistance (For Construction)," assist applicants as needed in completing SF 424.2, and in filing a request for intergovernmental review. Federally recognized Indian tribes are exempt from intergovernmental review. The processing office will explain eligibility requirements and meet with the applicant whenever necessary to discuss application processing.

(c) Applicants can make a written request for an eligibility determination in lieu of filing an SF 424.2 along with the information required by §1780.33. Applicants seeking only an eligibility determination, should contact the processing office to obtain a list of the items needed to make this determination. An eligibility determination for loan or grant assistance will not give an applicant priority for funding as set forth in §1780.17.

(d) Applications that are not developed in a reasonable period of time taking into account the size and complexity of the proposed project may be removed from the State's active file. Applicants will be consulted prior to taking such action.

(e) Starting with the earliest discussion with prospective applicants, the State Environmental Coordinator shall discuss with prospective applicants and be available for consultation during the application process the environmental review requirements for evaluating the potential environmental consequences of the project. Pursuant to 7 CFR part 1794 and guidance in RUS Bulletin 1794A-602, the environmental review requirements shall be performed by the applicant simultaneously and concurrently with the project's engineering planning and design. This should provide flexibility to consider reasonable alternatives to the project and development methods to mitigate identified adverse environmental effects. Mitigation measures necessary to avoid or minimize any adverse environmental effects must be integrated into project design.
[Revision 1, 12/11/98]

§1780.32 Timeframes for application processing.

(a) The processing office will determine if the application is properly assembled. If not, the applicant will be notified within fifteen federal working days as to what additional submittal items are needed.

(b) The processing and approval offices will coordinate their reviews to ensure that the applicant is advised about eligibility and anticipated fund availability within 45 days of the receipt of a completed application.

§1780.33 Application requirements.

An initial application consists of the following:

(a) One copy of a completed SF 424.2;

(b) A copy of the State intergovernmental comments or one copy of the filed application for State intergovernmental review; and

(c) Two copies of the preliminary engineering report (PER) for the project.

(1) The PER may be submitted to the processing office prior to the rest of the application material if the applicant desires a preliminary review.

(2) The processing office will forward one copy of the PER with comments and recommendations to the State staff engineer for review upon receipt from the applicant.

(3) The State staff engineer will consult with the applicant's engineer as appropriate to resolve any questions concerning the PER. Written comments will be provided by the State staff engineer to the processing office to meet eligibility determination time lines. ***[Revision 1, 12/11/98]***

(d) Written certification that other credit is not available.

(e) Supporting documentation necessary to make an eligibility determination such as financial statements, audits, organizational documents, or existing debt instruments. The processing office will advise applicants regarding the required documents. Applicants that are indebted to RUS will not need to submit documents already on file with the processing office.

(f) Environmental Report. For those actions listed in §§1794.22(b) and 1794.23(b), the applicant shall submit, in accordance with RUS Bulletin 1794A-602, two copies of the completed Environmental Report. ***[Revision 1, 12/11/98]***

(1) Upon receipt of the Environmental Report, the processing office shall forward one copy of the report with comments and recommendation to the State Environmental Coordinator for review. ***[Revision 1, 12/11/98]***

(2) The State Environmental Coordinator will consult with the applicant as appropriate to resolve any environmental concerns. Written comments will be provided by the State Environmental Coordinator to the processing office to meet eligibility determination time lines. ***[Revision 1, 12/11/98]***

(g) The applicants Internal Revenue Service Taxpayer Identification Number (TIN). The TIN will be used by the Agency to assign a case number which will be the applicant's or transferee's TIN preceded by State and County Code numbers. Only one case number will be assigned to each applicant regardless of the number of loans or grants or number of separate facilities, unless an exception is authorized by the National Office.

(h) Other Forms and certifications. Applicants will be required to submit the following items to the processing office, upon notification from the processing office to proceed with further development of the full application:

(1) Form RD 442-7, "Operating Budget";

(2) Form RD 1910-11, "Application Certification, Federal Collection Policies for Consumer or Commercial Debts";

(3) Form RD 400-1, "Equal Opportunity Agreement";

(4) Form RD 400-4, "Assurance Agreement";

(5) Form AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters";

(6) Form AD-1049, Certification regarding Drug-Free Workplace Requirements (Grants) Alternative I For Grantees Other Than Individuals;

(7) Certifications for Contracts, Grants, and Loans (Regarding Lobbying); and

(8) Certification regarding prohibited tying arrangements. Applicants that provide electric service must provide the Agency a certification that they will not require users of a water or waste facility financed under this part to accept electric service as a condition of receiving assistance.

§1780.34 [Reserved]

§1780.35 Processing office review.

Review of the application will usually include the following:

(a) Nondiscrimination. Boundaries for the proposed service area must not be chosen in such a way that any user or area will be excluded because of race, color, religion, sex, marital status, age, handicap, or national origin. This does not preclude construction of the project in phases as noted in §1780.11 as long as it is not done in a discriminatory manner.

(b) Grant determination. Grants will be determined by the processing office in accordance with the following provisions and will not result in EDU costs below similar system user cost.

(1) Maximum grant. Grants may not exceed the percentages in §1780.10(c) of the eligible RUS project development costs listed in §1780.9.

(2) Debt service. Applicants will be considered for grant assistance when the debt service portion of the average annual EDU cost, for users in the applicant's service area, exceeds the following percentages of median household income:

(i) 0.5 percent when the median household income of the service area is equal to or below 80% of the statewide nonmetropolitan median income.

(ii) 1.0 percent when the median household income of the service area exceeds the 0.5 percent requirement but is not more than 100 percent the statewide nonmetropolitan household income.

(3) Similar system cost. If the grant determined in paragraph (b)(2) of this section results in an annual EDU cost that is not comparable with similar systems, the Agency will determine a grant amount based on achieving EDU costs that are not below similar system user costs.

(4) Wholesale service. When an applicant provides wholesale sales or services on a contract basis to another system or entity, similar wholesale system cost will be used in determining the amount of grant needed to achieve a reasonable wholesale user cost.

(5) Subsidized cost. When annual cost to the applicant for delivery of service is subsidized by either the state, commonwealth, or territory, and uniform flat user charges regardless of usage are imposed for similar classes of service throughout the service area, the Agency may proceed with a grant in an amount necessary to reduce such delivery cost to a reasonable level.

(c) User charges. The user charges should be reasonable and produce enough revenue to provide for all costs of the facility after the project is complete. The planned revenue should be sufficient to provide for all debt service, debt reserve, operation and maintenance, and, if appropriate, additional revenue for facility replacement of short-lived assets without building a substantial surplus. Ordinarily, the total debt service reserve will be equal to one average annual loan installment which will accumulate at the rate of one-tenth of the total each year.
[Revision 2, 06/04/99]

§1780.36 Approving official review.

Projects may be obligated as their applications are completed and approved.

(a) Selection of applications for further processing. The application and supporting information submitted will be used to determine the applications selected for further development and funding. After completing the review, the approval official will normally select those eligible applications with the highest priority scores for further processing. When authorizing the development of an application for funding, the following will be considered:

(1) Funds available in State allocation;

(2) Anticipated allocation of funds for the next fiscal year; and

(3) Time necessary for applicant to complete the application.

(b) Lower scoring projects.

(1) In cases where preliminary cost estimates indicate that an eligible, high scoring application is unfeasible or would require an amount of funding from RUS that exceeds either 25 percent of a State's current annual allocation or an amount greater than that remaining in the State's allocation, the approval official may instead select the next lower scoring application for further processing provided the high scoring applicant is notified of this action and given an opportunity to revise the proposal and resubmit it.

(2) If it is found that there is no effective way to reduce costs or no other funding sources, the approval official, after consultation with applicant, may submit a request for an additional allocation of funds for the proposed project to the National Office. The request should be submitted during the fiscal year in which obligation is anticipated. Such request will be considered along with all others on hand. A written justification must be prepared and placed in the project file.

§1780.37 Applications determined ineligible.

If at any time an application is determined ineligible, the processing office will notify the applicant in writing of the reasons. The notification to the applicant will state that an appeal of this decision may be made by the applicant under 7 CFR Part 11.

§1780.38 [Reserved]

§1780.39 Application processing.

(a) Processing conference. Before starting to assemble the full application, the applicant should arrange through the processing office an application conference to provide a basis for orderly application assembly. The processing office will explain program requirements, public information requirements and provide guidance on preparation of items necessary for approval.

(b) Professional services and contracts related to the facility. Fees provided for in contracts or agreements shall be reasonable. The Agency shall consider fees to be reasonable if they are not in excess of those ordinarily charged by the profession as a whole for similar work when RUS financing is not involved. Applicants will be responsible for providing the services necessary to plan projects including design of facilities, environmental review and documentation requirements, preparation of cost and income estimates, development of proposals for organization and financing, and overall operation and maintenance of the facility. Applicants should negotiate for procurement of professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiations of fair and reasonable compensation. Contracts or other forms of agreement between the applicant and its professional and technical representatives are required and are subject to RUS concurrence. ***[Revision 1, 12/11/98]***

(1) Engineering and architectural services.

(i) Applicants shall publicly announce all requirements for engineering and architectural services, and negotiate contracts for engineering and architectural services on the basis of demonstrated competence and qualifications for the type of professional services required and at a fair and reasonable price.

(ii) When project design services are procured separately, the selection of the engineer or architect shall be done by requesting qualification-based proposals and in accordance with this section.

(iii) Applicants may procure engineering and architectural services in accordance with applicable State statutes or local requirements provided the State Director determines that such procurement meets the intent of this section.

(2) Other professional services. Professional services of the following may be necessary: Attorney, bond counsel, accountant, auditor, appraiser, environmental professionals, and financial advisory or fiscal agent (if desired by applicant). Guidance on entering into an agreement for legal services is available from the Agency.

(3) Bond counsel. Unless otherwise provided by subpart D of this part, public bodies are required to obtain the service of recognized bond counsel in the preparation of evidence of indebtedness.

(4) Contracts for other services. Contracts or other forms of agreements for other services including management, operation, and maintenance will be developed by the applicant and presented to the Agency for review and concurrence. Guidance on entering into a management agreement is available from the Agency.

(c) User estimates. Applicants dependent on users fees for debt payment or operation and maintenance expenses shall base their income and expense forecast on realistic user estimates. For users presently not receiving service, consideration must be given to the following:

(1) An estimated number of maximum users should not be used when setting user fees and rates since it may be several years before all residents will need service by the system. In establishing rates a realistic number of users should be employed.

(2) New user cash contributions. The amount of cash contributions required will be set by the applicant and concurred in by the approval official. Contributions should be an amount high enough to indicate sincere interest on the part of the potential user, but not so high as to preclude service to low income families. Contributions ordinarily should be an amount approximating one year's minimum user fee, and shall be paid in full before loan closing or commencement of construction, whichever occurs first. Once economic feasibility is ascertained based on a demonstration of potential user cash contributions, the contribution, membership fee or other fees that may be imposed are not a loan requirement under this section. A new user cash contribution is not required when:

(i) The Agency determines that the potential users as a whole in the applicant's service area cannot make cash contributions; or

(ii) State statutes or local ordinances require mandatory use of the system and the applicant or legal entity having such authority agrees in writing to enforce such statutes, or ordinances.

(3) An enforceable user agreement with a penalty clause is required (RUS Bulletin 1780-9 can be used) except:

(i) For users presently receiving service; or

(ii) Where mandatory use of the system is required.

(4) Individual vacant property owners will not be considered when determining project feasibility unless:

(i) The owner has plans to develop the property in a reasonable period of time and become a user of the facility; and

(ii) The owner agrees in writing to make a monthly payment at least equal to the proportionate share of debt service attributable to the vacant property until the property is developed and the facility is utilized on a regular basis. A bond or escrowed security deposit must be provided to guarantee this monthly payment and to guarantee an amount at least equal to the owner's proportionate share of construction costs. If a bond is provided, it must be executed by a surety company that appears on the Treasury Department's most current list (Circular 570, as amended) and be authorized to transact business in the State where the project is located. The guarantee shall be payable jointly to the borrower and the United States of America.

(5) Applicants must provide a positive program to encourage connection by all users as soon as service is available. The program will be available for review and concurrence by the processing office before loan closing or commencement of construction, whichever occurs first. Such a program shall include:

(i) An aggressive information program to be carried out during the construction period. The applicant should send written notification to all signed users in advance of the date service will be available, stating the date users will be expected to have their connections completed, and the date user charges will begin;

(ii) Positive steps to assure that installation services will be available. These may be provided by the contractor installing the system, local plumbing companies, or local contractors;

(iii) Aggressive action to see that all signed users can finance their connections.

(d) Interim financing. For all loans exceeding $500,000, where funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing may be obtained so as to preclude the necessity for multiple advances of RUS loan funds. However, the approval official may make an exception when interim financing is cost prohibitive or unavailable. Guidance on informing the private lender of RUS's commitment is available from the Agency. When interim commercial financing is used, the application will be processed, including obtaining construction bids, to the stage where the RUS loan would normally be closed, that is immediately prior to the start of construction. The RUS loan should be closed as soon as possible after the disbursal of all interim funds.

(e) Reserve requirements. Provision for the accumulation of necessary reserves over a reasonable period of time will be included in the loan documents.

(1) General obligation or special assessment bonds. Ordinarily, the requirements for reserves will be considered to have been met if general obligation or other bonds which pledge the full faith and credit of the political subdivision are used, or special assessment bonds are used, and if such bonds provide for the annual collection of sufficient taxes or assessments to cover debt service.

(2) Other than general obligation or special assessment bonds. Each borrower will be required to establish and maintain reserves sufficient to assure that loan installments will be paid on time, for emergency maintenance, for extensions to facilities, and for replacement of short-lived assets which have a useful life significantly less than the repayment period of the loan. Borrowers issuing bonds or other evidences of debt pledging facility revenues as security will plan their debt reserve to provide for at least one average annual loan installment. The debt reserve will accumulate at the rate of one-tenth of an average annual loan installment each year unless prohibited by state law. ***[Revision 2, 06/04/99]***

(f) Membership authorization. For organizations other than public bodies, the membership will authorize the project and its financing. Form RD 1942-8, "Resolution of Members or Stockholders," may be used for this authorization. The approval official may accept RUS Bulletin 1780-28, "Loan Resolution Security Agreement," without such membership authorization when State statutes and the organization's charter and bylaws do not require such authorization; and ***[Revision 2, 06/04/99]***

(1) The organization is well established and is operating with a sound financial base; or

(2) The members of the organization have all signed an enforceable user agreement with a penalty clause and have made the required meaningful user cash contribution.

(g) Insurance. The purpose of RUS's insurance requirements is to protect the government's financial interest based on the facility financed with loan funds. It is the responsibility of the applicant and not that of RUS to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained. The requirements below apply to all types of coverage determined necessary. The approval official may grant exceptions to normal requirements when appropriate justification is provided establishing that it is in the best interest of the applicant and will not adversely affect the government's interest.

(1) Insurance requirements proposed by the applicant will be accepted if the processing office determines that proposed coverage is adequate to protect the government's financial interest. Applicants are encouraged to have their attorney, consulting engineer, and/or insurance provider(s) review proposed types and amounts of coverage, including any deductible provisions.

(2) The use of deductibles may be allowed by RUS providing the applicant has financial resources which would likely be adequate to cover potential claims requiring payment of the deductible.

(3) Fidelity or employee dishonesty bonds. Applicants will provide coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either for all individual positions or persons, or through ``blanket'' coverage providing protection for all appropriate employees. An exception may be granted by the approval official when funds relating to the facility financed are handled by another entity and it is determined that the entity has adequate coverage or the government's interest would otherwise be adequately protected. The amount of coverage required by RUS will normally approximate the total annual debt service requirements for the RUS loans.

(4) Property insurance. Fire and extended coverage will normally be maintained on all structures except as noted below. Ordinarily, RUS should be listed as mortgagee on the policy when RUS has a lien on the property. Normally, major items of equipment or machinery located in the insured structures must also be covered. Exceptions:

(i) Reservoirs, pipelines and other structures if such structures are not normally insured;

(ii) Subsurface lift stations except for the value of electrical and pumping equipment therein.

(5) General liability insurance, including vehicular coverage.

(6) Flood insurance required for facilities located in special flood- and mudslide-prone areas.

(7) Worker's compensation. The borrower will carry worker's compensation insurance for employees in accordance with State laws.

(h) [Removed and Reserved] ***[Revision 1, 12/11/98]***

(i) The processing office will assure that appropriate forms and documents listed in RUS Bulletin 1780-6 are complete. Letters of conditions will not be issued unless funds are available.

§1780.40 [Reserved]

§1780.41 Loan or grant approval.

(a) The processing office will submit the following to the approval official:

(1) Form RD 1942-45, "Project Summary";

(2) Form RD 442-7, "Operating Budget";

(3) Form RD 442-3, "Balance Sheet" or a financial statement or audit that includes a balance sheet;

(4) Form RD 442-14, "Association Project Fund Analysis";

(5) Letter of Conditions;

(6) Form RD 1942-46, "Letter of Intent to Meet Conditions";

(7) Form RD 1940-1, "Request for Obligation of Funds";

(8) Completed environmental review documents including copies of public notices and appropriate proof of publication, if applicable; and
[Revised, 12/11/98]

(9) Grant determination, if applicable.

(b) Approval and applicant notification will be accomplished by mailing to the applicant on the obligation date a copy of Form RD 1940-1. The date the applicant is notified is also the date the interest rate at loan approval is established.

§1780.42 Transfer of obligations.

An obligation of funds established for an applicant may be transferred to a different (substituted) applicant provided:

(a) The substituted applicant is eligible and has the authority to receive the assistance approved for the original applicant; and

(b) The need, purpose(s) and scope of the project for which RUS funds will be used remain substantially unchanged.

§1780.43 [Reserved]

§1780.44 Actions prior to loan or grant closing or start of construction, whichever occurs first.

(a) Applicants must provide evidence of adequate insurance and fidelity or employee dishonesty bond coverage.

(b) Verification of users and other funds. In connection with a project that involves new users and will be secured by a pledge of user fees or revenues, the processing office will authenticate the number of users. Ordinarily each signed user agreement will be reviewed and checked for evidence of cash contributions. If during the review any indication is received that all signed users may not connect to the system, there will be such additional investigation made as deemed necessary to determine the number of users who will connect to the system.

(c) Initial compliance review. An initial compliance review should be completed under subpart E of part 1901 of this title.

(d) Applicant contribution. An applicant contributing funds toward the project cost shall deposit these funds in its project account before start of construction. Project costs paid with applicant funds prior to the required deposit time shall be appropriately accounted for.

(e) Excess RUS loan and grant funds. If there is a significant reduction in project cost, the applicant's funding needs will be reassessed. Decreases in RUS funds will be based on revised project costs and current number of users, however, other factors including RUS regulations used at the time of loan or grant approval will remain the same. Obligated loan or grant funds not needed to complete the proposed project will be deobligated. Any reduction will be applied to grant funds first. In such cases, applicable forms, the letter of conditions, and other items will be revised.

(f) Evidence of and disbursement of other funds. Applicants expecting funds from other sources for use in completing projects being partially financed with RUS funds will present evidence of the commitment of these funds from such other sources. An agreement should be reached with all funding sources on how funds are to be disbursed before the start of construction. RUS funds will not be used to pre-finance funds committed to the project from other sources.

(g) Acquisition of land, easements, water rights, and existing facilities. Applicants are responsible for acquisition of all property rights necessary for the project and will determine that prices paid are reasonable and fair. RUS may require an appraisal by an independent appraiser or Agency employee.

(1) Rights-of-way and easements. Applicants will obtain valid, continuous and adequate rights-of-way and easements needed for the construction, operation, and maintenance of the facility.

(i) The applicant must provide a legal opinion relative to the title to rights-of-way and easements. Form RD 442-22, ``Opinion of Counsel Relative to Rights-of-Way,'' may be used. When a site is for major structures such as a reservoir or pumping station and the applicant is able to obtain only a right-of-way or easement on such a site rather than a fee simple title, the applicant will furnish a title report thereon by the applicant's attorney showing ownership of the land and all mortgages or other lien defects, restrictions, or encumbrances, if any.

(ii) For user connections funded by RUS, applicants will obtain adequate rights to construct and maintain the connection line or other facilities located on the user's property. This right may be obtained through formal easement or user agreements.

(2) Title for land or existing facilities. Title to land essential to the successful operation of facilities or title to facilities being purchased, must not contain any restrictions that will adversely affect the suitability, successful operation, security value, or transferability of the facility. Preliminary and final title opinions must be provided by the applicant's attorney. The opinions must be in sufficient detail to assess marketability of the property. Form RD 1927-9, ``Preliminary Title Opinion," and Form RD 1927-10, ``Final Title Opinion," may be used to provide the required title opinions.

(i) In lieu of receiving title opinions from the applicant's attorney, the applicant may use a title insurance company. If a title insurance company is used, the applicant must provide the Agency a title insurance binder, disclosing all title defects or restrictions, and include a commitment to issue a title insurance policy. The policy should be in an amount at least equal to the market value of the property as improved. The title insurance binder and commitment should be provided to the Agency prior to requesting closing instructions. The Agency will be provided a title insurance policy which will insure RUS's interest in the property without any title defects or restrictions which have not been waived by the Agency.

(ii) The approval official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility.

(3) Water rights. The following will be furnished as applicable:

(i) A statement by the applicant's attorney regarding the nature of the water rights owned or to be acquired by the applicant (such as conveyance of title, appropriation and decree, application and permit, public notice and appropriation and use).

(ii) A copy of a contract with another company or municipality to supply water; or stock certificates in another company which represents the right to receive water.

(4) Lease agreements. Where the right of use or control of real property not owned by the applicant is essential to the successful operation of the facility during the life of the loan, such right will be evidenced by written agreements or contracts between the owner of the property and the applicant. Lease agreements shall not contain provisions for restricted use of the site of facility, forfeiture or summary cancellation clauses. Lease agreements shall provide for the right to transfer, encumber, assign and sub-lease without restriction. Lease agreements will ordinarily be written for a term at least equal to the term of the loan. Such lease contracts or agreements will be approved by the approval official with the advice and counsel of OGC, as necessary.

(h) Obtaining loan closing instructions. The information required by OGC will be transmitted to OGC with request for closing instructions. Upon receipt of closing instructions, the processing office will discuss with the applicant and its engineer, attorney, and other appropriate representatives, the requirements contained therein and any actions necessary to proceed with closing. State program officials have the option to work with OGC to obtain waivers for closing instructions in certain cases. Closing instructions are not required for grants.

§1780.45 Loan and grant closing and delivery of funds.

(a) Loan closing. Notes and bonds will be completed on the date of loan closing except for the entry of subsequent RUS multiple advances where applicable. The amount of each note will be in multiples of not less than $100. The amount of each bond will ordinarily be in multiples of not less than $1,000.

(1) Form RD 440-22, "Promissory Note (Association or Organization)," will ordinarily be used for loans to nonpublic bodies.

(2) RUS Bulletins 1780-27, "Loan Resolution (Public Bodies)," or 1780-28, "Loan Resolution Security Agreement," will be adopted by public and other-than-public bodies. These resolutions supplement other provisions in this part. ***[Revision 2, 06/04/99]***

(3) Subpart D of this part contains instructions for preparation of notes and bonds evidencing indebtedness of public bodies.

(b) Loan disbursement.

(1) Multiple advances. Multiple advances will be used only for loans in excess of $100,000. Advances will be made only as needed to cover disbursements required by the borrower over a 30-day period.

(i) Subpart D of this part contains instructions for making multiple advances to public bodies.

(ii) Advances will be requested by the borrower in writing. The request should be in sufficient amounts to pay cost of construction, rights-of-way and land, legal, engineering, interest, and other expenses as needed. The borrower may use Form RD 440-11, ``Estimate of Funds Needed for 30 Day Period Commencing XXX," to show the amount of funds needed during the 30-day period.

(2) RUS loan funds obligated for a specific purpose, such as the paying of interest, but not needed at the time of loan closing will remain in the Finance Office until needed unless State statutes require all funds to be delivered to the borrower at the time of closing. Loan funds may be advanced to prepay costs under §1780.9(e)(2)(iv). If all funds must be delivered to the borrower at the time of closing to comply with State statutes, funds not needed at loan closing will be handled as follows:

(i) Deposited in an appropriate borrower account, such as debt service or construction accounts; or

(ii) Deposited in a joint bank account under paragraph (e)(3) of this section.

(c) Grant closing. RUS Bulletin 1780-12 "Water or Waste System Grant Agreement" of this part will be completed and executed in accordance with the requirements of grant approval. The grant will be considered closed when RUS Bulletin 1780-12 has been properly executed. Processing or approval officials are authorized to sign the grant agreement on behalf of RUS. For grants that supplement RUS loan funds, the grant should be closed simultaneously with the closing of the loan. However, when grant funds will be disbursed before loan closing, as provided in paragraph (d)(1) of this section, the grant will be closed not later than the delivery date of the first advance of grant funds.

(d) Grant disbursements. RUS policy is not to disburse grant funds from the Treasury until they are actually needed by the applicant. Applicant funds will be disbursed before the disbursal of any RUS grant funds. RUS loan funds will be disbursed before the disbursal of any RUS grant funds except when:

(1) Interim financing of the total estimated amount of loan funds needed during construction is arranged; and

(2) All interim funds have been disbursed; and

(3) RUS grant funds are needed before the RUS loan can be closed.

(e) Use and accountability of funds.

(1) Arrangements will be agreed upon for the prior concurrence by the Agency of the bills or vouchers upon which warrants will be drawn. Form RD 402-2, ``Statement of Deposits and Withdrawals," or similar form will be used by the Agency to monitor funds. Periodic reviews of these accounts shall be made by the Agency.

(2) Pledge of collateral for grants to nonprofit organizations. Grant funds must be deposited in a bank with Federal Deposit Insurance Corporation (FDIC) insurance coverage. Also, if the balance in the account containing grant funds exceeds the FDIC insurance coverage, the excess amount must be collaterally secured. The pledge of collateral for the excess will be in accordance with Treasury Circular 176.

(3) Joint RUS/borrower bank account. RUS funds and any funds furnished by the borrower including contributions to purchase major items of equipment, machinery, and furnishings will be deposited in a joint RUS/borrower bank account if determined necessary by the approval official. When RUS has a Memorandum of Understanding with another agency that provides for the use of joint RUS/borrower accounts, or when RUS is the primary source of funds for a project and has determined that the use of a joint RUS/borrower bank account is necessary, project funds from other sources may also be deposited in the joint bank account. RUS shall not be accountable to the source of the other funds nor shall RUS undertake responsibility to administer the funding program of the other entity. Joint RUS/borrower bank accounts should not be used for funds advanced by an interim lender. When funds exceeds the FDIC insurance coverage, the excess must have a pledge of collateral in accordance with Treasury Circular 176.

(4) Payment for project costs. Project costs will be monitored by the RUS processing office. Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by RUS does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts.

(f) Use of remaining funds. Funds remaining after all costs incident to the basic project have been paid or provided for will not include applicant contributions. Funds remaining, may be considered in direct proportion to the amounts obtained from each source. Remaining funds will be handled as follows:

(1) Remaining funds may be used for eligible loan or grant purposes, provided the use will not result in major changes to the facility(s) and the purpose of the loan and grant remains the same;

(2) RUS loan funds that are not needed will be applied as an extra payment on the RUS indebtedness unless other disposition is required by the bond ordinance, resolution, or State statute; and

(3) Grant funds not expended under paragraph (f)(1) of this section will be canceled. Prior to the actual cancellation, the borrower, its attorney and its engineer will be notified of RUS's intent to cancel the remaining funds. The applicant will be given appropriate appeal rights.

(g) Post review of loan closing. In order to determine that the loan has been properly closed the loan docket will be reviewed by OGC. The State program official has the option to consult with OGC to obtain waivers of this review.

§1780.46 [Reserved]

§1780.47 Borrower accounting methods, management reporting and audits.

(a) Borrowers are required to provide RUS an annual audit or financial statements.

(b) Method of accounting and preparation of financial statements. Annual organization-wide financial statements must be prepared on the accrual basis of accounting, in accordance with generally accepted accounting principles (GAAP), unless State statutes or regulatory agencies provide otherwise, or an exception is granted by the Agency. An organization may maintain its accounting records on a basis other than accrual accounting, and make the necessary adjustments so that annual financial statements are presented on the accrual basis.

(c) Record retention. Each borrower shall retain all records, books, and supporting material for 3 years after the issuance of the audit or management reports. Upon request, this material will be made available to RUS, Office of the Inspector General (OIG), United States Department of Agriculture (USDA), the Comptroller General, or to their assignees.

(d) Audits. All audits are to be performed in accordance with the latest revision of the generally accepted government auditing standards (GAGAS), developed by the Comptroller General of the United States. In addition, the audits are also to be performed in accordance with various Office of Management and Budget (OMB) Circulars. The type of audit each borrower is required to submit will be designated by RUS. Further guidance on preparing an acceptable audit can be obtained from RUS. It is not intended that audits required by this part be separate and apart from audits performed in accordance with State and local laws. To the extent feasible, the audit work should be done in conjunction with those audits. Audits shall be annual unless otherwise prohibited and supplied to the processing office as soon as possible but in no event later than 150 days following the period covered by the audit. OMB Circulars are available in any USDA/RUS office.

(e) Borrowers exempt from audits. All borrowers who are exempt from audits, will, within 60 days following the end of each fiscal year, furnish the RUS with annual financial statements, consisting of a verification of the organization's balance sheet and statement of income and expense by an appropriate official of the organization. Forms RD 442-2, ``Statement of Budget, Income and Equity,'' and 442-3 may be used.

(f) Management reports. These reports will furnish management with a means of evaluating prior decisions and serve as a basis for planning future operations and financial strategies. In those cases where revenues from multiple sources are pledged as security for an RUS loan, two reports will be required; one for the project being financed by RUS and one combining the entire operation of the borrower. In those cases where RUS loans are secured by general obligation bonds or assessments and the borrower combines revenues from all sources, one management report combining all such revenues is acceptable. The following management data will be submitted by the borrower to the processing office. These reports at a minimum will include a balance sheet and income and expense statement.

(1) Quarterly reports. A quarterly management report will be required for the first year for new borrowers and for all borrowers experiencing financial or management problems for one year from the date problems were noted. If the borrower's account is current at the end of the year, the processing office may waive the required reports.

(2) Annual management reports. Prior to the beginning of each fiscal year the following will be submitted to the processing office. (If Form RD 442-2 is used as the annual management report, enter data in column three only of Schedule 1, and complete all of Schedule 2.)

(i) Two copies of the management reports and proposed "Annual Budget".

(ii) Financial information may be reported on Form RD 442-2 which includes Schedule 1, "Statement of Budget, Income and Equity" and Schedule 2, "Projected Cash Flow" or information in similar format.

(iii) A copy of the rate schedule in effect at the time of submission.

(g) Substitute for management reports. When RUS loans are secured by the general obligation of the public body or tax assessments which total 100 percent of the debt service requirements, the State program official may authorize an annual audit to substitute for other management reports if the audit is received within 150 days following the period covered by the audit.

§1780.48 Regional commission grants.

Grants are sometimes made by regional commissions for projects eligible for RUS assistance. RUS has agreed to administer such funds in a manner similar to administering RUS assistance.

(a) When RUS has funds in the project, no charge will be made for administering regional commission funds.

(b) When RUS has no loan or grant funds in the project, an administrative charge will be made pursuant to the Economy Act of 1932 (31 U.C.S. 1535). A fee of 5 percent of the first $100,000 of a regional commission grant and 1 percent of any amount over $100,000 will be paid to RUS by the commission. ***[Revision 2, 06/04/99]***

(1) Appalachian Regional Commission (ARC). RUS Bulletin 1780-23 will be followed in determining the responsibilities of RUS. The ARC Federal Co-chairman and the State program official will provide each other with the necessary notification and certification.

(2) Other regional commissions. Title V of the Public Works and Economic Development Act of 1965 (42 U.S.C. 3121 et seq.) authorizes other commissions similar to ARC. RUS Bulletin 1780-23 of this part will be used to develop a separate project management agreement between RUS and the commission for each project. The agreement should be prepared by the State program official as soon as notification is received that a commission grant will be made and the amount is confirmed. Regional commission grants should be obligated as soon as possible in accordance with §1780.41, except that the announcement procedure referred to in RUS Staff Instruction 1780-2 is not applicable. Regional commission grants will be disbursed from the Finance Office in the same manner as RUS funds.

§1780.49 Rural or Native Alaskan villages.

(a) General.

(1) This section contains regulations for providing grants to remedy the dire sanitation conditions in rural Alaskan villages using funds specifically made available for this purpose.

(2) Unless specifically modified by this section, grants will be made, processed, and serviced in accordance with this subpart.

(b) Definitions.

(1) Dire sanitation condition. For the purpose of this section a dire sanitation condition exists where:

(i) Recurring instances of a waterborne communicable disease has been documented; or

(ii) No community-wide water and sewer system exists and individual residents must haul water to or human waste from their homes and/or use pit privies.

(2) Rural or Native Alaskan village. A rural or Native Alaskan community which meets the definition of a village under State statutes and does not have a population in excess of 10,000 inhabitants, according to the latest decennial Census of the United States.

(c) Eligibility.

(1) The applicant must be a rural or Native Alaskan village.

(2) The median household income of the village cannot exceed 110 percent of the statewide nonmetropolitan household income.

(3) A dire sanitation condition must exist in the village.

(4) The applicant must obtain 25 percent of project development costs from State or local contributions. The local contribution can be from loan funds authorized under this part. ***[Revision 2, 06/04/99]***

(d) Grant amount. Grants will be made for up to 75 percent of the project development costs. ***[Revision 2, 06/04/99]***

(e) Use of funds. Grant funds can be used to pay reasonable costs associated with providing potable water or waste disposal services to residents of rural or Native Alaskan villages.

(f) Construction.

(1) If the State of Alaska is contributing to the project costs, the project does not have to meet the construction requirements of this subpart.

(2) If a loan is made in accordance with this part for part of the local contribution, all of the requirements of this part apply.

§§1780.50 - 1780.52 [Reserved]

Subpart C - Planning, Designing, Bidding, Contracting, Constructing and InspectionsSubpart C - Planning, Designing, Bidding, Contracting, Constructing and InspectionsSubpart C - Planning, Designing, Bidding, Contracting, Constructing and Inspections

§1780.53 General.

This subpart is specifically designed for use by owners including the professional or technical consultants or agents who provide assistance and services such as engineering, environmental, inspection, financial, legal or other services related to planning, designing, bidding, contracting, and constructing water and waste disposal facilities. These procedures do not relieve the owner of the contractual obligations that arise from the procurement of these services. For this subpart, an owner is defined as an applicant, borrower, or grantee.

§1780.54 Technical services.

Owners are responsible for providing the engineering, architect and environmental services necessary for planning, designing, bidding, contracting, inspecting, and constructing their facilities. Services may be provided by the owner's "in house" engineer or architect or through contract, subject to Agency concurrence. Engineers and architects must be licensed in the State where the facility is to be constructed.

§1780.55 Preliminary engineering reports and Environmental Reports.

Preliminary engineering reports (PERs) must conform to customary professional standards. PER guidelines for water, sanitary sewer, solid waste, and storm sewer are available from the Agency. Environmental Reports must meet the policies and intent of the National Environmental Policy Act and RUS procedures. Guidelines for preparing Environmental Reports are available in RUS Bulletin 1794A-602. ***[Revision 2, 06/04/99]***

§1780.56 [Reserved]

§1780.57 Design policies.

Facilities financed by the Agency will be designed and constructed in accordance with sound engineering practices, and must meet the requirements of Federal, State and local agencies.

(a) Environmental review. Facilities financed by the Agency must undergo an environmental impact analysis in accordance with the National Environmental Policy Act and RUS procedures. Facility planning and design must not only be responsive to the owner's needs but must consider the environmental consequences of the proposed project. Facility design shall incorporate and integrate, where practicable, mitigation measures that avoid or minimize adverse environmental impacts. Environmental reviews serve as a means of assessing environmental impacts of project proposals, rather than justifying decisions already made. Applicants may not take any action on a project proposal that will have an adverse environmental impact or limit the choice of reasonable project alternatives being reviewed prior to the completion of the Agency's environmental review. ***[Revision 1, 12/11/98]***

(b) Architectural barriers. All facilities intended for or accessible to the public or in which physically handicapped persons may be employed must be developed in compliance with the Architectural Barriers Act of 1968 (42 U.S.C 4151 et seq.) as implemented by 41 CFR 101-19.6, section 504 of the Rehabilitation Act of 1973 (42 U.S.C. 1471 et seq.) as implemented by 7 CFR parts 15 and 15b, and Titles II and III of the Americans with Disabilities Act of 1990.

(c) Energy/environment. Facility design should consider cost effective energy-efficient and environmentally-sound products and services.

(d) Fire protection. Water facilities should have sufficient capacity to provide reasonable fire protection to the extent practicable.

(e) Growth capacity. Facilities should have sufficient capacity to provide for reasonable growth to the extent practicable.

(f) Water conservation. Owners are encouraged, when economically feasible, to incorporate water conservation practices into a facility's design. For existing water systems, evidence must be provided showing that the distribution system water losses do not exceed reasonable levels.

(g) Conformity with state drinking water standards. No funds shall be made available under this part for a water system unless the Agency determines that the water system will make significant progress toward meeting the standards established under title XIV of the Public Health Service Act (commonly known as the `Safe Drinking Water Act') (42 U.S.C. 300f et seq.).

(h) Conformity with federal and state water pollution control standards. No funds shall be made available under this part for a water treatment discharge or waste disposal system unless the Agency determines that the effluent from the system conforms with applicable Federal and State water pollution control standards.

(i) Combined sewers. New combined sanitary and storm water sewer facilities will not be financed by the Agency. Extensions to existing combined systems can only be financed when separate systems are impractical.

(j) Dam safety. Projects involving any artificial barrier which impounds or diverts water, or the rehabilitation or improvement of such a barrier, must comply with the provisions for dam safety as set forth in the Federal Guidelines for Dam Safety (Government Printing Office stock No. 041-001-00187-5, Superintendent of Documents, Attn: New Orders, P.O. Box 371954, Pittsburgh, PA 15250-7954) as prepared by the Federal Coordinating Council for Science, Engineering and Technology.

(k) Pipe. All pipe used shall meet current American Society for Testing Materials (ASTM) or American Water Works Association (AWWA) standards.

(l) Water system testing. For new water systems or extensions to existing water systems, leakage shall not exceed limits set by either ASTM or AWWA whichever is the more stringent.

(m) Metering devices. Water facilities financed by the Agency will have metering devices for each connection. An exception to this requirement may be granted by the State program official when the owner demonstrates that installation of metering devices would be a significant economic detriment and that environmental considerations would not be adversely affected by not installing such devices. Sanitary sewer projects should incorporate water system metering devices whenever practicable.

(n) Economical service. The facility's design must provide the most economical service practicable.

(o) Seismic safety. All new structures, fully or partially enclosed, used or intended for sheltering persons or property will be designed with appropriate seismic safety provisions in compliance with the Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.), and Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction (3 CFR 1990 Comp., p. 269). Designs of components essential for system operation and substantial rehabilitation of structures that are used for sheltering persons or property should incorporate seismic safety provisions to the extent practicable. RUS implementing regulations for seismic safety are in 7 CFR part 1972, subpart C. ***[Added, revision 2, 06/04/99]***

§§1780.58 - 1780.60 [Reserved]

§1780.61 Construction contracts.

Contract documents must be sufficiently descriptive and legally binding in order to accomplish the work as economically and expeditiously as possible.

(a) Standard construction contract documents. If the construction contract documents utilized are not in the format previously approved by the Agency, OGC's review of the construction contract documents will be obtained prior to their use.

(b) Contract review and concurrence. The owner's attorney will review the executed contract documents, including performance and payment bonds, and will certify that they are adequate, and that the persons executing these documents have been properly authorized to do so. The contract documents, engineer's recommendation for award, and bid tabulation sheets will be forwarded to the Agency for concurrence prior to awarding the contract. All contracts will contain a provision that they are not effective until they have been concurred in by the Agency. The State program official or designee is responsible for concurring in construction contracts with the legal advice and guidance of the OGC when necessary.

§1780.62 Utility purchase contracts.

Applicants proposing to purchase water or other utility service from private or public sources shall have written contracts for supply or service which are reviewed and concurred in by the Agency. To the extent practical, the Agency review and concurrence of such contracts should take place prior to their execution by the owner. OGC advice and guidance may be requested. Form RD 442-30, "Water Purchase Contract," may be used when appropriate. If the Agency loan will be repaid from system revenues, the contract will be pledged to the Agency as part of the security for the loan. Such contracts will:

(a) Include a commitment by the supplier to furnish, at a specified point, an adequate quantity of water or other service and provide that, in case of shortages, all of the supplier's users will proportionately share shortages.

(b) Set out the ownership and maintenance responsibilities of the respective parties including the master meter if a meter is installed at the point of delivery.

(c) Specify the initial rates and provide a type of escalator clause which will permit rates for the association to be raised or lowered proportionately as certain specified rates for the supplier's regular customers are raised or lowered. Provisions may be made for altering rates in accordance with the decisions of the appropriate State agency which may have regulatory authority.

(d) Cover period of time which is at least equal to the repayment period of the loan. State program officials may approve contracts for shorter periods of time if the supplier cannot legally contract for such period, or if the owner and supplier find it impossible or impractical to negotiate a contract for the maximum period permissible under State law, provided:

(1) The supplier is subject to regulations of the Federal Energy Regulatory Commission or other Federal or State agency whose jurisdiction can be expected to prevent unwarranted curtailment of supply; or

(2) The contract contains adequate provisions for renewal; or

(3) A determination is made that in the event the contract is terminated, there are or will be other adequate sources available to the owner that can feasibly be developed or purchased.

(e) Set out in detail the amount of connection or demand charges, if any, to be made by the supplier as a condition to making the service available to the owner. However, the payment of such charges from loan funds shall not be approved unless the Agency determines that it is more feasible and economical for the owner to pay such a connection charge than it is for the owner to provide the necessary supply by other means.

(f) Provide for a pledge of the contract to the Agency as part of the security for the loan.

(g) Not contain provisions for:

(1) Construction of facilities which will be owned by the supplier. This does not preclude the use of money paid as a connection charge for construction to be done by the supplier.

(2) Options for the future sale or transfer. This does not preclude an agreement recognizing that the supplier and owner may at some future date agree to a sale of all or a portion of the facility.

(h) If it is impossible to obtain a firm commitment for either an adequate quantity or sharing shortages proportionately, a contract may be executed and concurred in provided adequate evidence is furnished to enable the Agency to make a determination that the supplier has adequate supply and/or treatment facilities to furnish its other users and the applicant for the foreseeable future; and:

(1) The supplier is subject to regulations of the Federal Energy Regulatory Commission or other Federal or State agency whose jurisdiction can be expected to prevent unwarranted curtailment of supply; or

(2) A suitable alternative supply could be arranged within the repayment ability of the borrower if it should become necessary; or

(3) Concurrence in the proposed contract is obtained from the National Office.

§1780.63 Sewage treatment and bulk water sales contracts.

Owners entering into agreements with private or public parties to treat sewage or supply bulk water shall have written contracts for such service and all such contracts shall be subject to the Agency concurrence. Section 1780.62 should be used as a guide to prepare such contracts.

§§1780.64 - 1780.66 [Reserved]

§1780.67 Performing construction.

Owners are encouraged to accomplish construction through contracts with qualified contractors. Owners may accomplish construction by using their own personnel and equipment provided the owners possess the necessary skills, abilities and resources to perform the work and provided a licensed engineer prepares design drawings and specifications and inspects construction and furnishes inspection reports as required by §1780.76. Inspection services may be provided by individuals as approved by the State staff engineer. Payments for construction will be handled under §1780.76(e).

§1780.68 Owner's contractual responsibility.

This part does not relieve the owner of any responsibilities under its contract. The owner is responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of a loan or grant. These include, but are not limited to: source evaluation, protests, disputes, and claims. Matters concerning violation of laws are to be referred to the applicable local, State, or Federal authority.

§1780.69 [Reserved]

§1780.70 Owner's procurement regulations.

Owner's procurement requirements must comply with the following standards:

(a) Code of conduct. Owners shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the award and administration of contracts supported by Agency funds. No employee, officer or agent of the owner shall participate in the selection, award, or administration of a contract supported by Agency funds if a conflict of interest, real or apparent, would be involved. Examples of such conflicts would arise when: the employee, officer or agent; any member of their immediate family; their partner; or an organization which employs, or is about to employ, any of the above; has a financial or other interest in the firm selected for the award.

(1) The owner's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

(2) To the extent permitted by State or local law or regulations, the owner's standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the owner's officers, employees, agents, or by contractors or their agents.

(b) Maximum open and free competition. All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition. Examples of what are considered to be restrictive of competition include, but are not limited to: placing unreasonable requirements on firms in order for them to qualify to do business; noncompetitive practices between firms; organizational conflicts of interest; and unnecessary experience and bonding requirements. In specifying materials, the owner and its consultant will consider all materials normally suitable for the project commensurate with sound engineering practices and project requirements. The Agency shall consider fully any recommendation made by the owner concerning the technical design and choice of materials to be used for a facility. If the Agency determines that a design or material, other than those that were recommended should be considered by including them in the procurement process as an acceptable design or material in the water or waste disposal facility, the Agency shall provide such owner with a comprehensive justification for such a determination. The justification will be documented in writing.

(c) Owner's review. Proposed procurement actions shall be reviewed by the owner's officials to avoid the purchase of unnecessary or duplicate items. Consideration should be given to consolidation or separation of procurement items to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine which approach would be the most economical. To foster greater economy and efficiency, owners are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(d) Solicitation of offers, whether by competitive sealed bid or competitive negotiation, shall:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of a procurement. The specific feature of the name brands which must be met by the offeror shall be clearly stated; and

(2) Clearly specify all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) Affirmative steps should be taken to assure that small, minority, and women businesses are utilized when possible as sources of supplies, equipment, construction and services.

(f) Contract pricing. Cost plus a percentage of cost method of contracting shall not be used.

(g) Unacceptable bidders. The following will not be allowed to bid on, or negotiate for, a contract or subcontract related to the construction of the project:

(1) An engineer as an individual or firm who has prepared plans and specifications or who will be responsible for monitoring the construction;

(2) Any firm or corporation in which the owner's engineer is an officer, employee, or holds or controls a substantial interest;

(3) The governing body's officers, employees, or agents;

(4) Any member of the immediate family or partners in the entities referred to in paragraphs (g)(1), (g)(2) or (g)(3) of this section; or

(5) An organization which employs, or is about to employ, any person in the entities referred to in paragraphs (g)(1), (g)(2) or (g)(3), (g)(4) of this section.

(h) Contract award. Contracts shall be made only with responsible parties possessing the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall include but not be limited to matters such as integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. Contracts shall not be made with parties who are suspended or debarred by any Agency of the United States Government.

§1780.71 [Reserved]

§1780.72 Procurement methods.

Procurement shall be made by one of the following methods: Small purchase procedures; competitive sealed bids (formal advertising); competitive negotiation; or noncompetitive negotiation. Competitive sealed bids (formal advertising) is the preferred procurement method for construction contracts.

(a) Small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than $100,000. If small purchase procedures are used for a procurement, written price or rate quotations shall be requested from at least three qualified sources.

(b) Competitive sealed bids. In competitive sealed bids (formal advertising), an invitation for sealed bids is publicly advertised and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest, price and other factors considered. When using this method the following shall apply:

(1) The invitation for bids shall be publicly advertised at a sufficient time prior to the date set for opening of bids. The invitation shall comply with the requirements in §1780.70(d). Bids shall be solicited from an adequate number of qualified sources;

(2) All bids shall be opened publicly at the time and place stated in the invitation for bids;

(3) A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. When specified in the bidding documents, factors such as discounts and transportation costs shall be considered in determining which bid is lowest; and

(4) Any or all bids may be rejected by the owner when it is in its best interest.

(c) Competitive negotiation. In competitive negotiations, proposals are requested from a number of sources and the Request for Proposal is publicized. Negotiations are normally conducted with more than one of the sources submitting offers. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising and where discussions and bargaining with a view to reaching agreement on the technical quality, price, other terms of the proposed contract and specifications may be necessary. If competitive negotiation is used for a procurement, the following requirements shall apply:

(1) Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the Procurement. The Request for Proposal shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable;

(2) The Request for Proposal shall identify all significant evaluation factors and their relative importance;

(3) The owner shall provide mechanisms for technical evaluation of the proposals received, determination of responsible offerors for the purpose of written or oral discussions, and selection for contract award; and

(4) Award may be made to the responsible offeror whose proposal will be most advantageous to the owner. Unsuccessful offerors should be promptly notified.

(d) Noncompetitive negotiation. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is not feasible under small purchase or competitive sealed bids. Circumstances under which a contract may be awarded by noncompetitive negotiations are limited to the following:

(1) The item is available only from a single source; or

(2) There exists a public exigency or emergency and the urgency for the requirement will not permit a delay incident to competitive solicitation; or

(3) After solicitation of a number of sources, competition is determined inadequate; or

(4) No acceptable bids have been received after formal advertising; or

(5) The procurement is for professional services; or

(6) The aggregate amount does not exceed $100,000.

§1780.73 [Reserved]

§1780.74 Contracts awarded prior to applications.

Owners awarding construction or other procurement contracts prior to filing an application, must provide evidence that is satisfactory to the Agency that the contract was entered into without intent to circumvent the requirements of Agency regulations.

(a) Modifications. The contract shall be modified to conform with the provisions of this part. Where this is not possible, modifications will be made to the extent practicable and, as a minimum, the contract must comply with all State and local laws and regulations as well as statutory requirements and executive orders related to the Agency financing. When all construction is complete and it is impracticable to modify the contracts, the owner must provide the certification required by paragraph (c) of this section.

(b) Consultant's certification. Provide a certification by an engineer, licensed in the State where the facility is constructed, that any construction performed complies fully with the plans and specifications.

(c) Owner's certification. Provide a certification by the owner that the contractor has complied with applicable statutory and executive requirements related to Agency financing for construction already performed.

§1780.75 Contract provisions.

In addition to provisions required for a valid and legally binding contract, any recipient of Agency funds shall include the following contract provisions in all contracts.

(a) Remedies. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. A realistic liquidated damage provision should be included in all contracts for construction.

(b) Termination. All contracts exceeding $10,000, shall contain suitable provisions for termination by the owner including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(c) Surety. In all contracts for construction or facility improvements exceeding $100,000, the owner shall require bonds or cash deposit in escrow assuring performance and payment each in the amount of 100 percent of the contract cost. The surety will be in the form of performance bonds and payment bonds. For contracts of lesser amounts, the owner may require surety. When a surety is not provided, contractors will furnish evidence of payment in full for all materials, labor, and any other items procured under the contract. Form RD 1924-10, "Release by Claimants," and Form RD 1924-9, "Certificate of Contractor's Release," may be used for this purpose. Companies providing performance bonds and payment bonds must hold a certificate of authority as an acceptable surety on Federal bonds as listed in Treasury Circular 570 as amended and the surety must be listed as having a license to do business in the State where the facility is located.

(d) Equal employment opportunity. All contracts awarded in excess of $10,000 by owners shall contain a provision requiring compliance with Executive Order 11246 (3 CFR, 1966 Comp., p. 339), entitled, "Equal Employment Opportunity," as amended by Executive Order 11375 (3 CFR, 1968 Comp., p. 321, and as supplemented by Department of Labor regulations 41 CFR chapter 60.

(e) Anti-kickback. All contracts for construction shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874). This Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which they are otherwise entitled. The owner shall report suspected or reported violations to the Agency.

(f) Records. All negotiated contracts (except those of $10,000 or less) awarded by owners shall include a provision to the effect that the owner, the Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific Federal loan or grant program for the purpose of making audits, examinations, excerpts, and transcriptions. Owners shall require contractors to maintain all required records for 3 years after making final payment and all other pending matters are closed.

(g) State Energy Conservation Plan. Contracts shall incorporate mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(h) Change orders. The construction contract shall require that all contract change orders be concurred in by the Agency.

(i) Agency concurrence. All contracts must contain a provision that they shall not be effective unless and until the State program official or designee concurs in writing.

(j) Retainage. All construction contracts shall contain adequate provisions for retainage. No payments will be made that would deplete the retainage nor place in escrow any funds that are required for retainage nor invest the retainage for the benefit of the contractor. The retainage shall not be less than an amount equal to 5 percent of an approved partial payment estimate until the project is substantially complete and accepted by the owner, consulting engineer and Agency. The contract must provide that additional amounts may be retained if the job is not proceeding satisfactorily.

(k) Other compliance requirements. Contracts in excess of $100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 (3 CFR, 1974 Comp., p. 209), and Environmental Protection Agency (EPA) regulations 40 CFR Part 15, which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The provision shall require reporting of violations to the Agency and to the U.S. Environmental Protection Agency, Assistant Administrator for Enforcement. Solicitations and contract provisions shall include the requirements of 4 CFR 15.4 (c) as set forth in RUS Bulletin 1780-14.

§1780.76 Contract administration.

Owners shall be responsible for maintaining a contract administration system to monitor the contractors' performance and compliance with the terms, conditions, and specifications of the contracts.

(a) Preconstruction conference. Prior to beginning construction, the owner will schedule a preconstruction conference where the consulting engineer will review the planned development with the Agency, owner, resident inspector, attorney, contractor, and other interested parties. The conference will thoroughly cover applicable items included in Form RD 1924-16, "Record of Pre-construction Conference," and the discussions and agreements will be documented.

(b) Monitoring reports. The owner is required to monitor construction and provide a report to the Agency giving a full explanation under the following circumstances:

(1) Reasons why approved construction schedules were not met;

(2) Analysis and explanation of cost overruns and how payment is to be made for the same; and

(3) If events occur which have a significant impact upon the project.

(c) Inspection. Full-time resident inspection is required for all construction unless a written exception is made by the Agency upon written request of the owner. Unless otherwise agreed, the resident inspector will be provided by the consulting engineer. Prior to the preconstruction conference, the consulting engineer will submit a resume of qualifications of the resident inspector to the owner and to the Agency for acceptance in writing. If the owner provides the resident inspector, it must submit a resume of the inspector's qualifications to the project engineer for comments and the Agency for acceptance in writing prior to the preconstruction conference. The resident inspector will work under the technical supervision of the project engineer and the role and responsibilities will be defined in writing.

(d) Inspector's daily diary. The resident inspector will maintain a record of the daily construction progress in the form of a daily diary and daily inspection reports. The daily entries shall be made available to the Agency personnel and will be reviewed during project inspections. The original complete set will be furnished to the owner upon completion of construction. RUS Bulletin 1780-18 is available from the Agency for preparing daily inspection reports or the reports can be provided in other formats approved by the State staff engineer.

(e) Payment for Construction. Form RD 1924-18, "Partial Payment Estimate," or other similar form may be used for construction payments. If Form 1924-18 is not used, prior concurrence by the State staff engineer must be obtained.

(1) Payment of contract retainage will not be made until such retainage is due and payable under the terms of the contact.

(2) Invoices for the payment of construction costs must be approved by the owner, project engineer and concurred in by the Agency.

(3) The review and acceptance of project costs, including construction payment estimates by the Agency shall not attest to the correctness of the amounts, the quantities shown, or that the work has been performed under the terms of agreements or contracts.

(f) Prefinal inspections. A prefinal inspection will be made by the owner, resident inspector, project engineer, contractor, representatives of other agencies involved, and Agency representative (preferably the State staff engineer or designee). The inspection results will be recorded by the project engineer and a copy provided to all interested parties.

(g) Final inspection. A final inspection will be made by the Agency before final payment is made.

(h) Changes in development plans.

(1) Changes in development plans shall be reviewed and approved by the Agency provided:

(i) Funds are available to cover any additional costs; and

(ii) The change is for an authorized loan or grant purpose; and

(iii) It will not adversely affect the soundness of the facility operation or the Agency's security; and

(iv) The change is within the scope of the contract,

(2) Changes will be recorded on Form RD 1924-7, "Contract Change Order," or other similar form if approved by the State program official or designee. Regardless of the form, change orders must be approved by the State program official or designee.

(3) Changes should be accomplished only after Agency approval and shall be authorized only by means of contract change order. The change order will include items such as:

(i) Any changes in labor and material;

(ii) Changes in facility design;

(iii) Any decrease or increase in quantities based on final measurements that are different from those shown in the bidding schedule; and

(iv) Any increase or decrease in the time to complete the project.

(4) All changes shall be recorded on chronologically numbered contract change orders as they occur. Change orders will not be included in payment estimates until approved by all parties.

§§1780.77 - 1780.79 [Reserved]

Subpart D - Information Pertaining to Preparation of Notes or Bonds and Bond Transcript Documents for Public Body Applicants

§1780.80 General.

This subpart includes information for use by public body applicants in the preparation and issuance of evidence of debt (bonds, notes, or debt instruments, referred to as bonds in this subpart) and other necessary loan documents.

§1780.81 Policies related to use of bond counsel.

The applicant is responsible for preparation of bonds and bond transcript documents. The applicant will obtain the services and opinion of recognized bond counsel experienced in municipal financing with respect to the validity of a bond issue, except for issues of $100,000 or less. With prior approval of the approval official, the applicant may elect not to use bond counsel. Such issues will be closed in accordance with the following:

(a) The applicant must recognize and accept the fact that application processing may require additional legal and administrative time;

(b) It must be established that not using bond counsel will produce significant savings in total legal costs;

(c) The local attorney must be able and experienced in handling this type of legal work;

(d) The applicant must understand that it will likely have to obtain an opinion from bond counsel at its expense should the Agency require refinancing of the debt;

(e) Bonds will be prepared in accordance with this regulation and conform as closely as possible to the preferred methods of preparation stated in §1780.94; and

(f) Closing instructions must be issued by OGC.

§1780.82 [Reserved]

§1780.83 Bond transcript documents

Any questions relating to Agency requirements should be discussed with Agency representatives. Bond counsel or local counsel, as appropriate, must furnish at least two complete sets of the following to the applicant, who will furnish one complete set to the Agency:

(a) Copies of all organizational documents;

(b) Copies of general incumbency certificate;

(c) Certified copies of minutes or excerpts from all meetings of the governing body at which action was taken in connection with the authorizing and issuing of the bonds;

(d) Certified copies of documents evidencing that the applicant has complied fully with all statutory requirements incident to calling and holding a favorable bond election, if one is necessary;

(e) Certified copies of the resolutions, ordinances, or other documents such as the bond authorizing resolutions or ordinances and any resolution establishing rates and regulating use of facility, if such documents are not included in the minutes furnished;

(f) Copies of the official Notice of Sale and the affidavit of publication of the Notice of Sale when State statute requires a public sale;

(g) Specimen bond, with any attached coupons;

(h) Attorney's no-litigation certificate;

(i) Certified copies of resolutions or other documents pertaining to the bond award;

(j) Any additional or supporting documents required by bond counsel;

(k) For loans involving multiple advances of Agency loan funds, a preliminary approving opinion of bond counsel (or local counsel if no bond counsel is involved) if a final unqualified opinion cannot be obtained until all funds are advanced. The preliminary opinion for the entire issue shall be delivered at or before the time of the first advance of funds. It will state that the applicant has the legal authority to issue the bonds, construct, operate and maintain the facility, and repay the loan, subject only to changes occurring during the advance of funds, such as litigation resulting from the failure to advance loan funds, and receipt of closing certificates;

(l) Final unqualified approving opinion of bond counsel, (and preliminary approving opinion, if required) or local counsel if no bond counsel is involved, including an opinion as to whether interest on bonds will be exempt from Federal and State income taxes. With approval of the State program official, a final opinion may be qualified to the extent that litigation is pending relating to Indian claims that may affect title to land or validity of the obligation. It is permissible for such opinion to contain language referring to the last sentence of Section 306 (a)(1) or to Section 309A (h) of the Consolidated Farm and Rural Development Act (7 U.S.C. 1926 (a)(1) or 1929a (h)).

§§1780.84 and 1780.86 [Reserved]

§1780.87 Permanent instruments for Agency loans.

Agency loans will be evidenced by an instrument determined legally sufficient and in accordance with the following order of preference:

(a) First preference - Form RD 440-22, "Promissory Note". Refer to paragraph (b) of this section for methods of various frequency payment calculations.

(b) Second preference - single instruments with amortized installments. A single instrument providing for amortized installments which follows Form RD 440-22 as closely as possible. The full amount of the loan must show on the face of the instrument, and there must be provisions for entering the date and amount of each advance on the reverse or an attachment. When principal payments are deferred, the instrument will show that "interest only" is due on interest-only installment dates, rather than specific dollar amounts. The payment period including the "interest only" installment cannot exceed 40 years, the useful life of the facility, or State statute limitations, whichever occurs first. The amortized installment, computed as follows, will be shown as due on installment dates thereafter.

(1) Monthly payments. Multiply by twelve the number of years between the due date of the last interest-only installment and the final installment to determine the number of monthly payments. When there are no interest-only installments, multiply by twelve the number of years over which the loan is amortized. Then multiply the loan amount by the amortization factor and round to the next higher dollar.

(2) Semiannual payments. Multiply by two the number of years between the due date of the last interest-only installment and the due date of the final installment to determine the correct number of semiannual periods. When there are no interest-only installments, multiply by two the number of years over which the loan is amortized. Then multiply the loan amount by the applicable amortization factor.

(3) Annual payments. Subtract the due date of the last interest-only installment from the due date of the final installment to determine the number of annual payments. When there are no interest-only installments, the number of annual payments will equal the number of years over which the loan is amortized. Then multiply the loan amount by the applicable amortization factor and round to the next higher dollar.

(c) Third preference - single instruments with installments of principal plus interest. If a single instrument with amortized installments is not legally permissible, use a single instrument providing for installments of principal plus interest accrued on the principal balance. For bonds with semiannual interest and annual principal, the interest is calculated by multiplying the principal balance times the interest rate and dividing this figure by two. Principal installments are to be scheduled so that total combined interest and principal payments closely approximate amortized payments.

(1) The repayment terms concerning interest only installments described in paragraph (b) of this section apply.

(2) The instrument shall contain in substance provisions indicating:

(i) Principal maturities and due dates;

(ii) Regular payments shall be applied first to interest due through the next principal and interest installment due date and then to principal due in chronological order stipulated in the bond; and

(iii) Payments on delinquent accounts will be applied in the following sequence:

(A) billed delinquent interest;

(B) past due interest installments;

(C) past due principal installments;

(D) interest installment due; and

(E) principal installment due.

(d) Fourth preference - serial bonds with installments of principal plus interest. If instruments described under the first, second, and third preferences are not legally permissible, use serial bonds with a bond or bonds delivered in the amount of each advance. Bonds will be numbered consecutively and delivered in chronological order. Such bonds will conform to the minimum requirements of §1780.94. Provisions for application of payments will be the same as those set forth in paragraph (c)(2)(ii) of this section.

(e) Coupon bonds. Coupon bonds will not be used unless required by State statute. Such bonds will conform to the minimum requirements of §1780.94.

§1780.88 [Reserved]

§1780.89 Multiple advances of Agency funds using permanent instruments.

Where interim financing from commercial sources is not used, Agency loan proceeds will be disbursed on an "as needed by borrower" basis in amounts not to exceed the amount needed during 30-day periods.

§1780.90 Multiple advances of Agency funds using temporary debt instruments.

When none of the instruments described in §1780.87 are legally permissible or practical, a bond anticipation note or similar temporary debt instrument may be used. The debt instrument will provide for multiple advances of Agency funds and will be for the full amount of the Agency loan. The instrument will be prepared by bond counsel, or local counsel if bond counsel is not involved, and approved by the State program official and OGC. At the same time the Agency delivers the last advance, the borrower will deliver the permanent bond instrument and the canceled temporary instrument will be returned to the borrower. The approved debt instrument will show at least the following:

(a) The date from which each advance will bear interest;

(b) The interest rate as determined by §1780.13;

(c) A payment schedule providing for interest on outstanding principal at least annually; and

(d) A maturity date which shall be no earlier than the anticipated issuance date of the permanent instruments and no longer than the 40-year statutory limit.

§§1780.91 - 1780.93 [Reserved]

§1780.94 Minimum bond specifications.

The provisions of this section are minimum specifications only and must be followed to the extent legally permissible.

(a) Type and denominations. Bond resolutions or ordinances will provide that the instruments be either a bond representing the total amount of the indebtedness or serial bonds in denominations customarily accepted in municipal financing (ordinarily in multiples of not less than $1,000). Single bonds may provide for repayment of principal plus interest or amortized installments. Amortized installments are preferred by the Agency.

(b) Bond registration. Bonds will contain provisions permitting registration for both principal and interest. Bonds purchased by the Agency will be registered in the name of "United States of America" and will remain so registered at all times while the bonds are held or insured by the Government. The Agency address for registration purposes will be that of the Finance Office.

(c) Size and quality. Size of bonds and coupons should conform to standard practice. Paper must be of sufficient quality to prevent deterioration through ordinary handling over the life of the loan.

(d) Date of bond. Bonds will normally be dated as of the day of delivery. However, the borrower may use another date if approved by the Agency. Loan closing is the date of delivery of the bonds or the date of delivery of the first bond when utilizing serial bonds, regardless of the date of delivery of the funds. The date of delivery will be stated in the bond if different from the date of the bond. In all cases, interest will accrue from the date of delivery of the funds.

(e) Payment date. Loan payments will be scheduled to coincide with income availability and be in accordance with State law.

(1) If income is available monthly, monthly payments are recommended unless precluded by State law. If income is available quarterly or otherwise more frequently than annually, payments must be scheduled on such basis. However, if State law only permits principal plus interest (P&I) type bonds, annual or semiannual payments will be used.

(2) The payment schedule will be enumerated in the evidence of debt, or if that is not feasible, in a supplemental agreement.

(3) If feasible, the first payment will be scheduled one full month, or other period, as appropriate, from the date of loan closing or any deferment period. Due dates falling on the 29th, 30th, and 31st day of the month will be avoided. When principal payments are deferred, interest-only payments will be scheduled at least annually.

(f) Extra payments. Extra payments are derived from the sale of basic chattel or real estate security, refund of unused loan funds, cash proceeds of property insurance and similar actions which reduce the value of basic security. At the option of the borrower, regular facility revenue may also be used as extra payments when regular payments are current. Unless otherwise established in the note or bond, extra payments will be applied as follows:

(1) For loans with amortized debt instruments, extra payments will be applied first to interest accrued to the date of receipt of the payment and second to principal.

(2) For loans with debt instruments with P&I installments, the extra payment will be applied to the final unpaid principal installment.

(3) For borrowers with more than one loan, the extra payment will be applied to the account secured by the lowest priority of lien on the property from which the extra payments was obtained. Any balance will be applied to other Agency loans secured by the property from which the extra payment was obtained.

(4) For assessment bonds, see paragraph (k) of this section.

(g) The place of payments on bonds purchased by the Agency will be determined by the Agency.

(h) Redemptions. Bonds will normally contain customary redemption provisions. However, no premium will be charged for early redemption on any bonds held by the Government.

(i) Additional revenue bonds. Parity bonds may be issued to complete the project. Otherwise, parity bonds may not be issued unless acceptable documentation is provided establishing that net revenues for the fiscal year following the year in which such bonds are to be issued will be at least 120 percent of the average annual debt serviced requirements on all bonds outstanding, including the newly-issued bonds. For purposes of this section, net revenues are, unless otherwise defined by State statute, gross revenues less essential operation and maintenance expenses. This limitation may be waived or modified by the written consent of bondholders representing 75 percent of the then-outstanding principal indebtedness. Junior and subordinate bonds may be issued in accordance with the loan resolution.

(j) Precautions. The following types of provisions in debt instruments should be avoided:

(1) Provisions for the holder to manually post each payment to the instrument.

(2) Provisions for returning the permanent or temporary debt instrument to the borrower in order that it, rather than the Agency, may post the date and amount of each advance or repayment on the instrument.

(3) Provisions that amend covenants contained in RUS Bulletins 1780-27 or 1780-28. ***[Revision 2, 06/04/99]***

(4) Defeasance provisions in loan or bond resolutions. When a bond issue is defeased, a new issue is sold which supersedes the contractual provisions of the prior issue, including the refinancing requirement and any lien on revenues. Since defeasance in effect precludes the Agency from requiring refinancing before the final maturity date, it represents a violation of the statutory refinancing requirement; therefore, it is disallowed. No loan documents shall include a provision of defeasance.

(k) Assessment bonds. When security includes special assessment to be collected over the life of the loan, the instrument should address the method of applying any payments made before they are due. It may be desirable for such payments to be distributed over remaining payments due, rather than to be applied in accordance with normal procedures governing extra payments, so that the account does not become delinquent.

(l) Multiple debt instruments. The following will be adhered to when preparing debt instruments:

(1) When more than one loan type is used in financing a project, each type of loan will be evidenced by a separate debt instrument or series of debt instruments;

(2) Loans obligated in different fiscal years and those obligated with different terms in the same fiscal year will be evidenced by separate debt instruments;

(3) Loans obligated for the same loan type in the same fiscal year with the same term may be combined in the same debt instrument;

(4) Loans obligated in the same fiscal year with different interest rates that will be closed at the same interest rate may be combined in the same debt instrument.

§1780.95 Public bidding on bonds.

Bonds offered for public sale shall be offered in accordance with State law and in such a manner to encourage public bidding. The Agency will not submit a bid at the advertised sale unless required by State law, nor will reference to Agency's rates and terms be included. If no acceptable bid is received, the Agency will negotiate the purchase of the bonds.

§§1780.96 - 1780.100 [Reserved]

USDA-RD
Form RD 442-7
(Rev. 3-02)

Position 3

OPERATING BUDGET

Form Approved
OMB No. 0575-0015

Schedule 1

Name	Address	
Applicant Fiscal Year From To	County	State *(Including ZIP Code)*

	20	20	20	20	First Full Year
OPERATING INCOME	(1)	(2)	(3)	(4)	(5)
1.					
2.					
3.					
4.					
5. Miscellaneous					
6. Less: Allowances and Deductions	( )	( )	( )	( )	( )
7. Total Operating Income *(Add Lines 1 through 6)*	$0.00	$0.00	$0.00	$0.00	$0.00
OPERATING EXPENSES					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15. Interest *(RD)*					
16. Depreciation					
17. Total Operating Expense *(Add lines 8 through 16)*	$0.00	$0.00	$0.00	$0.00	$0.00
18. NET OPERATING INCOME *(LOSS) (Line 7 less 17)*	$0.00	$0.00	$0.00	$0.00	$0.00
NONOPERATING INCOME					
19.					
20.					
21. Total Nonoperating Income *(Add Lines 19 and 20)*	$0.00	$0.00	$0.00	$0.00	$0.00
22. NET INCOME *(LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)*	$0.00	$0.00	$0.00	$0.00	$0.00

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____ _____
Secretary *Date*

_____ _____
Appropriate Official *Date*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponser, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Schedule 2

PROJECTED CASH FLOW

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income *(Loss)*	$0	$0	$0	$0	$0
Add					
B. Items in Operations not Requiring Cash:					
1. Depreciation *(Line 16, Schedule 1)*	$0	$0	$0	$0	$0
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase *(Decrease)* in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease *(Increase)* in Accounts Receivable, inventories and Other Current Assets *(Exclude Cash)*					
5. Other: _____					
6. _____					
D. Total all A, B and C Items	$0	$0	$0	$0	$0
E. ***Less:*** Cash Expended for:					
1. All Construction, Equipment and New Capital Items *(Loan and grant funds)*					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5	$0	$0	$0	$0	$0
Add					
F. Beginning Cash Balances					
G. Ending Cash Balances *(Total of D minus E 6 plus F)*	$0	$0	$0	$0	$0
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					
_____					
Total - Agrees with Item G	$0	$0	$0	$0	$0



APPLICATION TO OBTAIN OR AMEND A WATER OR SEWER CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN)

GENERAL INFORMATION

★★★ THIS APPLICATION IS NOT A RATE CHANGE APPLICATION. THE APPROPRIATE FORMS NEEDED TO FILE A RATE CHANGE APPLICATION MAY BE OBTAINED BY CONTACTING THE UTILITIES AND DISTRICTS SECTION, Texas Commission on Environmental Quality (TCEQ). ★★★

☞ Pursuant to V.T.C.A., Water Code, Chapter 13, Subchapter G:

- ❑ CCNs ***may be obtained*** by any retail public water and sewer utility.
- ❑ CCNs ***are required*** for:
  - a) Investor Owned Utilities (IOU);
  - b) Non-profit, member-owned, member-controlled water supply or sewer service corporations (WSC) incorporated under Water Code Chapter 67; and
  - c) Affected counties.
- ❑ CCNs ***may be required*** for political subdivisions, except affected counties, before utility service can be provided to an area already lawfully being served.

☞ A CCN gives the holder:

- ❑ the legal right to provide water and/or sewer utility service;
- ❑ the legal right to be compensated, either directly through a monthly rate or indirectly through maintenance fees, property owners fees, etc.;
- ❑ a delineated service area; **AND**
- ❑ the obligation to provide service to every customer and qualified applicant who requests service within that area.

☞ A CCN is ***not required*** when service is either submetered pursuant to Water Code, Chapter 13, Subchapter M or included in the rental of the property.

☞ IOUs and WSCs with less than 15 potential retail water service connections may register as "exempt" and then are not required to possess a CCN for their service area if they meet the exemption criteria. This exemption **does not apply** to sewer providers with less than 15 potential retail sewer connections. Retail sewer utilities **must** obtain a CCN to provide retail sewer service to more than one connection.

☞ **If this application was downloaded from the TCEQ web site or sent via E-mail, it shall not be changed, altered or amended from its original form only available from the Commission.**

PROCESSING YOUR CCN APPLICATION

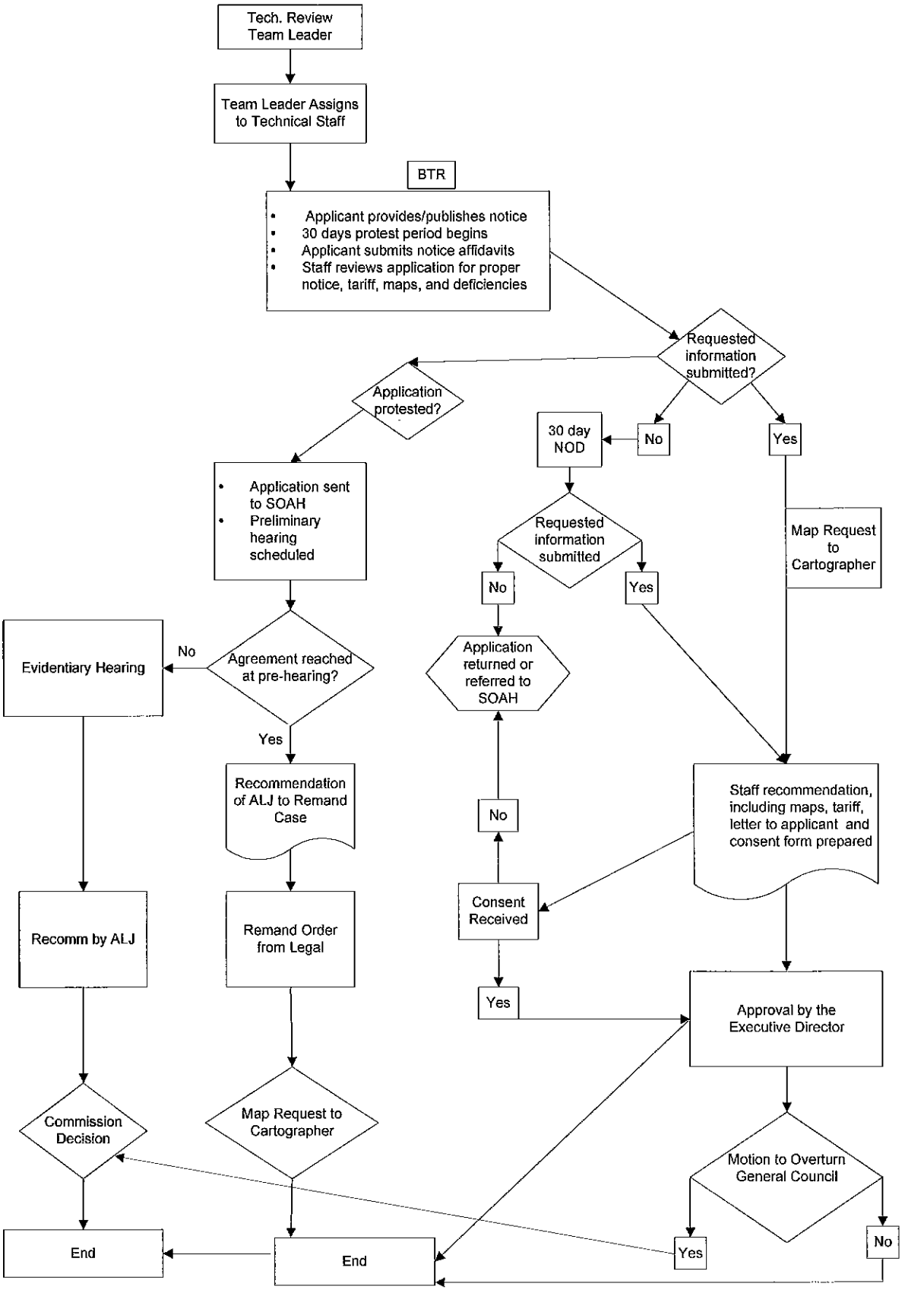
☞ **FLOW CHART**

Attached are flowcharts of the review process. Your application will go through an Administrative Review and, when accepted for filing, a Technical Review. For uncontested applications, processing time depends on the response time of the applicant. Contested applications generally take longer because of the need for scheduling a public hearing, and processing time depends on whether a settlement agreement between the applicant and the protestor(s) is reached.

BTR Process

CCN Tech Review Application Process - Flowchart

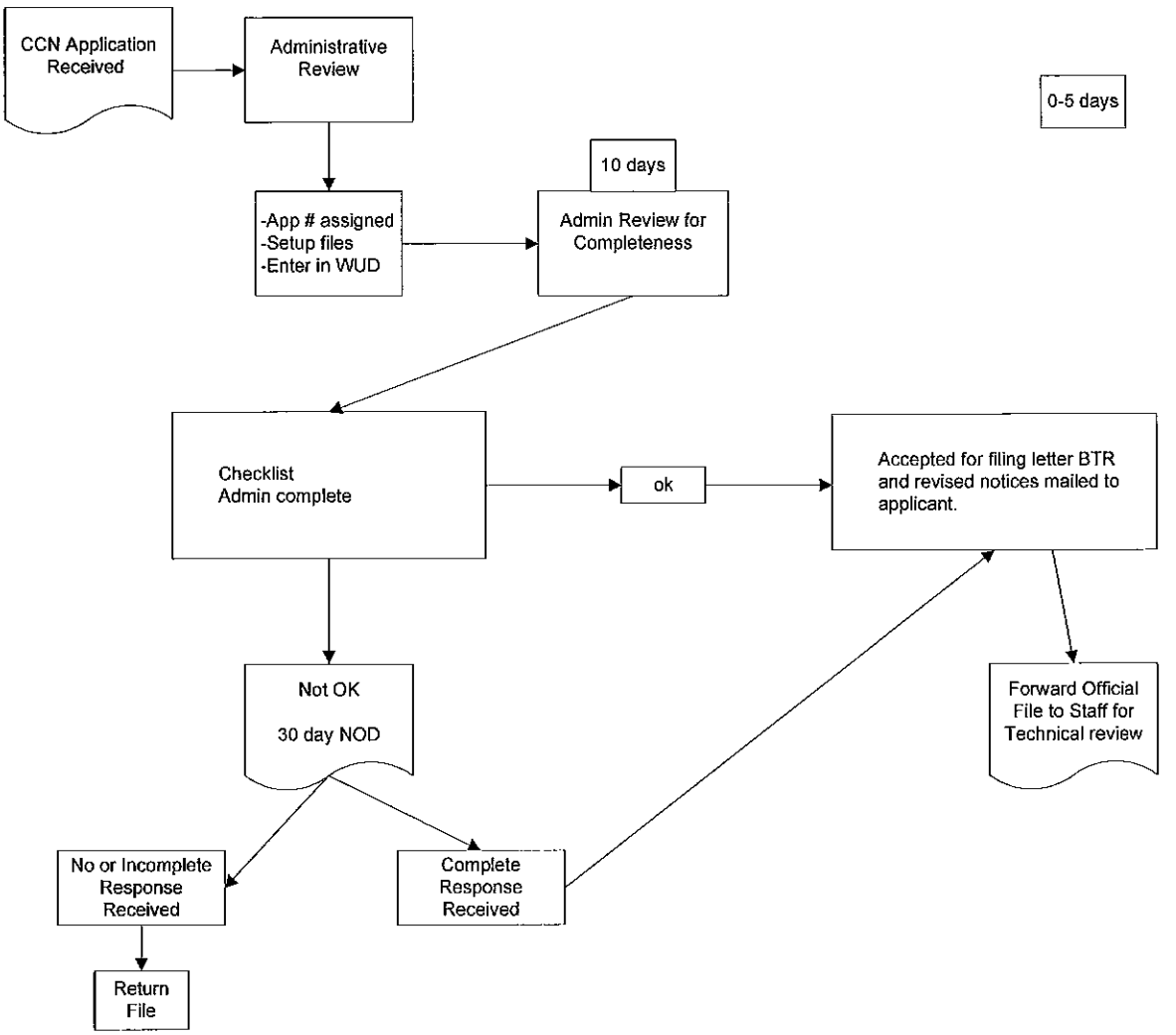
10/01/07



BTR Process

CCN Admin Review Application Process - Flowchart

10/01/07



☞ ADMINISTRATIVE REVIEW OF YOUR CCN APPLICATION

- ❑ Your application will be reviewed for completeness by the Commission staff within ten (10) working days after it is received in our offices.
- ❑ Proposed notice forms are included with the application.
- ❑ If the application is administratively incomplete, you will be sent a letter that outlines the application's deficiencies and describes what is needed to correct the deficiencies. After receiving that letter, you will have thirty (30) days to make the necessary corrections.
  If you fail to make the corrections in full,
  - **(a) the application will be returned,**
  - **(b) the application fee will be forfeited, and**
  - **(c) if you are already operating a system, you will be referred for enforcement action which may include administrative penalties of up to $500 per day.**

☞ NOTICE

The Commission cannot grant a CCN until proper notice of the application has been given. It is the applicant's responsibility to ensure that proper notice is given. Notice forms for publication, neighboring cities and systems, customers, and landowners are included with this application to use in preparing your proposed notices. These notice forms are also available in Spanish upon request. If the applicant is an operating IOU currently providing service without a CCN, then proposed notices must be provided for publication, to neighboring cities and systems, landowners with 25 acres or more, and current customers in the proposed service area. All three forms must be completed and submitted with the application. However, if the applicant has no customers in the proposed area at the time of filing and is only proposing to provide service at some future date, or if the applicant is a WSC or political subdivision, then only the notices for landowners with 25 acres or more, publication and neighboring cities and systems must be submitted. **Do not publish the notice or send copies of the proposed notices or maps to anyone at the time you submit this application to the Commission.** Your proposed notices and maps will be reviewed for completeness. When your application is accepted for filing, you will be directed to provide the appropriate notices for publication, to the neighboring cities and systems and, if necessary, to current customers.

☞ TECHNICAL REVIEW OF YOUR CCN APPLICATION

When the application is complete, you will be notified by mail and be required:

- ❑ to publish notice once each week for two (2) consecutive weeks in a newspaper of general circulation in your local area and county. If the proposed area is in more than one county, publication in each county is required;
- ❑ to provide individual notice with a copy of the proposed CCN map to neighboring cities and systems within:
  - a) two (2) miles of your proposed service area, if you are an existing retail public utility amending the existing service area, **or**
  - b) five (5) miles if you are obtaining a new CCN to serve a new service area, and
- ❑ to provide individual mailed notice with a copy of the proposed CCN map to all affected current customers if you are required to have a CCN but are currently providing service without a CCN.

If the application is ***technically incomplete***, you will be sent a letter that outlines the application's deficiencies and describing what you need to do to correct the deficiencies. After receiving that letter, you will have ***thirty (30)*** days to make the necessary corrections. **If you fail to make the corrections in full:**

- **a) the application will be returned,**
- **b) the application fee will be forfeited, and**
- **c) if you are already operating a system, you will be referred for enforcement action which may include administrative penalties of up to $500 per day.**

V.T.C.A. Water Code Section 13.246(c) requires the Commission to consider the following factors before it can issue a CCN:

- ❑ the adequacy of service currently provided to the requested area,
- ❑ the need for additional service in the requested area, including whether any landowners, prospective landowners, tenants, or residents have requested service,
- ❑ the effect of the granting of a certificate or amendment on the recipient of the certificate or amendment, on the landowners in the area, and on any retail public utility of the same kind already serving the proximate area,
- ❑ the ability of the applicant to provide adequate service, including meeting the standards of the commission, taking into consideration the current and projected density and land use of the area,
- ❑ the feasibility of obtaining service from an adjacent retail public utility,
- ❑ the financial stability of the applicant to pay for the facilities necessary to provide continuous and adequate service and the financial stability of the applicant including, if applicable, the adequacy of the applicant's debt-equity ratio,
- ❑ environmental integrity,
- ❑ the probable improvement of service or lowering of cost to consumers in that area resulting from the granting of the certificate or amendment, **AND**
- ❑ the effect on the land to be included in the certificated area.

In addition to these factors,

- ❑ the Commission must ensure that the applicant possesses the financial, managerial, and technical capability to provide continuous and adequate service **AND**
- ❑ the applicant must also demonstrate that regionalization or consolidation with another retail public utility is not economically feasible.

If there are *no protests*, you will be provided a copy of the technical staff recommendation and proposed CCN. If you have any questions or concerns, you should contact the technical staff person assigned to your application immediately. If you disagree with the staff recommendation and/or proposed CCN, the application will be considered contested, and a hearing may be requested.

If the application is *contested and a hearing is requested*, the application may be referred to the State Office of Administrative Hearings (SOAH). During the preliminary hearing, the presiding Administrative Law Judge (ALJ) may give the parties time to negotiate a settlement. Alternative Dispute Resolution (ADR) is available upon request of all of the parties. If a settlement is reached, the application will be remanded to staff for administrative processing. If a settlement is not reached, a discovery schedule and a date for an evidentiary hearing will be set. The ALJ will take testimony from each party and present a report to the Commission to consider in making a final decision on the application.

The completed application and copies should be sent to:

Texas Commission on Environmental Quality
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

☆☆☆THIS APPLICATION IS NOT A RATE CHANGE APPLICATION. THE APPROPRIATE FORMS NEEDED TO FILE A RATE CHANGE APPLICATION MAY BE OBTAINED BY CONTACTING THE UTILITIES AND DISTRICTS SECTION, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY. ☆☆☆

APPLICATION TO OBTAIN OR AMEND A WATER/SEWER CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN)

*RN #	*CN #

* If known (See instructions)

PURPOSE OF THIS APPLICATION

OBTAIN ☐ New Water CCN ☐ New Sewer CCN

AMEND ☐ Water CCN # _____ ☐ Sewer CCN # _____

1. APPLICANT INFORMATION

Utility Name: _____

Utility Address (city/state/zip)_____

_____

Utility Phone and Fax Number (___) _____ Phone (___) _____ Fax

Contact Person: Please provide information about the person to be contacted regarding this application. Indicate if this person is the owner, operator, engineer, attorney, accountant, or other title related to the applicant.

Name: _____ Title: _____

Address: _____ Telephone (___) _____

City _____ St _____ Zip _____ Fax(___) _____

E-mail: _____

County(ies) in which service is proposed _____

A. Check the appropriate box and provide information regarding the legal status of the applicant:

	Investor owned utility	
		Individual
		Home or Property Owners Association
		For-profit corporation
	Non-profit, member-owned, member-controlled cooperative corporation (Water Code Chapter 67, Water Supply or Sewer Service Corporation)	
	Municipality	
	District	
	Other	Please explain:

B. If the applicant is a For-Profit Corporation:
   i. Please provide a copy of the corporation's "Certification of Account Status" from the Texas State Comptroller of Public Accounts. (See Note below).
   ii. Please provide the corporation's charter number as recorded with the Office of the Texas Secretary of State. _____.
   iii. Please provide a listing of all affiliated interests and their respective percentages of ownership.
   iv. Provide a copy of the company's organizational chart, if available.

C. If the applicant is a Water Code Chapter 67 water supply or sewer service corporation or other non-profit corporation:
   i. Please provide a copy of the Articles of Incorporation and By-Laws.
   ii. Please provide the corporation's charter number as recorded with the Office of the Texas Secretary of State.
   iii. Identify all owners including name, address, title, telephone number, fax number, and percentage of ownership.

2. LOCATION INFORMATION

A. Are there people already living in the proposed area?
YES _____ NO _____
If YES, are any currently receiving utility service?
YES _____ NO _____, if YES, from Whom_____.

Demonstrate the Need for Service by providing the following:

B. Have you received any requests for service in the requested service area?
YES _____ NO _____. If YES, provide the following:
   i. Describe the service area and circumstances driving the need for service in the requested area. Indicate the name(s) and address(es) of landowner(s), prospective landowner(s), tenant(s), or resident(s) that have requested service; and/or
   ii. Describe the economic need(s) for service in the requested area (i.e. plat approvals, recent annexation(s) or annexation request(s), building permits, septic tank permits, hospitals, etc.); and/or
   iii. Discuss in detail the environmental need(s) for service in the requested area (i.e. failing septic tanks in the requested area, filing wells, etc.); and/or
   iv. Provide copies of any written applications or requests for service in the requested area; and/or
   v. Provide copies of any reports and/or market studies demonstrating existing or anticipated growth in the requested area. If no, please justify the need for service in the proposed area.

C. Is any portion of the proposed service area inside an incorporated city?
YES ___ NO ____
If YES, within the city limits of:_____
Provide a copy of any franchise, permit, or consent granted by the city. If not available, please explain:_____
_____

D. Is any portion of the proposed service area inside another utility's CCN area?
YES _____ NO _____
If YES, has the current CCN holder agreed to decertify the proposed area?
YES _____ NO _____
If NO, are you seeking dual or single certification of the area? Explain why decertification of the area is in the public interest.

3. MAP REQUIREMENTS:

Attach the following hard copy maps with each copy of the application:

A. A general location map delineating the proposed service area with enough detail to accurately locate the proposed area within the county.

B. A map showing only the proposed area by:
   i. metes and bounds survey certified by a licensed state or register professional land surveyor; or
   ii. projectable digital data with metadata (proposed areas should be in a single record and clearly labeled); or
   iii. following verifiable natural and man-made landmarks; or
   iv. a copy of recorded plat map with metes and bounds.

C. A written description of the proposed service area.

D. Provide separate and additional maps of the proposed area(s) to show the following:
   i. all facilities, illustrating separately facilities for production, transmission, and distribution of the applicant's service(s); and
   ii. any facilities, customers or area currently being served outside the applicant's certificated area(s).

4. NEW SYSTEM INFORMATION OR UTILITIES REQUESTING A CCN FOR THE FIRST TIME

A. Please provide the following information:
   i. a list of all public drinking water supply systems or sewer systems within a 2 mile radius of the proposed system;
   ii. copies of written requests seeking to obtain service from each of the public drinking water supply systems or sewer systems listed in #4.A.i above or documentation that it is not economically feasible to obtain service from them;
   iii. copies of written responses from each system or evidence that they did not reply; and
   iv. for sewer utilities, documentation showing that you have obtained or applied for a wastewater discharge permit.

B. Were your requests for service denied?
   i. If yes, go to 4.C.
   ii. If no, please provide a detailed analysis which justifies your reasons for not accepting service. A separate analysis must be prepared and submitted for each system that granted your request for service.

C. Please summarize how the proposed utility system will be constructed and describe each projected construction phase, if any:_____

D. Date of plat approval, if required:_____
Approved by: _____

E. Date Plans & Specifications submitted for approval _____ Log No. _____
Attach copy of approval letter if available.

F. Date construction is scheduled to commence_____

G. Date service is scheduled to commence _____

5. EXISTING SYSTEM INFORMATION

A. Please provide the following information for **each** water and/or sewer system:

i. Water system's TCEQ Public Water System identification number:

| | | |

E. If this application is for a water CCN only, please explain how sewer service is provided:

F. If this application is for a sewer CCN only, please explain how water service is provided:

G. Effect of Granting a Certificate Amendment.
Explain in detail the effect of granting of a certificate or an amendment, including, but not limited to regionalization, compliance and economic effects on the following:

i. the applicant,
ii. any retail public utility of the same kind already serving the proximate area; and
iii. any landowner(s) in the requested area.

H. Do you currently purchase or plan to purchase water or sewer treatment capacity from another source?

i. No _____ (skip the rest of this question and go to #6)
ii. Water
Yes _____
Purchased on a ( )regular - ( )seasonal - ( )emergency basis?

Source	% of total supply

iii. Sewer treatment capacity
iv. Yes _____
v. Purchased on a ( )regular - ( )seasonal - ( )emergency basis

Source	% of total treatment

vi. Provide a certified copy of the most current water or sewer treatment capacity purchase agreement or contract.

I. Ability to Provide Adequate Service.
Describe the ability of the applicant to provide adequate service, including meeting the standards of the commission, taking both of the following items into consideration:

i. the current and projected density, and
ii. the land use of the requested area.

J Effect on the Land.
Explain the effect on the land to be included in the certificated area.

6. FINANCIAL INFORMATION

A. For new systems and for applicants with existing CCNs who are constructing a new stand alone system:

i. the applicant must provide an analysis of all necessary costs for constructing, operating, and maintaining the system, and the source of that capital (such as a financial statement for the developing entity) for which the CCN is requested for at least the first five years. In addition, if service has been offered by an existing water service provider as stated in #4.A., but the applicant has determined that the cost of service as finally offered renders the project not economically feasible, the applicant must provide a comparison analysis of all necessary costs for acquiring and continuing to receive service from the existing system for the same period.

ii. Attach projected profit and loss statements, cash flow worksheets, and balance sheets (projected five year financial plan worksheet is attached) for each of the first five years of operation. Income from rates should correlate to the projected growth in connections, shown on the projected profit and loss statement.

iii. Attach a proposed rate schedule or tariff. Describe the procedure for determining the rates and fees and indicate date of last change, if applicable. Attach copies of any cost of service studies or rate analysis worksheets.

B. For existing systems:

i. Attach a profit and loss statement and current balance sheet for existing businesses (end of last fiscal year is acceptable). Describe sources and terms for borrowed capital such as loans, bonds, or notes (profit and loss and balance sheet worksheets are attached, if needed).

ii. Attach a proposed rate schedule or tariff.

★ NOTE: An existing system may be required to provide the information in 6.A.i. above during the technical review phase if necessary for staff to completely evaluate the application.

C. Identify any funds you are required to accumulate and restrict by lenders or capital providers.

D. In lieu of the information in #6.A. thru #6.C., you may provide information concerning loan approvals within the last three (3) years from lending institutions or agencies including the most recent financial audit of the applicant.

7. NOTICE REQUIREMENTS

A. All proposed notice forms must be completed and submitted with the application. However, do not mail or publish them until you receive written approval from the Commission to do so.

B. The Commission cannot grant a CCN until proper notice of the application has been given. Commission rules do not allow a waiver of these notice requirements.

C. It is the applicant's responsibility to ensure that proper notice is given to all entities that are required to receive notice.

D. Recommended notice forms for publication, neighboring cities and systems, landowners with 25 acres or more, and customers are included with this application to use in preparing your proposed notices. (These notice forms are also available in Spanish upon request.)

E. After reviewing and, if necessary, modifying the proposed notice, the Commission will send the notice to the applicant after the application is accepted for filing along with instructions for publication and/or mailing. Please review the notice carefully and note any additional neighboring utilities which may be included in the

acceptance letter.

F. Notice For Publication:
The applicant shall publish the notice in a newspaper having general circulation in the county or counties where a certificate of convenience and necessity is being requested, once each week for two consecutive weeks beginning with the week after the notice is received from the Commission. Proof of publication in the form of a publisher's affidavit shall be submitted to the Commission within 30 days of the last publication date. The affidavit shall state with specificity each county in which the newspaper is of general circulation.

G. Notice To Neighboring Utilities:

i. List all neighboring retail public utilities and cities providing the same utility service within the following vicinities of the applicant's proposed certificate area.

ii. For applications for the issuance of a **NEW** certificate of public convenience and necessity, the applicant must mail the notice with a copy of the proposed CCN map to all cities and neighboring retail public utilities providing the same utility service within **five (5) miles** of the requested service area.

iii. For applications for the **AMENDMENT** of certificate of public convenience and necessity, the applicant must mail the notice with a copy of the proposed CCN map to all cities and neighboring retail public utilities providing the same utility service within **two (2) miles** of the requested service area.

H. Notice to Customers
Investor Owned Utilities (IOUs) that are currently providing service without a certificate must provide individual mailed notice to all current customers. The notice must contain the current rates, the date those rates were instituted and any other information required in the application.

I. The Commission may require the applicant to deliver notice to other affected persons or agencies.

Do not publish or send copies of the proposed notices to anyone at the time you submit the application to the Commission. Wait until you receive written authorization to do so. This will occur after the Commission has reviewed the notices for completeness, and your application has been accepted for filing.

OATH

State of _____

I,_____, being duly sworn, file this application as _____ (indicate relationship to Applicant, that is, owner, member of partnership, title as officer of corporation, or other authorized representative of Applicant); that, in such capacity, I am qualified and authorized to file and verify such application, am personally familiar with the maps filed with this application, and have complied with all the requirements contained in this application; and, that all such statements made and matters set forth therein are true and correct. I further state that the application is made in good faith and that this application does not duplicate any filing presently before the Texas Commission on Environmental Quality.

I further represent that the application form has not been changed, altered or amended from its original form available only from the Commission.

I further represent that the Applicant will provide continuous and adequate service to all customers and qualified applicants for service within its certificated service area.

_____
AFFIANT
(Applicant's Authorized Representative)

If the Affiant to this form is any person other than the sole owner, partner, officer of the Applicant, or its attorney, a properly verified Power of Attorney must be enclosed.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public in and for the State of Texas, this _____day of _____, 20___.

SEAL

_____
NOTARY PUBLIC

Notice for Publication

NOTICE OF APPLICATION FOR CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN) TO PROVIDE WATER/SEWER UTILITY SERVICE IN _____ COUNTY (IES)

_____ has filed an application for a CCN to obtain or
Name of Applicant
amend CCN No._____ / and to decertify a portion(s) of (Name of Decertificated Utility) _____with the Texas Commission on Environmental Quality to provide _____ (specify 1) water or 2) sewer or 3) water & sewer) utility service in _____ County(ies).

The proposed utility service area is located approximately _____ miles _____ [direction] of downtown_____, [City or Town] Texas, and is generally bounded on the north by _____; on the east by _____ _____; on the south by _____ _____; and on the west by_____.
The total area being requested includes approximately _____ acres and _____ current customers.

A copy of the proposed service area map is available at ____(Utility Address and Phone Number) _____

A request for a public hearing must be in writing. You must state (1) your name, mailing address, and daytime telephone number; (2) the applicant's name, application number or another recognizable reference to this application; (3) the statement, "I/we request a public hearing"; (4) a brief description of how you or the persons you represent, would be adversely affected by the granting of the application for a CCN; and (5) your proposed adjustment to the application or CCN which would satisfy your concerns and cause you to withdraw your request for a hearing.

Persons who wish to intervene or comment should write the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

within thirty (30) days from the date of this publication or notice. A public hearing will be held only if a legally sufficient hearing request is received or if the Commission on its own motion requests a hearing. Only those individuals who submit a written hearing request or a written request to be notified if a hearing is set will receive notice if a hearing is scheduled.

If a public hearing is requested, the Executive Director will not issue the CCN and will forward the application to the State Office of Administrative Hearings (SOAH) for a hearing. If no settlement is reached and an evidentiary hearing is held, the SOAH will submit a recommendation to the Commission for final decision. If an evidentiary hearing is held, it will be a legal proceeding similar to a civil trial in state district court.

If you are a landowner with a tract of land at least 25 acres or more, that is partially or wholly located within the proposed area, you may request to be excluded from the proposed area (or "opt out") by providing written notice to the Commission within (30) days from the date that notice was provided by the applicant. All requests to opt out of the requested service area must include a scaled, general location map and a metes and bounds description of the tract of land.

Persons who meet the requirements to opt out, and wish to request this option should file the required documents with the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

A copy of the request to opt out of the proposed area must also be sent to the applicant. Staff may request additional information regarding your request.

Si desea informacion en Espanol, puede llamar al 1-512-239-0200.

Notice to Neighboring Systems, Landowners and Cities

NOTICE OF APPLICATION FOR CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN) TO PROVIDE WATER/SEWER UTILITY SERVICE IN _____ COUNTY (IES)

To: _____ Date Notice Mailed:_____, 20___
(Neighboring System, Landowner or City)

_____
(Address)

_____
(City State Zip)

_____ has filed an application for a CCN / to
Name of Applicant
amend CCN No._____ / and to decertify a portion(s) of (Name of Decertificated Utility) with the Texas Commission on Environmental Quality to provide _____ (specify 1) water or 2) sewer or 3) water & sewer) utility service in _____ County(ies).

The proposed utility service area is located approximately _____ miles _____ [direction] of downtown_____, [City or Town] Texas, and is generally bounded on the north by _____; on the east by _____; on the south by _____ _____; and on the west by_____. See enclosed map of the proposed service area.
The total area being requested includes approximately _____ acres and _____ current customers.

A request for a public hearing must be in writing. You must state (1) your name, mailing address, and daytime telephone number; (2) the applicant's name, application number or another recognizable reference to this application; (3) the statement, "I/we request a public hearing"; (4) a brief description of how you or the persons you represent, would be adversely affected by the granting of the application for a CCN; and (5) your proposed adjustment to the application or CCN which would satisfy your concerns and cause you to withdraw your request for a hearing.

Persons who wish to intervene or comment should write the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

within thirty (30) days from the date of this publication or notice. A public hearing will be held only if a legally sufficient hearing request is received or if the Commission on its own motion requests a hearing. Only those individuals who submit a written hearing request or a written request to be notified if a hearing is set will receive notice if a hearing is scheduled.

If a public hearing is requested, the Executive Director will not issue the CCN and will forward the application to the State Office of Administrative Hearings (SOAH) for a hearing. If no settlement is reached and an evidentiary hearing is held, the SOAH will submit a recommendation to the Commission for final decision. If an evidentiary hearing is held, it will be a legal proceeding similar to a civil trial in state district court.

If you are a landowner with a tract of land at least 25 acres or more, that is partially or wholly located within the proposed area, you may request to be excluded from the proposed area (or "opt out") by providing written notice to the Commission within (30) days from the date that notice was provided by the applicant. All requests to opt out of the requested service area must include a scaled, general location map and a metes and bounds description of the tract of land.

Persons who meet the requirements to opt out, and wish to request this option should file the required documents with the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

A copy of the request to opt out of the proposed area must also be sent to the applicant. Staff may request additional information regarding your request.

Si desea informacion en Espanol, puede llamar al 1-512-239-0200.

Notice to Customers of IOUs in Proposed Area

NOTICE OF APPLICATION FOR CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN)
TO PROVIDE WATER/SEWER UTILITY SERVICE IN _____ COUNTY

Dear Customer: Date Notice Mailed_____, 20___

_____ has filed an application for a CCN to/
Name of Applicant

amend CCN No._____ and to decertify a portion(s) of _____ Name of Decertificated Utility _____ with the Texas Commission on Environmental Quality to provide _____ (specify 1) water or 2) sewer or 3) water & sewer) utility service in _____ County(ies).

The proposed utility service area is located approximately _____ miles [direction] of downtown_____, [City or Town] Texas

A copy of the proposed service area map is available at _____ (Utility Address and Phone Number)
_____

The current utility rates which were first effective on _____, 200_ are:

- Monthly Flat Rate of $_____ per connection

-OR-

- Monthly Base Rate including _____ gallons per connection for:

5/8" meter	$_____
1" meter	$_____
1½" meter	$_____
2" meter	$_____
Other ____	$_____

Gallonage charge of $_____ per 1,000 gallons above minimum (same for all meter sizes)

Miscellaneous Fees

-Regulatory Assessment	1%
-Tap Fee (Average Actual Cost)	$_____
-Reconnection fee:	
-Non Payment ($25.00 max)	$_____
-Transfer	$_____
-Customer's request	$_____
-Late fee	$5.00 or 10%
-Returned Check charge	$_____
-Customer Deposit ($50.00 max)	$_____
-Meter test fee (Actual Cost not exceed $25.00)	$_____
-Other Fees	$_____

Your utility service rates and fees cannot be changed by this application. If you are currently paying rates, those rates must remain in effect unchanged. Rates may only be increased if the utility files and gives notice of a separate rate change application.

A request for a public hearing must be in writing. You must state (1) your name, mailing address, and daytime telephone number; (2) the applicant's name, application number or another recognizable reference to this application; (3) the statement, "I/we request a public hearing"; (4) a brief description of how you or the persons you represent, would be adversely affected by the granting of the application for a CCN; and (5) your proposed adjustment to the application or CCN which would satisfy your concerns and cause you to withdraw your request for a hearing.

Persons who wish to intervene or comment should write the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

within thirty (30) days from the date of this publication or notice. A public hearing will be held only if a legally sufficient hearing request is received or if the Commission on its own motion requests a hearing. Only those individuals who submit a written hearing request or a written request to be notified if a hearing is set will receive notice if a hearing is scheduled.

If a public hearing is requested, the Executive Director will not issue the CCN and will forward the application to the State Office of Administrative Hearings (SOAH) for a hearing. If no settlement is reached and an evidentiary hearing is held, the SOAH will submit a recommendation to the Commission for final decision. If an evidentiary hearing is held, it will be a legal proceeding similar to a civil trial in state district court.

IF A HEARING IS HELD, it is important that you or your representative attend to present your concerns. Your request serves only to cause a hearing to be held and is not used during the hearing.

If you are a landowner with a tract of land at least 25 acres or more, and is partially or wholly located within the proposed area, you may request to be excluded from the proposed area (or "opt out") by providing written notice to the Commission within (30) days from the date that notice was provided by the applicant. All requests to opt out of the requested service area must include a scaled, general location map and a metes and bounds description of the tract of land.

Persons who meet the requirements to opt out, and wish to request this option should file the required documents with the:

Texas Commission on Environmental Quality
Water Supply Division
Utilities and Districts Section, MC-153
P. O. Box 13087
Austin, TX 78711-3087

A copy of the request to opt out of the proposed area must also be sent to the applicant. Staff may request additional information regarding your request.

Si desea informacion en Espanol, puede llamar al 1-512-239-0200.

HISTORICAL BALANCE SHEETS

	CURRENT YEAR (A)	A-1 YEAR	A-2 YEAR	A-3 YEAR	A-4 YEAR	A-5 YEAR
CURRENT ASSETS						
Cash						
Accounts Receivable						
Inventories						
Income Tax Receivable						
Other						
Total						
FIXED ASSETS						
Land						
Collection/Distribution System						
Buildings						
Equipment						
Other						
Less: Accum. Depreciation or Reserves						
Total						
TOTAL ASSETS						
CURRENT LIABILITIES						
Accounts Payable						
Notes Payable, Current						
Accrued Expenses						
Other						
Total						
LONGTERM LIABILITIES						
Notes Payable, Long-term						
Other						
TOTAL LIABILITIES						
OWNER'S EQUITY						
Paid in Capital						
Retained Equity						
Other						
Current Period Profit or Loss						
TOTAL OWNER'S EQUITY						
TOTAL LIABILITIES AND EQUITY						
WORKING CAPITAL						
CURRENT RATIO						
DEBT TO EQUITY RATIO						
EQUITY TO TOTAL ASSETS						

HISTORICAL INCOME STATEMENT

	CURRENT YEAR (A)	A-1 YEAR	A-2 YEAR	A-3 YEAR	A-4 YEAR	A-5 YEAR
METER NUMBER	-	-	-	-	-	-
Existing Number of Taps						
New Taps per Year						
Total Meters at Year End						
METER REVENUE						
Fees Per Meter						
Cost Per Meter						
Operating Revenue Per Meter						
GROSS WATER REVENUE						
Fees						
Other						
Gross Income						
OPERATING EXPENSES						
General & Administrative						
Interest						
Other						
NET INCOME						

HISTORICAL EXPENSES STATEMENT

	CURRENT YEAR (A)	A-1 YEAR	A-2 YEAR	A-3 YEAR	A-4 YEAR	A-5 YEAR
GENERAL/ADMINISTRATIVE EXPENSES						
Salaries						
Office Expense						
Computer Expense						
Auto Expense						
Insurance Expense						
Telephone Expense						
Utilities Expense						
Depreciation Expense						
Property Taxes						
Professional Fees						
Other						
Total						
% Increase Per Year						
OPERATIONAL EXPENSES						
Salaries						
Auto Expense						
Utilities Expense						
Depreciation Expense						
Repair & Maintenance						
Supplies						
Other						
Total						
% Increase Per Year						
ASSUMPTIONS						
Interest Rate/Terms						
Utility Cost/gal.						
Depreciation Schedule						
Other						

PROJECTED BALANCE SHEETS

	START UP	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
CURRENT ASSETS						
Cash						
Accounts Receivable						
Inventories						
Income Tax Receivable						
Other						
Total						
FIXED ASSETS						
Land						
Collection/Distribution System						
Buildings						
Equipment						
Other						
Less: Accum. Depreciation or Reserves						
Total						
TOTAL ASSETS						
CURRENT LIABILITIES						
Accounts Payable						
Notes Payable, Current						
Accrued Expenses						
Other						
Total						
LONGTERM LIABILITIES						
Notes Payable, Long-term						
Other						
TOTAL LIABILITIES						
OWNER'S EQUITY						
Paid in Capital						
Retained Equity						
Other						
Current Period Profit or Loss						
TOTAL OWNER'S EQUITY						
TOTAL LIABILITIES AND EQUITY						
WORKING CAPITAL						
CURRENT RATIO						
DEBT TO EQUITY RATIO						
EQUITY TO TOTAL ASSETS						

PROJECTED INCOME STATEMENT

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
METER NUMBER	-	-	-	-	-	-
Existing Number of Taps						
New Taps per Year						
Total Meters at Year End						
METER REVENUE						
Fees Per Meter						
Cost Per Meter						
Operating Revenue Per Meter						
GROSS WATER REVENUE						
Fees						
Other						
Gross Income						
OPERATING EXPENSES						
General & Administrative						
Interest						
Other						
NET INCOME						

PROJECTED EXPENSES STATEMENT

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
GENERAL/ADMINISTRATIVE EXPENSES						
Salaries						
Office Expense						
Computer Expense						
Auto Expense						
Insurance Expense						
Telephone Expense						
Utilities Expense						
Depreciation Expense						
Property Taxes						
Professional Fees						
Other						
Total						
% Increase Per Year						
OPERATIONAL EXPENSES						
Salaries						
Auto Expense						
Utilities Expense						
Depreciation Expense						
Repair & Maintenance						
Supplies						
Other						
Total						
% Increase Per Year						
ASSUMPTIONS						
Interest Rate/Terms						
Utility Cost/gal.						
Depreciation Schedule						
Other						

PROJECTED SOURCES AND USES OF CASH STATEMENTS

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
SOURCES OF CASH						
Net Income						
Depreciation (If Funded)						
Loan Proceeds						
Other						
Total Sources						
USES OF CASH						
Net Loss						
Principle Portion of Pmts.						
Fixed Asset Purchase						
Reserve						
Other						
Total Uses						
NET CASH FLOW						
DEBT SERVICE COVERAGE						
Cash Available for Debt						
Service (CADS)						
Net Income (Loss)						
Depreciation, or Reserve Interest						
Total						
REQUIRED DEBT SERVICE (RDS)						
Principle Plus Interest						
DEBT SERVICE COVERAGE RATIO						
CADS Divided by RDS						

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name**: Economic Development Administration (EDA), Department of Commerce.

- **Funding Opportunity Title**: Economic Development Assistance Programs—Availability of Funds under the Public Works and Economic Development Act of 1965, as amended, and the Trade Act of 1974, as amended.

- **Announcement Type**: Initial Announcement of Federal Funding Opportunity (FFO).

- **Catalog of Federal Domestic Assistance (CFDA) Numbers**: 11.300, Grants for Public Works and Economic Development Facilities; 11.302, Economic Development—Support for Planning Organizations; 11.303, Economic Development—Technical Assistance; 11.307, Economic Adjustment Assistance; 11.313, Economic Development—Trade Adjustment Assistance.

- **Dates**: Proposals are accepted on a continuing basis and applications are invited and processed as received. Generally, two months are required for EDA to reach a final decision after receipt of a complete application that meets all requirements.

- **Application Submission**: Proposals or applications (as appropriate) must be submitted to the applicable EDA regional office as set forth below.

- **Funding Opportunity Description**: EDA announces general policies and application procedures for grant-based investments that will promote comprehensive, entrepreneurial and innovation-based economic development efforts to enhance the competitiveness of regions, resulting in increased private investment and higher-skill, higher-wage jobs in areas experiencing substantial and persistent economic distress.

FULL ANNOUNCEMENT TEXT

THE ECONOMIC DEVELOPMENT ADMINISTRATION'S ECONOMIC DEVELOPMENT ASSISTANCE PROGRAMS

TABLE OF CONTENTS:

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Section VII. Agency Contacts
Section VIII. Additional Information and Requirements

I. Funding Opportunity Description

A. Program Objectives and Description

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. In implementing this mission pursuant to its authorizing statute, the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA), EDA advances economic growth by assisting communities and regions experiencing chronic high unemployment and low per capita income to create an environment that fosters innovation, promotes entrepreneurship, and attracts increased private capital investment. EDA also administers the Trade Adjustment Assistance for Firms Program (TAA Program) under the Trade Act of 1974, as amended (19 U.S.C. §§ 2341-2391) (Trade Act). Under this program, EDA funds a national network of eleven (11) non-profit organizations known as Trade Adjustment Assistance Centers, with each being assigned a different geographic service region, which in turn provide trade adjustment assistance to firms that have been adversely affected by increased import competition.

B. Program Priorities

EDA encourages the submission of only those proposals or applications, as appropriate, which will significantly benefit regions with distressed economies. Distress may exist in a variety of forms, including high levels of unemployment, low income levels, large concentrations of low-income families, significant declines in per capita income, large numbers (or high rates) of business failures, sudden major layoffs or plant closures, trade impacts, military base closures, natural or other major disasters, depletion of natural resources, reduced tax bases, or substantial loss of population because of the lack of employment opportunities. EDA believes that regional economic development to help alleviate these conditions is effected primarily

through investments and decisions made by the private sector. EDA will give preference to proposals or applications (as appropriate) that include cash contributions (over in-kind contributions) as the matching share.

EDA will evaluate and select proposals or applications, as appropriate, according to the investment policy guidelines and funding priorities set forth in section V. of this announcement.

C. Program Authority

The authorities for the (i) Public Works and Economic Development Investments Program; (ii) Planning Program; (iii) Technical Assistance Program; and (iv) Economic Adjustment Assistance Program are sections 201 (42 U.S.C. § 3141), 203 (42 U.S.C. § 3143), 207 (42 U.S.C. § 3147), and 209 (42 U.S.C. § 3149) of PWEDA. The authorities for the TAA Program are Chapters 3 and 5 of Title II of the Trade Act (19 U.S.C. § 2341 *et seq.*).

EDA published final regulations (codified at 13 C.F.R. Chapter III) in the *Federal Register* on September 27, 2006 (71 FR 56658). The final regulations became effective upon publication and reflect changes made to PWEDA by the Economic Development Administration Reauthorization Act of 2004 (Pub. L. No. 108-373, 118 Stat. 1756 (2004)). The final regulations, PWEDA and Chapters 3 and 5 of Title II of the Trade Act are accessible on EDA's Internet website at www.eda.gov/InvestmentsGrants/Lawsreg.xml.

II. Award Information

II.A. Funding Availability

EDA is operating with appropriations made available under the Revised Continuing Appropriations Resolution, 2007, Pub. L. No. 110-5 (February 15, 2007). This Act makes $250.741 million available in FY 2007 for the economic development assistance programs authorized by PWEDA and for the TAA Program authorized under the Trade Act.

This announcement will remain in effect until it is terminated or supplanted by a future FFO announcement. The funding periods and funding amounts referenced in this announcement are subject to the availability of funds at the time of award, as well as to Department of Commerce and EDA priorities at the time of award. The Department of Commerce and EDA will not be held responsible for proposal or application preparation costs. Publication of this FFO does not obligate the Department of Commerce or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

II.A.1. Public Works and Economic Development Investments Program (CFDA No. 11.300)

For purposes of this FFO, EDA is allocating $158,088,956 for the Public Works and Economic Development Investments Program in FY 2007. The average size of a Public Works investment in FY 2006 was $1.223 million. However, this average is informational only and is not intended to restrict the size of future awards.

EDA will provide Public Works investments to support the construction or rehabilitation of essential public infrastructure and facilities necessary to generate or retain private sector jobs and investments, attract private sector capital, and promote regional competitiveness, including investments that expand and upgrade infrastructure to attract new industry, support technology-led development, redevelop brownfield sites, provide eco-industrial development, and support heritage preservation development investments such as those promoted by the Preserve America initiative.

II.A.2. Planning Program: Planning Assistance for District Organizations, Indian Tribes, States, and other Planning Organizations (CFDA No. 11.302)

EDA is allocating $27,000,000 to the Planning Program in FY 2007. As in FY 2006, EDA expects that the majority of FY 2007 Planning Program funds will be used to provide support to existing District Organizations and Indian Tribe recipients. Some regions may offer three-year funding for their planning organizations.

II.A.3. Technical Assistance Program: Local Technical Assistance; National Technical Assistance; and the University Center Economic Development Program (CFDA No. 11.303)

EDA is allocating $8,203,069 to the Technical Assistance Program in FY 2007. This includes $700,443 for Local Technical Assistance, $1,000,000 for National Technical Assistance, and $6,502,626 for the University Center Economic Development Program.

- *Special Information on the National Technical Assistance Program*

A separate FFO announcement will be posted at www.Grants.gov that will set forth the specific funding priorities, application and selection processes, time frames, and evaluation criteria for certain National Technical Assistance projects to be funded with FY 2007 appropriations. Additional information may be found at EDA's Internet website at www.eda.gov.

- *Special Information on the University Center Economic Development Program*

In FY 2007, pursuant to a separate FFO announcement posted at https://apply.grants.gov/forms_apps_idx.html (insert CFDA Number 11.303 and Funding Opportunity Number EDA02142007) and at http://www.eda.gov/InvestmentsGrants/FFON.xml, EDA opened competition for the University Center Economic Development Program funding in its Austin and Denver regional offices. This FFO announcement sets forth the specific funding priorities, evaluation criteria, application and selection processes, and application deadline for University Center projects to be funded with FY 2007 appropriated program funds in the Austin and Denver regional offices. Additional information is available at EDA's Internet website at www.eda.gov.

EDA will approve a three-year project period for each University Center selected for funding under the FY 2007 University Center Economic Development Program competition. The University Center will not have to compete for the second and third years of funding. Funding beyond the initial year may be dependent upon the availability of program funds and satisfactory performance, as determined by EDA and expressed in written notice. Current University Center operators in the geographic service areas of EDA's Atlanta, Chicago, Philadelphia and Seattle regional offices will not have to compete for continuation funding in FY 2007, subject to the availability of funds and satisfactory continuing performance, as determined by EDA and expressed in written notice. The servicing EDA regional office will contact current University Center operators regarding the procedures for applying for FY 2007 continuation funding.

II.A.4. Economic Adjustment Assistance Program (CFDA No. 11.307)

EDA is allocating $44,159,839 to the Economic Adjustment Assistance Program in FY 2007. The Economic Adjustment Assistance Program provides a wide range of technical, planning and infrastructure assistance in regions experiencing adverse economic changes that may occur suddenly or over time. This program is designed to respond flexibly to pressing economic recovery issues and is well suited to help address challenges faced by U.S. communities and regions. The Economic Adjustment Assistance Program is available to all eligible recipients under PWEDA, including institutions of higher education, non-profit organizations and consortia and State and local governments.

EDA also will continue its ongoing consideration of investment proposals from communities experiencing adverse economic changes due to base realignment and closures (BRAC) and federally-declared disasters when awarding assistance from FY 2007 Economic Adjustment Assistance Program funds. EDA will help American workers, businesses, and communities affected by military base closures or realignments, defense contractor reductions in force, U.S. Department of Energy defense-related funding reductions, rapid growth related to such closures, realignments, or reductions, federally-declared disasters, or economic deterioration due to other disasters, by providing assistance for planning, coordinating the use of federal resources available to support economic development recovery, and developing regionally focused economic recovery and growth strategies.

II.A.5. Trade Adjustment Assistance for Firms Program (CFDA No. 11.313)

EDA estimates that it will allocate $12,814,214 to the TAA Program in FY 2007. EDA anticipates that these funds will be used to support the existing network of eleven (11) Trade Adjustment Assistance Centers, and to provide technical assistance to firms certified as eligible under the TAA Program. These continuation grants will not be competed. EDA does not currently anticipate awarding any new Trade Adjustment Assistance Center grants this fiscal year.

II.B. Types of Funding Instruments

EDA enters into either grants or cooperative agreements with eligible applicants in order to provide funding for eligible investment activities.

II.C. Project Periods

Project periods are dependent on the nature of the project and the EDA program under which the grant for the project is awarded.

III. Eligibility Information

A. Eligible Applicants

Pursuant to PWEDA, eligible applicants for and eligible recipients of EDA investment assistance include a(n): (i) District Organization; (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, a city or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State. *See* section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3. Projects eligible for Public Works or Economic Adjustment investment assistance include those projects located in regions meeting "Special Need" criteria (as defined in 13 C.F.R. § 300.3), as set forth in section VIII.B. of this announcement.

For-profit, private-sector entities do not qualify for investment assistance under PWEDA, with one minor exception: EDA may award a grant under section 207 (42 U.S.C. § 3147) of PWEDA under its Local Technical Assistance Program or National Technical Assistance Program to a for-profit organization for the specific purposes set forth in 13 C.F.R. § 306.1. EDA is not authorized to provide grants directly to individuals or to for-profit entities seeking to start or expand a private business. Such requests may be referred to State or local agencies, or to non-profit economic development organizations serving the region in which the project will be located.

Any community affected by the 1988, 1991, 1993, 1995 or 2005 base realignment and closure (BRAC) actions, which qualifies under EDA's Public Works Program or Economic Adjustment Assistance Program, may apply for assistance under one or both of these programs. EDA anticipates that proponents with construction proposals will seek funding from the Public Works Program, and strategic planning, credit enhancement or other innovative financing proposals will compete under the Economic Adjustment Assistance Program.

B. Economic Distress Criteria

Potential applicants are responsible for demonstrating to EDA, by providing statistics and other appropriate information, the nature and level of economic distress in the region in which

the proposed project will be located. For a Public Works (13 C.F.R. part 305; CFDA No. 11.300) or an Economic Adjustment investment (13 C.F.R. part 307; CFDA No. 11.307), the project must be located in a region that, on the date EDA receives the application for investment assistance, meets one (or more) of the following economic distress criteria: (i) an unemployment rate that is, for the most recent twenty-four (24) month period for which data are available, at least one (1) percentage point greater than the national average unemployment rate; (ii) per capita income that is, for the most recent period for which data are available, eighty (80) percent or less of the national average per capita income; or (iii) a "Special Need," as determined by EDA and as discussed in section VIII.B. of this announcement. *See* section 301 of PWEDA (42 U.S.C. § 3161) and 13 C.F.R. § 301.3.

Special Provisions Relating to Disaster Assistance. The hurricane season of 2005 (hurricanes Katrina, Rita and Wilma) resulted in immense damage in the Gulf Coast region of the United States. As a result of the hurricanes, there are increasing demands being placed on federal funds. Previously, EDA determined that Alabama, Mississippi and Louisiana qualify for EDA assistance under the Public Works and Economic Adjustment Assistance Programs pursuant to the "Special Need" provisions at 13 C.F.R. §§ 300.3 and 301.3. This determination allowed the Regional Directors in EDA's Atlanta and Austin regional offices to recommend maximum investment rates of eighty (80) percent for specific investments in the affected States. This determination of "Special Need" was based on previous Presidential declarations of disaster areas and the Federal Emergency Management Agency's (FEMA) designations of areas as eligible for public assistance (Categories C-G; http://www.fema.gov/assistance/emergency_declaration.shtm) due to declared disasters. Under this competitive solicitation, as part of EDA's continuing efforts to help the Gulf Coast region recover, EDA will maintain its "Special Need" determination in the affected areas. Additionally, in FY 2007, EDA will help assist other Presidentially-declared disaster areas affected by hurricanes, tornadoes, floods, earthquakes or other calamities.

In August 2006, the Secretary of Commerce declared a commercial fishery failure due to a fishery resource disaster under section 312(a) of the Magnuson-Stevens Fishery Conservation and Management Act of 1976, as amended (16 U.S.C. § 1861a(a)). The scope of this fishery resource disaster, due primarily to natural causes, including drought, disease and poor ocean conditions, includes the entire 700 mile stretch of coastline from Cape Falcon, Oregon, to Point Sur, California. Due to this federally-declared disaster, EDA will maintain a "Special Need" determination for the fishery-impacted regions in the States of Oregon and California. *See* section VIII.B. of this FFO for additional information.

C. Cost Sharing or Matching Share Requirements

Generally, the amount of the EDA grant may not exceed fifty (50) percent of the total cost of the project. Projects may receive an additional amount that shall not exceed thirty (30) percent, based on the relative needs of the region in which the project will be located, as determined by EDA. *See* section 204(a) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(1). For Planning Assistance, the minimum EDA investment rate for projects under 13 C.F.R. part 303 is fifty (50) percent, and the maximum allowable EDA investment rate may not exceed eighty (80) percent. *See* 13 C.F.R. § 301.4(b)(3). For projects of a national scope under 13 C.F.R. part 306 (Training, Research and Technical Assistance), and for all other projects

under 13 C.F.R. part 306, the Assistant Secretary of Commerce for Economic Development (Assistant Secretary) has the discretion to establish a maximum EDA investment rate of up to one-hundred (100) percent where the project (i) merits and is not otherwise feasible without an increase to the EDA investment rate; or (ii) will be of no or only incidental benefit to the recipient. *See* section 204(c)(3) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(4).

In the case of EDA investment assistance to a(n) (i) Indian Tribe, (ii) State (or political subdivision of a State) that the Assistant Secretary determines has exhausted its effective taxing and borrowing capacity, or (iii) non-profit organization that the Assistant Secretary determines has exhausted its effective borrowing capacity, the Assistant Secretary has the discretion to establish a maximum EDA investment rate of up to one hundred (100) percent of the total project cost. *See* sections 204(c)(1) and (2) of PWEDA (42 U.S.C. § 3144) and 13 C.F.R. § 301.4(b)(5). Potential applicants should contact the appropriate EDA regional office to make these determinations.

While cash contributions are preferred, in-kind contributions, consisting of contributions of space, equipment, assumptions of debt, and services, may provide the required non-federal share of the total project cost. *See* section 204(b) of PWEDA (42 U.S.C. § 3144). EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable federal cost principles and uniform administrative requirements. Funds from other federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project, available as needed and not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance. *See* 13 C.F.R. § 301.5.

IV. Application Submission Information

A. Addresses to Request Pre-Application and Application Packages

Proponents applying for a Public Works or Economic Adjustment Assistance award under this announcement may request paper pre-application packages by contacting the designated point of contact listed in section VIII.C. of this FFO for the EDA regional office servicing your geographic area. Alternatively, proponents applying electronically through www.Grants.gov may access the pre-application package by following the instructions provided on http://www.grants.gov/applicants/apply_for_grants.jsp.

To apply for Planning or Technical Assistance under this announcement, the EDA regional office may instruct you to submit the *Application for Investment Assistance* (Form ED-900A) (OMB Control No. 0610-0094) in lieu of the *Pre-Application for Investment Assistance* (Form ED-900P) (OMB Control No. 0610-0094). Please contact the applicable EDA regional office listed in section VIII.C. of this FFO to make this determination. Whether the regional office instructs you to submit the *Application for Investment Assistance* or the *Pre-Application for Investment Assistance*, you also may apply via www.Grants.gov.

The following forms may be accessed and downloaded as follows: (i) Forms ED-900P and ED-900A at www.eda.gov/InvestmentsGrants/Application.xml; (ii) Standard Forms (SF) at either www.Grants.gov or at www.eda.gov/InvestmentsGrants/Application.xml; and (iii) Department of Commerce (CD) forms at www.doc.gov/forms. *See* section IV.D. of this FFO for paper or electronic submission requirements. *See* section V.A. of this FFO for information regarding evaluation and selection procedures.

For information regarding the TAA Program, please contact William P. Kittredge at WKittredge@eda.doc.gov. In connection with soliciting applications for certain National Technical Assistance projects to be funded in FY 2007, EDA will include relevant contact information in a separate FFO announcement.

B. Content and Form of Application Process

Proponents are advised to carefully read the instructions contained in this FFO and in the pre-application and application forms. The requirements of the pre-application are different than the requirements of the application. It is the sole responsibility of the proponent to ensure that the pre-application or application (as appropriate) is complete and received by EDA.

1. Proposal Format for Public Works or Economic Adjustment Assistance Investments

Proposals for Public Works or Economic Adjustment investments must be submitted on Form ED-900P. This form contains questions and requires a narrative statement that should not exceed four (4) pages. The project narrative statement must address the following topics in the order listed below:

a. Project description.
b. Geographic area in which project will be located.
c. The regional nature and impact of the project.
d. The means by which and the extent to which the project supports innovation.
e. The means by which and the extent to which the project encourages entrepreneurship.
f. Proponent's capability.
g. Regional problem(s) or obstacle(s) addressed by the project.
h. Project beneficiaries.
i. Funding.
j. Identity of sources of local commitment and non-EDA funding.
k. Title/ownership/operation and maintenance (construction projects).
l. Environmental issues.

Proponents requesting EDA to fund more than fifty (50) percent of eligible project costs are required to include Exhibit III.A. to Form ED-900P, which requests additional information from the proponent to reach a maximum allowable investment rate determination, in addition to other necessary documentation and the narrative statement.

For a Public Works or an Economic Adjustment investment, EDA reviews project eligibility at the time an application for investment assistance is received in the regional office. For economic distress levels based upon the unemployment rate or per capita income requirements, EDA will base its determination upon the most recent American Community Survey (ACS) published by the U.S. Census Bureau for either: the region where the Project is located, the geographic area where substantial direct project-related benefits will occur, or the geographic area of poverty or high unemployment, as applicable. If a recent ACS is not available to determine project eligibility, EDA will base its decision on the most recent federal data from other sources (e.g., data available from the Census Bureau and the Bureau of Economic Analysis, Labor Statistics, Indian Affairs). If no federal data are available, an applicant must submit to EDA the most recent data available through the government of the State in which the region is located (i.e., conducted by or at the direction of the State government). *See* section 301 of PWEDA (42 U.S.C. § 3161) and 13 C.F.R. § 301.3. Other data may be submitted, as appropriate, to substantiate eligibility based on a "Special Need" (*see* section VIII.B. below). The project must be eligible on the date EDA receives the application. In the case of an application received by EDA more than six (6) months prior to the time of award, EDA will re-evaluate the project to determine continued eligibility for EDA investment assistance before making an award. EDA will reject any documentation of eligibility that it determines is inaccurate or incomplete, which may cause the application to be rejected.

2. Submission Dates and Times

Unless otherwise noted in this announcement, EDA's regional offices accept proposals on an ongoing basis. Proposals or applications (as appropriate) received after the date of this announcement will be processed in accordance with the requirements set forth herein until the next annual FFO is posted on www.Grants.gov and the related notice and request for proposals and applications is published in the *Federal Register*.

3. Intergovernmental Review

EDA applications for funding are subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs." To find out more about a State's process under Executive Order 12372, applicants may contact their State's Single Point of Contact (SPOC). Names and addresses of some States' SPOCs are listed on the Office of Management and Budget's (OMB) home page at www.whitehouse.gov/omb/grants/spoc.html.

C. Funding Restrictions

The general and administrative requirements for EDA awards are set forth in 13 C.F.R. parts 300–302. Specific application and award requirements for the Public Works, Planning, Technical Assistance, Economic Adjustment Assistance, and TAA Programs are provided in 13 C.F.R. parts 303-307 and 13 C.F.R. part 315. The uniform administrative requirements for Department of Commerce grants and cooperative agreements are codified at 15 C.F.R. parts 14 and 24, as applicable. Funds awarded cannot necessarily pay for all the costs that the recipient may incur in the course of carrying out the project. EDA allowable costs are determined in accordance with the following regulations (incorporated by reference at 15 C.F.R. parts 14 and

24): (i) 2 C.F.R. part 220, "Cost Principles for Educational Institutions (OMB Circular A-21)"; (ii) 2 C.F.R. part 225, "Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)"; (iii) 2 C.F.R. part 230, "Cost Principles for Nonprofit Organizations (OMB Circular A-122)"; and (iv) Federal Acquisition Regulation Subpart 31.2, "Contracts with Commercial Organizations," codified at 48 C.F.R. § 31.2. Applicable administrative requirements and federal cost principles are incorporated by reference into the terms and conditions of each EDA award. Generally, costs that are allowable include salaries, supplies and other expenses that are reasonable and necessary for the completion of the scope of work.

D. Pre-Application and Application Submission Requirements

The content of the pre-application or application (as appropriate) is the same for paper submissions as it is for electronic submissions. EDA will not accept facsimile transmissions of pre-applications and applications.

For projects under EDA's Public Works Program (CFDA No. 11.300) or Economic Adjustment Assistance Program (CFDA No. 11.307), pre-applications may be submitted in two formats: (i) in paper (hardcopy) format through the procedures provided below in this FFO; or (ii) electronically in accordance with the procedures provided on www.Grants.gov.

For projects under EDA's Planning Program (CFDA No. 11.302) or Technical Assistance Program (CFDA No. 11.303), please contact the applicable EDA regional office listed in section VIII.C. of this announcement for instructions as to whether you should complete a pre-application or an application. In the case of a continuation grant, no pre-application is required.

1. Paper Submissions

Under this competitive solicitation, a proponent for Public Works or Economic Adjustment investment assistance may submit a completed pre-application to the applicable EDA regional office listed in section VIII.C. of this announcement. Proponents choosing this option should download and print copies of the *Pre-Application for Investment Assistance* (Form ED-900P) and the *Application for Federal Assistance* (Form SF-424) at www.eda.gov/InvestmentsGrants/Application.xml, complete Parts I, II and III of Form ED-900P and Form SF-424, and attach the project narrative statement requested in section IV.B.1. of this FFO. The narrative statement should be clearly labeled to identify each addressed topic listed in section IV.B.1.

After consultation with the applicable EDA regional office, a proponent for a Planning or Technical Assistance investment may submit a completed pre-application or an application, as instructed, to the regional office.

A proponent must submit one (1) original and two (2) copies of a completed pre-application or application (as appropriate) via postal mail, shipped overnight or hand-delivered to the applicable regional office, unless otherwise directed by EDA staff. Proponents are advised that Department of Commerce mail security measures may delay receipt of United States Postal

Service mail for up to two weeks. Proponents may wish to use guaranteed overnight delivery services.

2. Electronic Submissions

Applicants for assistance under the Public Works or Economic Adjustment Assistance Programs may submit pre-applications electronically in accordance with the instructions provided at www.Grants.gov. The preferred file format for electronic attachments (e.g., the project narrative statement and exhibits to Form ED-900P) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, Lotus or Excel formats.

Applicants for Planning or Technical Assistance may not need to submit a pre-application. If the regional office instructs you to submit an application instead of a pre-application for a project under the Planning Program or the Technical Assistance Program, you may submit the application in paper (hardcopy) format or you may submit the application electronically via www.Grants.gov. If the regional office instructs you to submit a pre-application, you also may submit the pre-application in paper (hardcopy) format or electronically via www.Grants.gov.

Applicants should access the following link for assistance in navigating www.Grants.gov and for a list of useful resources: http://www.grants.gov/applicants/applicant_help.jsp. If you do not find an answer to your question under Frequently Asked Questions, try consulting the Applicant's User Guide. If you still cannot find an answer to your question, contact www.Grants.gov via email at support@grants.gov or telephone at 1-800-518-4726. The hours of operation for www.Grants.gov are Monday-Friday, 7:00 a.m. to 9:00 p.m. (EST) (except for federal holidays).

V. Proposal and Application Review Information

A. Evaluation and Selection Procedures

Each pre-application or application (as appropriate) is circulated by a project officer within the applicable EDA regional office for review and comments. When the necessary input and information are obtained, the pre-application or application (as appropriate) is considered by the regional office's investment review committee (IRC), which is comprised of regional office staff. The IRC discusses the pre-application or application (as appropriate) and evaluates it on two levels to (a) determine if the pre-application or application (as appropriate) meets the program-specific award and application requirements provided in 13 C.F.R. § 305.2 for Public Works investments, 13 C.F.R. § 303.3 for Planning investments, 13 C.F.R. § 306.2 for Local Technical Assistance, or 13 C.F.R. §§ 307.2 and 307.4 for Economic Adjustment Assistance; and (b) evaluate each pre-application or application (as appropriate) using the general evaluation criteria set forth in 13 C.F.R. § 301.8. These general evaluation criteria also are provided below under section V.B.

In the case of a pre-application, after completing its evaluation, the IRC recommends to the Regional Director whether an application should be invited, documenting its recommendation in the meeting minutes or in the Investment Summary and the Project Proposal Summary and Evaluation Form. For quality control assurance, EDA Headquarters reviews the IRC's analysis of the project's fulfillment of the investment policy guidelines set forth below in section V.B. of this FFO and in 13 C.F.R. § 301.8. After receiving quality control clearance, the Selecting Official, who is the Regional Director, considers the evaluations provided by the IRC and the degree to which one or more of the funding priorities provided below are included, in making his/her decision as to which proponents should be invited to submit formal applications for investment assistance. The Selecting Official then formally invites successful proponents to submit full applications (on Form ED-900A). If the Selecting Official declines to invite a full application, he/she provides written notice to the proponent.

If a proponent is selected to submit a formal application, the appropriate regional office will provide application materials and guidance in completing them. The proponent will generally have thirty (30) days to submit the completed application materials to the regional office. EDA staff will work with the proponent to resolve application deficiencies. EDA will notify the applicant if EDA accepts a completed application, and it is forwarded for final review and processing in accordance with EDA and Department of Commerce procedures.

B. Evaluation Criteria

EDA will select investment proposals or applications (as appropriate) competitively based on the investment policy guidelines and funding priority considerations identified in this section and in section V.C. below. EDA will evaluate the extent to which a project embodies the maximum number of investment policy guidelines and funding priorities possible and strongly exemplifies at least one of each. All investment proposals or applications (as appropriate) will be competitively evaluated primarily on their ability to satisfy one (1) or more of the following investment policy guidelines, each of equivalent weight and which also are set forth in 13 C.F.R. § 301.8:

1. ***Be market-based and results driven.*** An EDA investment will capitalize on a region's competitive strengths and will positively move a regional economic indicator measured on EDA's Balanced Scorecard, such as: an increased number of higher-skill, higher-wage jobs; increased tax revenue; or increased private sector investment resulting from the EDA investment.
2. ***Have strong organizational leadership.*** An EDA investment will have strong leadership, relevant project management experience, and a significant commitment of human resources talent to ensure a project's successful execution.
3. ***Advance productivity, innovation and entrepreneurship.*** An EDA investment will embrace the principles of entrepreneurship, enhance regional industry clusters, and leverage and link technology innovators and local universities to the private sector to create the conditions for greater productivity, innovation, and job creation.
4. ***Look beyond the immediate economic horizon, anticipate economic changes, and diversify the local and regional economy.*** An EDA investment will be part

of an overarching, long-term comprehensive economic development strategy that enhances a region's success in achieving a rising standard of living by supporting existing industry clusters, developing emerging new clusters, or attracting new regional economic drivers.

5. ***Demonstrate a high degree of local commitment by exhibiting***:
   - High levels of local government or non-profit matching share funds and private sector leverage;
   - Clear and unified leadership and support by local elected officials; and
   - Strong cooperation between the business sector, relevant regional partners and local, State and Federal governments.

In addition to using the investment policy guidelines set forth above, EDA also will evaluate all Planning Assistance pre-applications or applications (as appropriate) based on the (i) quality of the proposed scope of work for the development, implementation, revision or replacement of a comprehensive economic development strategy (CEDS); and (ii) qualifications of the proponent to implement the goals and objectives resulting from the CEDS. *See* 13 C.F.R. § 303.3(a)(1) and (2). To ensure that the pre-application or application (as appropriate) fully meets these requirements, proponents should pay particular attention to 13 C.F.R. § 303.7(b), which sets forth specific technical requirements for the CEDS.

C. Funding Priorities

Successful proposals or applications (as appropriate) for EDA's investment programs will be regionally-driven initiatives in areas of the Nation that are underperforming and eligible for EDA assistance, and that meet one or more of the following core criteria (investment proposals or applications that meet more than one core criterion will be given more favorable consideration):

1. ***Investments in support of long-term, coordinated and collaborative regional economic development approaches***:

   - Establish comprehensive regional economic development strategies that identify promising opportunities for long-term economic growth.
   - Exhibit demonstrable, committed multi-jurisdictional support from leaders across all sectors:
     i. Public (e.g., mayors, city councils, county executives, senior state leadership);
     ii. Institutional (e.g., institutions of higher learning);
     iii. Non-profit (e.g., chambers of commerce, development organizations); and
     iv. Private (e.g., leading regional businesses, significant regional industry associations).
   - Generate quantifiable positive economic outcomes.
   - Make a persuasive case that the project would not have occurred "but for" EDA's investment assistance (e.g., a project in which EDA's assistance represents a substantial share of the total public infrastructure investment

and which are unlikely to attract public investment absent specific and discrete EDA involvement).

2. ***Investments that support innovation and competitiveness***:

- Develop and enhance the functioning and competitiveness of leading and emerging industry clusters in an economic region.
- Advance technology transfer from research institutions to the commercial marketplace.
- Bolster critical infrastructure (e.g., transportation, communications, specialized training) to prepare economic regions to compete in the world-wide marketplace.
- Leverage local partnerships and other federal programs (e.g., Economic Development Districts, Trade Adjustment Assistance Centers, University Centers, the U.S. Department of Labor's Workforce Innovation in Regional Economic Development (WIRED) initiative) that increase the project's probability of success, as well as its probability of bringing substantial benefits to the distress community in which it is located.

3. ***Investments that encourage entrepreneurship***:

- Cultivate a favorable entrepreneurial environment consistent with regional strategies.
- Enable economic regions to identify innovative opportunities among growth-oriented small and medium-size enterprises.
- Promote community and faith-based entrepreneurship programs aimed at improving economic performance in an economic region.
- Link the economic benefits of the project to the distressed community in which it is located.

Additional consideration will be given to investment proposals or applications (as appropriate) which also:

- Respond to sudden and severe economic dislocations (e.g., major layoffs, plant closures or disasters).
- Enable BRAC-impacted communities to transition from a military to civilian economy.
- Advance the goals of linking historic preservation and economic development as outlined by Executive Order 13287, "Preserve America."
- Support the economic revitalization of brownfields.

VI. Award Administration Information

A. Award Notices

As detailed in section V. of this announcement, for proponents submitting a pre-application, EDA may invite successful proponents to submit a formal application. This invitation is not, however, a guarantee that funding will be provided. Unsuccessful proponents will be notified by postal mail that their proposals were not recommended for funding. Unsuccessful proposals will be retained in the EDA regional office in accordance with EDA's record retention schedule.

The EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By signing the Form CD-450, the recipient agrees to comply with all award provisions. EDA will provide the Form CD-450 by mail or overnight delivery to the appropriate business office of the recipient's organization. The recipient must sign and return the Form CD-450 without modification within thirty (30) days of receipt.

B. Reporting Requirements

All recipients are required to submit financial and performance (technical) reports in accordance with the terms and conditions of the grant award. All financial reports must be submitted in triplicate (one original and two copies) to the EDA Program Officer. *See* 13 C.F.R. § 302.16.

C. Performance Awards

In connection with an award to a recipient for a Public Works or an Economic Adjustment Assistance grant, the Assistant Secretary has the discretion to award a performance award to the recipient in an amount not to exceed ten (10) percent of the investment award, subject to the availability of funds. *See* section 215 of PWEDA (42 U.S.C. § 3154a). EDA will offer performance awards to selected recipients of Public Works and Economic Adjustment grants in accordance with 13 C.F.R. § 308.2. The process by which recipients will be selected is as follows:

1) Each regional office will determine which of its recipients are eligible to receive a performance award in accordance with the following:
   (i) a recipient is eligible if it can demonstrate that the EDA project met or exceeded *at least one* of the following criteria: (a) its projection of jobs created; (b) its projection of private sector capital invested; (c) target dates for project start and completion stated at time of investment approval; and (d) notable fulfillment of the evaluation criteria set forth in 13 C.F.R. § 308.2;
   (ii) the EDA award must have been made on or after October 27, 2004;
   (iii) the project has been closed out; and
   (iv) no more than three (3) years have elapsed since project closeout.
2) The regional office will select eligible projects for nomination and rates and ranks the selected projects.
3) The regional office then recommends a performance award amount for each project and compiles a ranked nomination list for submission to the Regional Director.

4) The Regional Director reviews the ranked nomination list and either accepts and signs the list, or based on his or her discretion, recommends changes, and forwards the nomination list to the Deputy Assistant Secretary for Management Services no later than May 1, 2007.
5) The Deputy Assistant Secretary for Management Services reviews the nominations and the justifications and compiles a consolidated list to submit to the Office of the Assistant Secretary.
6) The Assistant Secretary determines which recipients nominated will receive an award and the amount of each award and returns the approved selections to the regional office.
7) The Regional Director then issues notice of the performance awards to the selected recipients.

Performance awards cannot exceed ten (10) percent of EDA's investment in the project. However, if the regional office establishes and documents that an eligible EDA project also qualifies for a planning performance award in accordance with all requirements of 13 C.F.R. § 308.3, a combined performance and planning performance award of up to fifteen (15) percent of EDA's investment in the project may be awarded.

In accordance with the requirements of 13 C.F.R. § 308.3, recipients of EDA investment assistance awarded on or after October 27, 2004 may receive a planning performance award in an amount not to exceed five (5) percent of the amount of the applicable investment award. A regional office will determine its selection of projects eligible for a planning performance award based on: (i) the active participation by the recipient in District economic development activities; (ii) exceptional fulfillment of the comprehensive economic development strategy (CEDS); and (iii) exceptional collaboration with federal, State, and local economic development entities throughout development of the project.

1) The Regional Director will submit nominations, the associated justifications, and the recommended amounts to the Deputy Assistant Secretary for Management no later than May 1, 2007.
2) The Deputy Assistant Secretary for Management reviews the nominations and the justifications and compiles a consolidated list to submit to the Office of the Assistant Secretary.
3) The Assistant Secretary determines which of the recipients nominated will receive an award and the amount of each award and returns the approved selections to the regional office.
4) The Regional Director then issues notice of the planning performance awards to the selected recipients.

While section 215(h) and section 216(f) of PWEDA (42 U.S.C. §§ 3154a and 3154b) authorize the use of any amounts made available for EDA's economic development assistance programs, EDA is conducting the new performance award procedures on a pilot basis and will authorize the regional offices to use up to five (5) percent of their allocations for Public Works grants for these purposes.

VII. Agency Contacts

EDA's Internet website at www.eda.gov contains additional information on EDA and its programs. You may also contact the appropriate EDA regional office. Addresses for each of EDA's six (6) regional offices are provided in section VIII.C. of this announcement. Addresses for the Economic Development Representatives also are listed in section VIII.C. For community and regional economic development investments, contact the EDA regional office or the Economic Development Representative for your geographic area. For the following programs: (i) Research and Evaluation; (ii) National Technical Assistance; and (iii) Trade Adjustment Assistance for Firms, please contact William P. Kittredge at WKittredge@eda.doc.gov.

VIII. Additional Information and Requirements

A. Other Requirements

Unless otherwise provided in this FFO, applicant eligibility, program objectives and priorities, application procedures, evaluation criteria, selection procedures, and other requirements for all programs are set forth in EDA's final regulations (71 FR 56658) and applicants must address these requirements. EDA's final regulations are available on its Internet website at www.eda.gov. Certain Department of Commerce and other requirements are noted below.

1. Administrative and National Policy Requirements

Administrative and national policy requirements for all Department of Commerce awards are contained in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements, published in the *Federal Register* on December 30, 2004 (69 FR 78389). This notice may be accessed by entering the *Federal Register* volume and page number provided in the previous sentence at the following Internet website: http://gpoaccess.gov/fr/retrieve.html.

2. Environmental Requirements

The implementing regulations of the National Environmental Policy Act of 1969, as amended (NEPA), require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public, as specified in 40 C.F.R. § 1506.6(b). Depending on the project location, environmental information concerning specific projects can be obtained from the Regional Environmental Officer (REO) in the appropriate EDA regional office listed in section VIII.C.

B. Special Need Criteria

The following criteria are published in accordance with 13 C.F.R. § 301.3(a)(1)(iii) and define what may constitute a "Special Need" (as defined in 13 C.F.R. § 300.3) sufficient to make a project eligible for Public Works or Economic Adjustment investment assistance, as described in section III.A. of this announcement. Proposals for only Public Works or Economic

Adjustment investment assistance may be found eligible under a "Special Need," and EDA will determine the investment rates for such projects. A project is eligible pursuant to a "Special Need" if the project is located in a region that meets one of the criteria described below:

1. Closure or restructuring of an industrial firms or loss of a major employer essential to the regional economy. A region has experienced either: (1) an actual closure or restructuring of a firm(s) within the past twelve (12) months prior to application, resulting in sudden job losses and meeting the following dislocation criteria; or (2) a threat of closure that results from a public announcement of an impending closure or restructuring of a firm(s) expected to occur within two (2) years of application and result in sudden job losses meeting the following dislocation criteria:
   a. For regions with population over 100,000, the actual or threatened dislocation is 500 jobs, or one (1) percent of the civilian labor force (CLF), whichever is less.
   b. For regions with population up to 100,000, the actual or threatened dislocation is 200 jobs, or one (1) percent of the CLF, whichever is less.
2. Substantial out-migration or population loss. Applicants seeking eligibility under this criterion will be asked to present appropriate and compelling economic or demographic data to demonstrate the special need.
3. Underemployment, meaning employment of workers at less than full-time or at less skilled tasks than their training or abilities permit. Applicants seeking eligibility under this criterion will be asked to present appropriate and compelling economic and demographic data to demonstrate the special need.
4. Military base closures or realignments, defense contractor reductions-in-force, or Department of Energy defense-related funding reductions.
   a. A military base closure refers to a military base that was closed or is scheduled for closure or realignment pursuant to the base closure and realignment process or other Department of Defense (DOD) process. Unless further extended by the Assistant Secretary, the region is eligible from the date of DOD's recommendation for closure until five (5) years after the actual date of closing of the installation.
   b. A defense contractor reduction-in-force refers to a defense contractor(s) experiencing defense contract cancellations or reductions resulting from official DOD announcements and having aggregate value of at least $10 million per year. Actual dislocations must have occurred within one year of application to EDA and threatened dislocations must be anticipated to occur within two (2) years of application to EDA. Defense contracts that expire in the normal course of business will not be considered in meeting this criterion.
   c. A Department of Energy defense-related funding reduction refers to a Department of Energy facility that has experienced or will experience a reduction of employment resulting from its defense mission change. The area is eligible from the date of the Department of Energy announcement of reductions until five (5) years after the actual date of reduced operations at the installation.
5. Natural or other major disasters or emergencies, including terrorist attacks. Unless further extended by the Assistant Secretary, a region that has received one of the following disaster declarations is eligible to apply for EDA assistance for a period of 18 months after the date of declaration:

a. A Presidentially-Declared Disaster declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121 *et seq.*); or
b. A Federally-Declared Disaster pursuant to the Magnuson-Stevens Fishery Conservation and Management Act , as amended (16 U.S.C. § 1861a(a)); or
c. A Federally-Declared Disaster pursuant to the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. § 1961); or
d. A Federally-Declared Disaster pursuant to the Small Business Act, as amended (Pub. L. No. 85-536, 72 Stat. 384 (1958)).

6. Extraordinary depletion of natural resources.
7. Communities undergoing transition of their economic base as a result of changing trade patterns. An area certified as eligible by the North American Development Bank (NADBank) Program or the Community Adjustment and Investment Program (CAIP).
8. Other special need. The area is experiencing other special or extraordinary economic adjustment needs, as determined by the Assistant Secretary.

The proponent will be asked to present appropriate economic or demographic statistics to demonstrate a "Special Need."

C. EDA Regional Office Contacts and Economic Development Representatives

The EDA regional office contacts, the Economic Development Representatives and the areas served by each regional office are listed below.

H. Philip Paradice, Jr., Regional Director, Atlanta Regional Office, 401 West Peachtree Street, NW, Suite 1820, Atlanta, Georgia 30308-3510, Telephone: (404) 730-3019, Fax: (404) 730-3025, Internet Address: pparadice@eda.doc.gov

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Pedro R. Garza, Regional Director, Austin Regional Office, 504 Lavaca, Suite 1100, Austin, Texas 78701-2858, Telephone: (512) 381-8144, Fax: (512) 381-8177, Internet Address: pgarza@eda.doc.gov

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Area Directors:	States covered:

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C. Robert Sawyer, Regional Director, Chicago Regional Office, 111 North Canal Street, Suite 855, Chicago, IL 60606, Telephone: (312) 353-7706, Fax: (312) 353-8575, Internet Address: rsawyer@eda.doc.gov.

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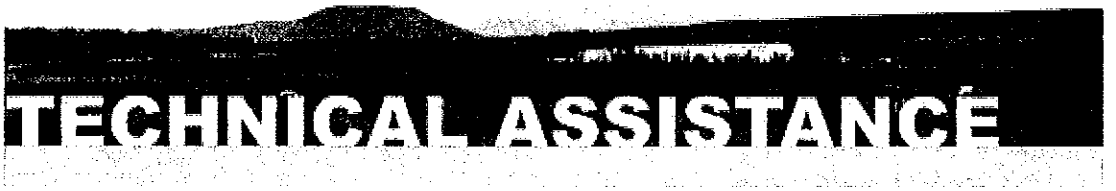
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Background
Many border communities often lack sufficient resources to develop the environmental infrastructure projects they require. Through its technical assistance programs BECC manages and provides grant resources to communities for the planning, development and design of their projects.

Project Development Assistance Program (PDAP)
This BECC managed program is funded by the U.S. Environmental Protection Agency and allows for supporting the development of water and wastewater collection and treatment projects.

Technical Assistance for other Projects
Since its inception, BECC has also provided technical assistance funds directly from its annual operating budget to support the development of projects in other environmental infrastructure sectors, primarily solid waste management and disposal projects. More recently BECC has made available limited resources for assisting the development of projects included in its expanded mandate, such as air quality and water conservation.

PDAP Eligibility Requirements
PDAP funding is available for project development activities necessary for certification of projects including, but not limited to: planning studies, environmental assessment, technical design, financial feasibility, community participation, and development of sustainability characteristics.
1 Financial strategy for the entire project
2 Project sponsor awareness of technical aspects of project
3 Project sponsor should provide a resolution establishing the need and support through implementation of the project.
4 BEIF eligible
5 C.N.A. and/or state/local government documented support, for projects in Mexico
6 Funds allocated on a per-task basis
7 Project coordination with all government agencies responsible for the project
8 Value engineering as required under BEIF program
PDAP is limited to a total maximum amount of $500,000 per community per calendar year. PDAP funding may be used to fund up to 100 percent of project development activities with the exception of design costs. PDAP funding used for design costs is limited to a fifty percent match of the total design costs, not to exceed $500,000. The prioritized list will be used to determine which projects receive PDAP funding to support project development leading to BECC certification. Projects likely to receive FY 2005-FY 2006 funding will be given preference for PDAP funds.

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Water Conservation Advisory Council
2007 State Water Plan (adopted 11/14/06)
Environmental Flows Advisory Committee
Urban Growth and Barnett Shale Development in the Northern Trinity Aquifer
Reservoir Site Protection Study
Innovative Water Technologies website
Texas Instream Flow Program
Historical Water Use Information
Drought information
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2006 Adopted Regional Water Plans

Hot off the Press

80th Legislative Session Wrap Up Report
Groundwater Resource Evaluation and GAM of the Gulf Coast Aquifer
Assessment of Water Conservation in Texas
Rainwater Harvesting

Calendar of Events: Monday, December 2

» **Events for today:**
TWDB Offices are Closed for the Holidays
Presentation: Will resume business on December 27

» **Next upcoming event:**
2008 AWBD Mid Winter Conference
Event Date: 1/11/2008
Presentation: No Event Description
Place: Hyatt Regency Dallas at Reunion - Dallas, TX

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TWDB Kids

Water Smart

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- Water, Information, Integration & Disse
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- Water Uses Survey (WUS)
- Water Planning
- Top Requested Area of Interest
- TWDB Sites
- Desalination Activities
- Innovative Water Technologies
- Instream Flows
- Groundwater Resources
- Water Conservation
- Board Members Activities

TWDB Address & Contact Information

Mailing Address:	Texas Water Development Stephen F. Austin Bldg. P.O. Box 13231 Austin, Texas 78711-3231
Physical	Texas Water Development

SCOPE OF WORK
REGIONAL WATER AND WASTEWATER PROJECT
Preliminary Engineering Report – Water and Wastewater Facilities
AND
Environmental Information Document

SOURCE OF SCOPE REQUIREMENTS:
UNITED STATES DEPARTMENT OF AGRICULTURE – RURAL UTILITIES SERVICE BULLETIN 1780-2, BULLETIN 1780-03,Texas PER Requirements, and 7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects" as well as Part 1794 Environmental Policies and Procedures and Procedures (Amended) Subpart A – General

I. WATER PER REQUIREMENT - BULLETIN 1780-2

1 GENERAL

A Preliminary Engineering Report (PER) should clearly describe the owner's present situation, analyze alternatives, and propose a specific course of action from an engineering perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the size and complexity of the proposed project. Rural Utilities Service (RUS) projects must be modest in design, size and cost, and be constructed and operated in an environmentally responsible manner. Pursuant to 7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects", and the Agency's environmental State Supplement, the applicant shall perform the environmental review concurrently with the project engineering planning. This document must indicate that environmental issues were considered as part of the engineering planning. Information provided in the PER will be used to process the funding request, therefore completeness and accuracy are essential for timely processing of the application. Other outlines may be utilized, but the essential information must be readily identifiable. Contact the Rural Development office for further guidance. The following should be used as a guide for the preparation of PERs for RUS financed water systems.

2 PROJECT PLANNING AREA

Describe the area under consideration. The project planning area may be larger than the service area determined to be economically feasible. Service may be provided by a combination of central, cluster, or individual facilities. The description should include information on the following:

Environmental Resources Present. Maps, photographs, studies and narrative. This section should provide information on the location and significance of important land resources (farmland, rangeland, forestland, wetlands and 100/500 year floodplains, including stream crossings),

historic sites, endangered species/critical habitats, etc., that were identified in the applicant's environmental information (normally an Environmental Report) and that must be considered in project planning. A narrative summary with reference to the applicant's environmental submittal is adequate.

3 EXISTING FACILITIES

Describe the existing facilities including at least the following information:

Financial Status of any Existing Facilities. (Note: Owner will be submitting most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual operations and maintenance (O&M) cost, other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

4 NEED FOR PROJECT

Describe the needs in the following order of priority:

Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to Federal, and State regulatory agencies.

System O&M. Describe the concerns and indicate those with the greatest impact. Investigate water loss, management adequacy, inefficient designs, and problem elimination prior to adding additional capacity.

Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

5 ALTERNATIVES CONSIDERED

This section should contain a description of the reasonable alternatives that were considered in planning a solution to meet the identified need. Documentation of alternatives considered is often a PER weakness. The following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), interconnecting with other existing systems, and developing centrally managed small cluster or individual facilities. These alternatives should be consistent with those considered in the environmental review. Mitigation measures necessary to avoid or minimize any adverse

environmental effects must be integrated into project design. The description should include the following information on each alternative:

Environmental Impacts. Do not duplicate the information in the applicant's submittal of environmental information. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to a specific alternative. RUS must conduct an environmental assessment prior to project approval.

Advantages/Disadvantages. Describe how the specific alternative meets the owner's needs with respect to financial, managerial, and operational resources. Explain how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans. Explain how the proposal satisfies public and environmental concerns.

6 SELECTION OF AN ALTERNATIVE

Present Worth (life cycle) cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the feasible alternatives. All of the items from the cost estimate should be included in the analysis. The "real" federal discount rate from Appendix C of OMB Circular A-94 should be used for determining the present worth of the uniform series of O & M values (in today's dollars) and the salvage value. A 20-year real interest rate may be interpolated as the average of the 10-year and 30-year rates on the web page at: www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html.

A matrix rating system could be useful in displaying the information on each alternative.

Note that if the range of present worth values is small, then non-monetary factors should be considered in determining which alternative should be selected.

7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. At least the following information should be included:

Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that provide assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

Income. Provide a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 60 gallons per capita per day, or 150 gallons per residential-sized connection per day, or 4,500 gallons per residential-sized connection per month. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

Operations and Maintenance (O&M) Costs. Project costs realistically. Provide actual costs for existing systems and projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies, printing, and miscellaneous.

Debt repayments. Describe existing and proposed financing from all sources. All estimates of RUS funding should be based on loans, not grants. RUS will evaluate the proposed project for the possible inclusion of RUS grant funds.

Reserves. Describe the existing and proposed loan obligation reserve requirements for the following:

- Debt Service Reserve - Unless otherwise required by State statute, the debt service reserve should be established at one-tenth (1/10) of annual debt repayment requirement (amount of debt that must be repaid to government in a given fiscal year).

- Short-Lived Asset Reserve - Additional reserve amounts may be needed to provide for timely replacement of short-lived assets. Prepare a schedule of short-lived assets and a recommended annual

- reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include long-lived assets such as a water tank or treatment facility replacement that should be funded with long-term financing.

8 CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlight the need for special coordination, a recommended plan of action to expedite project development, etc.

II. WASTE WATER PER REQUIREMENTS - BULLETIN 1780-3

1 GENERAL

A Preliminary Engineering Report (PER) should clearly describe the owner's present situation, analyze alternatives, and propose a specific course of action from an engineering perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the size and complexity of the proposed project. Rural Utilities Service (RUS) projects must be modest in design, size and cost, and be constructed and operated in an environmentally responsible manner. Pursuant to 7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects", and the Agency's environmental State Supplement, the applicant shall perform the environmental review concurrently with the project engineering planning. This document must indicate that environmental issues were considered as part of the engineering planning. Information provided in the PER will be used to process the funding request, therefore completeness and accuracy are essential for timely processing of the application. Other outlines may be utilized, but the essential information must be readily identifiable. Contact the Rural Development office for further guidance. The following should be used as a guide for the preparation of PERs for RUS financed wastewater systems.

2 PROJECT PLANNING AREA

Describe the area under consideration. The project planning area may be larger than the service area determined to be economically feasible. Service may be provided by a combination of central, cluster, or individual facilities. The description should include information on the following:

Environmental Resources Present. Maps, photographs, studies and narrative. This section should provide information on the location and significance of important land resources (farmland, rangeland, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that were identified in the applicant's environmental information (normally an

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3 EXISTING FACILITIES

Describe the existing facilities including at least the following information:

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4 NEED FOR PROJECT

Describe the needs in the following order of priority:

Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to Federal, and State regulatory agencies.

System O&M. Describe the concerns and indicate those with the greatest impact. Investigate infiltration and inflow, management adequacy, inefficient designs, and problem elimination prior to adding additional capacity.

Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

5 ALTERNATIVES CONSIDERED

This section should contain a description of the reasonable alternatives that were considered in planning a solution to meet the identified need. Documentation of alternatives considered is often a PER weakness. The following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), interconnecting with other existing systems, and developing centrally managed small cluster or individual facilities. These alternatives should be consistent with those considered in the environmental review. Mitigation measures necessary to avoid or minimize any adverse environmental effects must be integrated into project design. The description should include the following information on each alternative:

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A matrix rating system could be useful in displaying the information on each alternative.

Note that if the range of present worth values is small, then non-monetary factors should be considered in determining which alternative should be selected.

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Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that provide assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

Income. Provide a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, wastewater treatment contracts, and other

sources of income. In the absence of historic data or other reliable information, for budget purposes, base residential wastewater generation on 60 gallons per capita per day, or 150 gallons per residential-sized connection per day, or 4,500 gallons per residential-sized connection per month. Higher per person or per EDU flows may be used with adequate justification. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

Operations and Maintenance (O&M) Costs. Project costs realistically. Provide actual costs for existing systems and projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies and printing , and miscellaneous.

Debt repayments. Describe existing and proposed financing from all sources. All estimates of RUS funding should be based on loans, not grants. RUS will evaluate the proposed project for the possible inclusion of RUS grant funds.

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- Short-Lived Asset Reserve - Additional reserve amounts may be needed to provide for timely replacement of short-lived assets. Prepare a schedule of short-lived assets and a recommended annual reserve deposit recommended to fund replacement of short-lived assets. Examples of short-lived assets include pump/motor overhaul or replacement, painting, and small equipment replacement. Short-lived assets include those items not included under O&M, however, it should not include long-lived assets such as pump station or treatment facility replacement that should be funded with long-term financing.

8 CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlight the need for special coordination, a recommended plan of action to expedite project development, etc.

III. TEXAS PER REQUIREMENTS

See Attachment entitled "Texas PER Requirements" by USDA – RUS which calls for PER requirements set forth by Texas Commission on Environmental Quality. A complete PER utilizing Texas PER requirements should be completed.

IV. ENVIRONMENTAL INFORMATION DOCUMENT

See Attachment entitled "7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects" and Part 1794 Environmental Policies and Procedures and Procedures (Amended) Subpart A – General"

V. PROJECT COORDINATION

Coordination of all stakeholders and serve as single point of contact for all including but not limited to:

- Stakeholders
- County of Hidalgo Urban County Program
- County of Hidalgo Precinct One
- County of Hidalgo Commissioners Court
- BECC

Coordinate, facilitate and present at meetings in the following but not limited to:

- Stakeholders Meetings
- City of Elsa, Edcouch and La Villa City Council Meetings
- Hidalgo County Commissioners Court Meetings including Monthly Reports
- BECC Meetings
- Meetings with BECC Consultants

Coordination with Regulatory Agencies

Identify regulatory agencies

Research current water and wastewater policies, regulations, and standards and proposed upgrades and/or modifications by regulatory agencies

Evaluate policies, regulations, and standards, and their applicability and impact in the development of the regional water and wastewater plant system

Coordinate and conduct required meetings and contact with reviewing agencies; prepare associated submittals for agency review

Coordination with Rio Grande Regional Water Authority

Prepare Recommendations to Rio Grande Regional Authority
Coordination for media announcements w/ Public Information Officer for the County of Hidalgo, the Texas Attorney General and the Texas Commission on Environmental Quality

Prepare press release announcing stakeholder meetings
Prepare three press releases on project progress

Coordination with North Alamo Water Supply Corporation

Prepare recommendations to the North Alamo Water Supply Corporation on project

Coordination for interim solutions to Elsa Edcouch and La Villa for meeting solutions for meeting state standards in water and wastewater plan

Coordinate all project consultants and the Office of the Texas Attorney General and the Texas Commission on Environmental Quality to provide interim solutions for Cities which are under receivership and/or under sanctions to provide recommendations to each city by coordinating data which is provided by BECC's or any other consultant to water and wastewater facilities in the Delta Area.

CCN Evaluation and/or Application

Evaluate whether the proposed improvements will require amendments to the CCN. If evaluation indicates amendments are needed, a CCN application for amendment will be prepared.

Public Education Public Involvement and Public Hearings

- Public Education Brochure (no less than two)
- Legal Public Notice of Meetings
- Sign In Sheets of Public Meetings
- Community Flyers for Public Meetings
- Meeting Agendas
- Prepare and mail out meeting notices and materials, attend meetings and provide technical assistance, prepare project technical background summaries

Public Participation Plan which must include but not limited to:
-Steering Committee
-Activities and Duties
-Local Organizations

-Public Access to Public Information
-Public Meetings Report
-Public Participation Timeline
-Final Public Participation Report
Summary of Public Participation Plan which must include but not limited to the following:
-Steering Committee
-Local Organizations
-Public Information
-Public Meetings
-Other Information

Funding Searching/Grant Writing

- United States Department of Agriculture – Rural Services Grant Application
- United States Department of Commerce – Economic Development Administration Grant Application
- BECC/NADBANK Grant Application
- Texas Water Development Board – EDAP/Border Funding Application
- Search for funding application via any other possible funding source

Final Strategic Plan

A final strategic plan which will be submitted to the BECC/NADBANK and other funding agencies will provide a detailed overview of the project, project cost, and contributing funding agencies.

ATTACHMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE – RURAL UTILITIES SERVICE **BULLETIN 1780-2**

UNITED STATES DEPARTMENT OF AGRICULTURE – RURAL UTILITIES SERVICE **BULLETIN 1780-03**

UNITED STATES DEPARTMENT OF AGRICULTURE – RURAL UTILITIES SERVICE **BULLETIN Texas PER Requirements Guide for Preparing Preliminary Engineering Reports and Construction Documents**

7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects"

Part 1794 Environmental Policies and Procedures and Procedures (Amended) Subpart A – General

RUS Instruction 1780 – Water and Waste Loans and Grants

Form RD 442-7, "Operating Budget"

Texas Commission on Environmental Quality CCN Application – Forms

United States Department of Commerce – Economic Development Administration Grant Application

Website funding link to BECC

Website funding link to Texas Water Development Board

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

BULLETIN 1780-2

SUBJECT: Preliminary Engineering Report – Water Facilities

TO: Rural Development State Directors, RUS Program Directors, State Engineers

EFFECTIVE DATE: Date of approval.

OFFICE OF PRIMARY INTEREST: Environmental and Engineering Staff, Water and Environmental Programs

INSTRUCTIONS: This bulletin replaces previous RUS Bulletin 1780-2.

AVAILABILITY: This bulletin is available on the Rural Utilities Services' website at www.usda.gov/rus/water.

PURPOSE: This Bulletin provides applicants and their consultants with instructions on how to prepare a Preliminary Engineering Report for a water system application.

September 10, 2003

GARY J. MORGAN
Assistant Administrator
Water and Environmental Programs

Date

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3	EXISTING FACILITIES	4
4	NEED FOR PROJECT	4
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INDEX:

Application Document
Preliminary Engineering Report
Project Planning
Water Facility

ABBREVIATIONS

O&M – Operations and Maintenance
PER – Performance Engineering Report
RUS – Rural Utilities Service

1 GENERAL

A Preliminary Engineering Report (PER) should clearly describe the owner's present situation, analyze alternatives, and propose a specific course of action from an engineering perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the size and complexity of the proposed project. Rural Utilities Service (RUS) projects must be modest in design, size and cost, and be constructed and operated in an environmentally responsible manner. Pursuant to 7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects", and the Agency's environmental State Supplement, the applicant shall perform the environmental review concurrently with the project engineering planning. This document must indicate that environmental issues were considered as part of the engineering planning. Information provided in the PER will be used to process the funding request, therefore completeness and accuracy are essential for timely processing of the application. Other outlines may be utilized, but the essential information must be readily identifiable. Contact the Rural Development office for further guidance. The following should be used as a guide for the preparation of PERs for RUS financed water systems.

2 PROJECT PLANNING AREA

Describe the area under consideration. The project planning area may be larger than the service area determined to be economically feasible. Service may be provided by a combination of central, cluster, or individual facilities. The description should include information on the following:

a Location. Maps, photographs, and sketches. These materials should indicate legal and natural boundaries, major obstacles, elevations, etc.

b Environmental Resources Present. Maps, photographs, studies and narrative. This section should provide information on the location and significance of important land resources (farmland, rangeland, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that were identified in the applicant's environmental information (normally an Environmental Report) and that must be considered in project planning. A narrative summary with reference to the applicant's environmental submittal is adequate.

c Growth Areas and Population Trends. Specific areas of concentrated growth should be identified. Population projections for the project planning area and concentrated growth areas should be provided for the project design period (typically 20-years). These projections should be based on historical records with justification from recognized sources.

3 EXISTING FACILITIES

Describe the existing facilities including at least the following information:

a Location Map. Provide a schematic layout and general service area map (may be identified on project planning area maps).

b History. Provide a brief description of when major system components were constructed or renovated.

c Condition of Facilities. Describe present condition; suitability for continued use; adequacy of water supply; and, the treatment, storage, and distribution capabilities of any existing central facilities. Note the quantity of unaccounted for water. Also, describe compliance with Safe Drinking Water Act and applicable State requirements.

d Financial Status of any Existing Facilities. (Note: Owner will be submitting most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual operations and maintenance (O&M) cost, other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

4 NEED FOR PROJECT

Describe the needs in the following order of priority:

a Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to Federal, and State regulatory agencies.

b System O&M. Describe the concerns and indicate those with the greatest impact. Investigate water loss, management adequacy, inefficient designs, and problem elimination prior to adding additional capacity.

c Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

5 ALTERNATIVES CONSIDERED

This section should contain a description of the reasonable alternatives that were considered in planning a solution to meet the identified need. Documentation of alternatives considered is often a PER weakness. The following alternatives should be

considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), interconnecting with other existing systems, and developing centrally managed small cluster or individual facilities. These alternatives should be consistent with those considered in the environmental review. Mitigation measures necessary to avoid or minimize any adverse environmental effects must be integrated into project design. The description should include the following information on each alternative:

a Description. Describe the facilities associated with the alternative. Describe all feasible water supply sources and provide comparison of such sources. Also, describe treatment, storage and distribution facilities.

b Design Criteria. State the design parameters used for evaluation purposes. These parameters must comply with RUS design policies (7 CFR 1780.57) and state regulatory requirements.

c Map. Schematic layout.

d Environmental Impacts. Do not duplicate the information in the applicant's submittal of environmental information. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to a specific alternative. RUS must conduct an environmental assessment prior to project approval.

e Land Requirements. Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, or leased.

f Construction Problems. Discuss concerns such as subsurface rock, high water table, limited access, or other conditions which may affect cost of construction or operation of facility.

g Cost Estimates. Provide cost estimates for each alternative, including a breakdown of the following costs:

(1) Construction.

(2) Non-Construction.

(3) Annual Operations and Maintenance.

h Advantages/Disadvantages. Describe how the specific alternative meets the owner's needs with respect to financial, managerial, and operational resources. Explain how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans. Explain how the proposal satisfies public and environmental concerns.

6 SELECTION OF AN ALTERNATIVE

a Present Worth (life cycle) cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the feasible alternatives. All of the items from the cost estimate should be included in the analysis. The "real" federal discount rate from Appendix C of OMB Circular A-94 should be used for determining the present worth of the uniform series of O & M values (in today's dollars) and the salvage value. A 20-year real interest rate may be interpolated as the average of the 10-year and 30-year rates on the web page at: www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html.

b A matrix rating system could be useful in displaying the information on each alternative.

c Note that if the range of present worth values is small, then non-monetary factors should be considered in determining which alternative should be selected.

7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. At least the following information should be included:

a Project Design.

(1) Water Supply. Include requirements for quality and quantity. Describe recommended source, including site.

(2) Treatment. Describe process in detail and identify location of plant and site of any process discharges. Identify capacity of treatment plant (e.g. Maximum Daily Demand).

(3) Storage. Identify size, type and location.

(4) Pumping Stations. Identify size, type, location and any special power requirements.

(5) Distribution Layout. Identify general location of line improvements: lengths, sizes and key components.

b Total Project Cost Estimate. Provide an itemized estimate of the project cost based on the stated period of construction. Include development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering. (For projects containing both water and waste disposal systems, provide a separate cost estimate for each system.)

c Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that provide assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

(1) Income. Provide a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 60 gallons per capita per day, or 150 gallons per residential-sized connection per day, or 4,500 gallons per residential-sized connection per month. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

(2) Operations and Maintenance (O&M) Costs. Project costs realistically. Provide actual costs for existing systems and projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies, printing, and miscellaneous.

(3) Debt repayments. Describe existing and proposed financing from all sources. All estimates of RUS funding should be based on loans, not grants. RUS will evaluate the proposed project for the possible inclusion of RUS grant funds.

(4) Reserves. Describe the existing and proposed loan obligation reserve requirements for the following:

- Debt Service Reserve - Unless otherwise required by State statute, the debt service reserve should be established at one-tenth (1/10) of annual debt repayment requirement (amount of debt that must be repaid to government in a given fiscal year).

- Short-Lived Asset Reserve - Additional reserve amounts may be needed to provide for timely replacement of short-lived assets. Prepare a schedule of short-lived assets and a recommended annual

- reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include long-lived assets such as a water tank or treatment facility replacement that should be funded with long-term financing.

8 CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlight the need for special coordination, a recommended plan of action to expedite project development, etc.

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

BULLETIN 1780-3

SUBJECT: Preliminary Engineering Report – Wastewater Facilities

TO: Rural Development State Directors, RUS Program Directors, State Engineers

EFFECTIVE DATE: Date of approval.

OFFICE OF PRIMARY INTEREST: Environmental and Engineering Staff, Water and Environmental Programs.

INSTRUCTIONS: This bulletin replaces previous RUS Bulletin 1780-3, Preliminary Engineering Report – Sewerage Systems.

AVAILABILITY: This bulletin is available on the Rural Utilities Services' website at www.usda.gov/rus/water.

PURPOSE: This Bulletin provides applicants and their consultants with instructions on how to prepare a Preliminary Engineering Report for a wastewater system application.

October 2, 2003

GARY J. MORGAN
Assistant Administrator
Water and Environmental Programs

Date

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INDEX:

Application Document
Preliminary Engineering Report
Project Planning
Wastewater Facility

ABBREVIATIONS

O&M – Operations and Maintenance
PER – Preliminary Engineering Report
RUS – Rural Utilities Service

1 GENERAL

A Preliminary Engineering Report (PER) should clearly describe the owner's present situation, analyze alternatives, and propose a specific course of action from an engineering perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the size and complexity of the proposed project. Rural Utilities Service (RUS) projects must be modest in design, size and cost, and be constructed and operated in an environmentally responsible manner. Pursuant to 7 CFR Part 1794, guidance in RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Projects", and the Agency's environmental State Supplement, the applicant shall perform the environmental review concurrently with the project engineering planning. This document must indicate that environmental issues were considered as part of the engineering planning. Information provided in the PER will be used to process the funding request, therefore completeness and accuracy are essential for timely processing of the application. Other outlines may be utilized, but the essential information must be readily identifiable. Contact the Rural Development office for further guidance. The following should be used as a guide for the preparation of PERs for RUS financed wastewater systems.

2 PROJECT PLANNING AREA

Describe the area under consideration. The project planning area may be larger than the service area determined to be economically feasible. Service may be provided by a combination of central, cluster, or individual facilities. The description should include information on the following:

a Location. Maps, photographs, and sketches. These materials should indicate legal and natural boundaries, major obstacles, elevations, etc.

b Environmental Resources Present. Maps, photographs, studies and narrative. This section should provide information on the location and significance of important land resources (farmland, rangeland, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that were identified in the applicant's environmental information (normally an Environmental Report) and that must be considered in project planning. A narrative summary with reference to the applicant's environmental submittal is adequate.

c Growth Areas and Population Trends. Specific areas of concentrated growth should be identified. Population projections for the project planning area and concentrated growth areas should be provided for the project design period (typically 20-years). These projections should be based on historical records with justification from recognized sources.

3 EXISTING FACILITIES

Describe the existing facilities including at least the following information:

a Location Map. Provide a schematic layout and general service area map (may be identified on project planning area maps).

b History. Provide a brief description of when major system components were constructed or renovated.

c Condition of Facilities. Describe present condition; suitability for continued use; adequacy of current facilities; and, if any existing central facilities, the treatment, storage, and disposal capabilities. Note the quantity of inflow and infiltration/exfiltration associated with the existing collection system. Also, describe compliance with Clean Water Act and applicable State requirements.

d Financial Status of any Existing Faci ities. (Note: Owner will be submitting most recent audit or financial statement as l part of the application package.) Provide information regarding current rate schedules, annual operations and maintenance (O&M) cost, other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

4 NEED FOR PROJECT

Describe the needs in the following order of priority:

a Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to Federal, and State regulatory agencies.

b System O&M. Describe the concerns and indicate those with the greatest impact. Investigate infiltration and inflow, management adequacy, inefficient designs, and problem elimination prior to adding additional capacity.

c Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

5 ALTERNATIVES CONSIDERED

This section should contain a description of the reasonable alternatives that were considered in planning a solution to meet the identified need. Documentation of alternatives considered is often a PER weakness. The following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), interconnecting with other existing systems, and developing centrally managed small cluster or individual facilities. These alternatives should be

consistent with those considered in the environmental review. Mitigation measures necessary to avoid or minimize any adverse environmental effects must be integrated into project design. The description should include the following information on each alternative:

a Description. Describe the facilities associated with the alternative. Describe all feasible wastewater treatment technologies and provide comparison of such. Also, describe collection facilities. A feasible system may include a combination of centralized and decentralized (on-site or cluster) units.

b Design Criteria. State the design parameters used for evaluation purposes. These parameters must comply with RUS design policies (7 CFR 1780.57) and state regulatory requirements.

c Map. Schematic layout.

d Environmental Impacts. Do not duplicate the information in the applicant's submittal of environmental information. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to a specific alternative. RUS must conduct an environmental assessment prior to project approval.

e Land Requirements. Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, or leased.

f Construction Problems. Discuss concerns such as subsurface rock, high water table, limited access, or other conditions which may affect cost of construction or operation of facility.

g Cost Estimates. Provide cost estimates for each alternative, including a breakdown of the following costs:

(1) Construction.

(2) Non-Construction.

(3) Annual Operations and Maintenance.

h Advantages/Disadvantages. Describe how the specific alternative meets the owner's needs with respect to financial, managerial, and operational resources. Explain how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans. Explain how the proposal satisfies public and environmental concerns.

6 SELECTION OF AN ALTERNATIVE

a Present Worth (life cycle) cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be

completed to compare the feasible alternatives. All of the items from the cost estimate should be included in the analysis. The "real" federal discount rate from Appendix C of OMB Circular A-94 should be used for determining the present worth of the uniform series of O & M values (in today's dollars) and the salvage value. This rate may be found at:
www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html

b A matrix rating system could be useful in displaying the information on each alternative.

c Note that if the range of present worth values is small, then non-monetary factors should be considered in determining which alternative should be selected.

7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. At least the following information should be included:

a Project Design.

(1) Collection System Layout. Identify general location of line improvements: lengths, sizes, and key components.

(2) Pumping Stations. Identify size, type, site location, and any special power requirements.

(3) Treatment. Describe process in detail and identify location of any treatment units and site of any discharges.

b Total Project Cost Estimate. Provide an itemized estimate of the project cost based on the stated period of construction. Include development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering. (For projects containing both water and waste disposal systems, provide a separate cost estimate for each system.)

c Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that provide assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

(1) Income. Provide a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, wastewater treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget

purposes, base residential wastewater generation on 60 gallons per capita per day, or 150 gallons per residential-sized connection per day, or 4,500 gallons per residential-sized connection per month. Higher per person or per EDU flows may be used with adequate justification. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

(2) Operations and Maintenance (O&M) Costs. Project costs realistically. Provide actual costs for existing systems and projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies and printing , and miscellaneous.

(3) Debt repayments. Describe existing and proposed financing from all sources. All estimates of RUS funding should be based on loans, not grants. RUS will evaluate the proposed project for the possible inclusion of RUS grant funds.

(4) Reserves. Describe the existing and proposed loan obligation reserve requirements for the following:

- Debt Service Reserve - Unless otherwise required by State statute the debt service reserve should be established at one-tenth (1/10) of annual debt repayment requirement (amount of debt that must be repaid to government in a given fiscal year).

- Short-Lived Asset Reserve - Additional reserve amounts may be needed to provide for timely replacement of short-lived assets. Prepare a schedule of short-lived assets and a recommended annual reserve deposit recommended to fund replacement of short-lived assets. Examples of short-lived assets include pump/motor overhaul or replacement, painting, and small equipment replacement. Short-lived assets include those items not included under O&M, however, it should not include long-lived assets such as pump station or treatment facility replacement that should be funded with long-term financing.

8 CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlight the need for special coordination, a recommended plan of action to expedite project development, etc.

U.S. Department of Agriculture
Rural Development
Rural Utilities Service – Community Programs

APPROVED:
Director, Community Programs
FEB 16 2005

GUIDE FOR PREPARATION OF THE PRELIMINARY ENGINEERING REPORT AND CONSTRUCTION PLANS

The preliminary engineering report is normally the only engineering report required by USDA Rural Utilities Service (RUS). It establishes the PROJECT SCOPE, FUNDING REQUIREMENTS, and outlines the BASIC PROJECT DESIGN. It should be submitted together with the environmental report. Any changes in the proposed project after approval of the preliminary engineering report will require an amendment be provided by the applicant's engineer for USDA Rural Development review and approval. The project as proposed should meet the requirements of the Texas Commission on Environmental Quality (TCEQ).

Use RUS Bulletins 1780-2, 1780-3, 1780-3, 1780-4, and 1780-5. In addition to the appropriate bulletins, the reports should include the following information:

BASIC INFORMATION REQUIRED

A. Water Systems
B. Sewer Systems
C. Solid Waste Disposal Systems/Collection
D. Storm Waste – Waste Disposal

A. Water Systems

1. System Plan Map should include the following:

   a. Scale, 1" = 2000' for rural type water systems. For urban systems this scale may need to be 1" = 1000' to 1" = 500'. All information must be clearly shown and legible.
   b. Topographic information in the form of contour lines with critical elevations shown, such as at: plant sites, elevated tanks, wells, 100- year and 500-year floodplain, etc.
   c. Meter Distribution. Distinguish between residential and commercial and wet and dry taps. New meters should be identified by number and referenced to a member list for water supply corporations.
   d. Location of all existing and proposed lines with their respective diameters clearly shown. Proposed lines should be highlighted.
   e. Location of all plants, wells, control valves, etc., should be included.
   f. Plant service area boundaries should be shown and operating and static pressure provided in feet MSL.
   g. Hydraulic Computation Nodes should be shown.
   h. Highlight known low pressure areas and potential low pressure areas as identified from the hydraulic analysis of the existing system.

2. Hydraulic Computations should include:

   In table form; head loss calculations for each connection, number of connections, flow in gallons per minute (gpm), distance in feet, diameter of pipe in inches, head loss in feet/100, frictional head loss between connections, cumulative head loss from source to connection, elevation of each connection, operating and static head at each connection and a "Remarks" column to show location of in-line or individual pressure controls, etc. An explanation of tabulated data should accompany tables and should include appropriate friction factors used. For extension of existing systems, the analysis should begin back at the supply source.

   a. Analysis of existing system at 1.0 gpm per meter. This should identify potential low pressure areas.
   b. Analysis of system with proposed improvements at 1.5 gpm. This should provide basic design and sizing of system to meet Texas Commission on Environmental Quality (TCEQ) and USDA Rural Utilities Service requirements.
   c. Analysis at static conditions. This should establish pressure pipe classification requirements and locations of pressure reducing stations.

3. Historic growth data and curve. This should be obtained from actual growth data of the system.

4. Water loss accounting data shall be provided for the most recent 12 month period. Data should be presented in table form and include the volume of water pumped or purchased, water sold, and percent of water loss for each month. Water loss should not normally exceed 15 percent.

5. Analysis of existing facilities with respect to TCEQ requirements to include: supply (well), ground storage, elevated storage, high service pump capacity, and pressure tanks. Proposed facilities must comply with TCEQ requirements.

6. The evaluation of a well for water supply shall include:

   a. A chemical analysis of the nearest well in the formation to be developed.
   b. A comparison of the analysis with Texas Commission on Environmental Quality (TCEQ) Standards.
   c. The name of the formation and proposed well depth.
   d. Basic ground water hydrology in the area and of the formation to be developed.
   e. Location of the proposed well with respect to existing wells in the area.

7. Information shall be provided for each plant (pump station, elevated tank, standpipe, etc.) to include:

    a. Number of meters provided direct service and number of meters provided indirect service.
    b. Pump capacity (actual and TCEQ requirement).
    c. Pressure tank capacity (actual and TCEQ requirement).
    d. Ground storage tank capacity (actual and TCEQ requirement).
    e. Elevated storage capacity (actual and TCEQ requirement).
    f. Standpipe capacity, dimensions, and capacity above 35 psi with respect to the highest meter.
    g. Static pressure of plant service area in feet Mean Sea Level. For hydro-pneumatic plants this would be the cut-off pressure; for standpipes/elevated tanks, it would be the overflow elevation.
    h. Supply available to plant and supply required by TCEQ.

8. Water system/treatment design alternatives.

9. Detailed cost estimate to include unit cost of all pipe, valves, road crossings, stream crossings and all distribution system appurtenances as it will appear in the bid schedule. Estimated cost of wells and plant work should also be broken into components. A contingency not to exceed 10% of construction cost should be included. Engineering costs should be separated as it is in the Agreement for Engineering Services. Other costs should be included such as: interest during construction, land, legal, water rights, etc. Administrative cost should not be included in the proposed USDA Rural Utilities Service funding requirements.

10. Funding from USDA Rural Utilities Service, State agencies, and other funding sources MUST be clearly distinguished in the detailed cost estimate.

11. The report must demonstrate that the proposed project complies with USDA Rural Utilities Service Instructions. RUS Instruction 1780, Subpart 1780.10, provides that loan and grant funds may not be used to finance facilities which are not modest in size, design, and cost.

12. Annual Operating Budget. The report should contain the annual operating cost, as well as a typical operating budget. The budget should include principal and interest on loan, power cost, water cost if purchased, maintenance, labor, taxes, insurance, audits, equipment leased, reserves, and other costs. Short lived assets must also be addressed. The minimum annual reserve payment must be equal to 1/10 of the annual payment. Short lived assets must also be addressed to include items typically not found in O & M expenses that need to be replaced over 1 to 15 years. Avoid including dry taps in calculating income from water sales and livestock water meters, unless no other livestock water supply will be available. The budget should be prepared on Form RD 442-7, "Operating Budget," in consultation with the applicant and USDA Rural Development local office

personnel. The income from dry taps should be shown on a separate line and not be included in the feasibility of the project. Include all taxes for State, County, schools, etc.

B. Sewer Systems

Life cycle cost analysis for the wastewater collection and treatment facilities should always be provided.

1. Collection System Plan Map must include the following:

   a. Scale, 1" = 400' or less for small town type sewer systems.
   b. Topographic information must be more detailed than for water systems. Contours at one (1) or two (2) foot intervals is normally needed for a good preliminary layout of sewer collection lines.
   c. Tap Locations. Tap locations should be shown with respect to the house and business to be served. Distinguish between residential and commercial taps.
   d. Manhole locations with number designation and clean-outs should be shown and numbered.
   e. Location of all lines with respective diameters.
   f. Location of all lift stations.

2. Treatment Plant Layout Map should show the following:

   a. Property boundaries.
   b. Facilities locations and dimensions.
   c. Outfall line and point of discharge.
   d. Contour lines.
   e. Buffer zone limits.
   f. Adjacent property owner identification and any residential type structures in the vicinity of the treatment plant.

3. Historic growth and growth curve projection based on the actual number of connections should be included.

4. Facility sizing and design: Proposed facilities sizing and design should be shown with respect to TCEQ requirements. Consideration of treatment facility design shall be based on permit requirements. It will consider cost-effective project development, economy of operation, required operator skills, and human resources of rural community. Presented will be:

   a. Plant sizing with respect to design population and flow estimates.

   b. Lift station component sizing with wet well dimensions and capacity (showing

design calculations for sizing), number of sewer taps to be served and pump capacity and head requirements (show design calculations for sizing).

c. Hydraulic computations will be required on all force mains.

d. For gravity lines; grades, diameter, and velocities should be presented in table form by line segments. A table should also be presented giving manhole numbers, proposed flow line elevations, and depth of manhole. Within the text of the report, a discussion should be presented on the results of the computation.

Design of the sewer collection system shall consider:

- Utilization of water tight manholes and collection lines.
- Reduction of the number of manholes required and maximum utilization of cleanouts.
- Innovative alternatives to reduce construction costs while considering operating and maintenance (O&M) costs.

e. Treatment Facility Design Alternatives. For small cities and rural towns, treatment considered must include alternatives such as:

- Facultative/oxidation ponds with discharge permit.
- Facultative/oxidation ponds with irrigation and a seasonal discharge permit.
- Facultative/oxidation ponds with irrigation and no discharge permit.
- Facultative/oxidation ponds with final effluent polishing by rockreed filter, artificial marsh, artificial wetland, overland flow, etc., and a discharge permit.
- or other systems as may be suggested by the engineer.

5. Establish need for proposed facilities and improvements.

6. Detailed cost estimate to include unit cost of collection system pipe by diameter and depth. Depth increments should be 0 – 5′, 5′ – 7′, 7′ – 9′, etc. Estimated cost of plant work should be broken into components. A contingency not to exceed 10% of construction cost should be included. Engineering costs should be separated as it is in the Agreement for Engineering Services. Other costs should be included, such as: interest during construction, land, legal, water rights, etc. Administrative cost should not be included in the proposed USDA Rural Utilities Service funding requirements.

7. Funding from USDA Rural Utilities Service, State, and other funding sources MUST be clearly distinguished in the detailed cost estimate.

8. The report must demonstrate that the proposed project complies with USDA Rural Utilities Service Instructions. RUS Instruction 1780, Subpart 1780.10, provides that loan and grant funds may not be used to finance facilities which are not modest in size, design, and cost.

9. Annual Operating Budget. Information as described in paragraph A. 12. should be provided.

C. Solid Waste Disposal Systems/Collection. The design will describe the process in detail and identify quantities of material, length of transport, and any special handling requirements. It also must describe equipment required and plans for equipment location. Type of storage, if any, size and site location must be identified. The process of disposal should be described in detail and identify permit requirements, quantities of material, recycling process, location of plant and site of any process discharges. The report should also include an Annual Operating Budget as described in paragraph A. 12.

D. Storm Waste – Water Disposal.

1. Collection Design. Collection design will identify general location of the improvements; lengths, sizes and key components.

2. Pumping Stations. Size, type, site location and any special power requirements shall be identified.

3. Storage. Size, type and site location must be identified.

4. Treatment. If required, the process should be described in detail and identify location of plant site of any process discharges in addition to storm water.

5. Hydraulic Calculations. Hydraulic calculations in sufficient detail in a tabular format/computer printout shall also be provided. This should include a map with a list of inlets and pipes and the associated characteristics, such as elevation of inverts, pipe diameter, pipe segment length, reservoir elevation, etc.

6. Annual Operating Budget should be included.

CONSTRUCTION CONTRACTS, PLANS & SPECIFICATIONS

(a) Contract Documents – see TX-RUS Instruction 1780-C, Appendix A, "Rural Utilities Service Water and/or Waste Assembly of Contract Documents," or "Assembly of Contract Documents for Short Form Construction Contract."

If using the EJCDC contract documents, see TX-RUS Instruction 1780-C, Appendix B, "Assembly of EJCDC Contract Documents, Funding Agency Edition."

(b) Construction Plans. The construction plans should contain the following information:

1. Title Sheet.
    a. Name of project, counties, state, etc.
    b. Board of Directors or Public Officials.
    c. Seal of Engineer with signature and date.
    d. Date of latest revision.

2. Key Map.
    a. Include a key map of the project showing the roads, towns, communities, water lines, storage tanks, pumping stations, wells, etc. If the area to be served is shown on two or more sheets, the key map supplied should show by sheet number the area covered by the various sheets.
    b. General notes to the contractor.
    c. Legend.

3. Pipeline Construction Plans.
    a. Scales should be approximately 1 inch to 200 feet, to 1 inch to 400 feet. Larger scales should be used where needed.
    b. Maps should be approximately 24 inches by 36 inches in size. Smaller sized legible maps are also acceptable.
    c. North arrow and scale should be shown on each sheet and arranged so that North is pointed to the top of the sheet.
    d. The plan map should include location of the pipeline, meters, sewer service taps, water source, pumping plants, storage facilities, easements, roads, fences, culverts, other pipelines, underground cables, creeks or rivers, bridges, names of roads or highway numbers, and construction hazards.
    e. The customer's name, location and elevations.
    f. The location of in-line pressure reducing valves and outlet pressure setting.
    g. Highway crossing, length, size, and type of encasement.
    h. Location and size of all proposed pipelines, valves, markers, etc.
    i. Use enlarged "insets" to show location of valves, line junctions, or other special appurtenances.
    j. Elevations should be shown at the wells, plants, storage facilities, pressure regulators, intersections, changes in pipe sizes, ends of lines, junctions of laterals, and high and low parts of the line.

k. A system of grid plan mapping should be used and strip mapping avoided on rural water systems.

4. Construction Detail Plans. These plans should include:

   a. Plant layout showing:

      (1) Plat of the site with orientation, topography, dimensions, drainage, existing easements (power, gas, etc), piping and valve arrangement, buildings, wells, storage tank, fences, gates, master meters, floor drain outlets, etc.

      (2) Flow through diagrams of the plant.

      (3) Construction details of all structures such as foundations, retainer rings, splash blocks, drainage, roads, buildings, piping, electrical, heating, sanitary structures, storage tanks, water treatment facilities, wells, backwash pits, building ventilation and pressure tanks.

   b. Plan views and individual details of storage tank or elevated tank. The supply line to the storage tank should discharge above high water. The storage tank should be set on a layer of clean gravel. A retainer ring should be installed around the ground storage tank approximately 2 feet larger than the diameter of the tank. Reinforced concrete foundations will be needed for standpipes and elevated tanks. Where a well is discharging into the tank, show the location of the electrode on/off and emergency off settings.
   c. The spacing and size of reinforced steel in concrete footing, foundations, and walls.
   d. Elevation and plan views of buildings and plant piping orientated with respect to plant layout.
   e. Include other details, drawings, specifications and dimensions adequate for construction.

5. Standard Detail Sheet. Include all dimensions, sizes, specifications, and details as needed. The standard detail sheet should include details for:

   a. Blow-off valve.
   b. Regulator valve and meter installation.
   c. Creek or river crossings.
   d. Railroad, road and highway crossings.
   e. Pipe installation and bedding.
   f. Standard valve installation for various types of pipe material by pipe and valve size.

g. Air relief valves or vents. These should be located in right-of-way fence lines, or other protected location in non-traffic areas.
h. Flush valves – discharge should be 18 inches above ground and located in fence lines or on right-of-way.
i. Service tap for various types of materials.
j. Meter or valve vaults, boxes, etc.
k. Concrete thrust blocks.
l. Fire hydrant.
m. Standard service loop and meter.
n. Chain link or other fencing.
o. Pipeline and valve markers.
p. Short and long-side service wye.
q. Manhole details.
r. Clean out details.
s. Cathodic protection, if other means of corrosion protection are not specified.

6. All plan sheets shall bear the seal and signature of the designing engineer and date of execution.

7. Environmental Mitigation. Mitigation requirements as stated in the approved environmental report and the Letter of Conditions shall be incorporated by the *engineer in the contract documents, plans and specifications.*

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GUIDE FOR PREPARING THE ENVIRONMENTAL REPORT FOR WATER AND WASTE PROJECTS

ENGINEERING AND ENVIRONMENTAL STAFF
RURAL UTILITIES SERVICE
U.S. DEPARTMENT OF AGRICULTURE

The most current version of this document can be downloaded from the environmental section of http://www.usda.gov/rus/water/ees/index.htm.

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Abbreviations and Acronyms

Selected Abbreviations and Acronyms			
ACHP	Advisory Council on Historic Preservation	**HUD**	U.S. Department of Housing and Urban Development
BACT	Best Available Control Technology	**NEPA**	National Environmental Policy Act
BIA	Bureau of Indian Affairs	**NHPA**	National Historic Preservation Act
BLM	Bureau of Land Management	**NMFS**	National Marine Fisheries Service
CBRS	Coastal Barrier Resources System	**NOAA**	National Oceanic and Atmospheric Administration
CD	Compact Disk	**NPDES**	National Pollutant Discharge Elimination System
CE	Categorical Exclusion	**NPS**	National Park Service
CEQ	Council on Environmental Quality	**NRCS**	Natural Resources Conservation Service
CFR	Code of Federal Regulations	**OSHA**	Occupational Safety and Health Administration
CMP	Coastal Management Program	**PER**	Preliminary Engineering Report
CZMA	Coastal Zone Management Act	**ROW**	Right-of-Way
DR	Departmental Regulation	**RD/RUS**	Rural Development, Rural Utilities Service
EA	Environmental Assessment	**SIP**	State Implementation Plan
EIS	Environmental Impact Statement	**§**	Section
ER	Environmental Report	**SHPO**	State Historic Preservation Officer
E.O.	Executive Order	**THPO**	Tribal Historic Preservation Officer
ESA	Endangered Species Act of 1973	**U.S.C.**	United States Code
et seq.	*et sequentia* (and those that follow)	**USACE**	U.S. Army Corps of Engineers
FAA	Federal Aviation Administration	**USDA**	U.S. Department of Agriculture
FEMA	Federal Emergency Management Agency	**USDOT**	U. S. Department of Transportation
FHA	Federal Highway Administration	**USEPA**	U.S. Environmental Protection Agency
FIRM	Floodplain Insurance Rate Map	**USFS**	U.S. Forest Service
FONSI	Finding of No Significant Impact	**USFWS**	U.S. Fish and Wildlife Service
FPPA	Farmland Protection Policy Act	**USGS**	U.S. Geological Survey
FR	Federal Register	**WWW**	World Wide Web

1.0 INTRODUCTION

In applying for financial assistance from the Rural Development, Rural Utilities Service's (RD/RUS) loan and grant programs, the applicant will, in conjunction with preparing a Preliminary Engineering Report (PER) (see 7 CFR 1780.33 (c)), submit an Environmental Report (ER) to support the RD/RUS's environmental review process as required by the National Environmental Policy Act (NEPA). This Bulletin provides guidance on preparing the ER, specifically:

- The format for the ER.
- The environmental issues that need to be considered during a proposed project's planning and design.
- The sources for locating the required information.
- Methods and information regarding public notices and involvement.

An explanation of the procedure that is normally followed by the applicant and RD/RUS for a proposed project is shown in Figure 1 below.

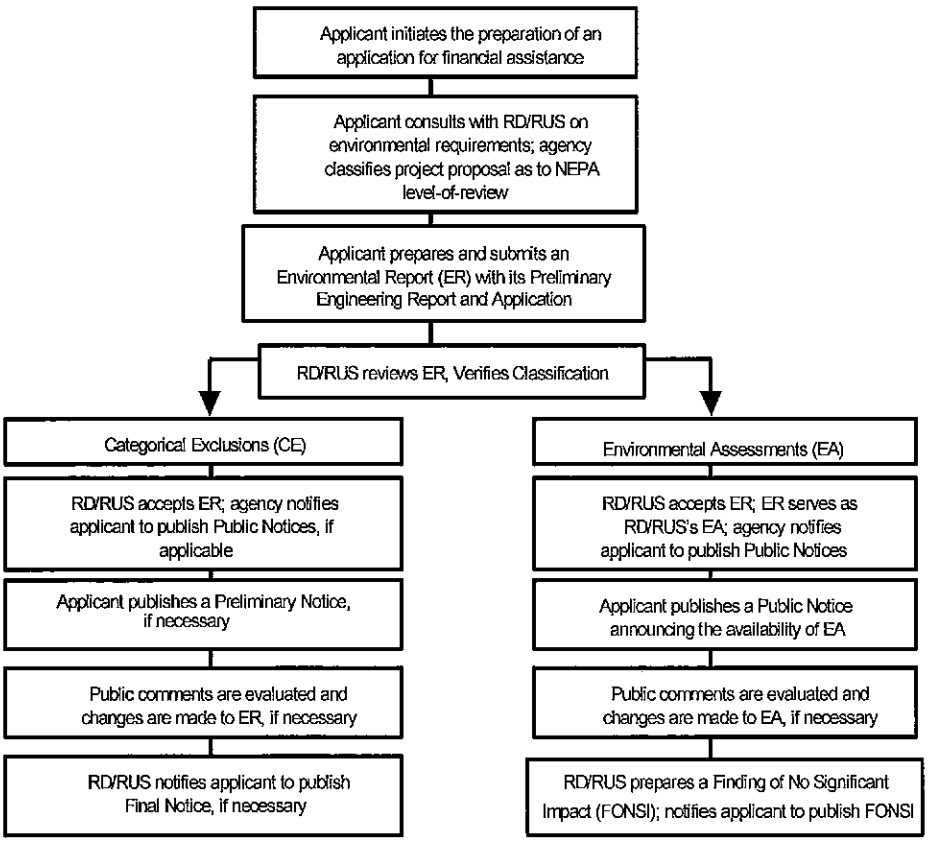


Figure 1

1.1 National Environmental Policy Act

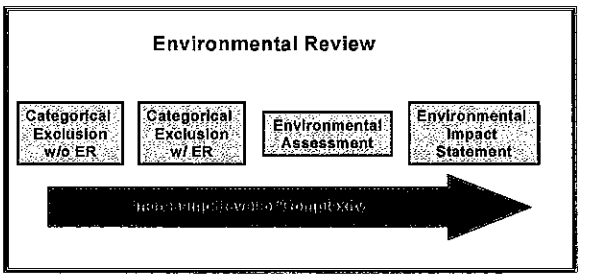
As its name implies, the NEPA establishes the Federal government's environmental policy. Its primary goal is to help public officials make decisions that are based on an understanding of the environmental consequences of their actions, and to take actions that protect, restore, and enhance the environment. To accomplish this, NEPA requires Federal agencies to either prepare or have prepared written assessments or statements that describe the:

- Affected environment and environmental consequences of a proposed project;
- Reasonable or practicable alternatives to the proposed project; and
- Any mitigation measures necessary to avoid or minimize adverse environmental effects.

In accordance with NEPA, the CEQ has issued regulations (40 Code of Federal Regulations (CFR) 1500 – 1508) establishing a standard Federal environmental review process. Three levels of environmental reviews were established:

- Categorical Exclusions,
- Environmental Assessments, and
- Environmental Impact Statements.

In accordance with the CEQ regulations, RD/RUS's Water and Environmental Program has classified its actions, that is to provide financial assistance, within these levels of review with one modification. Certain RD/RUS actions categorized as Categorical Exclusions (CE) are split into those that do not require an ER and those that do require an ER.



1.2 Environmental Report

The ER prepared by applicants will enable RD/RUS to evaluate the environmental effects of those proposed projects that are classified as either CEs or Environmental Assessments (EA). It will also enable RD/RUS to fulfill its requirements under NEPA and other environmental mandates.

An ER must be sufficiently detailed to enable RD/RUS to:

- Establish the purpose and assess the need for the proposed project;
- Determine if all reasonable alternatives to the proposed project have been appropriately considered;
- Evaluate the environmental effects of the proposed project and the alternatives considered;
- Assess the significance of those effects;

- Specify mitigation measures where necessary.

As per the CEQ regulations, all planning and other environmental review procedures shall be integrated so that they run concurrently rather than consecutively. Therefore, the ER will normally be prepared with and included as part of the PER. However, because the ER may become a public document it needs to be a stand-alone document. The ER and PER will be reviewed and approved concurrently by the Rural Development State Environmental Coordinator and State Engineer. ERs not found acceptable will be returned to applicants for the resolution of outstanding concerns.

Even though applicants are required to integrate and consider environmental values during a proposed project's planning and design, it is RD/RUS's ultimate responsibility to independently evaluate and verify the accuracy of the information supplied in the ER. RD/RUS takes final responsibility for the scope and content of the resulting environmental document.

In order to expedite the application process and RD/RUS's review and approval of a proposed project, applicants are strongly encouraged to consult early and frequently with Rural Development staff to ensure that all environmental issues are described, evaluated, and impacts appropriately considered.

The information presented and the analyses performed relative to environmental issues in the ER will allow RD/RUS to determine the level of significance of the environmental effects of the proposed project. The significance of the impacts identified will enable RD/RUS to determine whether the impacts can be mitigated or if a higher level of environmental review is required for a proposed project (i.e. from a CE to an EA or from an EA to an Environmental Impact Statement (EIS). The information provided must be sufficient for RD/RUS to determine that its Federal action (providing financial assistance) will not conflict with other environmental statutes, implementing regulations, policies, procedures, and Executive Orders (E.O.) that are applicable to the proposed project.

Key features of an ER:

- Descriptions and discussions should be clear and complete enough so that a person with little previous knowledge of the proposed project can make an independent environmental review and easily verify the accuracy of the information and conclusions drawn from such information. Maximum use of maps depicting location of project components and environmental resources is crucial to expediting this review.
- Where conclusions are made, sufficient documentation must be presented to substantiate them.
- Any environmental concerns that are raised by Federal, State, or local agencies or the public must be addressed as completely as possible and resolved before the ER will be considered complete.
- All environmental documentation submitted to or received from Federal, State, or local agencies shall be referenced, as appropriate, and included in the ER.

- RD/RUS, can not substitute another Federal, State, or local agency's decision for its environmental decision. RD/RUS must still make its own independent decision and when applicable so inform the public. RD/RUS will inform the applicant when public notices are required; applicants will be expected to publish the public notices in newspapers of local circulation.

1.3 Relationship of Environmental Report to the Preliminary Engineering Report

RD/RUS requires that applicants to the Agency's loan and grant program submit with its application a PER and an ER. The environmental review process is to be performed concurrently with an applicant's engineering planning and design activities. It is also RD/RUS's policy to minimize duplication of effort and paperwork. Since engineering planning and design activities and the environmental review process are so intricately linked, this Bulletin and the guides for preparing PER in 7 CFR 1780 (Bulletins 1780-2 through 1780-5) request similar types of information. To minimize duplication of effort, it is sufficient to provide reference to environmental information from the ER in the PER. This is necessary because the environmental documentation must be a stand-alone document for public involvement requirements.

1.4 Public Involvement

A key element of the NEPA environmental review process is public involvement. Public involvement activities for CEs and EAs normally include publishing notices for a prescribed length of time. Several of the environmental statutes and E.O.s considered under RD/RUS's environmental review process also requires public notices. See Section 5.0 for specific public notice requirements and sample public notices. In most cases applicants will be informed by the RD, Processing Office what and when to publish public notices.

1.5 RD/Rural Utilities Service's Decision

RD/RUS's environmental review process must be completed before RD/RUS can make a decision regarding the approval of a proposed project. RD/RUS's decision to provide financial assistance will culminate by the obligation of loan and grant funds. RD/RUS's environmental decision will be one of the following:

1. The proposed project meets the classification of a CE and RD/RUS will complete a CE form to document that the proposal does not individually or cumulatively have a significant effect on the human environment and, for which, neither an EA nor an EIS is required.
2. The proposed project meets the classification of an EA and RD/RUS, after appropriate public review, will prepare a Finding of No Significant Impact (FONSI) to document that the proposal does not individually or cumulatively have a significant effect on the human environment and that an EIS is not required. The FONSI will be published to notify the public of RD/RUS's decision.
3. The project will require an EIS to fully evaluate the potential for significant environmental effects to the human environment or to address substantive public

concerns. In accordance with 40 CFR 1506.5, "Agency Responsibility" and to avoid potential conflicts of interest, applicants will not be allowed to prepare environmental documentation for an EIS. If a determination is made that an EIS is required, RD/RUS will be responsible for initiating the document.

1.6 Project Changes Subsequent to Approval

In some cases during the bidding and contracting of RD/RUS approved projects, facility design and proposed construction activities change from the approved PER and environmental review documentation. If any facility design or proposed construction activities deviate from those contained in the approved documents applicants may be required to undertake additional environmental review activities which may include subsequent environmental regulatory agency review and concurrence, and potentially even follow-on public notices. If this is the case, applicants shall contact the Rural Development State Environmental Coordinator or Processing Office to determine what additional environmental review requirements would be applicable.

1.7 Sources of Information

Throughout this Bulletin various World Wide Web (WWW) addresses, or websites, are given for sources of information. These websites often provide some very useful and current information such as regulatory requirements, guidance suggestions, resource listings, and contact addresses and telephone numbers for information and assistance. Often these websites will provide links to other websites that can also be helpful in preparing an ER. You are encouraged to take advantage of these resources. RD/RUS maintains a list of useful web sites on its website.

CHECK OUR WEBSITE FOR THE MOST CURRENT VERSION OF THIS DOCUMENT - http://www.usda.gov/rus/water/ees/index.htm

If, during the preparation of an ER, a question arises concerning what is needed, the Rural Development staff should be contacted for advice. Similarly, the applicant should consult with RD/RUS immediately when it appears that a proposed project may have significant environmental effects, is controversial for environmental reasons, or if any regulatory agency raises a significant concern or does not concur with any conclusions drawn during the environmental review process.

Environmental compliance issues can be complex and varied, particularly as they relate to NEPA compliance. In addition to this Bulletin and the guidance it contains, Rural Development has developed a series of interactive multimedia instruction on Compact Disks (CD) that cover most of the environmental statutes, regulations, and E.O.s considered in its NEPA compliance process. These CDs are available to applicants and their engineering consultants; for copies contact the Rural Development State Environmental Coordinator or the Director, Engineering and Environmental Staff (for address and telephone numbers see http://www.usda.gov/rus/water/ees/index.htm). In addition RD/RUS maintains an Environmental Compliance Library at its web site (http://www.usda.gov/rus/water/ees/environ.htm) that contains either text copies of or

information to links for most of the environmental statutes, regulations, and E.O.s pertinent to RD/RUS's NEPA compliance process.

2.0 FORMAT OF THE ENVIRONMENT REPORT

The general format of an ER is as follows:

1.0 Purpose and Need of Project
2.0 Alternatives to the Project Action
3.0 Affected Environment/Environmental Consequences
4.0 Summary of Mitigation
5.0 Correspondence
6.0 Exhibits

Characteristics of the ER are to:

- Minimize repetition and the inclusion of extraneous background information. Reference supporting material, where appropriate.
- Emphasize real environmental issues. Only include information relevant to the proposed project and which is useful to RD/RUS decisionmakers and the public in understanding the environmental consequences of the proposed project.
- Present the information in a clear, concise manner, minimizing the use of long narratives. Bulleted lists, summary or comparative tables, maps and diagrams are preferable and will expedite RD/RUS's review.

2.1 Level of Detail

The amount of information and level of analysis provided in the ER should be commensurate with the magnitude of construction activities and their potential level of impact. For example, simple statements regarding a particular issue can be made for proposed projects classified as CEs where minimal environment effects are expected. The statement should assert the conclusion drawn from the analysis referencing the information used to support the conclusion. If a proposed project will not convert a floodplain, simply state so and provide the number designation and a copy of the Federal Emergency Management Agency (FEMA), FIRM(s) (FIRM) or Flood Boundary and Floodway Map(s) (with the facility depicted on the map) that was reviewed or, if a FEMA map is unavailable, list the soil units mapped on the USDA, Natural Resources Conservation Service's (NRCS) soil survey map and provide a copy of the appropriate soil survey sheet. Likewise, a more detailed level of information and analysis will be necessary to support any conclusions reached for proposed project classified as an EA and where proposed construction activities are more involved and complex.

2.2 Maps

The use of maps, photographs and diagrams will improve the ER's clarity and greatly expedite RD/RUS's review process. For large projects and reference purposes, USGS topographic maps (1:24,000) should be used to show the location of lines and appurtenances. For all proposed projects, NRCS Soil Survey maps (1:15,840 or

1:20,000) should be used to depict all site-specific construction activities, such as facilities or utility lines. The environmental resources that are readily apparent on soil survey maps include: wetlands (hydric soils), floodplains, stream crossings, important farmland, land use trends, geodetic information (Range, Township, section numbers), and vegetative cover. Vegetative cover is potentially useful in critical habitat determinations for threatened and endangered species. Where proposed projects include construction in or close to floodplains, facility locations should be drawn on FEMA FIRMs; if FEMA maps are unavailable facility locations should be drawn on soil survey maps. All of the above activities can be drawn by hand on the described maps.

2.3 Format of Environmental Report

For a more detailed description of the Table of Contents of an ER see Exhibit E. The following section numbers correspond to the appropriate numbers in the ER.

1.0 Purpose and Need for Project

This section will succinctly describe the proposed project and establish the underlying purpose and need to which RD/RUS is responding. This section has two subsections.

1.1 Project Description (Proposed Action or Proposed Project)

Provide a description of the proposed project summarizing all proposed facility improvements and construction activities. Commonly referred to in NEPA and the CEQ regulations as the proposed action.

1.2 Purpose and Need of Project

This subsection shall establish the underlying purpose of the proposed project and the need to which RD/RUS is responding. Therefore it is necessary to clearly and definitively demonstrate the purpose and establish a need for the project. The information will also be used to determine what reasonable or practicable alternatives need to be evaluated in the ER. In addition this section should state what would be the consequences of not implementing the proposed project, which is referred to in NEPA as the No Action alternative.

2.0 Alternatives to the Proposed Action

In planning and developing a proposed project, applicants shall explore all reasonable alternatives that could satisfy and are consistent with the purpose and need of the project. Alternatives may include:

- Engineering design alternatives,
- Siting locations of facilities,
- System capacities, etc.

As the engineering planning and design and environmental review is developed, various alternatives may be evaluated and ultimately determined to be unreasonable for various technical or financial reasons. In this section of the ER, outline the reasonable alternatives considered and present the evaluation factors considered in judging each alternative's ability to met the described purpose and need of the proposed project.

All relevant factors that contribute to the decisionmaking process shall be included, for example, technical and economic feasibility issues, environmental considerations, or mitigation measures. The evaluation and weighting criteria assigned in analyzing the proposed project and the alternatives considered should be summarized and presented in a comparative table.

3.0 Affected Environment/Environmental Consequences

This section of the ER will:

- Describe and document the environmental resources of the area to be affected by the proposed project and each alternative considered.
- Discuss the environmental consequences of each affected resource.
- Establish and discuss any mitigation measure(s) necessary to avoid or minimize any adverse impacts to a specific environmental resource.

Only alternatives determined to be reasonable need to be analyzed in this section.

The typical process to document and consider effects to environmental resources is:

1. Describe the area(s) to be affected by the proposed project and each alternative considered. Affected areas may correspond to the service area of the proposed project. Alternatives may have different affected areas. Include maps outlining the affected area(s) showing the location of all proposed construction.
2. Identify the environmental resources in the described affected area(s). Applicants, as necessary, will be required to consult with appropriate environmental regulatory agencies to identify the environmental resources in the affected areas and, in addition, to review any conclusions drawn from an analysis of the proposed project's potential effect to these resources. Agency contacts or websites where preliminary information can be found is discussed in Section 4.0.

3. Discuss the environmental effects or consequences of the proposed project and each alternative considered. All direct, indirect and, if applicable, cumulative effects need to be identified and discussed. Some of the impacts may be viewed as adverse, while others may be viewed as beneficial. For some actions, data may be unavailable or insufficient to make a determination of an effect to an environmental resource, if so, clearly state the situation. Otherwise clearly describe all effects or consequences to all environmental resources whatever they may be. For specific guidance of the extent to which effects (direct, indirect and cumulative) need to be discussed, applicants should contact the Rural Development State Environmental Coordinator or Processing Office.
4. Identify potential mitigation measures that may be necessary to avoid or minimize any adverse effects caused by the proposed project and each alternative considered. Any and all mitigation measures need to be developed with an applicable environmental regulatory agency and be developed so as to be enforceable.

Section 3.0 in this Bulletin provides more detail on the following environmental resources to be evaluated.

- Land Use/ Important Farmland/ Formally Classified Land
- Floodplains
- Wetlands
- Cultural Resources
- Biological Resources
- Water Quality Issues
- Coastal Resources
- Socio-Economic/ Environmental Justice Issues
- Miscellaneous Issues

Each of the above environmental resources shall have its own subchapter in the ER listing the affected environment, environmental consequences and mitigation measures for each resource. For example:

3.1 Land Use/Important Farmland/Formally Classified Lands

3.1.1 Affected Environment

3.1.2 Environmental Consequences

3.1.3 Mitigation

See Exhibit E for a more detailed description of the Table of Contents for the ER.

4.0 Summary of Mitigation

This section of the ER shall summarize proposed mitigation measures described in Section 3.0 of this Bulletin. Describe implementing criteria

of mitigation measures and how each measure will be enforced. A table format is useful in presenting the evaluation.

5.0 Correspondence and Coordination

As specified in Section 3.0 of this Bulletin, many of the environmental issues evaluated require coordination with State or Federal environmental regulatory agencies. All correspondence that is related to this coordination should be included in this section of the ER.

6.0 Exhibits

Attach supporting documents, maps, photographs, etc.

3.0 ENVIRONMENTAL INFORMATION AND REQUIREMENTS

This section provides the following information:

- The environmental resources that must be considered and the basis for the consideration;
- The type of information that must be provided in the ER;
- Potential information sources for each environmental resource.

This information and analysis must be documented in the ER:

The provisions of specific Federal environmental statutes, regulations, and E.O.s may be applicable to proposed projects for which the ER is being prepared. A list of such statutes, regulations, and E.O.s has been included in Exhibit D. This listing includes the title and citation for each item. These documents are available or links to websites where these documents can be found are located on the environmental section of the RD/RUS, Engineering and Environmental Staff (EES) website (http:/www.usda.gov/rus/water/ees/environ.htm).

In preparing an ER, there are two distinct actions that are normally necessary. The first action is to collect information to determine if any environmental resources occur in the area to be affected by the proposed project and any of the alternatives considered. If these resources are present, applicants must evaluate whether or not the proposed project has the potential to affect these resources. If it is determined that the proposed project will directly or indirectly affect any environmental resource, the applicant's second action is to submit a summary of the analyses and conclusions regarding these potential effects to the agencies that have regulatory jurisdiction over these resources. If adverse impacts are expected, applicants may need to negotiate and coordinate potential mitigation measures that will avoid or minimize these impacts with these agencies. If at any time the impacts are determined to be significant an EIS may be necessary. Consult with the Rural Development State Environmental Coordinator for a determination of what constitutes "significant".

In order to accomplish the two actions described above, the applicant may need to consult directly with agencies on two different occasions. Depending on the resource in question, the first consultation will be the collection of basic information on the presence

of environmental resources in the affected areas of proposed projects. This effort may be completed directly with agencies or by using information obtained from Internet resources. Then, and again depending on the environmental resource, certain agencies must be consulted to concur with any conclusions drawn on whether environmental resources will be directly or indirectly affected by the proposed project. If there is no practicable alternative to a conversion or if there is a potential for an adverse effect to a resource, appropriate mitigation measures must be evaluated and included as part of the project design and in the ER.

If during the planning and design of the proposed project it is concluded that there is no other practicable alternative than to convert or adversely impact an environmental resource, the applicant must demonstrate and justify this assertion to RD/RUS's satisfaction. In some cases even RD/RUS's concurrence with a proposed project's adverse impact may not be sufficient for project approval; agencies with jurisdiction over the resource must in some cases concur with the proposed impact. For example, RD/RUS's policy is to not directly or indirectly support development in floodplains. Therefore, RD/RUS will not finance projects that propose to construct facilities in a floodplain unless it can be determined that there is no other practicable alternative. Applicants asserting the claim of no practicable alternative have the burden of demonstrating and justifying the validity of their claim to RD/RUS's satisfaction.

The ER will not be considered complete until all proper coordination has been completed with appropriate Federal and State environmental regulatory agencies. To facilitate the ER, applicants should contact agencies early and follow-up regularly. Failure to contact applicable agencies will result in the return of the ER for revisions and delay RD/RUS's overall processing of the applicant's application for financial assistance.

Normally, the best sources for data collection and information are Federal, State, and local agencies that have jurisdiction over a particular environmental resource. Documents transmitting or receiving information from these agencies or a record of conversations or meetings with agencies should be included in the ER. More detailed information on agency contacts is presented in Section 4.0.

The above discussion is not meant to imply that the applicant must always contact all listed agencies before RD/RUS will consider the acceptability of an ER. In certain instances, a specific environmental law clearly does not apply because of the project's geographic location (*e.g.*, the Coastal Zone Management Act (CZMA) does not apply in Idaho). If previous environmental contacts with an agency established that the type of construction in question has no environmental effect, a specific review may not be necessary, however a statement regarding this fact needs to documented in the ER. Thus, an applicant need not request comment and input from all of the agencies listed under each issue for every project. The Rural Development State Environmental Coordinator or Processing Office can provide detailed guidance on specific proposed projects.

The ER should indicate the source for data presented, analyses performed using such data, conclusions reached, and evidence of proper coordination for each environmental

resource identified and evaluated. In performing the analysis, three types of environmental effects or impacts should be evaluated:

- Direct effects;
- Indirect effects; and
- Cumulative effects.

Applicants need to be aware of these three types of impacts when discussing the effects or impacts their proposed project has on the environmental issues listed below.

Environmental Information Summary				
Section	**Environmental Resource**	**Primary Contact**	**Secondary Contact**	**Type of Information**
3.1	Land Use			
3.1.1	General Land Use	Local/Regional/State planning agencies		Zoning, land use classifications
3.1.2	Important Farmland, Prime Rangeland and Forest Land	NRCS, USFS	State agencies	Soil surveys
3.1.3	Formally classified lands	NPS, BLM, USFS, BIA, State agencies	USACE	Monuments, landmarks, wild and scenic rivers, wilderness areas, State or national parks, reservations, recreational areas
3.2	Floodplains	FEMA	State/local agencies NRCS, USACE,	Flood insurance maps, soil surveys
3.3	Wetlands	NRCS, USACE	USFWS	Soil surveys, National Wetland Inventory maps, and Section 404 issues.
3.4	Cultural resources	SHPO, THPO	NPS, BLM, USFS Local or State historical group.	Historic and archaeological sites. Visually sensitive areas
3.5	Biological resources	USFWS, NMFS	State Agencies	Threatened and endangered species, anadromous species, critical habitats, species of special concern
3.6	Water quality	State agencies, USEPA	USEPA	Discharge permits Water appropriation permits Sole source aquifers
3.7	Coastal resources	State CMP agencies, USFWS	NOAA	Coastal barrier resource maps/ coastal zone management planning documents
3.8	Socio- Economic/ Environmental Justice	Census Bureau, Demographics, State/ local agencies	Local civic organizations	Economic Data, Location of minority and low-income populations
3.9	Miscellaneous Issues			
3.9.1	Air quality	State agencies	USEPA	State Implementation Plan
3.9.2	Transportation	FAA, State Highway Department	USDOT, Local/Regional/State planning agencies	Airports, highway safety, navigation hazards
3.9.3	Noise	Local/Regional/State planning agencies	USEPA, OSHA, FAA	Noise levels/restrictions

Direct effects are caused by the action and occur at the same time and place (e.g. construction activities). Indirect effects are those caused by the action and are later in time or further removed in distance, but are still reasonably foreseeable (e.g. impacts

caused by growth induced by the project). Cumulative effects result from the incremental impact of the proposed project when added to other past, present, and future actions regardless of who undertakes such other actions (e.g. effects of the interaction of this project with other past, present, and future activities in the area. (A good example would be the effect of a proposed project's well field for ground water appropriations where it is only one of many well fields that utilize an aquifer of limited size or recharge.)

3.1 Land Use

Decisions concerning land use arise from needs to accommodate needed growth and development; prevent unwarranted and costly sprawl; avoid unwarranted conversion of farm, range, and forest lands and wetlands from existing uses and encroachment on floodplains; provide or improve community services and facilities; assure appropriate environmental quality; assure adequate supplies of suitable-quality water; and provide for proper waste disposal in rural areas. It is USDA's policy to promote land use objectives responsive to current and long-term economic, social, and environmental needs and discourage the unwarranted conversion of important land resources to other uses. In general, USDA supports and promotes compact community development by discouraging the unwarranted expansion of the peripheral boundaries of existing settlements.

As part of the ER, the compatibility of the proposed project and the alternatives considered with existing land use and land use plans should be discussed, as well as, possible land use changes that may result from implementing the proposed project. Land use issues are divided into three categories:

- General land use;
- Important farmland, and prime rangeland and forest land; and,
- Formally classified lands.

3.1.1 General Land Use

3.1.1.1 Land Use Information

The types of information that should be provided include (by narrative description and maps):

1. Any existing zoning ordinances and land use plans;
2. Total land area required or proposed for purchase and the amount of land that will be disturbed by construction and operation;
3. Affected land areas classified by type of current land use such as residential, commercial, agricultural, rangeland, forest land, etc;
4. An estimate of the number of homes and population and businesses that are in close proximity to and likely to be directly affected by any proposed wastewater, water treatment, or solid waste facilities. Similar information for the alternatives considered should be provided.

3.1.1.2 Potential Information Source

1. Local, regional, and State planning agencies/commissions.
2. State Universities

3.1.2 Important Farmland, Prime Forest Land, and Prime Rangeland

The Farmland Protection Policy Act (FPPA), the USDA regulation implementing the FPPA (7 CFR Part 658), and USDA Departmental Regulation No. 9500-3, "Land Use Policy", provide protection for important farmland and prime rangeland and forest land.

3.1.2.1 Important Farmland, Prime Forest Land, and Prime Rangeland Information

The types of information that should be provided include:

1. Areas of important farmland and prime rangeland and forest land affected by the project and the amount of area to be disturbed;
2. Where conversion or adverse effects of such lands will occur as a result of the proposed project, include a discussion concerning these effects and whether alternatives are available that will avoid the conversion or adverse effect;
3. For facility and transmission line locations (where line placement can be flexible) in important farmland areas, Form AD-1006 or NRCS-CPA-106, respectively, containing the required input from the NRCS. This requirement is not applicable for distribution or collection networks where the purpose is to hook up existing users.
4. Prime Forest Land and Rangeland are land classifications not used or relevant in most locales, contact should be made to local U.S. Forest Service (USFS) and NRCS offices, respectively to determine the applicability of these resources to a proposed project.

3.1.2.2 Potential Information Sources

1. NRCS – soil survey maps (http://www.statlab.iastate.edu/soils/nsdaf/), NRCS State and local offices will provide consultation for Important Farmland and Prime Rangeland determinations.
2. American Farmland Trust (http://www.farmland.org); Farmland Information Center (http://farm.fic.niu.edu/fic/home.html).
3. USFS (http://www.fs.fed.us/other_fs_sites.shtml) - Prime Forest Lands.

For more information see Exhibit F-1.

3.1.3 Formally Classified Lands

There are certain properties that are either administered by Federal, State, or local agencies or have been accorded special protection through formal legislative designations. For the purpose of this Bulletin, these properties have been designated as "formally classified lands". Such formally classified lands that may be encountered include, but are not necessarily limited to:

- National parks and monuments;
- National natural landmarks;
- National battlefield park sites;
- National historic sites and parks;

- Wilderness areas;
- Wild and scenic and recreational rivers;
- Wildlife refuges;
- National seashores, lake shores, and trails;
- State parks;
- Bureau of Land Management (BLM) administered lands;
- National forests and grasslands;
- Native American owned lands and leases administered by the Bureau of Indian Affairs (BIA).

Visual impacts to formally classified land from proposed projects need to be considered as appropriate, see Section 3.4.3.

3.1.3.1 Formally Classified Land Information

The types of information that should be provided include:

1. The amount of each type of such lands that will affected by the proposed project and the alternatives considered;
2. The effects (direct, indirect, and cumulative) to any formally classified land;
3. The views of the agencies and/or Indian tribes administering the potentially affected properties identified in (a) and (b) above; and
4. Correspondence received from all agencies contacted.

3.1.3.2 Potential Information Sources

1. USGS and USFS maps;
2. National Park Service (NPS) and USFS (where applicable) - national natural landmarks, national parks, national battlefields and monuments, national seashores and lake shores, national historic sites, national recreational areas, national trails, wilderness areas (http://www.nps.gov/parks.html); Wild and Scenic (and recreational) Rivers and Nationwide Rivers Inventory (http://www.nps.gov/rivers/wildriverslist.html); national forest lands, prime forest land (http://www.fs.fed.us/other_fs_sites.shtml); BLM - administered lands and wilderness areas ; (http://www.blm.gov/);
3. U.S. Fish and Wildlife Service (USFWS) - wildlife refuges (http://www.fws.gov/r9realty/index.html);
4. State and local land management and planning agencies - State and local parks, and other State owned lands;
5. BIA -Tribal lands (contact with individual tribes is also necessary).

3.2 Floodplains

Continued encroachments on floodplains decrease the natural flood-control capacity of these land areas, creates the need for expensive manmade flood-control measures and

disaster-relief activities, and endangers both lives and property. In compliance with E.O. 11988, "Floodplain Management", and USDA Departmental Regulation 9500-3, "Land Use Policy", it is USDA's policy to avoid to the extent possible:

1. The long and short-term adverse impacts associated with the occupancy and modification of floodplains and
2. Direct or indirect support of floodplain development wherever there is a practicable alternative.

E.O. 11988, "Floodplain Management" requires Federal agencies to avoid actions, to the extent practicable, which will result in the location of facilities in floodplains and/or affect floodplain values. Facilities located in a floodplain may be damaged or destroyed by a flood or may change the flood-handling capability of the floodplain or the pattern or magnitude of the flood flow.

The relevant floodplain for most proposed projects is an area that has a 1-percent chance of a flood occurrence in a given year. The flood of this interval is referred to as the 100-year flood or the base flood. The floodplain management guidelines further require Federal agencies to apply the 0.2 percent or 500-year flood occurrence standard to the location of "critical facilities." Applicants should consider "critical facilities" as facilities whose loss would disrupt utility service to large areas for a considerable period of time or would disrupt utility service to critical facilities such as hospitals. Critical facilities include water treatment plants, wastewater treatment facilities, large pump stations, and centralized operations or communication facilities.

3.2.1 Floodplain Information

The types of information that should be provided include:

1. Determine if the proposed project or any portion thereof will be located in a 100- or 500-year floodplain, particular attention should be paid to whether the proposed project is proposed to be located in the designated floodway (floodways are defined as an area identified on a FIRM or a Flood Boundary Floodway Map that represents the portion of the floodplain that carries the majority of the flood flow and often is associated with high velocity flows and debris impact);
2. Status of local floodplain development requirements and permits;
3. Identify and evaluate practicable alternatives to locating facilities in a 100-year floodplain (include alternative sites or routes located outside the floodplain);
4. Identify and define the area of floodplain to be affected by the proposed project and evaluate the impacts to the floodplain;
5. If impacts cannot be avoided or if there is no practicable alternative to locating a facility or portion thereof in the floodplain fully document for submittal to RD/RUS a justification for this assertion; identify and develop measures to minimize the impacts as well as restore and preserve floodplain values; and
6. Show location of all utility lines, appurtenances, and facilities on appropriate maps as specified in Section 2.0 of the Bulletin.

3.2.2 Potential Information Sources

1. FEMA - FIRMs. Under E.O. 11988, **these maps must be used** if they are available (http://www.fema.gov/msc/). Telephone requests for maps can be made by calling 1-800-638-6620. A 6-digit community identification number is needed to get the appropriate map. Community identification numbers can be obtained from (http://www.fema.gov/fema/csb.htm) or from local community or county officials. In addition, applicants should check for map revisions not shown on FIRM maps, such as letters of amendment, change or revisions, and conditional letters of the same.
2. NRCS Soil Survey maps. - These maps contain soil units that are classified as "alluvial" soils. These soil units are associated with soils that develop in floodplains and represent the best available information if FEMA maps are not available. In addition, soil surveys provide general data indicating the soil unit's frequency for flooding.
3. U.S. Army Corps of Engineers (USACE) – may have floodplain information in the absence of FEMA maps; assessment of floodplain impacts, and identification of permits required.

3.3 Wetlands

E.O. 11990, "Protection of Wetlands" states that it is Federal policy to avoid to the extent possible the long and short-term adverse impacts associated with the destruction or modifications of wetlands and to avoid direct or indirect support of new construction in wetlands wherever there is a practicable alternative. Each agency, therefore, to the extent permitted by law, shall avoid undertaking or providing assistance for new construction located in wetlands unless the head of the agency finds that:

1. There is no practicable alternative to such construction, and
2. The proposed project includes all practicable measures to minimize harm to wetlands which may result from such use. In making this finding the head of the agency may take into account economic, environmental, and other pertinent factors.

In addition, USDA through DR 9500-3, "Land Use Policy", discourages the unwarranted alteration of wetlands. To meet this objective, consider alternatives to construction in wetlands and limit the potential damage when activity affecting a wetland cannot be avoided. Where wetlands cannot be avoided, permits from the USACE and mitigation measures to minimize adverse impacts to wetlands will be required.

Regulatory oversight of wetland issues fall under Section 404 of the Clean Water Act and is administered by the USACE. Section 404 established a Federal permitting program that requires anyone who is proposing to place dredged or fill material into "waters of the United States" which includes wetlands, must obtain a permit from the USACE (http://wetland.spk.usace.army.mil/). See Exhibit G.

To be consistent with the E.O. and DR 9500-3, applicants that propose to construct a facility in a wetland must submit documentation and justification to RD/RUS's

satisfaction that demonstrates that there is no other practicable alternative to the proposed conversion.

For planning purposes, applicants will not be required to obtain jurisdictional delineations for wetlands (under the jurisdiction of the USACE) unless a component of a proposed project proposes to construct a facility in a wetland. Applicants should contact the local USACE office to determine specific permitting requirements. Placement of utility lines should be shown on soil survey maps to determine locations of affected wetlands (hydric soils) and to quantify the number of acres potentially affected. Normally placement of utility lines can utilize the Nationwide Permit no. 12, Utility Line Discharges. As long as the general conditions of the nationwide permit are followed then applicants are not required to obtain individual Section 404 permits.

3.3.1 Wetlands Information

The types of information that should be provided include:

1. Location of wetlands in relation to the project;
2. Amount of wetlands to be physically affected by construction and the status of any wetland permits;
3. If applicable, the basis for the applicant's belief that no practicable alternative exists for any conversions of wetland areas;
4. Potential indirect and cumulative impacts to wetlands; and
5. If necessary any proposed mitigation measures to avoid or minimize impacts to wetlands.

3.3.2 Potential Information Sources

1. NRCS Soil Survey Maps (hydric soils) (http://www.statlab.iastate.edu/soils/nsdaf/);
2. Nationwide Wetlands Inventory Maps (available for many areas and compatible with the scale of USGS maps). To determine if an area has been mapped or to obtain copies, contact: National Cartographic Information Center; USGS; 507 National Center; Reston, Virginia 22092; Telephone: (703) 860-6045 (http://www.nwi.fws.gov/);
3. USACE (http://wetland.spk.usace.army.mil/); and
4. State agencies.

3.4 Cultural Resources

The National Historic Preservation Act (NHPA) of 1966, as amended (16 U.S.C. § 470 *et seq.*) and the Advisory Council on Historic Preservation's (ACHP) implementing regulations, 36 CFR Part 800 (Section 106 regulations), requires Federal agencies to take into account the effect their actions may have on historic properties that are within the proposed project's area of potential effect. This evaluation must take place prior to the carrying out of such actions. The area of potential effect is the geographic area or areas within which a proposed project may cause changes in the character or use of historic properties. Historic property means any prehistoric or historic district, site,

building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places. This term includes, for the purposes of the Section 106 regulations, artifacts, records, and remains that are related to and located within such properties. The term "eligible for inclusion in the National Register" includes both properties formally determined as such by the Secretary of the Interior and all other properties that meet National Register of Historic Properties listing criteria.

To fully support a cultural resources review, it is necessary to identify all historic properties within the proposed project's defined area of potential effect. In some cases, the State Historic Preservation Officer (SHPO) will assist in identifying the historic properties for the applicant, even though the regulations do not require them to perform that function. If the SHPO is unable to assist the applicant, the applicant should retain the services of a cultural resource specialist who meets the U.S. Department of the Interior's Secretary of the Interior's Professional Qualification Standards (48 FR 44738-9) to identify historic properties and determine what effect the proposed project will have on these properties. Note that some States require a qualified contractor to obtain a permit to conduct such work in those States.

When a SHPO requests that an applicant perform a field archaeological and/or architectural survey, the applicant should ask the SHPO to present the basis for the request in writing and consult with the Rural Development State Environmental Coordinator or Processing Office. Normally, RD/RUS will not require such a survey as a condition for financial assistance or other approvals in the absence of adequate justification or evidence from the SHPO or other sources.

Whether the SHPO does the primary identification of historic properties or reviews the determination of effect on historic properties prepared by a consultant, the SHPO normally has 30 days to respond. If the SHPO fails to respond within 30 days to the applicant's request, the applicant should not automatically assume that the SHPO has no concerns regarding the proposed project. The applicant should again contact the SHPO and inquire about the status of the project's review.

Applicants are advised to avoid adversely affecting any historic property prior to the completion of the environmental review process. Such actions may result in the loss of financial assistance. When an historic property is destroyed or irreparably harmed with the express purpose of circumventing or preordaining the outcome of a Section 106 review (e.g., demolition or removal of all or part of the property) this is called anticipatory demolition. RD/RUS is required to withhold any financial assistance until at such time, in consultation with the Advisory Council of Historic Preservation, it is determined and documented that "circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant."

3.4.1 Historic Property Information

The types of information that should be provided include:

1. Identification and determination of the effect on historic properties within the proposed project's area of potential affect;

2. Document methods used to identify historic properties within the proposed project's area of potential effect;
3. Document efforts made to identify and solicit the views of Indian tribes and interested persons;
4. If a historic property may be affected, discuss the alternatives that were considered that would avoid affecting the historic property;
5. A copy of all correspondence to and from the SHPO or, if appropriate, the Tribal Historic Preservation Officer (THPO);
6. A discussion of mitigation measures proposed to either avoid or minimize any adverse effects to historic properties; and
7. A copy of any surveys performed (indicate cost of survey and number of acres surveyed). This information will be used by RD/RUS as input into the Annual Archeological Report to Congress compiled by the NPS;

3.4.2 Potential Information Sources

1. National Register of Historic Places (http://www.cr.nps.gov/nr);
2. SHPO (www.achp.gov/shpo for addresses);
3. THPO (www.achp.gov/thpo for addresses);
4. ACHP (http://www.achp.gov/index.html);
5. NPS; and
6. State or local historical or archaeological societies.

For more information see Exhibit F-2.

3.4.3 Visual Aesthetics

The visual quality of an area may be affected by the introduction of new buildings or structures. These effects may be significant to historic properties, cultural resources, traditional cultural places, and cultural landscapes; in areas of scenic beauty, scenic overlooks, scenic highways, wilderness areas, parks, national forests; or along wild and scenic, recreational, or nationwide inventory rivers (see also Section 3.1.3, Formally Classified Lands). Aesthetics should be considered in all projects. Moreover, for projects in visually sensitive areas, reasonable efforts should be taken to avoid these areas entirely, or to design, construct and operate the proposed project in such a way that aesthetic impacts are minimized.

3.4.3.1 Aesthetic Information

The types of information that should be provided include:

1. Identify all visually sensitive areas that are in the vicinity of the proposed project;
2. How much of this area will be visually affected by the proposed project and from how many viewing locations the proposed project may be seen; and,
3. Mitigation efforts that will be taken to minimize impacts. This may include such methods, when appropriate, as vegetative zones around the proposed facilities.

3.4.3.2 Potential Information Sources

1. SHPO/THPO;
2. Federal land management agencies;
3. State land management agencies; and,
4. State and local park authorities.

3.5 Biological Resources

Threatened and Endangered Species. There are many plant and animal species that are threatened with extinction or exist in greatly reduced numbers partly as a result of human activities. The Endangered Species Act (ESA) of 1973 establishes a national program for the conservation and protection of threatened and endangered species of plants and animals and the preservation of habitats upon which they depend. Under Section 7 of the ESA, Federal agencies are required to consult with USFWS and/or the National Marine Fisheries Service (NMFS) for all threatened and endangered species. Consultations will be required with NMFS for proposals potentially affecting species that inhabit coastal areas or are anadromous (fish born in freshwater who spend most of their life at sea and return to fresh water to spawn). The consultation is to ensure that RD/RUS's actions do not jeopardize the continued existence of any federally-listed threatened or endangered species or result in the destruction or adverse modification of a critical habitat. When a proposed project cannot avoid critical habitat areas, the ESA requires mitigation measures or reasonable and prudent alternatives to be implemented that reduces an impact to minimal levels. Such mitigation measures or project alternatives must be negotiated between RD/RUS, the applicant, and the USFWS or NMFS. Therefore, if it appears the proposed project may affect (1) a federally-listed threatened or endangered species or its critical habitat or (2) a proposed threatened or endangered species or its proposed critical habitat, the applicant should contact the Rural Development State Environmental Coordinator or Processing Office as soon as possible and RD/RUS will initiated discussions with the USFWS or NMFS.

State agencies should be contacted for information on State-listed species and concerns. In some instances, the State may have more detailed information on federally-listed or proposed species and/or critical habitat than the USFWS. This information will help RD/RUS determine a proposed project's effect on a particular species.

It should be noted that candidate species have no legal protection under the ESA. However, project impacts to these species should be considered when preparing the ER because candidate species may become listed species and the listing would effect further project actions.

Fish and Wildlife Resources. In addition to the concern for threatened or endangered species, the applicant should take into account impacts that the proposed project may have on all fish and wildlife resources. Unnecessary adverse impacts should be avoided, to the extent practicable.

Vegetation provides habitat for a variety of wildlife and acts to stabilize soils and prevent erosion. In addition, information on vegetation can be used in evaluating potential impacts to threatened and endangered species and critical habitats.

3.5.1 Biological Resources Information

Threatened and Endangered Species.

The types of information that should be provided include:

1. A list of federally-listed or proposed threatened or endangered species and a delineation of any critical habitat in the proposed project's and any alternatives' area of potential effect;
2. Potential impacts of the proposed project and alternatives considered on any federally-listed or proposed threatened or endangered species and proximity to a designated critical habitat;
3. Correspondence with the USFWS and NMFS, if necessary, concerning whether or not the project is likely to affect a listed or proposed species or its listed critical habitat;
4. Similar information as described in 1 through 3 above for any State listed or proposed threatened or endangered species; and,
5. Mitigation measures, if avoidance is not practicable.

Fish and Wildlife

The types of information that should be provided include:

1. A brief description of the fish and wildlife species in the proposed project's area of potential effect; and
2. A discussion of possible impacts to fish and wildlife resources. These impacts may result from sedimentation, ground clearing, stream or river flow impedance, forest fragmentation, and hunting or fishing pressure due to increased access to an area.

Vegetation

The types of information that should be provided include:

1. A brief description of the vegetation in the proposed project's area of potential effect, the relative amount of each vegetation type, and the extent to which each type of vegetation will be affected;
2. An estimate of the amount of vegetation clearing required for the proposed project and each alternative considered;
3. The short and long-term effects of proposed vegetative clearing, including those related to the ROW maintenance practices; and,
4. A description of vegetation clearing and future maintenance practices. Special areas of concern such as riparian or wetland areas may require more detailed information.

3.5.2 Potential Information Sources

1. USFWS, Region or Field Office. This office must be contacted for each project unless the relevant State has made special arrangements to provide information on threatened or endangered species (http://www.fws.gov/r9endspp/endspp.html);
2. NMFS (for marine/anadromous species or coastal projects) (http://www.nmfs.gov/);
3. State agencies (for equivalent State species and potential information on federally listed species);
4. Administering agency on Federal, State, and local government managed lands; and,
5. State Conservationist, NRCS area or field office (http://www.nrcs.usda.gov/NRCSorg.html).

3.6 Water Quality Issues

This section is concerned with water quality issues as they relate to discharges from wastewater treatment or solid water facilities; surface or ground water appropriations for potable water treatment facilities; ground water protection programs - sole source aquifers and recharge areas; and water quality degradation from temporary construction activities. Water quality changes can impact other environmental resources such as wetlands, wildlife populations, and others. These impacts can also reach a considerable distance beyond the project location. The possible effects that the proposed project and alternatives considered could have on water quality should be addressed in the ER.

3.6.1 Water Quality Information

The types of information that should be provided include:

1. Identification and location of waterways that may be receiving streams for effluent discharges or used for water appropriations for potable water;
2. Handling of wastewater disposal for facilities;
3. Identification of all aquifers utilized as a supply for potable water or that may be impacted from runoff, infiltration by or any operational activities from wastewater and solid waste facilities;
4. Groundwater protection programs for sole source aquifers or recharge areas should be noted;
5. If the watershed that the proposed project is located in is under a management plan, the plan and the proposed project's compliance with the plan should be noted; and
6. Potential water quality degradation caused by temporary construction activities and any mitigation measures that are proposed to avoid or minimize any adverse environmental effects.

3.6.2 Potential Information Sources

1. National Pollutant Discharge Elimination System (NPDES) - State Agencies/U.S. Environmental Protection Act (USEPA) - requirements (http://www.epa.gov/owm/npdes.htm);
2. Non-Point Source Pollution (storm water runoff) USEPA. Under the NPDES storm water program (Phase I), a permit is required for land clearing activities that exceed 5 acres. Proposed Phase II NPDES storm water regulations would expand this national program to construction sites that disturb 1 to 5 acres. The Phase II regulations will be finalized by March 1, 1999 (http://www.epa.gov/OWOW/NPS/);
3. Ground water protection programs/Sole Source Aquifers – (http://www.epa.gov/OGWDW/ssanp.html); and
4. State agencies – Best management practices for erosion and sediment control practices for construction activities.

3.7 Coastal Resources

Coastal areas and barrier systems often provide excellent wildlife habitat and protect inland areas from hurricanes and other storms. Many of this country's coastal areas are experiencing severe developmental pressures for residential, recreational and industrial use. These areas are also prone to storm damage and flooding. To address this condition Congress enacted laws to protect coastal areas.

The CZMA of 1972, as amended applies to all lands on the boundary of any ocean or arm thereof, and the Great Lakes. Applicants should note that the width of the "coastal zone" might vary among the States.

The Coastal Barrier Resources Act (CBRA) and the Coastal Barrier Improvement Act only apply to selected geographic areas designated as "Coastal Barrier Resources System (CBRS) Units." At present such units have been established and delineated along the coasts of the Atlantic Ocean, Gulf of Mexico, and the Great Lakes. Proposed units have been identified but not designated along the coasts of States bordering the Pacific Ocean.

Federal agencies are prohibited from providing financial assistance in CRBS units except for the following activities: the maintenance, replacement, reconstruction, or repair, but not the expansion, of publicly owned or publicly operated roads, structures, or facilities that are essential links in a larger network or system (this does not include financial assistance for the replacement of distribution networks). Prior to approving proposed projects in CBRS units, applicants and RD/RUS must consult with and gain the approval of the USFWS.

In addition to the prohibitions in the above paragraph, Federal law prohibits flood insurance coverage under the National Flood Insurance Program for any new construction or substantial improvements of structures located on any coastal barrier within the CBRS. RD/RUS requires flood insurance under the National Flood Insurance Program for all insurable structures, thereby further limiting financial assistance in CBRS units.

All proposed projects that are within coastal zone management areas must obtain a "consistency determination". Federal consistency is the CZMA's requirement that Federal actions that are reasonably likely to affect any land or water use or natural resource in a coastal zone be consistent with the enforceable policies of a coastal State's or territory's federally approved coastal management program ("State CMP" or "CMP"). Federal actions include:

1. Direct Federal actions - activities and development projects performed by a Federal agency, or a contractor for the benefit of a Federal agency; and
2. Indirect Federal actions - activities not performed by a Federal agency, but requiring Federal permits or licenses or other forms of Federal approval, and Federal financial assistance to States and territories and local governments.

The objective is to ensure that Federal agencies and applicants for Federal approvals and funding adequately consider and comply with State CMPs. The key to effective and efficient consistency determinations is early coordination and consultation between CMPs, Federal agencies, and applicants. It is an important mandatory, but flexible, mechanism to avoid potential conflicts between States, Territories and Federal agencies. Federal consistency is more than just a procedural dictate. It is a method of ensuring greater protection of coastal uses and resources through the coastal management policies of States and Territories by assisting States in managing coastal uses and resources.

Federal consistency reviews are the responsibility of the lead State CMP agency. A State CMP reviews the Federal action to determine if the proposed project will be consistent with the CMP. After working with State CMPs and making any appropriate changes to the proposed project, Federal agencies and applicants shall provide a consistency statement to the CMP, along with supporting documentation.

3.7.1 Coastal Resource Information

The types of information that should be provided include:

1. Identify portions of the proposed project which will be located in the coastal zone or CBRS unit or will otherwise affect these areas;
2. Correspondence with the State coastal management program office concerning the proposed project's consistency determination; and,
3. Mitigation measures necessary to achieve consistency with the State's coastal management program, if necessary.

3.7.2 Potential Information Sources

1. State CMP Agency; (http://www.nos.noaa.gov/ocrm/czm/);
2. USFWS - CBRS information (http://www.fws.gov/cep/cbrtable.html);
3. CBRS maps are available from the United States Geological Survey (USGS) (http://www.fws.gov/cep/cbrmapfr.html); and
4. National Oceanic and Atmospheric Administration (NOAA) (http://www.nos.noaa.gov/).

3.8 Socio-economic Issues/Environmental Justice

Proposed projects funded by or in part by RD/RUS have a potential to affect the socio-economic conditions of the areas being served. Applicants should be aware of potential effects to the socio-economic makeup of the area proposed to be served and be prepared to discuss these effects. Effects could be beneficial or adverse. In addition, applicants need to determine if their proposed project has or may have a disproportionately high and adverse human health or environmental effects on minority and low-income populations. E.O. 12989 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations", dated February 11, 1994, and USDA DR 5600-2 "Environmental Justice", dated December 15, 1997, require the consideration of environmental justice issues into NEPA environmental reviews. These issues include:

1. Analyzing for the potential of disproportionately high and adverse human health or environmental effects to minority and low-income populations;
2. Providing opportunities for minority and low-income populations to participate in the NEPA process if these populations may be adversely affected; and,
3. Identifying mitigation measures that would reduce adverse human health or environmental effects to minority and low-income populations.

3.8.1 Socio-economic Issues

3.8.1.1 Socio-economic Information

Part of the USDA, Rural Development's mission is to support sound development of rural communities and provide economic opportunities for farm and rural residents. This mission may significantly affect the socio-economic make-up of the area to be served. Applicants should, in conjunction with an analysis of existing land uses and any projected land use changes caused by the proposed project, be aware of and be prepared to discuss any potential changes to an area's socio-economic make-up.

3.8.1.2 Potential Information Sources

1. U.S. Department of Commerce, Census Bureau (http://www.census.gov); and
2. State Census Data Centers (http://www.census.gov/sdc/www/)

3.8.2 Environmental Justice Issues

3.8.2.1 Environmental Justice Information

Applicants must include an analysis of the potential impact of a proposed project, or any part thereof, that may pose disproportionately high and adverse human health or environmental effects to minority and low-income populations. The environmental justice analysis in the ER should determine if the proposed project will be located in a

minority or low-income community and, if so, analyze if the location of the proposed project will have, or be perceived to have, disproportionately high adverse human health or environmental effects to the community. If the project will have no disproportionate effects, this should be stated. If the project is to be located in a minority or low-income community and will have, or may be perceived to have, disproportionately high or adverse human health or environmental effects to the community, the analysis must include a description of the efforts made to include minority and low-income populations into the NEPA process. These efforts may include public notices and special outreach efforts aimed at these populations. When it is determined that there is no practicable alternative to locating a project in a minority or low-income community and if there will be disproportionately high human health or environmental effects, the analysis must include a discussion of the mitigation measures evaluated that would off-set or minimize these effects.

3.8.2.2 Potential Information Sources

1. Local Elected Officials/agencies;
2. Rural Development Civil Rights Coordinators;
3. State agencies/USEPA (http://www.epa.gov/swerosps/ej/);
4. U.S. Department of Commerce, Census Bureau (http://www.census.gov);
5. Minority Business and Trade Groups;
6. Civic Organizations;
7. Tribal Officials;
8. Religious Groups/Churches;
9. Civil Rights Organizations; and,
10. Senior Citizens Groups.

For more information see Exhibit F-3.

3.9 Miscellaneous Issues

The types of environmental issues that may be related to project designs and requirements are complex and highly site-specific. The primary issues to be considered are listed in the above sections, however, applicants need to be aware that other less significant issues may arise during a proposed project's planning and design activities. The following subsections are some of the more common miscellaneous issues that may come up but is not meant to be an all-inclusive list.

3.9.1 Air Quality

During construction there will be emissions from vehicles and other construction equipment or fugitive dust from construction activities. Although specific Federal regulations exist which address these emissions, a State Implementation Plan (SIP) provides the framework for air emission control within each State.

Designated State air pollution program administrators regulate air emissions from facilities within their states. If the project qualifies as a major source (having a

significant emission rate for one or more pollutants), compliance with Best Available Control Technology may be required.

The applicant should contact the State air pollution program administrator responsible for enforcing the SIP and find out whether its construction activities must comply with the SIP.

In addition to facility air emissions, applicants should be aware of the issue of the off-site migration of odors.

3.9.1.1 Air Quality Information

The types of information that should be provided include:

1. Sources and types of any air emissions from the proposed project;
2. Compliance with the SIP, either through agency exemption or project review;
3. Anticipated effects (including duration) on air quality from construction activities, especially if the enforcement agency has not provided an exemption or project review;
4. Status of project area regarding compliance with ambient air quality standards and location of Class I areas;
5. Analysis of Best Available Control Technologies, if required for air quality permit application;
6. Anticipated effects on air quality from operation of the facility; and,
7. Sources of odors and mitigation measures necessary to minimize off-site migration of odors.

3.9.1.2 Potential Information Sources

1. State and Local Air Pollution Program Administrators (http://www.4cleanair.org/states.html); and
2. USEPA (http://www.epa.gov/oar/oaqps/permits/)

3.9.2 Transportation

Information concerning this issue may be required if the proposed project proposes the construction of highway crossings or elevated water storage facilities especially where these facilities are located adjacent to airports (including airport clearance or accident zones), roads, highways, railroads, and navigable waterways. Permits may be required from the applicable agencies prior to construction.

3.9.2.1 Transportation Information

The types of information that should be provided include:

1. Changes or modification of traffic patterns as a result of the proposed project;
2. Fuel and chemical delivery requirements for treatment facilities;
3. Potential impairment of highway safety or navigable waterways; and
4. Location of any airports that could be close to proposed water tanks or other potential obstacles. Specify any airport clearance or accident zones.

3.9.2.2 Potential Information Sources

1. U. S. Department of Transportation (USDOT), Federal Highway Administration (http://www.fhwa.dot.gov/);
2. State transportation agencies; see (http://www.fhwa.dot.gov/related.html) "Transportation Related State Web Sites of Our State Partners"; and
3. Federal Aviation Administration (FAA) (http://www.faa.gov/centers.htm).
4. For any military facilities, contact the facilities Public Affairs Office.

3.9.3 Noise

Information concerning this issue may be required for the construction and operation of facilities, especially those facilities that may be located in or near noise sensitive developments such as residential areas. The most current noise assessment methodology is contained in the "Noise Guidebook", published by the U.S. Department of Housing and Urban Development, Office of Community and Development.

3.9.3.1 Noise Information

The types of information that should be provided include:

1. Noise levels from construction and operation of facilities at nearby noise sensitive development; and,
2. Sound attenuation or any other mitigation measures to be taken to reduce or eliminate adverse effects from unacceptable noise levels.

3.9.3.2 Potential Information Sources

1. State and local planning or environmental agencies;
2. USEPA Regional Offices; and
3. U. S. Department of Housing and Urban Development, Office of Community and Development, Washington D.C.

4.0 AGENCY CORRESPONDENCE

In completing an ER, coordination with appropriate environmental regulatory agencies may require two interactions. The first interaction may involve basic data collection, however much of this effort can be completed using the various Internet websites offered by applicable agencies. The second interaction may be required in order to obtain the concurrence of or agreement with any conclusions drawn from the evaluation of this data for potential environmental effects of the proposed project and any alternatives considered. For example, if the applicant, based on data collected from the USFWS or from a State Agency that has been authorized to assist the U.S. Fish and Wildlife in determining the presence of such species, concludes that no threatened and endangered species will be affected by the proposed project, the applicant needs to obtain the concurrence in writing from these agencies. If the proposed project will affect an endangered species, all documentation regarding coordination with USFWS must be included in the ER.

The applicant should make a reasonable effort to obtain written responses from agencies and others that have specialized information about or regulatory oversight concerning an environmental resource or issue. Normally, they should be given a minimum of 30 days to respond to a written request for comments. If no written response is received within the requested time period, the applicant should re-contact the agency by telephone concerning whether it intends to comment on the proposed project in writing. In certain cases where time is of the essence, it may be prudent to telephone the agency a few days after sending the written request to determine whether the information has been received. Written documentation of follow-up telephone conversations or meetings with agencies must be included in the ER.

It is recognized that applicants cannot force an agency to comment and that unreasonable requests for time extensions may unduly delay a project. It is not intended that an ER be stymied under such circumstances. When a applicant has made reasonable efforts to obtain an agency response and has not received one, the applicant should document its efforts in the ER.

4.1 Reaction to Agency Comments

When an agency raises concerns about a proposed project, recommends further studies, or suggests mitigation measures to offset environmental impacts, the applicant should consult with the Rural Development State Environmental Coordinator or Processing Office for advice. IT IS ESSENTIAL THAT THE APPLICANT ADDRESS ALL SUCH COMMENTS, RECOMMENDATIONS, OR SUGGESTIONS IN THE ER.

The applicant shall seek to resolve all outstanding concerns with regulatory agencies prior to submitting the ER to RD/RUS. If, subsequent to contacting regulatory agencies, an applicant has unresolved concerns about a particular issue, they shall contact the Rural Development State Environmental Coordinator or Processing Office for assistance. The Rural Development State Environmental Coordinator and Processing Office shall assist the applicant in resolving all concerns with regulatory agencies.

Common Contacts		
Contact	Environmental Resource Information	
	Primary	Secondary
Local/Regional/State Planners	• Land Use • Noise • Floodplains (local Floodplain Mgmt. Coordinators) • Environmental Justice	
State Environmental Agencies	• Water Quality • Air Pollution • Biological Resources	• Formally Classified Land • Wetlands • Aesthetics • Important Farmland • Floodplains
State Coastal Mgmt. Program Agency	• Coastal Resources	
SHPO	• Cultural Resources • Aesthetics	
THPO	• Cultural Resources • Environmental Justice • Aesthetics	
Local/State historic groups		• Cultural Resources
BLM	• Formally Classified Land • Aesthetics	
FEMA	• Floodplains	
NRCS	• Important Farmland • Prime Rangeland (if designated) Wetlands (Soil Surveys)	• Biological Resources • Water Quality • Floodplains (Soil Surveys)
NPS	• Formally Classified Land • Aesthetics	• Cultural Resources
NMFS	• Biological Resources	
NOAA	• Coastal Resources	
FAA	• Transportation	
USDOT, FHA	• Transportation	
State DOT	• Transportation	
USEPA	• Water Quality (Sole Source Aquifers)	• Water Quality (NPDES) • Air Quality
USFWS	• Coastal Barrier Resources • Biological Resources	• Wetlands
USFS	• Formally Classified Land • Prime Forest Lands	
USACE	• Wetlands	• Formally Classified Land

In certain instances, comments from Federal, State, or local agencies may raise environmental issues of concern to State agencies which are not afforded specific protection under Federal laws and regulations (*e.g.*, a State listed endangered species which is not on the Federal list). Such comments on State and local environmental issues should also be discussed in the ER. Taking such matters into account may be

essential in securing State and local permits and approvals. Moreover, in considering the effect of a project on the quality of the human environment, NEPA and the CEQ regulations require Federal agencies to consider overall environmental impacts, not merely those environmental resources specifically protected by Federal laws, regulations, or E.O.s.

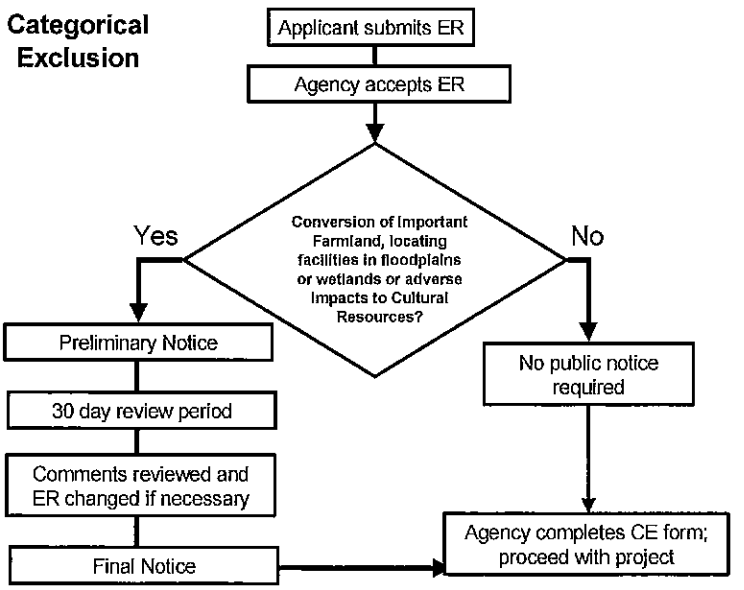
5.0 PUBLIC NOTICES

Public notices are normally required on two occasions for most proposed projects. A proposed project classified as a CE may require a preliminary notice and a final notice if certain resources will be directly converted or adversely affected. A proposed project classified as an EA will require a public notice announcing the availability of the EA for public review and a notice announcing RD/RUS's environmental decision or a FONSI. Templates for public notices are in Exhibit B.

5.1 Categorical Exclusion

Where there is a proposal to convert important farmland, locate facilities in wetlands or floodplains, or adversely affect a cultural resource, the public will be provided an opportunity to review and comment on the proposed project. This notice is done in two stages, a preliminary notice announcing the proposed project and a final notice where RD/RUS states its decision regarding the proposed project.

The purpose of the preliminary notice is to inform the public of the proposed conversion and request their comments on alternate sites or actions that would avoid or minimize the conversion (see Exhibit B.1). The preliminary notice is issued after RD/RUS accepts the ER and has determined the project is properly classified as a CE. The public is provided a nominal 30-day period to submit comments. RD/RUS and the applicant will review the comments and make any appropriate changes to the ER.



The purpose of the final notice is a follow-up to the preliminary notice and is intended to inform the public of RD/RUS's decision on the conversion (see Exhibit B.2). When conversion will occur, the final notice will inform the public that RD/RUS has determined that there is no practicable alternative to avoiding the conversion and provide a

reason(s) for that decision. The final notice is issued after the preliminary notice review period and after all public comments have been evaluated. There is no review period for the final notice.

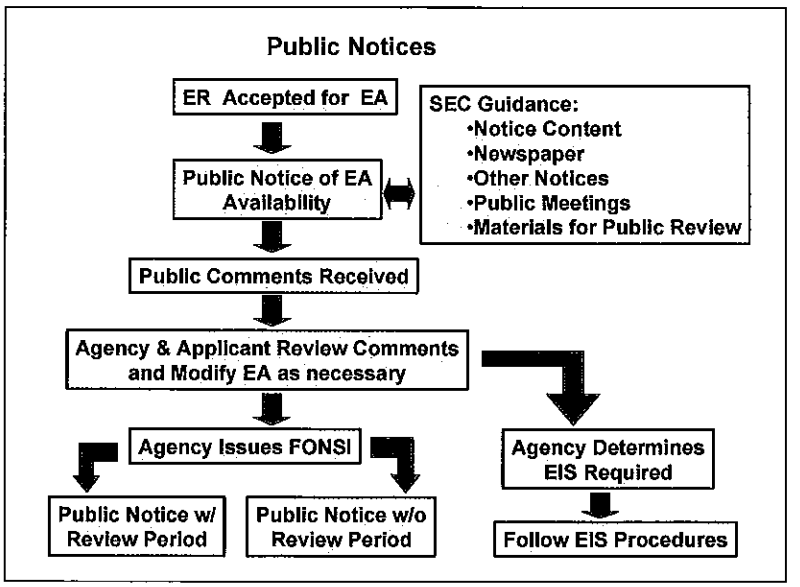
The table below summarizes the CE public notice requirements.

Categorical Exclusion Public Notice Requirements				
Proposed Conversion of Resource	**Preliminary Notice**	**Review Period [3] (days)**	**Final Notice**	**Review Period (days)**
None	N/A	N/A	N/A	N/A
Important Farmland [1]	Yes	30	Yes	0
Wetlands	Yes	30	Yes	0
Floodplains	Yes	30	Yes	0
Cultural Resources [2]	Yes	30	Yes	0

1. Includes Important Farmland (as defined by DR 9500-3)
2. For Cultural Resources in the context of the NHPA, the term "converted" refers to an "adverse effect."
3. Comment periods are calculated from the date of the first publication.

5.2 Environmental Assessment

When RD/RUS approves and accepts the ER as its EA, two public notices are published. The first informs the public of the availability of the EA. The second, a FONSI, informs the public of RD/RUS's decision.



The purpose of the first notice is to announce the availability of the EA for public review. After RD/RUS has determined that the ER will serve as its EA, RD/RUS will authorize the applicant to publish a public notice in a newspaper(s) of general circulation in the area where the proposed project is located (see B.3). If the proposed project proposes to convert important farmland, construct facilities in floodplains or wetlands, or adversely affect a cultural resource, the information required in Preliminary Notice listed in Exhibit B.1 should be integrated in the EA notice. The public is provided a nominal 30-day period to submit comments. RD/RUS and the applicant will review the comments and make appropriate changes to the EA.

The purpose of the second notice is to announce that RD/RUS has reached a FONSI (see B.4). This notice can be published as soon as RD/RUS has prepared or approved the notice announcing that decision. Publication authorization and any specific requirements will be provided to the applicant. Normally there is no public comment period for FONSI. However, where substantive comments are received on or substantive changes have been made to the EA, RD/RUS may require an additional period (15 days) for public review following the publication of its FONSI determination.

This table explains the EA public notice requirements.

Environmental Assessment Public Notice Requirements

Conversion of, Locating Facilities in, or Adverse Impact to the Listed Resource	Environmental Assessment Notice			FONSI Notice		
	Standard EA Notice	Include Preliminary Notice Information	Review Period [3] (days)	Standard FONSI Notice	Include Final Notice	Review Period [4,5] (days)
None of the below	Yes	No	30	Yes	No	0 or 15
Important Farmland [1]	Yes	Yes	30	Yes	Yes	0 or 15
Wetlands [2]	Yes	Yes	30	Yes	Yes	0 or 15
Floodplains [2]	Yes	Yes	30	Yes	Yes	0 or 15
Cultural Resources [3]	Yes	Yes	30	Yes	Yes	0 or 15

1 Includes conversion of Important Farmland (as defined by DR 9500-3)
2 Refers to a proposal to locate a facility in a wetland or floodplain.
3 An adverse affect for Cultural Resources is defined in the context of the NHPA.
4 Comment periods are calculated from the date of the first publication.
5 An additional 15-day review is only necessary if substantive comments have been received and the EA has been significantly amended. This determination is made by the Rural Development State Environmental Coordinator.

5.3 Notifying the Public

It is RD/RUS's responsibility to ensure the adequacy of all public notices prior to making a decision regarding project approval. Therefore, prior to publishing public notices applicants should allow the Rural Development Processing Office to review and concur with all notices. When publishing public notices, the applicant should ensure that the notice has a reasonable likelihood of attracting the attention of individuals or organizations that may be interested in or affected by the project.

Normally newspaper advertisements are used to notify the public. However, other forms of notice may also be appropriate depending on the nature of the proposed project's potential impacts and the nature of the target audience. The following methods may be appropriate:

- Individual notices mailed to landowners or residents who live or own property adjacent to facilities or are directly affected by the construction of the facilities;
- Radio and television announcements;
- Inserts into utility bills;
- Notices posted in areas frequented by the target audience;
- Public meetings; or,

- Announcements at public activities (schools, place of worship, town meeting, etc.)

Newspaper notices should be of reasonable size and prominence and not be placed in the classified or legal section or an obscure portion of the newspaper. All public notices will be published in newspaper(s) of local circulation in the area affected by the proposed project. The publication frequency shall be 3 consecutive days for daily newspapers and 2 consecutive weeks in weekly newspapers. Public review dates shall be computed from the initial publication date of the notice. Proof of publication shall be provided to RD/RUS either as a copy of the advertisement or the publisher's affidavit.

Upon approval and acceptance of the ER, the Rural Development State Environmental Coordinator will determine if any unique public notice requirements (beyond the standard public notice language - see Exhibit B) for the proposed project are necessary. These may include:

- Content of the notice;
- Public review period;
- Frequency of newspaper advertisements;
- Other forms of public notice;
- Public meeting;
- Materials and information to be made available to the public; or,
- Other actions necessary to obtain sufficient public involvement in the environmental review process.

Copies of all comments received by the applicant, including unsolicited comments, must be submitted to RD/RUS as soon as possible. RD/RUS and the applicant will review the comments, address each comment, and make any appropriate changes to the EA.

5.4 Environmental Justice

If the project is to be located in a minority or low-income community and will have, or may be perceived to have, disproportionately high and adverse human health or environmental effects to that community, special efforts may be necessary to include these populations into the public involvement process. These efforts may include public notices, community meetings, and publishing public notices in languages other than English and in non-English newspapers or publications. All special outreach efforts must be fully described in the ER.

Nothing in the foregoing discussion is meant to restrict the applicant's use of other media in publishing public notices. RD/RUS's requirements for public notices are merely establishing a minimum. Other means of communication may be particularly effective in reaching the public in appropriate situations.

6.0 Exhibit A - Agency Correspondence for Information Gathering

Included in this exhibit are sample letters directed to a variety of Federal and State agencies that are normally contacted during the preparation of an ER. These examples are designed to provide guidance to applicants in preparing **information** requests to environmental regulatory agencies. Individual letters should be tailored to the nature of the specific project and the issues involved. At times a briefer format may be reasonable, while in other instances a more detailed explanation may be necessary.

The amount of project-related information that the applicant includes with the agency letter is optional. Normally it is sufficient to include a project description and a USGS map showing the proposed project's location of all construction-related activities.

The Rural Development State Environmental Coordinator or Processing Office can provide the appropriate names and addresses.

A.1 State Historic Preservation Officer Letter Concerning Cultural Resources

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may assess the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's area of potential effect for all construction activities and a description of the work involved[2].

(*Applicant's name*) requests the assistance of your office in identifying historic properties that are listed or eligible for listing on the National Register of Historic Places and that may be affected by the project. Please provide any recommendations you may have to mitigate or avoid these impacts, to properties that may be affected.

We would appreciate a response within 30 days. If you need any further information or wish to discuss the project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for the SHPO to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of all construction activities are being proposed (see footnote 2).

[2] In order to expedite SHPO reviews, applicant should submit maps of an appropriate scale that will show the proposed project's area of potential effect. These areas should cover all proposed construction including easements, staging areas, etc.. Applicants should consider submitting photographs of these areas with letters.

A.2 U.S. Fish and Wildlife Service or National Marine Fisheries Service Letter Concerning Endangered Species

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may assess the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's construction activities and a description of the work involved.

The proposed project does not represent a "major construction activity" as defined in 50 CFR 402.02. We request a list of any Federally-listed or proposed threatened or endangered species and designated or proposed critical habitat that may be present in the project area. In addition, please advise us of any present concerns you may have related to possible effects of the project listed above on such species or critical habitat, as well as any other wildlife concerns.

We would appreciate a response within 30 days. If you need any further information or wish to discuss our project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for the USFWS to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of all construction activities that are being proposed.

A.3 Natural Resources Conservation Service (State or field office) Letter Concerning Important Farmland

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may assess the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's construction activities and a description of the work involved.

We are requesting information on the possible effects of the proposed project on important farmland and prime rangeland and any recommendations you have to minimize or avoid these effects. We also seek your assessment of the compatibility of the proposed project with State and local government or any private programs and policies to protect important farmland.

We would appreciate a response within 30 days. If you need any further information or wish to discuss our project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for NRCS to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of construction activities that are being proposed.

A.4 Letter to Federal Land Manager

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may access the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's construction activities and a description of the work involved.

As is shown on the enclosed map, some of the construction may take place in the (*name of unit*). Although the submittal of a special use permit application at this time would be premature, we are seeking information on environmental effects from the projects as an input to the Rural Utilities Service's decision-making process. We request your review of this project for potential impacts to officially designated areas within the (*name of unit*), and any recommendations you may have to mitigate or avoid these effects. We would also appreciate receiving any information regarding additional review requirements that your agency may have.

We would appreciate a response within 30 days. If you need any further information or wish to discuss the project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for the agency to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of all construction activities that are being proposed.

A.5 State Natural Resource or Environmental Agency Letter

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may access the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's construction activities and a description of the work involved.

(Applicant's name) requests that your office review the proposed project for any State and Federally-listed threatened and endangered species and any other important State natural resources that may occur in the project area. Please provide any recommendations you may have to mitigate or avoid these impacts.

We would appreciate a response within 30 days. If you need any further information or wish to discuss the project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for the agency to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of all construction activities that are being proposed

A.6 State Coastal Management Program Agency Letter Concerning Coastal Zone Management Issues

The (*Applicant's name*) is in the process of performing an environmental review pursuant to the National Environmental Policy Act for the USDA, Rural Utilities Service in order that it may assess the environmental impacts of (*description of the project*)[1] in (*county*), (*State*). The project is being proposed to (*give a brief statement supporting project need*). Enclosed is an U.S. Geological Survey map(s) that depicts the proposed project's construction activities and a description of the work involved.

Please advise us if the proposed project is within areas of the State's Coastal Management Program. If so, we request your review of this project so that you may assist us in ensuring that our construction activities will be consistent with program goals. Any other information you may wish to provide regarding environmental impacts or suggestions for mitigating impacts will be appreciated and taken into consideration.

We would appreciate a response within 30 days. If you need any further information or wish to discuss our project, please contact (*name*) at (*telephone number*).

[1]Applicants could provide a complete project description as an attachment to this letter. In order for the State CMP agency to provide appropriate project reviews, the project descriptions submitted need to be explicit in the types and locations of construction activities that are being proposed.

7.0 Exhibit B - Sample Public Notices

B.1 Preliminary Notices for Categorical Exclusions

These notices are required for proposed projects classified as CEs that propose to convert important farmland, construct facilities in a wetland or floodplain, or adversely affect a cultural resource.

Preliminary Notice of Potential Conversion of [insert issue(s)][1]

The USDA, Rural Utilities Service has received an application for financial assistance from [*insert applicant's name*]. The proposed project consists of [*itemize the project's construction activities and locations*]. If implemented, the proposed project will convert [*insert issue(s)[1] – include acreage, locations*]. The purpose of this notice is to inform the public of this proposed conversion and request comments concerning the proposed project, alternative sites or actions that would avoid these impacts, and methods that could be used to minimize these impacts.

The environmental documentation regarding this proposed project is available for review at [*insert Rural Development office location or other locations*]. For questions regarding this proposal contact [*insert name and telephone number of Rural Development official*].

Any person interested in commenting on this proposal should submit comments to the address above by [*have newspaper insert a date that is 30 days from the date the notice is first published*].

A general location map of the proposal is shown below. [*insert map*].

[1] Important Farmland, Wetland, Floodplain, or an "Adverse Effect to a Cultural Resource"

B.2 Final Notices for Categorical Exclusions

Whenever a preliminary notice is published, the publication of a final notice is required. Below is a sample of a Final Notice.

Final Notice of Potential Conversion of [insert issue(s) [1]]

The USDA, Rural Utilities Service has received an application for financial assistance from [*insert applicant's name*]. The proposed project consists of [*itemize the project's construction elements and locations*]. Rural Development has assessed the environmental impacts of this proposed project and determined that the location of [*insert construction activity or facility*] will convert [*insert issue(s)*[1]]. It has been determined that there is no practicable alternative to avoiding this conversion. The basis of this determination is [*summarize the justification and reason for the conversion*].

For information regarding this notice contact [*insert Rural Development official's name and telephone number*].

A general location map of the proposal is shown below. [*Insert map*].

[1] Important Farmland, Wetland, Floodplain, or an "Adverse Effect to a Cultural Resource"

B.3 Notice of Availability of Environmental Assessment

Upon review and acceptance of the applicant's ER, the ER will serve as RD/RUS's EA and shall be made available for public review and comment for a 30-day review period. If the proposed project proposes a conversion of important farmland, construct a facility in a wetland or floodplain, or adversely affect a cultural resource, the contents of the Preliminary Notice as specified in B.1 need to be integrated into the notice below.

Notice of the Availability of an Environmental Assessment

The USDA, Rural Utilities Service has received an application for financial assistance from [*insert applicant's name*]. As required by the National Environmental Policy Act, the Rural Utilities Service has prepared an Environmental Assessment that evaluated the potential environmental effects and consequences of the proposed project. This notice announces the availability of the Environmental Assessment for pubic review and comment.

The proposed project consists of [itemize the project's construction activities and locations; include information regarding any conversion(s) of [insert issue[1]]; and summarize all proposed mitigation measures and locations used to minimize any adverse environmental effects]. The alternatives considered to the proposed project include: [*insert a summary of the alternatives and locations (if applicable) considered and discussed in the Environmental Assessment*].

Copies of the Environmental Assessment are available for review at [*insert Rural Development office location; if the Environmental Assessment is available at any other location(s) give address and telephone number*]. For further information contact [*insert name and telephone number of Rural Development official*]. Any person interested in commenting on this proposed project should submit comments to the address above by [*have newspaper insert a date that is 30 days from the first publication date*].

A general location map of the proposal is shown below [*Insert general location map of the proposed project*].

[1] Important Farmland, Wetland, Floodplain, or an "Adverse Effect to a Cultural Resource"

B.4 Finding of No Significant Impact Notice

Subsequent to the notice announcing the availability of an EA and RD/RUS approval, the applicant shall publish a public notice informing the public of RD/RUS's determination of a FONSI for the proposed project. Where the proposed project proposes to convert important farmland, wetlands, or floodplains or adversely affects a cultural resource, the content of a Final Notice as specified in B.2 will be integrated in the FONSI notice.

Notice of a Finding of No Significant Impact

The USDA, Rural Utilities Service has received an application for financial assistance from [*insert applicant's name*]. The proposed project consists of [*itemize the project's construction activities and locations; include information regarding any conversion(s) of [insert issue*[1]].

As required by the National Environmental Policy Act, the Rural Utilities Service has assessed the potential environmental effects of the proposed project and has determined that the proposal will not have a significant effect on the human environment and for which an Environment Impact Statement will not be prepared. The basis of this determination is [*briefly summarize reasons*]. [*Add if necessary*] In order to avoid or minimize any adverse environmental impacts, the Rural Utilities Service will require the applicant to incorporate the following mitigation measures into the proposed project's design [*briefly summarize all proposed mitigation measures and locations*].

Copies of the Environmental Assessment can be reviewed or obtained at [*insert the Rural Development office location and telephone number*]. For further information, please contact [*insert Rural Development official's name and telephone number*].

[*If additional public review period is required have newspaper insert a date 15 day after the date of the first publication*][2] A general location map of the proposal is shown below. [*insert general location map of the proposed project*].

[1] Important Farmland, Wetland, Floodplain, or an "Adverse Effect to a Cultural Resource"
[2] Any person interested in commenting on this FONSI may submit comments to the address above by [have newspaper insert date that is 15 days from the publication of this notice].

Normally, there is no comment period for a FONSI Notice. However, where the proposed project is controversial or RD/RUS has received substantive environmental comments that required a significant modification of the EA, the FONSI notice may be published with an additional 15-day comment period. Applicants will be informed by the Rural Development State Environmental Coordinator or Processing Office whether this requirement is applicable. If this is the case, information regarding the additional comment period needs to be included in the public notice - see note 2 above.

8.0 Exhibit C - Mitigation

The purpose of mitigation measures is to avoid or minimize adverse environmental impacts of a proposed project. When developed as part of an ER, properly applied mitigation measures will allow RD/RUS to determine that its financial support for a proposed project will not have a significant effect on the human environment and is therefore not required to prepare an EIS.

Mitigation measures can be characterized as:

Structural. These measures are usually associated with planning, construction, and development activities. For example:

- Limit line sizes to serve only current population in a floodplain or to limit development in areas of important farmland;
- Provide a vegetative buffer zone along creeks, streams, etc.;
- Route construction away from sensitive areas – historic properties, critical habitat, etc.; or,
- Use of existing previously disturbed ROWs.

Restrictive. These measures are usually associated with development and operation. For example:

- Limit construction to certain times of the year – winter for wetland crossings, periods of low wildlife activity – after breeding season or spawning run;
- Halt work if an archaeological resource is uncovered;
- Limit access to utility lines in protected or sensitive resource areas; or,
- Minimize vegetative clearing in a riparian zone.

Regulatory. These measures rely on a third party to monitor for compliance. For example:

- Require USACE individual permit or notification of construction for nationwide permit in wetland areas;
- Evidence of approvals from land management agencies – BLM, USFS, etc.; or,
- Memorandum of agreement with SHPO.

Awareness. These measures rely on a third party to provide evidence of compliance. For example:

- Consultation with expert agencies when a resource may be impacted – NRCS for important farmland or USFWS for critical habitat for threatened and endangered species; or,
- Compatibility with local comprehensive land use plans.

Mitigation measures can be very effective when applied properly. In reviewing potential mitigation measures give consideration to the following:

- The adverse effect must have a reasonable chance of occurring in the foreseeable future. Mitigation measures are only useful when there is an compelling reason to avoid or minimize adverse effects that have a reasonable expectation of occurring. If an adverse effect has a low expectancy in the foreseeable future, mitigation may not be necessary;
- Mitigation measures must be practicable. There must be a reasonable expectation that the measure can be applied and when applied, will have the desired outcome;
- There must be some motivation behind the mitigation measure. In other words, there must be some assurance that the measure will be implemented. Rural Development often relies on third parties to monitor and enforce implementation. Regulatory agencies are generally in the best position to accomplish this. It should also be expected that when the reason for the mitigation no longer exists, the mitigation would be discontinued;
- A mitigation measure should be in balance with both the potentials for impact on the environmental resource and the resource's relative environmental value. High potential impacts on critical resources would require a strong mitigation measure (e.g. restrictive measure). An awareness type measure would be more appropriate where there is a low potential for impact on a less critical environmental resource;
- Mitigation measures must be tailored to the specific condition of a project and its owner's capabilities. Customs and traditions in an area can often determine if a mitigation measure can be carried out to achieve its desired results; and,
- Developing and applying successful mitigation measures is more of an art then a science. There is no "one best solution" to avoiding or minimizing adverse impacts for all proposed projects. The language of mitigation implies subjective determinations – reasonable, foreseeable, practicable, value, etc. The applicant and RD/RUS must evaluate and balance all of these elements.

C.1 Examples of Mitigation Measures

A list of typical mitigation and monitoring commitments that may be appropriate for certain types of applicant projects has been provided below. The list is by no means complete and is for illustrative purposes only.

Land Use

- Select ROW which supports present and planned land use; or
- Share an established corridor with other utilities.

Formally Classified Lands

- Avoid impacting properties that are owned and administered by Federal, State, and local agencies or have been accorded special protection through formal designation.

Floodplains

- Minimize the extent of floodplains to be crossed or impacted by the construction of facilities;
- Locate support structures and facilities to allow for adequate flow of flood waters in the event of flooding;
- Design support structures to minimize accumulation of flood borne debris; and,
- Minimize clearing of riparian vegetation.

Wetlands

- Avoid crossing wetlands where practicable, or minimize the extent of wetlands crossed;
- Consider the purchase of wetlands outside the project corridor to compensate for impacts to wetland resources;
- Avoid routing a permanent access road through wetlands;
- Perform certain construction activities in wetlands during dry conditions or when the ground is frozen; and,
- Minimize clearing of riparian vegetation.

Cultural Resources

- Plan to route the utility lines away from historical properties;
- Consider restoration, if avoidance is not practical;
- Use vegetative screens to minimize visual intrusion;
- In consultation with RD/RUS and SHPO, alter proposed project if a "no effect" determination can not be readily achieved;
- Halt work if archaeological resources are uncovered and immediately contact SHPO and RD/RUS. Do not resume work in the affected area until clearance has been received from SHPO and RD/RUS; and,
- State that stipulations or agreements developed, as a result of the Section 106 process will be met.

Aesthetics

- Avoid scenic areas, if possible; and
- Commit to thorough cleanup and revegetation of the ROW after project completion.

Threatened and Endangered Species

- Avoid threatened and endangered species and critical habitat;
- Perform construction outside the breeding season or when the species have migrated out of the area; and,
- If critical habitat cannot be avoided, state that stipulations resulting from consultation with the USFWS or NMFS will be met.

Wildlife

- Avoid open expanses of water or wetlands used as flight paths by migrating waterfowl;
- Avoid waterfowl nesting or rearing areas; and,
- Perform construction activities during seasons of low wildlife activity (*e.g.*, after breeding period or spawning run).

Vegetation

- Use an existing ROW to minimize new clearing;
- Use brush blades instead of dirt blades when clearing ROW;
- Coordinate new planting with the NRCS, USFS, BLM, appropriate State agencies, or individual landowners; and,
- Schedule construction in order to minimize earth disturbance during wet seasons.

Water Quality Issues

- Avoid placing utility lines within streambeds;
- Avoid use of herbicides near waterways;
- Avoid storing petroleum products, chemicals, toxic substances or hazardous materials within a floodplain;
- Avoid groundwater contamination through proper handling and storage of petroleum products, chemicals, toxic substances, and hazardous materials;
- Require sedimentation controls when working on water intake or discharge facilities in lakes and stream banks; and,
- Avoid crossing streambeds or waterways except at designated fords, crossing points, or bridges.

Soils

- Minimize soil erosion by mulching, seeding, and replanting or implementing erosion and sedimentation control (if available, include samples of best management practices into the construction contractors' obligations that are part of construction contractual specifications); and
- Describe efforts to restore or replace topsoil that may be disturbed.

Air Pollution

- During construction, dampen access roads to minimize fugitive dust; and
- Avoid burning of slash and debris or burn only within applicable regulations.

Transportation

- Avoid placing structures near airfield runways, approaches and flight paths.

Noise

- Schedule work to avoid evening or weekend shifts that might annoy local residents.

Monitoring

- Schedule periodic inspections of project area (aerial or ground surveillance of facility for damage, fatigue, failure, vandalism, etc.); and,
- Immediately after project is completed and during regular monitoring, inspect for effectiveness of the mitigation program and ensure permit conditions have been met.

9.0 Exhibit D - Regulations, Statutes, and Executive Orders

LISTING	CITATION
Archaeological & Historical Preservation Act	16 U.S.C. 461
Clean Air Act	42 U.S.C. 7401
Clean Water Act	32 U.S.C. 1251
Section 401 Water Quality Certifications	
Section 404 Permits for Discharging Dredged or Fill Material into the Waters of the United States	33 CFR Part 330
Coastal Barrier Improvement Act	42 U.S.C. 4028
Coastal Barrier Resources Act	16 U.S.C. 3501
Coastal Zone Management Act	16 U.S.C. 1451
Comprehensive Environmental Response, Compensation, & Liability Act	42 U.S.C. 9601
Council on Environmental Quality Regulations	40 CFR parts 1500-1508
Endangered Species Act	16 U.S.C. 1531 et seq.
Farmland Protection Policy Act	7 U.S.C. 4201 et seq.
Marine Protection, Research, & Sanctuaries Act	33 U.S.C. 1401
National Environmental Policy Act	42 U.S.C. 4321-4346
National Historic Preservation Act	16 U.S.C. 470 et seq.
National Trails System Act	16 U.S.C. 1241
Native American Graves & Repatriation Act	25 U.S.C. 3001
Noise Control Act	42 U.S.C. 7901
Resource Conservation & Recovery Act	42 U.S.C. 3251
Safe Drinking Water Act	42 U.S.C. 300
Toxic Substances Control Act	15 U.S.C. 2601
Wild and Scenic Rivers Act	16 U.S.C 1271
Wilderness Act	16 U.S.C 1131
Executive Order 11514, Protection and Enhancement of Environmental Quality	3 CFR 1970 Comp., pg. 104
Executive Order 11593, Protection and Enhancement of the Cultural Environment	3 CFR 1971 Comp., pg. 154
Executive Order 11988, Floodplain Management	3 CFR 1977 Comp., pg. 117
Executive Order 11990, Protection of Wetlands	3 CFR 1977 Comp., pg. 121

Executive Order 12898, Environmental Justice	3 CFR 1994 Comp., pg. 859
Departmental Regulation, Land Use Policy	DR 9500-3
Departmental Regulation, Fish & Wildlife Policy	DR 9500-4
Departmental Regulation, Policy on Range	DR 9500-5
USDA's National Environmental Policy Act; Final Policies & Procedures	7 CFR Part 1b
USDA, NRCS, Farmland Protection Policy	7 CFR Part 658
USDA's Enhancement, Protection, and Mgmt of the Cultural Environment	7 CFR Part 3100

10.0 Exhibit E – Example of the Table of Contents for an Environmental Report Executive Summary (for Environmental Assessments)

1.0 Purpose and Need of Project

- 1.1 Project Description (Proposed Action or Proposed Project)
- 1.2 Purpose and Need of Project

2.0 Alternatives to the Proposed Action

3.0 Affected Environment/Environmental Consequences

- 3.1 Land Use/Important Farmland/Formally Classified Lands
  - 3.1.1 Affected Environment*
  - 3.1.2 Environmental Consequences*
  - 3.1.3 Mitigation*
- 3.2 Floodplains
- 3.3 Wetlands
- 3.4 Cultural Resources
- 3.5 Biological Resources
- 3.6 Water Quality Issues
- 3.7 Coastal Resources
- 3.8 Socio-Economic/Environmental Justice Issues
- 3.9 Miscellaneous Issues

* Sections repeated through all Section 3.0 subsections.

4.0 Summary of Mitigation

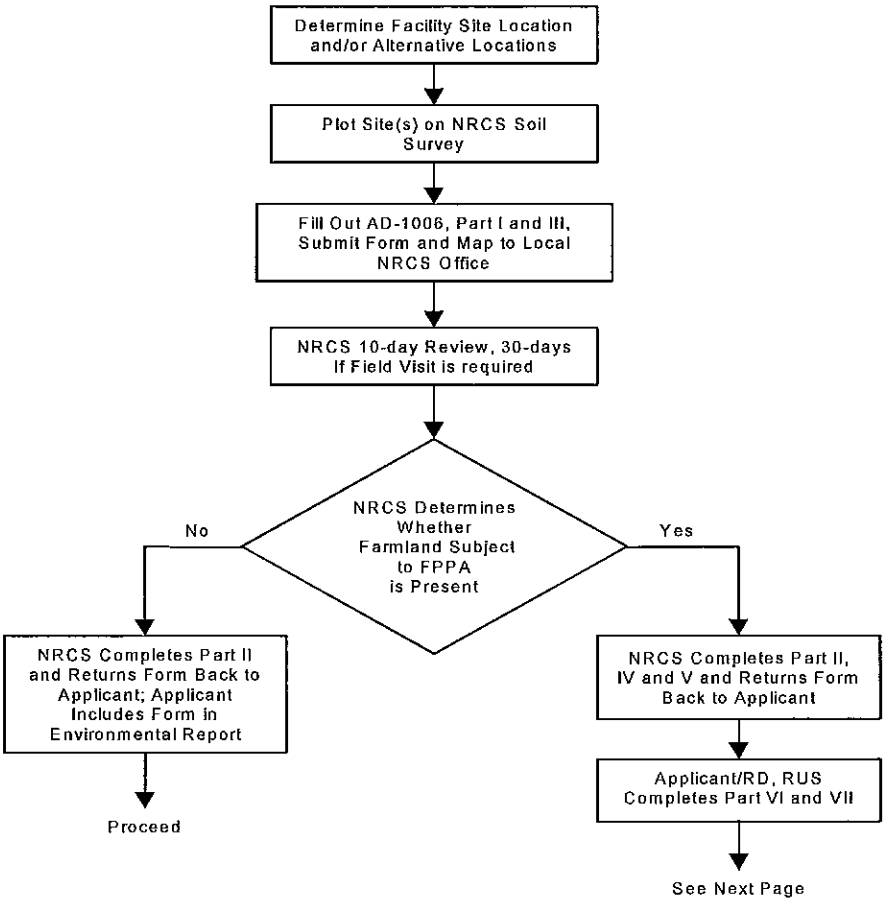
5.0 Correspondence

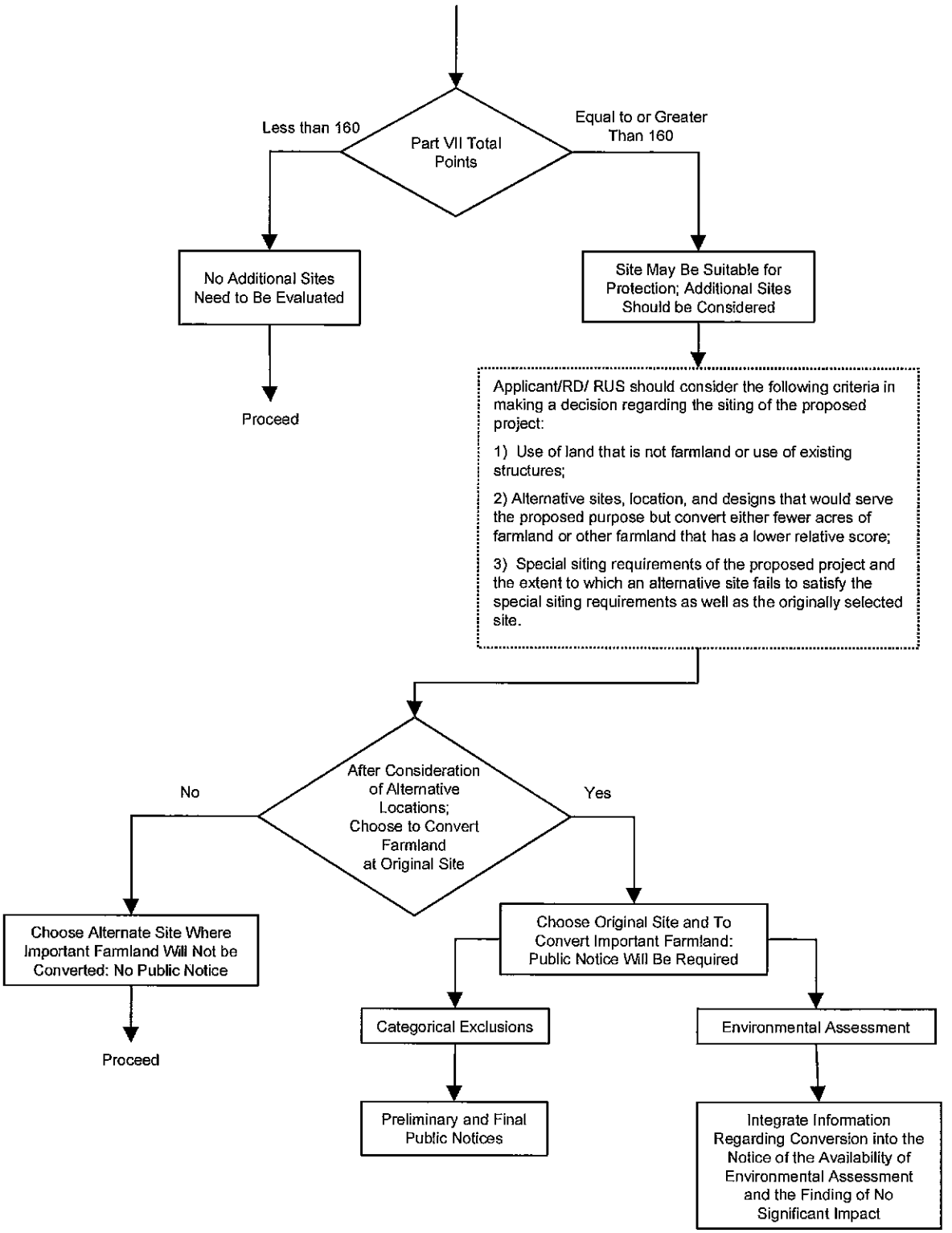
6.0 Exhibits/Maps

11.0 Exhibit F - Regulatory Compliance Flowcharts

F-1 Farmland Protection Policy Act Flowchart (7 CFR Part 658)

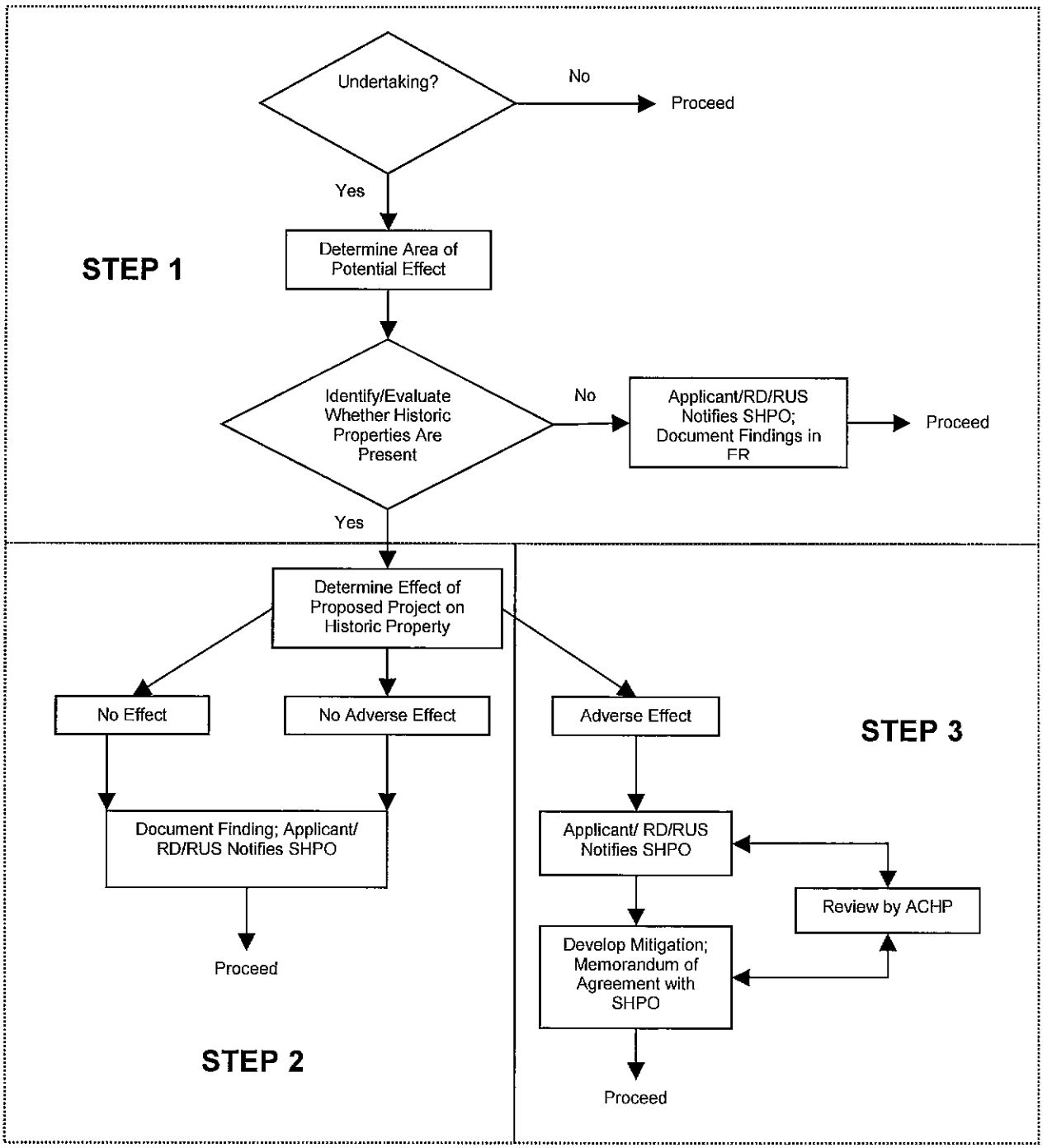
Farmland Conversion Impact Rating Form (Form AD-1006)
Designed for Site Specific Facility Locations




Part VII Total Points
Less than 160
Equal to or Greater Than 160
No Additional Sites Need to Be Evaluated
Proceed
Site May Be Suitable for Protection; Additional Sites Should be Considered
Applicant/RD/ RUS should consider the following criteria in making a decision regarding the siting of the proposed project:
1) Use of land that is not farmland or use of existing structures;
2) Alternative sites, location, and designs that would serve the proposed purpose but convert either fewer acres of farmland or other farmland that has a lower relative score;
3) Special siting requirements of the proposed project and the extent to which an alternative site fails to satisfy the special siting requirements as well as the originally selected site.
After Consideration of Alternative Locations; Choose to Convert Farmland at Original Site
No
Yes
Choose Alternate Site Where Important Farmland Will Not be Converted: No Public Notice
Proceed
Choose Original Site and To Convert Important Farmland: Public Notice Will Be Required
Categorical Exclusions
Preliminary and Final Public Notices
Environmental Assessment
Integrate Information Regarding Conversion into the Notice of the Availability of Environmental Assessment and the Finding of No Significant Impact

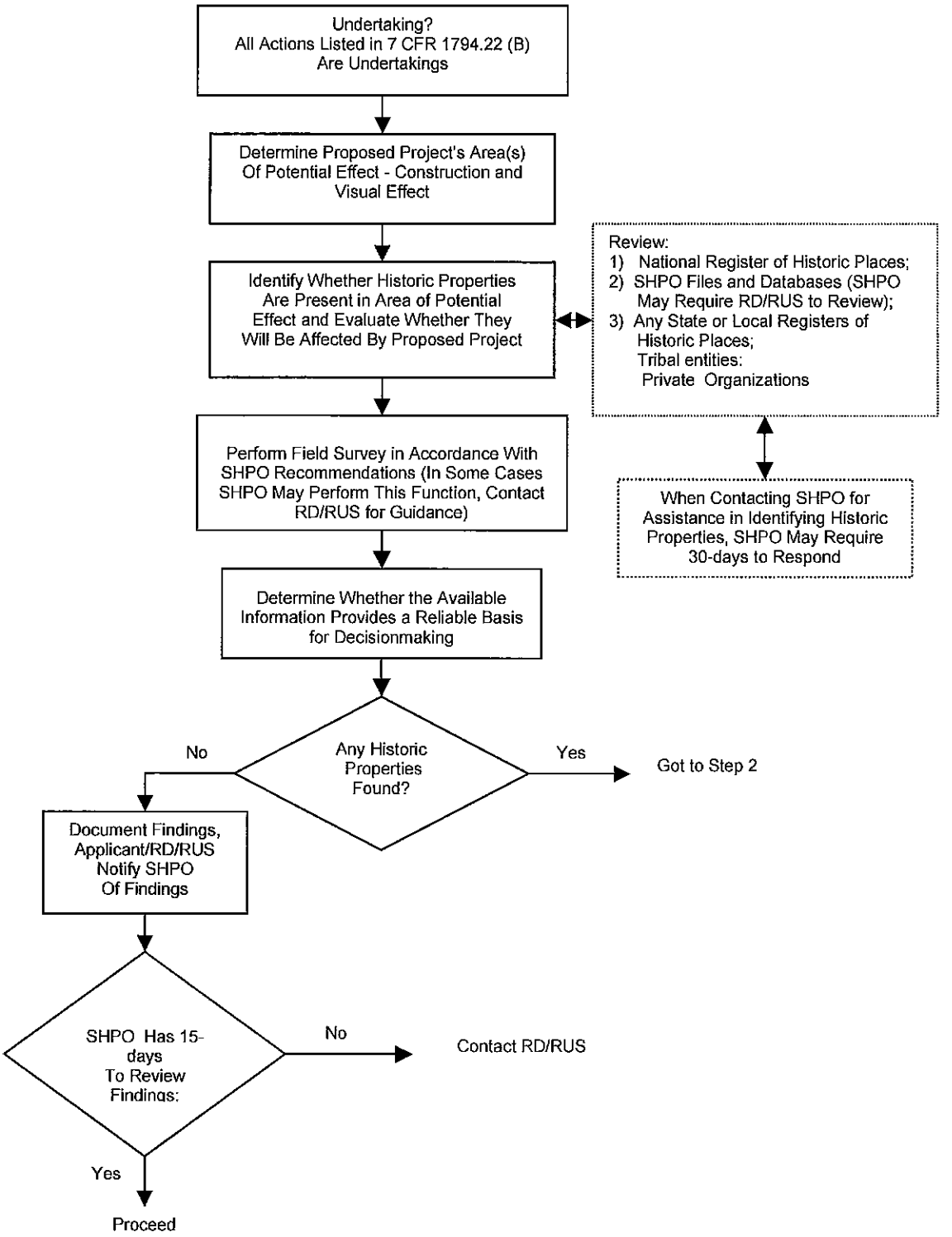
F-2 National Historic Preservation Act - Section 106 Regulations Flowchart

Overview of the Section 106 (36 CFR Part 800) Review Process



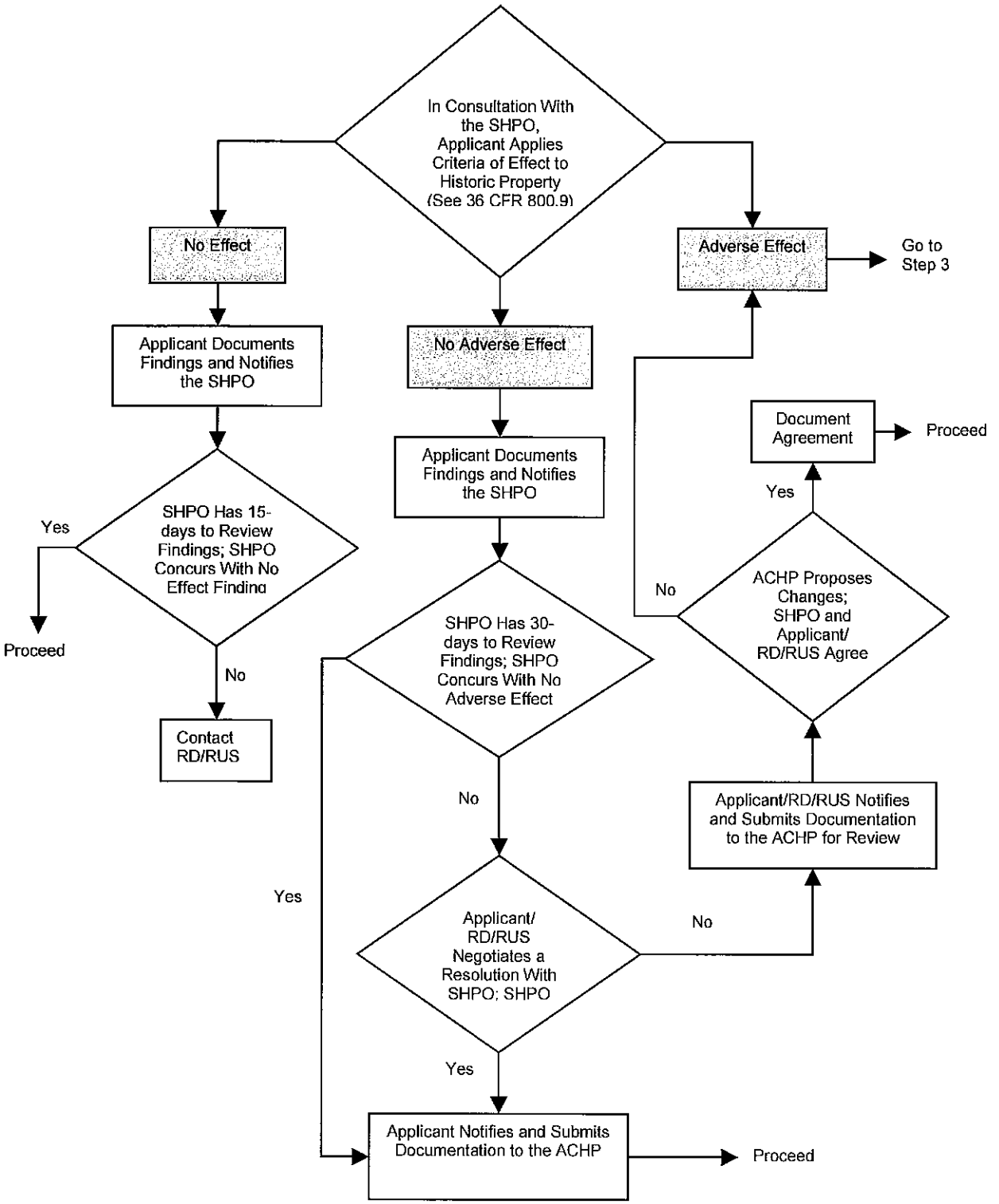
SHPO - State Historic Preservation Officer
ACHP- Advisory Council on Historic Preservation

Step 1 - Identify/Evaluate Whether Historic Properties are Present

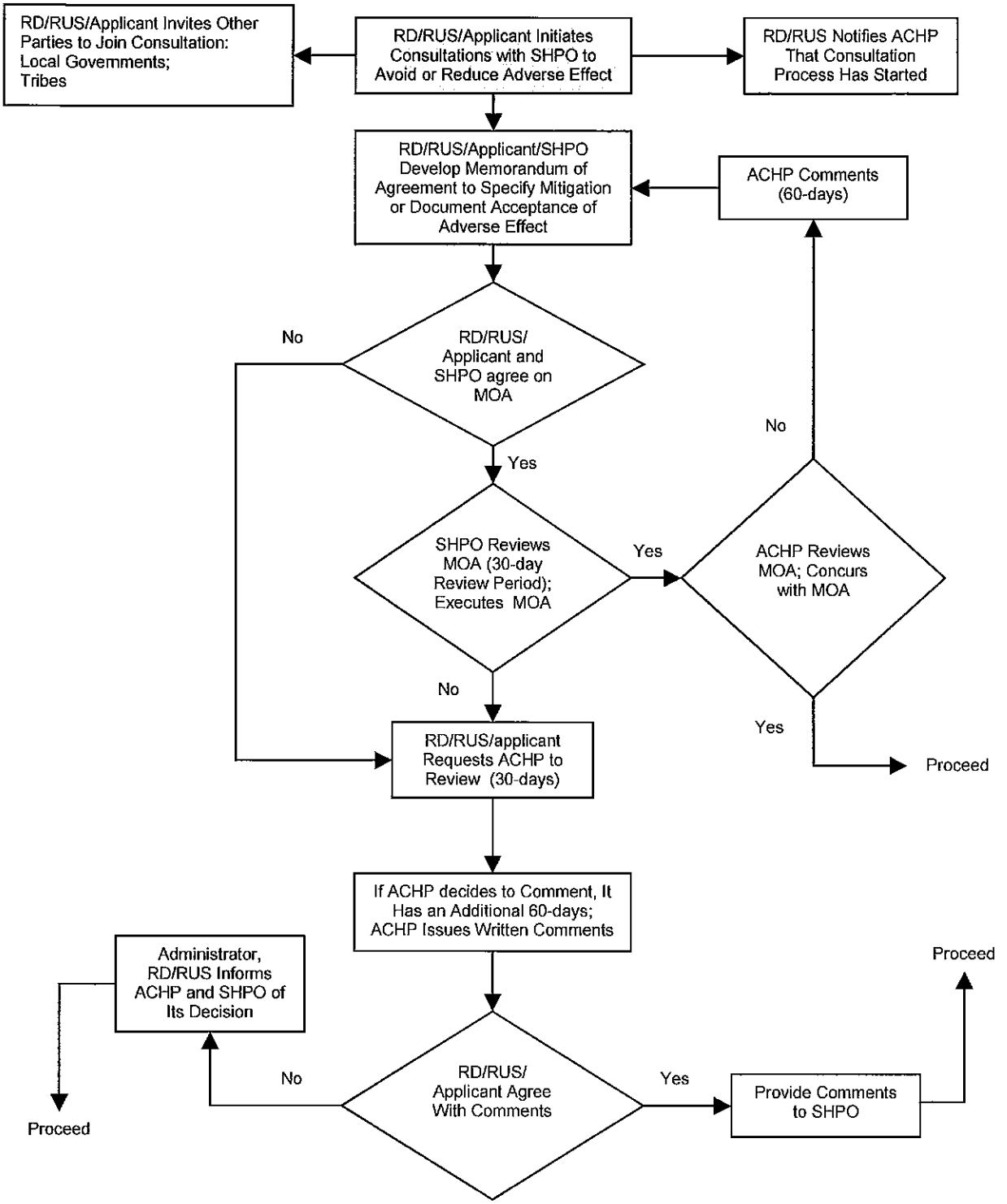


Historic Properties - means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register. This term includes, for the purposes of these regulations, artifacts, records, and remains that are related to and located within such properties. The term "eligible for inclusion in the National Register" includes both properties formally determined as such by the Secretary of the Interior and all other properties that meet National Register listing criteria.

Step 2 - Assess Effect of Proposed Project to Historic Properties



Step 3 - Consultation for Adverse Effects to Historic Properties



This flowchart represents a simplified version of the consultation process between RD/RUS/Applicant and the SHPO and ACHP. The consultation process can be dynamic involving numerous parties and negotiations. In most cases, RD/RUS will take the lead for Step 3 consultations.

NARRATIVE FOR ENVIRONMENTAL JUSTICE AND NEPA FLOWCHART

The Environmental Justice and NEPA Flowchart has been prepared to identify where and how environmental justice issues can be addressed in the NEPA process, if applicable. The draft CEQ's "Guidance for Environmental Justice under NEPA" (April 4, 1997) contains additional suggestions and should also be consulted.

Note that the flowchart portrays a typical EIS process. Some USDA agencies use this same process in the preparation of EAs and should therefore use this flowchart when conducting these documents.

1. **Define the purpose and need and area of potential effect of the proposed project**

The proposed project should be clearly defined so that interested parties understand what is being proposed. The NEPA document should clearly identify the purpose of the proposal and provide justification as to its need. The proposed project's area of potential effect should be defined (i.e., physical boundary of area reasonably expected to be affected by the action) so that the applicant and RD/RUS can include the minority and low-come populations within this area in all of its outreach efforts.

2. **Initiate scoping.**

Consideration of potential environmental justice concerns should begin with this step of the NEPA process. Any minority populations and low-income populations located within the area of potential effects should be identified.

When identifying minority and low-income populations, the following definitions used in the Departmental Regulation on Environmental Justice should be used:

> **Environmental Justice** means that, to the greatest extent practicable and permitted by law, all populations are provided the opportunity to comment before decisions are rendered on, are allowed to share in the benefits of, are not excluded from, and are not disproportionately or adversely affected by, government programs and activities relating to human health or the environment
>
> **Minority** - A person who is a member of the following population groups: American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic Origin; or Hispanic.
>
> **Minority population** - Any readily identifiable group of minority persons who live in geographic proximity, and, if circumstances warrant, migrant farm workers and other geographically dispersed/transient persons who will be similarly affected by USDA programs or activities.
>
> **Low-income population** - Any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, migrant farm workers and other geographically dispersed/transient persons who will be similarly affected by USDA programs or activities. Low-income populations may

be may be identified using data collected, maintained, and analyzed by an agency or from analytical tools such as the annual statistical poverty thresholds from the Bureau of the Census' Current Population Reports, Series P-60 on Income and Poverty.

Once the potentially affected parties have been identified, it will be important to communicate with and understand the concerns of these groups. All interested and/or affected parties should be notified of the proposed project. Notification should be accomplished by such means as publishing notices in local newspapers, including those read by potentially impacted minority and low-income groups, and by sending notices out to elected officials, civic organizations, religious organizations, superintendents of schools, local PTAs and other community organizations that can help to facilitate outreach. Announcements should also be made through such vehicles as local radio and television stations and newspapers. Broadcasts and publications made in languages other than English can be particularly helpful in communicating with non-English speakers.

Applicant and RD/RUS should find creative and meaningful ways to facilitate access of information about the proposed project and the NEPA process to potentially affected minority and low-income populations. Outreach possibilities would include organizing public meetings at a time and place that is convenient for the potentially affected communities, scheduling meetings with elected officials and/or community organizations, and publishing a newsletter to keep people informed.

The participation of interested or affected parties should be encouraged during scoping as well as throughout the entire NEPA process. To facilitate participation by persons who do not speak or understand English documents, meetings, personal contacts, and written correspondence should be translated. Such translations pertain to each of the steps that follow.

3. Define range of alternatives to be evaluated.

In cases where a proposed project might have a disproportionately high and adverse impact on minority or low-income populations, applicants and RD/RUS should make a strong effort to encourage members of those communities to help develop and comment on possible alternatives. Efforts would include organizing meetings to facilitate public input on the alternatives.

4. Analyze effects of the proposed project and alternatives considered on the quality of the human environment.

Include an analysis of the extent to which minority and/or low-income populations might be disproportionately affected. The analysis should include potential impacts to subsistence consumption and human health as well as the related economic and social effects of each alternative.

5. Develop mitigation to offset or minimize adverse effects.

The concerns and suggestions of potentially affected minority and/or low-income populations should be carefully considered in the development of mitigation measures. Once mitigation measures have been developed there should be follow-up to ensure they are implemented and are effective.

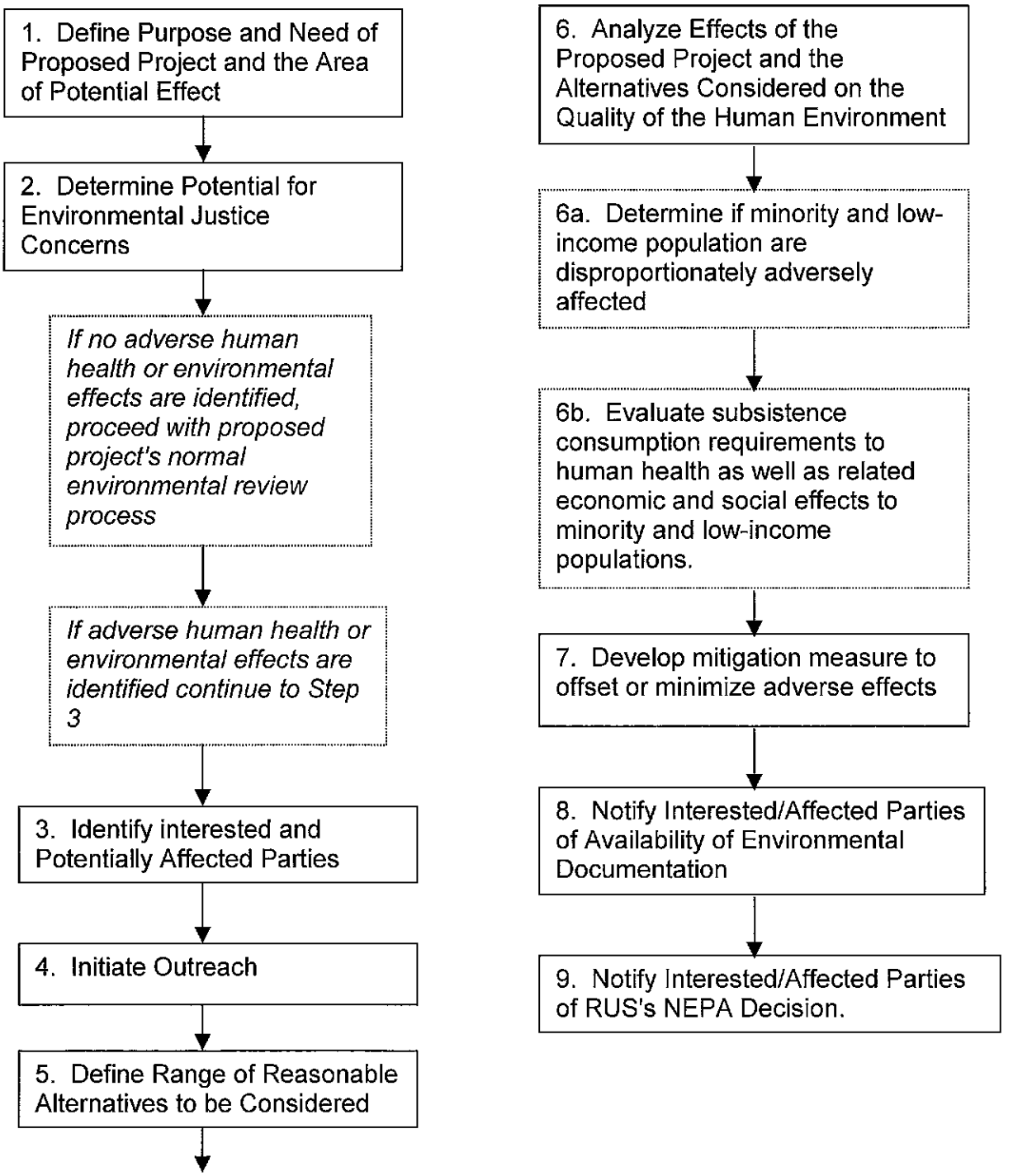
6. **Where applicable, notify interested or affected parties of the availability of draft NEPA documents and encourage comment.**

The draft provides an important opportunity to demonstrate how concerns raised during the scoping process have been considered in the development of alternatives and to encourage additional input.

7. **Notify interested or affected parties of agency decision.**

Demonstrate how concerns with the draft NEPA document have been addressed and to address any additional concerns raised before publishing a FONSI. Concerns identified at this time should be incorporated and addressed in the FONSI. Notification should include all parties contacted during the scoping process and those who provided comment on the draft NEPA document. Applicants and RD/RUS are encouraged to meet with any affected populations to discuss and answer questions about the proposed project.

Environmental Justice Implementation Flowchart for Environmental Reports



12.0 Exhibit G – Clean Water Act, Section 404 Permits

The Clean Water Act, Section 404 permitting program is applicable to all construction proposals in RD/RUS programs. There are two primary concerns for RD/RUS proposed projects on wetland areas. The first concern relates to facility placement in areas identified and delineated as wetlands in accordance with the USACE, "1987 Wetlands Delineation Manual" and the other is the routine placement of utility lines through wetland areas.

USACE's permitting program consists of two types of permits – individual permits and nationwide permits. Individual permits will be required for proposed projects that seek to place fill material in a wetland, such as in proposed facility construction. A nationwide permit is a form of general permit that authorizes a category of activities throughout the nation. Some States have specific State-based general and special conditions attached to nationwide permits. These permits are valid only if the conditions applicable to the permits are met. If the conditions cannot be met, a regional or individual permit will be required. For example, a nationwide permit can be utilized for placement of utility lines in wetlands or waterways provided the general conditions of the permit are followed. Below is Nationwide Permit no. 12, Utility Line Discharges.

> **12. Utility Line Discharges**. Discharges of dredged or fill material associated with excavation, backfill or bedding for utility lines, including outfall and intake structures, provided there is no change in preconstruction contours. A "utility line" is defined as any pipe or pipeline for the transportation of any gaseous, liquid, liquefiable, or slurry substance, for any purpose, and any cable, line, or wire for the transmission for any purpose of electrical energy, telephone and telegraph messages, and radio and television communication. The term "utility line" does not include activities which drain a water of the United States, such as drainage tile; however, it does apply to pipes conveying drainage from another area. This NWP authorizes mechanized land clearing necessary for the installation of utility lines, including overhead utility lines, provided the cleared area is kept to the minimum necessary and preconstruction contours are maintained. However, access roads, temporary or permanent, or foundations associated with overhead utility lines are not authorized by this NWP. Material resulting from trench excavation may be temporarily side-cast (up to three months) into waters of the United States, provided that the material is not placed in such a manner that it is dispersed by currents or other forces. The DE may extend the period of temporary side-casting not to exceed a total of 180 days, where appropriate. The area of waters of the United States that is disturbed must be limited to the minimum necessary to construct the utility line. In wetlands, the top 6" to 12" of the trench should generally be backfilled with topsoil from the trench. Excess material must be removed to upland areas immediately upon completion of construction. Any exposed slopes and stream banks must be stabilized immediately upon completion of the utility line. (See 33 CFR Part 322).
>
> Notification: The permittee must notify the district engineer in accordance with the "Notification" general condition, if any of the following criteria are met:
>
> a. Mechanized landclearing in a forested wetland;
>
> b. A Section 10 permit is required for the utility line;
>
> c. The utility line in waters of the United States exceeds 500 feet; or,
>
> d. The utility line is placed within a jurisdictional area (i.e., a water of the United States), and it runs parallel to a streambed that is within that jurisdictional area. (Sections 10 and 404).

PART 1794 - ENVIRONMENTAL POLICIES AND PROCEDURES (AMENDED)

Subpart A - General

Sec.
1794.1 Purpose.
1794.2 Authority.
1794.3 Actions requiring environmental review.
1794.4 Metric units.
1794.5 Responsible officials.
1794.6 Definitions.
1794.7 Guidance.
1794.8 - 1794.9 [Reserved]

Subpart B - Implementation of the National Environmental Policy Act

1794.10 Applicant responsibilities.
1794.11 Apply NEPA early in the planning process.
1794.12 Consideration of alternatives.
1794.13 Public involvement.
1794.14 Interagency involvement and coordination.
1794.15 Limitations on actions during the NEPA process.
1794.16 Tiering.
1794.17 Mitigation.
1794.18 - 1794.19 [Reserved]

Subpart C - Classification of Proposals

1794.20 Control.
1794.21 Categorically excluded proposals without an ER.
1794.22 Categorically excluded proposals requiring an ER.
1794.23 Proposals normally requiring an EA.
1794.24 Proposals normally requiring an EA with scoping.
1794.25 Proposals normally requiring an EIS.
1794.26 - 1794.29 [Reserved]

Subpart D - Procedure for Categorical Exclusions

1794.30 General.
1794.31 Classification.
1794.32 Environmental report.
1794.33 Agency action.
1794.34 - 1794.39 [Reserved]

Subpart E - Procedure for Environmental Assessments

1794.40 General.
1794.41 Document requirements.
1794.42 Notice of availability.
1794.43 Agency finding.

1794.44 Timing of agency action.
1794.45 - 1794.49 [Reserved]

Subpart F - Procedure for Environmental Assessments with Scoping

1794.50 Normal sequence.
1794.51 Preparation for scoping.
1794.52 Scoping meetings.
1794.53 Environmental analysis.
1794.54 Agency determination.
1794.55 - 1794.59 [Reserved]

Subpart G - Procedure for Environmental Impact Statement

1794.60 Normal sequence.
1794.61 Environmental impact statement.
1794.62 Supplemental EIS.
1794.63 Record of decision.
1794.64 Timing of agency action.
1794.65 - 1794.69 [Reserved]

Subpart H - Adoption of Environmental Documents

1794.70 General.
1794.71 Adoption of an EA.
1794.72 Adoption of an EIS.
1794.73 Timing of agency action.
1794.74 Incorporation of environmental materials.
1794.75 - 1794.79 [Reserved]

Authority: 7 U.S.C. 6941 et seq., 42 U.S.C. 4321 et seq.; 40 CFR Parts 1500-1508.

Subpart A - General

§1794.1 Purpose.

(a) This part contains the policies and procedures of the Rural Utilities Service (RUS) for implementing the requirements of the National Environmental Policy Act of 1969 (NEPA), as amended (42 U.S.C. 4321-4346); the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA (40 CFR parts 1500 through 1508) and certain related Federal environmental laws, statutes, regulations, and Executive Orders (EO) that apply to RUS programs and administrative actions.

(b) The policies and procedures contained in this part are intended to help RUS officials make decisions that are based on an understanding of environmental consequences, and take actions that protect, restore, and enhance the environment. In assessing the potential environmental impacts of its actions, RUS will consult early with appropriate Federal, State, and local agencies and other organizations to provide decision-makers with information on the issues that are truly significant to the action in question.

§1794.2 Authority.

(a) This part derives its authority from and is intended to be compliant with NEPA, CEQ Regulations for Implementing the Procedural Provisions of NEPA, and other RUS regulations.

(b) Where practicable, RUS will use NEPA analysis and documents and review procedures to integrate the requirements of related environmental statutes, regulations, and orders.

(c) This part integrates the requirements of NEPA with other planning and environmental review procedures required by law, or by RUS practice including but not limited to:

(1) Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.);

(2) The National Historic Preservation Act (16 U.S.C. 470 et seq.);

(3) Farmland Protection Policy Act (7 U.S.C. 4201 et seq.);

(4) E.O. 11593, Protection and Enhancement of the Cultural Environment (3 CFR, 1971 Comp., p. 154);

(5) E.O. 11514, Protection and Enhancement of Environmental Quality (3 CFR, 1970 Comp., p. 104);

(6) E.O. 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117);

(7) E.O. 11990, Protection of Wetlands (3 CFR, 1977 Comp., p. 121); and

(8) E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (3 CFR, 1994 Comp., pg. 859).

(d) Applicants are responsible for ensuring that proposed actions are in compliance with all appropriate RUS requirements. Environmental documents submitted by the applicant shall be prepared under the oversight and guidance of RUS. RUS will evaluate and be responsible for the accuracy of all information contained therein.

§1794.3 Actions requiring environmental review.

The provisions of this part apply to actions by RUS including the approval of financial assistance pursuant to the Electric, Telecommunications, and Water and Waste Programs, the disposal of property held by RUS pursuant to such programs, and the issuance of new or revised rules, regulations, and bulletins. Approvals provided by RUS pursuant to loan contracts and security instruments, including approvals of lien accommodations, are not actions for the purposes of this part and the provisions of this part shall not apply to the exercise of such approvals.

§1794.4 Metric units.

RUS normally will prepare environmental documents using non-metric equivalents with one of the following two options; metric units in parentheses immediately following the non-metric equivalents or a metric conversion table as an appendix. Environmental documents prepared by or for a RUS applicant should follow the same format.

§1794.5 Responsible officials.

The Administrator of RUS has the responsibility for Agency compliance with all environmental laws, regulations, and EOs that apply to RUS programs and administrative actions. Responsibility for ensuring environmental compliance for actions taken by RUS has been delegated as follows:

(a) Electric and Telecommunications Programs. The appropriate Assistant Administrator is responsible for ensuring compliance with this part for the respective programs.

(b) Water and Waste Program. The Assistant Administrator for this program is responsible for ensuring compliance with this part at the national level. The State Director is the responsible official for ensuring compliance with this part for actions taken at the State Office level.

§1794.6 Definitions.

The following definitions, as well as the definitions contained in 40 CFR 1508 of the CEQ regulations, apply to the implementation of this part:

Applicant. The organization applying for financial assistance or other approval from either the Electric or Telecommunications programs or the organization applying for a loan or grant from the Water and Waste program.

Construction Work Plan (CWP). The document required by 7 CFR part 1710.

Emergency Situation. A natural disaster or system failure that may involve an immediate or imminent threat to public health, safety, or the human environment.

Environmental Report (ER). The environmental documentation normally submitted by applicants for proposed actions subject to compliance with §§1794.22 through 1794.24. An ER for the Water and Waste Program refers to the environmental review documentation normally included as part of the Preliminary Engineering Report.

Environmental review. Any one or all of the levels of environmental analysis described under subpart C of this part.

Equivalent Dwelling Unit (EDU). Level of water or waste service provided to a typical rural residential dwelling.

Distributed Generation. The generation of electricity by a sufficiently small electric generating system as to allow interconnection of the system near the point of service at distribution voltages or customer voltages. A distributed generating system may be fueled by any source, including but not limited to renewable energy sources.

Important Land Resources. Defined pursuant to the U.S. Department of Agriculture's Departmental Regulation 9500-3, Land Use Policy, as important farmland, prime forestland, prime rangeland, wetlands, and floodplains. Copies of this Departmental Regulation are available from USDA, Rural Utilities Service, Washington, D.C. 20250.

Loan Design. Document required by 7 CFR part 1737.

Multiplexing Center. A field site where a telecommunications provider houses a device that combines individual subscriber circuits onto a single system for economical connection with a switching center. The combiner, or "multiplexer," may be mounted on a pole, on a concrete pad, or in a partial or full enclosure such as a shelter, or small building.

Natural Resource Management Guide. Inventory of natural resources, land uses, and environmental factors specified by Federal, State, and local authorities as deserving some degree of protection or special consideration. The guide describes the standards or types of protection that apply.

Preliminary Engineering Report (PER). Document required by 7 CFR part 1780 for Water and Waste Programs. A PER is prepared by an applicant's engineering consultant documenting a proposed action's preliminary engineering plan and design and the applicable environmental review activities as required in this part. Upon approval by RUS, the PER, or a portion thereof, shall serve as the RUS environmental document.

Supervisory Control and Data Acquisition System (SCADA). Electronic monitoring and control equipment installed at electric substations and switching stations.

Third party Consultant. A party selected by RUS to prepare the EIS for proposed actions described in §1794.25 where the applicant initiating the proposal agrees to fund preparation of the document in accordance with the provisions of 7 CFR Part 1789, "Use of Consultants Funded by Borrowers" and Section 759A of the Federal Agriculture Improvement and Reform Act of 1996 (7 U.S.C. 2204b(b)).

§1794.7 Guidance.

(a) Electric and Telecommunications Programs. For further guidance in the preparation of public notices and environmental documents, RUS has prepared a series of program specific guidance bulletins. RUS Bulletin 1794A-600 provides guidance in preparing the ER for proposed actions classified as categorical exclusions (CEs) (§1794.22(a)). RUS Bulletin 1794A-601 provides guidance in preparing the ER for proposed actions which require EAs (§1794.23(b) and (c)). RUS Bulletin 1794A-603 provides guidance in conducting scoping for proposed actions classified as requiring an EA with scoping or an EIS. Copies of these bulletins are available upon request by contacting Rural Utilities Service, Publications Office, Program Development and Regulatory Analysis, Stop 1522; 1400 Independence Avenue, SW; Washington, D.C. 20250-1522.

(b) Water and Waste Program. RUS Bulletin 1794A-602 provides guidance in preparing the ER for proposed actions classified as CEs (§1794.22(b)) and EAs (§1794.23(b)). A copy of this bulletin is available upon request by contacting the appropriate State Director. State Directors may provide supplemental guidance to meet state and local laws and regulations and to provide for orderly application procedures and efficient service to applicants. State Directors shall obtain the Administrator's approval for all supplements to RUS Bulletin 1794A-602. Each State Office shall maintain an updated Natural Resource Management Guide and provide applicants with pertinent sections or a copy of the current edition thereof.

§§1794.8 - 1794.9 [Reserved]

Subpart B - Implementation of the National Environmental Policy Act

§1794.10 Applicant responsibilities.

As described in subpart C of this part, applicants shall prepare the applicable environmental documentation concurrent with a proposed action's engineering, planning, and design activities. RUS shall assist applicants by outlining the types of information required and shall provide guidance and oversight in the development of the documentation. Documentation shall not be considered complete until all public review periods, as applicable, have expired and RUS concurrence, as set forth in the appropriate decision document and associated public notice, has been issued.

§1794.11 Apply NEPA early in the planning process.

The environmental review process requires early coordination with and involvement of RUS. Applicants should consult with RUS at the earliest stages of planning for any proposal that may require RUS action. For proposed actions that normally require an EIS, applicants shall consult with RUS prior to obtaining the services of an environmental consultant.

§1794.12 Consideration of alternatives.

In determining what are reasonable alternatives, RUS considers a number of factors. These factors may include, but are not limited to, the proposed action's size and scope, state of the technology, economic considerations, legal and socioeconomic concerns, availability of resources, and the timeframe in which the identified need must be fulfilled.

§1794.13 Public involvement.

(a) In carrying out its responsibilities under NEPA, RUS shall make diligent efforts to involve the public in the environmental review process through public notices and public hearings and meetings.

(1) All public notices required by this part shall describe the nature, location, and extent of the proposed action and indicate the availability and location of additional information. They

shall be published in newspaper(s) of general circulation within the proposed action's area of environmental impact and the county(s) in which the proposed action will take place or such other places as RUS determines.

(2) The number of editions in which the notices should be published will be specified in the Bulletins referenced in §1794.7 or established on a project-by-project basis. Alternative forms of notice may also be necessary to ensure that residents located in the area affected by the proposed action are notified. The applicant should not publish notices for compliance with this Part until so notified by RUS.

(3) A copy of all comments received by the applicant concerning environmental aspects of the proposed action shall be provided to RUS in a timely manner. RUS and applicants shall assess and consider public comments both individually and collectively. Responses to public comments will be appended to the applicable environmental document.

(4) RUS and applicants shall make available to the public those project related environmental documents that RUS determines will enhance public participation in the environmental process. These materials shall be placed in locations convenient for the public as determined by RUS in consultation with applicants. Included with the documentation shall be a list of other project-related information that shall be available for inspection through a designated RUS or applicant contact person.

(5) Public hearings or meetings shall be held at reasonable times and locations concerning environmental aspects of a proposed action in all cases where, in the opinion of RUS, the need for hearings or meetings is indicated in order to develop adequate information on the environmental implications of the proposed action. Public hearings or meetings conducted by RUS will be coordinated to the extent practicable with other meetings, hearings, and environmental reviews which may be held or required by other Federal, state and local agencies. Applicants shall, as necessary, participate in all RUS conducted public hearings or meeting.

(6) Scoping procedures, in accordance with 40 CFR 1501.7, are required for proposed actions normally requiring an EA with scoping (§1794.24) or an EIS (§1794.25). RUS may require scoping procedures to be followed for other proposed actions where appropriate to achieve the purposes of NEPA.

(b) The applicant shall have public notices described in this section published in a newspaper(s). Applicants shall obtain proof of publication from the newspaper(s) for inclusion into the applicable environmental document. Where the proposed action requires an EIS RUS shall, in addition to applicant published notices, publish notice in the Federal Register. In all cases, RUS may publish notices in the Federal Register as appropriate.

§1794.14 Interagency involvement and coordination.

In an attempt to reduce or eliminate duplication of effort with state or local procedures, RUS will, to the extent possible and in accordance with 40 CFR 1506.2, actively participate with any governmental agency to cooperatively or jointly prepare environmental documents so that one document will comply with all applicable laws. Where RUS has agreed to participate as a cooperating agency, in accordance with 40 CFR 1501.6, RUS may rely upon the lead agency's procedures for implementing NEPA procedures. In addition, RUS shall request that:

(a) The lead agency indicates that RUS is a cooperating agency in all NEPA-related notices published for the proposed action;

(b) The scope and content of the EA or EIS satisfies the statutory and regulatory requirements applicable to RUS; and

(c) The applicant shall inform RUS in a timely manner of its involvement in a proposed action where another Federal agency is preparing an environmental document so as to permit RUS to adequately fulfill its duties as a cooperating agency.

§1794.15 Limitations on actions during the NEPA process.

(a) General. Until RUS concludes its environmental review process, the applicant shall take no action concerning the proposed action which would have an adverse environmental impact or limit the choice of reasonable alternatives being considered in the environmental review process (40 CFR 1506.1). The RUS environmental review process is concluded when:

(1) A categorical exclusion determination has been made for proposals listed under §§1794.21 and 1794.22.

(2) Applicant notices announcing the RUS FONSI determination have been published for proposals listed under §§1794.23 and 1794.24.

(3) Applicant notices announcing the RUS Record of Decision have been published for proposals listed under §1794.25.

(b) Electric Program. In determining which applicant activities related to a proposed action can proceed prior to completion of the environmental review process, RUS must determine, among other matters that:

(1) The activity shall not have an adverse environmental impact and shall not preclude the search for other alternatives. For example, purchase of water rights, optioning or transfer of land title, or continued use of land as historically employed will not have an adverse environmental impact. However, site preparation or construction at or near the proposed site (*e.g.* rail spur) or development of a related facility (*e.g.* opening a captive mine) normally will have an adverse environmental impact.

(2) Expenditures are minimal. To be minimal, the expenditure must not exceed the amount of loss which the applicant could absorb without jeopardizing the Government's security interest in the event the proposed action is not approved by the Administrator, and must not compromise the objectivity of RUS environmental review. Not withstanding other considerations, expenditures equivalent to up to 10 percent of the proposed action's cost normally will not compromise RUS objectivity. Expenditures for the purpose of producing documentation required for RUS environmental review are excluded from this limitation.

§1794.16 Tiering.

It is the policy of RUS to prepare programmatic level analysis in order to tier an EIS and an EA where:

(a) It is practicable, and

(b) There will be a reduction of delay and paperwork, or where better decision making will be fostered (40 CFR 1502.20).

§1794.17 Mitigation.

(a) General. In addition to complying with the requirements of 40 CFR 1502.14(f), it is RUS policy that a discussion of mitigative measures essential to render the impacts of the proposed action not significant will be included in or referenced in the Finding of No Significant Impact (FONSI) and the Record of Decision (ROD).

(b) Water and Waste Program.

(1) Mitigation measures which involve protective measures for environmental resources cited in this part or restrictions or limitations on real property located in the service areas of the proposed action shall be negotiated with applicants and any relevant regulatory agency so as to be enforceable. All mitigation measures incorporating land use issues shall recognize the rights and responsibilities of landholders in making private land use decisions and recognize the responsibility of governments in influencing how land may be used to meet public needs.

(2) Mitigation measures shall be included in the letter of conditions.

(3) RUS has the responsibility for the post approval construction or security inspections or monitoring to ensure that all mitigation measures included in the environmental documents have been implemented as specified in the letter of conditions.

§§1794.18 - 1794.19 [Reserved]

Subpart C - Classification of Proposals

§1794.20 Control.

Electric and Telecommunications Programs. For environmental review purposes, RUS has identified and established categories of proposed actions (§§1794.21 through 1794.25). An applicant may propose to participate with other parties in the ownership of a project where the applicant(s) does not have sufficient control to alter the development of the project. In such a case, RUS shall determine whether the applicant participants have sufficient control and responsibility to alter the development of the proposed project prior to determining its classification. Where the applicant proposes to participate with other parties in the ownership of a proposed project and all applicants cumulatively own:

(a) Five percent or less of a project is not considered a Federal action subject to this part;

(b) Thirty-three and one-third percent or more of a project shall be treated in its usual category;

(c) More than five percent but less than 33-1/3 percent of a project, RUS shall determine whether the applicant participants have sufficient control and responsibility to alter the development of the proposal such that RUS's action will be considered a Federal action subject to this part. Consideration shall be given to such factors as:

(1) Whether construction would be completed regardless of RUS financial assistance or approval;

(2) The stage of planning and construction;

(3) Total participation of the applicant;

(4) Participation percentage of each utility; and

(5) Managerial arrangements and contractual provisions.

§1794.21 Categorically excluded proposals without an ER.

(a) General. Certain types of actions taken by RUS do not normally require an ER. Proposed actions within this classification are:

(1) The issuance of bulletins and information publications that do not concern environmental matters or substantial facility design, construction, or maintenance practices;

(2) Procurement activities related to the operation of RUS;

(3) Personnel and administrative actions; and

(4) Repairs made because of an emergency situation to return to service damaged facilities of an applicant's system.

(b) Electric and Telecommunications Programs. Applications for financial assistance for the types of proposed actions listed in this paragraph (b) normally do not require the submission of an ER. These types of actions are subject to the requirements of §1794.31. Applicants shall sufficiently-identify all proposed actions so their proper classification can be determined. Detailed descriptions shall be provided for each proposal noted in this section. RUS normally requires additional information in addition to a description of what is being proposed, to ensure that proposals are properly classified. In order to provide for extraordinary

circumstances, RUS may require development of an ER for proposals listed in this section. Proposed actions within this classification are:

(1) Purchase of land where use shall remain unchanged, or the purchase of existing water rights where no associated construction is involved;

(2) Additional or substitute financial assistance for proposed actions which have previously received environmental review and approval from RUS, provided the scope of the proposal and environmental considerations have not changed;

(3) Rehabilitation or reconstruction of transportation facilities within existing rights-of-way (ROW) or generating facility sites. A description of the rehabilitation or reconstruction shall be provided to RUS;

(4) Changes or additions to microwave sites, substations, switching stations, telecommunications switching or multiplexing centers, buildings, or small structures requiring new physical disturbance or fencing of less than one acre (0.4 hectare). A description of the additions or changes and the area to be impacted by the expansion shall be provided to RUS;

(5) Internal modifications or equipment additions (e.g., computer facilities, relocating interior walls) to structures or buildings;

(6) Internal or minor external changes to electric generating or fuel processing facilities and related support structures where there is negligible impact on the outside environment. A description of the changes shall be provided to RUS;

(7) Ordinary maintenance or replacement of equipment or small structures (e.g., line support structures, line transformers, microwave facilities, telecommunications remote switching and multiplexing sites);

(8) The construction of telecommunications facilities within the fenced area of an existing substation, switching station, or within the boundaries of an existing electric generating facility site. A description of the facilities to be constructed shall be provided to RUS;

(9) SCADA and energy management systems involving no new external construction;

(10) Testing or monitoring work (e.g., soil or rock core sampling, monitoring wells, air monitoring);

(11) Studies and engineering undertaken to define proposed actions or alternatives sufficiently so that environmental effects can be assessed;

(12) Construction of electric power lines within the fenced area of an existing substation, switching station, or within the boundaries of an electric generating facility site;

(13) Contracts for certain items of equipment which are part of a proposed action for which RUS is preparing an EA or EIS, and which meet the limitations on actions during the NEPA process as established in 40 CFR 1506.1(d) and contained in §1794.15(b)(2);

(14) Rebuilding of power lines or telecommunications cables where road or highway reconstruction requires the applicant to relocate the lines either within or adjacent to the new road or highway easement or right-of-way. A description of the facilities to be constructed shall be provided to RUS;

(15) Phase or voltage conversions, reconductoring or upgrading of existing electric distribution lines, or telecommunication facilities. A description of the facilities to be constructed shall be provided to RUS;

(16) Construction of new power lines, substations, or telecommunications facilities on industrial or commercial sites, where the applicant has no control over the location of the new facilities. Related off-site facilities would be treated in their normal category. A description of the facilities to be constructed shall be provided to RUS;

(17) Participation by an applicant(s) in any proposed action where total applicant financial participation will be five percent or less;

(18) Construction of a battery energy storage system at an existing generating station or substation site. A description of the facilities to be constructed shall be provided to RUS.

(19) Additional bulk commodity storage (e.g., coal, fuel oil, limestone) within existing generating station boundaries. A certification attesting to the current state of compliance of the existing facilities and a description of the facilities to be added shall be provided to RUS;

(20) Proposals designed to reduce the amount of pollutants released into the environment (e.g., precipitators, baghouse or scrubber installations, and coal washing equipment) which will have no other environmental impact outside the existing facility site. A description of the facilities to be constructed shall be provided to RUS;

(21) Construction of standby diesel electric generators (one megawatt or less total capacity) and associated facilities, for the primary purpose of providing emergency power, at an existing applicant headquarters or district office, telecommunications switching or multiplexing site, or at an industrial, commercial or agricultural facility served by the applicant. A description of the facilities to be constructed shall be provided to RUS;

(22) Construction of onsite facilities designed for the transfer of ash, scrubber wastes, and other byproducts from coal-fired electric generating stations for recycling or storage at an existing coal mine (surface or underground). A description of the facilities to be constructed shall be provided to RUS;

(23) Changes or additions to an existing water well system, including new water supply wells and associated pipelines within the boundaries of an existing well field or generating station site. A description of the changes or additions shall be provided; and

(24) Repowering or uprating of an existing unit(s) at a fossil-fueled generating station in order to improve the efficiency or the energy output of the facility. Repowering or uprating that results in increased fuel consumption or the substitution of one fuel combustion technology with another is excluded from this classification.

(25) Electric generating facilities of less than 100 kilowatts at any one site for the purpose of providing service to customers or facilities such as stock tanks, oil wells, and irrigation pumps.

(26) New bulk commodity storage and associated handling facilities within existing fossil-fueled generating station boundaries for the purpose of co-firing biofuels and refuse derived fuel. A description of the facilities to be constructed shall be provided to RUS.

(c) Water and Waste Program. Applications for financial assistance for certain proposed actions do not normally require the submission of an ER. Applicants shall sufficiently identify all proposed actions so their proper classification can be determined. These types of actions are subject to the requirements of §1794.31. In order to provide for extraordinary circumstances, RUS may require development of an ER for proposals listed in this section. Proposed actions within this classification are:

(1) Management actions relating to invitation for bids, award of contracts, and the actual physical commencement of construction activities;

(2) Proposed actions that primarily involve the purchase and installation of office equipment or motorized vehicles;

(3) The award of financial assistance for technical assistance, planning purposes, environmental analysis, management studies, or feasibility studies; and

(4) Loan closing and servicing activities that do not alter the purpose, operation, location, or design of the proposal as originally approved, such as subordinations, amendments and revisions to approved actions, and the provision of additional financial assistance for cost overruns.

§1794.22 Categorically excluded proposals requiring an ER.

(a) Electric and Telecommunications Programs. Applications for financial assistance for the types of proposed actions listed in this section normally require the submission of an ER and are subject to the requirements of §1794.32. Proposed actions within this classification are:

(1) Construction of electric power lines and associated facilities designed for or capable of operation at a nominal voltage of either:

(i) Less that 69 kilovolts (kV);

(ii) Less than 230 kV if no more than 25 miles (40.2 kilometers) of line are involved; or

(iii) 230 kV or greater involving no more than three miles (4.8 kilometers) of line;

(2) Construction of buried and aerial telecommunications lines, cables, and related facilities;

(3) Construction of microwave facilities, SCADA, and energy management systems involving no more than five acres (2 hectares) of physical disturbance at any single site;

(4) Construction of cooperative or company headquarters, maintenance facilities, or other buildings involving no more than 10 acres (4 hectares) of physical disturbance or fenced property;

(5) Changes to existing transmission lines that involve less than 20 percent pole replacement, or the complete rebuilding of existing distribution lines within the same ROW. Changes to existing transmission lines that require 20 percent or greater pole replacement will be considered the same as new construction;

(6) Changes or additions to existing substations, switching stations, telecommunications switching or multiplexing centers, or external changes to buildings or small structures requiring one acre (0.4 hectare) or more but no more than five acres (2 hectares) of new physically disturbed land or fenced property;

(7) Construction of substations, switching stations, or telecommunications switching or multiplexing centers requiring no more than five acres (2 hectares) of new physically disturbed land or fenced property;

(8) Construction of distributed generation totaling 10 MW or less at an existing utility, industrial, commercial or educational facility site. There is no capacity limit for a electric generating facility located at or adjacent to an existing landfill site that is powered by refuse derived fuel. All new associated facilities and related electric power lines shall be covered in the ER;

(9) Installation of new generating units or the replacement of existing generating units at a hydroelectric facility or dam which result in no change in the normal maximum surface area or normal maximum surface elevation of the existing impoundment. All new associated facilities and related electric power lines shall be covered in the ER;

(10) Construction of new water supply wells and associated pipelines not located within the boundaries of an existing well field or generating station site; and

(11) Purchase of existing facilities or a portion thereof where use or operation will remain unchanged. The results of a facility environmental audit can be substituted for the ER.

(12) Installing a heat recovery steam generator and steam turbine with a rating of 200 MW or less on an existing combustion turbine generation site for the purpose of combined cycle operation. All new associated facilities and related electric power lines shall be covered in the ER.

(b) Water and Waste Program. For certain proposed actions, applications for financial assistance normally require the submittal of an ER as part of the PER. These types of actions are subject to the requirements of §1794.32. Proposed actions within this classification are:

(1) Rehabilitation of existing facilities, functional replacement or rehabilitation of equipment, or the construction of new ancillary facilities adjacent or appurtenant to existing facilities, including but not limited to, replacement of utilities such as water or sewer lines and appurtenances for existing users with modest or moderate growth potential, reconstruction of curbs and sidewalks, street repaving, and building modifications, renovations, and improvements;

(2) Facility improvements to meet current needs with a modest change in use, size, capacity, purpose or location from the original facility. The proposed action must be designed for predominantly residential use with other new or expanded users being small-scale, commercial enterprises having limited secondary impacts;

(3) Construction of new facilities that are designed to serve not more than 500 EDUs and with modest growth potential. The proposed action must be designed for predominantly residential use with other users being small-scale, commercial enterprises having limited secondary impacts;

(4) The extension, enlargement or construction of interceptors, collection, transmission or distribution lines within a one-mile (1.6-kilometer) limit from existing service areas estimated from any boundary listed as follows:

(i) The corporate limits of the community being served;

(ii) If there are developed areas immediately contiguous to the corporate limits of a community, the limits of these developed areas; or

(iii) If an unincorporated area is to be served, the limits of the developed areas;

(5) Installation of new water supply wells or water storage facilities that are required by a regulatory authority or standard engineering practice as a backup to existing production well(s) or as reserve for fire protection;

(6) Actions described in §1794.21(c)(4) which alter the purpose, operation, location, or design of the proposed action as originally approved, and such alteration is equivalent in magnitude or type as described in (b)(1) through (b)(5) of this section; and

(7) The lease or disposal of real property by RUS, which may result in a change in use of the real property in the reasonably foreseeable future and such change, is equivalent in magnitude or type as described in paragraph (b)(1) through (b)(5).

(c) Specialized criteria for not granting a CE for Water and Waste Projects. An EA must be prepared if a proposed action normally classified as a CE meets any of the following:

(1) Will either create a new or relocate an existing discharge to or a withdrawal from surface or ground waters;

(2) Will result in substantial increases in the volume or the loading of pollutants from an existing discharge to receiving waters;

(3) Will cause a substantial increase in the volume of withdrawal from surface or ground waters at an existing site; or

(4) Would provide capacity to serve more than 500 EDUs or a 30 percent increase in the existing population whichever is larger.

§1794.23 Proposals normally requiring an EA.

RUS will normally prepare an EA for all proposed actions which are neither categorical exclusions (§§1794.21 and 1794.22) nor normally requiring an EIS (§1794.25). For certain actions within this class, scoping and document procedures contained in §§1794.50 through 1794.54 shall be followed (see §1794.24). The following are proposed actions which normally require an EA and shall be subject to the requirements of §§1794.40 through 1794.44.

(a) General. Issuance or modification of RUS regulations concerning environmental matters.

(b) Telecommunications and Water and Waste Programs. An EA shall be prepared for applications for financial assistance for all proposed actions not specifically defined as a CE or otherwise specifically categorized by the Administrator on a case-by-case basis.

(c) Electric Program. Applications for financial assistance for certain proposed actions normally require the preparation of an EA. Proposed actions falling within this classification are:

(1) Construction of fuel cell, combustion turbine, combined cycle, or diesel generating facilities of 50 MW (nameplate rating) or less at a new site (no existing generating capacity)

except for items covered by §1794.22(a)(8). All new associated facilities and related electric power lines shall be covered in the EA;

(2) Construction of fuel cell, combustion turbine, combined cycle, or diesel generating facilities of 100 MW (nameplate rating) or less at an existing generating site, except for items covered by §1794.22(a)(8). All new associated facilities and related electric power lines shall be covered in the EA;

(3) Construction of any other type of new electric generating facilities of 20 MW (nameplate rating) or less, except for items covered by §1794.22(a)(8). All new associated facilities and related electric power lines shall be covered in the EA;

(4) Repowering or uprating of an existing unit(s) at a fossil-fueled generating station where the existing fuel combustion technology of the affected unit(s) is substituted for another (e.g. coal or oil-fired boiler is converted to a fluidized bed boiler or replaced with a combustion turbine unit);

(5) Installation of new generating units at an existing hydroelectric facility or dam, or the replacement of existing generating units at a hydroelectric facility or dam which will result in a change in the normal maximum surface area or normal maximum surface elevation of the existing impoundment. All new associated facilities and related electric power lines shall be covered in the EA;

(6) A new drilling operation or the expansion of a mining or drilling operation;

(7) Construction of cooperative headquarters, maintenance, and equipment storage facilities involving more than 10 acres (4 hectares) of physical disturbance or fenced property;

(8) The construction of electric power lines and related facilities designed for and capable of operation at a nominal voltage of 230 kV or more involving more than three miles (4.8 kilometers) but not more than 25 miles (40 kilometers) of line;

(9) The construction of electric power lines and related facilities designed for or capable of operation at a nominal voltage of 69 kV or more but less than 230 kV where more than 25 miles (40 kilometers) of power line are involved;

(10) The construction of substations or switching stations requiring greater than five acres (2 hectares) of new physical disturbance at a single site; and

(11) Construction of facilities designed for the transfer and storage of ash, scrubber wastes, and other byproducts from coal-fired electric generating stations that will be located beyond the existing facility site boundaries.

(12) Installing a heat recovery steam generator and steam turbine with a rating of more than 200 MW on an existing combustion turbine generation site for the purpose of combined cycle operation. All new associated facilities and related electric power lines shall be covered in the EA.

(13) Construction of a natural gas pipeline to serve an existing gas-fueled generating facility.

§1794.24 Proposals normally requiring an EA with scoping.

(a) General. Applications for financial assistance for certain proposed actions require the use of a scoping procedure in the development of the EA. These types of actions are subject to the requirements of §§1794.50 through 1794.54. RUS has the discretion to modify or waive the requirements listed in §1794.52 for a proposed action in this category.

(b) Electric Program. Proposed actions falling within this classification are:

(1) The construction of electric power lines and related facilities designed for and capable of operation at a nominal voltage of 230 kV or more where more than 25 miles (40 kilometers) of power line are involved;

(2) Construction of fuel cell, combustion turbine, combined cycle, and diesel generating facilities of more than 50 MW at a new site or more than 100 MW at an existing site; and the

construction of any other type of electric generating facility of more than 20 MW but not more than 50 MW (nameplate rating). All new associated facilities and related electric power lines shall be covered in any EA or EIS that is prepared.

(c) Telecommunications and Water and Waste Programs. There are no actions normally falling within this classification.

§1794.25 Proposals normally requiring an EIS.

Applications for financial assistance for certain proposed actions that may significantly affect the quality of the human environment shall require the preparation of an EIS.

(a) Electric Program. An EIS will normally be required in connection with proposed actions involving the following types of facilities:

(1) New electric generating facilities of more than 50 MW (nameplate rating) other than, fuel cell, combustion turbine, combined cycle, or diesel generators. All new associated facilities and related electric power lines shall be covered in the EIS; and

(2) A new mining operation when the applicants have effective control (*e.g.,* dedicated mine or purchase of a substantial portion of the mining equipment).

(b) Proposals listed above are subject to the requirements of §§1794.60, 1794.61, 1794.63, and 1794.64. Preparation of a supplemental draft or final EIS in accordance with 40 CFR 1502.9 shall be subject to the requirements of §§1794.62 and 1794.64.

(c) Telecommunications and Water and Waste Programs. No groups or sets of proposed actions normally require the preparation of an EIS. The environmental review process, as described in this part, shall be used to identify those proposed actions for which the preparation of an EIS is necessary. If an EIS is required, RUS shall proceed directly to its preparation. Prior completion of an EA is not mandatory.

§§1794.26 - 1794.29 [Reserved]

Subpart D - Procedure for Categorical Exclusions

§1794.30 General.

The procedures of this subpart which apply to proposed actions classified as CEs in §§1794.21 and 1794.22 provide RUS with information necessary to determine if the proposed action meets the criteria for a CE. Where, because of extraordinary circumstances, a normally categorically excluded action may have a significant effect on the quality of the human environment, RUS may require additional environmental documentation.

§1794.31 Classification.

(a) Electric and Telecommunications Programs. RUS will normally determine the proper environmental classification of projects based on its evaluation of the project description set forth in the construction work plan or loan design which the applicant is required to submit with its application for financial assistance. Each project must be sufficiently described to ensure its proper classification. RUS may require the applicant to provide additional information on a project where appropriate.

(b) Water and Waste Program. RUS will normally determine the proper environmental classification for projects based on its evaluation of the preliminary planning and design information.

§1794.32 Environmental report.

(a) For proposed actions listed in §1794.21(b) and (c), the applicant is normally not required to submit an ER.

(b) For proposed actions listed in §1794.22(a) and (b), the applicant shall normally submit an ER. Guidance in preparing the ER for Electric and Telecommunication proposals is contained in RUS Bulletin 1794A-600. Guidance in preparing the ER for Water and Waste proposals is contained in RUS Bulletin 1794A-602. The applicant may be required to publish public notices and provide evidence of such if the proposed action is located in, impacts, or converts important land resources.

§1794.33 Agency action.

RUS may act on an application for financial assistance upon determining, based on the review of documents as set forth in §1794.32 and such additional information as RUS deems necessary, that the project is categorically excluded.

§§1794.34 - 1794.39 [Reserved]

Subpart E - Procedure for Environmental Assessments

§1794.40 General.

This subpart applies to proposed actions described in §1794.23. Where appropriate to carry out the purposes of NEPA, RUS may impose, on a case-by-case basis, additional requirements associated with the preparation of an EA. If at any point in the preparation of an EA, RUS determines that the proposed action will have a significant effect on the quality of the human environment, the preparation of an EIS shall be required and the procedures in subpart G of this part shall be followed.

§1794.41 Document requirements.

Applicants will provide an ER in accordance with the appropriate guidance documents referenced in §1794.7. After RUS has evaluated the ER and has determined the ER adequately addresses all applicable environmental issues, the ER will normally serve as RUS' EA. However, RUS reserves the right to prepare its own EA from the information provided in the ER. RUS will take responsibility for the scope and content of an EA.

§1794.42 Notice of availability.

Prior to RUS making a finding in accordance with §1794.43 and upon RUS authorization and guidance, the applicant shall have a notice published which announces the availability of the EA and solicits public comments on the EA.

§1794.43 Agency finding.

If RUS finds, based on an EA that the proposed action will not have a significant effect on the quality of the human environment, RUS will prepare a FONSI. Upon authorization of RUS, the applicant shall have a notice published which informs the public of the RUS finding and the availability of the EA and FONSI. The notice shall be prepared and published in accordance with RUS guidance.

§1794.44 Timing of agency action.

RUS may take its final action on proposed actions requiring an EA (§1794.23) at any time after publication of the applicant notices that a FONSI has been made and any required review period has expired. When substantive comments are received on the EA, RUS may provide an additional period (15 days) for public review following the publication of its FONSI determination. Final action shall not be taken until this review period has expired.

§§1794.45 - 1794.49 [Reserved]

Subpart F - Procedure for Environmental Assessments With Scoping

§1794.50 Normal sequence.

For proposed actions covered by §1794.24 and other actions determined by the Administrator to require an EA with Scoping, RUS and the applicant will follow the same procedures for scoping and the requirements for notices and documents as for proposed actions normally requiring an EIS through the point where project scoping has been completed. Following project scoping, RUS will make a judgment to have an EA prepared or contract for the preparation of an EIS.

§1794.51 Preparation for scoping.

(a) As soon as practicable after RUS and the applicant have developed a schedule for the environmental review process, RUS shall have its notice of intent to prepare an EA or EIS and schedule scoping meetings (§1794.13) published in the Federal Register (see 40 CFR 1508.22). The applicant shall have published, in a timely manner, a notice similar to RUS' notice.

(b) As part of the early planning, the applicant should consult with appropriate Federal, state, and local agencies to inform them of the proposed action, identify permits and approvals which must be obtained, and administrative procedures which must be followed.

(c) Before formal scoping is initiated, RUS will require the applicant to submit an Alternative Evaluation Study and either a Siting Study (generation) or a Macro-Corridor Study (transmission lines).

(d) The applicant is encouraged to hold public information meetings in the general location of the proposed action and any reasonable alternatives when such applicant meetings will make the scoping process more meaningful. A written summary of the comments made at such meetings must be submitted to RUS as soon as practicable after the meetings.

§1794.52 Scoping meetings.

(a) Both RUS and the applicant shall have a notice published which announces a public scoping meeting is to be conducted, either in conjunction with the notice of intent or as a separate notice.

(b) The RUS notice shall be published in the Federal Register at least 14 days prior to the meeting(s). The applicant's notice shall be published in a newspaper at least 10 days prior to the meeting(s). Other forms of media may also be used by the applicant to notice the meetings.

(c) Where an environmental document is the subject of the hearing or meeting, that document will be made available to the public at least 10 days in advance of the meeting.

(d) The scoping meeting(s) will be held in the area of the proposed action at such place(s) as RUS determines will best afford an opportunity for public involvement. Any person or representative of an organization, or government body desiring to make a statement at the meeting may make such statement in writing or orally. The format of the meeting may be one of two styles. It can either be of the traditional style which features formal presentations followed by a comment period, or the open house style in which attendees are able to individually obtain information on topics or issues of interest within an established time period. The applicant or its consultant shall prepare a record of the scoping meeting. The record shall consist of a transcript when a traditional meeting format is used or a summary report when an open house format is used.

(e) As soon as practicable after the scoping meeting(s), RUS, as lead agency, shall determine the significant issues to be analyzed in depth and identify and eliminate from detailed study the issues which are not significant or which have been covered by prior environmental review. RUS will develop a proposed scope for further environmental study and review. RUS shall send a copy of this proposed scope to cooperating agencies and the applicant, and allow recipients 30 days to comment on the scope's adequacy and emphasis. After expiration of the 30-day period, RUS shall provide written guidance to the applicant concerning the scope of environmental study to be performed and information to be gathered.

§1794.53 Environmental report.

(a) After scoping procedures have been completed, RUS shall require the applicant to develop and submit an ER. The ER shall be prepared under the supervision and guidance of RUS staff and RUS shall evaluate and be responsible for the accuracy of all information contained therein.

(b) The applicant's ER will normally serve as the RUS EA. After RUS has reviewed and found the ER to be satisfactory, the applicant shall provide RUS with a sufficient number of copies of the ER to satisfy the RUS distribution plan.

(c) The ER shall include a summary of the construction and operation monitoring and mitigation measures for the proposed action. These measures may be revised as appropriate in response to comments and other information, and shall be incorporated by summary or reference into the FONSI.

§1794.54 Agency determination.

Following the scoping process and the development of a satisfactory ER by the applicant or its consultant that will serve as the agency's EA, RUS shall determine whether the proposed action is a major Federal action significantly affecting the quality of the human environment. If RUS determines the action is significant, RUS will continue with the procedures in subpart G of this part. If RUS determines the action is not significant, RUS will proceed in accordance with §§1794.42 through 1794.44. For proposals subject to the procedures of subpart F, RUS shall publish notices in the Federal Register that announce the availability of the EA and solicit public comments on the EA (refer to §1794.42) and the RUS finding and the availability of the EA and FONSI (refer to §1794.43).

§§1794.55 - 1794.59 [Reserved]

Subpart G - Procedure for Environmental Impact Statements

§1794.60 Normal sequence.

For proposed actions requiring an EIS (see §1794.25), the NEPA process shall proceed in the same manner as for proposed actions requiring an EA with scoping through the point at which the scoping process is completed (see §1794.52).

§1794.61 Environmental impact statement.

An EIS shall be prepared in accordance with 40 CFR part 1502. Funding, in whole or in part, for an EIS can be obtained from any lawful source (e.g., cooperative agreements developed in accordance with Section 759A, Federal Agricultural Improvement and Reform Act of 1996, Pub. L. 104-127 and 31 U.S.C. 6301). A third-party consultant selected by RUS and funded by the applicant (7 CFR part 1789) may prepare the EIS.

(a) After a draft or final EIS has been prepared, RUS and the applicant shall concurrently have a notice of availability for the document published. The time period allowed for review will

be a minimum of 45 days for a draft EIS and 30 days for a final EIS. This period is measured from the date that the U.S. Environmental Protection Agency (EPA) publishes a notice in the Federal Register in accordance with 40 CFR 1506.10.

(b) In addition to circulation required by 40 CFR 1502.19, the draft and final EIS (or summaries thereof, at RUS discretion) shall be circulated to the appropriate state, regional, and metropolitan clearinghouses.

(c) Where a final EIS does not require substantial changes from the draft EIS, RUS may document required changes through errata sheets, insertion pages, and revised sections to be incorporated into the draft EIS. In such cases, RUS shall circulate such changes together with comments on the draft EIS, responses to comments, and other appropriate information as its final EIS. RUS will not circulate the draft EIS again, although RUS will provide the draft EIS if requested within 30 days of publication of notice of availability of the final EIS.

§1794.62 Supplemental EIS.

(a) A supplement to a draft or final EIS shall be prepared, circulated, and given notice by RUS and the applicant in the same manner (exclusive of scoping) as a draft and final EIS (see §1794.61).

(b) Normally RUS and the applicant will have published notices of intent to prepare a supplement to a final EIS in those cases where a ROD has already been issued.

(c) RUS, at its discretion, may issue an information supplement to a final EIS where RUS determines that the purposes of NEPA are furthered by doing so even though such supplement is not required by 40 CFR 1502.9(c)(1). RUS and the applicant shall concurrently have a notice of availability published. The notice requirements shall be the same as for a final EIS and the information supplement shall be circulated in the same manner as a final EIS. RUS shall take no final action on any proposed modification discussed in the information supplement until 30 days after the RUS notice of availability or the applicant 's notice is published, whichever occurs later.

§1794.63 Record of decision.

(a) Upon completion of the review period for a final EIS, RUS will have its ROD prepared in accordance with 40 CFR 1505.2.

(b) Separate RUS and applicant notices of availability shall be published concurrently. The notices shall summarize the RUS decision and announce the availability of the ROD. Copies of the ROD will be made available upon request from the point of contact identified in the notice.

§1794.64 Timing of agency action.

(a) RUS may take its final action or execute commitments on proposed actions requiring an EIS or Supplemental EIS at any time after the ROD has been published.

(b) For budgetary purposes some financial assistance may be approved conditionally with a stipulation that no funds shall be advanced until a ROD has been prepared.

§§1794.65 - 1794.69 [Reserved]

Subpart H - Adoption of Environmental Documents

§1794.70 General

This subpart covers the adoption of environmental documents prepared by other Federal agencies. Where applicants participate in proposed actions for which an EA or EIS has been

prepared by or for another Federal agency, RUS may adopt the existing EA or EIS in accordance with 40 CFR 1506.3.

§1794.71 Adoption of an EA.

RUS may adopt a Federal EA or EIS or a portion thereof as its EA. RUS shall make the EA available and assure that notice is provided in the same manner as if RUS had prepared the EA.

§1794.72 Adoption of an EIS.

(a) Where RUS determines that an existing Federal EIS requires additional information to meet the standards for an adequate statement for RUS proposed action, RUS may adopt all or a portion of the EIS as a part of its draft EIS. The circulation and notice provisions for a draft and final EIS (see §1794.61) apply.

(b) If RUS was not a cooperating agency but determines that another Federal agency's EIS is adequate, RUS shall adopt that agency's EIS as its final EIS. RUS and the applicant shall have separate notices published advising of RUS adoption of the EIS and independent determination of its adequacy.

(c) If the adopted EIS is generally available and meets RUS standards, RUS shall have a public notice published informing the public of its action and availability of the EIS to interested parties upon request. If the adopted EIS is not generally available, RUS shall have a public notice published informing the public of its action and will circulate copies of the EIS in accordance with 40 CFR 1502.19 and 40 CFR 1506.3.

§1794.73 Timing of agency action.

Where RUS has adopted another agency's environmental documents, the timing of the action shall be subject to the same requirements as if RUS had prepared the required EA or EIS.

§1794.74 Incorporation of environmental materials.

RUS may incorporate into its environmental documents, environmental documents or portions thereof prepared by state, or local agencies or other parties for purposes other than compliance with the requirements of NEPA. RUS will circulate the incorporated documents as a part of its EA or draft and final EIS in the same manner as if prepared by RUS.

§1794.75 - 1794.79 [Reserved]

COUNTY of HIDALGO



SYLVIA S. HANDY
County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733

Wednesday, December 12, 2007

Hidalgo County
Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577

Re: Regional Water and Waste Management Plant

Dear Mrs. Sandoval:

We are requesting Commissioners Court action for the approval of the planning services agreement with engineering firm of Dos Logistics Inc. for the Regional Water and Waste Management Plant Project.

Please place request for approval on the upcoming Commissioners Court meeting scheduled for December 18, 2007.

If you need additional information, please contact Juan J. Ybarra at 956/968-8733.

Sincerely,

Joseph Palacios

Joseph Palacios
Chief Administrator
Pct. 1

COUNTY OF HIDALGO TEXAS

DEC 13 2007

DL, INC.
DOS LOGISTICS, INC.

CORPORATE OFFICE

December 11, 2007

Mr. Joseph Palacios, Chief Administrator
Hidalgo County Precinct 1
1902 Joe Stephens Ave.
Weslaco, Texas 78596

RE: HIDALGO COUNTY URBAN COUNTY PROGRAM PLANNING SERVICES PROJECT FOR A REGIONAL WATER TREATMENT PLANT IN THE DELTA AREA

Dear Mr. Palacios:

Dos Logistics, Inc. (DL, Inc.) is excited about the opportunity to provide professional services for the Hidalgo County Urban County Program with respect to the 2007 Planning Services Project for a Regional Water Treatment Plant in the Delta Area. The services include the preparation of an Environmental Information Study and Preliminary Engineering Report (PER) for the development and construction of a regional water treatment plant in the Delta Area.

After careful consideration of the work detail to perform the required services, DL, Inc.'s best and final offer for the Environmental Information Study is $100,000.00 and $400,000.00 for the Preliminary Engineering Report.

If the proposed cost estimate meets your approval, we are ready to begin services promptly and certainly look forward to working with you on this valuable project.

Thank you for your attention and consideration. If you have any questions, concerns, or require additional information, please do not hesitate to contact me at (956) 968-8800, or Mr. Hugo P. Gonzalez, P.E., Resident Engineer, at your earliest convenience.

Sincerely,

ERIC C. YBARRA
President/CEO

Enclosure

212 West 3rd Street, Weslaco, Texas 78596 ♦ Phone: 956.968.8800 ♦ Fax: 956.447.8194

www.doslogistics.com

STATE OF TEXAS {
{
COUNTY OF HIDALGO {

Part I - Professional Services Agreement

This Agreement, entered into this _____day of_____, **20 07** by and between Hidalgo County, a political subdivision of the State of Texas, joined by _____, (hereinafter called the "Party") and _____ duly authorized Engineer, herein acting by _____ (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Construction Materials Engineering & Testing Services on an "on-call" basis; and

WHEREAS, the Engineer, duly licensed and registered to practice engineering in the State of Texas, has the professional abilities to undertake the engineering and testing services in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the PROJECT area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

SECTION I
EMPLOYMENT OF THE ENGINEER

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ENGINEER

The Engineer shall perform the following Basic Services in connection with the proposed _____Project Account(s) #_____. ***(See Exhibit A)***

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's final invoice for services rendered. During the Construction Phase, the Engineer will:

a. Provide construction materials engineering and testing services on an "on-call" basis. The scheduling of engineer's services will be coordinated through the general contractor and/or its subcontractor, the project's engineering firm of record, and/or by the Owner's representatives.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3a herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within the County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and other data relative to design and construction of the Project.

5.3 Furnish the Engineer services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all owhich the Engineer may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what the purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

6.1 The Engineer shall be paid a total fixed amount of **$**_____ for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's invoices for services rendered shall be due and payable upon receipt at _____.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and for informational purposes for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the service rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Contract. Copies of engineering test reports prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign, sublet, or transfer interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within ten (10) days from the date of written authorization to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
CHANGES

The Party may, from time to time, request changes in the Scope of Services of the Engineer as may be mutually agreed to be performed hereunder. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Party and the Engineer shall be incorporated in written amendments to the Contract.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any Engineer negligence done in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit. The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to this project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Engineer agrees to compliance with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000; paragraphs a-g for contracts over $10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no

member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all such interest pursuant to the purpose of this Section.

SECTION XVII
INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, the insurance as follows:

17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of $300,000 for bodily injury and $100,000 for property damages.

17.2 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be_____. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this_____ day of_____, 20 07 .

Signature:_____
(Engineer)

Firm Name:_____

Address:_____

City/ST/ZIP:_____

FED ID #/SS #: _____

STATE OF TEXAS {
{
COUNTY OF HIDALGO {

This instrument was acknowledged before me on this the ____ day of_____, 20___, by

_____of and on behalf of _____,
(title) (a corporation)(a partnership)(a sole proprietorship).

_____
Notary - Signature

WITNESS:

_____

COUNTY OF HIDALGO

_____
Diana R. Serna, Director
Urban County Program

EXHIBIT A

SCOPE OF SERVICES

SEE ATTACHED.

AI-7246 **6.B.**

Rescind approved lease Agr. - Pct. #1
CC REGULAR

Date: 01/02/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

The Urban County Program is requesting that Commissioners' Court rescind action taken on December 18, 2007 (A1-7089) regarding the approval to enter into a lease agreement with H & V for the use of a Champion 710A Motorgrader and an Ingram AP-915 Pneumatic Roller for up to three months in the amount of $6,900.00 per month (NTE $20,700). The equipment would have been utilized for the Urban County Pct. 1 2006 (Year 19) & 2007 (Year 20) Street Improvements Project being undertaken as a force account project.

BACKGROUND

After legal review of the vendor's lease agreement, it is not in Hidalgo County's best interest to utilize the vendor's lease agreement due to stringent insurance requirements. Request to rescind the court's action is being requested.

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/26/2007 05:54 PM	APRV
2	Dale Kennan		12/26/2007 05:54 PM	NEW
3	Auditor's Office		12/26/2007 05:54 PM	
4	Purchasing Department		12/26/2007 05:54 PM	
5	Court Administrator		12/26/2007 05:54 PM	
Form Started By: Estella Webber			Started On: 12/26/2007 03:30 PM	
Final Approval Date: 12/26/2007				

AI-7259 **6.C.**

Fence Proj. - Pct. # 2

CC REGULAR

Date: 01/02/2008
Submitted By: Estella Webber, URBAN COUNTY
Department: URBAN COUNTY
Agenda Area: Urban County

Information

CAPTION

Presentation for consideration, discussion and action to award and issue purchase order for the lowest responsible bid received meeting all specifications and requirements for: "Purchase of Wire Chain Link Fence Materials Only for South Tower Rd. Multi-Purpose Facility & Park located at South Tower Road & Rancho Blanco Road" project. (RFB No. 5006-92-0306-5000-9200-ML)

BACKGROUND

Hidalgo County Precinct No. 2 requests approval to purchase chain link fence materials only for South Tower Road Multi-Purpose Facility & Park from Excellent Fence in the amount of $25,729.43. Urban County Program Year 19 (2006) funds will be utilized. (see attached bid tabulation sheet)

Vendor: **Excellent Fence**
Bid Amount: **$25,729.43**

Funds Available: $27,429.66 Hidalgo County Precinct #2 Parks, Recreational Facilities

Yr 19 (2006)

Fiscal Impact

Attachments

Link: Pct. 2 proj.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Estella Webber	12/27/2007 01:38 PM	CREATED
1	Budget & Management	Dina Trevino	12/27/2007 02:07 PM	APRV
2	Manuel Chapa	Manuel Chapa	12/27/2007 04:03 PM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator			

Form Started By: Estella Webber Started On: 12/27/2007 01:38 PM

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY – URBAN COUNTY PROGRAM

BID OPENING DATE: DECEMBER 26, 2007	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "PUCHASE OF WIRE CHAIN LINK FENCE MATERIALS ONLY FOR SOUHT TOWER RD. MULTI-PURPOSE FACILITY & PARK LOCATED AT SOUTH TOWER ROAD & RANCHO BLANCO ROAD"

BID NO: 5006-92-00306-5000-9200-ML	**PROCURMENT SPECIALIST:**

BID # RFB#	NAME OF COMPANY	UNIT PRICE	TOTAL PRICE	BID BOND OR CHECK INCLUDE
#1	Excellent Fence Co.		$25,729.43	
#2	Central Fence & Supply Co.		$38,285.90	
#3				
#4				
#5				
#6				
#7				
#8				
#9				

AI-6664 **7.A.**

Elections

CC REGULAR

Date: 01/02/2008
Submitted By: Teresa Navarro, ELECTIONS DEPT.
Department: ELECTIONS DEPT.
Agenda Area: Elections Administration

Information

CAPTION

1. Discussion, consideration and approval to create thirty (30) temporary full-time Data Processor positions, slot no.s 130-001-T045-T074 at $8.00 an hour, not to exceed six (6) months (see attached schedule for dates)
2. Discussion, consideration and approval to create nine (9) temporary full-time Delivery Driver positions, slot no.s 130-001-T075-T083 at $9.00 per hour
3. Approval of revised salary schedule

BACKGROUND

*Data processor positions for phone bank for the following: the March 4, 2008 Primary and April 8, 2008 Primary Runoff
*Delivery Driver positions requested for the following: the March 4, 2008 Primary and April 8, 2008 Primary Runoff and to deliver the voting equipment to polling locations (see attached schedule for dates) (partial reimbursement by political parties)

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-415-00-115-002-0-899
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

If approved will be funded by County Wide Administration and will receive partial reimbursement by political parties

Attachments

Link: Revised Estimate
Link: Revised Salary Schedule
Link: Spreadsheet for Phone Bank listing dates and estimate
Link: Job Description for Drivers
Link: Job Description for Phone Bank
Link: Fiscal Note

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Teresa Navarro	11/20/2007 02:29 PM	CREATED
1	Budget & Management	Dina Trevino	11/28/2007 01:33 PM	APRV
2	Rosalinda Cantu			PEND
3	Auditor's Office			
4	Purchasing Department			
5	Court Administrator			

Form Started By: Teresa Navarro Started On: 11/20/2007 02:29 PM

Elections Department Drivers
March 4, 2008 Primary Election

2/4/2008	8
2/5/2008	8
2/6/2008	8
2/7/2008	8
2/8/2008	8
2/11/2008	8
2/12/2008	8
2/13/2008	8
2/14/2008	8
2/15/2008	8
2/16/2008	8
2/17/2008	8
2/18/2008 (HOLIDAY)	0
2/20/2008	8
2/21/2008	8
3/22/2008	8
2/23/2008	8
2/25/2008	8
2/26/2008	8
2/27/2008	8
2/28/2008	8
2/29/2008	8
3/1/2008	8
3/3/2008	8
3/4/2008	8
3/5/2008	8
3/6/2008	8
3/7/2008	8
3/10/2008	8
3/11/2008	8
3/12/2008	8
3/13/2008	8
3/14/2008	8
	256

# of employees		9
Total # of hours		2304
Pay Rate	$	9.00
Total Temp Salary	$	20,736.00
Labor Tax .0765	$	1,586.30
Unemployment .005	$	103.68
Workers Comp .0077	$	159.67
	$	22,585.65

Elections Department Drivers
April 8, 2008 Primary Runoff Election

3/17/2008	8
3/18/2008	8
3/19/2008	8
3/20/2008	8
3/21/2008 (Holiday)	0
3/24/2008	8
3/25/2008	8
3/26/2008	8
3/27/2008	8
3/28/2008	8
3/31/2008	8
4/1/2008	8
4/2/2008	8
4/3/2008	8
4/4/2008	8
4/7/2008	8
4/8/2008	8
4/9/2008	8
4/10/2008	8
4/11/2008	8
4/14/2008	8
4/15/2008	8
4/16/2008	8
4/17/2008	8
4/18/2008	8
	192

# of employees		9
Total # of hours		1728
Pay Rate	$	9.00
Total Temp Salary	$	15,552.00
Labor Tax .0765	$	1,189.73
Unemployment .005	$	77.76
Workers Comp .0077	$	119.75
	$	16,939.24

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-414-00-130-001-0
ELECTIONS DEPT

AI- 6664

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	ELECTIONS ADMIN	$77,000.00	$0.00	$0.00	0.04	$3,080.00	$0.00	$80,080.00	$0.00	$420.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0002	113	INFO TECH MANAGER	$57,628.00	$0.00	$0.00	0.04	$2,305.00	$0.00	$59,933.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	GIS OPERATOR	$46,350.00	$0.00	$0.00	0.04	$1,854.00	$0.00	$48,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	CHIEF DEPUTY	$44,956.00	$6,044.00	$51,000.00	0	$0.00	$0.00	$51,000.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	ELECTIONS SPECIALIST	$36,058.00	$0.00	$0.00	0.04	$1,442.00	$0.00	$37,500.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	HEAD BOOKKEEPR	$30,787.00	$0.00	$0.00	0.04	$1,231.00	$0.00	$32,018.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	SENIOR FIELD SERVICE SPECIALIST	$29,919.00	$0.00	$0.00	0.04	$1,197.00	$0.00	$31,116.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	VOTER REG ASST	$28,784.00	$0.00	$0.00	0.04	$1,151.00	$0.00	$29,935.00	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	GIS OPERATOR ASSISTANT	$26,688.00	$0.00	$0.00	0.04	$1,068.00	$0.00	$27,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	ADM SEC/BKKPR	$26,389.00	$0.00	$0.00	0.04	$1,056.00	$0.00	$27,445.00	$0.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	ELECTIONS SPECIALIST ASSISTANT	$25,942.00	$0.00	$0.00	0.04	$1,038.00	$0.00	$26,980.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	TECHNICIAN II	$25,620.00	$0.00	$0.00	0.04	$1,025.00	$0.00	$26,645.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	FIELD SERVICE SPECIALIST	$25,289.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,301.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	DATA PROCESSOR	$21,149.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,149.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	DATA PROCESSOR	$21,149.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,149.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	ELECTION CLERK	$18,424.00	$0.00	$0.00	0	$0.00	$1,000.00	$19,424.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	114	DATA PROCESSOR	$12,045.00	$0.00	$0.00	0.04	$482.00	$0.00	$12,527.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T042	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T043	12	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T044	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T045	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T046	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T047	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T048	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T049	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T050	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T051	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T052	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T053	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-414-00-130-001-0
ELECTIONS DEPT

AI- 6664

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
T054	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T055	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T056	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T057	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T058	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T059	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T060	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T061	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T062	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T063	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T064	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T065	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T066	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T067	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T068	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T069	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T070	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T071	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T072	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T073	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T074	121	DATA PROCESSOR	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T075	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T076	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T077	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T078	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T079	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T080	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T081	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T082	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T083	121	DELIVERY DRIVER	$0.00	$16,640.00	$16,640.00	0	$0.00	$0.00	$16,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$646,297.00	$704,924.00	$749,880.00		$17,941.00	$8,000.00	$1,377,162.00	$0.00	$4,920.00	$0.00	$0.00	$8,000.00	$0.00	$0.00

Elections Department Phone Bank
March 4, 2008 Primaryl Election

2/15/08	8
2/18/2008 (HOLIDAY)	0
2/19/08	8
2/20/08	8
2/21/08	8
3/22/08	8
2/23/08	8
2/25/08	8
2/26/08	8
2/27/08	8
2/28/08	8
2/29/07	8
3/1/08	8
3/3/08	8
3/4/08	12
3/5/2008	8
3/6/2008	8
3/7/2008	8
3/10/2008	8
3/11/2008	8
3/12/2008	8
3/13/2008	8
3/14/2008	8
	180
# of employees	30
Total # of hours	5400
Pay Rate	$ 8.00
Total Temp Salary	$ 43,200.00
Labor Tax .0765	$ 3,304.80
Unemployment .005	$ 216.00
Workers Comp .0077	$ 332.64
	$ 47,053.44

Elections Department Drivers
April 8, 2008 Primary Runoff Election

3/28/2008	8
3/29/2008	8
3/31/2008	8
4/1/2008	8
4/2/2008	8
4/3/2008	8
4/4/2008	8
4/8/2008	12
4/9/2008	8
4/11/2008	8
4/12/2008	8
4/14/2008	8
4/15/2008	8
4/16/2008	8
4/17/2008	8
4/18/2008	8
	132
# of employees	20
Total # of hours	2640
Pay Rate	$ 8.00
Total Temp Salary	$ 21,120.00
Labor Tax .0765	$ 1,615.68
Unemployment .005	$ 105.60
Workers Comp .0077	$ 162.62
	$ 23,003.90

HIDALGO COUNTY
ELECTIONS DEPARTMENT

Job Title: (9) Elections Delivery Drivers Temporary Positions **FLSA Status: Exempt**

Dept No: 130-001 **Civil Service Status: Exempt**

Salary: 9.00 per hour

SUMMARY:
This position will work under the direction of an Elections Administrator, and will assist the department in the transporting, maintenance, set-up, assembly, testing and inventory of all electronic and computer equipment for the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transportation, set-up and maintenance of the electronic voting units (DRE).
- Coordinates with Elections Staff on transportation requirements for delivery and pick up of electronic voting equipment and supplies.
- Maintains accurate inventory of deliveries of election equipment, supplies and materials such as tables, chairs, voting equipment ballot boxes, voting booths; and election kits.
- Maintains and updates division and vendor-owned fixed asset inventory records.
- Maintains inventory of serial numbers for equipment
- Knowledge of two-way-radio
- Reports issues and concerns to department head and acts upon/follows up as directed.
- Must be able to work under loud conditions, pressure and in meeting deadlines.
- Must be able to work nights and weekends, during an election period.
- Regular attendance is a must as is the ability to work well with others.
- Performs other duties as required.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or general education degree (GED); preferred.
- Minimum of one (1) year of experience in delivery and driving a 20 footer with lift vehicle.
- Knowledge of two-way-radio
- Knowledge of Hidalgo County area

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier

OTHER SKILLS AND ABILITIES

- Ability to maintain complete and accurate records.
- Ability to read, analyze and interpret general business periodicals, technical procedures, or government regulations.
- Ability to write reports, service orders and procedure guidelines.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication and division in all units of measure.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:
Required to follow all departments' safety regulations;

WORKING Scheduled:

Starting April 23, 2007 thru April 28, 2007
Week off: April 30, 2007 thru April 6, 2007
Start date: May 7, 2007 thru May 11, 2007
Pick up week: May 14, 2007 thru May 19, 2007

Total days work:" 17 days

HIDALGO COUNTY
ELECTIONS DEPARTMENT

Job Title: (Temporary) Data Processor **FLSA Status: Exempt**

Dept. Code: 130-001 **Civil Service Status: Exempt**

SUMMARY:
Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of the Election Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Interpret and read city and county map boundaries.
- Provide public assistance in responding to telephone calls, questions, and requests for information.
- Regular attendance is a must.
- Ability to work well with others.
- Perform such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE
- High school diploma or general education degree (GED).
- One (1) year experience.
- Computer and data entry skills.
- Bilingual is preferred.

CERTIFICTES, LICENSES, REGISTRATIONS:
- None

OTHER SKILLS AND ABILITIES
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk, sit, use hands to

finger, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time.
- operating assigned equipment.

Maintain mental capacity, which permits:

- making sound decisions and using good judgment.
- demonstrating intellectual capabilities.

Effectively handle a work environment and conditions, which involve:

- working closely with others.
- working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- making observations.
- reading and writing.
- operating assigned equipment.
- communicating with others.

ACCIDENT PREVENTION PROGRAM:
Required to follow all departments' safety regulations.

ADDITIONAL DUTIES AND RESPONSIBILITY **Approved by CC 3/25/03**

- Work closely with Voter registrar to maintain accurate and update voter registration files.
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator.
- Regular attendance is a must.
- Manual filing of voter registration applications.

Approved 2001

Hidalgo County Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Wednesday, January 02, 2008

Agenda Item: AI 6664

Summary of request/proposal:

The Elections department is requesting approval to create thirty (30) temporary full-time Data Processor positions, slot no.s 130-001-T045-T074 at $8.00 an hour, not to exceed six (6) months (see attached schedule for dates) and to create nine (9) temporary full-time Delivery Driver positions, slot no.s 130-001-T075-T083 at $9.00 per hour.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1100	DATA PROCESSOR	T045	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T046	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T047	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T048	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T049	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T050	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T051	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T052	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T053	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T054	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T055	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T056	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T057	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T058	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T059	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T060	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T061	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T062	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T063	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T064	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T065	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T066	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T067	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T068	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T069	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T070	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T071	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T072	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T073	121	0	$16,640.00	$16,640.00
1100	DATA PROCESSOR	T074	121	0	$16,640.00	$16,640.00
1100	DELIVERY DRIVER	T075	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T076	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T077	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T078	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T079	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T080	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T081	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T082	121	0	$18,720.00	$18,720.00
1100	DELIVERY DRIVER	T083	121	0	$18,720.00	$18,720.00
						$133,120.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1100-414-00-130-001-0	121	ElECTIONS	TEMP F/T EMPL	66,560.00
8-1100-414-00-130-001-0	211	ElECTIONS	HEALTH INSURANCE	-
8-1100-414-00-130-001-0	212	ElECTIONS	LIFE INSURANCE	-
8-1100-414-00-130-001-0	220	ElECTIONS	FICA	5,091.84
8-1100-414-00-130-001-0	230	ElECTIONS	RETIREMENT	-
8-1100-414-00-130-001-0	250	ElECTIONS	UNEMPLOYMENT COMP	332.80
8-1100-414-00-130-001-0	260	ElECTIONS	WORKER'S COMP	5,373.26
			2008 Budgetary Impact	77,357.90

2009 Budgetary Impact: **N/A**

Possible Funding Sources: **If approved, to be partially funded from reimbursement by political parties and County Wide Administration**

Budget Office Recommendation:

Hidalgo Co. Budget Office

2/3/2005

AI-7230 **8.A.**

2008 District Attorney's Office Budgets
CC REGULAR

Date: 01/02/2008
Submitted By: Roy Cazares, DISTRICT ATTORNEY
Submitted For: Roy Cazares
Department: DISTRICT ATTORNEY
Agenda Area: District Attorney

Information

CAPTION

1. Approval of the 2008 D.A.'s Office Bad Checks Budget and Salary Schedule.
2. Approval of the 2008 D.A.'s Office Investigation Fund Budget and Salary Schedule.
3. Approval of the 2008 D.A.'s Office General Fund Salary Schedule.
4. Approval of the 2008 HIDTA Task Force/Asset Forfeiture Funds - Budget and Salary Schedules
5. Approval to extend the Grant Period from January 1, 2007 thru December 31, 2008 on HIDTA Grant I7PSSP573Z , the Award Cooperative Agreement between Hidalgo County and the Executive Office of the President - Office of National Drug Policy.

BACKGROUND

Fiscal Impact

Attachments

Link: Distrct Attorney's Office Budgets

Link: HIDAT

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Roy Cazares	12/26/2007 09:00 AM	CREATED
1	Budget & Management	Dina Trevino	12/26/2007 04:12 PM	APRV
2	Damaris San Miguel			PEND
3	Auditor's Office			
4	Purchasing Department			
5	Court Administrator			

Form Started By: Roy Cazares Started On: 12/26/2007 09:00 AM

GENERAL FUND

EFFECTIVE 01/01/2008

HIDALGO COUNTY
DISTRICT ATTORNEY'S OFFICE
8-1100-412-00-080-002-0
DEPARTMENT NO.: 080

COUNTY SLOT NO.		JOB TITLE	2008 BASE SALARY
	D.A. & ASST. D.A.s		
1	HOMER VASQUEZ	ASSISTANT DISTRICT ATTORNEY	$93,870.00
2	DAVID REYES	ASSISTANT DISTRICT ATTORNEY	$93,080.00
3	THEODORE C. HAKE	ASSISTANT DISTRICT ATTORNEY	$91,624.00
4	CREGG THOMPSON	ASSISTANT DISTRICT ATTORNEY	$83,470.00
5	JOSEPH ORENDAIN	ASSISTANT DISTRICT ATTORNEY	$83,221.00
6	JANE ALONZO	ASSISTANT DISTRICT ATTORNEY	$80,912.00
7	JUAN VILLESCAS	ASSISTANT DISTRICT ATTORNEY	$79,186.00
8	A. MURRAY MOORE	ASSISTANT DISTRICT ATTORNEY	$77,938.00
9	CHERYL HOLE	ASSISTANT DISTRICT ATTORNEY	$74,027.00
10	VACANT - WAS AMY	ASSISTANT DISTRICT ATTORNEY	$64,100.00
11	PAUL TARLOW	ASSISTANT DISTRICT ATTORNEY	$70,221.00
12	CATHERINE HOWARD	ASSISTANT DISTRICT ATTORNEY	$69,160.00
13	JOAQUIN JAVIER ZAMORA	ASSISTANT DISTRICT ATTORNEY	$66,787.00
14	JEFF GILBERT	ASSISTANT DISTRICT ATTORNEY	$66,539.00
15	ANDREW ALMAGUER	ASSISTANT DISTRICT ATTORNEY	$66,206.00
16	GLENN DEVINO	ASSISTANT DISTRICT ATTORNEY	$63,606.00
17	JOHN A. RIVERA	ASSISTANT DISTRICT ATTORNEY	$64,046.00
18	GRACIELA REYNA	ASSISTANT DISTRICT ATTORNEY	$62,348.00
19	MONICA BARRON AUGER	ASSISTANT DISTRICT ATTORNEY	$61,827.00
20	ROXANNA SALINAS	ASSISTANT DISTRICT ATTORNEY	$60,466.00
21	HOPE D. PALACIOS	ASSISTANT DISTRICT ATTORNEY	$60,466.00
22	MARISA GOMEZ	ASSISTANT DISTRICT ATTORNEY	$59,176.00
23	JEFFEREY C. ROSSBOROUGH	ASSISTANT DISTRICT ATTORNEY	$64,760.00
24	KIMBERLY ANN BULGER-LEO	ASSISTANT DISTRICT ATTORNEY	$65,160.00
26	ORLANDO J. ESQUIVEL	ASSISTANT DISTRICT ATTORNEY	$56,784.00
27	BELINDA VERONICA SALINAS	ASSISTANT DISTRICT ATTORNEY	$56,576.00
28	ERIC KURT SCHREIBER	ASSISTANT DISTRICT ATTORNEY	$55,266.00
29	STEPHANIE LEANNE ALLSUP	ASSISTANT DISTRICT ATTORNEY	$58,224.00
30	VACANT - WAS JOSEPH L.	ASSISTANT DISTRICT ATTORNEY	$52,400.00
31	MICHELLE PUIG	ASSISTANT DISTRICT ATTORNEY	$54,184.00
32	AMY OLIVAS	ASSISTANT DISTRICT ATTORNEY	$53,144.00
33	SHANNON LEIGH BARNETT HOLUBAR	ASSISTANT DISTRICT ATTORNEY	$49,100.00
36	MARISELA LEDEZMA	ASSISTANT DISTRICT ATTORNEY	$51,584.00
37	BETH LINDER BERGH	ASSISTANT DISTRICT ATTORNEY	$51,064.00
38	MAGDALENA G. HINOJOSA	ASSISTANT DISTRICT ATTORNEY	$50,024.00
39	CATARINA SILVA ALVARADO	ASSISTANT DISTRICT ATTORNEY	$50,024.00
40	LINDA M. CAVAZOS	ASSISTANT DISTRICT ATTORNEY	$48,984.00
41	MICHAEL R. DE LEON	ASSISTANT DISTRICT ATTORNEY	$47,484.00
43	ESTEBAN M. ALCANTAR	ASSISTANT DISTRICT ATTORNEY	$47,944.00
44	JOEL GARCIA	ASSISTANT DISTRICT ATTORNEY	$47,424.00
45	ANDRES A. LOPEZ	ASSISTANT DISTRICT ATTORNEY	$47,424.00
46	CRISELDA I. RINCON FLORES	ASSISTANT DISTRICT ATTORNEY	$47,424.00
47	RANDY ORTEGA	ASSISTANT DISTRICT ATTORNEY	$47,276.00
48	ROLAND MILLER, JR.	ASSISTANT DISTRICT ATTORNEY	$47,424.00
49	HECTOR HERNANDEZ, JR.	ASSISTANT DISTRICT ATTORNEY	$47,424.00
50	RENE GUERRA	CRIMINAL DISTRICT ATTORNEY	$46,337.00

GENERAL FUND

EFFECTIVE 01/01/2008

HIDALGO COUNTY
DISTRICT ATTORNEY'S OFFICE
8-1100-412-00-080-002-0
DEPARTMENT NO.: 080

COUNTY SLOT NO.		JOB TITLE	2008 BASE SALARY
51	RICK MONTALVO	ASSISTANT DISTRICT ATTORNEY	$45,864.00
	INVESTIGATORS		
25	DEBORAH TORRES	CRIMINAL INVESTIGATOR	$58,656.00
53	JORGE A. SALAZAR	CRIMINAL INVESTIGATOR	$43,160.00
34	CHARLIE VELA	CRIMINAL INVESTIGATOR	$52,520.00
42	ROSENDO REYES	CRIMINAL INVESTIGATOR	$48,776.00
54	DEBORAH MARMOLEJO	CRIMINAL INVESTIGATOR	$40,872.00
87	VACANT - FELONY INV.	CRIMINAL INVESTIGATOR	$41,000.00
	SUPPORT STAFF		
35	ROY CAZARES	PERSONNEL DIRECTOR	$54,608.00
83	DIANA ANNETTE MARTINEZ	SECRETARY	$24,000.00
55	EVELIA RODRIGUEZ	ADMINISTRATIVE ASSISTANT	$40,768.00
56	ADA GARZA	ADMINISTRATIVE ASSISTANT	$39,208.00
84	RACHEL REIDA	SECRETARY	$20,000.00
57	LISA CHAVEZ	ADMINISTRATIVE ASSISTANT	$34,840.00
70	ALEXA LUNA	SECRETARY	$25,000.00
58	LETICIA LOPEZ	ADMINISTRATIVE ASSISTANT	$34,840.00
52	PONCIANO CANTU	ACCOUNTANT	$44,720.00
61	ARGELIA MARTINEZ	SECRETARY	$31,512.00
59	ROXANN SEGOVIA	SECRETARY	$32,240.00
62	MINERVA SALAZAR	SECRETARY	$31,200.00
63	ANDREA PEREZ	SECRETARY	$31,200.00
60	DEBBIE VILLARREAL	ADMINISTRATIVE ASSISTANT	$32,240.00
64	PRICILLA CANTU	SECRETARY	$31,200.00
66	VACANT - FELONY	SECRETARY	$23,000.00
65	ELIZABETH HANDY	SECRETARY	$30,680.00
68	VERONICA ALMEIDA	SECRETARY	$28,600.00
79	JESSICA MAYE	SECRETARY	$22,000.00
71	MYRNA SEPULVEDA	SECRETARY	$25,000.00
67	SELMA MORALES	SECRETARY	$29,328.00
76	CLARISSA SOTO	SECRETARY	$22,220.00
72	MARIANA TREJO	SECRETARY	$24,000.00
73	BRENDA CHAVARRIA	SECRETARY	$24,000.00
81	ANGELA MARIA HERNANDEZ	SECRETARY	$20,000.00
74	MONICA M. PERALEZ	SECRETARY	$23,000.00
75	EINA G. SALINAS	SECRETARY	$22,300.00
77	VANESSA VILLEGAS	SECRETARY	$22,000.00
82	BARBARA MARIE GARCIA	SECRETARY	$20,000.00

GENERAL FUND

EFFECTIVE 01/01/2008

HIDALGO COUNTY
DISTRICT ATTORNEY'S OFFICE
8-1100-412-00-080-002-0
DEPARTMENT NO.: 080

COUNTY SLOT NO.		JOB TITLE	2008 BASE SALARY
78	EVONNE RODRIGUEZ	SECRETARY	$22,000.00
80	ROSALVA ALANIS	SECRETARY	$21,500.00
85	JENNIFER AMANDA ALEMAN	SECRETARY	$20,000.00
69	VACANT - FELONY	SECRETARY	$23,000.00
86	VACANT - MISDEMEANOR	SECRETARY	$20,000.00
88	VACANT - CHECKS	SECRETARY	$20,000.00
			$4,136,767.00

DATE: Dec. 4, 2007
DEPARTMENT HEAD: Dora L. Munoz
DEPARTMENT NAME: **HIDTA TASK FORCE**
ACCOUNT NUMBER: **1291-412-00-270-003-7**

SLOT NUMBER	POSITION	FY 2007 BUDGETED SALARY	PROPOSED INCREASE 2008 %	PROPOSED INCREASE 2008 INCREASE	2008 SALARY	LONGEVITY FOR FUND $60.00	LONGEVITY Extra
G0001	Commander	62,500.00	4.00%	2,500.00	65,000.00	600.00	
G0002	Assistant District Attorney	61,300.00	4.00%	2,452.00	63,752.00	2,640.00	4,000.00
G0003	Criminal Investigator	49,500.00	4.00%	1,980.00	51,480.00	420.00	
G0004	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	0.00	
G0005	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	0.00	
G0006	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	540.00	
G0007	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	480.00	
G0008	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	0.00	
G0009	Accountant	43,800.00	7.31%	3,200.00	47,000.00	600.00	
G0010	Intelligence Research Specialist	35,000.00		0.00	35,000.00	0.00	
G0011	Administrative Assistant	34,505.00	7.23%	2,495.00	37,000.00	540.00	
G0012	Legal Secretary	31,000.00	9.68%	3,000.00	34,000.00	720.00	
	TOTAL	**554,605.00**		**25,107.00**	**579,712.00**	**6,540.00**	**4,000.00**

DEPARTMENT NAME: **HIDTA TASK FORCE - COMMAND CTR**
ACCOUNT NUMBER: **1291-412-00-270-002-0**

SLOT NUMBER	POSITION	FY 2007 BUDGETED SALARY	PROPOSED INCREASE 2008 %	PROPOSED INCREASE 2008 INCREASE	2008 SALARY	LONGEVITY FOR FUND $60.00	LONGEVITY Extra
0001	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	0.00	
0002	Criminal Investigator	47,400.00	4.00%	1,896.00	49,296.00	0.00	
T003	Clerk Typist	7,200.00		7,200.00	14,400.00	0.00	
0004	Criminal Investigator		4.00%	0.00	0.00	0.00	
0005	Criminal Investigator		4.00%	0.00	0.00	0.00	
	TOTAL	**$102,000.00**		**$10,992.00**	**$112,992.00**	**$0.00**	**$0.00**
	GRAND TOTAL	**$656,605.00**	**$0.00**	**$36,099.00**	**$692,704.00**	**$6,540.00**	**$4,000.00**

AI-7113 **9.A.**

Sheriff's Office--Jail Commissary
CC REGULAR

Date: 01/02/2008
Submitted By: Emilia Uriegas, SHERIFF DEPT.
Submitted For: Anacleto Martinez
Department: SHERIFF DEPT.
Agenda Area: Sheriff's Office

Information

CAPTION

Jail Commissary:
1. Approval of appropriation of funds for the 2008 Jail Commissary Budget in the amount of $355,295.00 effective 01/02/2008 through 12/31/2008. (2102)
2. Approval of revised salary schedule.

BACKGROUND

The budget provides funding of the salaries, supplemental pay, and fringe benefits for nine (9) employees assigned to the Jail Commissary.
As per the Budget and Management Office, the Jail Commissary Salary Schedule for Year 2008 was approved during the 2008 Budget Process.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-2102-423-21-280-015-0
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

No Local monies are required. The Jail Commissary is a self funded account (Bank Account)

Attachments

Link: Revised Salary Schedule

Link: Jail Commissary Appropriation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Emilia Uriegas	12/14/2007 09:35 AM	CREATED
1	Anacleto Martinez	Anacleto Martinez	12/14/2007 12:59 PM	APRV
2	Sergio Cruz	Sergio Cruz	12/17/2007 10:22 AM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:00 PM	APRV
4	Budget & Management			PEND
5	Dina Trevino	Dina Trevino	12/27/2007 12:09 PM	APRV

6	Budget & Management	Dina Trevino	12/27/2007 01:41 PM	APRV
7	Rosalinda Cantu	Rosie Cantu	12/28/2007 10:08 AM	APRV
8	Ivan Cantu	Ivan Cantu	12/28/2007 10:38 AM	APRV
9	Human Resources			NEW
10	Auditor's Office			
11	Purchasing Department			
12	Court Administrator			

Form Started By: Emilia Uriegas Started On: 12/14/2007 09:35 AM

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

2102-423-21-280-015-0
JAIL COMMISSARY

AI- 7113

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	INMATE INTERVENTION SPECIALIST	$40,913.00	$0.00	$0.00	0.04	$1,637.00	$0.00	$42,550.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	INMATE INTERVENTION SPECIALIST	$40,913.00	$0.00	$0.00	0.04	$1,637.00	$0.00	$42,550.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	SR. DETENTION OFFICER STEP III	$34,155.00	$0.00	$0.00	0.035	$1,195.00	$0.00	$35,350.00	$0.00	$600.00	$0.00	$1,500.00	$0.00	$0.00	$0.00
0004	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	COMMISSARY CLERK	$22,411.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$250,447.00	$0.00	$0.00		$4,469.00	$6,000.00	$260,916.00	$0.00	$960.00	$0.00	$1,500.00	$0.00	$0.00	$0.00

DATE: December 14, 2007

DEPARTMENT HEAD: Guadalupe "Lupe" Trevino

DEPARTMENT NAME: Jail Commissary

ACCOUNT NUMBER: 8-2102-423-21-280-015-0-XXX

SUBJECT: **Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Amendments (increases) to my budget in accordance with Local Government Code, Chapter 111, Subchapter C

INCREASE OBJECT NUMBER(S)	ACCOUNT OBJECT NAME	AMOUNT
8-2102-423-21-280-015-0-113	Salaries	263,725.00
8-2102-423-21-280-015-0-115	Longevity	960.00
8-2102-423-21-280-015-0-117	Supplemental Pay	1,520.00
8-2102-423-21-280-015-0-211	Health Insurance	37,476.00
8-2102-423-21-280-015-0-212	Life Insurance	297.00
8-2102-423-21-280-015-0-220	FICA	20,365.00
8-2102-423-21-280-015-0-230	Retirement	23,373.00
8-2102-423-21-280-015-0-250	Unemployment Compensation	1,332.00
8-2102-423-21-280-015-0-260	Workers' Compensation	6,247.00
	TOTAL APPROPRIATIONS	355,295.00
8-2102-391-03-000-426-0-000	Jail Commissary Fund--Transfer In	355,295.00
	TOTAL REVENUES	355,295.00

REASON:

To appropriate the budget for Year 2008 salaries, supplemental pay, and fringe benefi for personnel assigned to the Jail Commissary. Funding is provided by the Jail Commissary Bank Account.

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-7219 **10.A.**

Creation of position and budgeted salary adjustment
CC REGULAR

Date: 01/02/2008
Submitted By: Mary Ybarra, COMM. PCT. #1
Submitted For: Mary Ybarra
Department: COMM. PCT. #1
Agenda Area: Precinct #1

Information

CAPTION

Precinct No. 1- Road Bridge
1. Discussion, consideration and approval to delete one (1) vacant permanent full-time Executive Assistant position, slot #005-001-0016 at $34,187.00.
2. Approval to create (1) one permanent full-time Director of Operations position, slot no. 121-005-0072 at $65,265.00.
3. Approval of revised salary schedule.

Precinct No. 1- Parks
1. Discussion, consideration and approval to increase one (1) vacant permanent full-time Accounts Payable Clerk position, slot no. 121-013-004 from $33,159.00 to $35,000.00 effective next full pay period, 01/07/2008.
2. Approval of revised salary schedule

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1201-431-00-121-005-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
Funding available within dept budget, vacant positions within department.

FISCAL YEAR: 2008 **ACCT. #:** 8-1211-452-00-121-013-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
Funding available within department budget, vacant positions within department.

Attachments

Link: R&B Fiscal Note
Link: R&B-Job Description(Dir Of Operations)

Link: Precinct No.1- R&B Revised Salary Schedule

Link: Parks- Fiscal Note

Link: Parks- Job Description(AP Clerk)

Link: Precinct No.1-Parks Revised Salary Schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Mary Ybarra	12/21/2007 10:14 AM	CREATED
1	Budget & Management	Dina Trevino	12/21/2007 10:38 AM	APRV
2	Rosalinda Cantu	Rosie Cantu	12/28/2007 03:28 PM	APRV
3	Dina Trevino	Dina Trevino	12/28/2007 03:41 PM	APRV
4	Dale Kennan			PEND
5	Human Resources			NEW
6	Auditor's Office			
7	Purchasing Department			
8	Court Administrator			

Form Started By: Mary Ybarra Started On: 12/21/2007 10:14 AM

Hidalgo County Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Wednesday, January 02, 2008

Agenda Item: AI 7219

Summary of request/proposal:
The Commissioner Precinct No. 1-R&B Office is requesting approval to delete one (1) vacant permanent full-time Executive Assistant positon, slot #005-001-0016 at $34,187.00 and create (1) one permanent full-time Director of Operations position, slot no. 121-005-0072 at $65,265.00.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Salary Requested
1201	Executive Asst.	0016	113	34,187.00	0.00	-34,187.00
1201	Director of Operations	0072	113	0.00	65,265.00	65,265.00
						31,078.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8-1201-431-00-121-005-0-0	113	PCT.1 P/U RD	PERM F/T EMPL	31,078.00
8-1201-431-00-121-005-0-0	211	PCT.1 P/U RD	HEALTH INSURANCE	
8-1201-431-00-121-005-0-0	212	PCT.1 P/U RD	LIFE INSURANCE	
8-1201-431-00-121-005-0-0	220	PCT.1 P/U RD	FICA	2,377.47
8-1201-431-00-121-005-0-0	230	PCT.1 P/U RD	RETIREMENT	2,728.65
8-1201-431-00-121-005-0-0	250	PCT.1 P/U RD	UNEMPLOYMENT COMP	155.39
8-1201-431-00-121-005-0-0	260	PCT.1 P/U RD	WORKER'S COMP	130.53
			2008 Budgetary Impact	36,470.04

2009 Budgetary Impact: $ 40,667.04

Possible Funding Sources: Pending CC approval, funding will be from Contingency

Budget Office Recommendation:

HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED

Job Title:	Director of Operations	FLSA Status:	Exempt
Department:	121	Civil Service Status:	Exempt

SUMMARY

This is a highly confidential position which requires decision making and county policy implementation. The Director of Operations supervises the daily activities of county work crews, including Road and Bridge, Sanitation, and Parks, involved in all phases of operation within the precinct. This is a supervisory position in which the Director of Operations, with approval of the county commissioner, may act on her behalf. The incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

The Director of Operations is appointed by the County Commissioner.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License, Class C;
- Must be able to be insured by the County's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and hazardous materials. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decision and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

AI- 7219

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	$77,250.00	$0.00	$0.00	0.04	$3,090.00	$0.00	$80,340.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	BUDGET MANAGER	$65,000.00	$0.00	$0.00	0.04	$2,600.00	$0.00	$67,600.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	HR COORD	$58,000.00	$0.00	$0.00	0.04	$2,320.00	$0.00	$60,320.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	ADMINISTRATIVE ASSISTANT	$54,549.00	$0.00	$0.00	0.04	$2,182.00	$0.00	$56,731.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	R.O.W. DIRECTOR	$45,895.00	$0.00	$0.00	0.04	$1,836.00	$0.00	$47,731.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	INVENTORY COOR	$45,000.00	$0.00	$0.00	0.04	$1,800.00	$0.00	$46,800.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ACCOUNTANT	$45,000.00	$0.00	$0.00	0.04	$1,800.00	$0.00	$46,800.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	COORDINATOR	$40,755.00	$0.00	$0.00	0.04	$1,630.00	$0.00	$42,385.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	SAFETY DIRECTOR	$39,112.00	$0.00	$0.00	0.04	$1,564.00	$0.00	$40,676.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	ASST FIELD/OP DIR	$36,232.00	$0.00	$0.00	0.04	$1,449.00	$0.00	$37,681.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	SPECIAL PROJ COORD	$36,010.00	$0.00	$0.00	0.04	$1,440.00	$0.00	$37,450.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	PAVING SUPVSR	$34,888.00	$0.00	$0.00	0.04	$1,396.00	$0.00	$36,284.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	SAFETY COORDIN	$34,888.00	$0.00	$0.00	0.04	$1,396.00	$0.00	$36,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	ADMINISTRATIVE SECRETARY	$34,443.00	$0.00	$0.00	0.04	$1,378.00	$0.00	$35,821.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	ASSISTANT HUMAN RESOURCE COORDINATOR	$31,884.00	$0.00	$0.00	0.04	$1,275.00	$0.00	$33,159.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	TRCK DRIVER I	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	HEAVY EQUIPMENT OPERATOR III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	HEAVY EQUIPMENT OPERATOR I	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	Maintenance III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	MAINTENANCE II	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	GRANTS SPECIALIST	$31,078.00	$0.00	$0.00	0.04	$1,243.00	$0.00	$32,321.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	TRF CTRL SPC I	$30,787.00	$0.00	$0.00	0.04	$1,231.00	$0.00	$32,018.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	MECHANIC II	$29,834.00	$0.00	$0.00	0.04	$1,193.00	$0.00	$31,027.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

AI- 7219

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0030	113	HEAVY EQ OP II	$29,094.00	$0.00	$0.00	0.04	$1,164.00	$0.00	$30,258.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	MAINTENANCE III	$28,067.00	$0.00	$0.00	0.04	$1,123.00	$0.00	$29,190.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	MECHANIC I	$27,882.00	$0.00	$0.00	0.04	$1,115.00	$0.00	$28,997.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	CLERK/RECEPTIONIST	$26,938.00	$0.00	$0.00	0.04	$1,078.00	$0.00	$28,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	MECHANIC I	$26,938.00	$0.00	$0.00	0.04	$1,078.00	$0.00	$28,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	HEAVY EQ OP III	$26,786.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,857.00	$0.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	HEAVY EQ OP II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	MAINTENANCE II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	HEAVY EQ OP II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	HEAVY EQUIPMENT OPERATOR III	$25,991.00	$0.00	$0.00	0.04	$1,040.00	$0.00	$27,031.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	MAINTENANCE I	$25,776.00	$0.00	$0.00	0.04	$1,031.00	$0.00	$26,807.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	TRUCK DRIVER III	$25,025.00	$0.00	$0.00	0.04	$1,001.00	$0.00	$26,026.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	MAINTENANCE II	$24,562.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	TRCK DRIVER III	$24,562.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	TRCK DRIVER I	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	HEAVY EQIPMENT OPERATOR III	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	HEAVY EQ OP I	$23,334.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,334.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	TRUCK DRIVER III	$23,334.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,334.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	TRUCK DRIVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	TRCK DRVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	TRCK DRIVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	HEAVY EQ OP I	$22,483.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,483.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0052	113	MAINTENANCE I	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	MAINTENANCE I	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	HEAVY EQ OP I	$22,033.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,033.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	DATA ENTRY CLERK	$20,988.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,988.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

AI- 7219

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0056	113	HEAVY EQUIPMENT OPERATOR III	$20,985.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,985.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	MAINTENANCE I	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	MAINTENANCE I	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	ADMINISTRATIVE ASSISTANT	$46,400.00	$0.00	$0.00	0.04	$1,856.00	$0.00	$48,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T062	121	HEAVY EQ OP I	$0.00	$20,985.00	$20,985.00	0	$0.00	$0.00	$20,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T063	121	HEAVY EQ OP I	$0.00	$20,985.00	$20,985.00	0	$0.00	$0.00	$20,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T064	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T065	121	MAINTENANCE I	$0.00	$20,634.00	$20,634.00	0	$0.00	$0.00	$20,634.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T066	121	MAINTENANCE II	$0.00	$25,000.00	$25,000.00	0	$0.00	$0.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T067	121	MAINTNENANCE III	$0.00	$31,012.00	$31,012.00	0	$0.00	$0.00	$31,012.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T068	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T069	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T070	121	MAINTENANCE I	$0.00	$20,634.00	$20,634.00	0	$0.00	$0.00	$20,634.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	COMMUNITY LIAISON	$0.00	$42,000.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	DIRECTOR OF OPERATIONS	$65,265.00	$0.00	$0.00	0	$0.00	$0.00	$65,265.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$1,878,341.00	$261,122.00	$261,122.00		$55,609.00	$19,000.00	$2,214,072.00	$0.00	$16,680.00	$0.00	$0.00	$0.00	$0.00	$0.00

Hidalgo County Budget Office
FISCAL NOTE

•Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Wednesday, January 02, 2008

Agenda Item: AI 7219

Summary of request/proposal:
The Commissioner Precinct No. 1-Parks Office is requesting approval to increase one (1) vacant permanent full-time Accounts Payable Clerk position, slot no. 121-013-004 from $33,159.00 to $35,000.00 effective next full pay period, 01/07/2008.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Total Salary Requested	Adjustment Requested
1211	Accounts Payable Clerk	0004	113	33,159.00	$35,000.00	$1,841.00
						1,841.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
8- 1211-452-00-121-013-0	113	PARKS PCT.1	PERM F/T EMPL	1,833.97
8- 1211-452-00-121-013-0	211	PARKS PCT.1	HEALTH INSURANCE	-
8- 1211-452-00-121-013-0	212	PARKS PCT.1	LIFE INSURANCE	-
8- 1211-452-00-121-013-0	220	PARKS PCT.1	FICA	140.30
8- 1211-452-00-121-013-0	230	PARKS PCT.1	RETIREMENT	161.02
8- 1211-452-00-121-013-0	250	PARKS PCT.1	UNEMPLOYMENT COMP	9.17
8- 1211-452-00-121-013-0	260	PARKS PCT.1	WORKER'S COMP	10.64
			2008 Budgetary Impact	2,155.10

2009 Budgetary Impact: 6,360.37

Possible Funding Sources: To be funded from within department

Budget Office Recommendation:

HIDALGO COUNTY
PARKS

Job Title:	Accounts Payable Clerk	FLSA Status:	Non-Exempt
Department:	121	Civil Service Status:	Non-Exempt

SUMMARY

Performs routine and repetitive accounts payable/receivable duties, which follows standardized procedures. Work procedures are established by supervisor who reviews work both in progress and upon completion for conformance to procedures.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must perform bookkeeping/recordkeeping duties.
- Issues requisition and purchase order numbers for ordering and purchasing of supplies.
- Checks details on invoices, documents and requisition for completeness.
- Makes postings to agency records; performs simple arithmetical calculations.
- Removes files upon request and matches with reports and correspondence to secure needed information.
- Gives routine information to the public by phone or mail.
- Enters financial and other data on computer terminal and balances source data to computer printouts.
- Assists Accountant to set up new accounts and change/delete existing accounts in order that the chart of accounts is maintained current.
- Maintain invoice and purchase orders logs.
- Will type routine correspondence, reports, requisitions, and other material.
- May act as receptionist or telephone switchboard operator when not performing other duties.
- Will use automated equipment for information retrieval and data entry.
- May be required to attend meetings and/or workshops (local and out of area) from time to time and work extra hours as deemed necessary.
- Performs related work as assigned.
- Verify and assure payments are issued on a timely manner.
- Regular attendance is a must.
- Ability to work well with others.

EDUCATION and/or EXPERIENCE

- High School diploma or general education degree (GED);
- Bilingual is preferred.
- Minimum two (3) years experience.
- Knowledge in computer applications: Word, Lotus, Microsoft Word, Excel and Audit-ware.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing.
- Ability to use a personal computer or terminal accessing a mainframe computer using standard word processing.
- Employee may be assigned other duties in addition to those that are listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1211-452-00-121-013-0
PARKS PCT.1

AI- 7219

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	PARK/SANI DIRECTOR	$45,895.00	$0.00	$0.00	0.04	$1,836.00	$0.00	$47,731.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	FOREMAN	$36,599.00	$0.00	$0.00	0.04	$1,464.00	$0.00	$38,063.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	MECHANIC III	$32,041.00	$0.00	$0.00	0.04	$1,282.00	$0.00	$33,323.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	**113**	**A/P CLERK**	**$31,884.00**	**$0.00**	**$0.00**	**0.04**	**$1,275.00**	**$1,841.00**	**$35,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0005	113	MAINTENANCE III	$31,503.00	$0.00	$0.00	0.04	$1,260.00	$0.00	$32,763.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	PARK COORDIN	$28,067.00	$0.00	$0.00	0.04	$1,123.00	$0.00	$29,190.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	CLERK/RECEPTIONIST	$25,289.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,301.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	MAINTENANCE II	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	HEAVY EQUIPMENT OPERATOR I	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	HEAVY EQUIPMENT OPERATOR III	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	TRUCK DRIVER III	$22,032.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,032.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	MAINTENANCE I	$22,032.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,032.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	MAINTENANCE I	$21,350.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,350.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	MAINTENANCE I	$21,350.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,350.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	HEAVY EQUIPMENT OPERATOR II	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	MAINTENANCE II	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	MAINTENANCE II	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	MAINTENANCE II	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	MAINTENANCE I	$19,710.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,710.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	MAINTENANCE II	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$510,458.00	$0.00	$0.00		$9,252.00	$14,841.00	$534,551.00	$0.00	$3,120.00	$0.00	$0.00	$0.00	$0.00	$0.00

AI-7264 **11.A.**

Open Forum
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Submitted For: Comm. Garza
Department: BUDGET & MANAGEMENT
Agenda Area: Precinct #4

Information

CAPTION

Discussion, consideration and action regarding Open Forum

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/27/2007 05:40 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 09:50 AM	APRV
2	Auditor's Office			NEW
3	Purchasing Department			
4	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/27/2007 05:40 PM

AI-7184 **12.A.5.**

New Government Facility-Development & Design of Audio Visual Components/System

CC REGULAR

Date: 01/02/2008
Submitted By: Laura Moya, PURCHASING DEPT.
Department: PURCHASING DEPT.

Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

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Information

CAPTION

A. Presentation for discussion consideration and acceptance to seek proposals from qualified awarded vendors through our membership/participation of interlocal cooperative purchasing programs for the previsions of a turnkey solution (to include consulting services) in connection with the design and installation of an audio and visual design services for the New Government Facility; or in the alternative,

B. Select, grade, rank & negotiate a contract from Hidalgo County's "Pool" of engineers and/or architects for the provision of services related to the development, drafting and design the audio visual components/system for the purpose of soliciting sealed bids for the New Government Facility; or, in the alternative,

C. Requesting authority to advertise a project specific Request for Qualifications for engineering services related to the development, drafting and design of the audio visual components/system specifications and requirements for the soliciting sealed bids for the New Government Facility;

BACKGROUND

fun

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:
Funding would need to be identified for this project.

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:

At this time the only estimated cost that can be determined would be for audio visual system for Commissioners Court only at approximately $65,000 to $80,000.00 (these figures are base don similar type of system currently utilized at City Commission of Weslaco which does not include an audio/visual studio). This does not include professionals fees for drafting and developing specifications. In addition, there is no estimated costs at this time for the audio & visiual system for the studio portion of the facility.

FISCAL YEAR: 2007 **ACCT. #:** 7-1302-390-10-000-000-0-000

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding source will be Tax Note Series 2007 note proceeds.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Laura Moya	12/19/2007 11:10 AM	CREATED
1	Purchasing Department			PEND
2	Budget & Management	Dina Trevino	12/27/2007 02:01 PM	APRV
3	Rey Salazar	Rey Salazar	12/27/2007 05:27 PM	APRV
4	Auditor's Office			NEW
5	Court Administrator			

Form Started By: Laura Moya Started On: 12/19/2007 11:10 AM

AI-7251 **12.A.6.**

"Pool" for Consulting Services for Federal/State /Other Funding & Assistance Sources

CC REGULAR

Date: 01/02/2008
Submitted By: Marty Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

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Information

CAPTION

Requesting authority to publish an advertisement for a Request for Proposals to establish a "pool" of qualified firms/individuals for the provision of qualified professional consulting services in connection with seeking funding and assistance through state, federal and other sources on an "as needed basis" with development of qualifications, scope of services, requirements, term of contract, minimum experience, type of compensation (i.e. contingency basis, fixed fees, expense reimbursements, selection criteria and values of criteria etc.) through Commissioners Court (or designee);

Note: Project cannot be published until all aspects of project (i.e. minimum qualifications, scope of services, specificaitons and/or requirements, terms of contract and options to renew/extend, minimum experience, type of compensaiton, selection and grading criteria etc.) are approved by CC.

BACKGROUND

As an example only, attached is a copy of the previous solicitation issued by Hidalgo County for state and federal issues that maybe used as template for this project.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding source has yet to be identified. This may depend on type of compensation selected by CC, i.e. contingency fee basis, fixed fee, hoursly, contingency plus expense reimbursement, etc.

Fiscal impact cannot be projected at this time in as much as CC has not clarified under what basis these services would be compensated.

Attachments

Link: RFP-Fed./St. Issues

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Marty Salazar	12/26/2007 05:20 PM	CREATED
1	Purchasing Department (Originator)	Marty Salazar	12/27/2007 01:39 PM	APRV
2	Budget & Management	Dina Trevino	12/27/2007 01:55 PM	APRV
3	Ivan Cantu	Ivan Cantu	12/27/2007 02:11 PM	APRV
4	Auditor's Office	Linda Fong	12/27/2007 03:26 PM	NEW-R
5	Martha Salazar	Marty Salazar	12/28/2007 04:30 PM	RTRN
6	Court Administrator			

Form Started By: Marty Salazar Started On: 12/26/2007 05:20 PM

PURCHASING DEPARTMENT
County Of Hidalgo

February 21, 2007

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_____

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RE: ADDENDUM NO.5 -
REQUEST FOR PROPOSALS NO: 2007-024-01-31-VYG
"HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"

Dear Respondent:

Attached you will find **ADDENDUM NO. 5, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** -request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Please add this **ADDENDUM NO. 5** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 7.

Acknowledge receipt of **ADDENDUM NO. 5** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 5** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 5** will complete your packet for **"HIDALGO COUNTY"** - request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Thank you for your prompt attention to this matter.

Martha L. Salazar RW

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 5
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg

Enclosures

ADDENDUM NO. 5

FEBRUARY 21, 2007

"HIDALGO COUNTY -
CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO.: 2007-024-01-31-VYG

New Bid Opening Date: FEBRUARY 28, 2007

SPECIFICATIONS WERE MODIFIED FOR THE ABOVE-REFERENCED PROJECT INTO TWO SECTIONS.

PART I: - FEDERAL ISSUES/PROGRAMS and PART II: STATE ISSUES/PROGRAMS

THIS IS THE ONLY THING THAT WAS MODIFIED, DETAILED SPECIFICATIONS FOR EACH SECTION REMAINS THE SAME.

I, _____, acknowledge receipt of ADDENDUM NO. 5 dated, February 21, 2007, for **RFP-HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"**.

_____	_____
Printed Bidder Name	Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.....

EXHIBIT A
MODIFIED REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR PROPOSAL

CONSULTING SERVICES FOR

PART I: FEDERAL ISSUES/PROGRAMS *AND* PART II: STATE ISSUES/PROGRAMS

RFP NO: 2007-024-01-31-VYG

(PROPOSALS ARE DUE ON WEDNESDAY, FEBRUARY 28, 2007, ON OR BEFORE 9:30 A.M.)

Hidalgo County is inviting sealed proposals from qualified "**Consulting Firm(s)**" to provide services for "**Part I-Federal Issues/Programs and Part II-State Issues/Programs**" . The County of Hidalgo is seeking to enter into a "**Consulting Services Contract(s)** with a qualified firm(s). The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of **"Consulting Services For Part I-Federal Issues/Programs and Part II-State Issues/Programs"** as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, January 31, 2007. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP No: **2007-024-01-31-VYG**
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
100 E. Cano, 4th Floor
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.

The following outlines the Request For Proposal:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:
Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4th Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, **January 31, 2007** at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, **February 2, 2007. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The

disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Prior Contract award, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:
Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:
Hidalgo County requires submitters, when hand delivering statements of qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF PROPOSALS:
In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:
It is intended that the term of the contract will be for an initial period of one (1) year, with County's option to renew for one (1) additional one year term, under the same rates, terms and conditions.

DAVIS BACON ACT:
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II RFP REQUIREMENTS

Request For Proposal:
The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

Contents:
The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project:
This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Firm Qualifications:
The County of Hidalgo is seeking to contract with a competent "**Consulting Firm(s)**", that is in good standing with the State of Texas, that has had experience in, but not limited to, the following areas:

- Must have experience relevant to:
  Part I: Federal Issues/Programs; Part II: State Issues/Programs
- Must have staffing adequate to devote and assign proper personnel to perform and render all the services requested
- Overall understanding of the "Project" as detailed in scope of work/services

FOR ADDITIONAL SPECIFICATIONS AND REQUIREMENTS-PLEASE REFER TO "SCOPE OF SERVICES" SECTION.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

Personnel and Staffing:
The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

SCOPE OF SERVICES - PART I-FEDERAL ISSUES/PROGRAMS

Hidalgo County is requesting proposals from experienced consultants to provide all the consulting services required for "**Consulting Services For Part I-Federal Issues/Programs**" for **Hidalgo County**. The "**Consulting Services**" contract will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

a. Review, prepare and/or coordinate grants with the assistance of designated Hidalgo County Staff and/or Engineers and Architects;
b. Provide governmental relations and representation before federal agencies;
c. Plan and coordinate meetings between County Officials and key representatives of Federal Agencies;
d. Plan, prepare, and coordinate development of appropriate legislation and appropriation requests to Federal Entities to be presented by County Officials and/or key representatives of the County;
e. Plan, prepare and coordinate presentations for County Officials/Representatives to present before Federal Agencies;
f. Notwithstanding, before going, consultant shall not engage in any lobbying activity for which a license or registration is required under either Federal law.
g. Attend meeting(s) with County Officials and Staff to understand the County's concerns and goals prior to commencing any activity relating to Federal Issues/Programs;
h. Coordinate with the County to jointly develop strategies relating to Federal Issues/Programs;
i. Assist the County in identifying and preparing for critical issues and concerns relating to Federal Issues/Programs
j. Assist with providing appropriate input on study, concerns that impact the County relating to Federal Issues/Programs;
k. Coordinate and develop better working relationships with other urban counties, and any other appropriate leadership and personnel which may be helpful in coordinated response, in the areas of concern as reasonable and necessary relating to Federal Issues/Programs;
l. Meet with any and other individual(s) or group(s) involved on such matters of concern relating to Federal Issues/Programs;
m. Determine and communicate the various impacts to the County of any and/or such concerns relating to Federal Issues/Programs;
n. Obtain funding from Federal Agencies to increase the County's capacity for services through grants and other funding sources.
o. Prepare and perform other assignments as requested accordingly;
p. Cooperate and coordinate fully with the County Commissioners' Court and the professional and administrative staffs of the County;
q. Report and consult to the County Commissioners as often as reasonably necessary;
r. Provide any other service(s) necessary or desirable for the development of the service(s)

SCOPE OF SERVICES - PART II-STATE ISSUES/PROGRAMS

Hidalgo County is requesting proposals from experienced consultants to provide all the consulting services required for "**Consulting Services For Part II-State Issues/Programs**" for **Hidalgo County**. The "**Consulting Services**" contract will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

a. Review, prepare and/or coordinate grants with the assistance of designated Hidalgo County Staff and/or Engineers and Architects;
b. Provide governmental relations and representation before State Agencies;
c. Plan and coordinate meetings between County Officials and key representatives of State Agencies;
d. Plan, prepare, and coordinate development of appropriate legislation and appropriation requests to State Entities to be presented by County Officials and/or key representatives of the County;
e. Plan, prepare and coordinate presentations for County Officials/Representatives to present before State Agencies;
f. Notwithstanding, before going, consultant shall not engage in any lobbying activity for which a license or registration is required under either State Law.
g. Attend meeting(s) with County Officials and Staff to understand the County's concerns and goals prior to commencing any activity relating to State Issues/Programs;
h. Coordinate with the County to jointly develop strategies relating to State Issues/Programs;
i. Assist the County in identifying and preparing for critical issues and concerns relating to State Issues/Programs
j. Assist with providing appropriate input on study, concerns that impact the County relating to State Issues/Programs;
k. Coordinate and develop better working relationships with other urban counties, and any other appropriate leadership and personnel which may be helpful in coordinated response, in the areas of concern as reasonable and necessary relating to State Issues/Programs;
l. Meet with any and other individual(s) or group(s) involved on such matters of concern relating to State Issues/Programs;
m. Determine and communicate the various impacts to the County of any and/or such concerns relating to State Issues/Programs;
n. Obtain funding from State Agencies to increase the County's capacity for services through grants and other funding sources.
o. Prepare and perform other assignments as requested accordingly;
p. Cooperate and coordinate fully with the County Commissioners' Court and the professional and administrative staffs of the County;
q. Report and consult to the County Commissioners as often as reasonably necessary;
r. Provide any other service(s) necessary or desirable for the development of the service(s)

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies**.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer is to provide a fee proposal based on the scope of work and services.

SECTION III: SELECTION AND SCHEDULES

PURCHASING DEPARTMENT
County Of Hidalgo

February 9, 2007

RE: **ADDENDUM NO.4 -**
REQUEST FOR PROPOSALS NO: 2007-024-01-31-VYG
"HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"

Dear Respondent:

Attached you will find **ADDENDUM NO. 4, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** -request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Please add this **ADDENDUM NO. 4** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 7.

Acknowledge receipt of **ADDENDUM NO. 4** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 4** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 4** will complete your packet for **"HIDALGO COUNTY"** - request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Thank you for your prompt attention to this matter.

Martha L Salazar RV

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 4
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg

Enclosures

ADDENDUM NO. 4

FEBRUARY 9, 2007

"HIDALGO COUNTY -
CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO.: 2007-024-01-31-VYG

New Bid Opening Date: FEBRUARY 28, 2007

1. IT WAS APPROVED BY COMMISSIONERS COURT TO EXTEND PROPOSAL OPENING DATE FROM WEDNESDAY, FEBRUARY 14, 2007, ***TO NEW DATE OF WEDNESDAY, FEBRUARY 28, 2007, AT 9:30 A.M.***

2. PURSUANT TO THE NEW EXTENDED DATE OF FEBRUARY 28, 2007, THE DATES FOR QUESTIONS AND RESPONSES STATED IN YOUR PROPOSAL PACKET WILL NOW CHANGE. WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN ***WEDNESDAY, FEBRUARY 21, 2007*** AT 5:00 P.M. AT (956) 318-2629. RESPONSES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY ***FRIDAY, FEBRUARY 23, 2007*** AT 5:00 P.M. **TELEPHONE INQUIRES** WILL NOT BE ACCEPTED.

3. SPECIFICATIONS ARE BEING MODIFIED AND WILL BE FORWARDED UPON COMPLETION.

I, _____, acknowledge receipt of ADDENDUM NO. 4 dated, February 9, 2007, for **RFP-HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

_____ _____

Printed Bidder Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.....

PURCHASING DEPARTMENT
County Of Hidalgo

January 31, 2007

_____

_____

_____

RE: **ADDENDUM NO.3** -
REQUEST FOR PROPOSALS NO: 2007-024-01-31-VYG
"HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"

Dear Respondent:

Attached you will find **ADDENDUM NO. 3, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** -request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Please add this **ADDENDUM NO. 3** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 3** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 3** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 3** will complete your packet for **"HIDALGO COUNTY"** - request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Thank you for your prompt attention to this matter.

Martha L. Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 3
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg

Enclosures

ADDENDUM NO. 3

JANUARY 31, 2007

"HIDALGO COUNTY -
CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO.: 2007-024-01-31-VYG

New Bid Opening Date: FEBRUARY 14, 2007

1. PURSUANT TO THE NEW EXTENDED DATE OF FEBRUARY 14, 2007, THE DATES FOR QUESTIONS AND RESPONSES STATED IN YOUR PROPOSAL PACKET WILL NOW CHANGE. WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN ***WEDNESDAY, FEBRUARY 7, 2007*** AT 5:00 P.M. AT (956) 318-2629. RESPONSES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY ***FRIDAY, FEBRUARY 9, 2007*** AT 5:00 P.M. **TELEPHONE INQUIRES** WILL NOT BE ACCEPTED.

2. I WILL BE FORWARDING ANOTHER ADDENDUM UPON COMPLETION OF ADDITIONAL MODIFICATIONS TO THE SPECIFICATIONS RELATING TO THE PROJECT.

I, _____, acknowledge receipt of ADDENDUM NO. 3 dated, January 31, 2007, for **RFP-HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"**.

_____ _____

Printed Bidder Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.....

PURCHASING DEPARTMENT
County Of Hidalgo

January 31, 2007

RE: **ADDENDUM NO.2 -**
REQUEST FOR PROPOSALS NO: 2007-024-01-31-VYG
"HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"

Dear Respondent:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** -request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Please add this **ADDENDUM NO. 2** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 2** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your packet for **"HIDALGO COUNTY"** - request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 2
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg

Enclosures

ADDENDUM NO. 2

JANUARY 31, 2007

"HIDALGO COUNTY -
CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO.: 2007-024-01-31-VYG

New Bid Opening Date: FEBRUARY 14, 2007

PROPOSAL OPENING DATE HAS BEEN EXTENDED TO NEW DATE OF WEDNESDAY, FEBRUARY 14, 2007, AT 9:30 A.M.

I, _____, acknowledge receipt of ADDENDUM NO. 2 dated, January 31, 2007, for **RFP-HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"**.

_____ _____

Printed Bidder Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.....

PURCHASING DEPARTMENT
County Of Hidalgo

January 26, 2007

RE: **ADDENDUM NO.1** -
REQUEST FOR PROPOSALS NO: 2007-024-01-31-VYG
"HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"

Dear Respondent:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** -request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Please add this **ADDENDUM NO. 1** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 1** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your packet for **"HIDALGO COUNTY"** - request for proposals for **"CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

Thank you for your prompt attention to this matter.

Martha L. Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 1
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg

Enclosures

ADDENDUM NO. 1

JANUARY 26, 2007

"HIDALGO COUNTY -
CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO.: 2007-024-01-31-VYG

New Bid Opening Date: FEBRUARY 7, 2007

PROPOSAL OPENING DATE HAS BEEN EXTENDED TO NEW DATE OF WEDNESDAY, FEBRUARY 7, 2007, AT 9:30 A.M.

I, _____, acknowledge receipt of ADDENDUM NO. 1 dated, January 27, 2007, for RFP-**HIDALGO COUNTY-CONSULTANT SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS".**

_____ _____

Printed Bidder Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.....

PURCHASING DEPARTMENT
County Of Hidalgo

January 15, 2007

_____

_____

_____

Re: **HIDALGO COUNTY**
Request For Proposals - **"Hidalgo County-Consultant Services For Federal and State Issues/Programs"**

RFP NO: 2007-024-01-31-VYG

Dear Respondents:

Enclosed please find a Request for Proposals (RFP) packet for you review and consideration.
Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFP process.

If any further assistance is required, please do not hesitate to call the Purchasing Department at (956) 318-2626.

Sincerely,

Martha L Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/vyg

Enclosures

PURCHASING DEPARTMENT
County Of Hidalgo

REQUEST FOR PROPOSALS (RFP) CHECKLIST

HIDALGO COUNTY
"Consultant Services For Federal and State Issues/Programs"
RFP NO: 2007-024-01-31-VYG

1. **Request For Proposals Letter.**

2. **Request for Proposals, Legal Notice, consisting of 9 pages.**

3. **Exhibit A, Requirements/Scope of Services, consisting of 7 pages.**

4. **Exhibit B, Evaluation Criteria, consisting of 3 pages.**

5. **Exhibit C, Insurance Requirements, consisting of 2 pages.**

6. **Exhibit D, CIQ Conflict of Interest Questionnaire, consisting of 2 pages.**

7. **Exhibit E, Proposer's Affidavit, consisting of 1 page.**

8. **Vendor Application and Historically Underutilized Business (HUB) Declaration, consisting of 2 pages.**

9. **IRS W-9 form, consisting of 4 pages.**

10. **Certification Regarding Debarment, Suspension and Other Responsibility Matters, consisting of 1 page.**

The above mentioned items shall be found in the Request for Proposals (RFP) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar pw — 1-26-07

Martha L. Salazar, CPPB, Purchasing Agent — **Date**

RFP NO: 2007-024-01-31	BUYER II: VANGIE Y. GARCIA	TEL. NO: (956) 318-2626

REQUEST FOR PROPOSALS

Hidalgo County
Edinburg, Texas

Hidalgo County-Consulting Services For Federal and State Issues/Programs

JANUARY 31, 2007

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
100 E. Cano, 4th Floor - Administration Building
Edinburg, Texas 78539

(956) 318-2626

Form HCPD-04

LEGAL NOTICE **RFP NO: 2007-024-01-31-VYG**

1. Sealed proposals will be received for "**Hidalgo County-Consulting Services For Federal and State Issues/Programs**", in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.

2. One (1) original and seven (7) copies of all proposals are required, with the proposers name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, "**RFP NO.: 2007-024-01-31-VYG- Hidalgo County-Consulting Services For Federal and State Issues /Programs**" and in County's Purchasing Department, 100 E. Cano, 4th Floor, Administration Building, Edinburg, Texas, **on or before 9:30 a.m., Wednesday, January 31, 2007. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: "RFP NO: 2007-024-01-31-VYG- "Hidalgo County-Consulting Services For Federal and State Issues/Programs".**

   Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: **A.** separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B.** reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal; and **C.** award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered service(s) to be perform as specified, or failure to meet the stated schedule shall release Hidalgo County from all obligations to the contracting party with regard to the service(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.

5. No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.

6. Proposed fees are to remain firm for a minimum of ninety (90) days after the proposal opening.

7. Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.

8. County reserves the right to accept or reject any or all proposals.

9. Costs are to be net F.O.B., County Prepaid.

10. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

11. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

12. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.

13. DELIVERY INSTRUCTIONS:

- No deliveries accepted after 3:00 P.M., Monday-Friday.

- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.

- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
100 E. Cano Street, 4th Floor
Edinburg, Texas 78539
(956) 318-2626

14. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful proposer
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)

d) Notation -"**Hidalgo County-Consulting Services For Federal and State Issues/Programs**"

e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

. Discount payments will be considered when offered.

. Contact person for Billing and Payment questions:

Hidalgo County Auditor's Department
Ray Eufracio, CPA
100 E. Cano Street, 2nd Floor
Edinburg, Texas 78539
(956) 318-2511

15. Schedule of Events

Anticipated Proposal Opening, 9:30 A.M.	**January 31, 2007**
Award of Contract	, 2007
(Upon Commissioners' Court Approval)	
Commence Work or Deliver Products	
(Upon Execution of Consulting Contract)	, 2007

16. ~~Bid or Performance Bond and~~ **Debarment Certification**~~, Payment Under Contract:~~

. ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas.~~ **All participants are required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.**

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.~~

- ~~If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.~~

- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

17. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

18. Disclosure of Conflict of Interest:

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires

that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D. the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE Proposer.**

19. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

20. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

21. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

22. Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA,

FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposer's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

23. **Any contract award to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.**

24. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:

    A. Meet schedules;
    B. Pay any required fees or taxes; or
    C. Otherwise perform in accordance with the requirements.

25. Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.

26. Successful proposer shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposals shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

27. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

28. The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

29. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

30. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non conforming.

Proposal
for
Hidalgo County-Consultant Services For Federal and State Issues/Programs
RFP NO: 2007-024-01-31-VYG

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
100 E. Cano, 4th Floor - Administration Building
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned Proposer proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned Proposer further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer:_____

Address:_____

_____

By:_____

Printed Name:_____

Title:_____

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR PROPOSAL

"CONSULTING SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO: 2007-024-01-31-VYG

Hidalgo County is inviting sealed proposals from qualified "**Consulting Firm(s)**" to provide services for "**Federal and State Issues/Programs**" . The County of Hidalgo is seeking to enter into a "**Consulting Services Contract(s)** with a qualified firm(s). The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of "**Consulting Services For Federal and State Issues/Programs**" as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, January 31, 2007. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP No: **2007-024-01-31-VYG**
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
100 E. Cano, 4th Floor
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.

The following outlines the Request For Proposal:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:
Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4th Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, **January 31, 2007** at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, **February 2, 2007**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**.

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas

Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Prior Contract award, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:
Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would

unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:
Hidalgo County requires submitters, when hand delivering statements of qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF PROPOSALS:
In order to be considered all submittals **must** be signed. **Please sign the original in blue ink**.

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:
It is intended that the term of the contract will be for an initial period of one (1) year, with County's option to renew for one (1) additional one year term, under the same rates, terms and conditions.

DAVIS BACON ACT:
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II RFP REQUIREMENTS

Request For Proposal:
The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

Contents:
The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project:
This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and

limited to 3 pages in length.

Firm Qualifications:
The County of Hidalgo is seeking to contract with a competent "**Consulting Firm(s)**", that is in good standing with the State of Texas, that has had experience in, but not limited to, the following areas:

- Must have experience relevant to Federal and State Issues/Programs
- Must have staffing adequate to devote and assign proper personnel to perform and render all the services requested
- Overall understanding of the "Project" as detailed in scope of work/services

FOR ADDITIONAL SPECIFICATIONS AND REQUIREMENTS-PLEASE REFER TO "SCOPE OF SERVICES" SECTION.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

Personnel and Staffing:
The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

SCOPE OF SERVICES:
Hidalgo County is requesting proposals from experienced consultants to provide all the consulting services required for "**Consulting Services For Federal and State Issues/Programs**" for **Hidalgo County**. The "**Consulting Services**" contract will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

Required services include, but may not be limited to the following:

a. Review, prepare and/or coordinate grants with the assistance of designated Hidalgo County Staff and/or Engineers and Architects;
b. Provide governmental relations and representation before federal and state agencies;
c. Plan and coordinate meetings between County Officials and key representatives of State and Federal Agencies;
d. Plan, prepare, and coordinate development of appropriate legislation and appropriation requests to State and Federal Entities to be presented by County Officials and/or key

representatives of the County;

e. Plan, prepare and coordinate presentations for County Officials/Representatives to present before Federal and State Agencies;
f. Notwithstanding, before going, consultant shall not engage in any lobbying activity for which a license or registration is required under either State or Federal law.
g. Attend meeting(s) with County Officials and Staff to understand the County's concerns and goals prior to commencing any activity relating to Federal and State Issues/Programs;
h. Coordinate with the County to jointly develop strategies relating to Federal and State Issues/Programs;
i. Assist the County in identifying and preparing for critical issues and concerns relating to Federal and State Issues/Programs
j. Assist with providing appropriate input on study, concerns that impact the County relating to Federal and State Issues/Programs;
k. Coordinate and develop better working relationships with other urban counties, and any other appropriate leadership and personnel which may be helpful in coordinated response, in the areas of concern as reasonable and necessary relating to Federal and State Issues/Programs;
l. Meet with any and other individual(s) or group(s) involved on such matters of concern relating to Federal and State Issues/Programs;
m. Determine and communicate the various impacts to the County of any and/or such concerns relating to Federal and State Issues/Programs;
n. Obtain funding from Federal and State Agencies to increase the County's capacity for services through grants and other funding sources.
o. Prepare and perform other assignments as requested accordingly;
p. Cooperate and coordinate fully with the County Commissioners' Court and the professional and administrative staffs of the County;
q. Report and consult to the County Commissioners as often as reasonably necessary;
r. Provide any other service(s) necessary or desirable for the development of the service(s)

NUMBER OF COPIES TO BE SUBMITTED:
Hidalgo County requires **one (1) original submittal and seven (7) copies**.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:
Proposer is to provide a fee proposal based on the scope of work and services.

SECTION III: SELECTION AND SCHEDULES

EVALUATION SYSTEM:
The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation.

RFP/Scoring and Ranking:
(A) Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or

designated by County Commissioner's Court) will review, score and evaluate the proposals received in response to this Hidalgo County Request for Proposals.

(B) After the proposals have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking. However, as detailed in the Selection Criteria (Exhibit B item 6), at the sole discretion of Commissioner's Court, a presentation may be requested from the participating firms that have scored at least 80 points in order to complete and finalize the ranking of the firms.

Negotiation Process: After ranking of the proposals has been finalized, the County Commissioner's Court will then enter into negotiations process with the top ranked firm for the purpose of reaching an agreement. After an agreement is reached and negotiation efforts are successful, a contract in an approved County format will be drafted and executed with the firm for the required services. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. This process will continue until negotiation efforts are successful. The County of Hidalgo reserves the right to reject any and all RFPs.

Any contract awarded to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 100 E. Cano, 4th Floor
Edinburg, Texas 78539

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, January 31, 2007** Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSAL

"CONSULTING SERVICES FOR FEDERAL AND STATE ISSUES/PROGRAMS"
RFP NO: 2007-024-01-31-VYG

RFP EVALUATION CRITERIA

The evaluation criteria will include, but not be limited to, the items listed below:

1. Provides appropriate evidence of adequate staffing and resources to perform these services. **25 points**

2. Cost: Provides the required turnkey service(s) at a reasonable cost. **20 points**

3. Experience and knowledge necessary to provide and perform all the required services. **20 points**

4. Have the personnel level to provide immediate service when necessary or on an "as needed basis". **20 points**

5. Provides sufficient professional background (references) indicative of outstanding, or exceptional, performance required services for city, county and other entities in the area. **15 points**

RFP EVALUATION FORM

	Selection Criteria	Point Range	Score
a.	Provides appropriate evidence of adequate staffing and resources to perform these services.	25 points	_____
b.	Cost: Provides the required turnkey service(s) at a reasonable cost.	20 points	_____
c.	Experience and knowledge necessary to provide and perform all the required services.	20 points	_____
d.	Have the personnel level and necessary to provide immediate service and ensure minimal "down" time.	20 points	_____
e.	Provides sufficient professional backgound (references) indicative of outstanding, or exceptional, systems' performance for city, county and other entities in the area.	15 points	_____
	Total 100%	**Score**	_____

Provider: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

Insurance Requirements

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and $500,000.00 per occurrence, consistent with potential exposure to County under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to $500,000.00) arising out of the services provided to County hereunder;

2. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

3. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

❒ will be acquired upon notification of intent to award bid at the next regularly scheduled Hidalgo County Commissioners' Court; (*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department by no later 9:30 a.m., the morning of the Commissioner's Court meeting, in order to qualify for award of bid and to execute a contract between our Company and the County.)

❒ will acquire additional amount needed to meet the County's requirements upon notification of intent to award bid at the next scheduled Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

(*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department by no later 9:30 a.m., the morning of the Commissioner's Court meeting, in order to qualify for award of bid and to execute a contract between our Company and the County.) **OR**

❒ have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

Notice to Bidder: Failure to provide Certificates of Insurance at Commissioners' Court will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/verified on a **quarterly basis** to ensure coverage policy is in place.

THIS FORM MUST ACCOMPANY BID PACKET

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person doing business with local governmental entity.**

2

☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.**

4 **Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ
Page 2

For vendor or other person doing business with local governmental entity

5 **Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6 **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7

_____ _____

Signature of person doing business with the governmental entity Date

PROPOSER'S AFFIDAVIT
Exhibit "E"

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: _____

Subscribed and sworn to before me this _____day of _____, 2006.

_____

Notary Public

My commission expires:_____, 2006

HIDALGO COUNTY
PURCHASING DEPARTMENT

VENDOR NO.: _____ ENTRY DATE: _____

Proposer/Vendor Application

Complete in print or type. It is the vendor's responsibility to return this application to Hidalgo County Purchasing Department.

Company Name	Telephone No. ( )
Mailing Address	Fax No. ( )
City, State, Zip	Tax I.D. No.
E-Mail Address:	Website Address:
Representative(s) Name(s) & Title(s)	
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____ LLC _____ Other, Specify _____ Federal Identification No. or (if individual) SS No. _____	
State of Incorporation: _____	Other: _____
Type of Business (check one): ___ Manufacturer _____ Wholesaler_____ __Retailer _____ Broker _____ Distributor _____ Service Organization _____Other, Specify _____	
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:	

Small and/or Disadvantaged Business Information (check application criteria)

Small Business: Disadvantaged Business (At Least 51% Ownership)

❒ Less than 125,000 annual gross receipt	❒ Black American	❒ Native American
❒ Less than 250,000 annual gross receipt	❒ Hispanic American	❒ Women
❒ Less than 499,000 annual gross receipt	❒ Asian Pacific American	❒ Other
❒ More than 500,000 annual gross receipt		

Have you been certified as a HUB or an MBE/WBE source?: ❒ Yes ❒ No

Indicate Certification No.(s): _____ or are Certificate(s) attached?:

❒ Yes ❒ No

What type of product(s) is/are solicited by your company?: _____

_____

_____

_____

_____

_____

_____

_____

Would you like to be provided with specifications for procurements of such products?: ❒ Yes ❒ No

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: ❒Yes ❒ No

If yes, by whom?: ❒ State Building and Procurement Commission ❒ Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: ❒ Yes ❒ No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid or RFQ is to be subcontracted with Certified HUB sources?: _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable):
❒ State Building and Procurement Commission ❒ Other _____
Address: _____ City: _____ State: _____
Zip: _____Contact Person: _____ Title: _____
Phone No.: ( )_____Subcontract Amount: $_____
Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable):
❒ State Building and Procurement Commission ❒ Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable):
❒ State Building and Procurement Commission ❒ Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

Form **W-9**
(Rev. January 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
| | | | - | | | - | | | | |

or

Employer identification number
| | | - | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶ Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.socialsecurity.gov/online/ss-5.pdf*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses/* and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Certification
Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

AI-7252 **12.A.7.**

Surveying and Title Report Services
CC REGULAR

Date: 01/02/2008
Submitted By: Marty Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

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Information

CAPTION

A. Requesting authority to obtain title reports from the County's contractor title report services provider to identify the following:

1) all properties comprising Hidalgo County's pauper cemetery located on Schunior Street in Edinburg, Texas;

2) the properties located between the County's New Admininstrator, Adult Probation & (if necessary) the Rudy de la Vina Juvenile Detention Facility and shown to be owned under Bliss-Gayken-Moore and Donald Gayken in order to acquire sufficient data to establish the existance and location of any utility easements that would access the County-owned facilities including surveys to establish the best routes for an easement to trench and lay fiber optic line/cable as requested and recommended by the IT Department;

B. Presentation of Hidalgo County's approved "pool" of surveyors for the purpose of selecting at least three (3) firms for evaluation (and ranking by CC) in connection with the following projects:

1) the need of a survey to determine the boundaries of Hidalgo County's pauper cemetery located adjacent to Hillcrest Memorial Cemetery(privately owned) & Brushwood Cemetery (city owned) on Schunior Street in Edinburg, Texas in order to properly identify the County's Pauper Cemetery boundaries to commence the cleaning project (scheduled to commence in January of 2008) through the Hidalgo County Adult Probation Community Service Restitution program;

2) need of surveys to determine and identify utility easements between New Administration & New Adult Probation Buildings in order to trench and lay network infrastructure (i.e. conduit) between both facilities to improve redundancy of County communications

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 7-1100-415-00-115-002-0-339
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $5,000.00 as of 12/28/07. Original 2007 budget was $60,000.00 (presume similar funding in 2008).

Estimated fee for surveying services for properties located between New Administration, New Adult Probation and Rudy de la Vina Juvenile Detention Facility is $15,000.00.
Title reports for same properties through our contract title report services provider would be at a minimum $750.00.
Projected survey(s) for County Pauper Cemetery property cannot be determined at this time nor title reports.

Attachments

Link: 7252

Link: 1935 Deed

Link: 1954 Deed

Link: Memorandum

Link: Lot 15 Diagram

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Marty Salazar	12/26/2007 05:36 PM	CREATED
1	Purchasing Department (Originator)	Marty Salazar	12/27/2007 04:22 PM	APRV
2	Budget & Management	Dina Trevino	12/27/2007 04:30 PM	APRV
3	Dale Kennan	Dale Kennan	12/28/2007 08:10 AM	APRV
4	Auditor's Office			NEW
5	Court Administrator			

Form Started By: Marty Salazar Started On: 12/26/2007 05:36 PM

HIDALGO COUNTY PURCHASING DEPARTMENT

RFQ ACCEPTANCE SHEET

DEPARTMENT NAME: Hidalgo County

DESCRIPTION OF RFQ: Real Estate Appraisers and Surveyors

RFQ ACCEPTANCE DATE: November 8, 2006

RFQ ACCEPTANCE TIME: 9:30 a.m.

RFQ NO: 06-362-11-08-QTM **Effective Period:** February 8, 2007 through February 8, 2008

RFQ#	NAME OF COMPANY	ACKNOWLEDGMENT OF RECEIPT OF STATEMENT OF QUALIFICATIONS	
		Appraisers	Surveyors
#01	Professional Appraisal Service, Inc. John H. Malcolm, Jr. - President PO Box 3722 McAllen, Tx 78502 Ph.# (956) 687-9535 Fax.# (956) 687-9539 jmalcom@proappraisal.com	√	
#02	Rio Delta Surveying Jose Mario Gonzalez, Land Surveyor - President 323 W. Cano Suite-101 Edinburg, Tx 78539 Ph.# (956) 380-5154 Fax.# (956) 380-5156 jmgonzalezrpls@msn.com		√
#03	Quintanilla, Headley & Associates Alfonso Quintanilla, Pres. – Jack A. Headley, Vice Pres. 124 E. Stubbs St., Edinburg, Tx 78539 Ph.# (956) 381-6480 Fax.# (956) 381-0527 quintanillaheadley@sbcglobal.ney		√
#04	Millennium Engineers Group, Inc. Raul Palma, President 705 Dawson Drive Edinburg, Tx 78540-4569 Ph.# (956) 383-8522 Fax.# (956) 383-0295 megengineers@aol.com		√
#05	Triple AR@ Realty & Appraisal Service, Inc. Ramon R. Ramos, Real Estate Broker & Appraisal Gen. 121 W. Samano Street Edinburg, Tx 78539 Ph.# (956) 380-0397 Fax.# (956) 380-0410 www.triplerrealty.com	√	

HIDALGO COUNTY PURCHASING DEPARTMENT

RFQ ACCEPTANCE SHEET

DEPARTMENT NAME: Hidalgo County

DESCRIPTION OF RFQ: Real Estate Appraisers and Surveyors

RFQ ACCEPTANCE DATE: November 8, 2006

RFQ ACCEPTANCE TIME: 9:30 a.m.

RFQ NO: 06-362-11-08-OTM **Effective Period:** February 8, 2007 through February 8, 2008

RFQ#	NAME OF COMPANY	ACKNOWLEDGMENT OF RECEIPT OF STATEMENT OF QUALIFICATIONS	
		Appraisers	Surveyors
#06	Leonel Garza, Jr. & Associates, LLC. Leonel Garza, III, Primary Appraiser 1419 Dove, Suite 1 McAllen, Tx 78504 Ph.# (956) 687-7295 Fax.# (956) 687-9236 leonel3@aol.com	√	
#07	J E Saenz & Associates, Inc. Jose E. Saenz, President 211 E. Wisconsin Edinburg, Tx 78539 Ph.# (956) 383-2984 Fax.# (956) 383-3736 www.jesaenz.com		√
#08	Hinojosa Engineering, Inc. Ricardo Hinojosa, PE-President 108 W. 18th Street Mission, Tx 78572 Ph.# (956) 581-0143 Fax.# (956) 581-2074 Hinojosaeng@aol.com		√
#09	Melden & Hunt, Inc. Fred L. Kurth, President 115 West McIntyre Street Edinburg, Tx 78541 Ph.# (956) 381-0981 Fax.# (956) 381-1839 fkurth@meldenandhunt.com		√
#10	Scroggin Aprasial Services David Nittler, Senior Commercial Appraiser 1124 Pecan Blvd. Mcallen Tx. 78501 Ph.# (956) 668-7478 Fax (956) 668-1728	√	
#11	R. Gutierrez Engineering Corp. Ramiro Gutierrez, P.E. President 130 E. Park Pharr Tx 78577 Ph.# 782-2557	√	√

5830 DEED

HILLCREST MEMORIAL PARK TO HIDALGO COUNTY

THE STATE OF TEXAS)
COUNTY OF HIDALGO) KNOW ALL MEN BY THESE PRESENTS :

That Hillcrest Memorial Park, a private corporation, duly incorporated under the laws of the State of Texas, having its domicile and principal place of business in the City of Edinburg, in Hidalgo County, Texas, and fully authorized to make this conveyance, for and in consideration of the sum of Seven Hundred Fifty and No/100 ($750.00) Dollars to it cash paid by Hidalgo County, Texas, the receipt of which is hereby fully acknowledged and confessed, has Granted, Sold and Conveyed, and by these presents does Grant, Sell and Convey unto the said Hidalgo County, Texas, all that certain tract, piece or parcel of land lying and being situate in Hidalgo County, Texas, to-wit:

Beginning at the intersection of the south line of the right-of-way of the San Antonio & Aransas Pass Railway Company and the east line of Lot 15, Section No. 246, Texas-Mexican Railway Company's Survey in Hidalgo County, Texas; said point being 45 feet from the northeast corner of said Lot 15, for the northeast corner hereof; thence south along the east line of said Lot No. 15, 625 feet to the northeast corner of the 6.25 acres of land released to M.McAskill in Volume 264, page 217, Deed Records of Hidalgo County, Texas, for the southeast corner hereof; thence west along the north line of said 6.25 acre tract, 348.5 feet for the southwest corner hereof; thence north parallel to the east line of said Lot No. 15, 625 feet to the south line of the right-of-way of the San Antonio & Aransas Pass Railway Company for the northwest corner hereof; thence east along the south line of said San Antonio & Aransas Pass Railway Company's right-of-way, 348.5 feet to the place of beginning, and containing five (5) acres of land, more or less.

TO HAVE AND TO HOLD the above described premises, together with all and singular, the rights and appurtenances thereto in anywse belonging unto the said Hidalgo County, Texas, its successors and assigns, forever; and said Hillcrest Memorial Park does hereby bind itself, its successors and assigns, to Warrant and Forever Defend all and singular the said premises unto the said Hidalgo County, Texas, its successors and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

EXECUTED this the 12 day of June, A.D.1935.

(SEAL)

ATTEST:

HILLCREST MEMORIAL PARK

By Erin M.McAskill
President

M.McAskill
Secretary

THE STATE OF TEXAS)
COUNTY OF HIDALGO)

Before me, the undersigned authority, a Notary Public, on this day personally appeared Erin M.McAskill, President of Hillcrest Memorial Park, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and considerations therein expressed, in the capacity therein stated, and as the act and deed of said Hillcrest Memorial Park.

Given under my hand and seal of office on this the 12th day of June, A.D.1935.

(SEAL)

Thelma C.Fitz
Notary Public within and for Hidalgo County, Texas.

FILED for record this 18 day of June, 1935 at 11:46 A.M.

RECORDED this the 21 day of June,1935 at 1:10 P.M.

J.L.STONE,County Clerk,

SEAL

By Deputy.

* * * * *

5831 HOMESTEAD DESIGNATION

A.P.SMITH ET UX TO PUBLIC

THE STATE OF TEXAS :

COUNTY OF HIDALGO :

Before me the undersigned authority on this day personally appeared A.P.Smith, and his wife Ellen Smith, who being well known to me, and being by me duly sworn, upon their oaths state that they live on the following lands in Hidalgo County,Texas,to wit:

Lots Fifteen (15) and Sixteen (16) in Section Numbered One Hundred (100),Turner Tract,containing 92 acres as shown by the plat of said Turner Tract, of record in the office of the County Clerk for Hidalgo County,Texas,

and that they now claim, and use and occupy such land as their homestead and have done so sinec they bought such land.

Dated this the 8th day of May A.D.1935.

A.P.Smith

Ellen Smith

Sworn to and subscribed before me this the 8th day of May A.D.1935.

A.B.Crane

SEAL

(SEAL) Notary Public in and for Willacy County,

T e x a s .

THE STATE OF TEXAS :

COUNTY OF WILLACY : Before me, A.b.Crane, a Notary Public in and for Willacy County,Texas, on this day personally appeared A.P.Smith and his wife Mrs. Ellen Smith, both known tome to be the persons whosenemes are subscribed to the above and foregoing instrument each of them for himself and for herself, acknowledged to me that he and she executed the same for the purposes and consideration therein expressed and the said Mrs. Ellen Smith, wife of A.P. Smith,having been examined by me privily and apart from her husband and having the same fully explained to her, she, the said Mrs.Ellen Smith acknowledged such instrument to be her act and deed, and she declared that she had willingly signed the same for the purposes and considerations therein expressed and that she did not wish to retract it.

Given under my hand and seal of office this the 8th day of May A.D.1935.

A B Crane

(SEAL) Notary Public in and for Willacy County,Texas.

FILED for record this 12 day of June, 1935 at 1:10 P.M.

J.L.STONE, County Clerk,Hidalgo County,Texas.

by M.Sorensen,Deputy.

RECORDED this 21 day of June, 1935 at 1:25 P.M.

J.L.STONE,County Clerk, By Deputy.

THE STATE OF TEXAS) 13340
KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF HIDALGO)

That Hillcrest Memorial Park, a private corporation, duly incorporated under the laws of the State of Texas, having its domicile and principal place of business in the City of Edinburg, of the County of Hidalgo, State of Texas, for and in consideration of the sum of Two Thousand and No/100 ($2,000.00) DOLLARS, to it in hand paid by Hidalgo County, Texas, receipt of which is hereby fully acknowledged and confessed, have granted, sold and conveyed, and by these presents do Grant, Sell and Convey unto the said Hidalgo County, Texas, of the County of Hidalgo, State of Texas, all that certain farm tract piece or parcel of land lying and being situated in Hidalgo County, Texas, to-wit:

Beginning at the NorthWest Corner of the present County Cemetary as the same is described in the Deed Records of Hidalgo County, Texas, in the County Clerk's office, and recorded In Volume 406. page 143 thereof, the same being in Lot 15 of Section 246 of the Texas-Mexican Railway Company Survey in Hidalgo County, Texas; said point being the NorthEast Corner of the tract herein conveyed and thence from such point South along the West Line of the present County Cemetary a distance of 375 feet for the SouthEast Corner hereif; thence West parallel to the North Line of said Lot a distance of 100 feet to the SouthWest Corner hereof; thence North parallel to the East Line of said Lot a distance of 375 feet to the NorthWest Corner hereof; thence East parallel to the North Line of said Lot 15 a distance of 100 feet to the place of beginning.

Grantors further covenant for the above consideration to plot said land for burial spaces.

Grantors further agree for the above consideration for a period of five (5) years from date hereof to:

(1) Keep a record of the burials and supervise a systematic manner of burials;
(2) Provide an inexpensive marker for each grave and inspect the County Cemetary at regular intervals and notify the person designated by the County when and if maintenance and care is needed to the County Cemetary.

Grantors failure to perform the above mentioned covenants will not affect the conveyance of the realty to the Grantee nor the title of the realty herein conveyed to the said Grantee. Grantee may have specific performance to compel performance of such covenants herein made and may recover damages for Grantors failure to perform such covenants.

TO HAVE AND TO HOLD the above described premises, together withall singular, the rights and appurtenances thereto in anywise belonging unto the said Hidalgo County, Texas, its successors and assigns forever; and said Hillcrest Memorial Park does hereby bind itself, its successors and assigns, to Warrant and Forever Defend all and singular the said premises unto the said Hidalgo County, Texas, its successors and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

EXECUTED this the 4th day of October, A.D. 1954.

HILLCREST MEMORIAL PARK

BY: Sam O. Maxcey
SAM. O. MAXCEY, PRESIDENT

HILLCREST MEMORIAL PARK INCORPORATED SEAL TEXAS

E. E. Maxcey
E. E. MAXCEY, SECRETARY

174 809

THE STATE OF TEXAS ◊
COUNTY OF HIDALGO ◊

BEFORE ME, the undersigned authority, a Notary Public in and for Hidalgo County, Texas, on this day personally appeared SAM O. MAXCEY, President of Hillcrest Memorial Park, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein states, and as the act and deed of said Hillcrest Memorial Park.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,

This the 12th day of October, A.D. 1954.

NOTARY PUBLIC COUNTY OF HIDALGO

Evil L. Hardin
Notary Public in and for
Hidalgo County, Texas

Filed for Record on the 8th day of October A. D. 19 54, at 2:45 o'clock P M.
Duly Recorded this the 14th day of October A. D. 19 54, at 9:06 o'clock A M.
Instrument No. 13340
GEO. L. ANDERSON, County Clerk
Hidalgo County, Texas
By A. Rutledge Deputy

Memorandum

To: Martha L. Salazar, CCPB, Purchasing Agent
Hidalgo County Purchasing Department

From: Agueda (Aggie) Garcia, Fixed Asset Manager
Gabriel Navarro, Fixed Asset Analyst II
Hidalgo County Purchasing Department

Date: December 17, 2007

Re: County Pauper Cemetery

Research on the County Pauper Cemetery has been an ongoing process, since late September. The County Clerk's office has helped the Purchasing Department by retrieving copies of two deeds, which the sum of the two deeds is less than the 15.46 acres the Hidalgo County Appraisal Districts shows as the acreage owned by the County. The County Clerk's office is helping the Fixed Asset Division get any additional deeds on the property.

For several years the Boot Camp had been maintaining the Pauper Cemetery, but in the very near future, Boot Camp will be closing down. Boot Camp would clean, from the main entrance (Schunior Road) north to the railroad tracks, on a frequent basis. The maintaining of the Pauper Cemetery, has become a dilemma for the County and several solutions have been suggested: 1.) Set community clean up days, 2.) Prisoners (minor offenders), or 3.) Adult probationers (CSR).

Ms. Liza Lopez, Surplus Manager, has been working with Adult probation to get probationers to assist with the maintaining of the Pauper Cemetery. The required documentation has been submitted correctly according to Mr. Pablo Trevino (contact at Adult Probation). The program will be set in place starting in January and will run on the 2nd and 4th Saturdays of the month. The first clean up day will be on January 12, 2008. As per Mr. Trevino, the first few work days will consists of few workers but will gradually pick up.

Hidalgo County Appraisal District

WORK IN PROGRESS

Data on this website may represent working values and may change at any time

Property Detail Sheet (R295972)

History | GIS Map | Datasheet

Owner Information

Owner ID:	O254436
Owner Name:	COUNTY PAUPER CEMETERY
Owner Address:	% HILL CREST MEMORIAL PARK PO BOX 629 EDINBURG,TX 78540-0629
Property Address:	

Parcel Information

Legal Description:	TEX-MEX SURVEY E5A -N16.4AC & NW3AC-N16.4AC & SE 10AC EXC 2.54ACS IN VRS TRS - LOT 15 SEC 246 15.46AC
Acreage:	15.46
Cross Reference:	T2100-00-246-0015-00
Undivided Interest:	
Exemption Codes:	EX (Exempt Property)
Entity Codes:	CEB (City Of Edinburg) DR1 (Drainage District #1) GHD (Hidalgo County) JCC (South Texas College) R15 (Road Dist 15) SEB (Edinburg Isd) SST (South Texas School)
Deed Type:	Conversion
Deed Book:	
Deed Page:	
Map Page:	CEB

Land HS:	$0 +
Land NHS:	$425,150 +
Improvement HS:	$0 +
Improvement NHS:	$0 +
Ag Market:	$0
Ag Use:	$0 +
Timber Market:	$0
Timber Use:	$0 +
Assessed:	$425,150 =

Land

ID	Type	SPTB	Acre	Market
Land1	AC (Acreage)	X (X - Full Exemptions)	15.4(	$ 425,150

Get Adobe Reader

* Adobe Acrobat Reader 5.0 (minimum) is required to view pdf documents. Acrobat Reader is a free program available here.

1. On November 7, memo was sent to Adult Probation requesting CSR services.

2. Went and took pictures of location all east area of cemetery, belonging to County.

3. December 5, 2007 Liza went by cemetery and spoke to individuals working on ground they stated that Skinners had reassigned 4 guys to do clean up on south east area.

4. Also spoke to individual his name is Jose Villarreal he stated his church group is willing to help with clean up of location. If the Pcts could help organize it by setting up trash bins and something like a BBQ clean up party, something to get community to work together.

5. Already spoke to Pablo Trevino from Adult Probation and the CSR help paperwork is being processed to hopefully start on 2nd Saturday of January 2008. If enough CSR people sign up to clean up job.

6. Also have Annette from County Clerks checking if any of these plots were ever registered.

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
IMMEDIATE REVIEW REQUESTED

To: Joe Lopez, Director
Hidalgo County Community Supervision and Corrections Department

Via Facsimile Transmittal: 956-661-4700

Attn: Pablo Treviño, CSR Specialist

From: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

Date: November 7, 2007

Re: Cleaning & Maintenance of Hidalgo County's Pauper Cemetery

Hidalgo County owns a fifteen (15) acre pauper cemetery bordering on the eastern most boundary and adjacent to Hillcrest Memorial Cemetery located at 1701 E. Richardson Road in Edinburg, Texas.

Historically is it our understanding that the cleaning and maintenance of the pauper cemetery had been handled by the Hidalgo County Boot Camp Program. Unfortunately, due to the phasing out of the program, the site has become weedy, overgrown and an eyesore.

Complaints have been received through both the County Judge and Precinct #4 offices from families whose loved-ones are buried there as well as families whose loved ones are interred at Hillcrest Memorial Cemetery next door.

Given these circumstance and the lack of staff available at the County level to devote to the scheduled cleaning and maintenance of the cemetery, we are asking for your assistance in initiating and implementing a Pauper Cemetery Care & Maintenance Program, that will establish a long-term solution to the proper care and maintenance of this most important area and grounds.

We are respectfully requesting that the Hidalgo County Adult Probation Department assist and commit to assigning eligible individuals to begin both a week-end project and a week day project for the cleaning and maintenance of the acreage described and known as the County Pauper Cemetery.

We are enclosing pictures of the present condition of the cemetery. These were taken on or about November 2, 2007. As you can see and determine, an immediate week-end type project (or perhaps several until a manageable status is reached) to address the most overgrown areas is necessary and thereafter, a scheduled week-day project to maintain and timely week-end projects to restore the area to its proper and appropriate condition.

We ask that you give this request your most expedient attention as the County is in urgent need to address this most serious situation.

If you require any further information or assistance regarding this matter, please do not hesitate to call me at 956-292-7611 or 956-457-1132.

Enclosures: pictures

cc: All Members of Hidalgo County Commissioners Court
All Via Facsimile Transmittal 956-318-2005

MEMORANDUM

To: PABLO TREVINO, CSR Specialist

From: Liza (Vela) Lopez, Surplus Manager
Hidalgo County Purchasing Agent

Date: December 06, 2007

Re: To cleaning and maintenance of Hill Crest Memorial Cemetery

1. CSR HELP — For cemetery clean-up, (cut grass and weeds, clean up excess, clean around each tombstones)

2. TIME: — 8:00 AM TIL ?

3. DATE: — 2ND AND 4TH SATURDAY FOR EVERY MONTH STARTING JANUARY 2008

4. WHERE: — 1701 E. Richardson Rd, Edinburg, Texas (Hillcrest Memorial Cemetery, old section of cemetery east side)

5. TOOLS NEEDED: — Lawn mowers, Weed-eaters, Shovels, hoses, rakes, etc for cemetery clean-up.

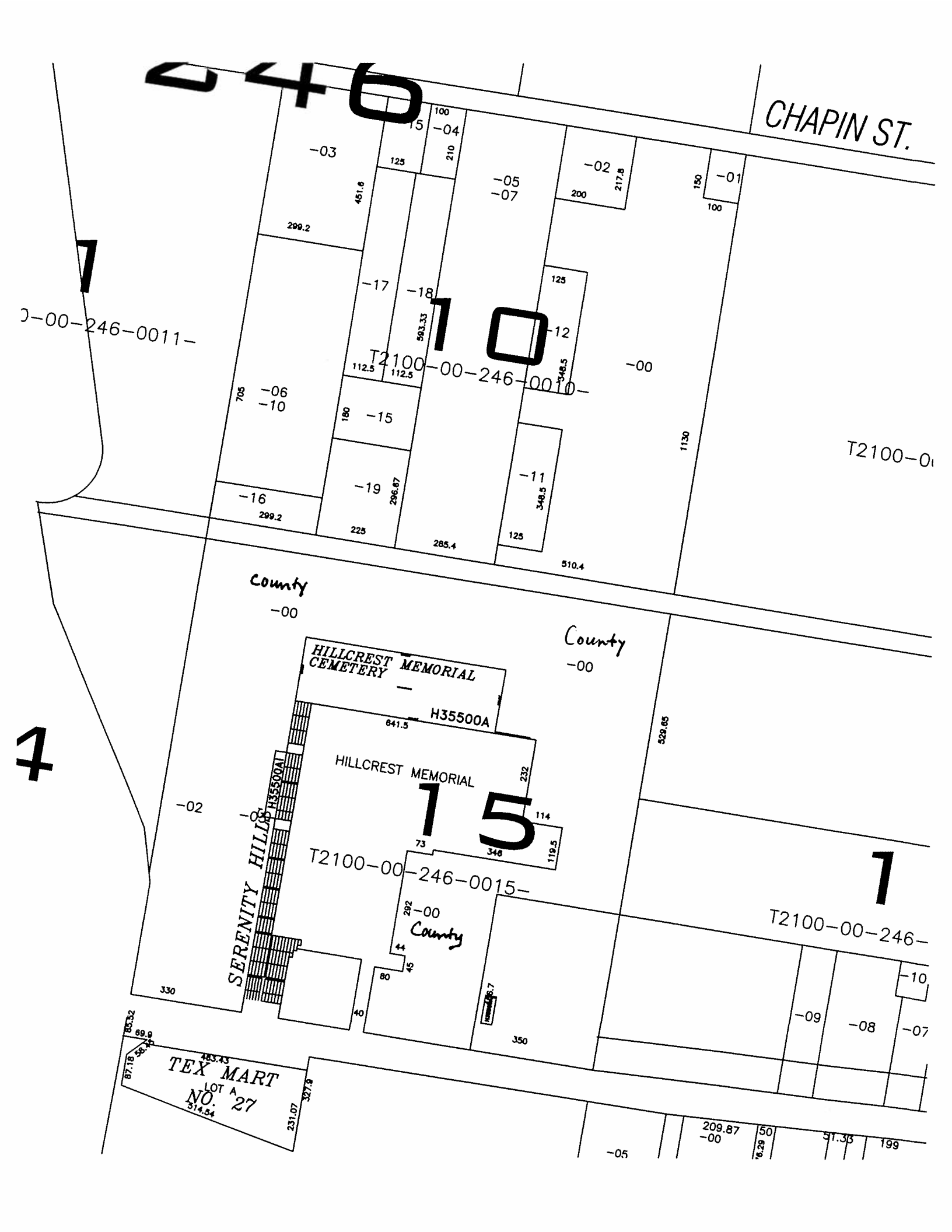
6. CONTACT PERSONS: _____

PHONE #: _____

If you have any questions, please feel free to contact Liza V. Lopez at 956 318-2626 ext 4866.

Thank you

Liza V. Lopez


CHAPIN ST.
T2100-00-246-0011-
T2100-00-246-0010-
T2100-00-246-0015-
T2100-00-246-
HILLCREST MEMORIAL CEMETERY
H35500A
HILLCREST MEMORIAL
H35500A1
SERENITY HILLS
TEX MART
LOT A
NO. 27
County
-00
-01
-02
-03
-04
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Hidalgo County Appraisal District

WORK IN PROGRESS

Data on this website may represent working values and may change at any time

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Property Detail Sheet (R295972)

History | GIS Map | Datasheet

Owner Information

Owner ID:	O254436
Owner Name:	COUNTY PAUPER CEMETERY
Owner Address:	% HILL CREST MEMORIAL PARK PO BOX 629 EDINBURG,TX 78540-0629
Property Address:	

Parcel Information

Legal Description:	TEX-MEX SURVEY E5A -N16.4AC & NW3AC-N16.4AC & SE 10AC EXC 2.54ACS IN VRS TRS - LOT 15 SEC 246 15.46AC
Acreage:	15.46
Cross Reference:	T2100-00-246-0015-00
Undivided Interest:	
Exemption Codes:	EX (Exempt Property)
Entity Codes:	CEB (City Of Edinburg) DR1 (Drainage District #1) GHD (Hidalgo County) JCC (South Texas College) R15 (Road Dist 15) SEB (Edinburg Isd) SST (South Texas School)
Deed Type:	Conversion
Deed Book:	
Deed Page:	
Map Page:	CEB

Land HS:	$0 +
Land NHS:	$425,150 +
Improvement HS:	$0 +
Improvement NHS:	$0 +
Ag Market:	$0
Ag Use:	$0 +
Timber Market:	$0
Timber Use:	$0 +
Assessed:	$425,150 =

Land

ID	Type	SPTB	Acre	Market
Land1	AC (Acreage)	X (X - Full Exemptions)	15.4	$ 425,150

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Hidalgo County Appraisal District

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Property Detail Sheet (R295974)

History | GIS Map | Datasheet

Owner Information

Owner ID:	**O254437**
Owner Name:	**HILLCREST MEMORIAL PARK**
Owner Address:	**PO BOX 629** **EDINBURG,TX 78540-0629**
Property Address:	**E SCHUNIOR**

Parcel Information

Legal Description:	**TEX-MEX SURVEY E5.OAC-SW10.0AC EXC 0.96AC LOT 15 BLK 246 3.34AC**
Acreage:	**3.34**
Cross Reference:	**T2100-00-246-0015-03**
Undivided Interest:	
Exemption Codes:	
Entity Codes:	**CEB (City Of Edinburg)** **DR1 (Drainage District #1)** **GHD (Hidalgo County)** **JCC (South Texas College)** **R15 (Road Dist 15)** **SEB (Edinburg Isd)** **SST (South Texas School)**
Deed Type:	**Conversion**
Deed Book:	
Deed Page:	
Map Page:	**CEB**

Land HS:	**$0 +**
Land NHS:	**$91,850 +**
Improvement HS:	**$0 +**
Improvement NHS:	**$19,185 +**
Ag Market:	**$0**
Ag Use:	**$0 +**
Timber Market:	**$0**
Timber Use:	**$0 +**
Assessed:	**$111,035 =**

Improvements

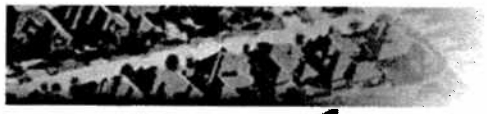
ID	Type	SPTB	Segs	Value
Imp1	C (Commercial)	F1 (F1 - Commercial Real Estate)	4	$ 19,185

Land

ID	Type	SPTB	Acres	Market
Land1	AC (Acreage)	F1 (F1 - Commercial Real Estate)	3.340	$ 91,850

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Hidalgo County Appraisal District

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Property Detail Sheet (R295973)

History | GIS Map | Datasheet

Owner Information

Owner ID:	O182743
Owner Name:	HILLCREST MEMORIAL PARK
Owner Address:	% TED SKINNER PO BOX 629 EDINBURG,TX 78540-0629
Property Address:	

Parcel Information

Legal Description:	TEX-MEX SURVEY LOT 15 - W5-SW10-BLK 246, 4.271 AC NET
Acreage:	4.270
Cross Reference:	T2100-00-246-0015-02
Undivided Interest:	
Exemption Codes:	
Entity Codes:	CEB (City Of Edinburg) DR1 (Drainage District #1) GHD (Hidalgo County) JCC (South Texas College) R15 (Road Dist 15) SEB (Edinburg Isd) SST (South Texas School)
Deed Type:	Conversion
Deed Book:	
Deed Page:	
Map Page:	CEB

Land HS:	$0 +
Land NHS:	$117,425 +
Improvement HS:	$0 +
Improvement NHS:	$0 +
Ag Market:	$0
Ag Use:	$0 +
Timber Market:	$0
Timber Use:	$0 +
Assessed:	$117,425 =

Land

ID	Type	SPTB	Acre	Market
Land1	AC (Acreage)	C2 (C2 - Vacant Tract)	4.27	$ 117,425

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AI-7131 **12.A.8.**

Authority to process claim
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Submitted For: Historical Commission
Department: BUDGET & MANAGEMENT
Agenda Area: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Historical Commission:
Discussion, consideration and acceptance of claim with authority for County Auditor to issue payment to Frances W. Isbell in the amount of $83.84 for reimbursement of items purchased.

BACKGROUND

invoices from Brittons Photo, Ship-n-Mail, Texas Historical Comm. & Hidalgo County Appraisal District

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-451-10-115-033-0-XXX
FUNDS AVAILABLE Y/N?: Yes **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

560- Historical Comm.- Microfilm & Film Develop
535- Historical Comm.- Postage
890- Historical Comm.- Other

Attachments

Link: claims

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/17/2007 02:45 PM	APRV
2	Veronica Lopez	Veronica Lopez	12/21/2007 09:50 AM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:28 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:32 PM	APRV
5	Court Administrator (Originator)	Monica Badillo	12/27/2007 12:21 PM	APRV

Form Started By: Monica Badillo Started On: 12/17/2007 10:15 AM

Final Approval Date: 12/27/2007

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

RECEIVED BY COUNTY AUDITOR 2007 NOV 14 PM 1 58

THE STATE OF TEXAS

COUNTY OF HIDALGO

VND #56111

I, Frances W. Isbell, do hereby state that the item(s) listed on the invoice(s) named below
PURCHASER'S NAME
were purchased for the exclusive use of Hidalgo County:

	INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
(560)	2442	7/5/07	7.13	Brittons Photo
(560)	2494	7/10/07	21.21	Brittons Photo
(535)	EB343078605	7/11/07	20.30	Ship-N-Mail
(890)		7/11/07	25.00	Texas Historical Commission
(890)		*4/24/07	10.20	Hidalgo Co. Appraisal District
	* INVOICED 8/8/07	TOTAL	#83.84	

I further state that I was authorized to make such a purchase(s).

7-1100-451-10-115-033-

I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

(560)
(535)
(890)

SIGNATURE: Frances W. Isbell

TITLE: Member, Hidalgo County Historical Commisson
PERSON MAKING PURCHASE

Before me Mayte Alcantar, a Notary Public, appeared Frances W. Isbell and on her oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. H___ / She further stated h___ / she requested payment of the same.

(SEAL)

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MAYTE ALCANTAR
Notary Public
STATE OF TEXAS
My Comm. Exp. 05-29-2011

APPROVAL: COUNTY AUDITOR

As per Mandy, Pectiveu needed to be taken on Black Rhute film with Autograph camera which we do. Needed to submit application to state by certain day

COUNTY AUDITOR'S FORM: ARS-CA-004 REVISED: 11/23/2004

BRITTON'S PHOTO SUPPLY
3200 N 23RD
MCALLEN, TX 78501
956-687-9511

Sale

ID: 76872389 Ref #: 0001
07/05/07 10:27:31
Batch #: 482

VISA
6361 Exp: 02/09
Appr Code: 168886 Invoice#: 000001
Total: $7.13

I agree to pay above total amount
according to card issuer agreement
(Merchant agreement if credit voucher)

Signature: FW Isbell
ISBELL/FRANCES W

copy-Merchant; Bottom copy-Customer

THANK YOU!

Britton's Photo
3200 North 23rd St
McAllen, Tx 78501
(956) 686-6435

CUST# 26 CASH SALE
STORE: 1 REG: 1 TRAN: 2442 <CASH>
07/05/07 10:27AM S.P.: 3715 CLERK: 3715

841997 T-MAX 100-36 KODAK BW 6.59
TAXES ------> .54
TOTAL ======> 7.13

VISA/MC: 7.13

BRITTON'S PHOTO SUPPLY
3200 N 23RD
MCALLEN, TX 78501
956-687-9511

Sale

ID: 76872309 Ref #: 0003
07/10/07 16:25:31
Batch #: 485

KAST
5462 Exp: 09/10
Appr Code: 114662 Invoice#: 000003
Total: $ 21.21

I agree to pay above total amount
according to card issuer agreement
(Merchant agreement if credit voucher)

Signature: _____

Top copy-Merchant; Bottom copy-Customer

THANK YOU!

Britton's Photo
3200 North 23rd s
McAllen, Tx 78501
(956) 686-6435

CUST# 26 CASH SALE
STORE: 1 REG: 1 TRAN: 2494 <CASH>
07/10/07 4:26PM S.P.: 4515 CLRK: 4515

68233 PHOTO PROCESSING	19.59
TAXES ------>	1.62
TOTAL ======>	21.21
VISA/MC:	21.21

FedEx SHIP-N-MAIL

400 W. 6TH STREET • WESLACO, TEXAS 78596
(956) 969-8890

Date 7/11/07

Customer Name Anita Vela Phone No. ( ) 973 8111

Address Hidalgo County Hist. Comm.
(Francis Isbell)

SERVICE

- ☐ U.S. Mail
- ☐ Fedex
- ☐ Mailbox Rental
- ☐ Fax
- ☐ Postal Stamps
- ☐ UPS
- ☐ Mail Forwarding
- ☐ Copies

QTY.	SENT TO / ITEM	AMOUNT
	12:00pm	
	U.S. Mail	
	TO: Texas Hist. Com.	20 30
	EB434307860US	

Sender agrees, Ship-N-Mail will handle all claims. Ship-N-Mail will not be responsible for items damaged/lost by UPS, FedEx, U.S. Mail or any other company used by Ship-N-Mail, even on items packed by Ship-N-Mail.

Sub-Total

X _____ Tax

Thank You

TOTAL 20 30

VETERANS GRAVESTONES

☐ War of 1812 ☐ Texas Revolution ☐ Mexican War ☐ Civil War ☐ Indian Wars
☐ Spanish American War ☒ World War I ☒ World War II ☒ Korean War
☒ Vietnam War ☒ Other Fraternal emblem CWV Catholic War veterans on some WWII markers

HISTORICAL BACKGROUND

Provide a brief history of the cemetery with bibliographic references. Use additional pages if needed.

The old Mission City Cemetery was established around 1908. City founder John J. Conway donated approximately 12 acres for the cemetery. According to city legend, when the need for a cemetery arose, Bill Shafter selected the spot with a pistol shot to the land plat map. (1)

In 1906, Minnesotans John J. Conway and James W. Hoit opened the first land office in Hidalgo County and founded Mission in 1908. By 1908, there was a frame railroad depot, pumping station with three miles of canals, a restaurant, post office, lumberyard, saloon and Ed Dawson's El Caballo Blanco mercantile store. Mission was incorporated in 1910. (2)

The cemetery site, at the intersection of two canals, proved unsuitable because seepage was making a swamp of the burial grounds. The city found another location, and graves were removed to present Laurel Hill Cemetery, about a mile south. (3) The new cemetery was platted in 1917. The cemetery originally had separate Catholic and Protestant sections. All plots were sold by the 1980s. (4)

REQUIRED ATTACHMENTS

☒ Current black and white photographs (and historic photographs if available); color prints will not be accepted except as supplements to a core set of black and white photographs.
☒ Map as described in instructions.
☒ Site plan as described in instructions.
☒ Processing fee of $25 (non-refundable)

APPROVAL BY COUNTY HISTORICAL COMMISSION

The form must be approved by the appropriate county historical commission before forwarding to the THC.

Printed name of CHC chair: Adela Ortega
Signature of CHC chair Adela Ortega Date 6-20-07
Address, city, zip: 900 Doherty Street, Mission TX 78572
Phone: 956-580-8645 and 458-9066 Fax: Email: aortega@mission.lib.tx.

Submit Historic Texas Cemetery designation applications or related requests to:
History Programs Division, Texas Historical Commission
PO Box 12276, Austin TX 78711-2276
Phone: 512/463-5853. Fax: 512/475-3122
Email: history@thc.state.tx.us

TEXAS HISTORICAL COMMISSION
The State Agency for Historic Preservation

* Pending Payment *

4-26-07

HIDALGO COUNTY APPRAISAL DISTRICT
P.O. Box 208, Edinburg, Texas 78540-0208
(956) 381-8466 • 565-2461
www.hidalgoad.org
Fax=956-447-0950

INVOICE

Name: Frances W. Isbell 2nd Phone: (___) _____

Address: Hidalgo County Historical Commission
(Including City and State)

Description of Information Requested: Ownership for Properties Adjoining Laurel Hill Cemetery

	Number	Charge	Total
Standard copies (letter & legal size)	12	10¢ ea pg	$ 1.20
Non Standard copies (ledger11x17)	_____	50¢ ea pg	$ _____
Fax charges ***PAYMENT DUE UPON RECEIPT OF FAX*** Local 10¢; Long Distance Same Area Code 50¢; Long Distance $1.00; (plus $1.00 service charge)	_____	as required	$ _____
Maps (black and white copies) See map index for individual charges (plus $9.00 service charge) City, County, & Sectionals Maps	_____	as required	$ _____
Digital Data on CD (includes service charge) Appraisal Tax Roll (gis database)	_____	$300.00 per CD	$ _____
GIS Data (county shape files)	_____	$300.00 per CD	$ _____
ISD, City & Sectional Maps	_____	$15.00 per CD	$ _____
Magnetic Tape (plus Operator time)	_____	$10.00 ea tape	$ _____
Audio Cassette (plus Operator time)	_____	$10.00 ea csst	$ _____
Microfiche Copies (plus Operator time)	_____	10¢ ea pg	$ _____
Programming Charges – Operator / Programmer	_____	$26.00 ea hr	$ _____
Personnel Charges – Other than computer	1/2 hr	$15.00 ea hr	$ 7.50
Overhead Charges – 20% of total Personnel charges (Operator, Programmer, Other)	7.50	X .20	$ 1.50
Postage and Handling Charges		Actual Cost	$ _____
Other Charges- _____			$ 10.20
TOTAL CHARGES (Sales Tax Not Applicable on Public Records)			$ _____

Cash _____ Check No: _____ Date: _____ Rcvd By: _____

Rev 10-20-04 (TAC, SEC 111.61 thru 111.70) * NO REFUNDS ON CD'S AND MAPS PURCHASES*

Register an affidavit for a Historic Cemetery
~~File~~ Register + file

AI-7209 **12.B.1.**

Pct 1 Road Construction Project
CC REGULAR

Date: 01/02/2008
Submitted By: Gricelda Villarreal, PURCHASING DEPT.
Submitted For: Gricelda Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 1

Information

CAPTION

Presentation for discussion, consideration and action to rescind award of bid and/or contract previously approved by Commissioners Court meeting on 12-05-07 for RFB-Road Construction Improvements for three (3) County Roads (Group I)" to Sascon, Inc. (Bid No.: 2007-404-11-31CGV), as requested by and through Precinct.

BACKGROUND

Fiscal Impact

Attachments

Link: Pct. 1

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/26/2007 07:48 PM	APRV
2	Budget & Management	Dina Trevino	12/27/2007 10:17 AM	APRV
3	Manuel Chapa	Manuel Chapa	12/27/2007 10:55 AM	APRV
4	Auditor's Office	Linda Fong	12/27/2007 01:15 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 01:46 PM	APRV

Form Started By: Gricelda Villarreal Started On: 12/21/2007 08:37 AM

Final Approval Date: 12/27/2007

COUNTY of HIDALGO



SYLVIA S. HANDY
County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733

December 20, 2007

Martha Salazar
Hidalgo County Purchasing Department
101 E. Cano
Edinburg, Texas 78539

Re: Bid No. 2007-404-11-31cgv (Group I)

Dear Marty:

Please be advised that Pct. 1 is requesting that the award to Sascon Inc. be rescinded at this time. This decision is being made as a result of some unforeseen budget issues that were recently discovered in our operation that will not allow us to handle this project.

If you have any questions please feel free to contact Mr. Joseph Palacios, Chief Administrator of my staff.

Sincerely,

Sylvia S. Handy

SYLVIA S. HANDY
County Commissioner, Pct. 1

SH: nm

AI-7233 **12.C.1.**

Pct. 3- Correction to Exemption of Prof. Eng. Svc. for various "La Homa Road" Projects

CC REGULAR

Date: 01/02/2008
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Laura Moya
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

A. Presentation for discussion, consideration and action to "rescind" the announcement of the #1 ranked firm previously approved on Commissioner's Court meeting of 12/26/07 for a professional service for Engineer Services in connection with Hidalgo County Precinct No 3- Various La Homa Rd Projects; as requested by Precinct 3, due to incorrect grid of scored/graded engineers.

B. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A)(4) a professional service for engineer services in connection with Hidalgo County Precinct No 3- Various La Homa Rd Projects;

C. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of engineers in connection with professional engineer services required for the design construction of Hidalgo County Precinct No 3 - Various La Homa Rd Project;
1st._____; 2nd._____;
3rd._____;

D. Authority for the Purchasing Department to negotiate a professional Engineer Services Contract with the No.1 ranked firm of _____ for the provision of Engineer Services for Hidalgo County Precinct no 3 - Various La Homa Rd Projects.

BACKGROUND

Grid

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1336-431-00-123-040-0-890
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:

Attachments

Link: Grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/26/2007 07:50 PM	APRV
2	Budget & Management		12/26/2007 07:50 PM	NEW
3	Auditor's Office		12/26/2007 07:50 PM	
4	Court Administrator		12/26/2007 07:50 PM	

Form Started By: Letty Saenz Started On: 12/26/2007 01:32 PM

Final Approval Date: 12/26/2007

HIDALGO COUNTY

"Various La Homa Rd Projects"

Scoring/Evaluation Grid

Total Scores	L & G Engineer	Dannenbaum Engineering	Tedsi Infrastructure
Evaluated by No 1	99	97	94
TOTALS			
RANKING			

AI-7270 **12.C.2.**

Order to accept "Certification by Comm. Pct. #3" on Emergency Repairs to Heavy Equipment

CC REGULAR

Date: 01/02/2008
Submitted By: Marty Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar for Pct. #3
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Prct. 3

Information

CAPTION

A. Pursuant to Hidalgo County Purchasing Policies and Procedures, Article IX, 9.01.02. f. (attached hereto). requesting approval of an order into the minutes of the Court, accepting the written certification submitted by the Commissioner from Precinct #3 of the necessity to purchase of goods and/or services procured because of one of the reasons listed in Procedure 9.01.01 c. (Emergency Purchases-an item necessary because of unforeseen damage to public property);

B. Pursuant under the same authority above, requesting approval of the authorization of the exception from the requirements of Artcile VII (attached hereto);

C. Presentation for discussion, consideration, acceptance and approval of invoices totaling $36,272.32 from Doggett Heavy Machinery for the emergency repair of DYN F30-4W with authority for County Treasurer to issue check after review, audit and processing procedures are completed by the Hidalgo County Auditor's Office.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1203-431-00-123-005-0-432
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Attachments

Link: invoices

Link: HC Purchasing Policies & Procedures

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Marty Salazar	12/28/2007 11:10 AM	CREATED
1	Purchasing Department (Originator)	Marty Salazar	12/28/2007 05:14 PM	APRV
2	Budget & Management			NEW

3	Auditor's Office
4	Court Administrator

Form Started By: Marty Salazar Started On: 12/28/2007 11:10 AM

DOGGETT HEAVY MACHINERY SERVICES
doggettmachinery.com

Doggett Heavy Machinery Services LTD

705 E. Nolana Loop
Pharr, TX 78577
Phone: 956-787-0001
Fax: 956-787-0055

Brownsville, TX 956-831-9377
Corpus Christi, TX 361-289-0727
Victoria, TX 361-570-6666

SERVICE INVOICE

*** PROFORMA INVOICE ***

Invoice To Account No.: 224300

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Deliver To:

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Invoice Number:	
Invoice Date:	11/7/2007
Branch:	1
Payment Type:	Account
Repair Order Number:	13944
Page:	1 of 2
Make/Model:	DYN F30-4W
Meter Reading:	
Serial Number:	722126
Equipment Number:	2625

Gen- Retail

REPAIR BURNERS. LABOR TO CLEAN AND REPLACE ALL PARTS ON THE BURNER SYSTEM. EVERYTHING HAS TO BE REPLACED. $3,945.00
PARTS PRICES ARE INCLUDED.

PARTS ********** $ 12,036.40
LABOR ********** 3,375.00

TOTAL ********** $ 15,411.40

STEAM CLEANED AREA WERE BURNERS ARE AND REPLACED AIR BLOWERS AND BLOWER MOTORS. REPLACED BURNER PUMPS, GLOW PLUGS & MESH. REPAIRED WIRE CONNECTIONS AND STARTED BURNERS. FOUND VOLTAGE REGULATORS BAD. REMOVED AND REPLACED VOLTAGE REGULATORS. SECURED WIRE HARNESS AND INSTALLED COVERS. RAN AND TESTED BURNERS . BURNERS WORK FINE.
WIRE CONNECTORS

Serv Accessories $20.00

Serv Accessories $20.00

Part Number	Description	Quantity	Net Price	Extended Price
834150129	BLOWER MOTOR	4.00	723.35	$2,893.40
930235247	RUBBER BUMPER	16.00	14.07	$225.12
977525000	PHOTO SENSOR	4.00	322.09	$1,288.36
953500727	AIR BLOWER	4.00	1,183.45	$4,733.80
P0001	FREIGHT	1.00	35.69	$35.69
953500685	MESH;GLOWPLU	4.00	66.16	$264.64
953500670	BURNER PUMP	4.00	260.89	$1,043.56
977058020	GLOW PLUG	4.00	100.62	$402.48

DOGGETT HEAVY MACHINERY SERVICES
doggettmachinery.com

Doggett Heavy Machinery Services LTD

705 E. Nolana Loop
Pharr, TX 78577
Phone: 956-787-0001
Fax: 956-787-0055

Brownsville, TX 956-831-9377
Corpus Christi, TX 361-289-0727
Victoria, TX 361-570-6666

SERVICE INVOICE

*** PROFORMA INVOICE ***

Invoice To Account No.: 224300

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Deliver To:

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Invoice Number:	
Invoice Date:	11/7/2007
Branch:	1
Payment Type:	Account
Repair Order Number:	13944
Page:	2 of 2

Make/Model:	DYN F30-4W
Meter Reading:	
Serial Number:	722126
Equipment Number:	2625

Gen- **Retail**

977045785	TEMP SENSOR	4.00	296.26	$1,185.04

Labor: $3,945.00 **Parts: $12,072.09** **Sublet: $0.00** **Misc: $40.00** **Total: $16,057.09**

Customer PO No.:	0
Tax Exempt No.:	1
Advisor:	DANIEL GONZALEZ

Labor:	$3,945.00
Parts:	$12,072.09
Sublet:	$0.00
Misc:	$40.00
Sales Tax:	$0.00
Total:	$16,057.09

Signed: ..... Date: .....

DOGGETT HEAVY MACHINERY SERVICES
doggettmachinery.com

Doggett Heavy Machinery Services LTD

705 E. Nolana Loop
Pharr, TX 78577
Phone: 956-787-0001
Fax: 956-787-0055

Brownsville, TX 956-831-9377
Corpus Christi, TX 361-289-0727
Victoria, TX 361-570-6666

SERVICE INVOICE

*** PROFORMA INVOICE ***

Invoice To Account No.: 224300

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Deliver To:

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Invoice Number:	
Invoice Date:	11/7/2007
Branch:	1
Payment Type:	Account
Repair Order Number:	14831
Page:	1 of 1

Make/Model:	DYN F30-4W
Meter Reading:	
Serial Number:	722126
Equipment Number:	2625

Gen-Electrical Retail

SEG 1 === INSTALL TOP CON. ORDERED CABLES AND INSTALLED ON MACHINE. WORKED MACHINE AND ADJUSTED SENSORS. RECHECKED ALL BURNERS AND COMPUTER SYSTEM. UNIT OK. $921.50

Serv Accessories $20.00

Serv Accessories $9.22

Part Number	Description	Quantity	Net Price	Extended Price
799898	CABLE	2.00	1,152.02	$2,304.04
930235247	RUBBER BUMPER	4.00	14.08	$56.32
799897	CABLE	1.00	545.70	$545.70
P0001	FREIGHT	1.00	39.69	$39.69
H77698	TIE BAND	50.00	.32	$16.00
DIESEL	RED DYE FUEL	19.90	3.94	$78.41
799887	SLOPE SENSOR	1.00	7,560.84	$7,560.84
P0001	FREIGHT	1.00	35.69	$35.69
799877	CABLE	2.00	1,378.60	$2,757.20
799896	CONNECTOR BO	1.00	801.05	$801.05
799876	CABLE	1.00	450.79	$450.79

Labor: $921.50 **Parts: $14,645.73** **Sublet: $0.00** **Misc: $29.22** **Total: $15,596.45**

Customer PO No.: .
Tax Exempt No.: 1
Advisor: DAN GORHUM

Labor:	$921.50
Parts:	$14,645.73
Sublet:	$0.00
Misc:	$29.22
Sales Tax:	$0.00
Total:	$15,596.45

Signed: ..... Date: .....

DOGGETT HEAVY MACHINERY SERVICES
doggettmachinery.com

Doggett Heavy Machinery Services LTD

705 E. Nolana Loop
Pharr, TX 78577
Phone: 956-787-0001
Fax: 956-787-0055

Brownsville, TX 956-831-9377
Corpus Christi, TX 361-289-0727
Victoria, TX 361-570-6666

SERVICE INVOICE

*** PROFORMA INVOICE ***

Invoice To Account No.: 224300

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Deliver To:

HIDALGO CNTY PRCT#3
724 N. BREYFOGLE
MISSION TX 78574

Phone: 956-585-4509

Invoice Number:	
Invoice Date:	11/7/2007
Branch:	1
Payment Type:	Account
Repair Order Number:	14560
Page:	1 of 1
Make/Model:	DYN F30-4W
Meter Reading:	
Serial Number:	722126
Equipment Number:	2625

Gen-Electrical Retail

SEG 1 == REPLACE VOLTAGE REGULATORS AND REPAIR WIRES. ADD FUEL TO MACHINE. $11.83
Serv Accessories $20.00
Serv Accessories $1.00

Part Number	Description	Quantity	Net Price	Extended Price
TY26354	CLEANING S	1.00	6.54	$6.54
T148046	LAMP	4.00	4.37	$17.48
H77698	TIE BAND	20.00	.32	$6.40
PM05224	ELECTRICAL	1.00	8.81	$8.81
19M7163	CAP SCREW	7.00	.38	$2.66
19M7407	CAP SCREW	1.00	.56	$0.56
19M7489	CAP SCREW	2.00	1.90	$3.80
TY5020	TAPE	1.00	1.71	$1.71
P0001	FREIGHT	1.00	.00	$0.00
57M7121	FUSE 10	5.00	.86	$4.30
R44302	TIE BAND	20.00	.10	$2.00
TY22463	CLAMP	1.00	1.04	$1.04
834180114	BURNER	1.00	2,137.15	$2,137.15
24H1136	WASHER	14.00	.23	$3.22
57M7121	FUSE 10	5.00	.86	$4.30
DIESEL	RED DYE FUEL	20.80	3.77	$78.42
978025001	VOLTAGE REGULATOR	2.00	1,153.78	$2,307.56

Labor: $0.00 **Parts: $4,585.95** **Sublet: $11.83** **Misc: $21.00** **Total: $4,606.95**

Customer PO No.: 0
Tax Exempt No.: 1
Advisor: DANIEL GONZALEZ

Labor:	$0.00
Parts:	$4,585.95
Sublet:	$11.83
Misc:	$21.00
Sales Tax:	$0.00
Total:	$4,618.78

Signed: .....

Date: .....

budget authority (budget line-item authority and unencumbered budged balance); (f) prepare purchase order (see Procedure Number 6.04.06).

6.04.02. **Priority Three Requisition.** (a) The Form HCPD-01 is completed as with a Priority Four requisition, coding it Priority Three. (b) The preparer should then notify the Purchasing Department by telephone, specifying that a Priority Three requisition is being walked through. Purchasing should be provided with all details of the purchase. (c) Walk the requisition to all required stations. (d) Hand carry the requisition to Purchasing. Purchasing makes the purchase in accordance with either Article VII or Article VIII.

6.04.03. **Priority Two Requisition.** (a) The Form HCPD-01 is completed as with a Priority Four requisition, coding it Priority Two. (b) The preparer should then notify the Purchasing Department by telephone, specifying that a Priority Three requisition is being walked through. Purchasing should be provided with all details of the purchase. (c) Continue as with a Priority Three requisition. (d) Purchasing begins the purchase process immediately upon receiving the telephone call Step (b), and makes the purchase in accordance with either Article VII or Article VIII.

6.04.04. **Priority One Requisition.** (a) The Form HCPD-01 is completed as with a Priority Four requisition, coding it Priority One. (b) The preparer should then notify Purchasing by telephone, specifying that a Priority One requisition is being walked through. Purchasing all should be provided with all details of the purchase. (c) Walk the requisition to all required stations. (d) Hand carry the requisition to Purchasing. Purchasing begins the purchase immediately upon receiving the telephone call in accordance with Procedure 9.01.02.

6.04.05. *NOTE: For all purchases required under Priority Two and Priority Three which also require competitive bidding, an emergency must be declared in order to bypass the competitive bidding process. All Priority One purchases must meet the qualifications for emergency purchases in the pertinent statutes, as outlined in Procedure 9.01.01.*

6.04.06. **Purchase Order.** When the completed requisition is received in the purchasing office, a purchase order ("PO", Form HCPD-02) will be prepared. The Requisition and the PO are approved by the County Judge. The prepared PO is delivered to the vendor which is awarded the contract, in accordance with Article VII or VIII.

VII. Competitive Bidding

7.01. **Bidding Required.** Before any person, department, official or agent of the County may purchase one or more items under a contract that requires an expenditure exceeding Fifteen Thousand Dollars ($15,000.00), the competitive bidding requirements

prescribed by Chapter 262, Texas Local Government Code, must be utilized with the assistance of the Purchasing Agent. In applying the competitive bidding or competitive proposals, all separate, sequential or component purchases (purchases made separately, purchases made over a period of time or purchases of component parts of an item or items that in the normal purchasing practice would be purchased in one purchase) are treated as if they are part of a single purchase and of a single contract. This requirement includes leases, installment payments and lease purchases in the event the total amount of payments will exceed Fifteen Thousand Dollars ($15,000.00) over the life of the contract.

7.02. **Exception.** The only exceptions to the competitive bidding process outlined in this Article VII are set forth in Section 262.024, Texas Local Government Code, and Article IX herein. These exceptions shall be determined solely as provided in Article IX.

7.03. **Specifications/Procedures.**

7.03.01. When the purchase of one or more items requiring competitive bidding pursuant to Chapter 262, Texas Local Government Code, and this Article 7, is required, the person desiring to purchase the item shall first submit written specifications to the Purchasing Agent. The Purchasing Agent shall, upon request, assist in developing the specifications.

7.03.02. No specifications shall be written, which by design exclude legitimate competition between vendors. No brand names shall be utilized unless a disclaimer is used which opens the specification to competing brands of equal or superior quality.

7.03.03. The requisition, along with the proposed specifications and a bidding timeline, are submitted to the Commissioners Court which shall approve the form and content of the specifications and determine when the bids will be opened and when results will be submitted to the Commissioners Court.

7.03.04. After approval of the specifications and bidding timeline, the Purchasing Department will proceed with advertising for bids in accordance with the timeline and applicable provisions of the Local Government Code.

7.03.05. The Purchasing Agent may mail an Invitation to Bid form to potential vendors when, in the judgment of the Purchasing Agent, such Invitation to Bid would enhance the bidding process.

7.03.06. Alternative competitive proposals may be obtained on purchases of insurance and high-technology items (as defined by statute), and for items for which it is impractical to prepare detailed specifications. The procedure for this is prescribed in Sections 262.0295 and 262.030 of the Texas Local Government Code and may be utilized by the Purchasing Agent when approved by the Commissioners Court.

7.04. **Selection of successful bidder.**

7.04.01. In competitive bidding, informal bids or proposals, the evaluation of the bids and proposals and the selection of vendors shall be done with the view to obtain the best value for the money spent. The vendor selected shall be responsible bidder who submits the lowest and best bid.

7.04.02. The Purchasing Agent shall present the bids to the Commissioners Court at a meeting at the Commissioners Court.

7.04.03. In the event two (2) responsible bidders submit the lowest and best bid, the Commissioners Court shall decide between the two (2) by drawing lots in a manner prescribed by the County Judge or reject all bids and publish a new notice.

7.04.04. No contract shall be awarded to a bidder who is not the lowest dollar bidder meeting the specifications unless, before the award, each lower bidder is given notice of the proposed award and is given an opportunity to appeal before the Commissioners Court and present evidence concerning the lower bidder's responsibility.

7.04.05. In the event the Alternative Competitive Proposal Procedure or Alternative Multistep Competitive Proposal Procedure are utilized, as provide in Procedure 7.02.06, the lowest responsible bidder selected in accordance therewith may be determined through negotiation with parties submitting proposals.

7.04.06. In the event that information on costs of the repair, maintenance or repurchase of earth-moving, material-handling, road maintenance or construction equipment is requested in a bid notice or specifications, such information can be considered by the Commissioners Court in selecting the most responsible bidder.

7.04.07. In considering the purchase of road construction materials, the location for pickup and delivery, and the cost to the County for hauling or delivering the materials may be considered in selecting the most responsible bidder.

7.04.08. Multiple contracts may be awarded for the purchase of road construction materials if more than one bidder submits the lowest and best bid or a particular type or location of material.

7.05. **Changes in plans and specifications.** When there are changes in plan specifications or proposals after a contract is made or if it becomes necessary to increase or decrease the quantity of items purchased, the Commissioners Court may make those changes; provided, however, the total contract price may not be increased unless the cost of the change can be paid from available funds. If a change order involves an increase or decrease in cost of Fifteen Thousand Dollars ($15,000.00) or less, the Commissioners Court may grant general authority to an employee to approve the change orders; provided, however, that the original contract price may not be increased by more the twenty-five percent (25%) unless the change order is necessary to comply

with a federal or state statute, rule, regulation, or judicial decision enacted, adopted, or rendered after the contract was made. The original contract price may not be decreased by eighteen percent (18%) or more without the consent of the contractor.

VIII. Non-bid Purchases

8.01. **Purchases Under Delegated Authority.** For purchases, the authority for which is delegated under Article V hereof:

8.01.01. An authorized person submits a Form HCPD-01 to Purchasing, together with the invoice for the goods or services acquired. *Note: the completed requisition must be completed and dated prior to the purchase being made, but need only be submitted to Purchasing once the purchase is completed.*

8.01.02. Purchasing checks the Requisition in accordance with Procedure 6.04.01, and forwards it to the County Judge, along with a PO for approval. After the approval of the County Judge, the Requisition and PO are forwarded to the County Auditor payment. It is the Department's responsibility to confirm, in advance, that there is budget authorization and a sufficient unincumbered budget balance to cover the purchase, and to request a budget amendment or line item transfer if necessary.

8.01.03. When an emergency occurs outside of regular office hours, a County official or department head may release a verbal order to the vendor and then complete and submit a Requisition to Purchasing with a written explanation of the emergency.

8.01.04. When a purchase is made under this procedure without proper budget authority, the cost of the purchase shall be the personal responsibility of the highest-level person ordering/approving such purchase within the requesting department.

8.01.05. The Purchasing Department shall periodically review purchases made under this procedure for repetitive, component or sequential purchases are being made in violation of the competitive bidding laws and these Policies.

8.02. **Non-Delegated Purchases Not Exceeding $5,000.00.**

8.02.01. An authorized person shall complete a Form HCPD-01 which shall include the listing of at least three (3) potential suppliers, together with verbal or telephone quotations from such suppliers. Vendors who are located throughout the County and state should be contacted. A record of all quotations (written or taken by telephone) shall be maintained. The list of vendors contacted should be rotated so that over time, all vendors are contacted approximately equally.

8.02.02. The Requisition is processed in the normal manner and submitted to Purchasing.

8.02.03. Purchasing verifies the Requisition, approves same, and, after approval of the County Judge, issues a PO to the most responsible vendor, as determined by the Purchasing Agent. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.

8.02.04. If the Requisition is disapproved for any reason, the Requisition is returned to the user with a written reason for the disapproval.

8.02.05. The Purchasing Agent shall establish policies requiring the random verification of telephone or oral quotations, and may, whenever the Purchasing Agent deems appropriate, solicit additional oral, telephone or written quotations before authorizing a purchase.

8.03. **Purchases Between $5,000.01 and $15,000.00.**

8.03.01. An authorized person shall complete a Form HCPD-01 which shall include the listing of at least three (3) potential suppliers, together with written, firm quotations from such suppliers. Vendors who are located throughout the County and state should be contacted. A record of all quotations shall be maintained. The list of vendors contacted should be rotated so that over time, all vendors are contacted approximately equally.

8.03.02. The Requisition is processed in the normal manner and submitted to Purchasing.

8.03.03. Purchasing verifies the Requisition, approves same, and, after obtaining approval of the County Judge, issues a PO to the most responsible vendor, as determined by the Purchasing Agent. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.

8.03.04. If the Requisition is disapproved for any reason, the Requisition is returned to the user with a written reason for the disapproval.

8.03.05. The Purchasing Agent shall establish policies requiring the random verification of written quotations, and may, whenever the Purchasing Agent deems appropriate, solicit additional written quotations before authorizing a purchase.

8.04. **Information Contained In Quotes.** For all oral or written quotations obtained, the following information must be exchanged between the vendor and the County:

8.04.01. Information related to the prospective vendor should include a description of the item (or items), the quantity required (in standardized units, if applicable), the required delivery date, the last date quotations will be accepted, and the terms and conditions of purchase. The vendor shall be informed that the price quotations are *required* to be honored during the stated period.

8.04.02. Information obtained from the prospective vendor *must* include the name, address and telephone/telecopier numbers of the vendor, the total or unit price, as specified, the date through which the quoted price will be effective, the name of the representative providing the quote, and the specific (i.e... name brand and model number) product offered. For written quotations, this information must be included on the face of the written proposal.

8.05. **Selection of Vendor.** In selecting the most responsible vendor, the Purchasing Agent will consider such matters as price (all other factors being equal, the lowest price should always be taken), relative quality of good or service (if more than one vendor can deliver at an acceptable price, the relative quality should be considered), reliability of vendor (based on actual, documented experience of purchasing agent, not on intuition or rumor), ability to service items purchased, other relevant factors as determined by the Purchasing Agent.

IX. Emergency and Sole Source Purchases, Other Exempt Purchases

9.01. **Emergency Defined, Procedures.**

9.01.01. Emergency (Priority One) purchases are governed by Tex. Loc. Govt. Code § 262.024(a)(1), (2) & (3) and are not utilized at all, except:

a. In the case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the County;

b. To purchase an item necessary to preserve or protect the public health or safety of the residents of the County; or

c. To purchase an item necessary because of unforeseen damage to public property.

9.01.02. The following procedures *must* be followed for Priority One purchases:

a. Qualification. The purchase must qualify as an emergency purchase under the definition in Procedure 9.01.01, or in Tex. Loc. Govt. Code § 262.024.

b. Designation. The designation of *Priority One* indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed, and therefore no competitive bids or quotations are required.

c. Normal Working Hours. All emergency purchases occurring during normal working hours are processed through the Purchasing Department as follows:

i. The using department will notify the purchasing office by telephone immediately, with as much information as

possible about the emergency purchase required, so that the purchasing action can be initiated immediately.

ii. Simultaneously, a purchasing requisition is prepared and hand carried through the normal channels.

iii. The Purchasing Department or using department head contacts as many vendors as are necessary to arrange the emergency purchase. If time permits, the PO is completed in accordance with Procedure 6.04.06. Otherwise, the purchase is completed by telephone, and the PO is completed after the fact and delivered to the vendor.

iv. The buyer requests expedited delivery, and if not available, the using department or Purchasing arranges to pick up the emergency purchase form the vendor.

d. Evenings, Weekends and Holidays. For other than normal working hours, when purchasing support is unavailable, emergency purchases shall be processed as follows:

i. The responsible official of the using department takes whatever steps are necessary to procure needed supplies, services or equipment to relieve the emergency situation. If possible, only those goods or services needed during the evening, weekend or holiday are procured.

ii. On the first working day following the emergency, the responsible official prepares a requisition and hand-carries it to the purchasing office, as described in Procedure 9.01.02(d)(ii), above, attaching the invoices, bills for materials, receipts or other documents related to the purchase.

e. Certification. The official in charge of the using department must certify in writing on the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reasons listed in Procedure 9.01.01.

f. Commissioners Court Approval. If a competitive bid would normally have been required under Article VII hereof to accomplish the purchase, the Commissioners Court must, by order, accept the certification of the official and enter it into the minutes of the Commissioners Court at its next meeting, together with authorization of the exception from the requirements of Article VII.

AI-7249 **12.D.1.**

Lease for WIC Clinic
CC REGULAR

Date: 01/02/2008
Submitted By: Gricelda Villarreal, PURCHASING DEPT.
Submitted For: Gricelda Villarreal
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** WIC

Information

CAPTION

Requesting authority to advertise and approval of specifications and/or requirements for: RFB-"Lease of Office Space in the City of McAllen-South WIC Clinic". (Bid No.: 08-011)

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 7-1292-441-00-350-001-8-441
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance is $159,982.00 as of 12/27/07.

Attachments

Link: WIC Clinic

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	12/27/2007 12:58 PM	APRV
2	Budget & Management		12/27/2007 04:18 PM	PEND
3	Dale Kennan	Dale Kennan	12/27/2007 03:35 PM	APRV
4	Auditor's Office	Linda Fong	12/27/2007 03:39 PM	APRV
5	Court Administrator		12/27/2007 04:18 PM	NEW

Form Started By: Gricelda Villarreal Started On: 12/26/2007 04:09 PM

Final Approval Date: 12/27/2007

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

To: Norma L. Longoria
WIC Program Director
Via Fax: 381-0017

Attn: Margarita Gonzalez
WIC Administrative Assistant

From: Cris Villarreal, Buyer CV.
Hidalgo County Purchasing Dept.

Date: December 20, 2007

Re: Bid No. 08-011 Approval of Specifications for "Lease of Office Space for McAllen WIC Clinic"

Enclosed for your review are the following specifications for the above referenced project so as to start initiating the process to bid out.

The changes were made as previously requested by your department. Please make any final changes, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and return back by Wednesday, December 26, 2007.

If you have any questions, please call me at 318-2626.

APPROVE ☑ DISAPPROVE ☐

FUNDS AVAILABILITY: _____Yes / _____ No / _____ Other (specify)_____

BUDGET ACCOUNT #: _____

Norma Longoria Norma Longoria 12/20/07

AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or 292-7612.

Enclosures

EXHIBIT "A"
HIDALGO COUNTY- WIC PROGRAM
"Lease of Office Space in the City of McAllen-South WIC Clinic"
BID No. 2008-011-00-00CGV

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

Scope of Project: Building must be in good working condition to provide service as follows:

- Said office space shall have the designated rooms or areas for conducting the following functions: reception area, nutrition education, counseling room, issuance of food cards via computers, WIC lab, lactation room, lounge area and two (2) storage rooms.

- Said office space should be at **Location: Mainly the Downtown Area**, [Main Parameters, (North) Business 83 (South) Expressway 83 to (East), 10th Street to (West), Bicentennial Drive] La Paloma vicinity, South City of McAllen, Texas.

- Must provide a minimum of 2,000 square feet to a maximum of 5,000 square feet of available tile floor space to perform WIC services.

- The building will meet all ADA accessability requirements and shall be fully handicap accessible from all parking facilities.

- Bid premises must have handicapped accessible toilet, facilities for both men and women and separate bathroom facilities for employees.

- Must provide 30 parking spaces made available with at least two (2) designated handicap parking spaces, with ramp access available from such spaces to the building.

- Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pick up.

- Lessor will be responsible for electrical, air heat and cooling maintenance, also by keeping entire Building free of mold at all times.

- Building shall be safe from rodents & insects prior to occupancy by the WIC Program staff. Also be responsible and at Lessor's expense for pest control and floor maintenance throughout term of the contract.

- **Any contract awarded to a successful bidder will be in effect until (a) the contract expires (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with sixty (60) day's written notice prior to cancellation.**

EXHIBIT "A"

BID No. 2008-011-00-00CGV Cont.

Requirements:

- Bidder will maintain liability insurance on the building plus insure building for fire, accident and natural disaster, Also, bidder shall maintain liability insurance on the premises, as described and listed in: **Insurance Requirements: See Exhibit "C" attached**.

- The floor plans of the building will be constructed according to the Program Director. If present building needs a renovation; the renovation work will be made by lessor and at lessor's cost.

- An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, (ADA) and 90 days from the date of awarding bid or the award will become void/null.

Terms and Conditions:

- Term of contract shall be for a period of three (3) years with the County's option to renew contract for one (1) additional year under the same terms and conditions as the initial three years period. Lease will have a sixty (60) day cancellation clause.

- Bidder must charge by the square foot for the rental space.

- Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforseen delay in award of new bid for next contract .

- If a new building is to be constructed there should be a completion date of approximately one hundred and twenty (120) days from date bid was awarded. If completion date is not met, bid will become void/null.

- After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

- The complete space will be inspected by WIC Program Director, before lease contract is in place, in order to verify status and kind of business activity within the building.

- The award of the bid will be evident by a written lease agreement in a form acceptable to the County of Hidalgo.

- Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action.

AI-7189 **12.E.1.**

Replacement of Existing Overhead Doors & Related Materials for County Wide Shop

CC REGULAR

Date: 01/02/2008
Submitted By: Oscar Garza, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Buildings & Grounds

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Information

CAPTION

Presentation for discussion, consideration and approval to request proposals from job order contractors and/or construction awarded vendors throught the County's membership/participation with state, cooperative purchasing programs or interlocals to include, but not limited to , the provision of labor and materials and any other accesories for the replacement of existing overhead doors & related materials for the County Wide Shop. Project #08-029 as requested by B&G.

BACKGROUND

Buildings & Grounds requesting existing doors be replaced with new lighter guage metal doors, support brackets, support beams.
Acct. #7-1336-419-40-220-027-0-431 is to be used for the replacement of proposed overhead doors at the County Wide Shop as per Daniel Flores, B&G Director.
Existing fund balance as of 12/19/07 is $46,648.84

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1336-419-40-220-027-0-431
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 12/20/07 is $46,648.84.

Attachments

Link: #08-029 formal request

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/19/2007 04:23 PM	APRV
2	Dale Kennan	Dale Kennan	12/20/2007 10:06 AM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:19 PM	APRV
4	Dina Trevino	Dina Trevino	12/27/2007 12:10 PM	APRV

5	Dale Kennan	Dale Kennan	12/27/2007 03:09 PM	APRV
6	Purchasing Department	Marty Salazar	12/27/2007 04:11 PM	APRV
7	Court Administrator	Monica Badillo	12/27/2007 04:18 PM	APRV

Form Started By: Oscar Garza Started On: 12/19/2007 01:51 PM

Final Approval Date: 12/27/2007

DANIEL FLORES
Director

BUILDING & GROUNDS
County Of Hidalgo

To: Oscar Garza, Buyer
Purchasing Department

From: Daniel Flores, Director
Buildings and Grounds Department

Re: Pending Project

Date: December 14, 2007

Please be informed the following project is being sent to you to be placed on the agenda for bids to present: for discussion, consideration, acceptance and approval to request proposal and assessment from area job order contractors through the County's membership / participation with purchasing cooperatives; to include but not limited to the provision of labor and materials and any other appurtenances for the removal of the existing shop doors and replace with new lighter gauge metal doors, support brackets, support beams and miscellaneous materials.

The account number to be used for this project: 7-1336-419-40-220-027-0-431

Thank you for your prompt cooperation with this matter, if in need of additional information please contact me at direct ext. (956)289-7855.

cc:
Marty Salazar, Purchasing
Valde Guerra, Budget & Management

County Wide Shop

3100 S. Bus. 281 ★ Edinburg, Texas 78539 ★ (956) 289-7850 ★ Fax (956) 318-2648

AI-6872 **12.F.1.**

Standing Item

CC REGULAR

Date: 01/02/2008
Submitted By: Nielda Cavazos, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Co. Wide

Information

CAPTION

HIDALGO COUNTY RE: REAL ESTATE ACQUISITIONS
Requesting authority to obtain and approval of (when applicable), including, but not limited to, the following items necessary in anticipation of real property/estate acquisition(s): fair market value appraisals, inspections, surveys, all phases-environmental assessments, title reports or title policies services, commercial contracts (improved property) or option contracts with authority for County Auditor to issue required earnest money payment(s) or option payment(s) and County Judge or Presiding Officer to execute necessary/required document(s).

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department (Originator)	Marty Salazar	12/04/2007 03:57 PM	APRV
2	Budget & Management	Damaris San Miguel	12/06/2007 01:58 PM	APRV
3	Dale Kennan	Dale Kennan	12/06/2007 02:18 PM	APRV
4	Auditor's Office	Arcilia Duran	12/06/2007 03:18 PM	APRV
5	Court Administrator	Monica Badillo	12/06/2007 04:24 PM	APRV
Form Started By: Nielda Cavazos			Started On: 12/04/2007 02:40 PM	
Final Approval Date: 12/06/2007				

AI-7173 **12.G.1.**

Service & Maintenance to Adult Detention Facility Electronics System

CC REGULAR

Date: 01/02/2008
Submitted By: Roli Flores, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Area: Purchasing Department **Purchasing only:** Sheriff's Office

Information

CAPTION

Requesting authority to advertise and approval of draft specifications as attached hereto for "Service & Maintenance to Adult Detention Facility Electronics System" project.(Bid No. 2008-027)

BACKGROUND

Draft Specifications
Recommendation by department to rebid

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-423-21-280-002-0-431
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available account balance as of 12/27/07 $ 8,724.54.
Services will be requested on an "As Needed Basis"

Attachments

Link: back up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department		12/27/2007 01:46 PM	PEND
2	Budget & Management	Dina Trevino	12/19/2007 08:47 AM	APRV
3	Erika Reyna	Erika Reyna	12/19/2007 10:45 AM	APRV
4	Auditor's Office	Linda Fong	12/26/2007 05:25 PM	APRV
5	Dina Trevino	Dina Trevino	12/27/2007 12:08 PM	APRV
6	Erika Reyna	Erika Reyna	12/27/2007 01:19 PM	APRV
7	Court Administrator	Monica Badillo	12/27/2007 01:46 PM	APRV

Form Started By: Roli Flores Started On: 12/18/2007 10:16 AM

Final Approval Date: 12/27/2007

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Honorable Guadalupe Trevino, Sheriff
c/o **Anacleto Martinez, Chief Deputy**
Hidalgo County Sheriff's Department
Via E-mail amartinez@hidalgoso.org
Via Fax (956) 393-6179

FROM: Leticia Saenz, CPPB, Contracts Manager
Hidalgo County Purchasing Department

DATE: December 12, 2007

RE: ***NOTICE OF INTENT TO EXTEND VARIOUS CONTRACTS FOR HIDALGO COUNTY SHERIFF'S OFFICE***

Chief Martinez, please be advised that I have placed the following contracts for approval of extensions on the next Commissioner's Court meeting of Tuesday, December 18, 2007 as follows:

Contract Nos.	Awarded Vendors	Title of Project	Current Contract Expiration Date	Extension Options Commencement/Expiration
C-06-389-12-05	DIVERSITECH INTEGRATED SYSTEMS INC. Rebid	Service & Maintenance to the Adult Detention Electronic System	01/01/2007 -12/31/2007	Exercising the 1st Year of the addt'l three (3)one (1) year term extension 01/01/08-12/31/08
C-05-303-11-14	SOUTH TEXAS MOBILE X-RAY OK	Mobile X-Ray Services	01/01/2007-12/31/2007	Exercising the addt'l one (1) year term extension 01/01/08-12/31/08
E-05-451-12-12	SOUTH TEXAS COMMUNICATIONS, INC. OK	Repairs, Installation and Removal of Communication & Radio Tower Misc. Equipment	01/01/2007-12/31/2007	Exercising the 2nd Year of the addt'l two (2)one (1) year term extension 01/01/08-12/31/08

Therefore, we hereby request that your department respond if you wish to continue to extend/renew these services or proceed with rebidding for said services.

Provided under the current contracts, Hidalgo County Commissioners' Court has the option to exercise the additional one (1) year term as specified under the same rates, terms, and conditions for the above mentioned contracts.

Please acknowledge receipt and approval to exercise this **"option"** for the contracts specified by signing below & returning to the Purchasing Department via facsimile to (956) 318-2629 or via e-mail to lettysaenz@yahoo.com by no later than **3:00 p.m. on Wednesday, December 12, 2007** in order to proceed with the placement of approval on the next Commissioner's Court Agenda.

YES ✓ I do wish to obtain the one (1) year period extension.
NO ___ I do not wish to obtain the one (1) year period extension.

If answer is no, please explain: Plse Re-bid Contract C-06-389-12-05 Extend C-05-303-11-14, E-05-451-12-12

Hidalgo County Sheriff's Office
Authorized Signature: _____ **Date:** 12-12-07

Thank you for your prompt attention and cooperation to this important matter. Should you require further assistance, please do not hesitate to contact me at (956) 292-7000 x-4861.

xc: Juan Tapia, Procurement Specialist Via e-mail juan.tapia@hidalgoso.org
File

HIDALGO COUNTY SHERIFF'S OFFICE
"SERVICE AND MAINTENANCE TO THE ADULT DETENTION ELECTRONICS SYSTEM"
RFB NO:00-000-00-00-ROL

DRAFT SPECIFICATIONS

Project Overview:

The Hidalgo County Sheriff's Office is seeking to contract with a qualified bidder to conduct "SERVICE AND MAINTENANCE TO THE ADULT DETENTION ELECTRONICS SYSTEM" on an "As Needed Basis" including, but not limited to, the following:

Requirements & Qualifications, Terms & Conditions

1. ALL COSTS AND EXPENSES ASSOCIATED WITH THE PREPARATION AND SUBMISSION OF (BIDS, PROPOSALS AND/OR QUOTES) SHALL BE THE RESPONSIBILITY OF THE BIDDER AND NO REIMBURSEMENTS FOR SUCH CHARGES OR EXPENSES SHALL BE PASSED ONTO HIDALGO COUNTY.

2. HIDALGO COUNTY MAY UTILIZE STATE AWARDED CONTRACTS AND/OR COOPERATIVE PURCHASING PROGRAMS WHENEVER IT IS IN THE COUNTY'S BEST INTEREST TO DO SO.

3. VENDOR SHALL HAVE BEEN IN BUSINESS (IN THIS FIELD) FOR A MINIMUM OF THREE (3) YEARS.

4. A LIST OF A MINIMUM OF THREE (3) CURRENT REFERENCES/CONTRACTS FOR ANY STATE, LOCAL POLITICAL SUBDIVISION, PRIVATE SECTOR OR ANY OTHER LAW ENFORCEMENT AGENCY MUST BE SUBMITTED WITH YOUR BID. INFORMATION SHOULD INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

   A). COMPANY
   B). CONTACT PERSON
   C). PHONE NUMBER
   D). WORK PREFORMED
   E).CONTRACT TERM

DRAFT

5. VENDOR SUBMITTING BID WILL USE ONLY AUTHORIZED SERVICE TECHNICIANS ON THE BELOW LISTED ITEMS MANUFACTURED THROUGH MONTGOMERY TECHNOLOGY INCORPORATED HARDWARE AND SOFTWARE:
   A. SYSTEM INTERFACE CONTROL PANEL BOARDS
   B. TOUCH SCREEN MONITOR SYSTEMS
   C. OPENING AND/OR CLOSING JAIL DOOR LOCKING SYSTEMS
   D. CAMERAS AND INTERCOM SYSTEMSE. PROGRAMABLE LOGIC CONTROLLERS

6. VENDORS SUBMITTING BID MUST WARRANTY ALL WORK PERFORMED.

7. **VENDOR MUST BE ABLE TO RESOPOND WITHIN A MINIMUM TIME OF SEVENTY-TWO (72) HOURS FOR ONSITE REPAIRS. VENDOR MUST BE ABLE TO RESPOND FOR TROUBLESHOOTING WITHIN 8 TO 10 HOURS.**

8. VENDOR MUST SUBMIT AND MAINTAIN ALL PROPER INSURANCES FOR THE DURATION OF CONTRACT TERM (REFER TO EXHIBIT C).

9. ALL PRICES FOR INSPECTIONS, REPAIRS AND MAINTENANCE SHALL INCLUDE CONSIDERATION FOR HOURLY RATE PLUS PERCENTAGE MARK UP (IF APPLICABLE).

10. ALL BILLING INVOICES WILL BE ITEMIZED (PARTS, LABOR, ETC....)

11. THE TERM OF THE CONTRACT WILL BE FOR ONE (1) YEAR WITH THE COUNTY'S OPTION TO EXTEND FOR THREE (3) ADDITIONAL ONE (1) YEAR TERMS UNDER THE SAME RATES, TERMS AND CONDITIONS.

12. HIDALGO COUNTY RESERVES THE RIGHT TO CONTINUE THIS BID FOR AN ADDITIONAL SIXTY (60) DAY GRACE PERIOD AT THE END OF THE CONTRACT TERM FOR UNFORSEEN DELAY IN AWARD OF NEW BID FOR NEXT CONTRACT TERM.

13. AWARD OF BID: HIDALGO COUNTY RESERVES THE RIGHT TO: A. SEPARATE AND ACCEPT, OR ELIMINATE ANY ITEMS(S) LISTED UNDER THIS BID THAT IT DEEMS NECESSARY TO ACCOMMODATE BUDGETARY AND/OR OPERATIONAL REQUIREMENTS; B. REJECT ANY OR ALL BIDS SUBMITTED AND FURTHER RESERVES THE RIGHT TO DESIGN THE EVALUATION CRITERIA TO BE USED IN SELECTING THE LOWEST SELECTING THE LOWEST AND BEST BID FOR APPROVAL; AND C. AWARD THE BID TO ONE BIDDER OR TO MULTIPLE BIDDERS IF TH COUNTY DETERMINES IT IS IN THE BEST INTEREST TO DO SO.

ADDITIONAL INFORMATION

HIDALGO COUNTY IS REQUESTING THAT ANY AND ALL QUESTIONS, INQUIRIES, AND CLARIFICATIONS REGARDING QUOTES, BIDS, PROPOSALS, OR STATEMENTS OF QUALIFICATIONS BE ADDRESSED TO, MARTHA L. SALAZAR, CPPB, PURCHASING AGENT, 100 E. CANO ST., 4th FLOOR, EDINBURG, TEXAS 78539 **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, MONTH DATE YEAR, 5:00 P.M. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICATIONS VIA FACSIMILE BY NO LATER THAN, **MONTH DATE YEAR, 5:00 P.M.**..

DRAFT

EXHIBIT "B"

HIDALGO COUNTY SHERIFF'S OFFICE
"SERVICE AND MAINTENANCE TO THE ADULT DETENTION ELECTRONICS SYSTEM"
RFB NO: 07-000-00-00-ROL

BID PAGE

Repairs should be for an hourly / time repair rate with mark up rate for parts. Any and all additional fees should be included in bid price **(Reference to Exhibit "A" Specifications)**.

HOURLY RATES:

A. Normal Business Hours _____ A.M. to _____ P.M. **(please fill in time)**

1. Technician $_____ Per Hour

B. After Hours, Weekends & Holidays _____A.M. to _____ P.M. **(please fill in time)**

1. Technician _____ per Hour

C. Mark Up (%) Rate for Parts:

D. TOUBLE SHOOTING (PHONE) FEE PER HOUR $

PLEASE SPECIFY WHAT TIME FEE STARTS FOR TECHNICIAN:

PLEASE STATE ALL WARRANTIES:

VENDOR / COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

DRAFT

PHONE NUMBER:

CELLULAR & PAGER NUMBERS:

FAX NUMBER:

AUTHORIZED SIGNATURE:
PRINTED NAME:

TITLE:

DATE:

AI-7265 **13.A.**

termination of contract w/Data Rx
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Submitted For: Steve Crain
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

UPL:
Discussion and possible action on termination of Contract with Data Rx

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/27/2007 05:41 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 09:29 AM	APRV
2	Erika Reyna	Erika Reyna	12/28/2007 10:08 AM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/27/2007 05:41 PM

AI-7186 **13.B.**

MOST Funding Agreement
CC REGULAR

Date: 01/02/2008
Submitted By: Erika Reyna, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Historical Museum:
Discussion, consideration and action on approval of Annual Funding Agreement between County of Hidalgo and the Museum of South Texas History for 2008.

BACKGROUND

Funds budgeted for 2008- $ 360,000.00

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-451-32-115-034-0-843
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

2008 proposed budget of $360,000.00.

Attachments

Link: Agreement

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/19/2007 02:44 PM	APRV
2	Dale Kennan	Dale Kennan	12/20/2007 09:52 AM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:33 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:46 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 12:21 PM	APRV

Form Started By: Erika Reyna Started On: 12/19/2007 11:57 AM

Final Approval Date: 12/27/2007

STATE OF TEXAS §
§
COUNTY OF TEXAS §

MUSEUM FUNDING AGREEMENT

This Museum Funding Agreement (the ”Agreement”) is made and entered into on this the _____, 2008, by and between the County of Hidalgo, Texas, a political subdivision of the State of Texas hereinafter referred to as the “County” and the Museum of South Texas History, a Texas non-profit corporation hereinafter referred to as the “Museum”.

W I T N E S S E T H:

WHEREAS, County is authorized to operate and maintain parks, playgrounds and historical museums, pursuant to Tex. Loc. Gov. Code 331.001, et seq., and may, in connection with the authority to establish museums, acquire and display collections, books, paintings, sculptures, coins and other objects of historical significance to the County; and

WHEREAS, as consideration for the Museum to provide the services of a County historical museum located in Edinburg, Hidalgo County, Texas which is open to the public, County desires to provide financial support to the Museum; and

WHEREAS, County desires to assist Museum by providing funding for use by the Museum in operating its facilities during the calendar year 2008.

NOW THEREFORE, for and in consideration of the mutual covenants, conditions and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Museum agree as follows:

1. **Obligation of Museum.** During the period of this Agreement, Museum agrees to provide a historical Museum for all persons in Hidalgo County. The Museum will be open to the public on a regular basis on days and at times that are reasonably set by the Board of Trustees of the Museum. Museum agrees to display collections, historical books, paintings, sculptures, coins and other objects or collections of historical significance to the public at the Museum site and agrees to continue to acquire such items, objects and collections of historical significance. In addition, Museum agrees to use the funds provided by County pursuant to this Agreement to operate a historical museum for the purposes of acquiring, constructing, maintaining, and displaying to the public permanent exhibits of historical significance to the County.

2. **Museum Programs.** Museum also agrees to periodically conduct programs related to significant areas of interest in the history of Hidalgo County, Texas during the period of this Agreement.

3. **Consideration.** As consideration for the above and foregoing services that are provided for and on behalf of County, County agrees to pay Museum the sum of Three Hundred Sixty Thousand and 00/100ths Dollars ($360,000.00), payable in twelve (12) equal monthly installments, beginning January 1, 2008 and ending December 31, 2008.

4. **Term.** The period of this Agreement will be for one (1) year, commencing on January 1, 2008 and ending December 31, 2008.

5. **Liability for Museum Operation.** Museum assumes full responsibility and liability for conducting the programs and for any damage to the historical building site, the adjacent improvements occupied by Museum, or any of the personal property located upon the premises, including, but not limited to, all collections and items of historical significance, which may occur as a result of the public's use of the Museum.

6. **Indemnity.** Museum assumes and agrees to hold County harmless from any liability connected with any injury, death or damage to any person or property which may arise from or occur in connection with the maintenance, operation and use of the historic Museum site and any of the adjacent buildings utilized by Museum to perform the services provided by it, pursuant to sections 1 and 2 above. Museum will indemnify and hold County harmless from any and all damage arising from any injury, death or damage which may arise from an injury, death or damage to any person or item of property which occurs as a result of Museum's operation and use of the Museum's property that is utilized to perform and present the services set forth in sections 1 and 2 above. Museum agrees to purchase liability insurance to fully protect it and County from any such injury or damages in at least the amount prescribed by the Texas Tort Claims Act, Tex. Civ. Prac. and Rem. Code §101.001 et seq., as now existing or hereinafter amended, replaced or recorded.

7. **No Restriction on County.** No provision of this Agreement will restrict or deprive County of any powers or other lawful authority which it may presently posses with regard to the establishment or maintenance of other museum or the collection of any items related to the history of Hidalgo County or the South Texas area.

8. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between and provision of their Agreement and any present or future law, ordinance, or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

9. **No Waiver.** No waiver by any party hereto of any breach of any provision of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

10. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the County and Museum, and not otherwise.

11. **TEXAS LAW TO APPLY.** THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN HIDALGO COUNTY, TEXAS. THE PARTIES HEREBY CONSENT TO PERSONAL JURISDICTION IN HIDALGO COUNTY, TEXAS.

12. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County: Hidalgo County, Texas
Attention: County Judge
P.O. Box 1356
Edinburg, Texas 78540-1356

If to Museum : Museum of South Texas History
Attention: Executive Director
121 E. McIntyre
Edinburg, Texas 78541

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

13. **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

14. **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

15. **Assignment.** This Agreement shall not be assignable.

16. **Headings.** The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

17. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

18. **Authority to Execute.** The execution and performance of this Agreement by District and County have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of the Museum and County in accordance with its terms.

19. **Commitment of Current Revenues Only.** In the event that during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties hereto agrees, however, to use its best efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903.

20. **Record Keeping and Audit.** Museum agrees to maintain records and reports as are necessary to establish the use of County funds under this Agreement for the purposes outlined in section 1 of this Agreement, and agrees to make those records and reports available to the County, and other local, state or federal agency or authority that may exercise jurisdiction over County funds. In addition, Museum agrees to comply with the reasonable requirements and standards of the Hidalgo County Auditor with respect to accounting for and reporting funds provided by County. Funds provided to Museum hereunder must be used in an activity that meets one of the objectives listed in Tex. Loc. Govt. Code §318.011 and 331.001, et. seq.

WITNESS THE HANDS OF THE PARTIES and effective as of the day and year first written above.

COUNTY OF HIDALGO, TEXAS

_____
J. D. Salinas, III County Judge

ATTEST:

Arturo Guajardo, County Clerk

Museum of South Texas History

By:_____
Barbara Guerra, Chairman, Board of Trustees

ATTEST:

Secretary

APPROVED AS TO FORM:

ATLAS & HALL, L.L.P.

BY:
Stephen L. Crain

AI-7178 **13.C.**

Settlement Check - Elections
CC REGULAR

Date: 01/02/2008
Submitted By: Aida Alvarez, SAFETY DIVISION
Submitted For: Roy Quintanilha
Department: SAFETY DIVISION
Agenda Area: Budget and Management

Information

CAPTION

Safety Division:
1. Requesting approval to accept settlement check from Fred Loya Insurance Agency in the amount of $2,724.88 for an auto accident with County vehicle. (Elections Dept.)

2. Requesting approval to accept settlement check from Allstate Insurance Agency in the amount of $288.50 for an auto accident with County vehicle. (Health Dept.)

BACKGROUND

Date of Accident 04/25/07 (Elections Dept.)
Date of Accident 10/15/07 (Health Dept.)

Acct #: 7-1100-360-00-000-005-0-000

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-360-00-000-005-0-000
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Settlement in the amount of $2,724.88 & $288.50 respectively.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/19/2007 10:07 AM	APRV
2	Manuel Chapa	Manuel Chapa	12/19/2007 03:21 PM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:29 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:32 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 12:21 PM	APRV

Form Started By: Aida Alvarez — Started On: 12/19/2007 09:29 AM

Final Approval Date: 12/27/2007

AI-7222 **13.D.**

Certification of Claims paid by Tristar Risk Management
CC REGULAR

Date: 01/02/2008
Submitted By: Flora Vazquez, WORKERS' COMPENSATION
Department: WORKERS' COMPENSATION
Agenda Area: Budget and Management

Information

CAPTION

Fund - 2202 Workers' Compensation Self-Insured
Requesting approval of reimbursement to the Hidalgo County Workers' Compensation Claims paying account for claims paid by Tristar Risk Management in the amount of $ 62,946.79 for the period of 12/01-15/2007 and requesting approval of wire transfer.

BACKGROUND

Fiscal Impact

Attachments

Link: Certification of WC paid by Tristar

Link: Invoice & Breakdown by Organization

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/21/2007 11:27 AM	APRV
2	Manuel Chapa		12/27/2007 12:22 PM	PEND
3	Auditor's Office	Linda Fong	12/26/2007 05:36 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:48 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 12:22 PM	APRV

Form Started By: Flora Vazquez — Started On: 12/21/2007 10:58 AM

Final Approval Date: 12/27/2007

HIDALGO COUNTY BUDGET OFFICE/WORKERS' COMPENSATION DIVISION
CERTIFICATION OF WORKERS' COMP. CLAIMS PAID BY TRISTAR RISK MANAGEMENT
FOR THE PERIOD OF: **December 01- 15, 2007.**

Hidalgo County's Self-Funded Workers' Compensation, Third Party Administrator (TPA) TRISTAR RISK MANAGEMENT, has submitted to my office a request to reimburse the County's CLAIMS PAYING ACCOUNT in the amount of **$ 62,946.79.**

TRISTAR is certifying to my office that it has paid Workers' Compensation Claims (Check **# 318673-318898**) on behalf of injured employees from **12/01/2007** to **12/15/2007** :

1).	Hidalgo County	$ 51,334.20
2).	Hidalgo County Headstart Program	$ 11,612.59
3).	Community Service Agency	$ 00.00
4).	Hidalgo County Urban County Program	$ 00.00
5).	Drainage District #1	$ 00.00

Total Reimbursement Requested by TRISTAR RISK MANAGEMENT $ 62,946.79

Budget Office/Workers' Comp. Division is requesting approval of this payment on the Commissioners' Court Agenda of January 2 , 2007

Initial amount advanced by Commissioner's Court to TRISTAR RISK MANAGEMENT to pay claims: $ < 270,000.00 >

Balance left in the Hidalgo County Workers' Compensation Fund at Mellon Bank in California. (estimate) $ 207,053.21

I hereby approve this reimbursement and certify that I and/or my staff have reviewed each claim included on the attached check register to ensure that:

- All the claimants are in fact employees of Hidalgo County, Drainage District No. 1, Hidalgo County Headstart Program, Community Service Agency, or Hidalgo County Urban Program.
- All fees to vendors are appropriate for the type of service provided.
- All fees paid to Hidalgo County for salary continuation were in fact received by Hidalgo County, and have been received by my department and deposited with the Hidalgo County Treasurer's Office and credited to the corresponding salary account. I have forwarded a copy of the Treasurer's receipts for each check shown as issued to Hidalgo County.
- All types of expenditures reflected on this claim report are appropriate for the Hidalgo County Workers' Compensation Fund (Escrow Fund).
- The Office of the County Auditor will receive a copy of the monthly bank statement for the Hidalgo County Workers' Compensation Bank Account (held at Mellon Bank in California) no later than the 10th day of the following month.

_____ _____

Commissioner's Court Approval Date

Custom Payment Total

Hidalgo WC Losses Paid 12/1/07 to 12/15/07

Processed	Check Date	Chk/Vchr #	Claim Number	Claimant	Incident	Transaction Type	Payee	Dates of Service	Method	Amount
Alternate Organization 1 : Headstart										
				Alternate Organization 1 Total:	118					11,612.59
Alternate Organization 1 : Hidalgo County										
				Alternate Organization 1 Total:	398					51,334.20
				Grand Total:	516					62,946.79

DEC. 18. 2007 5:08PM TRISTAR
NO. 5540 P. 3/17

2007 DEC 19 PM 7 53
HIDALGO COUNTY
WORKERS' COMP.

AI-7013 **13.E.**

Reclassifications and Salary Adjustments
CC REGULAR

Date: 01/02/2008
Submitted By: Stephanie Palacios, DISTRICT CLERK
Submitted For: Laura Hinojosa
Department: DISTRICT CLERK
Agenda Area: Budget and Management

Information

CAPTION

District Clerk:
1. Discussion, consideration and approval of position reclassifications and salary adjustments to the following, effective 01/07/2008.

Slot No.	Current Title	Proposed Title	Current Budgeted Salary	Proposed Budgeted Salary
Reclassifications				
090-001-0035 (Filled)	Asst. Deputy Clerk	Deputy Clerk	N/A	N/A
Salary Adjustments				
090-001-0007 (Vacant)	Deputy Clerk/Account.	N/A	$35,394.00	$43,729.00 (Increase)
090-001-0008 (Filled)	Deputy Clerk	N/A	$33,628.00	$27,793.00 (Decrease)
090-001-0046 (Filled)	Collection Specialist	N/A	$27,040.00	$24,540.00 (Decrease)

2. Approval of revised salary schedule.

BACKGROUND

No budgetary impact.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1100-412-00-090-001-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No budgetary impact. Increase for slot 090-001-0007 to be covered from salary decrease in slots 090-001-0008 and -0046.

Attachments

Link: Deputy Clerk-Job Description

Link: Deputy Clerk Acct.-Job Description

Link: Collection Specialists-Job Description

Link: Revised Salary Schedule (2008)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Stephanie Palacios	12/11/2007 03:52 PM	CREATED
1	Budget & Management	Dina Trevino	12/12/2007 03:29 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	12/27/2007 06:47 PM	APRV
3	Dina Trevino	Dina Trevino	12/28/2007 03:21 PM	APRV
4	Dale Kennan	Dale Kennan	12/28/2007 03:55 PM	APRV
5	Human Resources			NEW
6	Auditor's Office			
7	Purchasing Department			
8	Court Administrator			
Form Started By: Stephanie Palacios			Started On: 12/11/2007 03:52 PM	

HIDALGO COUNTY
DISTRICT CLERK'S OFFICE

Job Title: Deputy Clerk **FLSA Status: Non-Exempt**

Dept. Code: 090-001 **Civil Service Status: Exempt**

SECTION I – JOB DESCRIPTION

SUMMARY:

Performs a variety of complex support tasks to include: processing a variety documents; drafting and maintaining routine correspondence; resolving questions and problems; providing information and customer service to the public; researching files and records; and assisting in the training of support staff; Works within a well-defined framework of policies and procedures, under general supervision, performing other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares and types a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence.
- Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decrees of the court.
- Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit minutes in proper minute volumes; quote court costs if needed
- Processes court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports.
- Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed.
- May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches and issues service of process on said orders; may process and maintain docket.
- Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties.
- Answers phones and provides service to general public and attorneys in a courteous manner.
- Ability to work well with others and assist in the training of support staff.
- Regular attendance is a must.
- Performs related duties as required.

SECTION II – JOB REQUIREMENTS

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) plus three (3) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic legal terminology.
- Ability to perform basic mathematical calculations in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits.
- Ability to understand and apply appropriate statutes and codes, instructions, safety rules and other policies and procedures.
- Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy, both verbally and in writing.
- Ability to operate a computer, typewriter and other basic office equipment.
- Ability to accurately enter data.
- Ability to establish and maintain effective working relationships with co-workers, county employees, attorneys, other outside organizations, and the general public.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Bilingual is preferred.

SPECIAL REQUIRMENTS:

- Acts in the name of the District Clerk and shall perform all official acts as may be lawfully done and performed by such Clerk in person, pursuant to Sec. 51.303 of the government code.
- Must be bondable.
- Must secure and maintain a favorable background investigation by the District Clerk.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is often required to lift/carry twenty (25) lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard, typewriter and basic office equipment. Individual is subject to sitting, standing, reaching, handling and twisting to perform essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SECTION III – JOB DIMENSIONS

CONTACTS:

Utilizes tact and diplomacy when answering questions and providing general procedural information for attorneys, outside organizations and the general public. Provides information such as case status and proper filing procedures.

External Contacts: Frequent contact with attorneys and the general public. Occasional contact with outside organizations. Communication is primarily face-to-face and via telephone.

Internal Contacts: Constant contact with co-workers. Frequent contact with other County employees, Division and Section Heads. Communication is primarily face-to-face and via telephone.

RESPONSIBILITY:

Contributing supervisory responsibility for work assignments and training for the work unit. Job has impact on work unit operations and public image.

Primary responsibility for the proper operation of assigned personal computer, typewriter and basic office equipment. Focus on accountability and confidentiality.

DIFFICULTY:
Judgment is required to ensure various reports and transactions are accurate; uses discretion to complete work assignments. Must be able to quickly asses and troubleshoot in the decision making process to resolve complex situations. Decisions are made regarding group work scheduling and individual work priorities. Focus on sound judgment, initiative and decision making.

GUIDANCE:
Employee receives general supervision when performing the essential functions. Well defined procedures are used when completing work assignments.

WORK ENVIRONMENT:
Working conditions are primarily those inside an office environment. The noise level in the office is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations.

Deputy Clerk/Accountant
Hidalgo County District Clerk's Office
Salary: $45,000

SECTION I – JOB DESCRIPTION

SUMMARY: The overall purpose and general responsibilities of the job.

Directly responsible for overseeing the audit of financial records, accounting controls and operations in accordance with the law or other applicable sections of the Local Government Code that may be deemed necessary for the speedy and proper collecting, checking and accounting of revenues and other funds and fees. This includes the balancing and reconciliation of all district clerk funds as required; maintaining accurate records of all cash bonds, trust accounts and accurate schedule of statutory fees; preparing financial statements and reports for the department, local, state and federal agencies. Exercises judgment regarding accounting procedures and performs other general auditing related functions as required.

ESSENTIAL FUNCTIONS: The fundamental duties and tasks which define the job.

- Assists Accountant I in overseeing the deputy and assistant clerks who perform daily bookkeeping, cashier and costing functions for the district clerk's office.
- Answers inquiries and resolves matters pertaining to department activities; handles difficult or unusual questions relating to departmental accounting procedures.
- Verifies all fee, trust and child support reports for accuracy.
- Relates to the accounting system and communicates departmental policies and procedures to coworkers, subordinates and others, insuring that they are carried out in an efficient manner.
- Maintains current knowledge of statutes and Commissioner's Court policies affecting the department. Oversees the manual and computerized filing system for financial records for the department.
- Assists in the reconciliation of bank statements with account records for multiple accounts, prepares regular and special reports relating to departmental accounting functions.
- Assists Accountant I in preparing and typing correspondence, receipts and financial statistical reports and budget transfers. Assists with trust investments, makes deposits and disbursements, posts interest, secures signatures and issues checks on special accounts; secures important documents, checks and pertinent information as required.
- Ability to work well with others.
- Regular attendance is a must.
- Performs such other duties as may be assigned.

SECTION II – JOB REQUIREMENTS

EDUCATION AND EXPERIENCE: Minimum requirements for formal education and job related experience.

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Business Administration or closely related field and five years experience in an office setting; or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES: Utilized in the performance of the Essential Functions of the job.

- Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
- Ability to settle billing disputes, answer court costs questions.
- Ability to collect non-sufficient fund checks.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees of department. Must be able to interpret reports, bank statements, and prepare monthly reports to various governmental agencies.
- Ability to analyze and interpret state statutes and the law when assessing accounting policies and procedures.
- Employee may be assigned other duties in addition to those listed; duties may change according t the changing needs of the office.

SECTION III – JOB DIMENSIONS

RESPONSIBILITY: Supervision given, accountability, safety, and confidentiality.

Shared supervisory responsibility for discipline, counseling, work assignments and training for the department. Job has major impact on departmental operations. Job responsibilities include contact handling of confidential information/documents such as office accounts information.

DIFFICULTY: Judgment, initiative and decision-making

Independent judgment is required to conduct accounting controls and operations, accurately document outcome results and present facts. Moderate judgment is required to develop and communicate information designed to staff, administration and others as required. Uses broad discretion to achieve work goals. Initiative is constantly required to achieve work goals. Decisions are made regarding policy development and interpretation, project planning, group work scheduling, and individual work priorities.

GUIDANCE: Supervision received and level of independence.

Employee receives general direction when performing the essential functions. Employee selects appropriate procedures required to complete work assignments.

WORKING CONDITIONS: Working environment and other conditions of employment.

Working conditions are primarily in an office environment.

PHYSICAL DEMANDS: The physical requirements associated with performance of the Essential Functions.

Physical requirements include lifting/carrying 5-10 lbs. frequently and 10-40 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting, standing, walking, reaching, handling and twisting to perform the essential functions.

SPECIAL REQUIREMENTS: Special licenses and other requirements necessary to obtain or retain the position.

Must be bondable; must secure and maintain a favorable background investigation by the District Clerk. Must have a valid driver's license. May be required to work more than 40 hours during the workweek.

WORK LOCATION: Hidalgo County Courthouse – District Clerk's Office
WORK HOURS: 40 hours per week (as scheduled)

HIDALGO COUNTY
DISTRICT CLERK'S OFFICE

Collections Specialist

SUMMARY:
Primary responsibilities include following procedures established by the collections department which include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. Specialists may be asked to perform all tasks needed to assist defendants, attorneys, and or staff in their cases/filings that are handled in the District Clerk's Office. Collections specialist receives detailed instruction by department as needed and work under general supervision. Most procedures are pre-established and on the job training is provided. New procedures and/or changes will be set by the District Clerk as needed. Work performance is periodically evaluated by Supervisors. All Collections Specialists are subject to assignment to any District Clerk Departments including: Criminal, Civil, Collections, Special Registry, Accounting, or Child Support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in daily operations of Collections Department
- Assists with implementation of departmental policy and procedures]
- Compiles status and progress reports
- Interview defendants and underwrites payment agreements
- Date processing entry

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential function duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

- High School diploma or General Education Degree (GED)
- College degree preferred, but not required

OTHER SKILLS AND ABILITIES:

- Knowledge of personal computers, office practices and procedures
- Ability to meet and deal effectively with the public
- Ability to operate standard office equipment and type forty (40) words per minute
- Must possess good communication skills
- Flexibility to be cross-trained in various departments
- Strong organizational skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations ma be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is required to stand, sit, and use his/her hands. The employee may be required to handle or feel objects, tools, or hands and arms, climb or balance stoop or kneel.

The employee must occasionally lift and/or move up to thirty-five (35) pounds. Specific vision abilities required by this job include close vision and the ability to focus and read standard font characters.

WORK ENVIROMENT:
The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:
Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended period's time.
- Operating assigned equipment.

Maintain mental capacity which permits:

- Making sounds decisions and using good judgment.
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- Working closely with others.
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.
- Operating assigned equipment
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:
Required to follow all departments' safety regulations.

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-412-00-090-001-0
DIST CLERK

AI- 7013

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	DISTRICT CLERK	$74,012.00	$0.00	$0.00	0.04	$2,960.00	$0.00	$76,972.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$0.00
0002	113	CHIEF DEPUTY	$59,663.00	$0.00	$0.00	0.04	$2,387.00	$0.00	$62,050.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	APPEALS CLERK/ADMIN ASSISTANT	$50,000.00	$0.00	$0.00	0.04	$2,000.00	$0.00	$52,000.00	$0.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	ASST CHIEF DEPUTY/AUDITOR	$50,000.00	$0.00	$0.00	0.04	$2,000.00	$0.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	ADMIN ASSISTANT	$46,000.00	$0.00	$0.00	0.04	$1,840.00	$0.00	$47,840.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	DEPUTY CLERK/ACCOUNTANT	$42,000.00	$0.00	$0.00	0.04	$1,680.00	$0.00	$43,680.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
								s/b $8,335.00	s/b $43,729.00							
0007	**113**	**DEPUTY CLERK/ ACCOUNTANT**	**$34,033.00**	**$0.00**	**$0.00**	**0.04**	**$1,361.00**	~~$0.00~~	~~$35,394.00~~	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$0.00
								s/b ($5,835.00)	s/b $27,793.00							
0008	**113**	**DEPUTY CLERK**	**$32,335.00**	**$0.00**	**$0.00**	**0.04**	**$1,293.00**	~~$0.00~~	~~$33,628.00~~	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$0.00
0009	113	DEPUTY CLERK	$30,482.00	$0.00	$0.00	0.04	$1,219.00	$0.00	$31,701.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	DEPUTY CLERK	$30,482.00	$0.00	$0.00	0.04	$1,219.00	$0.00	$31,701.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	DEPUTY CLERK	$30,206.00	$0.00	$0.00	0.04	$1,208.00	$0.00	$31,414.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	DEPUTY CLERK	$30,206.00	$0.00	$0.00	0.04	$1,208.00	$0.00	$31,414.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	DEPUTY CLERK	$29,931.00	$0.00	$0.00	0.04	$1,197.00	$0.00	$31,128.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	DEPUTY CLERK	$29,653.00	$0.00	$0.00	0.04	$1,186.00	$0.00	$30,839.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	DEPUTY CLERK	$23,984.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,984.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	DEPUTY CLERK	$28,746.00	$0.00	$0.00	0.04	$1,150.00	$0.00	$29,896.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	DEPUTY CLERK	$28,746.00	$0.00	$0.00	0.04	$1,150.00	$0.00	$29,896.00	$0.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	DEPUTY CLERK	$28,746.00	$0.00	$0.00	0.04	$1,150.00	$0.00	$29,896.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	DEPUTY CLERK	$28,746.00	$0.00	$0.00	0.04	$1,150.00	$0.00	$29,896.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	DEPUTY CLERK	$25,500.00	$0.00	$0.00	0.04	$1,020.00	$0.00	$26,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	DEPUTY CLERK	$28,004.00	$0.00	$0.00	0.04	$1,120.00	$0.00	$29,124.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	DEPUTY CLERK	$28,003.00	$0.00	$0.00	0.04	$1,120.00	$0.00	$29,123.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	DEPUTY CLERK	$27,378.00	$0.00	$0.00	0.04	$1,095.00	$0.00	$28,473.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	DEPUTY CLERK	$27,378.00	$0.00	$0.00	0.04	$1,095.00	$0.00	$28,473.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	DEPUTY CLERK	$27,366.00	$0.00	$0.00	0.04	$1,095.00	$0.00	$28,461.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	CHIEF OF ADMINISTRATION & PUBLIC INFO	$50,000.00	$0.00	$0.00	0.04	$2,000.00	$0.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	DEPUTY CLERK	$26,928.00	$0.00	$0.00	0.04	$1,077.00	$0.00	$28,005.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	DEPUTY CLERK	$26,764.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,835.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	ASST DEPUTY CLERK	$26,662.00	$0.00	$0.00	0.04	$1,066.00	$0.00	$27,728.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	ASST DEPUTY CLERK	$26,353.00	$0.00	$0.00	0.04	$1,054.00	$0.00	$27,407.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	ASST DEPUTY CLERK	$25,301.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,313.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	ASST DEPUTY CLERK	$25,301.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,313.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	ASST DEPUTY CLERK	$25,301.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,313.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1100-412-00-090-001-0
DIST CLERK

AI- 7013

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		s/b DEPUTY CLERK														
0035	**113**	~~**ASST DEPUTY CLERK**~~	**$25,301.00**	**$0.00**	**$0.00**	**0.04**	**$1,012.00**	**$0.00**	**$26,313.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$0.00
0036	113	ASST DEPUTY CLERK	$25,301.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,313.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	ASST DEPUTY CLERK	$25,301.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,313.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	ASST DEPUTY CLERK	$25,178.00	$0.00	$0.00	0.04	$1,007.00	$0.00	$26,185.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	DEPUTY CLERK	$26,570.00	$0.00	$0.00	0.04	$1,063.00	$0.00	$27,633.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	ASSISTANT DEPUTY CLERK	$25,000.00	$0.00	$0.00	0.04	$1,000.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	ASST DEPUTY CLERK	$24,128.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,128.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	ASST DEPUTY CLERK	$24,096.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	ASST DEPUTY CLERK	$24,096.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	ASST DEPUTY CLERK	$24,022.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,022.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	DEPUTY CLERK	$25,000.00	$0.00	$0.00	0.04	$1,000.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								s/b ($2,500.00)	**s/b $24,540.00**							$0.00
0046	**113**	**COLLECTIONS SPECIALIST**	**$26,000.00**	**$0.00**	**$0.00**	**0.04**	**$1,040.00**	~~**$0.00**~~	~~**$27,040.00**~~	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$0.00
0047	113	ASST. DEPUTY CLERK	$26,438.00	$0.00	$0.00	0.04	$1,058.00	$0.00	$27,496.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	ASST DEPUTY CLERK	$23,131.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,131.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T050	121	ASST DEPUTY CLERK	$0.00	$22,290.00	$22,290.00	0	$0.00	$0.00	$22,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T051	121	ASST DEPUTY CLERK	$0.00	$22,290.00	$22,290.00	0	$0.00	$0.00	$22,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T052	121	ASST DEPUTY CLERK	$0.00	$22,290.00	$22,290.00	0	$0.00	$0.00	$22,290.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	ASST DEPUTY CLERK	$23,029.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,029.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	COLLECTIONS SPECIALIST	$26,000.00	$0.00	$0.00	0.04	$1,040.00	$0.00	$27,040.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	ASST DEPUTY CLERK	$22,500.00	$0.00	$22,500.00	0	$0.00	$1,000.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	DEPUTY CLERK	$25,000.00	$0.00	$25,000.00	0.04	$1,000.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$1,730,301.00	$66,870.00	$114,370.00		$54,451.00	$16,000.00	$1,867,622.00	$0.00	$11,760.00	$0.00	$0.00	$8,000.00	$0.00	$0.00

AI-7283 **13.F.**

Budgeted Salary Adjustments
CC REGULAR

Date: 01/02/2008
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Human Resources Department
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Human Resources
1. Discussion, consideration and approval to decrease the budgeted salary for one (1) permanent full-time Administrative Aide position, slot no. 190-002-0008 from $23,783.00 to $22,392.00 and increase the budgeted salary for one (1) Administrative Aide position, slot no. 190-002-0009 from $21,000.00 to $22,932.00, effective 01/02/2008 due to parity.
2. Approval of revise salary schedule.

BACKGROUND

No budgetary impact.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8- 1100-415-50-190-002-0-XXX
FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No budgetary impact.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Rosie Cantu	12/28/2007 05:21 PM	CREATED
1	Budget & Management			NEW
2	Auditor's Office			
3	Purchasing Department			
4	Court Administrator			

Form Started By: Rosie Cantu Started On: 12/28/2007 05:21 PM

A.I. -7283
13. F.

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-415-50-190-002-0

HUMAN RESOURCES

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	112	H.R. DIRECTOR/CIVIL SERVICE SECRET.	$78,300.00	$0.00	$0.00	0.04	$3,132.00	$0.00	$81,432.00	$0.00	$780.00	$0.00	$0.00	$8,000.00	$0.00	$8,780.00
0002	113	CHIEF ADMINISTRATOR	$50,000.00	$5,000.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$0.00	$720.00	$0.00	$0.00	$3,500.00	$0.00	$4,220.00
0003	113	EXECUTIVE ASST	$45,000.00	$0.00	$0.00	0.04	$1,800.00	$0.00	$46,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SPECIAL PROJECTS COORDINATOR	$36,575.00	$0.00	$0.00	0.04	$1,463.00	$0.00	$38,038.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	HR SPECIALIST II	$35,000.00	$0.00	$0.00	0.04	$1,400.00	$0.00	$36,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	HR SPECIALIST	$30,000.00	$0.00	$0.00	0.04	$1,200.00	$0.00	$31,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	HR SPECIALIST	$25,000.00	$0.00	$0.00	0.04	$1,000.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	ADMIN AIDE	$22,783.00	$0.00	$22,783.00	0	$1,000.00	($1,391.00)	$22,392.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	ADMINISTRATIVE AIDE	$20,000.00	$0.00	$20,000.00	0	$1,000.00	$1,392.00	$22,392.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$342,658.00	$5,000.00	$97,783.00		$11,995.00	$1.00	$359,654.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$13,000.00

AI-7241 **13.G.**

Salary related items subsequent to the adoption of the 2008 Budget CC REGULAR

Date: 01/02/2008
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Discussion, consideration and approval of positions created, adjusted, and approved after September 25, 2007 (2008 Budget Adoption date)

2. Precinct No. 1-Road & Bridge
a. Approval to delete one (1) vacant permanent full-time Office Manager position, slot no. 121-005-0008 at $41,800.00 (AI6680 CC 11/27/2007)
b. Approval to create one (1) permanent full-time Community Liaison position, slot no. 121-005-0071 at $42,000.00 (AI6680 CC 11/27/2007)

3. Precinct No. 2-Road & Bridge
a. Approval to adjust the budgeted salary for one (1) vacant Mechanic III position, slot #122-006-014 from $29,816 to $31,816.00, effective next full pay period 11/12/07. (AI 6248 CC 10/30/2007)
b. Approval of position reclassification for one (1) Special Projects Coordinator position, slot no. 122- 006-0008 at $37,620.00 previously approved by Civil Service on 12/13/2007. Position reclassified to Special Projects/Programs Manager at $47,500.00 effective next full pay period (12/24/2007). (AI 7118 CC 12/18/2007)

4. Precinct No. 3-Road & Bridge
a. Approval to reclassify (1) one vacant regular full-time position, slot #123-005-0030 from Vector Control to Mechanic II. (AI 5689 CC 10/02/2007)
b. Approval of budgeted salary increase for slot #123-005-0063 by $3,561.00 due to additional duties effective next full pay period (10/15/2007). (AI 6016 CC 10/15/2007)
c. Approval of budgeted salary increase for slot no. 123-005-0052 by $1,500.00 due to additional duties effective next full pay period, 12/10/2007. (AI 6814 CC 12/05/2007)
d. Approval to transfer one (1) filled full-time permanent Administrative Secretary position, slot no. 0021 and employee no. 152951 from County Judge's Office (110-006) to Precinct No. 3 Road & Bridge (123-005) department. (AI 7196 CC 12/26/2007)

5. Precinct No. 3-Sanitation
a. Approval of budgeted salary increase for slot no.'s 123-001-0006 and no. 123-001-0017 by $1,500.00 each due to additional duties effective next full pay period, 12/10/2007. (AI 6814 CC 12/05/2007)

6. Precinct No. 4-Road & Bridge

a. Approval to adjust the budgeted salary for the following positions due to additional duties, effective next full pay period 10/15/2007. (AI 6036 CC 10/15/2007)

Slot #	Position	From	To
124-007-0007	Heavy Equipment Operator III	31,532.00	39,000.00
124-007-0024	Heavy Equipment Operator II	24,706.00	27,206.00
124-007-0036	Heavy Equipment Operator II	20,808.00	23,308.00
124-007-0040	Heavy Equipment Operator II	19,345.00	21,845.00
124-007-0041	Maintenance II	19,345.00	21,845.00
124-007-0043	Maintenance II	19,345.00	21,845.00
124-007-0051	Heavy Equipment Operator II	21,829.00	24,329.00

7. Constable Precinct No. 3

a. Approval to delete one (1) vacant permanent full-time Secretary position, slot no. 293-001-0011. (AI 6342 CC 11/06/2007)
b. Approval to create one (1) permanent full-time Clerk position, slot no. 293-001-0014 and set salary at $21,800 per year. (AI 6342 CC 11/06/2007)
c. Approval to increase the budgeted salary for one (1) Administrative Assistant position, slot 293-001-0012 from $26,688 to $31,576 per year due to additional duties. Adjustment to become effective next full pay period starting 11-12-2007. (AI 6342 CC 11/06/2007)

8. 449th District Court/Juvenile Justice Court

a. Approval to create the budget for the 449th District Court. (AI7126 CC 12/18/2007)
b. Approval to create slot #0001-Judge (449th District Court and set salary). (AI7126 CC 12/18/2007)
c. Approval to transfer the following slots/employees from the Juvenile Justice Court to the 449th District Court and set salaries: (AI7126 CC 12/18/2007)

Slot No.	Position Title	Employee No.
0002	Court Reporter	157554
0003	Court Coordinator	088439
0004	Bailiff/Interpreter	034363
0005	Assistant Court Coordinator	019909

9. Urban County

a. Approval to decrease the budgeted salary for (1) one permanent full-time Comp. Div. Manager position, slot 250-001-0002 from $62,068.00 to $44,068.00. (AI 6347 CC 11/06/2007)
b. Approval to adjust the budgeted salaries for the following positions due to additional duties, effective next full pay period 11/12/07. (AI 6347 CC 11/06/2007)

Slot #	Position	From	To	Adjustment
Program 001- CDBG				
0002	Comp. Div. Mngr.	$62,068.00	$44,068.00	($18,000.00)
0008	Sr. Accountant	$41,451.00	$51,451.00	$10,000.00
0015	H.R. Coordinator	$37,729.00	$41,729.00	$4,000.00
0016	Jr. Accountant	$34,862.00	$38,862.00	$4,000.00

Program 004- Colonia				
0002	Administrative Tech II	$30,329	$32,829.00	$2,500.00

c. Approval to decrease the bugeted salary for one (1) permanent full-time Clerk/Receptionist position, slot no. 250-001-0020 from $29,363.33 to $23,894.00. (AI 7145 CC 12/26/2007)

10. Tax Office
a. Approval to transfer auto allowance in the amount of $1,500.00 from a vacant Computer Dept Clerk position, slot #140-001-0040 into an Administrative Assistant position, slot # 140-001-0123. (AI 5969 CC 10/15/2007)

11. County Court -At- Law No. 1
a. Approval to decrease the budgeted salary for one (1) permanent full-time Bailiff/ Interpreter position, slot no. 021-001-0004. (AI 5945 CC 10/15/2007)

12. Public Defenders
a. Approval to accept grant award from the Texas Task Force on Indigent Defense for the Discretionary Grant for FY 2008 (Program Title-H.C. Indigent Def. Public Def.) (Grant Period-10-1-07 to 9-30-08). (AI 5823 CC 10/02/2007)

13. Health & Human Services- Human Services Division
a. Approval to delete one (1) vacant permanent full-time System Support Specialist position, slot 240-001-0009 ($26,000.00) and create one (1) permanent full-time Eligibility Specialist position, slot no. 240-001-0029 and set salary at $26,000.00 effective next full pay period (10-29-07). (AI 6063 CC 10/23/2007)

14. Health & Human Services- Health Division
a. Approval to accept the attached OPHP Grant Contract # 2008-024590, Attachment # 001, in the amount of $126,424.00 for the period 9/1/2007 to 8/31/2008. (AI 5599 CC 09/25/2007)
b. Requesting authorization and approval to accept the attached Office of Border Health Contract (EWIDS) # 2008-024696, Attachment # 001, in the amount of $167,839.00 for the period 10/1/2007 to 7/31/2008. (AI 5961 CC 10/15/2007)
c. Approval to transfer one (1) permanent full-time Bi-National Surveillance Assistant Epidemiologist position, slot No. 340-032-G003 at $45,000.00 per year and one (1) Bi-National Surveillance Nurse position, slot # 340-032-G004 at $40,050.00 per year into the EWIDS Grant 7-1293-441-10-340-028-8-XXX. (AI 6129 CC 10/23/2007)
d. Approval to accept the attached revised Bioterrorism Contract #2008-022952, Attachment #001A, in the amount of $269,964.00 for a total award of $783,356.00 for the period of 9/1/2007 to 7/31/2008. (AI 7088 CC 12/18/2007)

15. County Judge
a. Approval of position reclassification for vacant slot #110-006-0007 from Administrative Assistant at $45,000 to Administrative Aide I at $27,482.00, effective next full pay period (10-29-07). (AI 6108 CC 12/23/2007)

16. DA's- HIDTA
a. Approval to accept grant award modification (increase in grant award of $30,000.00) for

HIDTA Task Force- STX Director's Administrative Support Element program (grant no. I7PSSP573Z) for the period of January 1, 2007 through December 31, 2008 from the Executive Office of the President - Office of the National Drug Control Policy. (AI 6233 CC 10/30/2007)
b. Approval to create one (1) permanent full-time Receptionist position, slot no. 270-004-G001and set salary at $21,800.00. (AI 6233 CC 10/30/2007)

17. Texas Cooperative Extension
a. Approval to allocate auto allowance under slot 380-001-0007 for employee no. 159182 in the amount of $1,326.00 per year, effective next full pay period 11/12/2007. (AI 6251 CC 10/30/2007)
b. Approval to correct the amount of auto allowance approved by CC on 10/30/2007 (AI 6251) to reflect the amount of $2,873.00 annually. (AI 6496 CC 11/13/2007)

18. WIC
a. Approval of WIC Budget for FY 2008 (pending contract). (AI 5659 CC 09/25/2007)
b. Approval to create the following:
(3) three permanent full-time positions/ slot no's. 350-001-0214 Clerk, -0215 Clerk, -0216 Nutritionist and
(1) one temporary full-Time position/ slot no. 350-001-T217 Nutritionist. (AI 5659 CC 09/25/2007)
c. Discussion, consideration, and approval of BF Peer Counselor Budget FY 2008 (pending award letter). (AI 5659 CC 09/25/2007)

19. Juvenile Probation
a. Approval to accept grant award from the State of Texas Office of the Governor - Criminal Justice Division for the Juvenile Accountability Incentive Block Grant (JAIBG) Early Intervention Program (grant no. 13378-09) for FY 2008 (grant period - 8-1-07 to 7-31-08).
b. Approval to appropriate funds and set salaries for the JAIBG Early Intervention Program in the total amount of $50,254.00 for the period of August 1, 2007 to July 31, 2008. Funding from State is $35,254.00 (70%); County cash match is $15,000.00 (30%). (AI 6064 CC 10/23/2007)

20. Right of Way
a. Approval to create one (1) permanent full-time ROW Agent position, slot no. 260-001-0014 and set salary at $60,684.00 per year.

21. Approval of new and/or revised salary schedules

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Rosie Cantu	12/26/2007 02:55 PM	CREATED
1	Rosalinda Cantu (Originator)	Rosie Cantu	12/28/2007 02:36 PM	APRV
2	Damaris San Miguel			NEW
3	Budget & Management			
4	Auditor's Office			
5	Purchasing Department			
6	Court Administrator			

Form Started By: Rosie Cantu Started On: 12/26/2007 02:55 PM

A.I. - 7241
14. F. 2

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	$77,250.00	$0.00	$0.00	0.04	$3,090.00	$0.00	$80,340.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	BUDGET MANAGER	$65,000.00	$0.00	$0.00	0.04	$2,600.00	$0.00	$67,600.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	HR COORD	$58,000.00	$0.00	$0.00	0.04	$2,320.00	$0.00	$60,320.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	ADMINISTRATIVE ASSISTANT	$54,549.00	$0.00	$0.00	0.04	$2,182.00	$0.00	$56,731.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	R.O.W. DIRECTOR	$45,895.00	$0.00	$0.00	0.04	$1,836.00	$0.00	$47,731.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	INVENTORY COOR	$45,000.00	$0.00	$0.00	0.04	$1,800.00	$0.00	$46,800.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ACCOUNTANT	$45,000.00	$0.00	$0.00	0.04	$1,800.00	$0.00	$46,800.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	COORDINATOR	$40,755.00	$0.00	$0.00	0.04	$1,630.00	$0.00	$42,385.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	SAFETY DIRECTOR	$39,112.00	$0.00	$0.00	0.04	$1,564.00	$0.00	$40,676.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	ASST FIELD/OP DIR	$36,232.00	$0.00	$0.00	0.04	$1,449.00	$0.00	$37,681.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	SPECIAL PROJ COORD	$36,010.00	$0.00	$0.00	0.04	$1,440.00	$0.00	$37,450.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	PAVING SUPVSR	$34,888.00	$0.00	$0.00	0.04	$1,396.00	$0.00	$36,284.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	SAFETY COORDIN	$34,888.00	$0.00	$0.00	0.04	$1,396.00	$0.00	$36,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	ADMINISTRATIVE SECRETARY	$34,443.00	$0.00	$0.00	0.04	$1,378.00	$0.00	$35,821.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	ASSISTANT HUMAN RESOURCE COORDINATOR	$31,884.00	$0.00	$0.00	0.04	$1,275.00	$0.00	$33,159.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	TRCK DRIVER I	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	HEAVY EQUIPMENT OPERATOR III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	HEAVY EQUIPMENT OPERATOR I	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	Maintenance III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	MAINTENANCE II	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	MAINTENANCE III	$31,288.00	$0.00	$0.00	0.04	$1,252.00	$0.00	$32,540.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	GRANTS SPECIALIST	$31,078.00	$0.00	$0.00	0.04	$1,243.00	$0.00	$32,321.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	TRF CTRL SPC I	$30,787.00	$0.00	$0.00	0.04	$1,231.00	$0.00	$32,018.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	MECHANIC II	$29,834.00	$0.00	$0.00	0.04	$1,193.00	$0.00	$31,027.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 7241
14. F. 2

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem 117	Auto A. 118	Clothing 119	
0030	113	HEAVY EQ OP II	$29,094.00	$0.00	$0.00	0.04	$1,164.00	$0.00	$30,258.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	MAINTENANCE III	$28,067.00	$0.00	$0.00	0.04	$1,123.00	$0.00	$29,190.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	MECHANIC I	$27,882.00	$0.00	$0.00	0.04	$1,115.00	$0.00	$28,997.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	CLERK/RECEPTIONIST	$26,938.00	$0.00	$0.00	0.04	$1,078.00	$0.00	$28,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	MECHANIC I	$26,938.00	$0.00	$0.00	0.04	$1,078.00	$0.00	$28,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	HEAVY EQ OP III	$26,786.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,857.00	$0.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	HEAVY EQ OP II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	MAINTENANCE II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	HEAVY EQ OP II	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	HEAVY EQUIPMENT OPERATOR III	$25,991.00	$0.00	$0.00	0.04	$1,040.00	$0.00	$27,031.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	MAINTENANCE I	$25,776.00	$0.00	$0.00	0.04	$1,031.00	$0.00	$26,807.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	TRUCK DRIVER III	$25,025.00	$0.00	$0.00	0.04	$1,001.00	$0.00	$26,026.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	MAINTENANCE II	$24,562.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	TRCK DRIVER III	$24,562.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	TRCK DRIVER I	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	HEAVY EQIPMENT OPERATOR III	$23,607.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	HEAVY EQ OP I	$23,334.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,334.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	TRUCK DRIVER III	$23,334.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,334.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	TRUCK DRIVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	TRCK DRVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	TRCK DRIVER III	$23,000.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	HEAVY EQ OP I	$22,483.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,483.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$0.00
0052	113	MAINTENANCE I	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	MAINTENANCE I	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	HEAVY EQ OP I	$22,033.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,033.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	DATA ENTRY CLERK	$20,988.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,988.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. – 724
14. F. 2

HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

1201-431-00-121-005-0
PCT.1 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allowances					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0056	113	HEAVY EQUIPMENT OPERATOR III	$20,985.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,985.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	MAINTENANCE I	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	MAINTENANCE I	$20,635.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	ADMINISTRATIVE ASSISTANT	$46,400.00	$0.00	$0.00	0.04	$1,856.00	$0.00	$48,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T062	121	HEAVY EQ OP I	$0.00	$20,985.00	$20,985.00	0	$0.00	$0.00	$20,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T063	121	HEAVY EQ OP I	$0.00	$20,985.00	$20,985.00	0	$0.00	$0.00	$20,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T064	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T065	121	MAINTENANCE I	$0.00	$20,634.00	$20,634.00	0	$0.00	$0.00	$20,634.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T066	121	MAINTENANCE II	$0.00	$25,000.00	$25,000.00	0	$0.00	$0.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T067	121	MAINTNENANCE III	$0.00	$31,012.00	$31,012.00	0	$0.00	$0.00	$31,012.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T068	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T069	121	HEAVY EQ OP II	$0.00	$26,624.00	$26,624.00	0	$0.00	$0.00	$26,624.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T070	121	MAINTENANCE I	$0.00	$20,634.00	$20,634.00	0	$0.00	$0.00	$20,634.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	COMMUNITY LIAISON	$0.00	$42,000.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	DIRECTOR OF OPERATIONS	$65,265.00	$0.00	$0.00	0	$0.00	$0.00	$65,265.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTAL	$1,878,341.00	$261,122.00	$261,122.00		$55,609.00	$19,000.00	$2,214,072.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 7241
14.F.3

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1202-431-00-122-006-0

PCT.2 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	$63,495.00	$0.00	$0.00	0.04	$2,540.00	$0.00	$66,035.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	FIELD OPER DIR	$61,500.00	$0.00	$0.00	0.04	$2,460.00	$0.00	$63,960.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0003	113	RESEARCH AND DEVELOPMENT DIRECTOR	$44,908.00	$0.00	$0.00	0.04	$1,796.00	$0.00	$46,704.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	EXECUTIVE ASSISTANT	$41,744.00	$0.00	$0.00	0.04	$1,670.00	$0.00	$43,414.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	HR COORDINATOR	$40,000.00	$0.00	$0.00	0.04	$1,600.00	$0.00	$41,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	SAFETY COORDIN	$39,112.00	$0.00	$0.00	0.04	$1,564.00	$0.00	$40,676.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0007	113	ACCOUNTANT	$38,000.00	$0.00	$0.00	0.04	$1,520.00	$0.00	$39,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	SPECIAL PROJECTS/PROGRAMS MANAGER	$47,500.00	$0.00	$47,500.00	0	$0.00	$0.00	$47,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	ASST FIELD/OP DIR	$36,243.00	$0.00	$0.00	0.04	$1,450.00	$0.00	$37,693.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$1,260.00
0010	113	HEAVY EQUIPMENT OPERATOR III	$32,553.00	$0.00	$0.00	0.04	$1,302.00	$0.00	$33,855.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0011	113	HEAVY EQUIPMENT OPERATOR III	$31,749.00	$0.00	$0.00	0.04	$1,270.00	$0.00	$33,019.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	HEAVY EQ OP III	$31,749.00	$0.00	$0.00	0.04	$1,270.00	$0.00	$33,019.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0013	113	HEAVY EQ OP III	$31,749.00	$0.00	$0.00	0.04	$1,270.00	$0.00	$33,019.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0014	113	MECHANIC III	$31,816.00	$0.00	$31,816.00	0	$0.00	$0.00	$31,816.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	OFFICE COORDINATOR	$29,094.00	$0.00	$0.00	0.04	$1,164.00	$0.00	$30,258.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	HEAVY EQUIPMENT OPERATOR II	$27,292.00	$0.00	$0.00	0.04	$1,092.00	$0.00	$28,384.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	MECHANIC II	$27,111.00	$0.00	$0.00	0.04	$1,084.00	$0.00	$28,195.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0018	113	A/P CLERK	$27,093.00	$0.00	$0.00	0.04	$1,084.00	$0.00	$28,177.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0019	113	INVENTORY CLK	$26,729.00	$0.00	$0.00	0.04	$1,069.00	$0.00	$27,798.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	CLERK/RECEPTIONIST	$25,860.00	$0.00	$0.00	0.04	$1,034.00	$0.00	$26,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I – 7241
14. F.3

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1202-431-00-122-006-0

PCT.2 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0021	113	OFFICE CLERK	$25,860.00	$0.00	$0.00	0.04	$1,034.00	$0.00	$26,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	TRCK DRVER III	$25,782.00	$0.00	$0.00	0.04	$1,031.00	$0.00	$26,813.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$660.00
0023	113	TRCK DRVER III	$25,514.00	$0.00	$0.00	0.04	$1,021.00	$0.00	$26,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	TRCK DRVER III	$25,514.00	$0.00	$0.00	0.04	$1,021.00	$0.00	$26,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	HEAVY EQ OP II	$25,342.00	$0.00	$0.00	0.04	$1,014.00	$0.00	$26,356.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	TRCK DRIVER I	$24,572.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,572.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0027	113	TRCK DRIVER II	$24,136.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,136.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	TRCK DRIVER II	$24,016.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,016.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0029	113	TRCK DRIVER II	$24,016.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,016.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0030	113	TRF SA/SPC III	$23,991.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,991.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0031	113	HEAVY EQUIPMENT OPERATOR II	$23,828.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,828.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	TRCK DRIVER II	$23,790.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,790.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$1,140.00
0033	113	MAINTENANCE I	$23,265.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,265.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0034	113	TRUCK DRIVER II	$23,059.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,059.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	MAINTENANCE II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	MAINTENANCE II	$21,840.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	TRF SA/SPC I	$21,355.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,355.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	MAINTENANCE I	$20,753.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,753.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0039	113	MAINTENANCE I	$20,753.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,753.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0040	113	MAINTENANCE I	$20,338.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,338.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. – 7241
14.F.3

HIDALGO COUNTY
COMMISSIONERS COURT
2008 ADOPTED SALARY SCHEDULE

1202-431-00-122-006-0

PCT.2 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0041	113	MAINTENANCE I	$19,984.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,984.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	MAINTENANCE I	$19,984.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,984.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	MAINTENANCE I	$19,703.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,703.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0044	113	TRAF SA/SP I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	TRAF SA/SP I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$1,303,586.00	$0.00	$79,316.00		$31,360.00	$20,000.00	$1,354,946.00	$0.00	$12,960.00					$12,960.00

A.I - 7241
14. F. 4

HIDALGO COUNTY
COMMISSIONERS COURT
2008 RY SCHEDULE

1203-431-00-123-005-0

PCT.3 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	$77,250.00	$0.00	$0.00	0.04	$3,090.00	$0.00	$80,340.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	COORDINATOR	$74,160.00	$0.00	$0.00	0.04	$2,966.00	$0.00	$77,126.00	$0.00	$1,152.00	$0.00	$0.00	$0.00	$0.00	$1,152.00
0003	113	EXECUTIVE ASST	$57,680.00	$0.00	$0.00	0.04	$2,307.00	$0.00	$59,987.00	$0.00	$445.78	$0.00	$0.00	$0.00	$0.00	$445.78
0004	113	FIELD OPER DIRECTOR	$55,620.00	$0.00	$0.00	0.04	$2,225.00	$0.00	$57,845.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$780.00
0005	113	ASST FIELD/OP DIR	$47,380.00	$0.00	$0.00	0.04	$1,895.00	$0.00	$49,275.00	$0.00	$322.13	$0.00	$0.00	$0.00	$0.00	$322.13
0006	113	ASST. FILED OPERATIONS DIR.	$47,380.00	$0.00	$0.00	0.04	$1,895.00	$0.00	$49,275.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ADMINISTRATIVE AIDE	$41,614.00	$0.00	$0.00	0.04	$1,665.00	$0.00	$43,279.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	PAVING SUPVSR	$39,710.00	$0.00	$0.00	0.04	$1,588.00	$0.00	$41,298.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0009	113	COMMUNITY LIAISON	$37,620.00	$0.00	$0.00	0.04	$1,505.00	$0.00	$39,125.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	MECHANIC III	$35,387.00	$0.00	$0.00	0.04	$1,415.00	$0.00	$36,802.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0011	113	MAINTENANCE III	$32,025.00	$0.00	$0.00	0.04	$1,281.00	$0.00	$33,306.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0012	113	HUMAN RES SPEC	$31,350.00	$0.00	$0.00	0.04	$1,254.00	$0.00	$32,604.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	HEAVY EQ OP III	$29,890.00	$0.00	$0.00	0.04	$1,196.00	$0.00	$31,086.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	HEAVY EQ OP III	$29,890.00	$0.00	$0.00	0.04	$1,196.00	$0.00	$31,086.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0015	113	HEAVY EQ OP III	$29,890.00	$0.00	$0.00	0.04	$1,196.00	$0.00	$31,086.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$1,080.00
0016	113	HEAVY EQ OP II	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0017	113	HEAVY EQ OP II	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	HEAVY EQ OP II	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	HEAVY EQ OP II	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$780.00
0020	113	HEAVY EQ OP II	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00

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HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

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PCT.3 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret. 116	Supplem 117	Auto A 118	Clothing 119	
0021	113	HEAVY EQ OP III	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	HEAVY EQ OP III	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	RECEPTIONIST/CLERK	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	MAINTENANCE III	$27,221.00	$0.00	$0.00	0.04	$1,089.00	$0.00	$28,310.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0025	113	HEAVY EQ OP III	$26,781.00	$0.00	$0.00	0.04	$1,071.00	$0.00	$27,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	TRCK DRIVER II	$26,688.00	$0.00	$0.00	0.04	$1,068.00	$0.00	$27,756.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0027	113	TRCK DRIVER II	$26,154.00	$0.00	$0.00	0.04	$1,046.00	$0.00	$27,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	HEAVY EQUIPMENT OPERATOR III	$26,001.00	$0.00	$0.00	0.04	$1,040.00	$0.00	$27,041.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	OFFICE CLERK	$26,000.00	$0.00	$0.00	0.04	$1,040.00	$0.00	$27,040.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0030	113	MECHANIC II	$25,765.00	$0.00	$0.00	0.04	$1,031.00	$0.00	$26,796.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	INVOICE CLERK	$25,620.00	$0.00	$0.00	0.04	$1,025.00	$0.00	$26,645.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	TRCK DRIVER II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	TRCK DRVER III	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	TRCK DRIVER II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0035	113	TRCK DRIVER II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0036	113	TRCK DRVER III	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0037	113	MAINTENANCE II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$660.00
0038	113	MAINTENANCE II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0039	113	TRCK DRIVER I	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0040	113	MAINTENANCE I	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 7241
14.F.4

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1203-431-00-123-005-0

PCT.3 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0041	113	TRF SA/SPC II	$24,516.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,516.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0042	113	MAINTENANCE I	$23,272.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,272.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0043	113	HEAVY EQ OP III	$23,197.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,197.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0044	113	TRCK DRIVER I	$22,565.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,565.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	TRCK DRIVER I	$22,565.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,565.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	MAINTENANCE III	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	TRCK DRIVER II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	MAINTENANCE II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	TRF SA/SPC II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0052	113	MAINTENANCE III	$23,704.00	$0.00	$23,704.00	0	$0.00	$0.00	$23,704.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	CUSTODIAN	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0054	113	HEAVY EQ OP II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0058	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. – 7241
14. F. 4

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1203-431-00-123-005-0

PCT.3 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0061	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	TIRE REPAIR/MAINTENANCE	$25,765.00	$0.00	$25,765.00	0	$0.00	$0.00	$25,765.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	113	ADM SECRETARY	$21,618.00	$0.00	$21,618.00	0	$0.00	$0.00	$21,618.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$1,863,936.00	$0.00	$71,087.00		$43,964.00	$30,000.00	$1,937,900.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$14,039.90

A.I. - 7241
14.F.5

HIDALGO COUNTY
COMMISSIONERS COURT
2008 ALARY SCHEDULE

1100-432-00-123-001-0

SANITATION PCT.3

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	SANIT DIRECTOR	$37,620.00	$0.00	$0.00	0.04	$1,505.00	$0.00	$39,125.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	SR. DEPUTY CONSTABLE STEP I	$35,252.00	$0.00	$0.00	0.06	$2,214.00	$0.00	$37,466.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0003	113	HEAVY EQ OP III	$23,485.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,485.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0004	113	HEAVY EQ OP II	$23,272.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,272.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0005	113	HEAVY EQ OP II	$23,272.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,272.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0006	113	HEAVY EQ OP II	$24,772.00	$0.00	$24,772.00	0	$0.00	$0.00	$24,772.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0007	113	TRUCK DRIVER III	$23,144.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,144.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	TRUCK DRIVER III	$23,144.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,144.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	HEAVY EQ OP II	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	HEAVY EQ OP III	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	HEAVY EQ OP III	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	MAINTENANCE I	$22,204.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	MAINTENANCE I	$22,300.00	$0.00	$22,300.00	0	$0.00	$0.00	$22,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	TRUCK DRIVER III	$20,800.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	TRUCK DRIVER III	$20,800.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	MAINTENANCE I	$20,800.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 724
14. F. 5

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-432-00-123-001-0

SANITATION PCT.3

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0021	113	MAINTENANCE I	$20,800.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$497,093.00	$0.00	$47,072.00		$3,719.00	$17,000.00	$517,812.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$2,280.00

A.I. - 7241
14. F. 6

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1204-431-00-124-007-0

PCT.4 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	EXECUTIVE ASST	$58,646.00	$0.00	$0.00	0.04	$2,346.00	$0.00	$60,992.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0002	113	FIELD/OP DIR	$44,795.00	$0.00	$0.00	0.04	$1,792.00	$0.00	$46,587.00	$0.00	$557.22	$0.00	$0.00	$0.00	$0.00	$557.22
0003	113	SP/PROJ COORD	$43,583.00	$0.00	$0.00	0.04	$1,743.00	$0.00	$45,326.00	$0.00	$973.51	$0.00	$0.00	$0.00	$0.00	$973.51
0004	113	A/P CLERK	$38,854.00	$0.00	$0.00	0.04	$1,554.00	$0.00	$40,408.00	$0.00	$1,281.61	$0.00	$0.00	$0.00	$0.00	$1,281.61
0005	113	HEAVY EQ OP III	$34,987.00	$0.00	$0.00	0.04	$1,399.00	$0.00	$36,386.00	$0.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$1,440.00
0006	113	CHIEF ADMINISTRATOR	$33,077.00	$0.00	$0.00	0.04	$1,323.00	$0.00	$34,400.00	$0.00	$819.79	$0.00	$0.00	$0.00	$0.00	$819.79
0007	113	HEAVY EQ OP III	$39,000.00	$0.00	$39,000.00	0	$0.00	$0.00	$39,000.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0008	113	HEAVY EQ OP III	$34,487.00	$0.00	$0.00	0.04	$1,379.00	$0.00	$35,866.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0009	113	MECHANIC III	$31,532.00	$0.00	$0.00	0.04	$1,261.00	$0.00	$32,793.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$660.00
0010	113	HEAVY EQ OP II	$30,070.00	$0.00	$0.00	0.04	$1,203.00	$0.00	$31,273.00	$0.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$1,320.00
0011	113	MECHANIC II	$26,646.00	$0.00	$0.00	0.04	$1,066.00	$0.00	$27,712.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0012	113	TRCK DRVER III	$26,553.00	$0.00	$0.00	0.04	$1,062.00	$0.00	$27,615.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0013	113	TRCK DRVER III	$26,553.00	$0.00	$0.00	0.04	$1,062.00	$0.00	$27,615.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0014	113	TRCK DRVER III	$26,553.00	$0.00	$0.00	0.04	$1,062.00	$0.00	$27,615.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0015	113	CLERK/RECEPTIONIST	$26,194.00	$0.00	$0.00	0.04	$1,048.00	$0.00	$27,242.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	TRCK DRIVER II	$25,781.00	$0.00	$0.00	0.04	$1,031.00	$0.00	$26,812.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0017	113	TRF SA/SPC III	$25,741.00	$0.00	$0.00	0.04	$1,030.00	$0.00	$26,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	TRCK DRVER III	$25,509.00	$0.00	$0.00	0.04	$1,020.00	$0.00	$26,529.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0019	113	HEAVY EQ OP I	$25,468.00	$0.00	$0.00	0.04	$1,019.00	$0.00	$26,487.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0020	113	HEAVY EQ OP II	$25,383.00	$0.00	$0.00	0.04	$1,015.00	$0.00	$26,398.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00

A.I - 7241
14.F.6

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1204-431-00-124-007-0

PCT.4 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0021	113	TRCK DRVER III	$25,308.00	$0.00	$0.00	0.04	$1,012.00	$0.00	$26,320.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0022	113	HEAVY EQ OP II	$25,135.00	$0.00	$0.00	0.04	$1,005.00	$0.00	$26,140.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0023	113	HEAVY EQ OP II	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	HEAVY EQ OP II	$27,206.00	$0.00	$27,206.00	0	$0.00	$0.00	$27,206.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	MAINTENANCE III	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$780.00
0026	113	MECHANIC I	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0027	113	TIRE REPAIR	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	HEAVY EQ OP II	$24,413.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,413.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0029	113	HEAVY EQ OP II	$23,090.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,090.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0030	113	HEAVY EQ OP II	$22,647.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,647.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0031	113	MAINTENANCE II	$22,556.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,556.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0032	113	HEAVY EQ OP II	$21,829.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,829.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0034	113	HEAVY EQ OP I	$21,829.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,829.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0035	113	HEAVY EQ OP II	$20,808.00	$0.00	$0.00	0	$0.00	$1,000.00	$21,808.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0036	113	HEAVY EQ OP II	$23,308.00	$0.00	$23,308.00	0	$0.00	$0.00	$23,308.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0037	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	MAINTENANCE II	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	MAINTENANCE II	$21,845.00	$0.00	$21,845.00	0	$0.00	$0.00	$21,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	MAINTENANCE II	$21,845.00	$0.00	$21,845.00	0	$0.00	$0.00	$21,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. - 7241
14. F. 6

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1204-431-00-124-007-0

PCT.4 P/U RD

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0042	113	HEAVY EQ OP I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	MAINTENANCE I	$21,845.00	$0.00	$21,845.00	0	$0.00	$0.00	$21,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	MAINTENANCE I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	HEAVY EQ OP II	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	HEAVY EQ OP I	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0047	113	HEAVY EQ OP II	$19,345.00	$0.00	$0.00	0	$0.00	$1,000.00	$20,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	TRAFFIC SAFETY SPECIALIST II / MAINTENANCE	$22,741.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	TRAFFIC SAFETY SPECIALIST II / MAINTENANCE	$22,741.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0050	114	CUSTODIAN	$9,673.00	$0.00	$0.00	0.04	$387.00	$0.00	$10,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	HEAVY EQUIPMENT OPERATOR II	$24,329.00	$0.00	$24,329.00	0	$0.00	$0.00	$24,329.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
		Totals	$1,306,144.00	$0.00	$179,378.00		$26,819.00	$21,000.00	$1,353,963.00	$0.00	$19,592.13	$0.00	$0.00	$0.00	$0.00	$19,592.13

A.I. -7241
14. F. 9

HIDALGO COUNTY
COMMISSIONERS COURT
2008 ADOPTED SALARY SCHEDULE

1100-421-00-293-001-0

CONSTABLE PCT.3

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	111	CONSTABLE	$52,250.00	$0.00	$0.00	0.04	$2,090.00	$0.00	$54,340.00	$0.00	$0.00	$0.00	$1,200.00	$8,000.00	$0.00	$9,200.00
0002	113	CHIEF DEPUTY CONSTABLE STEP III	$42,655.00	$0.00	$0.00	0.04	$1,493.00	$0.00	$44,148.00	$0.00	$660.00	$0.00	$1,800.00	$0.00	$0.00	$2,460.00
0003	113	SR. DEPUTY CONSTABLE STEP III	$38,777.00	$0.00	$0.00	0.04	$1,357.00	$0.00	$40,134.00	$0.00	$540.00	$0.00	$3,300.00	$0.00	$0.00	$3,840.00
0004	113	SR. DEPUTY CONSTABLE STEP III	$38,777.00	$0.00	$0.00	0.04	$1,357.00	$0.00	$40,134.00	$0.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$1,740.00
0005	113	SR. DEPUTY CONSTABLE STEP III	$38,777.00	$0.00	$0.00	0.04	$1,357.00	$0.00	$40,134.00	$0.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$1,740.00
0006	113	SR. DEPUTY CONSTABLE STEP I	$35,252.00	$0.00	$0.00	0.06	$2,214.00	$0.00	$37,466.00	$0.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$1,800.00
0007	113	SR. DEPUTY CONSTABLE STEP I	$35,252.00	$0.00	$0.00	0.06	$2,214.00	$0.00	$37,466.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00
0008	113	SR. DEPUTY CONSTABLE STEP I	$35,252.00	$0.00	$0.00	0.06	$2,214.00	$0.00	$37,466.00	$0.00	$0.00	$0.00	$600.00	$0.00	$0.00	$600.00
0009	113	SR. DEPUTY CONSTABLE STEP I	$35,252.00	$0.00	$0.00	0.06	$2,214.00	$0.00	$37,466.00	$0.00	$0.00	$0.00	$600.00	$0.00	$0.00	$600.00
0010	113	DEPUTY CONSTABLE STEP II	$34,060.00	$0.00	$0.00	0.04	$1,192.00	$0.00	$35,252.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00
0012	113	ADMIN ASSISTANT	$31,576.00	$0.00	$31,576.00	0	$0.00	$0.00	$31,576.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	DEPUTY CONST. STEP II/SOLID WASTE ENF. OFFICER	$34,060.00	$0.00	$34,060.00	0.04	$1,192.00	$0.00	$35,252.00	$100.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,300.00
0014	113	CLERK	$21,800.00	$0.00	$21,800.00	0	$0.00	$0.00	$21,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$473,740.00	$0.00	$87,436.00		$18,894.00	$0.00	$492,634.00	$100.00	$2,280.00	$0.00	$15,300.00	$8,000.00	$0.00	$25,680.00

AI-7241
14.F.8

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-412-00-011-001-0

449TH DC

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0002	113	COURT REPORTER	$63,104.00	$0.00	$63,104.00	0.04	$2,524.00	$0.00	$65,628.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00
0003	113	COURT COORDINATOR	$43,600.00	$0.00	$43,600.00	0.04	$1,744.00	$0.00	$45,344.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00
0004	113	BAILIFF/INTERP	$37,973.00	$0.00	$37,973.00	0.04	$1,519.00	$0.00	$39,492.00	$100.00	$900.00	$0.00	$0.00	$0.00	$0.00	$100.00
0005	113	ASST CRT COOR	$34,888.00	$0.00	$34,888.00	0.04	$1,396.00	$0.00	$36,284.00	$100.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$100.00
		Totals	$179,565.00	$0.00	$179,565.00		$7,183.00	$0.00	$186,748.00	$400.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$400.00

AI-7241
14.F.8

HIDALGO COUNTY
Department Of Budget And Management
2008 SALARY SCHEDULE

1100-412-00-050-003-0

JUV JUST CRT

Slot #	Obj #	EMPLOYEE NAME	POSITION TITLE	2007 BUDGETED BASE SALARY	2008 ADJUSTED AMOUNT	2008 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2008 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allownaces					ACTUAL TOTAL COMP.
												Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ROGELIO GARZA	JUDGE	$94,462.00	$0.00	$94,462.00	0.04	$3,778.00	$0.00	$98,240.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			Total:	$94,462.00	$0.00	$94,462.00		$3,778.00	$0.00	$98,240.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. -7241
14.F.9

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1288-463-00-250-001-6

URBAN COUNTY - CDBG

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	112	DIRECTOR	$97,526.00	$0.00	$0.00	0.04	$3,901.00	$0.00	$101,427.00	$0.00	$300.00	$0.00	$0.00	$8,000.00	$0.00	$8,300.00
0002	113	COMP. DIV.MNGR.	$44,068.00	$0.00	$44,068.00	0	$0.00	$0.00	$44,068.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	COMP. DIV. MNGR.	$55,422.00	$0.00	$0.00	0.04	$2,217.00	$0.00	$57,639.00	$0.00	$480.00	$0.00	$0.00	$2,400.00	$0.00	$2,880.00
0004	113	DEPUTY DIRECTOR	$51,698.00	$0.00	$0.00	0.04	$2,068.00	$0.00	$53,766.00	$0.00	$0.00	$0.00	$0.00	$4,050.00	$0.00	$4,050.00
0005	113	CONT./PROC. SPECIALIST	$49,782.00	$0.00	$0.00	0.04	$1,991.00	$0.00	$51,773.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	MONITOR	$44,185.00	$0.00	$0.00	0.04	$1,767.00	$0.00	$45,952.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0007	113	COMPLIANCE MONITOR	$44,185.00	$0.00	$0.00	0.04	$1,767.00	$0.00	$45,952.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	SR. ACCOUNTANT	$51,451.00	$0.00	$51,451.00	0	$0.00	$0.00	$51,451.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0009	113	CDBG COORDINATOR	$40,057.00	$0.00	$0.00	0.04	$1,602.00	$0.00	$41,659.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0010	113	CDBG CORRDINATOR	$40,057.00	$0.00	$0.00	0.04	$1,602.00	$0.00	$41,659.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	CDBG COORDINATOR	$40,057.00	$0.00	$0.00	0.04	$1,602.00	$0.00	$41,659.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	MONITOR	$39,797.00	$0.00	$0.00	0.04	$1,592.00	$0.00	$41,389.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0013	113	MONITOR	$37,871.00	$0.00	$0.00	0.04	$1,515.00	$0.00	$39,386.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0014	113	CDBG COORDINATOR	$37,753.00	$0.00	$0.00	0.04	$1,510.00	$0.00	$39,263.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0015	113	H.R. COORDINATOR	$41,729.00	$0.00	$41,729.00	0	$0.00	$0.00	$41,729.00	$0.00	$900.00	$0.00	$0.00	$0.00	$0.00	$900.00
0016	113	JR. ACCOUNTANT	$38,862.00	$0.00	$38,862.00	0	$0.00	$0.00	$38,862.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0017	113	PROG. & COMP. ANALYST	$34,575.12	$0.00	$0.00	0.04	$1,383.00	$0.00	$35,958.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	EXECUTIVE ASSISTANT	$31,523.00	$0.00	$0.00	0.04	$1,261.00	$0.00	$32,784.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0019	113	JR. ACCOUNTANT	$26,013.32	$0.00	$0.00	0.04	$1,041.00	$0.00	$27,054.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	CLERK/RECEPTIONIST	$23,894.00	$0.00	$23,894.00	0	$0.00	$0.00	$23,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. - 7241
14.F.9.b

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1288-463-00-250-004-6

URBAN COUNTY - COLONIA

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	COORDINATOR	$48,338.00	$0.00	$0.00	0.04	$1,934.00	$0.00	$50,272.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0002	113	ADMIN. TECH II	$32,829.00	$0.00	$32,829.00	0	$0.00	$0.00	$32,829.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
		Totals	$81,167.00	$0.00	$32,829.00		$1,934.00	$0.00	$83,101.00	$0.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$1,080.00

A.I. -7241
14. F. 9

HIDALGO COUNTY
COMMISSIONERS COURT
2008 · SALARY SCHEDULE

1288-463-00-250-001-6

URBAN COUNTY - CDBG

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0021	114	CUSTODIAN	$9,642.00	$0.00	$0.00	0.04	$386.00	$0.00	$10,028.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$880,147.44	$0.00	$200,004.00		$27,205.00	$0.00	$907,352.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$20,030.00

A.I - 7241
14.F. 10

HIDALGO COUNTY
COMMISSIONERS COURT
2008 / : LARY SCHEDULE

1100-415-15-140-001-0

TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	111	TAX ASSESSOR/COLLECTOR	$74,012.00	$0.00	$0.00	0.04	$2,960.00	$0.00	$76,972.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$8,000.00
0002	113	CHIEF OF OPER	$62,740.00	$0.00	$0.00	0.04	$2,510.00	$0.00	$65,250.00	$0.00	$600.00	$0.00	$0.00	$6,940.00	$0.00	$7,540.00
0003	113	TAX COLL MGR	$57,590.00	$0.00	$0.00	0.04	$2,304.00	$0.00	$59,894.00	$0.00	$1,500.00	$0.00	$0.00	$2,800.00	$0.00	$4,300.00
0004	113	MOTOR VEH MGR	$53,433.00	$0.00	$0.00	0.04	$2,137.00	$0.00	$55,570.00	$0.00	$0.00	$0.00	$0.00	$5,625.00	$0.00	$5,625.00
0005	113	CHF FRAUD INV	$48,190.00	$0.00	$0.00	0.04	$1,928.00	$0.00	$50,118.00	$0.00	$480.00	$0.00	$0.00	$0.00	$500.00	$980.00
0006	113	TAX ASSNG MGR	$49,350.00	$0.00	$0.00	0.04	$1,974.00	$0.00	$51,324.00	$0.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$1,920.00
0007	113	ACCT REPT SPC	$48,320.00	$0.00	$0.00	0.04	$1,933.00	$0.00	$50,253.00	$0.00	$480.00	$0.00	$0.00	$1,500.00	$0.00	$1,980.00
0008	113	HEAD ACCT	$46,260.00	$0.00	$0.00	0.04	$1,850.00	$0.00	$48,110.00	$0.00	$1,020.00	$0.00	$0.00	$1,500.00	$0.00	$2,520.00
0009	113	COMP SYS ADM	$43,730.00	$0.00	$0.00	0.04	$1,749.00	$0.00	$45,479.00	$0.00	$480.00	$0.00	$0.00	$1,500.00	$0.00	$1,980.00
0010	113	FRAUD INVSTGR	$42,166.00	$0.00	$0.00	0.04	$1,687.00	$0.00	$43,853.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00
0011	113	EXECUTIVE ASST	$44,800.00	$0.00	$0.00	0.04	$1,792.00	$0.00	$46,592.00	$0.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$1,380.00
0012	113	ACCOUNTANT	$41,755.00	$0.00	$0.00	0.04	$1,670.00	$0.00	$43,425.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0013	113	ACCOUNTANT	$41,755.00	$0.00	$0.00	0.04	$1,670.00	$0.00	$43,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	ACCOUNTANT	$41,755.00	$0.00	$0.00	0.04	$1,670.00	$0.00	$43,425.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$780.00
0015	113	ACCOUNTANT	$38,953.00	$0.00	$0.00	0.04	$1,558.00	$0.00	$40,511.00	$0.00	$360.00	$0.00	$0.00	$1,500.00	$0.00	$1,860.00
0016	113	HEAD BOOKKEEPR	$37,897.00	$0.00	$0.00	0.04	$1,516.00	$0.00	$39,413.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0017	113	SUPERVISR ASST	$35,894.00	$0.00	$0.00	0.04	$1,436.00	$0.00	$37,330.00	$0.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$1,320.00
0018	113	SUPERVISOR	$35,600.00	$0.00	$0.00	0.04	$1,424.00	$0.00	$37,024.00	$0.00	$1,620.00	$0.00	$0.00	$1,500.00	$0.00	$3,120.00
0019	113	SUPERVISOR	$35,600.00	$0.00	$0.00	0.04	$1,424.00	$0.00	$37,024.00	$0.00	$1,680.00	$0.00	$0.00	$1,500.00	$0.00	$3,180.00
0020	113	SUPERVISOR	$35,600.00	$0.00	$0.00	0.04	$1,424.00	$0.00	$37,024.00	$0.00	$1,200.00	$0.00	$0.00	$1,500.00	$0.00	$2,700.00

A.I-7241
14.F.10

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

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Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0021	113	SUPERVISOR	$35,600.00	$0.00	$0.00	0.04	$1,424.00	$0.00	$37,024.00	$0.00	$1,140.00	$0.00	$0.00	$900.00	$0.00	$2,040.00
0022	113	ASST. SUPERVISR	$32,025.00	$0.00	$0.00	0.04	$1,281.00	$0.00	$33,306.00	$0.00	$840.00	$0.00	$0.00	$1,500.00	$0.00	$2,340.00
0023	113	ASST SUPERVISR	$32,025.00	$0.00	$0.00	0.04	$1,281.00	$0.00	$33,306.00	$0.00	$600.00	$0.00	$0.00	$750.00	$0.00	$1,350.00
0024	113	ASST SUPERVISR	$32,025.00	$0.00	$0.00	0.04	$1,281.00	$0.00	$33,306.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0025	113	ASST. ACCOUNTANT	$33,025.00	$0.00	$0.00	0.04	$1,321.00	$0.00	$34,346.00	$0.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$1,560.00
0026	113	HEAD CASHIER	$33,025.00	$0.00	$0.00	0.04	$1,321.00	$0.00	$34,346.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0027	113	SR TITLE EXMR	$30,787.00	$0.00	$0.00	0.04	$1,231.00	$0.00	$32,018.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0028	113	HEAD DATA ENTR	$32,287.00	$0.00	$0.00	0.04	$1,291.00	$0.00	$33,578.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0029	113	HEAD BOOKKEEPR	$30,448.00	$0.00	$0.00	0.04	$1,218.00	$0.00	$31,666.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0030	113	SUPERVISR ASST	$30,305.00	$0.00	$0.00	0.04	$1,212.00	$0.00	$31,517.00	$0.00	$1,200.00	$0.00	$0.00	$750.00	$0.00	$1,950.00
0031	113	SUPERVISR ASST	$30,305.00	$0.00	$0.00	0.04	$1,212.00	$0.00	$31,517.00	$0.00	$960.00	$0.00	$0.00	$750.00	$0.00	$1,710.00
0032	113	SUPERVISR ASST	$30,305.00	$0.00	$0.00	0.04	$1,212.00	$0.00	$31,517.00	$0.00	$1,680.00	$0.00	$0.00	$750.00	$0.00	$2,430.00
0033	113	ASST ACCOUNT	$31,282.00	$0.00	$0.00	0.04	$1,251.00	$0.00	$32,533.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0034	113	ASST SUPERVISR	$31,390.00	$0.00	$0.00	0.04	$1,256.00	$0.00	$32,646.00	$0.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$1,620.00
0035	113	ASST SUPERVISR	$31,390.00	$0.00	$0.00	0.04	$1,256.00	$0.00	$32,646.00	$0.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$1,560.00
0036	113	ASST HEAD CASHIER	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	TITLE EXAMINER	$27,488.00	$0.00	$0.00	0.04	$1,100.00	$0.00	$28,588.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0038	113	ASST BOOKKEEPR	$27,002.00	$0.00	$0.00	0.04	$1,080.00	$0.00	$28,082.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0039	113	ASST ACCOUNT	$27,824.00	$0.00	$0.00	0.04	$1,113.00	$0.00	$28,937.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0040	113	COMPUTER DEPT. CLERK	$26,688.00	$0.00	$0.00	0.04	$1,068.00	$0.00	$27,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 7241
14.F.10

HIDALGO COUNTY
COMMISSIONERS COURT
2008 /) SALARY SCHEDULE

1100-415-15-140-001-0

TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0041	113	SECRETARY	$30,000.00	$0.00	$0.00	0.04	$1,200.00	$0.00	$31,200.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0042	113	DEPUTY CLERK/CASHIER	$26,537.00	$0.00	$0.00	0.04	$1,061.00	$0.00	$27,598.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0043	113	ADMINISTRATIVE ASSISTANT	$25,977.00	$0.00	$0.00	0.04	$1,039.00	$0.00	$27,016.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	DEPUTY TAX CLERK	$25,922.00	$0.00	$0.00	0.04	$1,037.00	$0.00	$26,959.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0045	113	DEPUTY TAX CLERK	$25,831.00	$0.00	$0.00	0.04	$1,033.00	$0.00	$26,864.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$1,140.00
0046	113	DEPUTY CLERK/CASHIER	$25,206.00	$0.00	$0.00	0.04	$1,008.00	$0.00	$26,214.00	$0.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$1,800.00
0047	113	HEAD CASHIER	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0048	113	HEAD CASHIER	$24,706.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,706.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0049	113	DEPUTY CLERK/CASHIER	$24,245.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,245.00	$0.00	$720.00	$0.00	$0.00	$750.00	$0.00	$1,470.00
0050	113	COLLECTION CLERK	$24,245.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,245.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0051	113	ASST BOOKKEEPR	$24,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$25,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0052	113	TAX CLK/CASHR	$23,789.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,789.00	$0.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$1,260.00
0053	113	ASST CASHIER	$28,000.00	$0.00	$0.00	0.04	$1,120.00	$0.00	$29,120.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0054	113	DEPUTY CLERK/CASHIER	$23,554.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,554.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0055	113	COLLECTION CLERK	$23,470.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,470.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	CASHIER ASST	$23,428.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,428.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0057	113	CASHIER ASST	$23,420.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,420.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0058	113	CASHIER ASST	$22,906.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,906.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0059	113	DEPUTY CLERK/CASHIER	$22,729.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,729.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00

HIDALGO COUNTY
COMMISSIONERS COURT
2008) SALARY SCHEDULE

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TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0061	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0062	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$840.00	$0.00	$0.00	$0.00	$0.00	$840.00
0064	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0066	113	DEPUTY CLERK/CASHIER	$22,625.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,625.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0067	113	TAX CLK/CASHR	$22,553.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,553.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0068	113	TAX CLK/CASHR	$22,553.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,553.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0069	113	TAX CLK/CASHR	$22,542.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,542.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0070	113	DEPUTY CLERK/CASHIER	$22,375.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,375.00	$0.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
0071	113	TAX CLK/CASHR	$22,319.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,319.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	INVENTORY CLK	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$2,250.00	$0.00	$2,250.00
0073	113	DEPUTY TAX CLERK	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0074	113	DEPUTY TAX CLERK	$23,736.00	$0.00	$0.00	0	$0.00	$1,000.00	$24,736.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0075	113	CASHIER ASST	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0076	113	DEPUTY TAX CLERK	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0077	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0078	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0079	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0080	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00

HIDALGO COUNTY
COMMISSIONERS COURT
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TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0081	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0082	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0083	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0084	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0085	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0086	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0087	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0088	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0089	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0090	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$660.00	$0.00	$0.00	$0.00	$0.00	$660.00
0091	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0092	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0093	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0094	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0095	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0096	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0097	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0098	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0099	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0100	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00

HIDALGO COUNTY
COMMISSIONERS COURT
2008 , SALARY SCHEDULE

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TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0101	113	DEPUTY TAX CLERK	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0102	113	DEPUTY TAX CLERK	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0103	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0104	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00
0105	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0106	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0107	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0108	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0109	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0110	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0111	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0112	113	TAX CLK/CASHR	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0113	113	DEPUTY CLERK/CASHIER	$22,236.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,236.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0114	113	TAX CLK/CASHR	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0115	113	TAX CLK/CASHR	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0116	113	TAX CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0117	113	TAX CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0118	113	DEPUTY CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0119	113	DEPUTY CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0120	113	DEPUTY CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-415-15-140-001-0

TAX OFF

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0121	113	DEPUTY CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0122	113	TAX CLERK/CASHIER	$21,820.00	$0.00	$0.00	0	$0.00	$1,000.00	$22,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0123	113	ADMINISTRATIVE ASSISTANT	$30,000.00	$0.00	$30,000.00	0.04	$1,200.00	$0.00	$31,200.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00
0124	113	TAX CLERK CASHIER	$28,000.00	$0.00	$28,000.00	0.04	$1,120.00	$0.00	$29,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$3,462,381.00	$0.00	$58,000.00		$70,953.00	$75,000.00	$3,608,334.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$98,885.00

A.I - 7241
14.F.11

HIDALGO COUNTY
COMMISSIONERS COURT
2008 ,) SALARY SCHEDULE

1100-412-00-021-001-0

CCL#1

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	111	JDG CRT-AT-LAW	$137,418.00	$0.00	$137,418.00	0.04	$5,497.00	$0.00	$142,915.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$8,000.00
0002	113	COURT REPORTER	$67,250.00	$0.00	$0.00	0.06	$4,250.00	$0.00	$71,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	COURT COORDINA	$54,000.00	$0.00	$0.00	0.09	$4,852.00	$0.00	$58,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	BAILIFF/INTERP	$43,500.00	($3,500.00)	$40,000.00	0.05	$2,000.00	$0.00	$42,000.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0005	113	ASST COORDINT	$39,000.00	$0.00	$0.00	0.09	$3,700.00	$0.00	$42,700.00	$0.00	$0.00	$3,300.00	$0.00	$0.00	$0.00	$3,300.00
		Totals	$341,168.00	($3,500.00)	$177,418.00		$20,299.00	$0.00	$357,967.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$11,660.00

AI-7241
14.F. 12

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1282-412-30-085-001-8

PUBLIC DEFENDER - ID

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	CHIEF PUBLIC DEFENDER	$72,200.00	$0.00	$0.00	0.04	$2,888.00	$0.00	$75,088.00	$0.00	$270.75	$0.00	$0.00	$0.00	$0.00	$270.75
0002	113	1st ASST. PUBLIC DEFENDER	$52,200.00	$0.00	$0.00	0.04	$2,088.00	$0.00	$54,288.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	PUBLIC DEFENDER	$45,150.00	$0.00	$0.00	0.04	$1,806.00	$0.00	$46,956.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	PUBLIC DEFENDER	$44,400.00	$0.00	$0.00	0.04	$1,776.00	$0.00	$46,176.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	PUBLIC DEFENDER	$44,400.00	$0.00	$0.00	0.04	$1,776.00	$0.00	$46,176.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	PUBLIC DEFENDER	$43,000.00	$0.00	$0.00	0.04	$1,720.00	$0.00	$44,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	INVESTIGATOR	$26,250.00	$0.00	$0.00	0.04	$1,050.00	$0.00	$27,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	INTAKE OFFICER	$21,000.00	$0.00	$0.00	0.04	$840.00	$0.00	$21,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$348,600.00	$0.00	$0.00		$13,944.00	$0.00	$362,544.00	$0.00	$270.75	$0.00	$0.00	$0.00	$0.00	$270.75

HIDALGO COUNTY
COMMISSIONERS COURT
2008 ,) SALARY SCHEDULE

A.I.-7241 14.F.13

1100-444-00-240-001-0

HUMAN SERVICES

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	DIRECTOR	$68,408.00	$0.00	$0.00	0.04	$2,736.00	$0.00	$71,144.00	$0.00	$540.00	$0.00	$0.00	$3,600.00	$0.00	$4,140.00
0002	113	SUPERVISOR	$33,331.00	$0.00	$0.00	0.04	$1,333.00	$0.00	$34,664.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0003	113	ADM SECRETARY	$30,739.00	$0.00	$0.00	0.04	$1,230.00	$0.00	$31,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SUPERVISOR	$30,739.00	$0.00	$0.00	0.04	$1,230.00	$0.00	$31,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	BILLING SPECIALIST	$29,402.00	$0.00	$0.00	0.04	$1,176.00	$0.00	$30,578.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0006	113	ELIGIBILITY SPECIALIST	$27,528.00	$0.00	$0.00	0.04	$1,101.00	$0.00	$28,629.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0007	113	ELIGIBILITY SPECIALIST	$27,528.00	$0.00	$0.00	0.04	$1,101.00	$0.00	$28,629.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	ELIGIBILITY SPECIALIST	$27,377.00	$1,252.00	$28,629.00	0	$0.00	$0.00	$28,629.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0013	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0015	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0016	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$480.00
0017	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ELIGIBILITY SPECIALIST	$25,176.00	$2,324.00	$27,500.00	0	$0.00	$0.00	$27,500.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0019	113	BILLING SPECIALIST	$22,839.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	BILLING SPECIALIST	$22,839.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	BILLING SPECIALIST	$22,839.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I. - 7241
14. F. 13

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-444-00-240-001-0

HUMAN SERVICES

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0022	113	BILLING SPECIALIST	$22,839.00	$0.00	$0.00	0	$0.00	$1,000.00	$23,839.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	113	BILLING SPECIALIST	$21,395.00	$2,105.00	$23,500.00	0	$0.00	$0.00	$23,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	ELIGIBILITY CLERK	$19,806.00	$2,034.00	$21,840.00	0	$0.00	$0.00	$21,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	ELIGIBILITY CLERK	$19,806.00	$2,034.00	$21,840.00	0	$0.00	$0.00	$21,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	BILLING CLERK	$19,345.00	$2,495.00	$21,840.00	0	$0.00	$0.00	$21,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0027	113	ELIGIBILITY CLERK	$19,345.00	$2,495.00	$21,840.00	0	$0.00	$0.00	$21,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	ELIGIBILITY CLERK	$27,755.00	$0.00	$0.00	0.04	$1,110.00	$0.00	$28,865.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	ELIGIBILITY SPECIALIST	$26,000.00	$0.00	$26,000.00	0	$0.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$746,444.00	$33,331.00	$412,989.00		$11,017.00	$4,000.00	$794,792.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,100.00

AI-7241
14.F. 14-A

DATE: September 14, 2007

DEPARTMENT HEAD: Eduardo Olivarez, Chief Administrative Officer

DEPARTMENT NAME: Hidalgo County Health Department

ACCOUNT NUMBER: 8-1293-441-00-340-006-8 (OPHP Grant)

SUBJECT: Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increase) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT -
8-1293-441-00-340-006-8-113	Salaries - F/T Employees	$ 79,388.00
8-1293-441-00-340-006-8-220	FICA	$ 6,073.18
8-1293-441-00-340-006-8-230	Retirement	$ 7,081.41
8-1293-441-00-340-006-8-250	Unemployment Comp	$ 396.94
8-1293-441-00-340-006-8-260	Worker's Comp	$ 2,595.99
8-1293-441-00-340-006-8-211	Health Insurance	$ 12,798.48
8-1293-441-00-340-006-8-212	Life Insurance	$ 150.00
8-1293-441-00-340-006-8-581	Travel In County	$ 500.00
8-1293-441-00-340-006-8-583	Travel Out of County	$ 1,500.00
8-1293-441-00-340-006-8-603	Educational/Instructional Supplies	$ 15,940.00
	TOTAL BUDGET	$ 126,424.00

INCREASE REQUEST $

Revenue Account #

REASON: Implement OPHP Grant Budget for the period 9/1/2007 - 8/31/2008.

There are no areas in my current budget to reduce in order to fund the above mentioned items.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST CO. CLERK

AI-7241

14.F. 14-A

HIDALGO COUNTY HEALTH DEPARTMENT
OPHP EMPLOYEE SALARY SCHEDULE
8-1293-441-00-340-006-8

Term: 9/1/2007 - 8/31/2008

Slot #	Employee Name	Employee Title	Salary 9/1/2007 12/31/2007	Salary 1/1/2008 8/31/2008	Salary for 12 month Grant Period
006-G003		Public Health Specialist	$ 5,681.00	$ 11,930.00	$ 17,611.00
006-G004	Vacant	Administrative Secretary	$ 2,362.00	$ 4,961.00	$ 7,323.00
006-G002		Clerk	$ 7,958.00	$ 16,712.00	$ 24,670.00
006-G001		Health Information Tech.	$ 9,608.00	$ 20,176.00	$ 29,784.00
	OPHP Salary		**$ 25,609.00**	**$ 53,779.00**	**$ 79,388.00**
	FICA	7.65%	$ 1,959.09	$ 4,114.09	$ 6,073.18
	Retirement	8.92%	$ 2,284.32	$ 4,797.09	$ 7,081.41
	Unemployment	0.50%	$ 128.05	$ 268.90	$ 396.94
	Worker's Comp.	3.27%	$ 837.41	$ 1,758.57	$ 2,595.99
	Health Insurance	$4,164/Yr.			$ 12,798.48
	Life Insurance	$33/Yr.			$ 150.00
	OPHP F.B. Total		**$ 5,208.87**	**$ 10,938.65**	**$ 29,096.00**
	OPHP Sal/FB Total		**$ 30,817.87**	**$ 64,717.65**	**$ 108,484.00**

AI-7241
14.F.14-B

HIDALGO COUNTY HEALTH HUMAN SERVICES dEPT
OFFICE OF BORDER HEALTH - EWIDS
8-1293-441-10-340-028-8

Term: 10/1/2007 - 7/31/2008

Slot #	Employee Name	Employee Title	Salary 10/1/2007 12/31/2007	Salary 1/1/2008 7/31/2007	Salary for 12 month Grant Period
028-0001	Vacant	Bi-National Surv Laision	$ 6,562.50	$ 15,312.50	$ 21,875.00
028-0002	Vacant	Data Entry/Surveillance	$ 6,562.50	$ 15,312.50	$ 21,875.00
028-0003	Vacant	Asst. Epidemiologist	$ 11,250.00	$ 26,250.00	$ 37,500.00
028-0004	Vacant	Bi-National Surv Nurse	$ 10,012.50	$ 23,362.50	$ 33,375.00
	EWIDS Salary		**$ 34,387.50**	**$ 80,237.50**	**$114,625.00**
	FICA	7.65%	$ 2,630.64	$ 6,138.17	$ 8,768.81
	Retirement	8.92%	$ 3,067.37	$ 7,157.19	$ 10,224.55
	Unemployment	0.50%	$ 171.94	$ 401.19	$ 573.13
	Worker's Comp	3.27%	$ 1,124.47	$ 2,623.77	$ 3,748.24
	Health Insurance	$4,164/Yr			$ 19,719.27
	Life Insurance	$33/Yr			$ 180.00
	Ewids Fringe Benefit		**$ 6,994.42**	**$ 16,320.31**	**$ 43,214.00**
	EWIDS Sal/FB		$ 41,381.92	$ 96,557.81	$157,839.00

AI-7241
14.F. 14-C

HIDALGO COUNTY HEALTH HUMAN SERVICES dEPT
OFFICE OF BORDER HEALTH - EWIDS
8-1293-441-10-340-028-8

Term: 10/1/2007 - 7/31/2008

Slot #	Employee Name	Employee Title	Salary 10/1/2007 12/31/2007	Salary 1/1/2008 7/31/2007	Salary for 10 month Grant Period
028-0001	Vacant	Bi-National Surv. Laision	$ 6,562.50	$ 15,312.50	$ 21,875.00
028-0002	Vacant	Data Entry/Surveillance	$ 6,562.50	$ 15,312.50	$ 21,875.00
028-0003	Vacant Bi-National	Asst. Epidemiologist	$ 11,250.00	$ 26,250.00	$ 37,500.00
028-0004	Vacant	Bi-National Surv. Nurse	$ 10,012.50	$ 23,362.50	$ 33,375.00
	EWIDS Salary		**$ 34,387.50**	**$ 80,237.50**	**$114,625.00**
	FICA	7.65%	$ 2,630.64	$ 6,138.17	$ 8,768.81
	Retirement	8.92%	$ 3,067.37	$ 7,157.19	$ 10,224.55
	Unemployment	0.50%	$ 171.94	$ 401.19	$ 573.13
	Worker's Comp.	3.27%	$ 1,124.47	$ 2,623.77	$ 3,748.24
	Health Insurance	$4,164/Yr			$ 19,719.27
	Life Insurance	$33/Yr			$ 180.00
	Ewids Fringe Benefit		**$ 6,994.42**	**$ 16,320.31**	**$ 43,214.00**
	EWIDS Sal/FB		**$ 41,381.92**	**$ 96,557.81**	**$157,839.00**

AI- 7241

14. F. 14-D

DATE: December 12, 2007

DEPARTMENT HEAD: Eduardo Olivarez, Chief Administrative Officer

DEPARTMENT NAME: Hidalgo County Health Department

ACCOUNT NUMBER: 8-1293-441-00-340-013-8 (Bioterrorism Grant)

SUBJECT Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increase) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT -
8-1293-441-00-340-013-8-113	Salaries - F/T Employees	$ 195,939.00
8-1293-441-00-340-013-8-211	Health Insurance	$ 22,209.00
8-1293-441-00-340-013-8-212	Life Insurance	$ 176.00
8-1293-441-00-340-013-8-220	FICA	$ 14,989.20
8-1293-441-00-340-013-8-230	Retirement	$ 17,477.82
8-1293-441-00-340-013-8-250	Unemployment Comp	$ 979.06
8-1293-441-00-340-013-8-260	Worker's Comp	$ 6,406.92
8-1293-441-00-340-013-8-583	Travel Out of County	$ 1,338.00
8-1293-441-00-340-013-8-581	Travel In County	$ 400.00
8-1293-441-00-340-013-8-601	Supplies	$ 3,250.00
8-1293-441-00-340-013-8-603	Educational Supplies	$ 2,000.00
8-1293-441-00-340-013-8-613	Safety Supplies	$ 500.00
8-1293-441-00-340-013-8-441	Land & Building Rental	$ 2,000.00
8-1293-441-00-340-013-8-584	Registration Fees	$ 1,299.00
8-1293-441-00-340-013-8-350	Contractual Services	$ 2,000.00
8-1293-441-00-340-013-8-339	Other Professional Fees	$ (1,000.00)
	TOTAL BUDGET	$ 269,964.00

INCREASE REQUEST $

Revenue Account # 7-1293-334-10-340-013-8-000 TDH PHPSB Revenues

REASON: Implement amended Bioterrorism Grant Budget for the period 9/1/2007 - 7/31/2008.

There are no areas in my current budget to reduce in order to fund the above mentioned items.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST CO. CLERK

AI - 7241

14.F. 14-D

HIDALGO COUNTY HEALTH DEPARTMENT
BIOTERRORISM GRANT EMPLOYEE SALARY SCHEDULE
8-1293-441-00-340-013-8

Term: 9/1/2007 - 7/31/2008

Slot #	Employee Name	Employee Title	Salary 9/1/2007 12/31/2007	Salary 1/1/2008 7/31/2008	Salary for 11 month Grant Period
013-0016		Technician I-Preparednes	$ 7,861.67	$ 14,341.00	$ 22,202.67
013-0002		Epidemiologist	$ 16,974.33	$ 30,893.00	$ 47,867.33
013-0001		Public Health Prep Coord	$ 18,124.00	$ 32,986.00	$ 51,110.00
013-0005	Vacant	SNS Coordinator/Planner	$ 13,275.00	$ 24,161.00	$ 37,436.00
013-0006		Smallpox Activity Coor/Tr	$ 13,275.00	$ 24,161.00	$ 37,436.00
013-0007		LVN-Surveillance	$ 13,275.00	$ 24,161.00	$ 37,436.00
013-0008		LVN-Surveillance	$ 13,275.00	$ 24,161.00	$ 37,436.00
013-0013		Technician I-Surveillance	$ 7,861.67	$ 14,341.00	$ 22,202.67
013-0014		Technician I-Preparednes	$ 7,861.67	$ 14,341.00	$ 22,202.67
013-0015		Technician I-Preparednes	$ 7,861.67	$ 14,341.00	$ 22,202.67
013-0010		Risk Communication Plan	$ 9,059.00	$ 16,487.00	$ 25,546.00
013-0011		Technician II-Surveillance	$ 9,059.00	$ 16,487.00	$ 25,546.00
013-0003		RN-Surveillance Coord.	$ 16,974.33	$ 30,893.00	$ 47,867.33
013-0009		HAN	$ 12,055.00	$ 21,940.00	$ 33,995.00
013-0004		Community Prep.Liaison	$ 14,675.67	$ 26,710.00	$ 41,385.67
013-0012		Neds Technician	$ 8,915.00	$ 16,225.00	$ 25,140.00
	Bio-Terrorism Salary		**$190,383.00**	**$346,629.00**	**$537,012.00**
	FICA	7.65%	$ 14,564.30	$ 26,517.12	$ 41,081.42
	Retirement	8.92%	$ 16,982.16	$ 30,919.31	$ 47,901.47
	Unemployment	0.50%	$ 951.92	$ 1,733.15	$ 2,685.06
	Worker's Comp.	3.27%	$ 6,225.52	$ 11,334.77	$ 17,560.29
	Health Insurance	$4,164/Yr.			$ 61,072.00
	Life Insurance	$33/Yr.			$ 484.00
	Bio Fringe Benefit		**$ 38,723.90**	**$ 70,504.34**	**$170,784.24**
	Bio-Terrorism Sal/FB		**$229,106.90**	**$417,133.34**	**$707,796.24**

A.I -7241
14. F. 15

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-413-00-110-006-0

CO JUDGE

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	111	COUNTY JUDGE	$105,000.00	$0.00	$0.00	0.04	$4,200.00	$0.00	$109,200.00	$0.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$8,000.00
0002	113	CHIEF ADMINISTRATOR	$74,579.00	$0.00	$0.00	0.04	$2,983.00	$0.00	$77,562.00	$0.00	$0.00	$0.00	$0.00	$5,400.00	$0.00	$5,400.00
0003	113	ASST CHIEF ADMIN	$69,900.00	$0.00	$0.00	0.04	$2,796.00	$0.00	$72,696.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$1,140.00
0004	113	ECONOMIC DEVELOPMENT COORDINATOR	$65,000.00	$0.00	$65,000.00	0.04	$2,600.00	$0.00	$67,600.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00
0006	113	ADMINISTRATIVE ASSISTANT	$50,000.00	$0.00	$0.00	0.04	$2,000.00	$0.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	ADMINISTRATIVE AIDE I	$27,482.00	$0.00	$27,482.00	0	$0.00	$0.00	$27,482.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	EXECUTIVE ASST	$44,558.00	$0.00	$0.00	0.04	$1,782.00	$0.00	$46,340.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0012	113	ADMINISTRATIVE ASSISTANT	$43,000.00	$0.00	$0.00	0.04	$1,720.00	$0.00	$44,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ADMINISTRATIVE AIDE II	$41,251.00	$0.00	$0.00	0.04	$1,650.00	$0.00	$42,901.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	ADMINISTRATIVE AIDE I	$27,482.00	$0.00	$0.00	0.04	$1,099.00	$0.00	$28,581.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	114	ADMIN AIDE	$12,000.00	$0.00	$0.00	0.04	$480.00	$0.00	$12,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0023	114	ADMIN AIDE	$12,000.00	$0.00	$0.00	0.04	$480.00	$0.00	$12,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	ADMINISTRATIVE ASSISTANT	$48,000.00	$0.00	$0.00	0.04	$1,920.00	$0.00	$49,920.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$620,252.00	$0.00	$92,482.00		$23,710.00	$0.00	$643,962.00	$10.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$14,910.00

A.I - 7241

14.F.16

DATE:	October 24, 2007
DEPARTMENT HEAD:	Dora L. Munoz
DEPARTMENT NAME:	H.I.D.T.A.
ACCOUNT NUMBER:	EXPENDITURE - 1291-412-00-270-004-7-XXX
	REVENUE - 1291-331-00-270-004-7-000
SUBJECT:	Budget Amendment

HONORABLE COMMISSIONER'S COURT OF HIDALGO COUNTY:

I WOULD LIKE TO REQUEST THE FOLLOWING AMENDMENTS (INCREASES) TO MY DEPARTMENTAL BUDGET IN ACCORDANCE WITH V.A.C.S., PURSUANT TO ARTICLE 689A-11, 1666A, 1666B:

INCREASE OBJECT NUMBER (S)		ACCOUNT (OBJECT) NAME	INCREASE (DECREASE)
7-1291-412-00-270-004-	7- 113	FULL-TIME EMPLOYEES	21,800.00
7-1291-412-00-270-004-	7- 211	HEALTH INSURANCE	4,164.00
7-1291-412-00-270-004-	7- 212	LIFE INSURANCE	33.00
7-1291-412-00-270-004-	7- 220	SOCIAL SECURITY TAX	1,667.70
7-1291-412-00-270-004-	7- 230	RETIREMENT	1,914.04
7-1291-412-00-270-004-	7- 250	UNEMPLOYMENT COMPENSATION INSURANCE	109.00
7-1291-412-00-270-004-	7- 260	WORKER'S COMPENSATION INSURANCE	312.26
		TOTAL APPROPRIATIONS	$30,000.00
7-1291-331-00-270-004-	7- 000	HIDTA TASK FORCE 2007 GRANT	30,000.00
		TOTAL ESTIMATED REVENUES	30,000.00

TO APPROPRIATE THE HIDALGO COUNTY HIDTA 2007 GRANT NUMBER I7PSSP573Z IN THE AMOUNT OF $30,000.00

There are no areas in my current budget to reduce in order to fund the above mentioned item(s).

APPROVED BY COMMISSIONER'S COURT

___/___/___ DATE

DEPARTMENT HEAD SIGNATURE

ATTEST BY COUNTY CLERK

A.I-7241
14.F.16

DATE: October 24, 2007

DEPARTMENT HEAD: Dora L. Munoz

DEPARTMENT NAME: STX DIRECTOR'S ADMINISTRATIVE SUPPORT ELEMENT

ACCOUNT NUMBER: 7-1291-412-00-270-004-7-XXX (2007 Grant)

SLOT NO.	POSITION TITLE	2007 BUDGETED GRANT SALARY	FRINGES AND WORKERS' COMPENSATION						TOTAL BUDGETTED AMOUNT
			HEALTH INSURANCE $4,164.00	LIFE INSURANCE $33.00	FICA 7.65%	RETIREMENT 8.78%	UNEMPLOYMENT COMP. 0.50%	WORKER'S COMP. 0.42%	
G0001	Receptionist	**$21,800.00**	4,164.00	33.00	1,667.70	1,914.04	109.00	* 312.26	**$30,000.00**

* Worker's Comp was budgeted $220.70 over the required amount of $91.56

A.I-7241
14.F.16

Executive Office of the President Office of National Drug Control Policy	AWARD Grant	Page 1 of 1
1. Recipient Name and Address Mr. Ramon Garcia Hidalgo County Auditor's Office PO Box 1356 Edinburg, TX 78540	4. Award Number: I7PSSP573Z	
	5. Project Period: 01/01/2007 to 12/31/2008 Budget Period: 01/01/2007 to 12/31/2008	
1A. Recipient IRS/Vendor No. 1746000717A4	6. Date: 10/22/2007	7. Action
2. Subrecipient Name and Address	8. Supplement Number 2	☐ Initial ☒ Supplemental
2A. Subrecipient IRS/Vendor No.	9. Previous Award Amount	$724,514.00
3. Project Title McAllen Initiative Initiative(s)	10. Amount of This Award	$30,000.00
	11. Total Award	$754,514.00
12. Special Conditions The above grant is approved subject to such conditions or limitations as are set forth in the original Grant.		
13. Statutory Authority for Grant: Public Law 110-5		
AGENCY APPROVAL	**RECIPIENT ACCEPTANCE**	
14. Typed Name and Title of Approving ONDCP Official Cheryl C. Nolan Office of National Drug Control Policy	15. Typed Name and Title of Authorized Recipient Official Mr. Ramon Garcia Hidalgo County Auditor's Office	
16. Signature of Approving ONDCP Official Cheryl C. Nolan	17. Signature of Authorized Recipient	Date
Agency Use Only		
18. Accounting Classification Code DUNS: 103110834 EIN: 1746000717A4	19. HIDTA AWARD	

A.I-724
14.F.76

Executive Office of the President Office of National Drug Control Policy	AWARD Grant	Page 1 of 1
1. Recipient Name and Address Mr. Ramon Garcia Hidalgo County Auditor's Office PO Box 1356 Edinburg, TX 78540	4. Award Number: I7PSSP573Z 5. Project Period: 01/01/2007 to 12/31/2008 Budget Period: 01/01/2007 to 12/31/2008	
1A. Recipient IRS/Vendor No. 1746000717A4	6. Date: 10/22/2007	7. Action ☐ Initial ☒ Supplemental
2. Subrecipient Name and Address	8. Supplement Number 2	
2A. Subrecipient IRS/Vendor No.	9. Previous Award Amount	$724,514.00
3. Project Title McAllen Initiative Initiative(s)	10. Amount of This Award	$30,000.00
	11. Total Award	$754,514.00
12. Special Conditions The above grant is approved subject to such conditions or limitations as are set forth in the original Grant.		
13. Statutory Authority for Grant: Public Law 110-5		
AGENCY APPROVAL	**RECIPIENT ACCEPTANCE**	
14. Typed Name and Title of Approving ONDCP Official Cheryl C. Nolan Office of National Drug Control Policy	15. Typed Name and Title of Authorized Recipient Official Mr. Ramon Garcia Hidalgo County Auditor's Office	
16. Signature of Approving ONDCP Official Cheryl C. Nolan	17. Signature of Authorized Recipient	Date
Agency Use Only		
18. Accounting Classification Code DUNS: 103110834 EIN: 1746000717A4	19. HIDTA AWARD	

MOD #2 ↑ $30,000 AI. 7241 14.F.16 #8507

FY 2007 - SWB - South Texas HIDTA

Initiative Cash Summary by HIDTA

Current Budget (Approved) (With Reprogramming)

Total SWB - South Texas	**8,792,925.00**
Total National HIDTA	**222,175,000.00**

Agency Name	Initiative Name	Cash	Type	Grant
Texas Department of Public Safety	McAllen Initiative	40,145.00	Investigation	I7PSSP701Z
	San Antonio	87,636.00	Investigation	I7PSSP701Z
	South Texas Region Training Initiative	3,902.00	Operations Support	I7PSSP701Z
	Texas Narcotics Information System	247,402.00	Intelligence	I7PSSP701Z
	Agency Total - Texas Department of Public Safety	**379,085.00**		
Laredo Police Department - City of Laredo	Laredo Financial Narcotics Enforcement Task Force	672,178.00	Investigation	I7PSSP571Z
	Multi-Agency Drug Related Public Corruption TF	99,916.00	Investigation	I7PSSP571Z
	South Texas Region Training Initiative	6,952.00	Operations Support	I7PSSP571Z
	Agency Total - Laredo Police Department - City of Laredo	**779,046.00**		
Hidalgo County Auditor's Office	DHE - McAllen Initiative	27,200.00	Investigation	I7PSSP573Z
	Director's Administrative Support Element	30,000.00	Administration	I7PSSP573Z
	McAllen Initiative	690,114.00	Investigation	I7PSSP573Z
	South Texas Region Training Initiative	7,200.00	Operations Support	I7PSSP573Z
	Agency Total - Hidalgo County Auditor's Office	**754,514.00**		
Zapata County Sheriff's Office	Laredo Financial Narcotics Enforcement Task Force	57,935.00	Investigation	I7PSSP612Z
	Multi-Agency Drug Related Public Corruption TF	61,081.00	Investigation	I7PSSP612Z
	South Texas Region Training Initiative	500.00	Operations Support	I7PSSP612Z
	Agency Total - Zapata County Sheriff's Office	**119,516.00**		
Starr County Sheriff's Office	DHE - Starr County Task Force	20,000.00	Interdiction	I7PSSP617Z
	South Texas Region Training Initiative	1,000.00	Operations Support	I7PSSP617Z
	Starr County Task Force	118,267.00	Investigation	I7PSSP617Z
	Agency Total - Starr County Sheriff's Office	**139,267.00**		
Cameron County Auditor's Office	Brownsville HIDTA Investigative Task Force	131,599.00	Investigation	I7PSSP600Z
	DHE - White Sands Task Force	81,600.00	Interdiction	I7PSSP600Z
	Director's Administrative Support Element	603,513.00	Administration	I7PSSP600Z
	Intelligence Center	373,142.00	Intelligence	I7PSSP600Z
	Laredo Intelligence Center (LIC)	55,002.00	Intelligence	I7PSSP600Z
	McAllen (Multi-Agency) Intelligence Center	54,996.00	Intelligence	I7PSSP600Z
	South Texas Region Training Initiative	20,600.00	Operations Support	I7PSSP600Z
	Unified Narcotics Intelligence Task Force	455,281.00	Intelligence	I7PSSP600Z
	White Sands Task Force (fka Unity Task Force)	66,675.00	Investigation	I7PSSP600Z
	Agency Total - Cameron County Auditor's Office	**1,842,408.00**		
Brownsville Police Department	Multi-Agency Drug Related Public Corruption TF	7,110.00	Investigation	I7PSSP702Z
	Agency Total - Brownsville Police Department	**7,110.00**		
Val Verde County Sheriff's Office	Border Patrol Intelligence Center	104,194.00	Intelligence	I7PSSP618Z
	Del Rio Task Force	69,561.00	Investigation	I7PSSP618Z
	DHE - Del Rio Task Force	54,400.00	Interdiction	I7PSSP618Z

A.I-7241
14.F.16

FY 2007 - SWB South Texas HIDTA

Initiative Budget by Award Recipient

Initiative - Director's Administrative Support Element

Award Recipient - Hidalgo County Auditor's Office - I7PSSP573Z

Current Budget (Approved) (With Reprogramming)

ACCOUNT	Total	Hidalgo County Auditor's Office
Administrative staff	21,800.00	21,800.00
Personnel	**21,800.00**	**21,800.00**
Administrative staff	8,200.00	8,200.00
Fringe	**8,200.00**	**8,200.00**
Total Accounts	30,000.00	30,000.00

A.I. - 7241
14. F. 16

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY
Washington, D.C. 20503

October 22, 2007

Mr. Ramon Garcia
Hidalgo County Auditor's Office
PO Box 1356
Edinburg, TX 78540

Dear Mr. Garcia:

Grant number I7PSSP573Z has been increased and now totals $754,514.00.

The original and one copy of Modification 2 are enclosed. If you accept this modification, sign the Modification and return a copy with an original signature to the Assistance Center in Miami. Keep the original copy of the Modification for your file.

All terms and conditions of the original award apply to the Modification. If you have any questions pertaining to this grant award, please feel free to contact Phuong DeSear at (202) 395-6739.

Sincerely,

Cheryl C. Nolan
Assistant Deputy Director
for State, Local and Tribal Affairs

A.I – 7241
14.F.17

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1100-461-00-380-001-0

TX COOP EXTENSION

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	EXECUTIVE SECR	$32,236.00	$0.00	$0.00	0.04	$1,289.00	$0.00	$33,525.00	$0.00	$960.00	$0.00	$0.00	$0.00	$0.00	$960.00
0002	113	4H YTH OUTREACH COORDN	$30,943.00	$0.00	$0.00	0.04	$1,238.00	$0.00	$32,181.00	$0.00	$0.00	$0.00	$0.00	$2,873.00	$0.00	$2,873.00
0003	113	SECRETARY	$26,969.00	$0.00	$0.00	0.04	$1,079.00	$0.00	$28,048.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SECRETARY	$26,969.00	$0.00	$0.00	0.04	$1,079.00	$0.00	$28,048.00	$0.00	$720.00	$0.00	$0.00	$0.00	$0.00	$720.00
0005	112	C E A-AG/ COUNTY COORDINATOR	$22,773.00	$0.00	$0.00	0.04	$911.00	$0.00	$23,684.00	$0.00	$1,020.00	$0.00	$0.00	$4,838.00	$0.00	$5,858.00
0006	113	C E A-FCS	$22,773.00	$0.00	$0.00	0.04	$911.00	$0.00	$23,684.00	$0.00	$0.00	$0.00	$0.00	$4,838.00	$0.00	$4,838.00
0007	113	FCS PROG ASST	$19,830.00	$0.00	$0.00	0.04	$793.00	$0.00	$20,623.00	$0.00	$0.00	$0.00	$0.00	$2,873.00	$0.00	$2,873.00
0008	113	C E A-FR	$18,750.00	$0.00	$0.00	0.04	$750.00	$0.00	$19,500.00	$0.00	$360.00	$0.00	$0.00	$4,838.00	$0.00	$5,198.00
0009	113	C E A-HORTICUL	$18,750.00	$0.00	$0.00	0.04	$750.00	$0.00	$19,500.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0010	113	C E A - 4-H	$15,746.00	$0.00	$0.00	0.04	$630.00	$0.00	$16,376.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	114	RECEPTIONIST	$14,444.00	$0.00	$0.00	0.04	$578.00	$0.00	$15,022.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$250,183.00	$0.00	$0.00		$10,008.00	$0.00	$260,191.00	$0.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$23,860.00

A.I.-7241
14.F.18

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1292-441-00-350-001-8

WIC ADM

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0203	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0204	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0205	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0206	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0207	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0208	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0209	113	CLINIC AIDE	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0210	113	CLINIC AIDE	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0211	113	CLEANING AIDE	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0212	113	REGISTERED DIETICIAN	$42,000.00	$0.00	$0.00	0.04	$1,680.00	$0.00	$43,680.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0213	113	CLERK	$16,640.00	$0.00	$0.00	0	$0.00	$1,000.00	$17,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0214	113	CLERK	$16,640.00	$322.00	$16,962.00	0.04	$678.00	$0.00	$17,640.00	$1.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1.00
0215	113	CLERK	$16,640.00	$322.00	$16,962.00	0.04	$678.00	$0.00	$17,640.00	$1.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1.00
0216	113	NUTRITIONIST	$38,563.00	$0.00	$38,000.00	0.04	$1,543.00	$0.00	$40,106.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T217	121	NUTRITIONIST	$38,000.00	$0.00	$38,000.00	0	$0.00	$0.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$5,633,019.00	($2,484.00)	$567,936.00		$146,079.00	$109,000.00	$5,885,614.00	$2.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$82,322.00

A.I-7241
14.F.19

DATE PRINTED: October 10, 2007
DEPARTMENT HEAD: Israel Silva, Juvenile Probation Chief
DEPARTMENT NAME: Hidalgo County Juvenile Department
ACCOUNT NUMBER: Expenditure Acct: 7-1286-423-00-330-005-8-xxx
Revenue Acct: 7-1286-334-00-330-005-8-000

SUBJECT: Budget Amendments (Increases)

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with V.A.C.S., Pursuant to Article 689a-11, 1666a, and 1666b.

INCREASE OBJECT NUMBER(S)		ACOUNT (OBJECT) NAME		BUDGET INCREASE (DECREASE)
7-1286-423-00-330-005-8-	113	CJD JAIBG - Salaries-Full-time	$	34,500.00
7-1286-423-00-330-005-8-	211	CJD JAIBG - Health Insurance		4,164.00
7-1286-423-00-330-005-8-	212	CJD JAIBG - Life Insurance		33.00
7-1286-423-00-330-005-8-	220	CJD JAIBG - FICA		2,329.00
7-1286-423-00-330-005-8-	230	CJD JAIBG - Retirement		3,077.00
7-1286-423-00-330-005-8-	250	CJD JAIBG - Unemployment Comp.		173.00
7-1286-423-00-330-005-8-	260	CJD JAIBG - Worker Comp.		456.00
7-1286-423-00-330-005-8-	442	CJD JAIBG - Equipment Rental		5,286.48
7-1286-423-00-330-005-8-	601	CJD JAIBG - Office Supplies		235.52
		TOTAL APPROPRIATIONS	$	50,254.00
7-1286-334-00-330-005-8-	000	CJD JAIBG - Revenues	$	35,254.00
7-1286-391-01-000-100-8-	000	CJD JAIBG - Cash Match	$	15,000.00
		TOTAL ESTIMATED REVENUES	$	50,254.00

To appropriate the Hidalgo County Juvenile Probation Department FY 2008 JAIBG Grant-Early Intervention 13378-09 budget in the amount of $50,254.00 for the period of 08/01/2007 to 07/31/2008. Funding from State is $35,254.00 and Local Match is $15,000.00.

10-10-07

Israel "Buddy" Silva, Director Chief Juvenile Probation Officer — Date:

Approved by Commissioners' Court — Date:

Attested by County Clerk — Date:

A.I - 7241
14.F.19

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1286-423-00-330-005-8

CJD JAIBG

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	JCCC ASST COOR	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$34,500.00	$0.00	$34,500.00		$0.00	$0.00	$34,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A.I - 7241
14.F. 20

HIDALGO COUNTY
COMMISSIONERS COURT
2008 SALARY SCHEDULE

1200-431-00-260-001-0

ROW DEPT

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% INC	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	Other Allownaces					2008 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret 116	Supplem 117	Auto A 118	Clothing 119	
0001	113	ROW DIRECTOR	$80,000.00	$0.00	$0.00	0.04	$3,200.00	$0.00	$83,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0005	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$360.00
0007	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0009	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	ROW AGENT	$58,350.00	$0.00	$0.00	0.04	$2,334.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	ADMINISTRATIVE ASSISTANCE	$43,775.00	$0.00	$0.00	0.04	$1,751.00	$0.00	$45,526.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$420.00
0013	113	SECRETARY	$32,396.00	$0.00	$0.00	0.04	$1,296.00	$0.00	$33,692.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	ROW AGENTE	$60,684.00	$0.00	$60,684.00	0	$0.00	$0.00	$60,684.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Totals	$625,305.00	$0.00	$60,684.00		$22,585.00	$0.00	$647,890.00	$0.00	$780.00	$0.00	$0.00	$0.00	$0.00	$780.00

AI-7245 **13.H.**

Approve budget at dept. level
CC REGULAR

Date: 01/02/2008
Submitted By: Dina Trevino, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Discussion consideration and action to approve the 2008 Budget at department level. Intra-department, Inter-department and Inter-fund transfers will continue to require Commissioner's Court approval.

2. Discussion consideration and action to designate and authorize the Budget Officer to amend the budget by transferring amounts budgeted for certain items to other budgeted items, as necessary for County operations, with monthly reports to Commissioner's Court as per Texas Local Government Code Section 111.070C(2).

3. Approval to designate the General Fund and Special Revenue funds as the salary fund for their respective accounts as per Texas Local Government Code Section 154.042.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management (Originator)	Dina Trevino	12/26/2007 04:02 PM	APRV
2	Ivan Cantu	Ivan Cantu	12/26/2007 04:26 PM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:38 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:50 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 12:22 PM	APRV

Form Started By: Dina Trevino — Started On: 12/26/2007 03:27 PM

Final Approval Date: 12/27/2007

AI-7253 **13.I.**

Deobligation of funds Indigent Health Care fund 1249
CC REGULAR

Date: 01/02/2008
Submitted By: Dale Kennan, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Approval to deobligate funds from the FY 2007-2008 Indigent Health Care fund (1249) and appropriate into Countywide Administration - Contingency (1100) in the amount of $500,000.00.

BACKGROUND

Deobligation of funds as a result of Commissioners Court action/approval on October 15, 2007 to invest a maximum of $8.5M for State Fiscal Year 2008.

Fiscal Impact

FISCAL YEAR: 2008 **ACCT. #:** 8-1249-444-00-240-004-8-843
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
2008 Budget - $10,078,378.11

Attachments

Link: Transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Dale Kennan	12/26/2007 05:38 PM	CREATED
1	Sergio Cruz	Sergio Cruz	12/27/2007 10:32 AM	APRV
2	Budget & Management	Dina Trevino	12/27/2007 01:45 PM	APRV
3	Manuel Chapa	Manuel Chapa	12/27/2007 03:45 PM	APRV
4	Auditor's Office			NEW
5	Purchasing Department			
6	Court Administrator			

Form Started By: Dale Kennan Started On: 12/26/2007 05:38 PM

DATE: December 27, 2007

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPARTMENT OF BUDGET AND MANAGEMENT
FOR INDIGENT HEALTH CARE FUND 1249

ACCOUNT NUMBER: **8-1249-444-00-240-004-8-843**

SUBJECT: **Inter-fund Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
8-1100-415-00-115-002-0- 899	**CO WIDE ADM-CONTINGENCY**	**500,000.00**
8-1100-491-01-000-249-0- 891	**TRANSFERS OUT-INDIGENT HEALTH**	**(500,000.00)**
8-1249-391-01-000-100-0- 000	**TRANSFERS IN-GENERAL FUND**	**(500,000.00)**
8-1249-444-00-240-004-8- 843	**UPL FY 2007-2008-AID TO NONGOVT AGENCY**	**(500,000.00)**
	TOTAL BUDGET INCREASE (DECREASE)	**(500,000.00)**

REASON: **TO DEOBLIGATE FUNDS FROM THE INDIGENT HEALTH CARE FUND (1249) FOR FY 2007-2008 AND APPROPRIATE INTO COUNTY WIDE ADMINISTRATION - CONTINGENCY.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-7188 **13.J.**

Inter-Departamental Transfers
CC REGULAR

Date: 01/02/2008
Submitted By: Yolanda Orozco, FIRE MARSHAL
Submitted For: A.A.Tony Pena, Jr.
Department: FIRE MARSHAL
Agenda Area: Budget and Management

Information

CAPTION

Approval of 2007 interdepartmental transfer from various fire departments to Alton Fire department in the amount of $ 11,500.00 (1100), Edinburg Fire Department in the amount of $ 10,000.00 (1100), McAllen Fire Department in the amount of $ 500.00 (1100), and Palmview Fire Department in the amount of $12,000.00 (1100).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-422-20-300-XXX-0-841
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 12/20/07 in Prog.'s:
002 $ 10,960.00 --> program 003 $ 5,000.00
005 $ 12,240.00 --> program 003 $ 6,500.00
007 $ 6,115.00 --> program 006 $ 4,000.00
008 $ 5,970.00 --> program 006 $ 2,000.00
009 $ 12,665.00 --> program 006 $ 4,000.00 and program 012 $ 500.00
010 $ 7,705.00 --> program 016 $ 4,000.00
011 $ 12,880.00 --> program 016 $ 4,000.00
013 $ 12,425.00 --> program 016 $ 4,000.00

Attachments

Link: LIT

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Dina Trevino	12/19/2007 02:53 PM	APRV
2	Erika Reyna	Erika Reyna	12/20/2007 10:55 AM	APRV
3	Auditor's Office	Linda Fong	12/26/2007 05:34 PM	APRV
4	Purchasing Department	Marty Salazar	12/26/2007 07:46 PM	APRV
5	Court Administrator	Monica Badillo	12/27/2007 12:21 PM	APRV
Form Started By: Yolanda Orozco			Started On: 12/19/2007 01:37 PM	

Final Approval Date: 12/27/2007

DATE: January 2, 2008

DEPARTMENT HEAD: A.A. Tony Pena, Jr.

DEPARTMENT NAME: Hidalgo County Fire Marshal

ACCOUNT NUMBER: 7-1100-422-20-300-XXX-0-841

CONTACT PERSON: Yolanda Orozco **Telephone No:** 956/318-2656

SUBJECT: **Inter-Departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
FROM:		
7-1100-422-20-300-002-0-841	Alamo Fire Department	(5,000.00)
7-1100-422-20-300-005-0-841	Edcouch Fire Department	(6,500.00)
TO:		
7-1100-422-20-300-003-0-841	Alton Fire Department	11,500.00
FROM:		
7-1100-422-20-300-007-0-841	Elsa Fire Department	(4,000.00)
7-1100-422-20-300-008-0-841	Hidalgo Fire Department	(2,000.00)
7-1100-422-20-300-009-0-841	La Joya Fire Department	(4,000.00)
TO:		
7-1100-422-20-300-006-0-841	Edinburg Fire Department	10,000.00
FROM:		
7-1100-422-20-300-009-0-841	La Joya Fire Department	(500.00)
TO:		
7-1100-422-20-300-012-0-841	McAllen Fire Department	500.00
FROM:		
7-1100-422-20-300-010-0-841	La Villa Fire Department	(4,000.00)
7-1100-422-20-300-011-0-841	Linn-San Manuel Fire Department	(4,000.00)
7-1100-422-20-300-013-0-841	Mercedes Fire Department	(4,000.00)
TO:		
7-1100-422-20-300-016-0-841	Palmview Fire Department	12,000.00
	TOTAL BUDGET INCREASE (DECREASE)	

REASON: **Transfer from one account to another to cover expenditures for Fire Calls.**

DEPARTMENT HEAD SIGNATURE **DATE**

APPROVED COMMISSIONERS' COURT **ATTEST COUNTY CLERK**

AI-7247 **13.K.**

2008 Interdepartmental transfer & 2008 Insurance Payment for Montalvo Insurance

CC REGULAR

Date: 01/02/2008
Submitted By: Dale Kennan, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Approval of 2008 interdepartmental transfer from County Wide Administration to Insurance (1100) in the amount of $264,719.28.
2. Approval of payment to Montalvo Insurance in the amount of $1,499,225.00, with authority for Auditor to issue payment after review, audit, and processing procedures are complete.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 8-1100-419-00-115-025-0-52X
FUNDS AVAILABLE Y/N?: Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Object 521 has a 2008 budget of $250,000.00
Object 522 has a 2008 budget of $275,000.00
Object 523 has a 2008 budget of $125,000.00
Object 524 has a 2008 budget of $400,000.00
Additional funding is pending an intradepartmental transfer, AI-7248 on 1/2/08 Consent Agenda.

FISCAL YEAR: **ACCT. #:** 8-1100-415-00-115-002-0-899
FUNDS AVAILABLE Y/N?: Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 12/27/07; $31,404.92
Additional funding is pending deobligation of funds, AI- 7253 on 1/02/08

Attachments

Link: 2008 Montalvo Invoice
Link: Transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status

		Dale Kennan	12/26/2007 03:45 PM	CREATED
1	Sergio Cruz	Sergio Cruz	12/27/2007 10:33 AM	APRV
2	Budget & Management	Dina Trevino	12/27/2007 11:21 AM	APRV
3	Veronica Lopez	Veronica Lopez	12/27/2007 02:53 PM	APRV
4	Auditor's Office			PEND
5	Purchasing Department			
6	Court Administrator			

Form Started By: Dale Kennan Started On: 12/26/2007 03:45 PM

INVOICE
12/12/07

COPY

Montalvo Insurance Agency
PO Box 2
Weslaco, Texas 78599
956-968-5521

To: Hidalgo County
PO Box 1356
Edinburg, TX 78540

Type of Coverage: Commercial Package Policy #35834670DAL	
Company: Chubb – Federal Insurance Company	
Term: 01/01/2008 – 01/01/2009	
Premium:	$354,062.00
Type of Coverage: Deductible Buyback#1 – Wind & Hail Policy #LHD355528	
Company: Landmark America	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 73,255.00
Type of Coverage: Deductible Buyback#2 – Wind & Hail Policy #LHD355528	
Company: Landmark America	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 28,337.00
Type of Coverage: Differences & Conditions	
Company: Ace American Insurance Company	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 11,700.00
Type of Coverage: Kidnap & Extortion	
Company: Ace American Insurance Company	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 3,509.00
Type of Coverage: General Liability, Employee Benefits, Auto, Law, Employment Practices & Crime	
Company: St. Paul Travelers – St. Paul Fire & Marine Policy #GP06302049	
Term: 01/01/2008 – 01/01/2009	
Premium:	$895,098.00
Total Premium (page 1):	**$1,365,961.00**
Total Premium (page 2):	**$ 133,264.00**
Grand Total:	**$1,499,225.00**

Payable Upon Receipt
Thank you for your business!

COPY

INVOICE

12/12/07

Montalvo Insurance Agency
PO Box 2
Weslaco, Texas 78599
956-968-5521

To: Hidalgo County
PO Box 1356
Edinburg, TX 78540

Type of Coverage: Medical Malpractice	
Company: Evanston Insurance Company	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 67,619.00
Type of Coverage: Errors & Omission District Clerk	
Company: Certain Underwriters at Lloyds Policy #ELC40425	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 8,780.00
Type of Coverage: Errors & Omission County Clerk	
Company: Certain Underwriters at Lloyds Policy # ELC40424	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 6,162.00
Type of Coverage: Pollution Liability	
Company: Illinois Union	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 3,200.00
Type of Coverage: Mexico – Automobile	
Company: Grupo Nacional Provincial	
Term: 01/01/2008 – 01/01/2009	
Premium:	$ 4,003.00
Third Party Administration Fee:	$43,500.000
Total Premium for this page:	**$133,264.00**

Payable Upon Receipt
Thank you for your business!

DATE: December 26, 2007

DEPARTMENT HEAD: Valde Guerra

DEPARTMENT NAME: Department of Budget & Management for Insurance (1100)

ACCOUNT NUMBER: 8-1100-41X-00-115-0XX-0-XXX

SUBJECT: **Interdepartmental transfer(s)** (increase /decrease) in accordance with Local Government Code, Chapter 111, § 111.070, Item C.

Contact: Dale Kennan
Ph#: 292-7025 Ext. 5406

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer(s) (increase /decrease) in accordance with Local Government Code, Chapter 111, § 111.070, Item C.

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
8-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY	(264,719.28)
8-1100-419-00-115-025-0-521	INSURANCE-PROPERTY INSURANCE	149,352.76
8-1100-419-00-115-025-0-523	INSURANCE-PUBLIC OFFICIAL INSURANCE	17,627.14
8-1100-419-00-115-025-0-524	INSURANCE-GENERAL INSURANCE	97,739.38
	TOTAL BUDGET INCREASE (DECREASE)	**0.00**

REASON:
Transfer from CO WIDE ADM-CONTINGENCY to various objects within INSURANCE to fund portion of 2008 insurance payment to Montalvo Insurance.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

AI-7272 **13.L.**

Interfund Transfer
CC REGULAR

Date: 01/02/2008
Submitted By: Sergio Cruz, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Approval of 2007 interfund transfer from County Wide Administration (1100) to TXDOT U.S. 83 Illumination (1315) in the amount of $22,500.00.

BACKGROUND

To fund pending and future invoices for ongoing TXDOT Illumination Project.

Fiscal Impact

FISCAL YEAR: 2007 **ACCT. #:** 7-1100-415-00-115-002-0-899
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funds Available for transfer as of 12/28/2007 $641,753.26

Attachments

Link: Inter-Fund Transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Sergio Cruz	12/28/2007 01:18 PM	CREATED
1	Budget & Management			PEND
2	Rey Salazar	Rey Salazar	12/28/2007 02:04 PM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator			

Form Started By: Sergio Cruz Started On: 12/28/2007 01:18 PM

DATE: December 28, 2007

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: DEPARTMENT OF BUDGET AND MANAGEMENT
FOR TXDOT - US 83 ILLUMINATION

ACCOUNT NUMBER: **7-1315-431-00-121-031-0-841**

SUBJECT: **Inter-fund Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
7-1100-415-00-115-002-0- 899	**CO WIDE ADM-CONTINGENCY**	**(22,500.00)**
7-1100-491-01-000-315-0- 891	**TRANSFER OUT**	**22,500.00**
7-1315-391-01-000-100-0- 000	**TRANSFER IN**	**22,500.00**
7-1315-431-00-121-031-0- 841	**TXDOT-US83 ILLUMINATION-AID TO GOVT AGEN**	**22,500.00**
	TOTAL BUDGET INCREASE (DECREASE)	**22,500.00**

REASON: **To fund pending and future invoices for ongoing TXDOT Illumination Project.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE ___/___/___

ATTEST COUNTY CLERK

AI-7254 **13.M.**

Extension of temporary positions
CC REGULAR

Date: 01/02/2008
Submitted By: Dina Trevino, BUDGET & MANAGEMENT
Submitted For: Valde Guerra
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Discussion consideration and approval to extend twenty nine (29) temporary positions approved in 2007 and needed in 2008 as listed on the attachment.

BACKGROUND

Fiscal Impact

Attachments

Link: Temporary Positions

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Dina Trevino	12/26/2007 06:21 PM	CREATED
1	Budget & Management (Originator)	Dina Trevino	12/28/2007 09:31 AM	APRV
2	Rosalinda Cantu	Rosie Cantu	12/28/2007 01:55 PM	APRV
3	Damaris San Miguel			PEND
4	Auditor's Office			
5	Purchasing Department			
6	Court Administrator			

Form Started By: Dina Trevino Started On: 12/26/2007 06:21 PM

HIDALGO COUNTY

Department Of Budget & Management

2008 Salary Schedule

Temporary Positions

Account Number	Department Name	Slot #	Position Title	Temporary Start Date	Temporary End Date
1100412000640010	JP PCT 2/PL 2	T006	CLERK	02-Jan-08	30-Jun-08
1100412000900010	DIST CLERK	T050	ASST DEPUTY CLERK	02-Jan-08	30-Jun-08
1100412000900010	DIST CLERK	T051	ASST DEPUTY CLERK	02-Jan-08	30-Jun-08
1100412000900010	DIST CLERK	T052	ASST DEPUTY CLERK	02-Jan-08	30-Jun-08
1100414001300010	ELECTIONS DEPT	T042	DATA PROCESSOR	02-Jan-08	30-Jun-08
1100414001300010	ELECTIONS DEPT	T043	DATA PROCESSOR	02-Jan-08	30-Jun-08
1100414001300010	ELECTIONS DEPT	T044	DATA PROCESSOR	02-Jan-08	30-Jun-08
1100415401800020	CO CLERK - RECORD ARCHIVE	T001	DEPUTY CLERK	02-Jan-08	30-Jun-08
1100415401800020	CO CLERK - RECORD ARCHIVE	T002	DEPUTY CLERK	02-Jan-08	30-Jun-08
1100415401800020	CO CLERK - RECORD ARCHIVE	T003	DEPUTY CLERK	02-Jan-08	30-Jun-08
1100415401800020	CO CLERK - RECORD ARCHIVE	T004	DEPUTY CLERK	02-Jan-08	30-Jun-08
1100423603300020	JUV PROB	T053	JCCC MONITOR	02-Jan-08	30-Jun-08
1100423603300020	JUV PROB	T054	JCCC MONITOR	02-Jan-08	30-Jun-08
1100423603300020	JUV PROB	T055	JCCC MONITOR	02-Jan-08	30-Jun-08
1100423603300020	JUV PROB	T056	JCCC MONITOR	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T062	HEAVY EQ OP I	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T063	HEAVY EQ OP I	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T064	HEAVY EQ OP II	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T065	MAINTENANCE I	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T066	MAINTENANCE II	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T067	MAINTNENANCE III	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T068	HEAVY EQ OP II	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T069	HEAVY EQ OP II	02-Jan-08	30-Jun-08
1201431001210050	PCT.1 P/U RD	T070	MAINTENANCE I	02-Jan-08	30-Jun-08
1292441003500018	WIC ADM	T056	LVN	02-Jan-08	30-Jun-08
1292441003500018	WIC ADM	T217	NUTRITIONIST	02-Jan-08	30-Jun-08
1293441003400128	IMM DIV LOCAL	T014	IMMTRAC/PICS OUTREACH SPECIALIST	02-Jan-08	30-Jun-08
1294423003300128	TJPC-Y	T009	JCCC MONITOR	02-Jan-08	30-Jun-08
1294423003300128	TJPC-Y	T010	JCCC MONITOR	02-Jan-08	30-Jun-08

AI-7267 **13.N.**

Clarification on Division of Emergency Services
CC REGULAR

Date: 01/02/2008
Submitted By: Sergio Cruz, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Clarification/correction of renaming of the Division of Emergency Management and Fire Marshal's Office to Hidalgo County Division of Emergency Services as approved by Commissioners' Court on December 18, 2007 and approval of revised resolution.

BACKGROUND

Fiscal Impact

Attachments

Link: Emergency Services Resolution

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Sergio Cruz	12/28/2007 09:35 AM	CREATED
1	Sergio Cruz (Originator)	Sergio Cruz	12/28/2007 01:47 PM	APRV
2	Budget & Management	Dina Trevino	12/28/2007 01:59 PM	APRV
3	Ivan Cantu	Ivan Cantu	12/28/2007 03:23 PM	APRV
4	Auditor's Office			NEW
5	Purchasing Department			
6	Court Administrator			
Form Started By: Sergio Cruz			Started On: 12/28/2007 09:35 AM	

RESOLUTION

WHEREAS, the mission of Hidalgo County Division of Emergency Management §418.002.7, Texas Government Code, is to serve the citizens of Hidalgo County by providing an emergency management system embodying all aspects of preparedness and post disaster response; and

WHEREAS, Hidalgo County Fire Marshal's Office §352.011, Local Government Code, is responsible for investigation of fires, arson investigation and inspection/review of plan for fire or life safety hazards; and

WHEREAS, Hidalgo County Division of Emergency Management and Fire Marshal's Office demonstrate to Hidalgo County constituents, mitigation and preparation for potential emergencies; and

WHEREAS, Hidalgo County Division of Emergency Management and Fire Marshal's Office are both committed to prevent loss of lives and property through coordination of an integrated emergency management system with all emergency response organizations; and

WHEREAS, the U.S. Department of Homeland Security and the Texas Governor's Division of Emergency Management appropriate resources to accomplish the aforementioned goals of Hidalgo County Division of Emergency Management and Fire Marshal's Office, to jurisdictions with a local Department of Homeland Security; and

WHEREAS, Hidalgo County would only benefit from any resources that could be obtained for training, communications, mitigation, recovery, equipment and community outreach; and

NOW, THEREFORE, THE COUNTY COMMISSIONERS OF HIDALGO COUNTY do hereby resolve to rename the Hidalgo County Division of Emergency Management and Fire Marshal's Office, to Hidalgo County Division of Emergency Services, composed of Emergency Management and Fire Marshal.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the County of Hidalgo, on this the _____ day of December, 2007.

_____
Juan D. Salinas, III
County Judge

_____
Sylvia S. Handy
County Commissioner, Pct. 1

_____
Hector "Tito" Palacios
County Commissioner, Pct. 2

_____
Joe M. Flores
County Commissioner, Pct. 3

_____
Oscar L. Garza, Jr.
County Commissioner, Pct. 4

Attest:

_____
Arturo Guajardo, Jr.
County Clerk

AI-7268 **13.O.**

Order setting salary of court reporters/auditors
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

1. Acceptance of Order setting salary of Court Reporters for 2008
2. Acceptance of Order setting salary of County Auditor, Assistant County Auditors and Budget of County Auditor for 2008

BACKGROUND

Fiscal Impact

Attachments

Link: orders

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/28/2007 09:57 AM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 10:32 AM	APRV
2	Rosalinda Cantu	Rosie Cantu	12/28/2007 03:52 PM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/28/2007 09:57 AM

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COURT REPORTERS OF THE RESPECTIVE COURTS OF HIDALGO COUNTY, TEXAS

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, the Hidalgo County Board of Judges met at 11:30 a.m. on the 15th day of November 2007, in the 275th District Court Courtroom for the purpose of holding a PUBLIC HEARING on the matter of setting the salary of the County Auditor, Assistant County Auditors, and the Court Reporters of the respective courts of Hidalgo County, Texas.

IT WAS VOTED THAT the salary of the Court Reporters of the respective courts of Hidalgo County, Texas, be set effective January 01, 2008, as per "Exhibit C".

THEREFORE, it is the Order of the District Courts of Hidalgo County, that the aforementioned salaries be set, and are Hereby set, as of January 01, 2008:

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the District Courts of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 15th day of November 2007 as follows:

Rodolfo Gonzalez, Judge
County Court at Law No. 1

Jaime J. Palacios, Judge
County Court at Law No. 2

Homero Garza, Judge
Probate Court of Hidalgo County

Fred Garza, Judge
County Court at Law No. 4

Arnoldo Cantu, Judge
County Court at Law No. 5

Albert Garcia, Judge
County Court at Law No. 6

1256 1142 92nd
1252 459 93rd
1250 935 139th
1242 618 206th

DATE 11-30-07
A true copy I certify
LAURA HINOJOSA
District Clerk, Hidalgo County, Texas
By _____ Deputy

1253 1001 398th
1249 1073 389th
1248; 1195 370th
1210; 1029 - 332nd
1210; 1035 275th

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COUNTY AUDITOR, ASSISTANT AUDITOR'S AND BUDGET OF COUNTY AUDITOR

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, at 11:30 a.m. on the 15th day of November 2007 in the 275th District Court Courtroom, a PUBLIC HEARING was held on the matter of setting the salary of the County Auditor and Assistant County Auditors.

IT WAS VOTED THAT the salary of the County Auditor and Assistant Auditors be set effective January 01, 2008, as per Exhibit "A".

Also, the Budget of the County Auditor was approved as submitted, as per Exhibit "B".

THEREFORE, it is the Order of the District Courts of Hidalgo County, that the aforementioned salaries and budget be set, and it is Hereby set as of January 01, 2008.

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the District Courts of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 15th day of November 2007.

Ricardo Rodriguez, Jr., Judge
92nd Judicial District of Texas

Juan R. Partida, Judge
275th Judicial District of Texas

Rodolfo "Rudy" Delgado, Judge
93rd Judicial District of Texas

Mario E. Ramirez, Jr., Judge
332nd Judicial District of Texas

J. R. "Bobby" Flores, Judge
139th Judicial District of Texas

Noe Gonzalez, Judge
370th Judicial District of Texas

Rose Guerra Reyna, Judge
206th Judicial District of Texas

Leticia Lopez, Judge
389th Judicial District of Texas

Aida Salinas Flores, Judge
398th Judicial District of Texas

Thomas P. Wingate, Judge
430th Judicial District of Texas

1256/1144 92nd
1252/461 93rd
1250/737 → 125[illegible]37 139

1[illegible]0206
125[illegible]1002398
1210 1030 389

1248; 1190 370th
1210; 1030 332nd.
1210; 1036 275th

EXHIBIT A

2008 SALARY AND SUPPLEMENT
OF COUNTY AUDITOR AND ASSISTANT AUDITORS

POSITION	SALARY	SUPPLEMENT CPA= $2,500.00 MBA= $1,500.00
County Auditor	$ 108,992.00	$ 2,500.00
First Assistant County Auditor	83,200.00	
		1,500.00
Director of Audit Division	65,000.00	2,500.00
Director of Accounting Division	65,000.00	
Financial Accounting Supervisor	52,000.00	
Internal Audit Supervisor	52,000.00	
Internal Auditor III	48,300.00	
Accounts Payable Supervisor	52,000.00	
Grants Accounting Supervisor	52,000.00	
Accountant II	46,800.00	
Internal Auditor I	38,400.00	
System Support Specialist	48,300.00	
Internal Auditor II	44,700.00	
Accountant II	46,800.00	
Internal Auditor III	48,300.00	
Internal Auditor II	44,700.00	
Accountant II	44,700.00	
Accountant II	44,700.00	
Internal Auditor I	35,800.00	
Internal Auditor I	35,800.00	
Accountant I	35,800.00	
Accountant I	35,800.00	1,500.00
PC Specialist	42,100.00	
Internal Auditor I	38,400.00	
Accountant I	35,800.00	
Administrative Secretary	36,200.00	
Internal Auditor I	38,400.00	
Accounts Payable Specialist I	35,700.00	
Accounts Payable Specialist III	38,400.00	
Accounts Payable Specialist I	31,200.00	
Accounts Payable Specialist I	31,200.00	
Accounting Clerk	32,200.00	
Audit Assistant	31,200.00	
Accounts Payable Specialist II	34,300.00	
Accounts Payable Specialist I	31,200.00	
Accounts Payable Specialist I	31,200.00	
Accounting Assistant	31,200.00	
Accounts Payable Specialist I	31,200.00	
Accounts Payable Specialist I	31,200.00	
Accounts Payable Specialist I/Receptioinst	27,000.00	
Accountant II	44,700.00	
Accountant II	44,700.00	
Accounts Payable Specialist I	31,200.00	
TOTAL AUDITOR'S OFFICE	**$ 1,857,792.00**	**$ 8,000.00**

1256 1145 92nd
1252 462 93rd
1250 088 139

1249 1075 389 1210; 1031 332nd
1248; 1197 370 1210; 1037 275

EXHIBIT B

HIDALGO COUNTY AUDITOR'S OFFICE
2008 BUDGET

OBJECT CODE	OBJECT NAME	2008 BUDGET REQUEST
111	SALARIES OF OFFICIALS	$ 108,992.00
113	SALARIES OF EMPLOYEES	1,748,800.00
117	SUPPLEMENTAL PAY	8,000.00
211	HEALTH INSURANCE	179,052.00
212	LIFE INSURANCE	1,419.00
220	FICA	143,403.00
230	RETIREMENT	164,585.00
250	UNEMPLOYMENT	9,372.00
260	WORKERS COMPENSATION	7,873.00
336	COMPUTER SERVICES	40,000.00
342	INFORMATION & CREDIT SERVICES	50.00
350	CONTRACTUAL SERVICES	1,000.00
432	EQUIP R&M SERVICE	3,000.00
442	EQUIP & VEHICLE RENTALS	9,000.00
529	SURETY & NOTARY BONDS	500.00
531	TELEPHONE	10,000.00
534	INTERNET	1,500.00
535	POSTAGE	3,000.00
540	ADVERTISING	10,000.00
550	PRINTING & BINDING	5,000.00
581	TRAVEL IN COUNTY	2,000.00
583	TRAVEL OUT OF COUNTY	23,000.00
584	REGISTRATION FEES	23,000.00
601	OFFICE SUPPLIES	18,000.00
602	PAPER SUPPLIES	6,000.00
603	EDUCATIONAL/INSTRUCTIONAL SUPPLIES	500.00
608	HOUSEHOLD & INSTITUTIONAL	100.00
631	BOTTLED WATER	1,500.00
640	REFERENCE MATERIAL	5,000.00
661	MINOR OFFICE EQUIPMENT	5,000.00
664	OTHER MINOR EQUIPMENT	5,000.00
665	MINOR COMPUTER EQUIPMENT	18,000.00
666	MINOR OFFICE FURNITURE	5,000.00
667	MINOR SOFTWARE	2,000.00
671	BLDG R&M SUPPLIES	500.00
672	EQUIP R&M SUPPLIES	1,000.00
745	COMPUTER EQUIPMENT	12,000.00
747	SOFTWARE	8,000.00
748	OTHER EQUIPMENT	2,000.00
810	DUES & MEMBERSHIPS	4,000.00
855	LATE FEES, PENALTIES, AND FINANCE CHARGES	100.00
890	OTHER	8,000.00
	TOTAL	**$ 2,371,496.00**
	SALARY EXPENSES	**$ 2,604,246.00**
	OPERATING EXPENSES	**$ 232,750.00**

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COURT REPORTERS OF THE RESPECTIVE COURTS OF HIDALGO COUNTY, TEXAS

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, the Hidalgo County Board of Judges met at 11:30 a.m. on the 15th day of November 2007, in the 275th District Court Courtroom, for the purpose of holding a PUBLIC HEARING on the matter of setting the salary of the County Auditor, Assistant County Auditors, and the Court Reporters of the respective courts of Hidalgo County, Texas.

IT WAS VOTED THAT the salary of the Court Reporters of the respective courts of Hidalgo County, Texas, be set effective January 01, 2008, as per "Exhibit C".

THEREFORE, it is the Order of the District Courts of Hidalgo County, that the aforementioned salaries be set, and are Hereby set, as of January 01, 2008

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the District Courts of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 15th day of November 2007, as follows:

Ricardo Rodriguez, Jr., Judge
92nd Judicial District of Texas

Juan R. Partida, Judge
275th Judicial District of Texas

Rodolfo "Rudy" Delgado, Judge
93rd Judicial District of Texas

Mario E. Ramirez, Jr., Judge
332nd Judicial District of Texas

J. R. "Bobby" Flores, Judge
139th Judicial District of Texas

Noe Gonzalez, Judge
370th Judicial District of Texas

Rose Guerra Reyna, Judge
206th Judicial District of Texas

Leticia Lopez, Judge
389th Judicial District of Texas

DATE 11-30-07
A true copy I certify
LAURA HINOJOSA
District Clerk, Hidalgo County, Texas
By _____ Deputy

Aida Salinas Flores, Judge
398th Judicial District of Texas

Thomas P. Wingate, Judge
430th Judicial District of Texas

1256/1141 92nd
1252/458 93rd
1250/734 139th
1242/622 206

1253/1005 398th
1249 1077 389th
1248; 1149 370th
1210; 1033 332nd

1210; 1039 275th

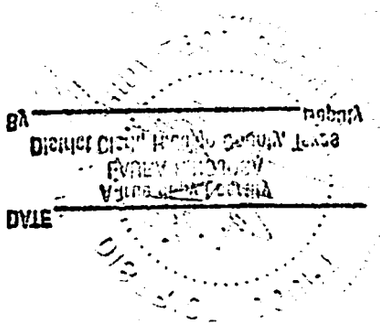


EXHIBIT C

2008 COURT REPORTERS SALARY REQUEST

NAME OF COURT	2008 SALARY
92nd District Court	$ 70,720.00
93rd District Court	$ 72,800
139th District Court	75,000.00
206th District Court	PER 77,482.00
275th District Court	67,080.00
332nd District Court	72,000.00
370th District Court	79,863.00
389th District Court	73,672.00
398th District Court	73,321.00
430th District Court	70,720.00
County Court at Law No. 1	71,500.00
County Court at Law No. 2	68,500.00
Probate Court of Hidalgo County	74,612.00
County Court at Law No. 4	69,247.00
County Court at Law No. 5	64,100.00
County Court at Law No. 6	64,480.00
Juvenile Justice Court	65,628.00
Auxiliary Court "A"	67,074.00
Auxiliary Court "B"	67,074.00

1256 1143 92nd
1252 460 93rd
1250 786 139
1252 623 206

1251 1006/398th
1249 1078 384th
1248; 1200 370th
1210; 1034 332nd
1210; 1040 275th

AI-7279 **13.P.**

Personnel Reclassification Policy
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Discussion, consideration and action on a Revised Personnel Reclassification Policy

BACKGROUND

Fiscal Impact

Attachments

Link: proposed
Link: current

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/28/2007 04:05 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 04:25 PM	APRV
2	Andres Castro	Andres Castro	12/28/2007 04:28 PM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/28/2007 04:05 PM

Submitted by Commissioner's Court Executive Officer
Commissioner's Court Agenda – January 02, 2008

PROPOSED RECLASSIFICATION POLICY

Applicability: Civil Service and Non-Civil Service Departments unless exempted or superseded by specific state or federal law.

Resources: It is recommended that a Classification Committee be established with representatives from the Department of Budget and Management, the Department of Human Resources, and the Treasurer's Office.

RECLASSIFICATION

3.22 Offices and departments may submit reclassification requests at any time during the year, but they will be considered for approval during the annual budget process. If an immediate business necessity exists, a reclassification request may be considered at a time other than the annual budget process, but a Commissioner's Court waiver is required.

3.23 Position reclassifications may be required when fundamental changes in the position duties have occurred over time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary.

3.24 Reclassification requests must be submitted on a completed Personnel Adjustment Request Form, with a copy of the current job description, and a copy of the proposed job description to the Department of Budget and Management with a copy to the Human Resources Department.

The Human Resources Department will conduct a job audit (desk audit or on-site audit) of the position to determine if a reclassification is justified, and will make a recommendation on the job title and job description. The Budget and Management Department will conduct a salary audit of the position to determine the appropriate salary grade and until salary grades are established, the appropriate salary and will make a recommendation on the proposed salary. Both departments will submit their recommendations to the Classification Committee for approval. If approved by the committee, the Elected Official/Department Head will present the requested reclassification to the Governing Authority for its approval. All approved adjustments will be effective on the first day of the first full pay period following approval by the Governing Authority.

***Note**: Department Heads may assign other (additional) duties to an employee in addition to those listed in a job description without requiring a reclassification. The job description is intended to provide a general job description with examples of work and duties to be performed and these may change according to the changing needs of the Department and/or the County. A reclassification may be warranted when fundamental changes in the position duties occur over time as defined above.

3.21 Requests for lateral transfers must be submitted to the Secretary for a determination that the proposed transfer complies with the provisions of this Chapter. If such a determination is made, a lateral transfer may be made without advertising the Vacancy into which the employee is transferred. (Amended April 10, 1996)

RECLASSIFICATION

3.22 Reclassification is a significant change in the job content of a position, including job responsibilities, level of knowledge and accountability. A reclassification may or may not result in a change in salary grade, and until salary grades are established, a change in salary.

3.23 All requests for reclassification should be a result of business necessity without consideration to the performance or merit of the incumbent in the position at the time of the request.

3.24 Reclassification requests must be submitted to the Secretary, who shall conduct a job audit of the position to determine if a reclassification is justified. If the Secretary concurs with the Elected Official/Department Head, the Secretary shall submit such recommendation to the Commission for approval. If approved by the Commission, the Elected Official/Department Head shall thereafter present the requested reclassification to the Governing Authority for its approval. (Amended April 10, 1996)

3.25 Employees who occupy a job classification at the time of a reclassification, will be subject to meeting the minimum qualifications of the new job classification in order to remain incumbent in said job.

3.26 Positions occupied at time of a reclassification need not be advertised, so long as the incumbent meets the minimum qualifications of the new job classification and provided all procedures provided for reclassifications have been met.

3.27 An incumbent in a reclassified position is not subject to a new Probationary Period.

3.28 Positions that are Vacant at the time of a reclassification request must be advertised as provided in this Chapter.

PROMOTIONS

3.29 A promotion is defined as an employee's movement within a Department or between Departments, from one position into another position, which new position results in the employee moving from a lower salary grade to a higher salary grade, or until salary grades are established, results in an increase in salary for such employee, or which new position which is budgeted at a salary higher than the employee's existing position.

3.30 Employee promotions must be based on the County and/or District's compliance with the Commission's policy on advertising Vacancies set forth in this Chapter.

3.31 An employee who is promoted is placed on a three (3) month Probationary Period from the effective date of the promotion. During the Probationary Period, the promoted employee must satisfactorily demonstrate his or her ability to perform the duties required. Failure of the employee to satisfactorily complete the three (3) month Probationary Period will result in demotion to the employee's old position and salary, with the affected Elected Official's/Department Head's approval, provided such position is available, or transfer to another suitable Vacancy, or termination in the event no suitable positions are open.

DEMOTIONS

3.32 A demotion is defined as an employee's movement within a Department or between Departments, from one position into another position, which new position results in the employee moving from

AI-7278 **13.Q.**

Liaision List Disollution
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Budget and Management

Information

CAPTION

Discussion, consideration and action regarding elimination of Department Liaision List

BACKGROUND

Fiscal Impact

Attachments

Link: list

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/28/2007 04:03 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 04:24 PM	APRV
2	Andres Castro	Andres Castro	12/28/2007 04:27 PM	APRV
3	Auditor's Office			NEW
4	Purchasing Department			
5	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/28/2007 04:03 PM

Hidalgo County Department of
Budget and Management
100 East Cano, 2nd Floor Admin. Bldg.
Edinburg, Tx 78539
Ph:(956) 292-7025 Fax:(956) 292-7034

DEPARTMENT LIAISONS

DEPARTMENT	DEPT. HEAD	JUDGE	PCT. #1	PCT. #2	PCT. #3	PCT. #4
ELECTIONS	T. NAVARRO	X				
BUDGET & MANAGEMENT	V. GUERRA			X		
PURCHASING	M. SALAZAR			X		
HUMAN RESOURCES	E. CORTEZ		X			
IT DEPARTMENT	R. RAMIREZ		X			
PLANNING	R. SESIN					X
B & G / MINOR STRUC.	D. FLORES			X		
SECURITY ANNEX	R. GONZALEZ	X				
TX DPS - H/P	CPT. RODRIGUEZ				X	
TX DPS - L/W	CPT. RODRIGUEZ			X		
TABC	J. CHAMPION					X
FIRE MARSHAL	V. FONSECA				X	
HEALTH DEPT.	E. OLIVAREZ				X	
HUMAN SERVICES	E. OLIVAREZ - INTERIM	X				
CHILD WELFARE	J. HILL		X			
VETERANS SERVICES	E. DE LOS SANTOS				X	
COUNTY FREE LIBRARY	L. LEIJA	X				
TX. COOP. EXTENSION	B. COWAN					X
URBAN COUNTY	D. SERNA		X			
COLONIA ACCESS PROG.	A. VARGAS				X	
R & B - RIGHT OF WAY	J. PENA					
LAW LIBRARY	A. ZAMBRANO			X		
COMMUNITY SERVICE	M. NAVARRO				X	
HEAD START	T. FLORES				X	
WIC	N. LONGORIA			X		
DRAINAGE DISTRICT	G. GARZA					X

*** AS APPROVED BY COMMISSIONERS' COURT ON 02/10/2004.**

AI-7282 **13.R.**

Pct #3 Transfer

CC REGULAR

Date: 01/02/2008
Submitted By: Norma Ceballos, COMM. PCT. #3
Department: COMM. PCT. #3
Agenda Area: Budget and Management

Information

CAPTION

Approval of intradepartmental transfer 2007-Precinct #3 R&B (1203)

BACKGROUND

Fiscal Impact

Attachments

Link: Pct #3 Transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Norma Ceballos	12/28/2007 05:13 PM	CREATED
1	Budget & Management			NEW
2	Auditor's Office			
3	Court Administrator			

Form Started By: Norma Ceballos Started On: 12/28/2007 05:13 PM

INTRA-DEPARTMENTAL TRANSFER

DATE: 12/28/07

DEPARTMENT HEAD: Commissioner Joe M. Flores - Pct No. 3

DEPARTMENT NAME: Hidalgo County Precinct #3

ACCOUNT NUMBER: 7-1203-431-00-123-005-0-XXX

CONTACT PERSON: Norma Ceballos PHONE: (956)585-4509

SUBJECT: Intra-departmental Transfer

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intra-departmental transfer(s) in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
442	Equip. & Vehicle Rental	432	Equip. R&M Service	$ 15,000.00
			TOTAL	**$ 15,000.00**

REASON: Cover expected expense

DEPARTMENT HEAD SIGNATURE

CC DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-7280 **14.D.**

Closed Sess.-Co.v.Texaco, et al (oil & gas cases)
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Closed Session

Information

CAPTION

Cause No. C-640-03-A; Hidalgo County v. Texaco, Inc. (4th & 5th Region Oil and Gas Cases)

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/28/2007 04:44 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 05:08 PM	APRV
2	Auditor's Office			NEW
3	Purchasing Department			
4	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/28/2007 04:44 PM

AI-7281 **15.D.**

Open Session-Co. v. Texaco (oil & gas cases)
CC REGULAR

Date: 01/02/2008
Submitted By: Monica Badillo, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Area: Open Session

Information

CAPTION

Cause No. C-640-03-A; Hidalgo County v. Texaco, Inc. (4th & 5th Region Oil and Gas Cases)

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	12/28/2007 04:45 PM	CREATED
1	Budget & Management	Dina Trevino	12/28/2007 05:09 PM	APRV
2	Auditor's Office			NEW
3	Purchasing Department			
4	Court Administrator (Originator)			

Form Started By: Monica Badillo Started On: 12/28/2007 04:45 PM