

Background:

- **TCDD Planning Calendar** – We have again included a calendar of key activities that will be discussed in Council and Committee meetings during the next year. A few staff activities are also included.

- **Grants Monitoring Reports** – Three reports are enclosed that will be reviewed with members by Grants Management staff:
 - ✓ Independent Audit Status Report
 - ✓ Grants Monitoring Exceptions Report
 - ✓ Grants “No Cost Extension” Report

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Stipend Grants. Stipend applications were approved during this quarter from the following three organizations:
 1. Coalition of Texans with Disabilities for \$6,000 for the *32nd Annual Convention* that occurred October 20-22, 2010 in El Paso.
 2. Volar Center for Independent Living for \$5,955 for the *Our Lives 10th Annual Disability Conference* that occurred October 21, 2010 in El Paso.
 3. NAMI –Texas for \$5,980 for the *2010 Annual Conference* that occurred October 22-24, 2010 in Dallas

- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Important Terms:

Stipends Grants: Organizations may apply for up to \$6000 to pay for conference registration, hotel rooms, attendants, respite, etc. for self-advocates and their family members to attend conferences and other events.

Executive Committee

Agenda Item 5.

Expected Action:

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

TCDD Planning Calendar

November 2010

November 2010

- Annual Internal Audit Report and Audit Plan submitted to SAO & others by November 1st
- Quarterly Meetings
 - Council
 - ✓ Nominating Committee established
 - ✓ Approval of prior year Internal Audit Report and current year Internal Audit Plan
 - ✓ Biennial Report Recommendations Finalized (even-numbered years) – C.O.W.
 - ✓ Approval of TCDD Public Policy Priorities (even-numbered years) – Public Policy Committee
- Executive Committee – Approve Pool of Review Panel Members (even-numbered years)
- 2011: Review TCDD Sunset Review Staff Report; public hearing schedule, etc.
- 2012: Approval to Publish TCDD Rules for Re-adoption

December 2010

- Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner – December 1st of even numbered years

January 2011

- Annual Report (PPR) submitted electronically submitted to ADD by January 1st
- Texas Legislature convenes on 2nd Tuesday of odd-numbered years
- 2013 Only: Monitor Sunset Legislation to Reauthorize TCDD during 82nd Legislature

February 2011

- Quarterly Meetings
 - Council
 - ✓ Vice-Chair elected
 - ✓ Consumer Member-at-large to Executive Committee elected
 - ✓ Feb 2012: TCDD Sunset Review Update
 - Project Development Committee
 - ✓ Consideration of Unsolicited Ideas
 - Executive Committee
 - ✓ Executive Session re: Personnel Matters
 - Public Policy Committee: Review of TCDD Position Statements
 - Time allowed for Members to visit Senator and/or Representative (odd years)
- Terms of 1/3 of public members expire February 1 of odd years
- 2012: TCDD Sunset Report submitted to 82nd Texas Legislature
- 2012: Final approval of TCDD Rules for Re-adoption

March 2011

- Audit Committee Meeting

April 2011

- Executive Committee
 - Consideration of Continuation Grant Awards

May 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
 - ✓ 2011 Only: Review of TCDD Sunset Review Process; Timeline for Self-Evaluation
 - ✓ 2012: TCDD Sunset Review Update
 - **Executive Committee**
 - ✓ **Consideration of Continuation Grant Awards**
 - **Public Policy Committee**
 - ✓ Initial Consideration of Biennial Report Special Focus, if any (odd-numbered years)

June 2011

- **Beginning of Grant Projects Annual Budget Cycle (most projects)**
- Texas Legislature Adjourns Sine Die after 160 days in session (odd-number years)

July 2011

August 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Operating Expense Budget for Following Year** – Executive Committee
 - ✓ **Preliminary Review of Biennial Disability Report Recommendations** (even-numbered years) – Committee of the Whole
 - ✓ **Approve State Plan / Amendments** – Project Development Committee
 - ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA** – Executive Committee
 - ✓ Approve Biennial Disability Report Special Focus, if any, (odd-numbered years) – Public Policy Committee
 - ✓ **Consideration of Possible TCDD Projects or Activities (every year)**; Summary of Texas Legislative Session (odd-number years)– Public Policy Committee
 - **Executive Committee**
 - ✓ **Review/Approve & Continuation Grant Awards**
 - ✓ 2012: Initial Review of TCDD Rules for Re-adoption
 - **Audit Committee**
 - ✓ **Review Status of Internal Auditing Activities for Current Year**
 - **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments** – submitted electronically to ADD by August 15th
- 2011: TCDD Sunset Self-Evaluation Submitted (est.)

September 2011

- **State Fiscal Year begins**

October 2011

- **Council and Federal Fiscal Year begins October 1**
- **Audit Committee Reviews and Approves Annual Internal Audit Report & Internal Audit Plan**

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/RESOLUTIONS
Baylor College of Medicine	6/30/2009	Deloitte & Touche LLP	The grant from TCDD was not included in the Schedule of Expenditure of Federal Awards.	Don Mikeska, CPA that does the desk reviews for TCDD has contacted Kurt Evenson, Director of Business Operations to inform him of the exception and Mr. Evenso stated it was left out in error & will be included in future audits. Done.
Region 19 ESC	8/31/2009	Gibson, Ruddock Patterson, LLC	None.	None/Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2009 – Sept. 30, 2010). 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
Texas A & M University <i>Field-Initiated Employment</i>	Final	5/27/10	Provide copies of Personnel Activity reports for all project staff; Copies of travel logs/reimbursements.	Documents requested: 5/28/10 Documents due by 6/28/10 Document 2nd request: 6/28/10 Document received: 7/9/10	Complete
Community Healthcore <i>Customized Self- Employment</i>	Follow-up	7/14/10	Copy of latest Peer Review Report of CPA firm completing the audit	Documents requested: 8/19/10 Documents received: 9/20/10	Complete

GRANTS 'NO-COST EXTENSIONS' REPORT

GRANTEE <i>PROJECT TITLE</i>	DATE of APPROVAL	FUNDS in BUDGET	EXTENSION PERIOD REQUESTED	GOALS, OBJECTIVES, ACTIVITIES To be conducted during extension period	NOTES
Easter Seals <i>DPC</i>	6-11-2010	\$23,794	2 months 6/1/10 - 8/30/10	Assist with the development of DPC policy statements; coordinate the dissemination of information and other activities related to policy and advocacy work.	Previous Change Of Budget Period/extension approved by Council for Easter Seals (from UCP) transition 1/10 – 6/30/10.
TX Advocates <i>Peer to Peer</i>	9-21-2010	\$94,072	2 months 10/1/10 - 11/30/10	Evaluate the end of 5 year project; market the <i>Get the Power</i> DVD and training manual series; provide training and support for self advocates to participate in self advocacy activities; and complete the new TX Advocates web site to support the Peer to Peer Grant training materials.	Previous Change Of Budget Period: 60 to 64 months.

No-Cost Project Extension

A no-cost project extension must be approved by TCDD prior to incurring any expenses or finalizing any contracts for the proposed activities and/or services. A grantee must formally submit a no-cost project extension request in writing to TCDD. **All requests must be approved before the end of the budget period.**

- A grantee may request a “no-cost” extension to use unspent funds from the previous budget period only providing that budget period ended not more than 15 months previously. Any request for additional or new funds will not be considered as a “no cost extension.”
- A grantee may request an extension of an additional 1 – 6 months beyond the previously authorized end of the project period.
- The grantee must identify specific activities from the RFP, approved original proposal and/or the approved continuation applications that will be accomplished during the extension period, and must justify how the identified activities will enhance project outcomes.

Examples of how activities will enhance project outcomes include, but are not limited to completing unfinished project activities that will help meet project goals; paying for project staff to bring project activities to a new area of the state or to include a new population; or project staff working toward sustainability of a project.

- Any new activities not included in the RFP, the approved original proposal, or the continuation applications will not be considered a No-Cost Project Extension and would need to follow guidelines for Project Extension requests which are reviewed by the Executive Committee.
- A request for a no-cost extension must be received by TCDD at least 30 days before the end of the budget period and project period.

Process

1. Grantee shall submit request in writing to TCDD (by mail or electronically). Request includes: workplan listing specific activities, responsibilities and deadlines from the RFP, approved original or continuation proposal; budget identifying line item costs; and, justification or explanation of need for activities.
2. Grants staff shall review and recommend to Executive Director to approve or not approve.
3. Final decisions shall be made by the Executive Director.
4. All requests and actions shall be reported to the Executive Committee.
5. Grants staff will coordinate necessary forms and materials with the grantee for requests that are approved.

CONSUMER STIPENDS PROPOSALS

Executive Director Review

Date: 7/12/10

ITEM: 1

Organization: Coalition of Texans with Disabilities
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 801

Event: Conference: 32nd Annual Convention
Date: October 20-22, 2010
Hotel: Camino Real Hotel
City, State: El Paso, Texas

Previously Funded: Yes: 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001
Comments: The 2010 CTD Convention will offer presentations on advocacy and disability-related issues, political speakers, and networking opportunities to professionals, consumers, young veterans and other Texans with disabilities.

Considerations: The conference sponsors propose to provide stipends to cover:

Registration – 26 individuals (26 @ \$100.00/individual for 2 days)	= \$2600.00
Lodging – 26 individuals (26 @ \$91.00+15%) for two nights, double occupancy)	= \$2721.00
Personal Attendant Services – 13 individuals (60 hours @ \$13.00/hour = \$780, the remainder will be met by matching funds)	= \$ 679.00
Total cost (federal):	= \$6000.00
Applicant match covers travel & PAS expenses:	
Travel – 14 individuals (14 @ \$50.00/individual)	= \$ 700.00
Personal Attendant Services – 10 individuals (\$780-\$679 = \$101)	= \$ 101.00
Total cost (match):	= \$ 801.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved: **yes** **no** _____ **Date:** _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 7/26/10

Executive Director Review

ITEM: 1

Organization: NAMI Texas
City, State: Austin, TX

Federal: \$ 5,980
Match: \$ 1,872

Event: Conference: NAMI Texas 2010 Annual Conference
Date: October 22-24, 2010
Hotel: Intercontinental
City, State: Dallas, Texas

Previously Funded: Yes: 2009, 2008, 2007, 2005, 2004, 2002
Comments: NAMI Texas 2010 Annual Conference is an opportunity for consumers, family members, and professionals to network together to promote recovery, empowerment and inclusion in the mental health arena.

Considerations: The conference sponsors propose to provide stipends to cover:
Registration – 52 consumers
(52 @ \$115.00/individual) = \$5980.00
Total cost (federal): = \$5980.00

Applicant match covers dinner expenses:
Meals – 52 individuals
(52 @ \$36.00/individual) = \$1872.00
Total cost (match): = \$1872.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: yes no _____ **Date:** _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 8/9/10

Executive Director Review

ITEM: 1

Organization: Volar Center for Independent Living
City, State: El Paso, TX

Federal: \$ 5,955
Match: \$ 998

Event: Conference: Our Lives 10th Annual Disabilities Conference
Date: October 21, 2010
Hotel: Camino Real Hotel
City, State: El Paso, Texas

Previously Funded: Yes: 2009, 2008, 2007, 2005
Comments: Our Lives Disabilities Conference is designed to be a fun, educational, non-threatening means of empowerment and capacity building for the disability community, including persons with developmental disabilities, in the El Paso Southwest Area.

Considerations: The conference sponsors propose to provide stipends to cover:
Registration - 75 individuals
(75 @ \$55.00/individual) = \$ 4125.00
Sign Language Interpreters - 3 individuals
(3 @ \$40.00/hour for 9 hours) = \$ 1080.00
Spanish Interpreters - 3 individuals
(3 @ \$27.78/hour for 9 hours) = \$ 750.00
Total cost (federal): = \$ 5955.00

Applicant match covers registration, respite & translator expenses:
Registration - 8 individuals
(8 @ \$55.00/individual) = \$ 440.00
Respite Care - 3 individuals
(3 @ \$8.00/hour for 9 hours) = \$ 216.00
Meals - 9 individuals
(9 @ \$38.00/meal) = \$ 342.00
Total cost (match): = \$ 998.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: yes no _____ Date: _____

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
November 2008 – August 6, 2010**

Council Member	8/10	5/10	2/10	11/09	08/09	05/09	02/09	11/08
B. Coleman-Beattie	P	P	EA-Th P-FR	P	P	P	P	EA
H. Adkins	P	P	P	P	P	P	NA	NA
K. Bissmeyer	P	P	P	P	P	EA	P	P
K. Blackmon	EA	P	P	EA- Th P-Fr	P	P	NA	NA
K. Cox	P	P	P	P	P	P	NA	NA
A. Crim	P	P	P	EA	P	P	P	NA
M. Delgado	P	P	P	P	P	P	NA	NA
M. Durham	P	EA	P	P	P	P	P	P
M. Dwyer	P	EA	EA	P	P	P	P	EA
C. Johnston	P	P	P	P	P-Th EA-Fr	EA	P	P
D. Kern	P	EA	P	P	P-Th EA-Fr	P	P	EA
J. Morris	P	EA	P	EA	P	P	EA	P
D. Perry	EA	P	P	EA	P	P	EA	P
D. Rasmussen	P	P	EA	P	P	P	NA	NA
J. Rivas	P	P	P	P	P	P	P	EA
L. Taylor	P	P	P	P	P	P	P	NA
R. Tisch	P	P	P	P	EA	P	P	P
S. Vardell	P-Wed EA-Th & Fr	P	P	P	P	P	P	P
AI	P	P	EA-Th P-Fr	P	P	P	P	P
UT CDS	P	A	EA	P	P	EA	P	EA
A&M CDD	P	P-Th EA-Fr	P	P	P	P	P	P
DADS	P	P	P	P	P	P	A	P
DARS	P	P	P	P	P	EA	P	A
DSHS	P	P	P-Th EA-Fr	P	P	P	A	P
HHSC	P-Th EA-Fr	P	P	P	P	P	P	P
TEA	P	P	P	P	P	P	EA	EA

Key: P = Present
A = Absent
EA = Excused Absence
NA= Not Applicable; prior to appointment.