

New Grant Kick-Off Meeting



TEXAS COUNCIL for
DEVELOPMENTAL
DISABILITIES

Welcome, TCDD Grantee!

- Introductions
- Review of Request for Applications (RFA) Requirements
- About Your project Getting Started with Your New Award!
 - Grants Monitoring Highlights
 - Key Forms and Deliverables
- Communication Plans and Partnerships
- Policy and System Change Outcomes
- Resources and Next Steps

TCDD Staff



Grants Coordinator

Financial Support and Billing

Communications Coordinator

Policy Analyst

About TCDD Grants

TCDD is governed by a 27-member governor-appointed Council members including people with IDD. The Council makes all decisions about awards and continuations.

TCDD is a 100% federally-funded state agency

TCDD follows the Uniform Grant Management Standards found in Chapter 45 of the Code of Federal Regulations, Part 75. Additional grant management requirements are found in the TCDD Grants Manual.

Grantees have a dedicated Grants Coordinator and access to a Grantee Training Library

TCDD Outputs

Describe project activities

Report number of participants

Collect demographic information about participants;
satisfaction

Collect information about advocacy activity (if applicable)

Outreach to culturally diverse populations

Presentations

Partnerships

Products

TCDD Outcomes

Systems Change—

- Change in thinking among individuals; community
- Change in policies, practices, rules
- Impact in lives of individuals with disabilities (*stories)
- Impact among professionals and others working in Texas system

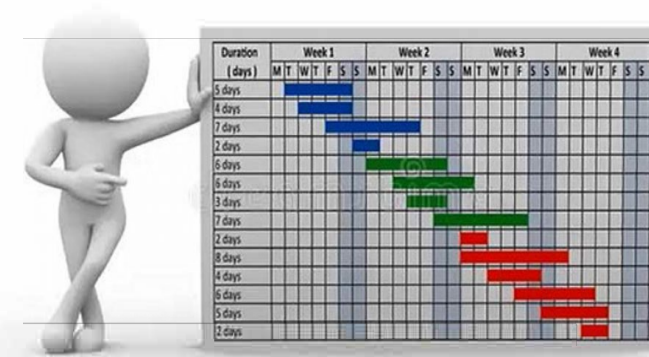
Lessons Learned

Quiz #1:

1. Who makes decisions about grant funding?
 - The Council
2. What are two (2) items you will be asked to report?
 - Number of participants
 - Stories
3. What is the primary outcome for all TCDD projects?
 - To improve the lives of individuals with developmental disabilities

We want to know more about
your project!

Your TCDD Grant Award



Project Period

- The project period is the total time during which the grantee is expected to carry out the work of the grant. It is the period established in the NGA is usually multiple years.

Budget Period

- Grantees receive funding for a 12-month budget period to incur costs to carry out the work authorized under the grant award. Grantees must apply and receive approval from our Council for continuation every 12 months.

TCDD Grantee Resource Center

Resources and Forms:

TCDD Website: <https://tcdd.texas.gov/>

Reference “*Grants*” Section – *Grantee Resource Center*

- TCDD Grants Manual
- Grantee Summit
- TCDD Forms (most common used)
 - Request for Advance or Reimbursement (RAR)
 - Revised Budget
 - Personnel Revision

Request for Advance or Reimbursement (RAR) Form

Submit with appropriate Signatures to:

grants2@tcdd.texas.gov

TCDD/Request for Advance or Reimbursement (RAR)

Name of Organization:		*Grant Number:		*Request Number:	
Address:					
City/Zip:			Budget Period: (mm/dd/yy) to		
Telephone:			Report Period: (mm/dd/yy) to		
	APPROVED BUDGET		REQUESTED AMOUNT		REQUEST FOR 30 DAY ADVANCE
Category	TCDD	Match	TCDD	Match	TCDD Match
Personnel - Salaries					
Personnel - Fringe					
Personnel - Travel					
Equipment					
Supplies					
Contractual					
Other Costs					
Indirect					
Total					
<p><i>Please explain any expense variances in each cost category within current RAR period. (Note: Refer to grants manual for budget revisions)</i></p>					
<p>I certify that, to the best of my knowledge and belief, the data reported above are correct and that all costs were incurred in accordance with grant conditions and regulations and that payment is due and has not been previously paid.</p>					
Signature of Project Director				Date	
Signature of Financial Administrative Authority				Date	
For TCDD Use Only					
Approved for \$ _____ by _____ Date					

TCDD = funds approved by TCDD

Match = grantees contributions/in-kind

Request for Budget Revision Form

- Section I – List the amounts to change in each category, making sure that all changes balance out in total dollars. No adjustments will be approved that increase the total amount of the original TCDD award.
- Section II - The reason(s) for each requested change(s) should be clearly stated in the space provided on the form. You may attach an additional sheet if space requires.

Submit with appropriate Signatures to:

grants2@tcdd.texas.gov

Texas Council for Developmental Disabilities

Budget Revision Form

This form is to request approval of budget revisions. The request must be approved in advance of budget changes.

Grantee Name:					Grant Number:			
RFA Title:					Date:			
Budget Period:		Start Date:			End Date:			
Section I								
Budget Category	TCDD Funds				Match Funds			
	Approved Budget*	Increase (+)	Decrease (-)	Revised Total	Approved Budget*	Increase (+)	Decrease (-)	Revised Total
A. Personnel - Salaries				0				0
B. Personnel - Fringe				0				0
C. Personnel - Travel				0				0
D. Equipment				0				0
E. Supplies				0				0
F. Utilities				0				0
G. Contractual				0				0
H. Other Costs				0				0
I. Indirect Costs				0				0
J. Totals	0	0	0	0	0	0	0	0
*See Notice of Grant Award or latest approved Budget Revision form.								
Section II								
Provide an explanation and justification for the requested changes. (Attach additional sheets as necessary.)								
Signature of Financial Administrative Authority					Signature of Project Director:			
For TCDD Use Only								
Approved:					Date:			



TCDD Grants Management
Rev Jan, 21



Request for Personnel Revision Form

-Captures any key personnel changes during the project

Submit with appropriate Signatures to:

grants2@tcdd.texas.gov

Grantee Name:		Grant Number:	
RFA Title:			
Budget Period: Start Date:		End Date:	Date:

This form is to request approval of a change in key project staff. The change(s) listed on this form represent(s) the removal or transfer of responsibilities for the project for the individual(s) named. Please provide the name(s) and position title(s) below for project staff that have changed. All staff shall comply with guidelines and requirements with respect to this grant project as specified by:

- Developmental Disabilities Assistance and Bill of Rights Act, (DD ACT) of 2000 (P.L. 106-402);
- Federal Regulations Title 45 CFR Parts 74 or Part 92 (as applicable) and relevant cost principles; and
- Texas Council for Developmental Disabilities, as outlined in the TCDD Grants Manual.

Any changes in project staff should be reported immediately in writing to TCDD. This form serves as notification of a project staff change.

Project Position	Name and Email Address	Position Title/Classification and Reason for the Personnel Change	Remove access to your agency's application in SMAApply?
Authorizing Official			<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Administrative Authority			<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Director			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No

For TCDD email distribution lists: If an authorizing official, financial administrative authority, or project director is removed, they will also be removed from the email list for TCDD communications. Email subscriptions for all others must be managed by the grantee. Staff can use this [link](#) to subscribe to the list, or this [link](#) to unsubscribe.

<input type="text"/>	<input type="text"/>
Name of Authorizing Official	Title
<input type="text"/>	<input type="text"/>
Signature of Authorizing Official	Date

Quarterly Reporting

Quarterly Program Performance Report (QPPR)

- a comparison of accomplishments to goals for the budget period
- a status review of all project activities
- number of project participants, demographics, satisfaction
- significant accomplishments and lessons learned
- outreach to culturally diverse populations
- a plan for corrective actions to resolve barriers and concerns
- consideration of sustainability and systems change outcomes

Quarterly Reporting - QPPR

The QPPR reporting cycle will be as follows:

Fiscal Quarter	Reporting Period	QPPR Due Date
Quarter 1	Oct. 1 – Dec. 31	Jan. 15
Quarter 2	Jan. 1 – March 31	April 15
Quarter 3	April 1 – June 30	July 15
Quarter 4	July 1 – Sept. 30	Oct. 15

Grantees will be notified through a compliance alert that includes a link for the electronic form.

Annual Continuation Process

- Grantees must submit an application for continuation funding for each year of the project. The Council makes all decisions about continuation funding based on your application.
- The continuation application must be submitted at least 3 months before the 12 month budget period ends and in conjunction with the Council meeting schedule.

Application Due Date	Council Meeting Review
March 1	May
June 1	August
September 1	November
December 1	February

Independent Audit Report

- Federal regulations and TCDD policy obligate grantees to comply with independent audit requirements as they apply to your organization.
- The TCDD Grants Manual provides details of the independent audit requirements.
- All organizations must maintain grant records and made accessible to TCDD for review or audit if necessary.

Records Retention



Grantees generally must retain financial and programmatic records, supporting documentation, any other records required by the terms of the grant, and records that may reasonably be considered pertinent to the grant, for a period of 3 years from the date the grant is closed.



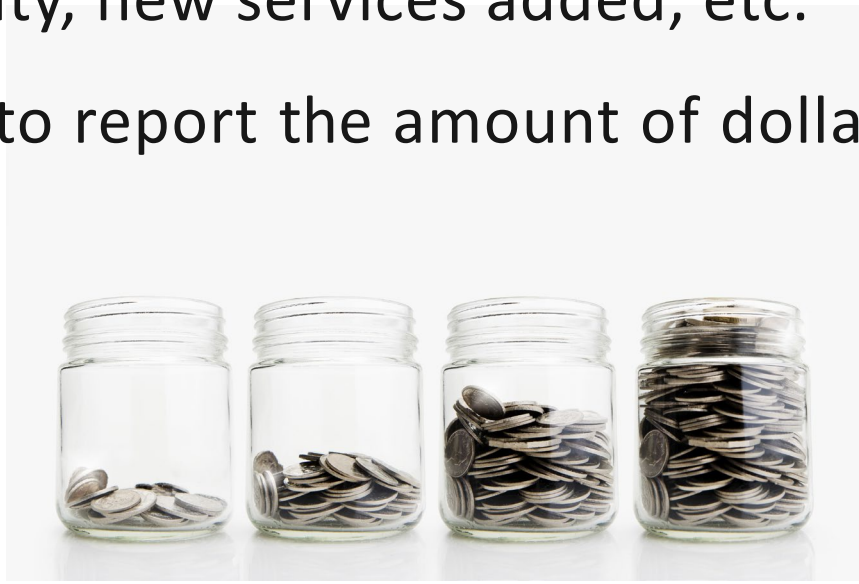
If any litigation, claim, financial management review, or audit is started before the expiration of the 3-year retention period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Grant-Related Income

- Grant related income is gross income earned by the grantee that is directly generated by a supported activity or earned as a result of TCDD funding.
 - ✓ This would include fees for services performed, work contracts, sale of grant products, conference registration, or training fees.
- Grantees must report the amount of grant related income earned and expended each quarter.

Dollars Leveraged

- Dollars leveraged is any income or funding received to continue or expand project related activities.
 - ✓ This would include additional grants, new organizational funds to support an activity, new services added, etc.
- Grantees are asked to report the amount of dollars leveraged each quarter.



Project Advisory Committee (PAC)



PACs are *optional* based on project needs. Grantees may choose input from a PAC in one year, but not another (e.g., planning year; evaluation year).



If you have a PAC, list reimbursements in “Other Costs” in the Budget



Travel for your PAC must follow state requirements



Members should support the project because of their areas of expertise or responsibility



TCDD needs to approve membership and changes



Council members cannot serve on Project Advisory Committees

Budget Period Closeout

Final Grant Closeout

END OF 12 MONTH BUDGET PERIOD

RAR/Invoices

Expenditures

Equipment Lists



END OF MULTI-YEAR GRANT PROJECT PERIOD

RAR/Invoices

Expenditures

Equipment Lists

Comprehensive Report of Project Outcomes

Quiz #2:

1. What is the budget period?
 - 12 month Notice of Grant Award and contract to do work and incur costs

 2. What is the project period?
 - The total number of years you are eligible to conduct work; contingent on Council approval of continuation each year

 3. When do I report my work to TCDD?
 - Quarterly and in annual Continuation application
- Where do I find Grant forms and Training Modules?
 - www.tcdd.Texas.gov – Grants – Grantee Resource Center

TCDD Grantee Communication

- Compliance Alert: new grant requirements, changes to forms, reports, timelines, or clarification of existing grant requirements
- Action Alert: directives and instructions requiring specific action
- Information Update: general information, technical assistance, and other resources

In addition to ongoing communication with your assigned grants coordinator, these broader communications are a way for TCDD to share information with all grantees at the same time.

Community Engagement

All products and materials distributed to the public must be approved by TCDD and submitted at least 2 weeks in advance.

What types of products or messages do you plan on creating?

Who will be the key audiences for the products?

Where will the products be hosted?

How will we distribute and raise awareness about the products/messages?

What kinds of stories can we tell?

TCDD Funding Disclaimer

- Required on any external references to a TCDD funded project/grant/stipend.
- This includes grant highlights in social media or on website, stipends, RFAs, press releases about projects, products, videos and resources shared. General DD awareness (alt text, disability representation in movies) or promotion of state advocacy opportunities (apply to HHSC committees) does not require a funding credit.
- The funding disclaimer will be italicized on your NGA letter and NGA for ease of use.



Date

Signature Authority
Grantee Name
Address

Dear Grantee,

Grant Number: 23xxx

Enclosed is the Notice of Grant Award for your "enter name of project" project which has been approved. Please sign the document and **return to us with the appropriate electronic signature as soon as possible**. The above Grant Number is required on all correspondence and forms submitted (i.e., TCDD Request for Advance or Reimbursement) to TCDD.

Also enclosed is a Texas Council for Developmental Disabilities membership list. Contact this office for guidance if any Council member is on the grantee agency board of directors or equivalent entity. You may wish to refer to Assurance #16 which relates to conflict of interest with Council members.

This work is supported by the Texas Council for Developmental Disabilities by a grant from the U.S. Administration for Community Living (ACL), Department of Health and Human Services (HHS), Washington, D.C. 20201 with 100% federal funding award totaling \$5,949,986.00. Council efforts are those of the grantee and do not necessarily represent the official views of, nor an endorsement, by TCDD, ACL/HHS, or the U.S. Government.

The award is subject to additional amendments/revisions in the project workplan and budget as deemed necessary by TCDD staff or as requested by Project staff and approved by our office. If you have questions or need additional information, please contact Grants Management staff at (737) 226-8275. We have enclosed a copy of Budget Summary showing a detailed breakdown of the approved budget.

Sincerely,

A redacted signature, represented by a solid red oval.

Beth Stalvey, Ph.D.
Executive Director

BS/xx

6201 E. Oltorf St., Suite 600, Austin, TX 78741-7509 | tcdd.texas.gov | 512-437-5432

Public Policy and Systems Change

What changes are you hoping see as a result of your project activities (e.g., attitudes, policies)?

Who are your collaborators and partners?

How will you improve the capacity of community organizations to better support individuals with disabilities?

How will your project activities improve the lives of individuals with disabilities or their family members?

How will you continue the conversation and momentum of your project when the grant ends?

Leadership and Advocacy Training

What type of training are you providing?

What topics does your training cover?

Who is your target audience?

How will you recruit individuals to your training?

How will you track advocacy activities of participants trained?

How will you follow-up with participants when the training is complete?

How will you continue the conversation and momentum of your project when the grant ends?

All submissions related to
your grant must go to

Grants2@tcdd.Texas.gov

Quiz #3:

1. What products should I submit to TCDD for approval?

- All products, educational materials, flyers, videos, websites, presentations

Bonus: When should I submit products?

- Two weeks prior to use

2. Do I need to keep contact information for my leadership and advocacy trainees?

- Yes- need to complete a survey and track activities

3. Am I doing systems change if I don't talk to elected officials?

- Yes! Any improvements you are making to the lives of individuals with DD is systems change!

Thank you!

Website: tcdd.texas.gov/grants/grantee-resource-center

Twitter: @TxCDD

Facebook: /TxCDD

Address: 6201 E. Oltorf, Suite 600

Austin, TX 78741

(512) 437-5432

(800) 262-0334

If you have any questions, please contact your assigned grants coordinator.