

Background:

Executive Summaries are enclosed for four (4) current grant projects that are eligible for an additional year of funding.

- A. Imagine Enterprise: *Regional Youth Leadership Training* (will be included with handouts)
- B. SERS: *Basic Local Advocacy Training*
- C. Syracuse University: *Advocacy “U” Resource Center*
- D. Texas A&M University: *Texas Advanced Leadership and Advocacy Conference*

Important Terms:

Continuation Grant Awards: For each grant project funded by TCDD, the number of years of funding available (usually 3 to 5 years) is approved by the Council, but projects must reapply for funding each year.

Executive Committee

Agenda Item 6.

Expected Action:

The Executive Committee will review these requests for continuation grant awards and determine appropriate action.

Council

Agenda Item 13. B.

Expected Action:

The Council will receive a report of any awards approved by the Executive Committee.

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/05/10

Review of Proposed Activities & Budget

ITEM: B

Grantee: SER – Jobs for Progress

Year: 3 of 3

Project Title: Basic Local Advocacy Training Project – Specific Minority Communities

Project Location: Houston

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding of up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1-2:

Goal: To provide basic training to introduce 100 participants to fundamental topics related to understanding of self advocacy.

Accomplishments per goal: The project trained 142 individuals on topics related to basic self-advocacy and revised the plan to provide training at smaller workshops at locations throughout the community. The project created partnerships with local agencies such as Department of Assistive and Rehabilitative Services, City of Houston Housing and Employment Resources Expo (HERE) planning committee, Goodwill Industries, and the City of Houston’s Mayor Office for People with Disabilities.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: 1) Enhance the Basic Advocacy Training Curriculum; 2) Enhance the website to Spanish version, employment opportunities, and resources available to public.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary					
		Federal	Match		Totals
Amount expended in 9 month budget		\$13, 282	\$5,234		\$18, 516
Amount expended in year 2 (Based on 7 months)		\$37,006	\$21,459		\$58,465
Amount requested for next year budget:					
I. Personnel services		56,976	0		56,976
II. Travel		1620	240		1860
III. Purchased services (n/a)		5600	17,660		23,260
IV. Property/Materials		2100	1940		4040
V. Rental/Leasing		6000	5160		11,160
VI. Utilities		2704	0		2704
VII. Other					
Budget period totals	\$	\$75,000	\$25,000		\$100,000

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/05/10

Review of Proposed Activities & Budget

ITEM: C

Grantee: Syracuse University
Project Title: Advocacy "U" Resource Center
Project Location: Syracuse, NY - Statewide

Year: 3 of 3

TCDD RFP Intent:

The project intent is to develop and maintain an online clearinghouse that is accessible to individuals and to advocacy organizations. The website will include listings of ongoing advocacy, leadership, and community organizing training programs around the state and will include training opportunities for people of all ages. It will provide training materials, resources, and curriculum organized as modules for use by individuals and organizations and there will be information related to speakers. The project will also be responsible for reviewing, culling, and updating, as necessary, training modules and resources, and it will gather, review, and develop necessary additions to, adaptations of, curriculum or training approaches. TCDD has approved funding of up to \$75,000 per year for up to three years.

Project Goals and Accomplishments for Year(s) 1-2:

Goal: To develop a sustainable web based online clearinghouse for leadership development information, advocacy resources, training materials, and event information that is accessible to a diverse user group of stakeholder individuals and advocacy organizations.

Accomplishments per goal: The project established and completed the technical and functional design plan for the website and by the end of this budget period, the prototype will be completed; the project continues to identify and load Texas and applicable national advocacy to the site; they are currently working on a secure user protocol for direct contact additions; and, they will continue to identify and address gaps in advocacy leadership development information and resources.

Proposed Goals and Objectives for Year 3:

Goal: Same As Above

Objectives: Maintain partnerships with stakeholders, PAC members, and other Leadership and Advocacy grantees and identify other key partners; develop the website technical and functional infrastructure; identify and catalogue resources, events, and training materials; and, continue to work on sustainability of the website.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 8 months)	\$56,250	\$18,821	\$75,071
Amount expended in year 2 (based on 9 months)	\$47,668	\$16,276	\$63,944
Amount requested for next year budget:			
I. Personnel services	62,810	12,298	75,108
II. Travel	1617	0	1617
III. Purchased services (\$15,075 consultants)	18,250	0	18,250
IV. Property/Materials	750	0	750
V. Rental/Leasing	0	0	0
VI. Utilities	948	0	948
VII. Other (Indirect Costs)	9375	20,001	29,376
Budget period totals	\$ 93,750	\$32,299	\$126,049

* Budget period is based on 15 months – [12 months for year 3 and 3 months from the first year of project.]

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/05/10

Review of Proposed Activities & Budget

ITEM: D

Grantee: Texas A&M University

Year: 3 of 5

Project Title: Texas Advanced Leadership and Advocacy Conference

Project Location: Austin - Statewide

TCDD RFP Intent:

The project intent is to coordinate training events for individuals that have been active in disability policy advocacy and who want to create system changes in large geographic areas and/or specialized topics for which local training is not available. "Intentional networking" will be an important part of these training events. TCDD has approved funding of up to \$150,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1-2:

Goal: The overall goal of the project is to provide statewide advanced leadership and public policy advocacy training to further develop leaders and public policy advocates with disabilities in Texas and to provide follow-up training and networking activities.

Accomplishments per goal: A 2-day conference was held in March 2009. Based on feedback from various groups, topics were chosen based on the state legislation, which was in session. Staff sent out applications to 130 individuals that expressed interest in attending the conference and ultimately 82 confirmed that they would attend. There was a keynote speaker, breakout sessions, participation in legislative hearings, and a rally at the Capitol. An interactive discussion forum was added to the project website to facilitate intentional networking among conference attendees and between experienced advocates and youth leaders. The year 2 conference was held in March 2010 with 145 individuals in attendance. More information will be provided during the coming quarter.

Proposed Goals and Objectives for Year 3:

Goal: Same As Above

Objectives: To conduct a 2-day conference with 100 participants that will provide them with advanced training; provide networking opportunities; provide an online discussion board and chat rooms for interest circles to continue their networking activities; revise existing self-determination and leadership training materials and convert them to online modules; develop new material for online training modules; and provide technical assistance to participants to assist their advocacy efforts.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

		Federal	Match	Totals
Amount expended in year 1 (based on 10 months)		\$112,500	\$37,321	\$149,821
Amount expended in year 2 (based on 8 months)		\$34,998	\$11,847	\$46,845
Amount requested for next year budget:				
I. Personnel services		52,746	0	52,746
II. Travel		5050	0	5050
III. Purchased services (\$11,800 consultants)		75,015	0	75,015
IV. Property/Materials		3553	0	3553
V. Rental/Leasing		0	0	0
VI. Utilities		0	0	0
VII. Other (Indirect Costs)		13,636	49,773	63,409
Budget period totals		\$ 150,000	\$49,773	\$199,773

**TCDD RISK MATRIX
FY 2011**

<i>Activities</i> ↓	<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
1. New Grantee (i.e., no previous project or no project within a two year period)		LH	MH	HH	HH
2. Award within Award (e.g., consultants, presenters, sub-contractors, etc.) *		LH	MH	HH	HH
3. Funding Issues (e.g., budget/procurement concerns, match, sustainability, etc.)		LM	LM	MM	HM
4. Compliance Issues (e.g., OMB, UGMS, TCDD policy, oversight issues, etc.)		LM	LM	MM	HM
5. Performance Issues (e.g., unmet goals, milestones, special conditions, etc.)		LM	LM	MM	HM
6. Legal Actions		LL	LL	ML	HL
7. Fiscal Office Located Out-Of-State		LL	LL	ML	HL
8. No Audit Prior To Grant Award		LL	LL	LL	HL

KEY: 1st letter denotes impact; 2nd letter denotes probability.

	HH, HM	Extensive Risk (all levels of control plus audit)
	HL, MH, MM	Considerable Risk (most levels of control plus independent review by CPA)
	ML, LH	Moderate Risk (operating/monitoring controls plus agreed upon procedures by CPA)
	LM, LL	Acceptable Risk (basic monitoring only)

Use for Risk Management Plan:

-  Audit work should be performed and the Executive Director should perform oversight functions to ensure supervisory and operating controls are working.
-  Department heads reporting to Executive Director should perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff should perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff should perform basic oversight functions to ensure controls in place.

Use for Annual Audit Plan:

-  Red indicates areas to be audited by contracted internal audit services provider.
-  Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.
-  Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.
-  Gray indicates areas to be covered through basic staff oversight and reporting.

* **Note: amount equals 5% or more of total award.**

RISK ASSESSMENT FOR TCDD GRANTEES
06/01/10 – 05/31/11

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Imagine Enterprise (YLT – regional)	\$50,000.00	\$0		
B	SER Jobs for Progress (L & A - special)	\$75,000.00	\$3,272,544		
C	Syracuse University (L & A - statewide)	\$93,750.00	\$35,040,000	2,7	
D	Texas A & M University (L & A – statewide)	\$150,000.00	\$80,000,000	2	

KEY

	Extensive Risk Management (all levels of control plus audit)
	Considerable Risk Management (most levels of control plus independent review by CPA)
	Moderate Risk (operating & monitoring controls & agreed upon procedures engagement by CPA)
	Monitor or Accept (basic monitoring only)

*Unsolicited Proposals

Note: Unsolicited Proposals at the amounts approved by the Council; all others at the amounts awarded.

**MONITORING STRATEGIES
FY 2011**

STIPENDS (\$6,000. or less):

Website instructions	Special Conditions (GMD letter)
TCDD technical support (Grants Technician)	Review FROE & other reports submitted

GRANT PROJECTS:

Level 1 GRAY

Orientation	Equipment Purchase Approvals
Onsite Review = Initial	Project Advisory Committee Meetings
Program Performance Review = Annual	Final Program Performance Report
RAR Documentation Review	

Level 2 GREEN

Orientation	Equipment Purchase Approvals
Onsite Review = Initial & 3 rd year	Project Advisory Committee Meetings
Program Performance Review = Quarterly	Final Program Performance Report
RAR Documentation Review	Agreed upon Procedures Engagements CPA

Level 3 YELLOW

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd & 5 th years	Final Program Performance Report
Program Performance Review = Quarterly	Independent Review by CPA = Annual (A-133 Audit at \$500k or more)
RAR Documentation Review	Project Staff Meeting (1X per annum)
Equipment Purchase Approvals	

Level 4 RED

Orientation	Final Program Performance Report
Onsite Review = Initial & Annual	A-133 Audit = Annual (Independent under \$500k)
Program Performance Review = Quarterly	Desk Audit = Annual
RAR Documentation Review	Project Staff Meeting (2X per annum)
Equipment Purchase Approvals	Interim Program Performance Report
Project Advisory Committee Meetings	

ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on as needed basis.

- Re-orient
- Add milestones or special conditions
- Move up to the next level of monitoring (see above tables)
- Payment holds (reimbursement only no advance or no reimbursement & no advance)
- Require additional onsite reviews