

Continuation Grant Awards

Tab 5

Background:

One current grant project will be reviewed this quarter for an additional year of funding. The Executive Summary is included.

- A. Texas Parent to Parent: *Public Policy Collaboration*

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 8.

Expected Action:

The Executive Committee will review the information provided and consider approving funding for a continuation award.

Council

Agenda Item 15. C.

Expected Action:

The Council will receive a report on Executive Committee decisions.

**Texas Council for Developmental Disabilities
Executive Committee**

Review of Proposed Activities & Budget

Date: 11/02/11
Grantee: Texas Parent to Parent (TxP2P)
Project Title: Public Policy Collaboration
Project Location: Austin

ITEM: A
Year: 2 of 5

TCDD RFP Intent:

The project intent is for multiple projects that will assist TCDD to promote and participate in collaborative activities related to public policy. For the purposes of this RFP, “collaboration” is defined as “organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal. The Council did not establish specific funding amounts for projects; applicants were expected to propose the amount of funds needed to complete the activity or activities they propose. TCDD has approved funding for up to five years.

Project Goals and Accomplishments for Year 1:

Goal One: Texas Parent to Parent (TxP2P) will develop the Adopt-a-Legislator Program that will utilize parent volunteers of children with disabilities, young self-advocates or siblings to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

Accomplishments per goal: The project trained parents to create testimony and present at the Legislative Hearings, reaching 126 self-advocates and 219 family members. The project also trained 1 self-advocate and 1 individual to be TxP2P Advocacy Network volunteers. TxP2P presented to the Central Texas Autism Society on the legislative session and at the Texas Advanced Leadership and Advocacy Conference (TALAC) 2011 on “How to Turn your Concerns into Legislation.”

Proposed Goals and Objectives for Year 2:

Goal: Same As Above

Objectives: Train 50 additional parents and 20 additional young self-advocates, write a minimum of 4 Advocacy Pages for Quarterly Newsletter, and provide bi-monthly trainings via conference calls, webinars, and/or Facebook.

Council Considerations: Public Policy Considerations: This project actively supported advocates to present stories to agencies and the legislature. TCDD staff have provided consultation concerning allowable advocacy efforts and strategies. Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$43,725 consultants) (based on 4 months)	\$14,543	\$15,188	\$29,731
Amount requested for next year budget:			
I. Personnel Services	30,650	1136	31,786
II. Travel	1920	0	1920
III. Purchased Services (\$ 28,325 consultants/subcontracts)	24,520	40,037	64,557
IV. Property/Materials	1710	0	1710
V. Rental/Leasing	2980	0	2980
VI. Utilities	0	300	300
VII. Other (Indirect Cost Rate)	0	0	0
Budget period totals	\$ 61,780	\$41,473	\$103,253

RISK ASSESSMENT FOR CONTINUATIONS
06/01/11 – 05/31/12

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Texas Parent-to-Parent	\$61,780	\$97,500	2,8	

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)

**TCDD RISK MATRIX
FY 2012**

<i>Risk 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 2 year period)		LH	MH	HH	HH
2. Awards 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	ML	HL

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

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

Use for Risk Management Plan:

	Audit work performed and the Executive Director performs oversight via quarterly report* provided to ensure supervisory and operating controls are working.
	Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.
	Department staff perform oversight functions to ensure supervisory and operating controls are working.
	Department staff perform basic oversight functions to ensure controls are 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.

***Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review. No risk activities means monitoring strategies will be performed at the lowest level under the award amount. NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.**

**MONITORING STRATEGIES
FY 2012**

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

Website instructions	Special Conditions (GMD letter)
Technical support (Budget Support Specialist)	Review FROE & other reports submitted

GRANT PROJECTS:

Level 1 GRAY

Orient Orientation	Approvals (e.g., equipment, travel, speakers, etc.)
Onsite Review = Initial	Project Advisory Committee Meetings
Program Performance Review = Annual	Final Program Performance Report
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)

Level 2 GREEN

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd year	Final Program Performance Report
Program Performance Review = Quarterly	Agreed upon Procedures Engagements CPA
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)
Approvals (e.g., equipment, travel, speakers, etc.)	

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)
Approvals (e.g., equipment, travel, speakers, etc.)	Other as determined necessary (e.g., audit desk review)

Level 4 RED

Orientation	Final Program Performance Report
Onsite Review = Initial & Annual	A-133 Audit = Annual (Independent under \$500k)
Program Performance Review = Quarterly	Audit Desk Review = Annual
RAR Documentation Review	Project Staff Meeting (2X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Interim Program Performance Report
Project Advisory Committee Meetings	

ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on an 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