

Options for Initiating Projects

Tab 6

Background:

The annual internal audit report prepared by Rupert & Associates, P.C., for Fiscal Year 2012, included the following recommendation:

“Develop a ‘toolbox’ of alternatives for fast-tracking final obligation and re-obligation of funds as needed. Options could include a streamlined continuance process for established, successful grantees; a queue of potential projects at a variety of funding levels on stand-by; and initiating larger, longer term projects with successful grantees.”

TCDD staff have drafted an initial list of possible options for initiating projects in response to this recommendation. The list takes into account the Council’s five year state plan; federal and state expectations for openness and accountability in the processes through which funding may be awarded; current Council policies; and guidance from the Administration on Intellectual and Developmental Disabilities that limits the types and length of Council projects. Most of these options would require considerable staff time and effort to develop the mechanism through which funds could be awarded (in some instances much like current RFP procedures), but once processes and procedures are put into place, TCDD would have the ability to “fast-track” awarding (obligating) funds as needed.

That list is provided to the Executive Committee for an initial discussion. TCDD staff can then further develop those options of interest to Committee, and can incorporate any suggestions or considerations from Committee members.

Executive Committee

Agenda Item 9.

Expected Action:

The Executive Committee will review the information provided and provide direction to staff.

Council

Agenda Item 12. E.

Expected Action:

The Council will receive a report on Executive Committee decisions.

Options for Initiating Projects

Activity	Possible Implementation Processes	Monitoring Process
<p>Idea 1: Free Training for Individuals TCDD pays for time-limited training for stakeholders on various topics. Funded when funds are available. Ideas for topics:</p> <ul style="list-style-type: none"> ▪ Travel/mobility training ▪ Community organizing ▪ Use of social media and internet-based marketing ▪ Person-centered thinking ▪ Public Policy and/or advocacy ▪ How to increasing & support diversity in groups or organizations (relates to requirement to support cross-disability and cross-cultural leadership coalitions) 	<p>Option 1:</p> <ul style="list-style-type: none"> • Solicit interests from stakeholders re: possible training needs. • On an annual or biennial basis, choose trainings to be made available. • Identify possible subject experts / organizations; solicit proposals; establish contracts, IAC or appropriate renewable for 3-4 annual periods. • Determine process to find/choose/prioritize people to receive training. <p>Option 2 Develop grantee/contractor to solicit requests from stakeholders for specific training they'd like to attend; grantee/contractor coordinates reimbursement/payment for those approved.</p> <p>Procedures / Considerations</p> <ul style="list-style-type: none"> • Council determines funding limits yearly or biennially. • Staff determine funding amount to be obligated yearly depending on balance of funds to be obligated. • Council , Committee or staff determine topics and trainee selection process and set priorities. • Requests solicited year round. • Council or staff approve vendors based on review instrument to be developed and using a modified review panel process. • Determine how many requests for training by individuals working for the same organization will trigger a review of a possible formal collaboration with that organization. 	<ul style="list-style-type: none"> • Trainer submits invoice to TCDD and reports on training provided prior to TCDD paying funds. • Stakeholders complete evaluation & report.
<p>Idea 2: Topical Summits Fund topical summits hosted by other organizations (like the DPC housing summit) to bring together stakeholders, provide information; gather stakeholder input to be provided to TCDD.</p>	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> • Council determines funds available yearly and any priorities. • Sponsor organizations submit short application (who, what, where, when, how much, and what benefit to the Council exists and/or how it supports the Council's mission). • Council / Executive Committee review and approve recipients. <p>Intention would be to solicit applications from organizations that can do 100% of the work to host a summit.</p>	<ul style="list-style-type: none"> • Small grant with streamlined reporting procedures; monitored by staff. • Evaluation and report submitted to TCDD.

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<p>Idea 3: Information gathering, analysis Contract for literature review, internet research, analysis of information to supplement existing staff resources.</p> <p>Examples activities to be evaluated:</p> <ul style="list-style-type: none"> ○ Goals 1, 4, or 5 in the State Plan ○ Strength of “self-advocacy” in Texas ○ Follow-up with past projects to determine long-range outcomes or sustainability ○ Emerging issues / concerns such as: <ul style="list-style-type: none"> ✓ Under-identification of autism in Hispanic children ✓ Quality and availability of health care for women with IDD (such as gynecology & breast cancer prevention or treatment) ✓ Diet and obesity 	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> ● Council approves process, sets funding limits. ● Solicit bids for contractor using TEA contract procurement process. ● Vendor approved by Exec Director, or by Chair / Executive Committee? ● Staff administratively determine to fund contract (or not) based on availability of funds and quality of bids. ● Activity would be related to state plan goals and objectives or possible state plan amendments. <p>Notes</p> <ul style="list-style-type: none"> ● Council Policies provide that “TCDD funds shall not be used to conduct clinical research.” ● This process would not include any projects that require review by an Institutional Review Board (for research involving live subjects). 	<ul style="list-style-type: none"> ● Content / products monitored by staff for whom research or evaluation is done. ● Operations Director also monitors reimbursement. ● Contractor paid in response to invoice.
<p>Idea 4: Informational Products Provide funds for Webinars, podcasts, guides on various topics; develop template for such activities / products that can be used by others (staff or stakeholders)</p> <p>Examples of topics include:</p> <ul style="list-style-type: none"> ● Webinar on changes to waiver eligibility, UR, etc. ● Podcasts on public policy issues weekly during session. ● How to pick a school district ● How to pick a service provider 	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> ● Council sets funding limits biennially. ● Determine list of possible topics / issues and priorities (not time sensitive). ● Develop a formal relationship (contract? MOU?) with an organization(s) that can develop the product quickly. ● Designate staff lead to coordinate with vendor and product approval, etc. 	<ul style="list-style-type: none"> ● In-house subject matter expert & Communications Coordinator approve product for release. ● Contractor or grantee paid in response to invoice. ● Feedback is solicited and shared with TCDD.

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<p>Idea 5: Additional funding for grantees Offer/provide extra year of funding to existing grantees if one extra year might make a much larger impact.</p>	<p>Procedures / Considerations Develop process and criteria for staff to review projects entering the final year of funding to determine if they may merit consideration of additional year of funding for a specific activity not in the original project scope.</p>	<p>Grants Staff coordinate staff review (including Public Policy implications)</p>
<p>Idea 6: Materials/product dissemination Offer free materials/products to help others to do outreach/education.</p>	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> • Determine process to approve products developed by others for dissemination. • Review Council / grantee products / materials for distribution. • Contract with entity to distribute approved materials. • Council approves amount of funds, priority topics, for distribution. • TCDD market on website, through partners 	<p>Operations Director and Communications Coordinator jointly monitor.</p>
<p>Idea 7: Materials translation Translate materials on request for local disability advocacy organizations to other languages.</p>	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> • Develop application process. • Determine criteria (# per year, page limit, language options, etc.). • Amend current contract with language translation services to accommodate expected demand. • Council approve funding amount / priorities. 	<p>Operations Director and Communications Coordinator jointly monitor.</p>
<p>Idea 8: Scholarships or Internships Offer annual scholarships or internships for people with IDD, their family members, and selected others, based on available funds. Examples:</p> <ul style="list-style-type: none"> • Support to complete/support thesis or dissertation on disability-related topics. • Support for people to become trainers on various topics, to attend intensive leadership training, etc. 	<p>Procedures / Considerations</p> <ul style="list-style-type: none"> • Identify organizations willing to have interns or “scholars.” • Develop process to solicit applications from individuals. • Develop application(s). • Determine selection process, develop criteria. <p>Funding Mechanism</p> <ul style="list-style-type: none"> • Individual contracts with individuals for internships / scholarships. • Contracts with training entities if groups are approved. 	<ul style="list-style-type: none"> • Recipient and supervising organization submit invoice based on deliverables. • Final product/report submitted to TCDD.