

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 9. A.

Expected Action:

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

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Any Baby Can of San Antonio, Inc	6/30/2014	12/9/2014	BDO USA, LLP	The Auditors' report on the financial statements omitted a reporting section that is required.	The report was acceptable with quality deficiencies that should be brought to the attention of the organization and grantee's auditor, but no need for the report to be redone. Audit corrected by grantee auditor and accepted by TCDD audit desk reviewer, Abi Bankole.
Any Baby Can of San Antonio, Inc	6/30/2013	12/9/2014	BDO USA, LLP	The auditors' report on the financial statements omitted a reporting section that is required.	The report was acceptable with quality deficiencies that should be brought to the attention of the organization and grantee's auditor, but no need for the report to be redone. Audit corrected by grantee auditor and accepted by TCDD audit desk reviewer, Abi Bankole.
Community Healthcore	8/31/2014	1/30/2015	Henry & Peters, P. C.	None.	None/Done.
Paso del Norte Children's Development Center	8/31/2014	5/19/2015	Gibson, Ruddock, Patterson, LLC.	None.	None/Done.
Region 17 ESC	8/31/2014	1/12/2015	Bolinger, Segars, Gilbert & Moss, LLP	None.	None/Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2014 – Sept. 30, 2015). 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	12/31/2014	6/29/2015	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.
Texas State Independent Living Council	8/31/2013	4/12/2015	Montemayor Hill Britton & Bender PC	None.	None/Done.
Texas State Independent Living Council	8/31/2012	4/21/2015	Montemayor Hill Britton & Bender PC	None.	None/Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2014 – Sept. 30, 2015). 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 <i>PROJECT TITLE</i>	TYPE OF ONSITE	DATE OF ONSITE	ACTIONS REQUIRED FROM ONSITE REVIEW	CORRECTIVE ACTIONS	STATUS
Texas SILC (<i>Leadership Development and Advocacy Skills Training</i>)	Final	1/22/15	Audit report; final audit invoice; utility(s) invoices; match documentation	Document requested: 12/22/15 Documents due: 1/22/15 Additional follow-up information requested: 3/5/15	Pending
Texas SILC (<i>Health and Fitness</i>)	Follow-up	1/22/15	Audit report; final invoice for audit report; insurance premiums for current budget period; utility invoices/receipts; match documentation; PAC meeting minutes	Documentation requested: 12/22/15 Documents due: 1/22/15 Additional follow-up information requested: 3/5/15	Pending
Coalition of Texans with Disabilities (<i>Developmental Disabilities Policy Fellows</i>)	Initial	1/27/15	Affirmative action written procedures; evidence of policies that address the federal regulations for I/DD; audit and/or financial report; review of personnel file; service/consultant agreement for the Hogg Foundation; office space lease agreement; match documentation for office space; budget revision for temporary service paid with TCDD funds not in approved budget	Documentation requested: 12/27/15 Documentation due: 1/27/15 Additional follow-up information requested: 3/3/15 Documents received: 6/4/15	Complete
Community Healthcare (<i>Building Community Capacity through Collaboration</i>)	Follow-up	2/11/15	PAC nomination form required for approval and PAC needs to be scheduled; additional details for possible unallowable charges; copy of cell phone and land line invoice; correct forms required for donated time	Documentation requested: 1/11/15 Documents due: 2/11/15 Documents received: 4/10/15	Complete
The Arc of Greater Tarrant County (<i>Inclusive Faith-Based Symposium</i>)	Final	2/26/15	PAR's for the current project director and signatures on timesheet; PAC meeting minutes for 1/12/15 PAC meeting; copy of audit report for FY July 1, 2013 through August 31, 2014; explanation/clarification on travel documents submitted; clarification on charges for Workers Comp; signatures on all contracts/service agreements	Documentation requested: 1/26/15 Documents due: 2/26/15 Additional follow-up information requested: 3/6/15 Documents received: 5/1/15	Complete
The Arc of Texas (<i>Leadership Development and Advocacy Skills Training</i>)	Final	3/4/15	No job duties listed on timesheets submitted; current documentation for lease space TCDD/match	Documentation requested: 2/4/15 Documents due: 3/4/15 Documents received: 3/4/15	Complete
The Arc of Texas (<i>Developmental Disabilities Policy Fellows</i>)	Initial	3/6/15	Correction on timesheets for staff paid with TCDD funds; correction on travel document; Documentation verifying purchase of laptop	Documentation requested: 2/6/15 Documents due: 3/6/15 Additional follow-up information	Complete

			computer with TCDD funds; current documentation for lease agreement; documentation for utilities listed in approved budget	requested: 3/12/15 Documents received:4/23/15	
Texas Advocates (<i>Leadership Development and Advocacy Skills Training</i>)	Final	3/4/15	Timesheet/PAR for Executive Director; contract and/or service agreement for the Arc of Texas for the project coordinator; current lease agreement required; current documentation to verify match funds reported for office space	Documentation requested: 2/4/15 Documents due: 3/4/15 Additional follow-up information requested: 3/12/15	Pending
Volar CIL (<i>Building Community Capacity through Collaboration</i>)	Follow-up	4/29/15	Timesheet/PAR for Executive Assistant; clarification on amount paid for insurance; contracts/service agreements for Project Search and Post-Secondary Program for People with Disabilities; clarification on charges paid Paso del Norte; current documentation for office space; documentation showing payment for internet and telephone services; documentation for match reported for personnel, fringe benefits, purchase services	Documents requested: 3/23/15 Documents due: 4/29/15 Additional follow-up information requested/received: 5/12/15 Documents received: 5/13/15, 6/12/15 and 6/15/15	Pending

Date Revised: 6/24/15

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

**RISK ASSESSMENT FOR CONSIDERATION OF CONTINUATION AWARDS
06/01/15– 05/31/16**

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	The Arc of Texas (Developmental Disabilities Policy Fellows)	\$67,500	\$0	Moderate	
B	Texas Tech University (Project SEARCH)	\$174,656	\$50 mil	Considerable	
C	Volar Center for Independent Living (Building Community Capacity through Collaboration)	\$145,476	\$203,823	Considerable	

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

	Grantee	TCDD Fund Amt.	Other Federal Fund Amt.	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
Extensive Risk							
1.	Region 17 ESC (FIS)	\$300,000	\$1,687,806	10/2/14	2015	2	
2.	Epilepsy Foundation of Texas (Health & Fitness)	\$250,000	\$390,600	10/28/14	2015	2	
3.	Texas State Independent Living Council (Health & Fitness)	\$238,000	\$395,083	1/7/15	2016	2	
4.	DARS (Higher Education)	\$225,000	\$488 mil	7/18/14	2015	2	
5.	Educational Programs Inspiring Communities, Inc. (Enabling Technology)	\$225,000	\$200,000	8/27/14	2015	2	
6.	Texas A&M University (Higher Education)	\$225,000	\$244 mil	7/10/2014	2015	2,3	
7.	Texas Tech University (Higher Education)	\$225,000	\$35mil	10/1/2014	2015	2,3	
8.	Strategic Education Solutions, LLC (Enabling Technology)	\$224,925	\$ 0	12/19/14	2015	2	
Considerable Risk							
9.	Any Baby Can (Health & Fitness)	\$174,887	\$ 0	12/10/14	2016	2	
10.	Texas Tech University (Project SEARCH)	\$174,716	\$35 mil	10/1/2014	2016	2,3	
11.	Volar Center for Independent Living (BC3)	\$150,000	\$202,283	3/8/2013	2015	1,2	
12.	Sabine Valley Regional MHMR Center (dba Community Healthcore) (BC3)	\$139,440	\$4 mil	4/17/2013	2015	2, 3	
13.	Imagine Enterprises (Project SPEAK)	\$125,000	\$725,000	7/9/2013	2016	2	
14.	VSA Arts of Texas- (Self-Advocates as Speakers)	\$125,000	\$10,000	8/14/2013	2015	2	
15.	SafePlace (Meaningful Relationships)	\$115,029	\$2,340,306	9/26/2013	2015	2	
16.	A Circle of Ten, Inc. (BC3)	\$100,000	\$25,000	3/8/2013	2015	2,8*	
17.	Texas Advocates (Self-Advocates Grassroots Community Organizing)	\$100,000	\$75,000	TBS 2015	2017	2	
Moderate Risk							
18.	Coalition of Texans with Disabilities (Developmental Disabilities Policy Fellows)	\$67,500	0	1/27/15	2018	2	
19.	The Arc of Texas (Developmental Disabilities Policy Fellows)	\$67,500	\$0	TBS 2015	2018	2, 5	
Monitor or Accept							
20.	Texas Parent to Parent (Public Policy Collaboration Activities)	\$50,800	\$97,500	7/2/2013	NA	2	
21.	Helpful Interventions, Inc. (Gulf Coast African American Family Support Conference)	\$50,000	\$0	3/11/2014	NA	2	

NA

22.	Circle of Ten <i>(Contract-Building Capacity for LDATP)</i>	\$25,000	\$75,000	NA	NA	NA	NA
23.	Nuevos Horizontes de Starr County <i>(O & D)</i>	\$9,955	\$0	NA	NA	NA	NA
24.	Special Kids, Inc. <i>(O&D)</i>	\$10,000	\$0	NA	NA	NA	NA

Highlighted grantees indicate additional monitoring strategies this quarter.

***Increased risk due to the number of sub-awards and no previous audit.**

KEY

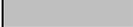
	Extensive Risk Management (all levels of control plus audit)
	Considerable Risk Management (most levels of control plus independent review by CPA)
	Moderate Risk (operating & monitoring controls & agreed upon procedures engagement by CPA)
	Monitor or Accept (basic monitoring only)

TCDD RISK MATRIX

FY 2013

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

KEY:1st letter denotes impact; 2nd 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 2015**

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 rd 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 rd & 5 th 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