

Background:

Five current grant projects will be reviewed this quarter for an additional year of funding. Executive Summaries are included for continuation funding for four of these projects:

- A. Community Healthcore: *Self Employment*
- B. Region 17 Education Service Center: *Positive Behavior Intervention Support – HeadStart*
- C. Region 17 Education Service Center: *Positive Behavior Intervention Support – Impacting Disproportionality*
- D. Texas A&M: *Texas Advanced Leadership and Advocacy Conference*

The fifth Executive Summary for continuation funding will be included with the handouts provided at the meeting.

- E. VSA Texas Artworks: *Creative Industries Self-Employment Project*

Important Terms:

Continuation Grant Awards: For each grant project funded by TCDD, the number of years of funding available (usually 3 to 5 years) is approved by the Council, but projects must reapply for funding each year.

Executive Committee

Agenda Item 9.

Expected Action:

The Executive Committee will review the information provided and consider approving funding for each continuation award.

Council

Agenda Item 9. C.

Expected Action:

The Council will receive a report on Executive Committee decisions.

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: A

Grantee: Community Healthcore (Sabine Valley Center)

Year: 5 of 5

Project Title: Customized Self-Employment

Project Location: Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur

TCDD RFP Intent:

TCDD intends to fund projects that demonstrate innovative activities that will systematically increase employment opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. The project will provide customized self-employment opportunities for individuals with disabilities by training them, their families, and local collaborating agencies in how to develop and implement an individualized self-employment plan. The process will include assistance in securing the necessary natural supports and funding for the self-employment endeavor. TCDD has approved funding of up to \$125,000 per year for up to 5 years.

Project Goals and Accomplishments for Year 4:

Goal: Assist individuals with disabilities to become successfully self-employed by educating them, their supports, and community partners through training, technical assistance and demonstration.

Accomplishments per goal: The project is in the process of working with 10 new businesses to start up their businesses after attending the training; there was a total of 44 individuals that attended one or more of the training sessions; completed a 4-point outline that covers essential components of the Texas Customized Self Employment Project; 2 individuals were assisted in obtaining additional funding; and, 2 project staff were certified by the new Department of Assistive and Rehabilitative Services (DARS) Self Employment process.

Proposed Goals and Objectives for Year 5:

Goal: Same as above

Objectives: The project will continue to provide awareness regarding the merits of self-employment for persons with disabilities; continue to support past business owners in their businesses; and, establish effective and sustainable funds for self-employment.

Council Considerations: Public Policy considerations: Demonstrating how to effectively and efficiently create self-employment options for people with developmental disabilities may yield results that other agencies can adopt for their employment programs. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$100,877	\$30,896	\$131,773
Amount expended in year 2 (\$31,000 consultants)	\$125,000	\$35,494	\$160,494
Amount expended in year 3 (\$28,740 consultants)	\$115,196	\$33,493	\$148,689
Amount expended in year 4 (\$28,740 consultants) based on 8 months - \$112,704 awarded	\$55,140	\$17,326	\$72,466
Amount requested for next year budget:			
I. Personnel Services	3303	4476	7779
II. Travel	75	0	75
III. Purchased Services (\$5565 consultants)	30,326	6214	36,540
IV. Property/Materials	30	0	30
V. Rental/Leasing	171	0	171
VI. Utilities	309	0	309
VII. Other	3421	0	3421
Budget period totals (3-month budget only)	\$37,635	\$10,690	\$48,325

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: B

Grantee: Region 17 Education Service Center

Year: 5 of 5

Project Title: Positive Behavior Intervention Support (PBIS) Head Start

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 4, Objective 1 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand current PBIS strategies to staff employed by Head Start programs, early childhood settings, child care settings and pre-school settings. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for 5 years, however the Council directed TCDD staff to attempt to negotiate a reduced funding amount for this project. The Executive Committee subsequently approved final funding of up to \$120,000 per year for up to 5 years.

Project Goals and Accomplishments Year(s) 1 - 4:

Goal 1: Improve behavior intervention skills and knowledge for staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. (The number of students expelled from the above settings will be reduced as a result of the increased intervention skills, training skills and documentation skills)

Accomplishments: The project has developed the training curriculum for the PBIS Head Start project, which consists of curricula from "Promoting and Developing Social Emotional Development" and "Incredible Years." The project provided training to 3 Head Start and Childcare sites in Year 1, 5 sites in Year 2, 5 sites in Year 3, and 5 more sites in Year 4, which resulted in improved childcare programs/policies.

Proposed Goals and Objectives for Year 5:

Goal: Same as above

Objectives: 1) Fewer children will be expelled from settings serving those 2-5 years of age; 2) Staff behavior intervention skills will be increased; 3) Decrease staff turnover rates in child care settings; and, 4) increase social-emotional levels in children 2-5 years of age.

Council Considerations: Public Policy considerations: Evidence indicating that PBIS strategies have reduced the rate of children removed from classrooms and/or increased educational attainment would provide the support for expanding these important services. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in Year 1	\$121,000	\$21,755	\$142,755
Amount expended in Year 2	\$120,000	\$22,827	\$142,827
Amount expended in Year 3	\$120,000	\$13,344	\$133,344
Amount expended in Year 4 (based on 9 months) - \$120,000 awarded	\$49,057	\$11,972	\$61,029
Amount requested for next year budget:			
I. Personnel Services	68,775	0	68,775
II. Travel	3500	0	3500
III. Purchased Services (\$20,000 consultant)	20,750	4385	25,135
IV. Property/Materials	16,703	500	17,203
V. Rental/Leasing	10,172	0	10,172
VI. Utilities	100	0	100
VII. Other	0	8448	8448
Budget period totals	\$120,000	\$13,333	\$133,333

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: C

Grantee: Region 17 Education Service Center

Year: 5 of 5

Project Title: Positive Behavior Intervention Support – Disproportionate Impact (PBIS-DI)

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 3, Objective 2 of the TCDD State Plan. Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand PBS strategies with special emphasis placed on intervention specifically aimed at impacting disproportionality. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for up to 5 years, however the Council asked TCDD staff to try to negotiate a reduced funding amount for this project.

Project Goals and Accomplishments for Year(s) 1- 4:

Goal 1: Districts and campuses within the Region 17 Education Service Center area will implement research-based strategies that have been shown to reduce the number of disciplinary referrals (rates of suspension and expulsion of greater than 10 days in a school year of children with disabilities by race and ethnicity); establish procedures to monitor at-risk students to prevent escalating disciplinary action and support their success in school; and will increase their skills in the area of cultural competency.

Accomplishments per goal: The project completed the curriculum mapping for PBS training and used the PBS framework. In year 1, the project trained 348 people and held 27 workshops; Year 2, trained 500 people with six school districts participating; Year 3, trained 1,133 people and six more campuses recruited; and Year 4, trained more than 1,100 educators, students, agency personnel and community members.

Proposed Goals and Objectives for Year 5:

Goal: Same as above.

Objectives: 1) Fewer students with disabilities by race and ethnicity will receive suspensions and expulsions of greater than 10 days in a school year; 2) Fewer students with disabilities by race and ethnicity will be suspended or expelled from their educational setting; 3) Fewer student with disabilities by race and ethnicity will receive disciplinary referrals to the office; 4) Staff knowledge of culturally relevant classroom strategies will be increased; and, 5) Staff behavior intervention skills will be increased.

Council Considerations: Public Policy considerations: Texas based evidence indicating that PBIS strategies have reduced the rate of children removed from classrooms and/or increased educational attainment would provide the support for expanding these important services. No staff concerns; Council to consider continued funding for this project is recommended.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1	\$109,058	\$21,221	\$130,279
Amount expended in year 2	\$115,000	\$18,763	\$133,763
Amount expended in year 3	\$115,000	\$12,783	\$127,783
Amount expended in year 4 (based on 9 months) – \$115,000 awarded	\$71,079	\$7,504	\$78,583
Amount requested for next year budget:			
I. Personnel Services	84,728	0	84,728
II. Travel	3000	0	3000
III. Purchased Services (\$10,000 consultant services)	10,500	4182	14,682
IV. Property/Materials	4541	500	5041
V. Rental/Leasing	12,131	0	12,131
VI. Utilities	100	0	100
VII. Other	0	8,096	8,096
Budget period totals	\$ 115,000	12,778	127,778

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget**

Date: 05/02/12

ITEM: D

Grantee: Texas A&M University

Year: 5 of 5

Project Title: Texas Advanced Leadership and Advocacy Conference

Project Location: Austin - Statewide

TCDD RFP Intent:

The project intent is to coordinate training events for individuals that have been active in disability policy advocacy and who want to create system changes in large geographic areas and/or specialized topics for which local training is not available. "Intentional networking" will be an important part of these training events. TCDD has approved funding of up to \$150,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1-4:

Goal: The overall goal of the project is to provide statewide advanced leadership and public policy advocacy training to further develop leaders and public policy advocates with disabilities in Texas and to provide follow-up training and networking activities.

Accomplishments per goal: Held 2-day conferences for years 1-4: Year1: February 2009 with 82 participants; Year 2: February 2010 with 146 participants; Year 3: February 2011 with 112 participants; and Year 4: February 2012 with 111 participants in attendance (does not include speakers/presenters). There were two keynote speakers, breakout sessions, participation in mock legislative hearings with legislative aides, and co-sponsored a rally at the Capitol. The project Facebook page continues to be updated to reflect conference activities. The balance of program income funds generated from conference registration will be used to for future activities after the grant ends.

Proposed Goals and Objectives for Year 5:

Goal: Same As Above

Objectives: To conduct a 2-day conference with at least 100 participants to provide advanced training; identify innovative ways to generate funds for sustainability of project; and provide opportunity to access online social media or discussion forums to facilitate understanding and allow interest circles to continue with networking activities. Participants at the 2013 conference will be referred to the local youth leadership project to serve as speakers, facilitators, or mentors for the purpose of mentoring young developing advocacy leaders.

Council Considerations: Public Policy considerations: Recommend grantee to meet with PP Staff prior to first PAC meeting to discuss potential conference topics and agenda. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$112,500	\$37,321	\$149,821
Amount expended in year 2 (\$41,624 consultants)	\$115,146	\$38,442	\$153,588
Amount expended in year 3 (\$36,584 consultants)	\$130,638	\$38,927	\$169,565
Amount expended in year 4 (\$34,474 consultants) based on 7 months - \$150,000 awarded	\$22,112	\$7180	\$29,292
Amount requested for next year budget:			
I. Personnel Services	58,264	0	58,264
II. Travel	3000	0	3000
III. Purchased Services	73,001	0	73,001
IV. Property/Materials	2099	0	2099
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	13,636	49,773	63,409
Budget period totals	\$150,000	\$49,773	\$199,773

RISK ASSESSMENT FOR CONTINUATION GRANT AWARDS

06/01/11 – 05/31/12

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Community Healthcore (Sabine Valley Center)	\$37,635	\$2.8 mil	2	
B	Region 17 Education Service Center (PBIS-HS)	\$120,000	\$1.8 mil	2	
C	Region 17 Education Service Center (PBIS-DI)	\$115,000	\$1.8 mil	2	
D	Texas A & M University	\$150,000	\$244 mil	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)

**TCDD RISK MATRIX
FY 2012**

<i>Risk Activities</i> ↓	<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
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 Plan:

-  Red indicates areas to be audited by contracted internal audit services provider.
-  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 2012**

STIPENDS (\$6,000. or less):

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

GRANT PROJECTS:

Level 1 GRAY

Orient 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