TEXAS COUNCIL for DEVELOPMENTAL DISABILITIES

New Grantee Training Checklist

Grantee: _____   Date: _____

❑ **Initial meeting held:**
- o Review panel summary (grantee written response)
- o Review TCDD recommendations
- o Revise workplan & budget (as needed)
- o TCDD staff & grantee review grant requirements
  - ▪ Audit requirements
  - ▪ Evaluation of project
  - ▪ Fiscal reporting – RAR/AEE
  - ▪ Indirect Cost/Match
  - ▪ Onsite review
  - ▪ PAC requirement
  - ▪ Quarterly Program Performance Report
    - ❑ Select appropriate measurable outcome
  - ▪ Sustainability
  - ▪ TCDD grants management activities
  - ▪ TCDD required approval (signatures needed)
  - ▪ TCDD web-site – (grantee to review policy & procedures)
  - ▪ Grant Related Income Questionnaire

❑ **'Match Value' Guidelines**

- o PAC (Match value)
  - ▪ $25/hour - $75/per half day - $150/full day
- o Volunteer (Match value) – http://www.independentsector.org/
  - $17.19/hour (as of 2/03 federal rates)
  - Mileage - $.143
- o PAC members & Consultants
  - ▪ Mileage – $.40.5
  - ▪ Hotel - $85
  - ▪ Meals- $36/day
- o Professional consultation reimbursed at market rate
  - (Need to submit documentation of rate)

❑ **Additional Follow-up:**
- o Grantee submit final revised workplan
- o TCDD forward approved workplan to Grants Management Director/Technician
- o Grants Technician creates Notice of Grant Award
- o Director forward for appropriate signatures
- o Signatures obtained – Forward NGA to grantee
- o Grantee to submit Project Advisor Committee for approval
- o TCDD grants management maintain contact with grantee at least quarterly