

RFA Title: **Leadership and Advocacy Training by a Self-Advocacy Organization**

RFA Number: **2020-02**

Application Deadline: **March 31, 2020**

Questions and Answers

Question 1: Regarding the financial administrative authority and the agency authorizing official, if the full-time executive director is also basically the organization's CFO and manages the financial actions, what should we do when filling out the grant [application] form? Could the responsibility be given to a staff person who deals with the finances but does not "manage" them?

Answer: The agency authorizing official is the individual who has been authorized by the applicant organization to obligate the organization in a legally binding contractual agreement. The financial administrative authority is the individual who is responsible for managing the financial actions of the organization and who will request, receive and manage grant funds. Signatures of both individuals are required in the application. Because there needs to be a separation of duties, the agency authorizing official and the financial administrative authority cannot be the same person.

Question 2: We do not have a full audit every year, but we get a compiled financial statement from an independent CPA. Is there a way to note this when answering the audit questions? Will we be denied the grant if we do not get a full audit?

Answer: TCDD applies the following audit requirements (see Federal regulations found at 45 CFR, §75.501):

- a) Grantees that expend *more than \$750,000 in federal funds* from all sources during the grantee's fiscal year must have an annual audit performed by an independent certified public accountant licensed by the Texas State Board of Public Accountancy, for the fiscal years that cover any portion of a grant period.
- b) Grantees that receive *more than \$750,000 in federal funds from only one funding source* during the grantee's fiscal year may conduct a program-specific audit instead of a single (organization-wide) audit.
- c) Federal regulations exempt a grantee that expends *less than \$750,000 in federal funds* during the grantee's fiscal year from federal audit requirements for that year, with some exceptions; however, TCDD requires these grantees to conduct an independent audit within the fiscal year to determine if appropriate internal controls are in place to minimize risk.

If your organization receives less than \$750,000 in federal funds and it has not received an independent audit, TCDD will accept and review your application; however, if selected for funding, the organization will be required to obtain an independent audit within the budget fiscal year. Organizations must keep records for agency review for at least three years.

| | |
|-------------|--|
| Question 3: | If several nonprofits join together to form a coalition to provide training for families, can that coalition apply for the grant? |
| Answer: | TCDD encourages collaborations. You will have to decide which organization is the “grantee of record,” who is responsible for managing the project and the funding. Questions about potential conflicts of interest should be directed to TCDD staff. |
| Question 4: | Our organization works closely with a local self-advocate group. The local self-advocate group has its own organizational/governance structure; however, it functions under the local Arc 501(c)(3). Do we reference the local self-advocate group and individuals in that group or the Arc? What evidence do you want to see from the local self-advocate group to know their commitment to the project and that they “take the lead” on the project? |
| Answer: | The organization that will be the “grantee of record” and manage the project and the funding if awarded will have to respond to the RFA as the applicant. Other entities or individuals that will partner with the applicant on the project may provide letters of support to the applicant to include with the application. Up to three letters of support may be submitted as part of the application. This RFA requires that self-advocates have a significant leadership role in the implementation of the project activities. |
| Question 5: | If funded, will we have access to materials developed from other projects TCDD has funded for the multiple statewide and local leadership and advocacy skills training projects? Will the awarded agency be allowed to utilize the other products or tools developed? |
| Answer: | Any published materials that have been developed as a part of past TCDD projects may be utilized by grantees. |