



**AGENDA  
HUSTON-GALVESTON AREA  
COUNCIL  
FINANCE AND BUDGET COMMITTEE  
MEETING**

**June 18, 2024 9:00 AM  
3555 Timmons Ln, Houston TX 77027  
Houston, Texas 77027**

1. CALL TO ORDER
2. PUBLIC COMMENT
3. DECLARE CONFLICT OF INTEREST

**ACTION**

4. CONSENT AGENDA

Items listed are of a routine nature and may be acted on in a single motion unless requested otherwise by a member of the Board.

- a. REGIONAL STRATEGIC TRANSPORTATION FUND

Request authorization to execute Interlocal Agreements totaling \$22,630,079 with the sponsors identified in the attached table. Funds will be contributed to the Regional Strategic Transportation Fund for Transportation Policy Council programming. (Staff Contact: Craig Raborn)

- b. MEMORIAL DRIVE BICYCLE AND PEDESTRIAN STUDY CONSULTANT

Request authorization to contract with firms in the order presented for a contract term of one year, estimated to begin September 2024; amount not to exceed \$250,000. (Staff Contact: Craig Raborn)

- c. TRANSIT INFORMATION STUDY CONSULTANT

Request authorization to negotiate a 12-month contract with a consultant, in the order ranked, for an amount not to exceed \$285,000 for the Transit Information Study and Best Practices Guide. (Staff Contact: Sanford Klanfer)

5. FINANCE AND BUDGET COMMITTEE

- a. MONTHLY FINANCIAL REPORT - MAY 2024

Request approval of the monthly financial report ending May 31, 2024. (Staff Contact: Christina Ordonez-Campos)

- b. 2024 MID-YEAR BUDGET REVISION

Request adoption of proposed 2024 revised budget. (Staff Contact: Chuck Wemple)

6. HUMAN SERVICES

- a. WORKFORCE SOLUTIONS WEBSITE PROJECT

Request approval to execute a contract with Planeteria Media to develop a new website for Workforce Solutions; total contract amount \$98,700. (Staff Contact:

Juliet Stipeche)

- b. ADULT EDUCATION 2025 CONTRACT AWARDS  
Request approval to execute contracts for adult education services, for an amount not to exceed \$11,277,000. (Staff Contact: Juliet Stipeche)
  - c. GRANICUS DIGITAL COMMUNICATIONS TOOL  
Request approval to purchase an annual license for Granicus' digital communications tool from Carahsoft Technology for an amount not to exceed \$54,000. (Staff Contact: Juliet Stipeche)
  - d. AREA AGENCY ON AGING CONTRACT AUTHORIZATION  
Request authorization to contract for additional American Rescue Plan Act funds for existing contractors for total amount not to exceed \$7,090,176, for the balance of Fiscal Year 2024. (Staff Contact: Curtis Cooper)
7. AUDIT COMMITTEE
- a. INTERNAL AUDIT ANNUAL REPORT 2023  
Discussion and possible action on Audit committee recommendations related to the Internal Audit Annual Report Fiscal Year 2023. (Staff Contact: Charles Hill)
  - b. INTERNAL AUDIT PLAN 2024  
Discussion and possible action on Audit committee recommendations related to the Internal Audit Plan Fiscal Year 2024. (Staff Contact: Charles Hill)
8. REPORTS
- a. EXECUTIVE DIRECTOR'S REPORT  
Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)
9. ADJOURNMENT

In compliance with the Americans with Disabilities Act, H-GAC will provide for reasonable accommodations for persons attending H-GAC functions. Requests should be received by H-GAC 24 hours prior to the function.

## REGIONAL STRATEGIC TRANSPORTATION FUND

### Background

On December 15, 2023, the Transportation Policy Council approved \$330 million in Carryover Spend Down projects to be implemented within the next 2 years. These projects will utilize surface transportation funds that have been carried over from previous fiscal years and are subject to expiration at the end of Fiscal Year 2025. Project sponsors agreed to contribute to the Regional Strategic Transportation Fund, which provides a mechanism to exchange transportation development credits for local funds that can then be used by the Policy Council on projects and activities that may not be eligible using federal funds.

### Current Situation

At its April 16, 2024 meeting, the H-GAC Board authorized Interlocal Agreements totaling \$22,630,079 to receive local contributions to the Transportation Policy Council's Regional Strategic Transportation Fund as part of implementing the \$330 million in projects to relieve the TPC's growing carry-over balance of federal funds.

When preparing the draft agreements, staff learned that the table listing each of the projects, local agency, and funding amounts for the local contributions had been sorted incorrectly, so that the contribution amounts for each project did not align accurately with each project and local sponsor. The total amount approved by the Board's April action was correct (\$22,630,079). Staff is presenting the item with the corrected table for the Board's approval. No new projects or information has been added.

Staff has added additional review steps for technical tables such as this to avoid similar errors on future agenda items.

### Funding Source

Federal

### Budgeted

Yes

### Action Requested

Request authorization to execute Interlocal Agreements totaling \$22,630,079 with the sponsors identified in the attached table. Funds will be contributed to the Regional Strategic Transportation Fund for Transportation Policy Council programming. (Staff Contact: Craig Raborn)

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> RSTF ILAs_Carryover Spend Down_HGAC Board Update - Table	Table

## Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
Chambers County	19078	0920-39-035	Hatcherville Rd.	CR	Hatcherville Rd.	Liberty County Line	FM 1942	Roadway Reconstruction	275,000
Chambers County	19079	0920-39-036	Belton Lane	Belton Lane	Belton Lane	M 563	FM 562	Engineering/Environmental (Development Phase Only) to include turn lanes and sidewalks	50,000
City of Bellaire	18045	0912-72-794	Traffic Signal Timing Optimization Program	Multiple (Bellaire Blvd, Bissonnet St, South Rice Ave, Newcastle St, Chimney Rock Rd, Fournace Pl)	VA	VA	VA	New Traffic Signal Timing Optimization Engineering and Software	109,884
City of Bellaire	19066	0912-72-795	Pavement Conditions Analysis	Multiple (Bellaire Blvd, Bissonnet St, South Rice Ave, Newcastle St, Chimney Rock Rd, Fournace Pl)	Multiple (Bellaire Blvd, Bissonnet St, South Rice Ave, Newcastle St, Chimney Rock Rd, Fournace Pl)	VA	VA	Engineering/Environmental (Development Phase Only) for pavement condition analysis	7,500
City of Galveston	19057	0912-73-241	Traffic Signal / Safety Improvements	Citywide	VA	VA	VA	Replace Existing Traffic Signal and Install New Guard Rail	40,000
City of Galveston	19059	3595-01-028	Traffic Signal at 16th St/SH-275	SH-275	SH-275	At 16th Street	-	Installation of a New Traffic Signal at 16th Street and Harborside Drive	52,500
City of Galveston	19067	0912-73-242	Bicycle Infrastructure Improvements	VA	City Service Area	VA	VA	Engineering/Environmental (Development Phase Only) for new multi-modal lanes within the City	35,558
City of Galveston (Also Submitted by Galveston Wharves)	19058	3595-01-027	Traffic Signal at 33rd St/SH-275	SH-275	SH-275	At 33rd Street	-	Installation of a New Traffic Signal at 33rd Street and Harborside Drive	54,000

*Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts*

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
City of Houston	19068	0912-72-796	Waugh Dr. - Package 1	CS	Waugh Dr.	Pedestrian & bicycle connections over Memorial Dr. & Buffalo Bayou	-	Engineering/Environmental (Development Phase Only) for Pedestrian and bicycle connections	250,000
City of Missouri City	19064	0192-01-109	Installation of new Mast Arm Traffic Signal	SH 6	SH 6	At Township Lane	-	Installation of new Mast Arm Traffic Signal	68,000
City of Missouri City	19069	0912-00-735	ITS Communications Network	VA	City Service Area	VA	VA	Engineering/Environmental (Development Phase Only) for ITS Equipment at Various Locations	10,000
City of Missouri City Parks and Recreation	19046	0912-34-239	Hunters Glen Trail	CR	Texas Pkwy (FM2234)	At Independence and Missouri City Drive	-	Replace existing gravel trail with concrete enhancing access to transit	110,000

*Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts*

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
City of Mont Belvieu	19070	0920-39-037	Traffic Management Center	VA	City Service Area	VA	VA	Engineering/Environmental (Development Phase Only) for Traffic Management Center	80,000
City of Sugar Land	19030	0912-34-237	Sugar Land Trail Phase 1	VA	Sugar Land Trail Phase 1	Matlage Way	Lexington Avenue	Construct concrete trail enhancing access to transit	909,024
City of Sugar Land	19031	0912-34-238	Sugar Land Trail Phase 2	VA	Sugar Land Trail Phase 2	Sugar Land Trail Phase 1	Austin Pkwy	Construct concrete trail enhancing access to transit	645,000
City of Sugar Land	19065	0912-34-240	Gannoway Lake Trail	-	Gannoway Lake Park	From Voss Rd	Cullinan Park	Construct concrete trail	382,720
East End District	19044	0912-72-792	Navigation Boulevard Reconfiguration	CS	Navigation Boulevard	Lockwood Drive	Mack Street	Convert 1 existing travel lane in each direction to a dedicated bike and pedestrian route enhancing access to transit	952,106
Friendswood	19060	0976-03-120	FM518 at FM 528 Intersection (Phase I)	CR	FM 518	At FM 528	-	Replace single left turn lane with dual left turn land	48,462

*Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts*

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
Friendswood	19061	0981-02-012	E. Parkwood Drive/FM 528 at Winding Way Intersection (Phase 1)	CS	E. Parkwood Drive/FM 528	At Winding Way Intersection (Phase 1)	-	Construct new right turn lane	67,804
Friendswood	19062	0981-01-122	FM 528 at Bay Area Blvd Intersection (Phase 1)	CR	FM 528	At Bay Area Blvd Intersection (Phase 1)	-	Construct new left turn lane	123,570
Friendswood	19063	1414-01-024	FM 528 at Sunset Intersection (Phase 1)	CR	FM 528	At Sunset Intersection (Phase 1)	-	Striping to add middle lane	6,149
Galveston Wharves	19071	0500-01-157	IH-45 Direct Connect	I-45	I-45	At Harborside Drive	VA	Engineering/Environmental (Development Phase Only) for Direct Connectors	225,000
Galveston Wharves	19072	0912-73-243	Old Port Industrial Improvements	CS	Old Port Industrial Road	41st Street	51st Street	Engineering/Environmental (Development Phase Only) for access improvements to provide efficient truck movements to the Port	75,000
Gulf Coast Transit District	19029	0912-73-240	Texas City Maintenance Facility	-	33 <sup>rd</sup> St N	At Magnolia Street	-	Operations and maintenance facility for transit buses	755,664
Gulf Coast Transit District	19032	0912-00-724	Fleet Replacement	VA	Gulf Coast Transit District Service Area	VA	VA	Replace 10 transit vehicles	150,000

## Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
Gulf Coast Transit District	19033	0912-00-725	GCTD Universal Accessibility Program	VA	Gulf Coast Transit District Service Area	VA	VA	Transit bus stop accessibly improvements	430,000
Harris County Engineering	19045	0912-72-793	Mason Creek Trail Extension	I-10	I-10	VA	VA	Extend concrete trail enhancing access to transit	500,000
Memorial Heights Redevelopment Authority	19036	0912-72-781	11th Street Shared Use Path	CS	11th Street	Nashua St.	Ella Boulevard	Construct shared-use path enhancing access to transit	214,129
METRO	11268	0912-00-726	Clean Diesel Replacement Buses FY '23	VA	METRO Service Area	VA	VA	Replacement of 160 Diesel Hybrid Buses	3,295,966
METRO	18761	0912-00-727	54 Scott BOOST Corridor	VA	54 Scott BOOST Corridor	Downtown Transit Center	MLK Health Center (Swingle Rd)	Optimizing bus operations using toolbox of improvements	1,829,367
METRO	18762	0912-00-728	56 Airline/Montrose BOOST	VA	56 Airline/Montrose BOOST	TMC/Rice Transit Center	Greenspoint Transit Center	Optimizing bus operations using toolbox of improvements	2,209,257
METRO	15265	0912-00-729	Universal Accessibility (UA) Phase 2	VA	METRO Service Area	VA	VA	Implement Universal Accessibility Phase 2 - standards that exceed federal ADA requirements	3,000,000
Midtown Management District	19041	0912-72-789	West Alabama Complete Street	CS	West Alabama Street	Spur 527	Chenevert Street	Reconfigure West Alabama St including bike and pedestrian improvements enhancing access to transit	406,264



## Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
Montrose Redevelopment Authority	19038	0912-72-786	Waugh Drive Bike Lane	CS	Waugh Drive	Allen Parkway	West Dallas Street	Replace one lane in each direction with protected bike lanes and associated safety improvements enhancing access to transit	136,461
Montrose Redevelopment Authority	19037	0912-72-785	Montrose Safe Routes to School Connections	VA	Multiple Locations boundy by W Dallas St to Fairview St and Eberhard St to Taft Street	VA	VA	Replace existing sidewalks and provide associated safety improvements enhancing access to transit	803,932
Montrose Redevelopment Authority	19042	0912-72-790	West Alabama Complete Street	CS	West Alabama Street	Shepherd Drive	Spur 527	Reconfigure West Alabama St including bike and pedestrian improvements enhancing access to transit	1,114,994
Near Northwest Management District	19039	0912-72-787	West Little York Phase 2 Project	CS	W. Little York Rd / Victory Drive	Chateau Forest Drive	TC Jester Blvd	Construct sidewalks and intersection crossing improvements including universal accessibility to transit stops and shelters	747,361
North Houston District	19034	0912-72-782	Imperial Valley Walking & Biking Connections	VA	Imperial Valley Drive; Regional Park Drive; Wayforest; Harvest Time Lane	VA	VA	Construct sidewalks and trails enhancing access to transit	247,000
Upper Kirby Management District (Harris County Improvement District #3)	19040	0912-72-788	West Alabama Complete Street	CS	West Alabama Street	Buffalo Speedway	Shepherd Drive	Reconfigure West Alabama St including bike and pedestrian improvements enhancing access to transit	746,386

*Regional Strategic Transportation Fund (RSTF) Carryover Balance Spend Down Sponsors And Contribution Amounts*

Sponsor Name	MPO ID	CSJ	Project Name	Highway	Street/Facility	Project Limits From	Project Limits To	Project Description	RSTF Contribution Amount
Westchase Management District	18098	0912-72-784	Meadowglen West Complete Streets	VA	Meadowglen Ln	Woodland Park Dr	Rogerdale Rd	Reconfiguration to include pedestrian-transit and bicycle accommodations enhancing access to transit	1,466,022
<b>Total RSTF Contribution</b>									<b>22,630,079</b>

## MEMORIAL DRIVE BICYCLE AND PEDESTRIAN STUDY CONSULTANT

### Background

As part of developing the 2022-2023 Unified Planning Work Program, H-GAC solicited requests for planning studies from local governments. Four bike and pedestrian planning-focused studies were selected and included in the Work Program. One of the applications awarded was submitted by the Energy Corridor District for the Memorial Drive Bicycle and Pedestrian Study.

H-GAC is seeking a qualified contractor to examine existing conditions and facilities for bike and pedestrian activities to produce an implementable plan that envisions Memorial Drive as a safe, resilient, and multimodal street supporting better access to offices, parks, trails, restaurants, shopping and homes.

### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified contractor(s) for the goods or services requested under (Project ID: trn24-02) on February 28, 2024 and which closed on April 11, 2024. Six responsive submissions were received and thoroughly evaluated by a committee of representatives from H-GAC, (and stakeholders from TXDOT and EnergyCorridor.Org). Based on the committee's scoring and evaluation of the proposal responses (and interviews, if performed), the recommendation and rankings are presented below:

1. TEI Planning + Design
2. Consor Engineers, LLC
3. The Goodman Corporation
4. Toole Design Group, LLC
5. Rodriguez Transportation Group, Inc.
6. Huitt-Zollars, Inc.

\*Vendor Analytics: 49 downloads, 13 applicants, 6 responsive submissions and 1 non-responsive submission.

### Funding Source

U.S. Department of Transportation

### Budgeted

Yes

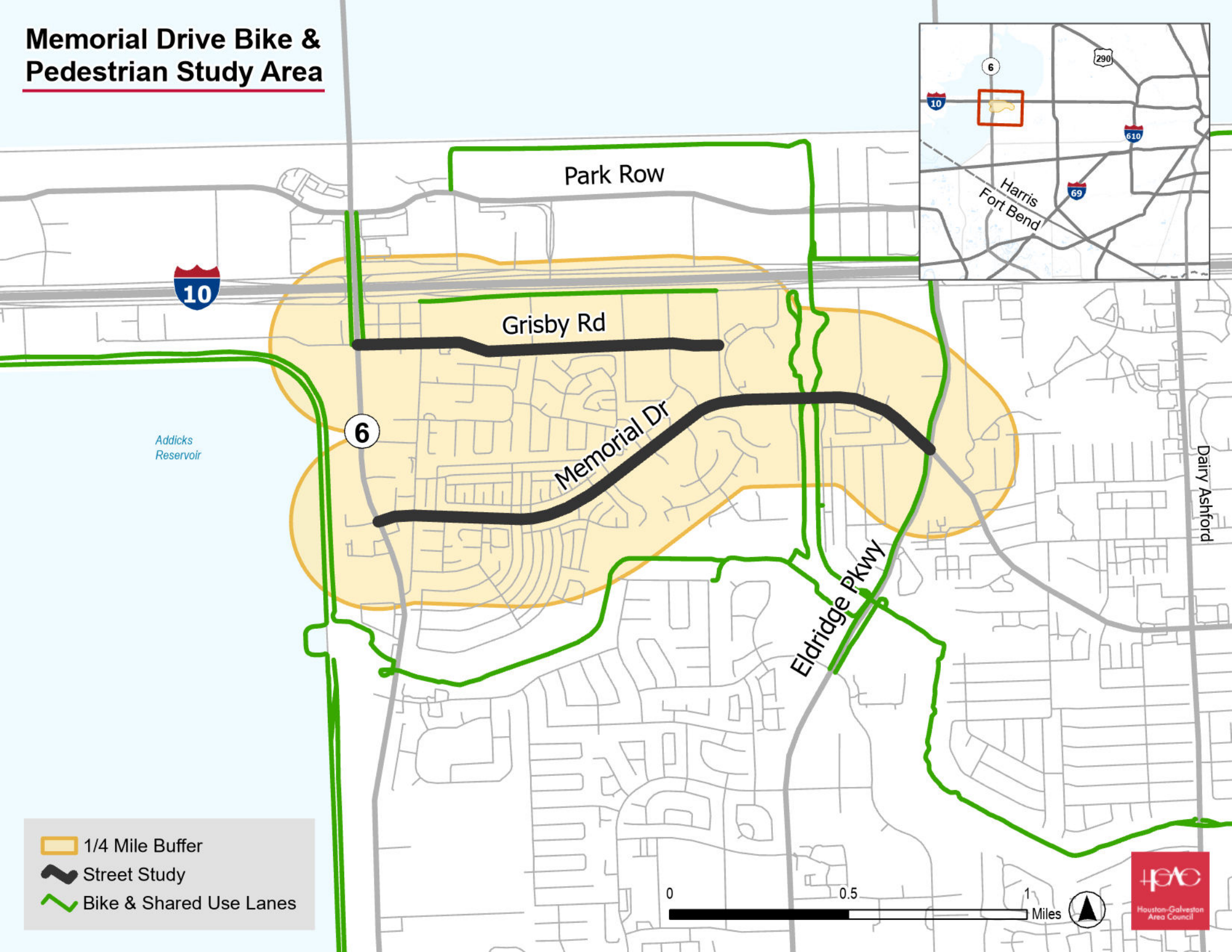
### Action Requested


Request authorization to contract with firms in the order presented for a contract term of one year, estimated to begin September 2024; amount not to exceed \$250,000. (Staff Contact: Craig Raborn)

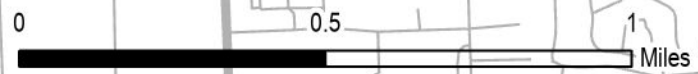
### ATTACHMENTS:

	Description	Type
□	Map	Cover Memo

# Memorial Drive Bike & Pedestrian Study Area



-  1/4 Mile Buffer
-  Street Study
-  Bike & Shared Use Lanes



## TRANSIT INFORMATION STUDY CONSULTANT

### Background

The Houston-Galveston Area Council received federal funding through the Texas Department of Transportation to conduct a study of transit agencies, communities, and rider behavior in the thirteen county area to determine the types and best methods of delivery of basic information to better aid current and potential riders during their transit journey. The result of this study will be a best practice guide for communities and transit agencies . This study is the one of the recommendations included in the 2022 Regionally Coordinated Transportation Plan approved by the Transportation Policy Council and H-GAC Board of Directors.

### Current Situation

Houston-Galveston Area Council issued a Request for Proposals to procure consultant services to help conduct this study, and received five responses. In accordance with established procedures, evaluators reviewed proposals and recommend Houston-Galveston Area Council negotiate with consultants in the following order:

1. Toole Design Group, LLC
2. Four Square Integrated Transportation Planning, Inc.
3. Left Turn Right Turn, Ltd.
4. Openbox
5. Alliance Transportation Group

### Funding Source

Federal Highway Administration  
Federal Transit Administration

### Budgeted

Yes

### Action Requested

Request authorization to negotiate a 12-month contract with a consultant, in the order ranked, for an amount not to exceed \$285,000 for the Transit Information Study and Best Practices Guide. (Staff Contact: Sanford Klanfer)

## MONTHLY FINANCIAL REPORT - MAY 2024

### Background

N/A

### Current Situation

N/A

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Request approval of the monthly financial report ending May 31, 2024. (Staff Contact: Christina Ordonez-Campos)

#### ATTACHMENTS:

	Description	Type
▣	Monthly Financial Report - May 2024	Cover Memo

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)



## FY24 Monthly Financial Report

For Month Ending May 31, 2024

Prepared on June 5th, 2024

Esteemed H-GAC Board of Directors and Executive Director Wemple, please find attached the financial report for last month. The information contained within is intended for managerial reporting purposes. All figures are unaudited and subject to change. Should you have any questions, please feel free to let me or a member of my staff know. Respectfully submitted, Christina Ordóñez-Campos, CPA - Chief Financial Officer.

### SUMMARY OF KEY CHANGES

#### REVENUES

> Through the end of May, we have received 69% of the 2024 membership dues budgeted. We anticipate that the remainder of the dues will be received by June.

> Other revenues are on track with projections, showing a significant increase for May. Out of the total increase of 632K, 572K came from our USGS LIDAR cost-share partners.

> Interest income for the first five months of the fiscal year has surpassed the annual budgeted amount by 25%. Our strategy of investing in CDs, TexPool & Hybrid Demand Deposit account is yielding a high rate of return. We have revised the budget in the mid-year revision to align with this growth.

> The cooperative purchasing revenue cycle remains atypical, with a notable decrease in revenue for May compared to the previous month, totaling 384K as opposed to 767K.

#### EXPENDITURES

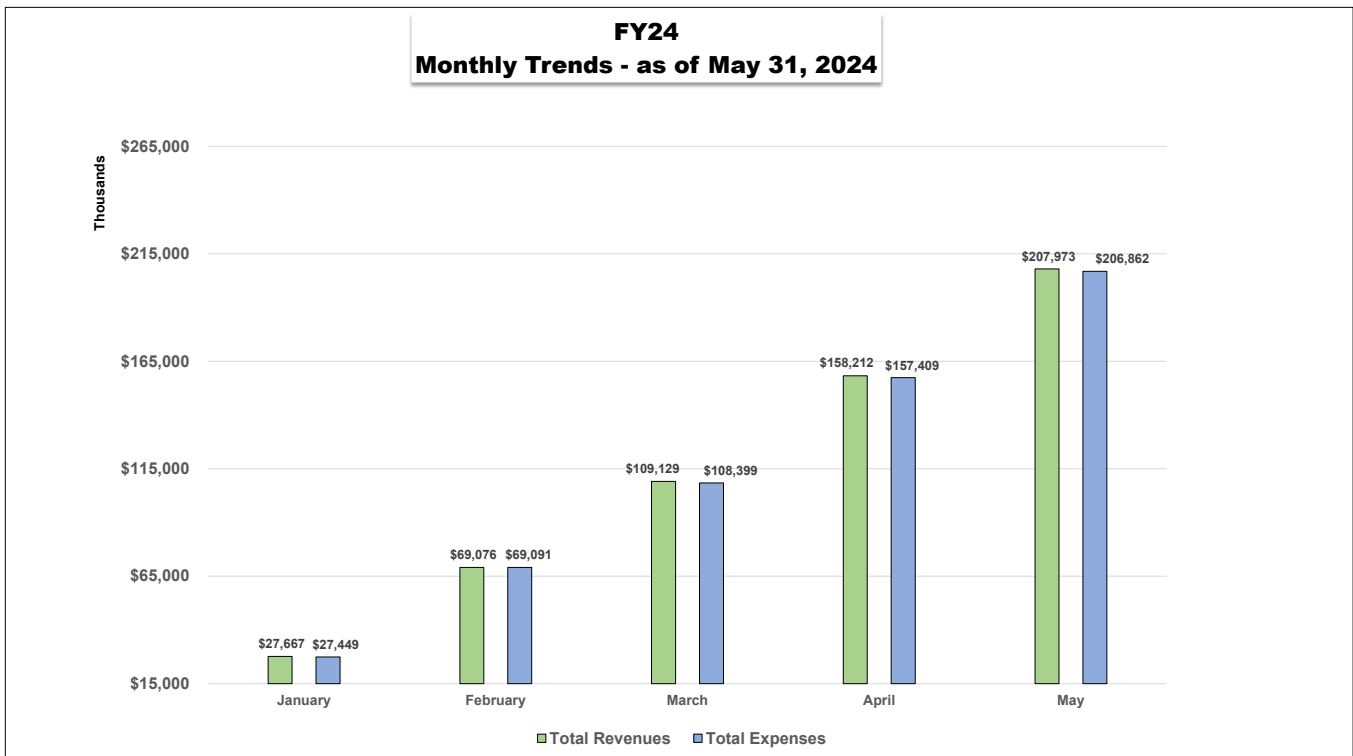
> Personnel expenditures continue to stay within budget as we fill vacant positions.

> Pass-through expenses, particularly in the C&E and Aging programs are currently below projection levels. Some pass-through expenses for the month of May are still in process of being reported.

> While consultant expenses continue to lag behind projections, there has been a slight increase in the monthly activity this month compared to last month. We have made adjustments to this account in the mid-year budget revision.

\*\*\* Please note: the financial activity outlined above and in the report falls within the past trends observed in H-GAC's operations and is not out of the ordinary. \*\*\*

### Monthly Trends Chart





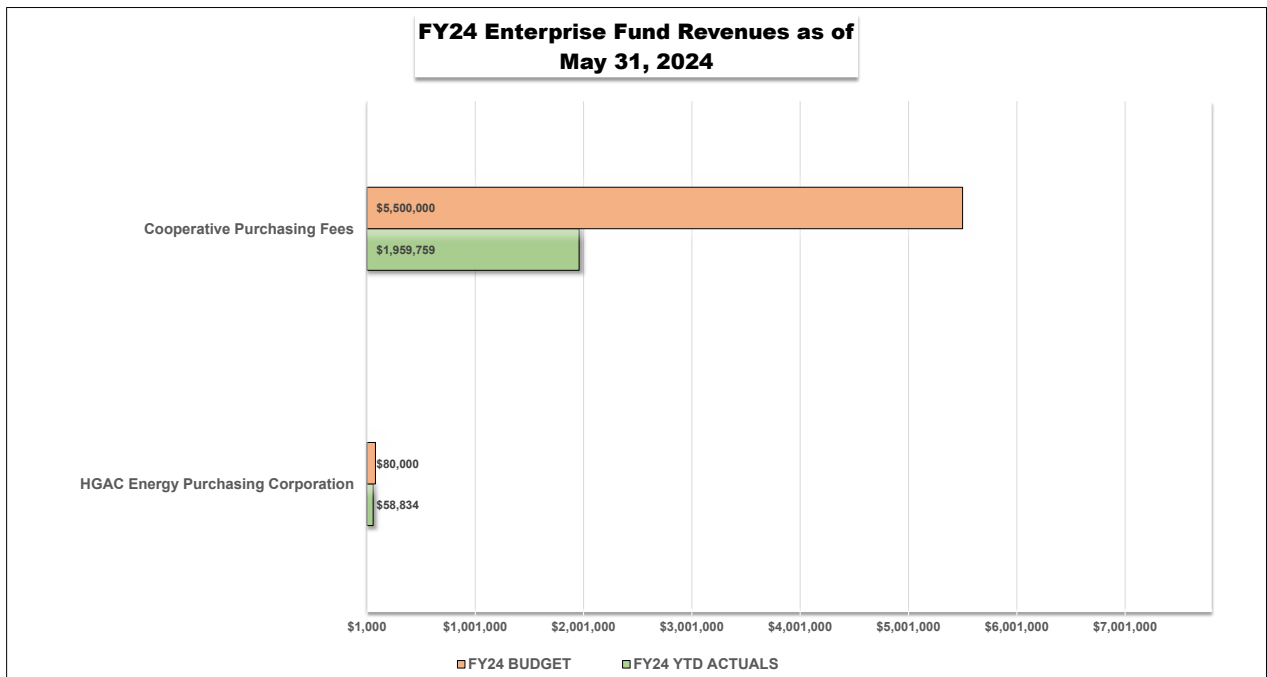
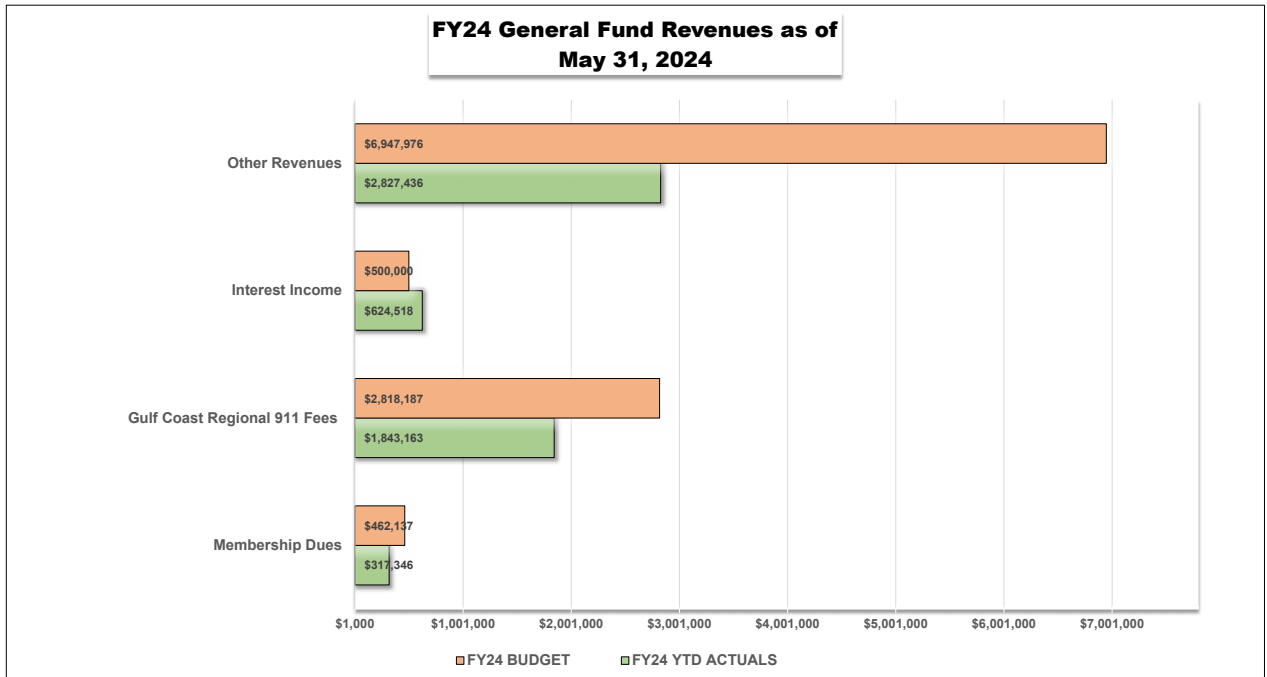
# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY24 Monthly Trends Report

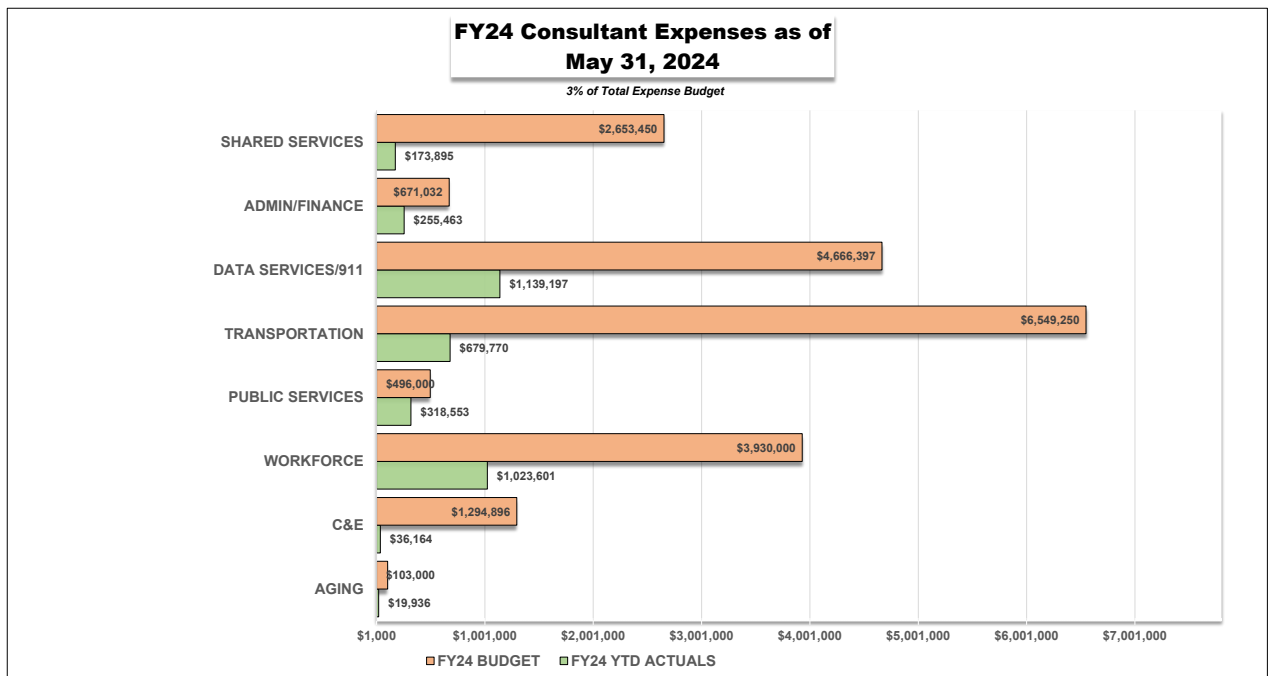
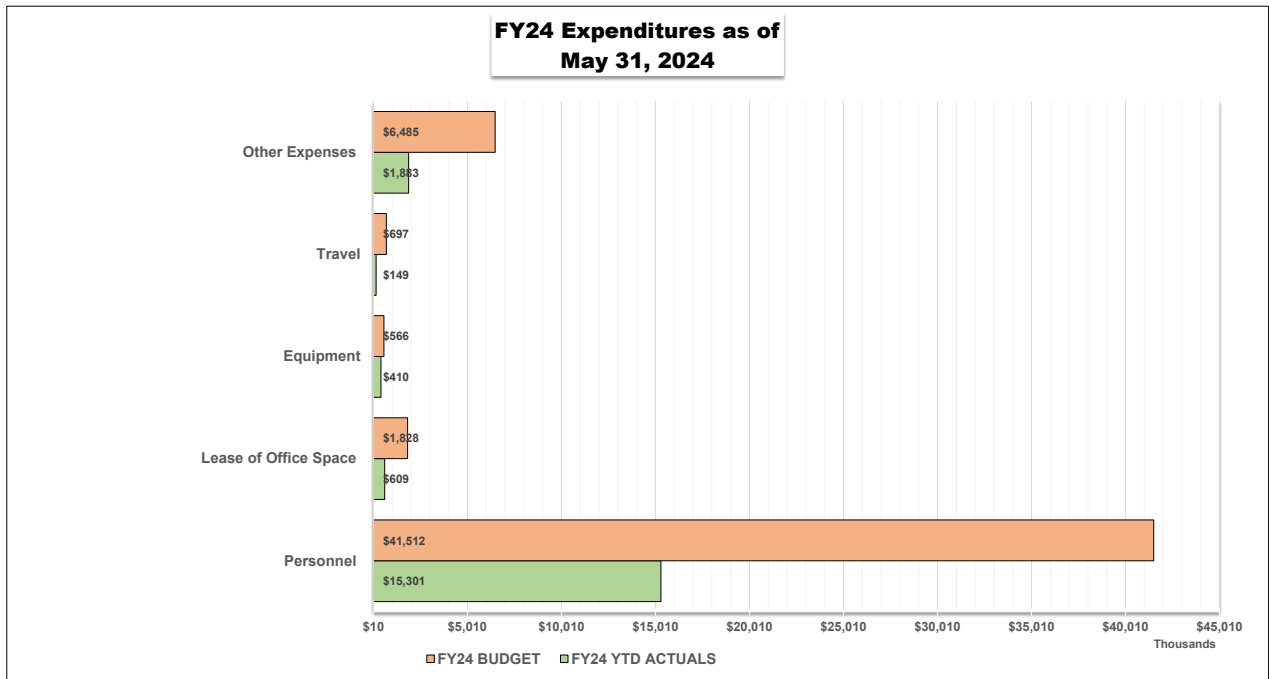
For Month Ending May 31, 2024

	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
<b>Revenues</b>						
<b>General &amp; Enterprise Fund Revenues</b>						
Membership Dues	\$ 189,246	\$ -	\$ 14,595	\$ 51,254	\$ 62,252	
HGAC Energy Purchasing Corporation	3,255	26,686	2,224	16,538	10,131	
Cooperative Purchasing Fees	109,150	511,950	186,188	767,506	384,965	
Gulf Coast Regional 911 Fees	309,252	71,612	762,248	229,489	470,562	
Interest Income	118,379	109,411	121,458	143,933	131,337	
Other Revenues	172,202	1,466,466	80,450	476,292	632,026	
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 901,483</b>	<b>\$ 2,186,125</b>	<b>\$ 1,167,163</b>	<b>\$ 1,685,013</b>	<b>\$ 1,691,272</b>	<b>\$ -</b>
<b>Special Revenue Fund</b>						
Federal Grants	\$ 7,032	\$ 12,085	\$ 123,566	\$ 20,402	\$ 22,085	
State Grants	26,758,098	39,211,007	38,762,715	47,376,896	48,048,444	
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 26,765,130</b>	<b>\$ 39,223,091</b>	<b>\$ 38,886,281</b>	<b>\$ 47,397,298</b>	<b>\$ 48,070,529</b>	<b>\$ -</b>
<b>Total Revenues</b>	<b>\$ 27,666,613</b>	<b>\$ 41,409,216</b>	<b>\$ 40,053,444</b>	<b>\$ 49,082,311</b>	<b>\$ 49,761,801</b>	<b>\$ -</b>
<b>Expenditures</b>						
Personnel	\$ 3,072,047	\$ 3,129,111	\$ 2,889,904	\$ 3,076,863	\$ 3,133,194	
Pass-through Funds - Grant	23,403,312	37,448,526	35,343,961	44,343,633	44,324,319	
Consultant and Contract Services	138,372	687,224	671,183	779,377	1,370,424	
Lease of Office Space	119,958	109,693	134,809	122,194	122,162	
Equipment	11,352	3,246	246,854	48,690	99,516	
Travel	27,362	18,646	21,380	49,507	32,082	
Other Expenses	676,879	245,283	-	589,848	370,796	
<b>Total Expenditures</b>	<b>\$ 27,449,281</b>	<b>\$ 41,641,729</b>	<b>\$ 39,308,091</b>	<b>\$ 49,010,112</b>	<b>\$ 49,452,493</b>	<b>\$ -</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ 217,332</b>	<b>\$ (232,513)</b>	<b>\$ 745,353</b>	<b>\$ 72,199</b>	<b>\$ 309,308</b>	<b>\$ -</b>

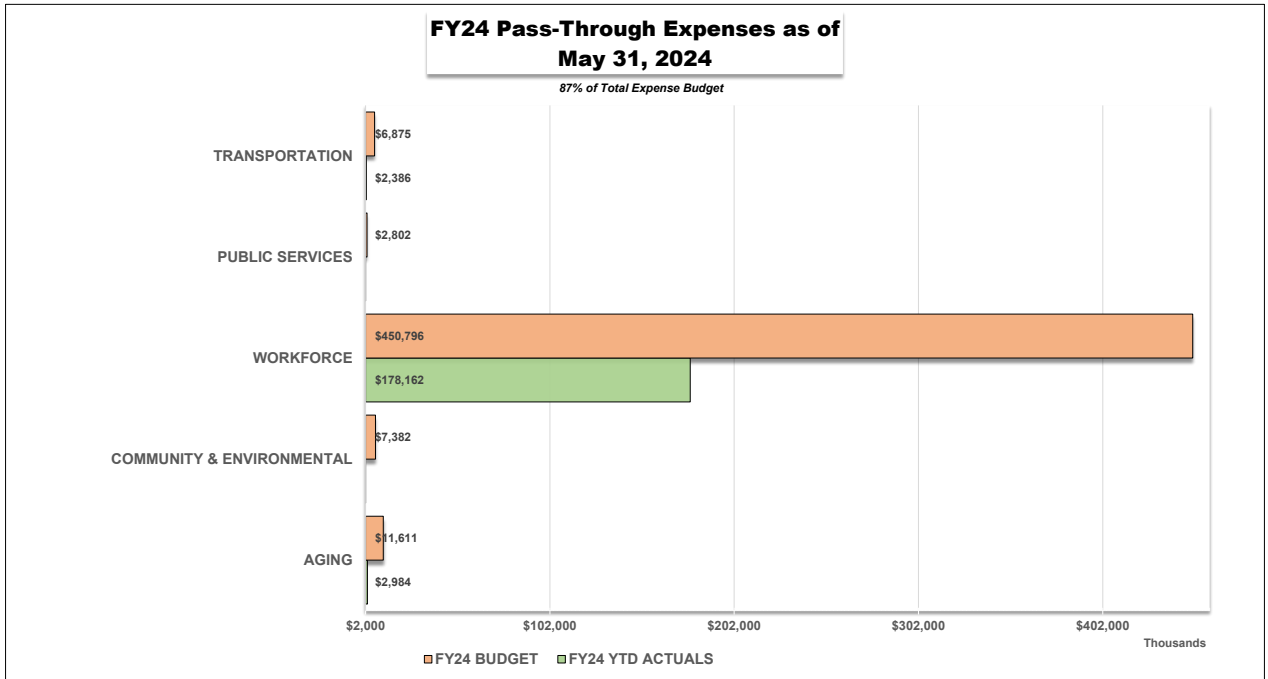
**Budget to Actual Charts**



**Budget to Actual Charts**



**Budget to Actual Charts**



# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY24 Budget to Actual Report - All Funds

For Month Ending May 31, 2024

41.67% of Year Elapsed

	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget	FY23 Budget	FY23 Year-to-Date Actuals	FY23 % of Actuals to Budget
<b>Revenues</b>						
<b>General &amp; Enterprise Fund Revenues</b>						
Membership Dues	\$ 462,137	\$ 317,346	69%	\$ 462,137	\$ 443,691	96%
HGAC Energy Purchasing Corporation	80,000	58,834	74%	75,000	59,467	79%
Cooperative Purchasing Fees	5,500,000	1,959,759	36%	5,500,000	1,780,614	32%
Gulf Coast Regional 911 Fees	2,818,187	1,843,163	65%	2,742,629	1,788,820	65%
Interest Income	500,000	624,518	125%	75,000	107,168	143%
Other Revenues	6,947,976	2,827,436	41%	7,391,987	2,911,824	39%
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 16,308,300</b>	<b>\$ 7,631,056</b>	<b>47%</b>	<b>\$ 16,246,753</b>	<b>\$ 7,091,584</b>	<b>44%</b>
<b>Special Revenue Fund</b>						
Federal Grant	\$ 695,000	\$ 185,170	27%	\$ 200,000	\$ 68,130	34%
State Grants	533,764,173	200,157,159	37%	474,532,763	153,469,147	32%
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 534,459,173</b>	<b>\$ 200,342,329</b>	<b>37%</b>	<b>\$ 474,732,763</b>	<b>\$ 153,537,277</b>	<b>32%</b>
<b>Total Revenues</b>	<b>\$ 550,767,473</b>	<b>\$ 207,973,385</b>	<b>38%</b>	<b>\$ 490,979,516</b>	<b>\$ 160,628,861</b>	<b>33%</b>
<b>Expenditures</b>						
Personnel	\$ 41,512,429	\$ 15,301,119	37%	\$ 36,196,353	\$ 13,119,601	36%
Pass-through Funds - Grant	479,466,417	184,863,750	39%	426,788,885	140,046,393	33%
Consultant and Contract Services	20,364,025	3,646,579	18%	17,414,411	3,056,630	18%
Lease of Office Space	1,827,797	608,816	33%	2,107,342	709,965	34%
Equipment	566,200	409,659	72%	3,081,557	1,306,740	42%
Travel	697,397	148,977	21%	682,000	100,618	15%
Other Expenses	6,484,891	1,882,806	29%	5,192,635	1,512,419	29%
<b>Total Expenditures</b>	<b>\$ 550,919,156</b>	<b>\$ 206,861,706</b>	<b>38%</b>	<b>\$ 491,463,182</b>	<b>\$ 159,852,366</b>	<b>33%</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ (151,683)</b>	<b>\$ 1,111,679</b>		<b>\$ (483,666)</b>	<b>\$ 776,495</b>	
<b>Beginning Fund Balance (all funds) - Jan. 1 (1)</b>	<b>\$ 40,872,331</b>	<b>\$ 40,872,331</b>		<b>\$ 40,013,176</b>	<b>\$ 40,013,176</b>	
<b>Ending Fund Balance (all funds) - May 31 (2)</b>	<b>\$ 40,720,648</b>	<b>\$ 41,984,010</b>		<b>\$ 39,529,510</b>	<b>\$ 40,789,671</b>	

(1) Jan. 1, 2024 beginning fund balance is preliminary & subject to change. This figure is unaudited.

(2) All ending fund balances are as of May 31 for each year.

## 2024 MID-YEAR BUDGET REVISION

### Background

H-GAC's budget is a dynamic document. The bulk of H-GAC's revenues derive from intergovernmental contracts with local, state, and federal entities. These contracts have various durations and may span more than one H-GAC budget year.

### Current Situation

The proposed 2024 revised budget incorporates all known changes in revenues and expenditures, as well as financial results of operations through May. The mid-year budget revisions comes to you each summer and is a true-up of the budget we prepared last fall. Our budget is dynamic with new sources of funding arriving each spring and some programs experiencing budget reductions. I will provide a detailed review of the revisions during the Finance & Budget Committee Meeting and at the general Board Meeting.

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Request adoption of proposed 2024 revised budget. (Staff Contact: Chuck Wemple)

### ATTACHMENTS:

	Description	Type
□	Budget & Service Plan Summary	Cover Memo

**2024 REVISED BUDGET AND SERVICE PLAN  
SUMMARY**

Unified Budget			\$541,744,411
	Decrease	1.67%	9,174,746
Pass-through funds			478,270,303
	Decrease	0.25%	1,196,115
Operations			63,474,109
	Decrease	11.17%	7,978,630
Increases			
Community & Environmental		0.77%	105,194
Shared Services		4.13%	369,418
Capital Expenditures		8.98%	22,000
Aging		10.41%	1,732,118
Decreases			
Workforce		0.68%	3,194,583
Transportation		17.37%	4,135,100
Data Services		49.38%	3,938,664
Public Services		1.36%	135,128
No Change			
Local Activities		0.00%	
Employee Benefits			
Released Time		14.84%	\$4,021,443
Insurance, Retirement and Social Security		<u>32.63%</u>	<u>8,844,652</u>
Total Benefits & Release Time		47.47%	\$12,866,095

## WORKFORCE SOLUTIONS WEBSITE PROJECT

### Background

H-GAC is tasked with managing the Workforce Solutions website on behalf of the Gulf Coast Workforce Board. In line with this responsibility, H-GAC is actively seeking a contractor to develop a new website for Workforce Solutions. This new website will be hosted within their existing Kentico Xperience 13 environment, with the primary goal of replacing the current website (<https://www.wrksolutions.com>) with a more user-friendly and informative platform. The project objectives encompass implementing a fresh design, updating content, reorganizing site structure, and seamlessly integrating it into H-GAC's Kentico implementation. Ultimately, the aim is to empower staff to independently manage the website, thereby enhancing its utility for the public and regional employers alike.

### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified contractors for the goods or services requested under Project ID: HS-WKF-WEBREDESIGN-04-24 on April 2, 2024 and which closed on May 2, 2024. Eight responsive submissions were received and evaluated by a committee of representatives from H-GAC. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are presented below:

Proposer	Rank
Planeteria Media	1
SilverTech, Inc.	2
Web-head Technologies dba Webhead	3
Exemplifi, LLC	4
Octillion, LLC	5
Curtis Consolidated, LLC	6
Mindtrades Consulting	7
Rise Innovations, LLC	8

Planeteria Media scored the highest of proposers. Planeteria has been designing, developing and supporting community-focused websites for public agencies around the country since 1999, building over 500 sites serving millions of customers.

### Funding Source

Texas Workforce Commission

### Budgeted

Yes

### Action Requested

Request approval to execute a contract with Planeteria Media to develop a new website for Workforce Solutions; total contract amount \$98,700. (Staff Contact: Juliet Stipeche)



## ADULT EDUCATION 2025 CONTRACT AWARDS

### Background

The Adult Education and Family Literacy Act – which authorizes the activities for publicly funded adult education – is part of the Workforce Innovation & Opportunity Act (Title II of the Act). The Gulf Coast Workforce Board is the grantee for the Gulf Coast Adult Education Consortium. We provide adult education and literacy instruction at more than 300 sites throughout the 13-county region. The Texas Workforce Commission issued a statewide procurement for Adult Education services for the new grant period beginning July 1, 2024.

### Current Situation

The Workforce Board will be awarded funding to serve nine out of thirteen counties in our service region. Awarded counties include Austin, Colorado, Fort Bend, Matagorda, Montgomery, Walker, Waller, and Wharton, with 60% coverage of Harris County. As the Workforce Board's fiscal agent, we propose accepting the grant award and recommend the following distributions for the consortium members.

<b>Consortium Member</b>	<b>Amount</b>
Adult Education Center	\$393,000
BakerRipley	\$393,000
Houston Community College	\$4,467,000
Lone Star College	\$2,523,000
San Jacinto College	\$1,426,000
Region 6 ESC	\$2,075,000

### Funding Source

Texas Workforce Commission

### Budgeted

Yes

### Action Requested

Request approval to execute contracts for adult education services, for an amount not to exceed \$11,277,000. (Staff Contact: Juliet Stipeche)

## GRANICUS DIGITAL COMMUNICATIONS TOOL

### **Background**

Workforce Solutions leverages digital communications to effectively deliver information about workforce development activities. By utilizing online platforms, we can quickly disseminate updates on job fairs, training programs, and employment opportunities. This approach not only reaches a wider audience but also ensures timely access to crucial workforce development resources. The digital strategy helps Workforce Solutions maintain high levels of engagement with job seekers and employers, facilitating better outcomes for the community.

### **Current Situation**

Granicus' govDelivery solution is a digital communications tool designed specifically for government use. It enables agencies to create and distribute powerful email, social media, and SMS messages to citizens. GovDelivery allows users to target their audience based on specific subscription topics. As a messaging platform built exclusively for government, govDelivery ensures exceptional deliverability and security.

Carahsoft Technology is a company that provides IT and software support services who serves as the master government aggregator and distributor for Granicus. Through this partnership they provide public sector organizations with easy access to the comprehensive Granicus portfolio. Through a competitively procured Texas Department of Information Resources contract (DIR Contract No. DIR-TSO-4288), we are able to purchase this product.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval to purchase an annual license for Granicus' digital communications tool from Carahsoft Technology for an amount not to exceed \$54,000. (Staff Contact: Juliet Stipeche)

## AREA AGENCY ON AGING CONTRACT AUTHORIZATION

### Background

H-GAC is the Area Agency on Aging for Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton counties. Each year we contract with organizations to provide services for individuals aged sixty and older, including nutrition (congregate and home-delivered meals); transportation; and direct services such as personal assistance and respite care, residential repair, health maintenance, emergency response, and health promotion. Fiscal Year 2024 Aging programs begin October 1, 2023 and end September 30, 2024.

### Current Situation

In early May, our region was hit by a storm which caused flooding and strong wind damage, creating a disaster effecting many older citizens in our region. The Texas Health and Human Service Commission approved our Area Agency on Aging to use American Rescue Plan Act disaster funds to provide grab and go and home delivered meals to those effected by the storm. Grab and go are meals older individuals receive by going to their local senior center to pick up a bundle of meals to take home.

Staff recommends funding existing nutrition contractors. Attachment A summarizes our American Rescue Plan Act funding amended recommendations for Fiscal Year 2024.

### Funding Source

Texas Health and Human Services Commission

### Budgeted

Yes

### Action Requested

Request authorization to contract for additional American Rescue Plan Act funds for existing contractors for total amount not to exceed \$7,090,176, for the balance of Fiscal Year 2024. (Staff Contact: Curtis Cooper)

### ATTACHMENTS:

	Description	Type
▢	Attachment A	Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2024 American Rescue Plan Act (ARPA) Funding Amendment Recommendation**  
**Attachment A - Community Providers**

<b>Contractor Name</b>	<b>County Service Area</b>	<b>2024 Approved</b>	<b>2024 ARPA Proposed Funding</b>	<b>2024 Total</b>	<b>Service(s)</b>
Actions of Brazoria County	Brazoria	\$ 892,066	\$ 122,121	\$ 1,014,187	Congregate & Home Delivered Meals, Transportation
Catholic Charities of the Archdiocese of Galveston-Houston	Fort Bend	\$ 195,852	\$ 19,516	\$ 215,368	Congregate Meals
Cleveland Senior Citizens Organization	Liberty	\$ 207,111	\$ 21,597	\$ 228,708	Congregate & Home Delivered Meals, Transportation
Colorado Valley Transit, Inc.	Austin Waller	\$ 103,654		\$ 103,654	Transportation
Economic Action Committee of the Gulf Coast	Matagorda	\$ 161,122	\$ 19,762	\$ 180,884	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc.	Fort Bend	\$ 1,658,977	\$ 237,427	\$ 1,896,404	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc. - Waller County Sr. Citizens	Waller	\$ 110,951	\$ 15,532	\$ 126,483	Congregate & Home Delivered Meals
Galveston County	Galveston	\$ 578,531	\$ 42,478	\$ 621,009	Congregate Meals and Transportation
G.R,A.C.E Initiative of South Liberty County	Liberty	\$ 60,022	\$ 13,010	\$ 73,032	Home Delivered Meals
Helping One Another, Inc. of Austin County	Austin	\$ 108,395	\$ 15,110	\$ 123,505	Congregate & Home Delivered Meals
Interfaith Ministries for Greater Houston	Galveston	\$ 399,958	\$ 91,745	\$ 491,702	Home Delivered Meals
Meals on Wheels Montgomery County	Montgomery	\$ 1,257,590	\$ 173,308	\$ 1,430,898	Congregate & Home Delivered Meals, Transportation
Senior Center of Walker County	Walker	\$ 180,228	\$ 22,438	\$ 202,666	Congregate & Home Delivered Meals, Transportation
Chamber County Public Hospital District #1	Chamber	\$ 125,307	\$ 14,747	\$ 140,054	Home Delivered Meals & Transportation
Wharton County Junior College - Colorado County	Colorado	\$ 123,430	\$ 14,484	\$ 137,914	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Wharton County	Wharton	\$ 184,347	\$ 23,015	\$ 207,361	Congregate & Home Delivered Meals, Transportation
<b>Total</b>		<b>\$ 6,347,540</b>	<b>\$ 846,290</b>	<b>\$ 7,193,830</b>	

## INTERNAL AUDIT ANNUAL REPORT 2023

### Background

The Internal Audit Charter requires the Internal Audit department to prepare an annual report of its activities that compares the annual plan with actual results. The H-GAC Internal Audit department consists of seven auditing professionals.

### Current Situation

The Director of Internal Audit has prepared the Internal Audit Annual Report for Fiscal Year ending December 2023. The Executive Director has reviewed the annual report and it was submitted to the H-GAC Audit Committee for review and discussion.

The Internal Audit Annual Report is a summary of internal audit activities. The report contains a narrative of staff hours charged to various projects as well as categories of subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, pre-award reviews and special projects and lists of desk reviews and site visits performed during fiscal year. This report was presented and discussed with the members of the H-GAC Audit Committee on May 20, 2024.

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Discussion and possible action on Audit committee recommendations related to the Internal Audit Annual Report Fiscal Year 2023. (Staff Contact: Charles Hill)

### ATTACHMENTS:

	Description	Type
▣	Final Report 2023	Cover Memo



**HOUSTON – GALVESTON AREA COUNCIL**  
SERVING TODAY ▪ PLANNING FOR TOMORROW

May 3, 2024

Chuck Wemple  
***Executive Director***  
Houston-Galveston Area Council  
3555 Timmons Lane  
Houston, Texas 77027

**RE: INTERNAL AUDIT ANNUAL REPORT FOR 2023**

Dear Mr. Wemple:

Attached is the Internal Audit Annual Report for fiscal year 2023. This report contains the results of activities for the internal audit function at H-GAC. A comparison of the planned projects and allocated hours versus actual hours charged to specific project categories is included in this report.

The internal audit staff adds value to H-GAC operations by fulfilling their responsibilities as an independent review of operational controls, testing compliance with appropriate policies and procedures as well as state and federal regulations and advisory services to managers and directors. The Executive Director should submit this report to the H-GAC Audit Committee and Board of Directors for review and comments. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

*Charles D. Hill*

Charles Hill, CIA, CPA  
***Director, Internal Audit***

cc: Audit Committee Members  
Christina Ordonez-Campos, H-GAC Chief Financial Officer  
Onyinye Akujuo, H-GAC Chief Operations Officer

Attachment

## **INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2023**

### **PURPOSE**

This annual report was prepared by the Director of Internal Audit at the Houston-Galveston Area Council (H-GAC) to summarize the activities and work completed for the department. The reporting period is from January to December 2023. The completion of this report and its submission to the H-GAC Board of Directors (the Board) is consistent with the H-GAC internal audit charter. The Institute of Internal Auditors Code of Ethics defines internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### **BACKGROUND**

The Internal Audit Department at H-GAC has the responsibility to review and evaluate the controls at the agency. In addition, the internal audit staff has responsibility for contractor/subrecipient monitoring. Our staff performs desk reviews of contractors audited annual financial reports, site visits, and on a sample basis CPA firm working papers reviews. All other assignments completed by the department are considered special projects.

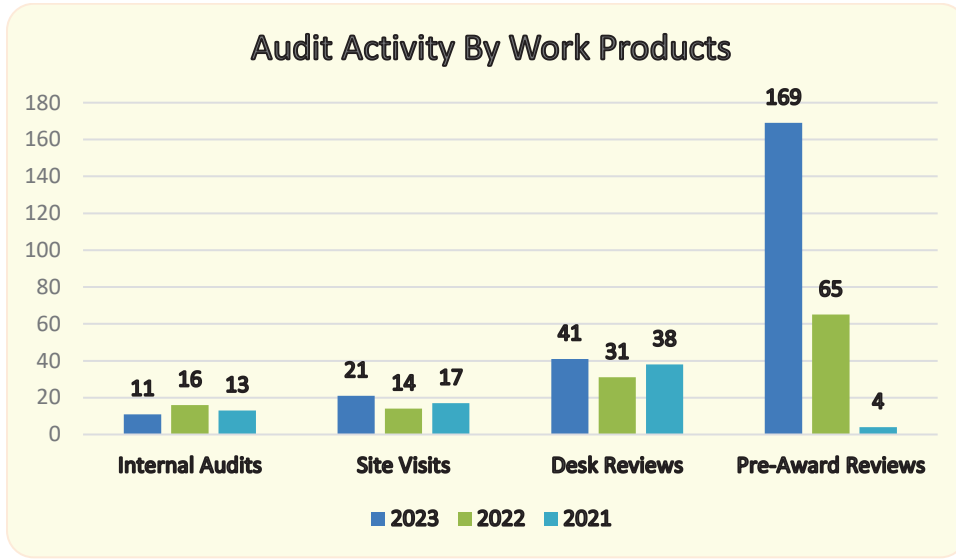
The Internal Audit function at H-GAC consists of a director and six audit professionals. In addition to a director, the department has also added two new positions of audit supervisor. We hope to add more staff positions in the future. The operations of the department conform to standards for the International Practice of Internal Auditing as required by the Institute of Internal Auditors.

Some of the key accomplishments for the 2023 fiscal year are as follows.

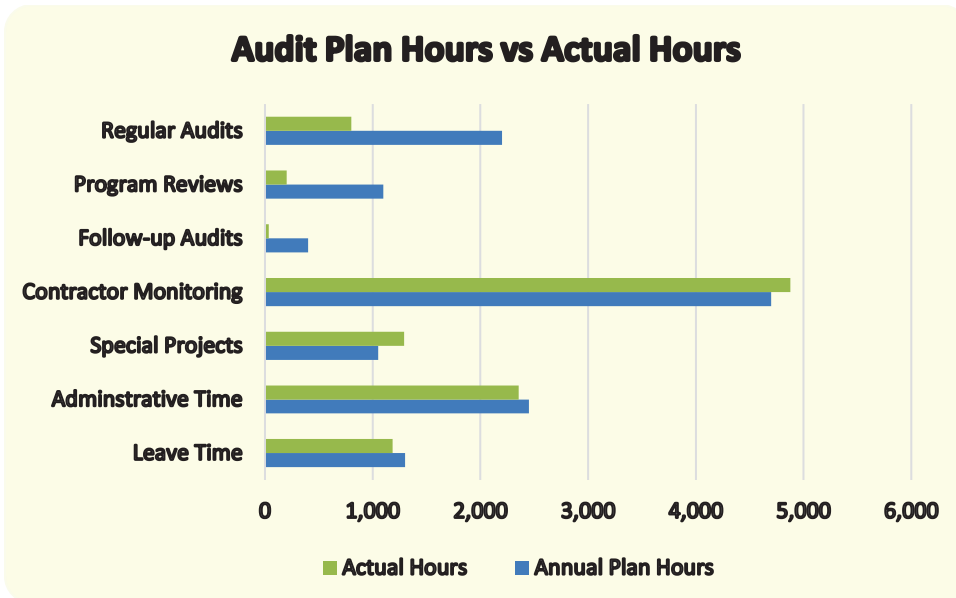
- Special project work with a contractor (i.e., ACS) helping to reduce questioned costs more than \$500,000.00.
- More cybersecurity reviews of subrecipients/contractors to limit the external risk of H-GAC.
- Improvements in the pre-award process leading to more efficient review of proposed contracts.
- Input into the development of the RFQ for H-GAC external audit services.
- Hiring and recruitment of internal audit staff to do more process reviews.
- Development of a Whistleblower Hotline for fiscal year 2024
- More emphasis on risk assessments and documentation
- Updating and reformatting written internal audit procedures

**RESULTS OF AUDIT ACTIVITY**

The Internal Audit Director completed an internal audit plan for fiscal year 2023, which was approved by the H-GAC Audit Committee as well as the Board. The following is a chart of audit activity by work products for the fiscal years 2023, 2022, and 2021.



The Internal Audit Department allocates staff hours in the 2023 plan based on the number of staff members and the priority of audit areas based on a risk assessment planning model. These hours were divided into seven categories – regular audits, program reviews, follow-up audits, contractor monitoring, special projects, administrative time, and leave time. The following chart and table compare audit plan hours to actual hours used by staff for these categories.



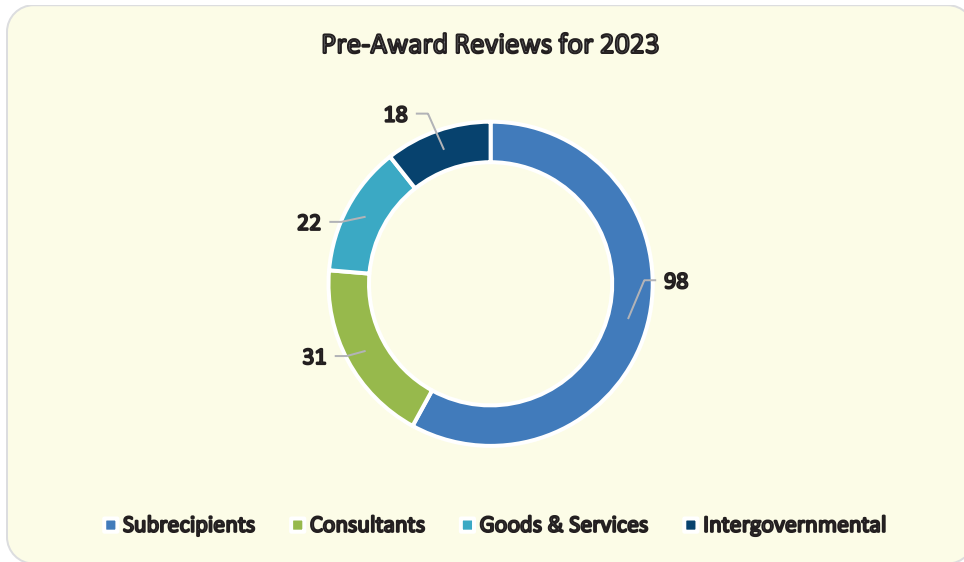


**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2023**

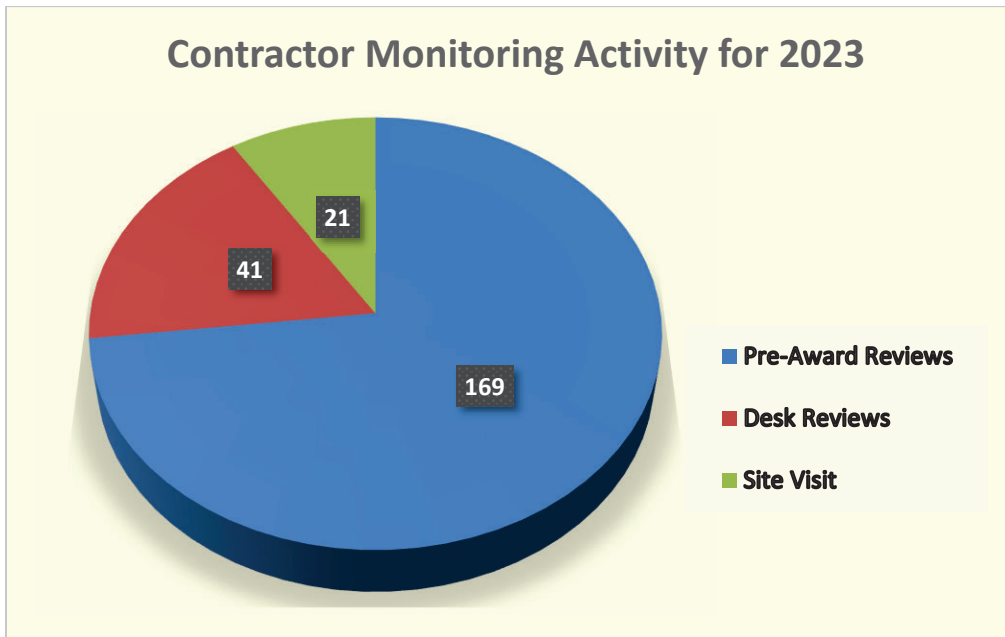
<i>Audit Projects</i>	<i>Plan Hours</i>	<i>Actual Hours</i>
Regular Audits	2,200	801
Program Reviews	1,100	200
Follow-up Audits	400	35
Contractor Monitoring	4,700	4,877
Special Projects	1,050	1,292
Administrative Time	2,450	2,356
Leave Time	1,300	1,185
<b><i>Totals</i></b>	<b><i>13,200</i></b>	<b><i>10,746</i></b>

The number and amount of time needed by internal audit staff to complete pre-award reviews of contracts created a major impact on the audit plan. These pre-award reviews included new contracts, renewals, amendments, extensions, and notices to proceed documentation. Internal Audit is in the workflow approval process in the agliloft contract system to ensure a pre-award is completed before the execution of a contract. There are four types of external agreements submitted to Internal Audit for a pre-award – (1) consultant agreements, (2) goods and services agreements, (3) intergovernmental agreements, and (4) subrecipient agreements. The following table is a summary of the pre-award reviews completed by staff.

<i>Summary of Pre-Award Reviews for 2023</i>						
<i>Type of Agreement</i>	<i>New Contracts</i>	<i>Renewals</i>	<i>Amendments</i>	<i>Extensions</i>	<i>Notice to Proceed</i>	<i>Totals</i>
Subrecipients	8	51	27	2	10	98
Consultants	16	6	8	1	0	31
Goods & Services	6	3	13	0	0	22
Intergovernmental	17	0	1	0	0	18
<b><i>Totals</i></b>	<b><i>47</i></b>	<b><i>60</i></b>	<b><i>49</i></b>	<b><i>3</i></b>	<b><i>10</i></b>	<b><i>169</i></b>



The Internal Audit staff performs desk reviews for the annual financial reporting for subrecipients with large amounts of expenditures of federal awards. These reports must conform to federal guidelines and regulations. H-GAC as a “pass-through” entity must obtain these reports and issue an acceptance letter if the reports are completed correctly. In addition, we must determine if the findings in any of these reports will impact H-GAC financial records. The next two pages of this report has (1) a list of the desk reviews completed for 2023 and (2) a list of site visits for 2023.



**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2023**

<b>List of Desk Reviews for 2023</b>		
<i>Contractor:</i>	<i>Accepted Without Follow-up</i>	<i>Accepted With Follow-up</i>
Alliance for Multicultural Community Services	X	
Alliance of Community Assistance Ministries	X	
Association for the Advancement of Mexican Americans	X	
Baker Ripley	X	
Boys & Girls Club of Walker County Texas, Inc.	X	
Brazoria County	X	
Brazosport College	X	
Catholic Charities of the Archdiocese of the Gulf Coast	X	
Chambers County, Texas	X	
Chinese Community Center, Inc.	X	
City of Angleton	X	
City of Conroe	X	
City of Eagle Lake	X	
City of Houston	X	
City of Palacios	X	
City of Pattison	X	
City of Rosenberg	X	
College of The Mainland	X	
Colorado County Senior Citizens - WCJC	X	
Colorado County, Texas	X	
Colorado Valley Transit, Inc.	X	
Education Service Center Region VI	X	
Fort Bend County, Texas	X	
Galveston County, Texas	X	
Harris County	X	
Harris County Dept. of Education	X	
Houston Community College	X	
Houston ISD	X	
Interfaith Ministries of Greater Houston	X	
Interfaith of The Woodlands	X	
Lamar Consolidated ISD	X	
Lone Star College	X	
Matagorda County, Texas	X	
Meals on Wheels Montgomery County	X	
Montgomery County, Texas	X	
Montgomery County Hosp. District	X	
San Jacinto Community College	X	
SER Jobs for Progress	X	
Walker County	X	
Waller County, Texas	X	
Wharton County Junior College - Colorado County & Wharton	X	
Wharton County, Texas	X	

**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2023**

<b>List of Site Visits for 2023</b>		
<i>Contractor</i>	<i>Site Visit Date</i>	<i>Contract Amount</i>
Adaptive Construction Solutions	8/1/23	\$4,200,724
Adult Education	6/13/23	\$290,000
Aldine Independent School District	8/31/23	\$179,968
Alliance for Multicultural Community Services	6/15/23	\$635,000
Almartin Transportation Inc.	7/13/23	\$541,323.87
APM Equus	6/20/23	\$6,302,486
Assoc./Advancement of Mexican Americans	12/11/23	\$743,013
Baker Ripley	3/10/23	\$316,863,017
Boys & Girls Club of Walker County	6/6/23	\$290,000
C. Edwards, Inc.	8/25/23	\$539,065
Chinese Community Center	6/15/23	\$300,000
Education Service Center, Region IV	6/6/23	\$1,040,000
Houston ISD	7/20/23	\$2,695,752
Interfaith of the Woodlands	7/5/23	\$22,374,250
Lone Star College	5/10/23	\$1,480,000
MET Leasing, LLC	5/25/23	\$57,359
MTZ Trucking, Inc.	8/31/23	\$212,090
North Houston Carriers, LLC	8/12/23	\$1,014,490
Roadrunner Moving and Storage	6/5/23	\$414,666
SERCO of Texas, Inc.	8/28/23	\$11,000,000
Tomball ISD	10/26/23	\$628,629

**INTERNAL AUDIT ANNUAL REPORT  
For Fiscal Year Ending 2023**

*Charles D. Hill*  
Charles Hill, CIA, CPA  
*Director, Internal Audit*

Report Date: 5/2/2024  
Report Issue Date:5/3/2024

## INTERNAL AUDIT PLAN 2024

### Background

The H-GAC Internal Audit Charter requires the Director of Internal Audit to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors.

### Current Situation

The Director of Internal Audit has prepared the Internal Audit Plan for 2024 based on input from Board and Audit Committee members as well as H-GAC staff – Executive Director, Chief Financial Officer and several Program Directors. The Executive Director has reviewed the plan. This report was presented and discussed with the members of the H-GAC Audit Committee. The Audit Committee will review the Internal Audit Plan on the June 18, 2024 meeting. The plan lists the mission, responsibilities, core values, and short-term goals for the department as well as an allocation of staff hours to various anticipated projects. The annual plan includes subrecipient/contractor monitoring, regular internal audits, program reviews, follow-up audits, and various special projects requested by management or Board Members. Attached is the complete report of the annual plan for Fiscal Year 2024 reviewed by the H-GAC Audit Committee.

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Discussion and possible action on Audit committee recommendations related to the Internal Audit Plan Fiscal Year 2024. (Staff Contact: Charles Hill)

### ATTACHMENTS:

	Description	Type
▢	2024 Internal Audit Plan	Cover Memo



April 25, 2024

Chuck Wemple  
*Executive Director*  
Houston-Galveston Area Council  
3555 Timmons Lane  
Houston, Texas 77027

**RE: INTERNAL AUDIT PLAN FOR 2024**

Dear Mr. Wemple:

Attached is the Internal Audit Planning for fiscal year 2024. Some projects are from the previous plan and will be completed in the current year. The plan is based risk based with input from H-GAC directors and audit committee members. This report contains the mission and responsibilities, core values, department goals and planned activities for the current year.

A schedule of projects for the fiscal year as well as related staff hours to complete each activity are included in the plan. This information should be presented to the H-GAC Audit Committee for review, comments, and approval. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

*Charles D. Hill*

Charles Hill, CIA, CPA  
*Director, Internal Audit*

cc: Audit Committee Members  
Christina Ordonez-Campos, H-GAC Chief Financial Officer  
Onyinye Akujuo, H-GAC Chief Operations Officer

Attachment

## **HOUSTON GALVESTON AREA COUNCIL INTERNAL AUDIT PLAN – FISCAL YEAR 2024**

### ***PURPOSE***

The purpose of this document is to discuss the responsibilities, goals, scheduled projects, and the operational plans for the internal audit function at H-GAC for Fiscal Year 2024. The Director of Internal Audit is responsible for implementing an approved comprehensive plan for internal auditing for organizational units; as well as subrecipient, and contractor monitoring. The Director also provides periodic reporting of internal audit activities to the Executive Director and members of the H-GAC Audit Committee.

### ***MISSION AND RESPONSIBILITIES***

The Internal Audit department will examine and evaluate the activities of the agency to assist directors and managers in the effective discharge of their responsibilities and improve operations. To this end, the Internal Audit department will also furnish management staff with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. The department also has responsibility for the monitoring of contractors for compliance with contract and program requirements as well as federal regulations. The H-GAC Board of Directors are informed of Internal Audit activity and subrecipient monitoring through its Audit Committee.

### ***BACKGROUND***

The Internal Audit Charter was updated and approved by the Board in October 2014. An internal audit planning methodology was approved by the H-GAC Board of Directors in December 2015. The department and its operations adhere to the standards for the International Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors.

The Internal Audit department consists of a staff including a director and six audit professionals. One position has been vacant for four months of the current year. The Director of Internal Audit uses the COSO framework for evaluating internal controls at the agency. The adoption of this framework requires that directors and managers perform risk assessments for their operations. The first quarter of this year included the completion of a risk assessment for all H-GAC subrecipients. A risk assessment for all departments and programs will be completed later in the year. The work in risk assessment at H-GAC will help develop a risk profile for the agency as well as specific programs.



The Director will also continue to update and implement new audit procedures and operations. A whistleblower hotline will be implemented this year, and more investigations will be conducted by internal audit staff. We will also conduct more reviews of information technology usage and cybersecurity controls at H-GAC and its subrecipients. The Texas Grant Management Standards manual and the Texas Cybersecurity Framework represent sources for relevant regulations and guidelines that impact H-GAC operations. Internal Audit will also provide assurance that H-GAC complies these guidelines as well as federal regulations in the “Uniform Guidance” (i.e. 2 CFR 200).

Our department has performed more pre-award reviews in the past year for potential contracts. Just two years ago, we performed less than fifteen pre-award reviews. In the past fiscal year, our staff completed over 160 pre-award reviews using the H-GAC agliloft contract management system with sometimes supporting documentation from the program areas. In addition, some pre-awards have required site visits for new contractors to evaluate their controls as well as use of information technology and cybersecurity. The improvements in audit procedures and practices as well as addressing new challenges at H-GAC are ongoing and the goal is to continue to add value to operations.

### ***CORE VALUES***

The Internal Audit department staff maintain a level of professionalism that conforms with International Standards for the Professional Practice of Internal Auditing. The core values represent the principles and expectations of behavior and conduct practiced by H-GAC Internal Audit staff. The following are our core values and are consistent with the Institute of Internal Auditors (IIA) Code of Ethics for Internal Auditors.

**Integrity** – internal audit work shall be performed with honesty, diligence, and responsibility; and observe all laws and make disclosures expected by the law and the profession.

**Objectivity** – internal audit staff shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment; shall not accept anything that may impair or be presumed to impair their professional judgment; and shall disclose all material facts known to them in reporting activities under review.

**Confidentiality** – internal audit staff shall be prudent in the use and protection of information acquired in the course of their duties; and shall not use information for any personal gain or in any manner that would be contrary to the law or the ethics of H-GAC.

**Competency** – internal audit staff shall engage only in those services for which they have the necessary knowledge, skills, and experience; and shall continually improve their proficiency and the effectiveness and quality of their services.

### ***GOALS FOR 2024***

The Internal Audit department has established goals for the current fiscal year. These goals are designed to build on the activities of the department from the past year. The goals of the Internal Audit department for Fiscal Year 2024 are as follows:

- 1) Update and implement written audit procedures (i.e., manual)
- 2) Perform more information technology audits and reviews.
- 3) Add staff to complete more comprehensive and technical reviews.
- 4) Complete special projects as needed to support H-GAC management.
- 5) Complete site visits and contract monitoring on selected contractors.
- 6) Review preliminary risks assessments affecting H-GAC operations.

### ***OPERATIONAL PLAN***

The activities and staff hours of the Internal Audit department cover seven categories: (1) regular audits, (2) program/unit reviews, (3) follow-up audits, (4) subrecipient/contractor monitoring, (5) special projects, (6) administrative time, and (7) leave time. Subrecipient/contractor monitoring includes pre-award reviews, desk reviews, site visits, and contractor evaluations. Follow-up audits will be limited to determining whether audit areas have complied with prior report recommendations.

Regular audits for this plan include – administrative reviews and process reviews. Program reviews will include narrow scope assignments, making suggestions as well as recommendations. Any other project that is not a regular audit, unit review, follow-up audit, or subrecipient/contractor monitoring assignment becomes a special project. In most cases, all audit reports include responses to the recommendations from the Directors/Managers of the audited areas. A new and expanding area will be investigations conducted by staff based on incident reporting from the whistleblower hotline.

Contractor monitoring reports from site visits will not include responses from auditees. The program staff as part of their contract management responsibilities will request responses from contractors for site visit report recommendations. The Internal Audit department issues pre-award and advisory reports (if appropriate) in a memorandum format. Directors/Managers can also make requests for Internal Audit to advise or examine specific areas, contracts, or transactions to improve procedures or safeguard assets.

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INTERNAL AUDIT PLAN – FISCAL YEAR 2024**

In the area of pre-awards reviews, our department performed these reviews in the past upon request by a department (usually the Transportation department). This process has changed and now all contracts with subrecipients and/or consultants are subject to pre-award reviews by Internal Audit. These reviews may also include a site visit if the proposed contractor is evaluated as a moderate to high-risk applicant. The results of this procedure have taken us from 10 to 15 pre-awards per year to over 150 pre-award reviews including maybe 5 to 10 more site visits per year.

The total staff hours for the 2024 fiscal year are 15,600 and these hours are allocated into seven categories. The total hours include six fulltime staff members working the entire year and another three staff members for at least part of the year. A detailed list of the planned projects and scheduled completion dates for the fiscal year are in the next section of this report. Some staff hours will be used completing assignments from the previous year. The following is an allocation of the hours into the specific categories.

<b><i><u>Audit Projects</u></i></b>	<b><i><u>Fiscal Year 2024:</u></i></b>
<i>Regular Audits</i>	<i>2,000</i>
<i>Program Reviews</i>	<i>1,800</i>
<i>Follow-up Audits</i>	<i>400</i>
<i>Contractor Monitoring</i>	<i>5,600</i>
<i>Special Projects</i>	<i>1,750</i>
<i>Administrative Time</i>	<i>2,550</i>
<i>Leave Time</i>	<i>1,500</i>
<b><i>Total Hours</i></b>	<b><i>15,600</i></b>

Administrative time includes meetings at H-GAC, supervision of audit staff, reading professional publications, continuing professional education (CPE) courses, and clerical support. Leave time includes holiday, vacation, and sick time. An Annual Internal Audit report will be prepared after the completion of the year that will compare the actual results with this plan. This report will be submitted to the H-GAC Executive Director and members of the H-GAC Audit Committee. The following page is a detailed schedule of planned projects for Fiscal Year 2024. The total hours and categories of projects agree with the hours listed above.

***SCHEDULE OF PROJECTS FOR FISCAL YEAR 2024***

<b><i><u>Title of Project</u></i></b>	<b><i><u>Budget Hours</u></i></b>	<b><i><u>Completion Dates</u></i></b>	<b><i><u>Deliverables</u></i></b>
<b><i>Regular Audits:</i></b>			
Human Resources Audit	350	June 2024	Audit Report
Procurement Services Audit	350	June 2024	Audit Report
Information Systems Audit	350	June 2024	Audit Report
Cybersecurity Incident Reporting	300	Aug 2024	Audit Report
Transportation Planning Audit	350	June 2024	Audit Report
Information Security & Privacy	300	Oct 2024	Audit Report
<b><i>Program Reviews:</i></b>			
Whistleblower Hotline	250	June 2024	Report
Complaints and Investigations	400	Dec 2024	Report(s)
Subrecipient Risk Assessment Review	250	March 2024	Report
Risk Management Review	300	May 2024	Report
Air Quality Programs	300	June 2024	Report
Fraud Risk Management Review	300	August 2024	Report
<b><i>Follow-up Audits</i></b>	400	Dec.2024	Reports (4 - 6)
<b><i>Subrecipient/Contractor Monitoring:</i></b>			
Pre-Award Reviews	1,200	Ongoing	120 Reports
Desk Reviews	1,500	Ongoing	35 - 40 Letters
Transportation Contractors	800	Dec. 2024	10 Reports
Aging Services Contractors	500	Oct 2024	10 Reports
Workforce Services Contractors	800	Dec 2024	10 Reports
Program Consultants	500	Nov 2024	5 Reports
External Monitoring/Audits	300	Nov 2024	N/A
<b><i>Special Projects:</i></b>			
Internal Audit Reporting	400	Ongoing	2 - 3 Reports
Management/Advisory	500	Ongoing	N/A
Other Projects (to be assigned)	850	Ongoing	Reports
<b><i>Administrative Time:</i></b>			
Support Staff/HGAC Functions	1,900	Ongoing	
CPE Course/Staff Development	400	Nov. 2024	
Recruitment of Staff	250	Ongoing	
<b><i>Leave Time</i></b>	<b><u>1,500</u></b>	Ongoing	
<b><i>Total Audit Hours</i></b>	<b><u>15,600</u></b>		

## EXECUTIVE DIRECTOR'S REPORT

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)