

## Grants Activities Reports

Tab 3

**Background:** Grants Management Staff will review these reports:

- **Independent Audit Status Report** – summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment of TCDD Projects & Quarterly Update Report** – summarizes the risk assessment matrix for considerations of continuation grant awards, new grant awards and provides more detail about monitoring activities for all TCDD funded projects. This format now includes any concerns identified by grants staff from ongoing monitoring of projects.

### **Executive Committee**

#### **Agenda Item 6.**

### **Expected Action:**

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

### **Council**

#### **Agenda Item 14. A.**

### **Expected Action:**

The Council will receive a report on the Executive Committee discussion.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**INDEPENDENT AUDIT STATUS REPORT**

<b>GRANTEE</b>	<b>FYE</b>	<b>DATE RECEIVED</b>	<b>AUDIT FIRM</b>	<b>EXCEPTIONS NOTED</b>	<b>RECOMMENDATIONS/ RESOLUTIONS</b>
Brighton School, Inc.	8/31/2013	3/17/2014	Schriver, Carmona, Carrera, P.L.L.C.	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
Community Healthcore	8/31/2013	1/28/2014	Henry & Peters, P. C.	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.
Educational Programs Inspiring Communities, Inc.	12/31/2012	10/23/2013	McConnell & Jones LLP	None.	None/Done.
Region 17 ESC	8/31/2013	1/7/2014	Bolinger, Segars, Gilbert & Moss, LLP	None.	None/Done.
Region 19 ESC	8/31/2013	1/23/2014	Gibson, Ruddock Patterson, LLC	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
Region 19 ESC	8/31/2012	1/29/2014	Gibson, Ruddock Patterson, LLC	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
SafePlace	12/31/2013	6/12/2014	Atchley & Associates, LLP	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
SER Jobs for Progress	8/31/2013	1/10/2014	Carr, Riggs & Ingram CPAs and Advisors	None.	None/Done.
The Arc of Texas	12/31/2011	10/17/2013	Dunagan & Jack LLP	None.	None/Done.
The Arc of Texas	12/31/2012	10/17/2013	Dunagan & Jack LLP	None.	None/Done.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

## GRANTS MONITORING EXCEPTIONS REPORT

GRANTEE PROJECT TITLE	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
<b>Helpful Interventions</b> <i>(Gulf Coast African American Family Support Conference)</i>	Follow-up	3/11/14	Consultant/service agreements; project advisory committee minutes; fiscal control procedures; grant-related income; match costs; audit	Document requested: 3/11/14 Documents received: 6/30/14	Complete
<b>Access Empowerment</b> <i>(Accessible Parking Campaign)</i>	Initial	3/31/14	Audit; photocopy logs; match costs; and written procedures for purchase/procurement of goods.	Document requested: 3/31/14 Documents received: 5/1/14	Complete
<b>Texas A &amp; M University</b> <i>(Higher Education)</i>	Follow-up	7/10/14	PAR's; audit report; financial transactions for the month of March and April 2014; insurance premiums; service agreements/contracts; and evidence of salaries and fringe benefits.	Documents requested: 7/10/14 Documents due by: 8/10/14	Pending

Date of report – 7/16/14

Audit due within 9-months after the end of the budget period.

**RISK ASSESSMENT FOR CONSIDERATION OF CONTINUATION AWARDS**  
**06/01/14 – 05/31/15**

<b>Item</b>	<b>Grantee</b>	<b>TCDD Funds</b>	<b>Other Fed Funds</b>	<b>Risk Activity</b>	<b>Risk Code</b>
A	Helpful Interventions (Gulf Coast African American Family Support Conference)	\$50,000	\$0	2	
B	Texas Tech University (Project SEARCH)	\$174,716	\$35 mil	2,3	
C	The Arc of Greater Tarrant County (Inclusive Faith-Based Symposium)	\$72,956	\$0	2,5	
D	Arc of San Angelo (Alternatives to Guardianship)	\$25,000	\$7,500	NA	
E	Community Healthcore ((Building Community Capacity through Collaboration Project)	\$139,440	\$4mil	2	
F	East Texas Center for Independent Living (Building Community Capacity through Collaboration Project)	\$150,000	\$276,948	2	
G	Volar Center for Independent Living (Building Community Capacity through Collaboration Projects)	\$150,000	\$202,283	2	

**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)

**RISK ASSESSMENT OF TCDD PROJECTS – QUARTERLY UPDATE**

<i>Grantee</i>		<i>TCDD Fund Amt.</i>	<i>Other Federal Fund Amt.</i>	<i>Date of Last Onsite</i>	<i>Next Review to be Completed by</i>	<i>Risk Activity</i>	<i>Risk Code</i>
<b>Extensive Risk</b>							
1.	Region 17 ESC ( <i>FIS</i> )	\$300,000	\$1,583,796	11/19/2013	12/2014	2	
2.	Epilepsy Foundation of Texas ( <i>Health &amp; Fitness</i> )	\$249,750	\$ 0	5/23/2013	12/2014	2	
3.	Texas State Independent Living Council ( <i>Health &amp; Fitness</i> )	\$245,000	\$315,000	6/10/2013	12/2014	2	
4.	DARS ( <i>Higher Education</i> )	\$225,000	\$488 mil	8/15/2013	12/2014	2	
5.	Educational Programs Inspiring Communities, Inc. ( <i>Enabling Technology</i> )	\$225,000	\$312,000	10/9/2013	12/2014	2	
6.	Strategic Education Solutions, LLC ( <i>Enabling Technology</i> )	\$225,000	\$ 0	10/18/2013	12/2014	2	
7.	Texas A&M University ( <i>Higher Education</i> )	\$225,000	\$244 mil	6/11/2014	12/2015	2,3	
8.	Texas Tech University ( <i>Higher Education</i> )	\$220,089	\$35mil	7/10/14	12/2015	2,3	
9.	Any Baby Can ( <i>Health &amp; Fitness</i> )	\$205,749	\$ 0	6/5/2013	12/2014	2	
<b>Considerable Risk</b>							
10.	Texas Tech University ( <i>Project SEARCH</i> )	\$174,716	\$35 mil	1/16/2013	12/2015	2,3	
11.	East Texas Center for Independent Living ( <i>BC3</i> )	\$150,000	\$276,948	3/21/2013	TBD	1,2	
12.	Volar Center for Independent Living ( <i>BC3</i> )	\$150,000	\$202,283	3/8/2013	TBD	1,2	
13.	Texas Tech University-Burkhart Center for Autism Education and Research ( <i>BC3</i> )	\$150,000	\$35 mil	1/16/2013	12/2015	2	
14.	Sabine Valley Regional MHMR Center (dba Community Healthcore) ( <i>BC3</i> )	\$139,440	\$4 mil	4/17/2013	TBD	2	
15.	Imagine Enterprises ( <i>Project SPEAK</i> )	\$125,000	\$725,000	7/9/2013	4/2016	2	
16.	VSA Arts of Texas- ( <i>Self-Advocates as Speakers</i> )	\$125,000	\$50,000	8/14/2013	12/2015	2	
17.	SafePlace ( <i>Meaningful Relationships</i> )	\$115,029	\$2,340,306	9/26/2013	Final 2015	2	
<b>Moderate Risk</b>							
18.	Circle of Ten, Inc. ( <i>BC3</i> )	\$75,000	\$ 0	3/8/2013	TBD	1,2	
19.	Jewish Family Services of Dallas ( <i>Inclusive Faith-Based Symposium</i> )	\$75,000	\$20,000	6/28/2012	Final 2015	2	
20.	NAMI Texas, Inc. ( <i>LDATP</i> )	\$75,000	\$70,000	6/26/2012		2	
21.	Texas Advocates-Project SAVE ( <i>LDATP</i> )	\$75,000	\$ 0	3/21/2012	6/2014	2	
22.	Texas A&M University ( <i>LDATP</i> )	\$75,000	\$244 mil	7/20/2012	Final 2015	2,3	
23.	Texas State Independent Living Council ( <i>NLDATP</i> )	\$75,000	\$815,000	5/17/2012	6/2014	2	

24.	The Arc of Dallas ( <i>NLDATP</i> )	\$75,000	\$ 0	6/27/2012	Final 2015	2	
25.	The Arc of Texas ( <i>Project MOVE</i> )	\$75,000	\$0	3/21/2012	6/2014	2	
26.	West Central Texas Regional Foundation ( <i>Inclusive Faith-Based</i> )	\$74,988	\$2.9 mil	5/31/2012	Final 2015	2	
27.	The Arc of Greater Tarrant County ( <i>Inclusive Faith-Based</i> )	\$72,956	\$ 0	6/26/2012	Final 2015	2,5	
28.	Coalition of Texans with Disabilities ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	0	NA	11/2014	2	
29.	The Arc of Texas ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	\$75,000	NA	11/2014	2	
30.	OneStar Foundation ( <i>Inclusive Faith-Based</i> )	\$66,931	\$1,024,926	6/27/2012	Final 2015	2	
<b>Monitor or Accept</b>							
31.	Texas Parent to Parent ( <i>Public Policy Collaboration Activities</i> )	\$55,800	\$97,500	7/2/2013	NA	2	
32.	Helpful Interventions, Inc ( <i>Gulf Coast African American Family Support Conference</i> )	\$50,000	0	3/11/2014	NA	2	
33.	Access Empowerment ( <i>Accessible Parking Awareness Campaign</i> )	\$40,053	\$ 0	3/2014	TBD	1,2,8	
34.	Travis County Constable Precinct 5- ( <i>Accessible Parking Awareness Campaign</i> )	\$37,125	\$11 mil	2/19/14	TBD	1,2	
<b>NA</b>							
35.	Circle of Ten ( <i>Contract-Building Capacity for LDATP</i> )	\$25,000	\$75,000	NA	NA	NA	NA
36.	The Arc of San Angelo ( <i>Alternatives to Guardianship</i> )	\$25,000	\$7,500	3/29/2012	9/2014	NA	NA
37.	Moody Clinic ( <i>O &amp; D</i> )	\$10,000	\$ 0	NA	NA	NA	NA
38.	The Arc Del Paso ( <i>O &amp; D</i> )	\$10,000	\$ 0	NA	NA	NA	NA
39.	Growing Roots ( <i>O &amp; D</i> )	\$9,100	\$0	NA	NA	NA	NA
40.	ARCF Community Services ( <i>O &amp; D</i> )	\$7,367	\$ 0	NA	NA	NA	NA
41.	REACH Families ( <i>O &amp; D</i> )	\$9,903	\$ 0	NA	NA	NA	NA

\*Highlighted grantees indicate additional monitoring strategies this quarter.

**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)

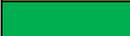
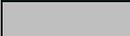
**RISK ACTIVITIES**

- |                                       |                                |
|---------------------------------------|--------------------------------|
| <b>1 – New Grantee</b>                | <b>2 – Awards within Award</b> |
| <b>3 – Funding Issues</b>             | <b>4 – Compliance Issues</b>   |
| <b>5 – Performance Issues</b>         | <b>6 – Legal Actions</b>       |
| <b>7 – Fiscal Office Out of State</b> | <b>8 – No Prior Audit</b>      |

**TCDD RISK MATRIX  
FY 2013**

<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
<b>Risk Activities</b> ↓				
<b>1. New Grantee</b> (i.e., no previous project or no project within 2 year period)	LH	MH	HH	HH
<b>2. Awards within Award</b> (e.g., consultants, presenters, sub-contractors, etc.)	LH	MH	HH	HH
<b>3. Funding Issues</b> (e.g., budget/procurement concerns, match, sustainability, etc.)	LM	LM	MM	HM
<b>4. Compliance Issues</b> (e.g., OMB, UGMS, TCDD policy, oversight issues, etc.)	LM	LM	MM	HM
<b>5. Performance Issues</b> (e.g., unmet goals, milestones, special conditions, etc.)	LM	LM	MM	HM
<b>6. Legal Actions</b>	LL	LL	ML	HL
<b>7. Fiscal Office Located Out-Of-State</b>	LL	LL	ML	HL
<b>8. No Audit Prior To Grant Award</b>	LL	LL	ML	HL

KEY: 1<sup>st</sup> letter denotes impact; 2<sup>nd</sup> 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 or Review Determination:*

	Red indicates areas to be audited or reviewed by independent CPA.
	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 2013**

**STIPENDS (\$6,000. Or less):**

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

**Mini-Grants (\$10,000. Or less):**

Orientation	Program Performance Review = Six Months
Technical support (Senior Specialist)	Final Program Performance Report
RAR & Supplemental Report	Approvals (e.g., dissemination, etc.)
RAR Documentation Review = Six Month	

**Level 1 GRAY**

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 <sup>rd</sup> 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 <sup>rd</sup> & 5 <sup>th</sup> 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