

Continuation Grant Awards

Tab 5

Background:

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

- A. Arc of Texas: *Texas Microboard Collaborative*
- B. Texas Tech University: *Higher Education Project*
- C. Brighton School: *Expansion of Leadership and Advocacy Training Project*
- D. Region 19 Education Service Center: *Expansion of Leadership and Advocacy Training Project*
- E. Paso Del Norte Children’s Development Center: *Expansion of Leadership and Advocacy Training 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 8.

Expected Action:

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

Council

Agenda Item 13. B.

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: 07/25/12

Grantee: Arc of Texas

Project Title: Texas Microboard Collaboration

Project Location: Austin

**ITEM: A
Year: 5 of 5**

TCDD RFP Intent:

The primary goal of this unsolicited project idea is to provide individuals with disabilities a system or vehicle that supports self-determination and real support from people who know and care about them. The concept of microboards will provide a self-determined, supported lifestyle for Texans with disabilities. TCDD has approved funding of up to \$115,000 for year one and declining amounts for years two - five.

Project Goals and Accomplishments for Years 1-4:

Goal 1: The Texas Microboard Collaboration provides a self-determined system of support for community living by partnering with individuals and families to develop microboards and PATHs (Planning Alternative Tomorrows with Hope) for Texans with Disabilities

Accomplishments per goal: During Years 1-3, 47 microboards were formed and 33 presentations were provided. In the third year, the Collaboration began providing PATH person-centered planning facilitator trainings. The fourth year has seen greater awareness of the microboard concept and the opportunity for true self-determination through its application. Microconferences raising awareness of Microboards were held in Waco, Houston and El Paso. Monthly webinars were also conducted. A total of 4 PATH Facilitator trainings were held in Waco, Houston, and Austin. The first PATH contract with the Department of Aging and Disability Services (DADS) in training local authorities was completed and a second contract acquired. In addition, over 50 presentations for schools, conferences, parent support groups and various agencies have been given.

Proposed Goals and Objectives for Year 5:

Goal: Same as above

Objective 1: Educate at least 500 individuals with developmental disabilities, families, and advocacy organizations about the microboard collaboration project.

Objective 2: The Texas Microboard Collaboration will work with nonprofit agencies, local authorities and school districts to make PATH a viable, broadly utilized option as a person directed plan and pre-ARD tool.

The project also expects to help develop 4 direct service microboards and 10 natural support microboards, conduct 15 PATH trainings and 55 presentations during year 5.

Staff Considerations: Public Policy Considerations: Increasing the number of persons with access to person-centered planning within the construct of natural support microboards will provide more persons with developmental disabilities with a mechanism to exercise choice and control in their lives while promoting independence, productivity and community inclusion. Moreover, developing an infrastructure for persons to access such a model outside of public funding streams could provide an incubator for developing innovative approaches that could later be replicated in public programs. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in Year 1	83,475	34,074	117,549
Amount expended in Year 2 (\$6,100	78,772	34,862	113,634
Amount expended in Year 3 (\$14,400	85,059	31,766	116,825
Amount expended in Year 4 (\$25,051 consultants)	33,671	10,089	43,760
Amount requested for Year 5 budget:			
I. Personnel Services	47,130	14,589	61,719
II. Travel	2,792	0	2,792
III. Purchased Services (\$10,996 consultants)	12,674	3,600	16,274
IV. Property/Materials	0	276	276
V. Rental/Leasing	0	1200	1200
VI. Utilities	0	1200	1200
VII. Other	0	0	0
Budget period totals	\$62,596	\$20,865	\$83,461

**Texas Council for Developmental Disabilities`
Executive Committee**

Date: 07/25/12

Review of Proposed Activities & Budget

**ITEM: B
Year: 2 of 5**

Grantee: Texas Tech University

Project Title: Higher Education – Project CASE (Connections for Academic Success and Employment)

Project Location: Statewide

TCDD RFP Intent:

The intent of the 2011-1 Higher Education for People with Developmental Disabilities RFP is to demonstrate how appropriate supports may help individuals with developmental disabilities to complete post-secondary education necessary to achieve their employment goals. Up to \$225,000 per year for up to 5 years for up to 3 projects is expected to be available.

Project Goals and Accomplishments for Year 1:

Goals 1: To create a replicable, sustainable higher education model project that will build a collaborative partnership with the Burkhardt Center, TTU, SPC, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in a field of their choice.

Accomplishments per goal: In the first year, the project conducted an orientation meeting with key partners and established a leadership team. A strategic implementation plan was developed. The project held a focus group with 7 young adults with developmental disabilities to identify potential areas of interest for internships and employment. Several business partners were identified. Key staff members were hired and 5 potential students were identified for acceptance into the program.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: 1) Identify, recruit, and retain qualified program participants. 2) Expand the number of business partners who will mentor, provide internships and hire students from Project CASE.

Staff Considerations: Public Policy Considerations: The success of Project CASE has the potential to expand higher education opportunities statewide for persons with developmental disabilities. In addition to expanding expertise in the higher education community, the process of DARS staff developing community partnerships specifically to employ persons with developmental disabilities should be documented for replication to other regions within DARS' current mission – even in the absence of this or similar projects. Finally, the benefits of collaboration in local communities in general make this a worthy project for continued funding. At the beginning of Year 1, staff had some concerns about apparent inactivity. The 2nd and 3rd quarterly reports suggest that project action has increased to expected levels. No additional staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in Year 1 (\$93,677 consultant) (based on 6 months - \$209,384 awarded)	\$37,983	\$18,048	\$56,031
Amount requested for budget:			
I. Personnel Services	126,018	1,090	127,108
II. Travel	12,089	0	12,089
III. Purchased Services (\$71,995 consultant)	77,472	0	77,472
IV. Property/Materials	1,500	0	1,500
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other	0	71,287	71,287
Budget period totals	\$217,079	\$72,377	\$289,456

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 07/25/12

ITEM: C

Grantee: Brighton School, Inc. (dba Brighton Center)

Year: 1 of 2

Project Title: Parent Alliance for Learning and Support (PALS)

Project Location: Bexar and Comal Counties

TCDD RFP Intent:

To continue development of a network of training programs and resources to assist Texans with developmental disabilities and their families to have support and training needed to be strong leaders and advocates. Organizations are expected to use funding to expand the impact of their training programs and to serve as a resource to other organizations. Grantees may implement a new policy, program, or procedure; development of new partnerships; and/or activities that significantly build the capacity of an existing program. TCDD has approved funding of up to \$40,000 for year one and \$20,000 for year two.

Project Goals and Accomplishments for Year(s)1:

Goal: To improve the quality of life for children with developmental delays and disabilities from birth to age 22 by empowering parents, young adults with disabilities and community members with the knowledge and tools to support and advocate in the community in which they live.

Accomplishments per goal: During this budget period, the project trained 245 parents of children with disabilities in general and IDEA advocacy; served 55 young adults and 32 professionals/community members with trainings; increased the number of locations from 2 to 6; established new partnerships with Edgewood ISD, Randolph AFB, The Children’s Shelter and the Down Syndrome Association; added more Self Determination – from 1 to 5; and, provided more ARD Clinic – 13 clinics serving 48 participants.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Provide advocacy education to 300 parents of children with disabilities and developmental delays; provide support services in hands-on small group and 1-to-1 help for families and professionals in the area of IDEA advocacy; provide advocacy education to 60 community members/professionals; and, provide self-advocacy education to 60 young adults with disabilities and developmental delays.

Staff Considerations: Public Policy considerations: Expanding the lessons learned from participants could lead to important policy recommendations associated with identifying and addressing barriers and unmet needs. It would be beneficial for the grantee to identify and report public policy implications and identify participants that have or could take their self-advocacy to the next level by sharing their stories with legislators. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$2,757 Consultant) (based on 7 months) - \$40,000 awarded)	\$26,586	\$70,777	\$97,363
Amount requested for next year budget:			
I. Personnel Services	18,810	108,544	127,354
II. Travel	0	6373	6373
III. Purchased Services	0	33,856	33,856
IV. Property/Materials	0	7443	7443
V. Rental/Leasing	1190	2511	3701
VI. Utilities	0	5455	5455
VII. Other			
Budget period totals	\$ 20,000	\$164,182	\$184,182

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

Date: 07/25/12

ITEM: D
Year: 2 of 2

Grantee: Region 19 Education Service Center

Project Title: Expansion of Existing Leadership Development and Advocacy Skills Training

Project Location: El Paso and Hudspeth Counties

TCDD RFP Intent:

To continue development of a network of training programs and resources to assist Texans with developmental disabilities and their families to have support and training needed to be strong leaders and advocates. Organizations are expected to use funding to expand the impact of their training programs and to serve as a resource to other organizations. Grantees may implement a new policy, program or procedure; development of new partnerships; and/or activities that significantly build the capacity of an existing program. TCDD has approved funding of up to \$40,000 for year one and \$20,000 for year two.

Project Goals and Accomplishments for Year 1:

Goal: To provide advanced leadership development and advocacy building activities for young people with disabilities who need continued support and training to enable them to participate in school and non-disability community organizations.

Accomplishments per goal: In the first year, 5 YLF delegates, 3 YLF facilitators and the YLF Director participated in the HOBY Weekend Seminar, which provided young people with disabilities the opportunity to participate in a non-disability organization and interact with their non-disability peers. The project provided advanced leadership and advocacy skills training and peer-to-peer mentoring to 42 young people with disabilities; participants developed a personal leadership plan. Working partnerships were developed with the United Way Global Youth Day Organization, the El Paso Mayor's 100 Teens Program, Volar Independent Living Center, local school districts, El Paso Community College and the University of Texas at El Paso.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Develop working partnerships with school and non-disability community organizations to provide opportunities for young people with disabilities. Provide advanced leadership and advocacy skills training and peer mentoring to 30 young people with disabilities. Partner with local school districts and educational institutions to identify and recruit young people with disabilities to participate in the YLF program.

Staff Considerations: Public Policy Considerations: Expanding the lessons learned from participants could lead to important policy recommendations associated with identifying and addressing barriers unmet needs. It would be beneficial for the grantee to identify and report public policy implications and identify participants that have or could take their self-advocacy to the next level by sharing their stories with legislators. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in Year 1 (\$24,000 consultant) (based on 6 months - \$40,000 awarded)	\$19,811	\$3,028	\$22,839
Amount requested for Year 2 budget:			
I. Personnel Services	0	0	0
II. Travel	1500	0	1500
III. Purchased Services (\$10,000 consultant)	14,000	0	14,000
IV. Property/Materials	4500	81	4581
V. Rental/Leasing	0	1000	1000
VI. Utilities	0	0	0
VII. Other	0	1141	1141
Budget period totals	\$20,000	\$2222	\$22,222

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 07/25/12

ITEM: E

Grantee: Paso del Norte Children's Development Center

Year: 2 of 2

Project Title: Expansion of Existing Development and Advocacy Skills Training Project

Project Location: El Paso

TCDD RFP Intent:

To continue development of a network of training programs and resources to assist Texans with developmental disabilities and their families to have support and training needed to be strong leaders and advocates.

Organizations are expected to use funding to expand the impact of their training programs and to serve as a resource to other organizations. Grantees may implement a new policy, program, or procedure; development of new partnerships; and/or activities that significantly build the capacity of an existing program. TCDD approved funding of up to \$40,000 for year one and \$20,000 for year two.

Project Goals and Accomplishments for Year(s)1:

Goal: To expand and enhance the existing Paso del Norte Children's Development Center – Leadership and Advocacy for Families to include a Parent-to-Parent mentoring component to better overcome barriers to service provision for traditionally underserved populations; recruit more parents to participate in this learning opportunity; and, to enhance the advocacy skills of parents of children with disabilities.

Accomplishments per goal: The project had 17 Parent Mentors join the program; held 29 training sessions with a total of 396 first time and repeat attendants; and 190 parents attended or received mentoring sessions or activities conducted by the mentors. The project has conducted multiple large scale presentations to audiences across the community - Children's Disabilities Information Coalition Annual Parent Symposium, Lorenzo Loya Elementary School, Project Head Start, the Douglass Elementary School Health Fair, ESC Region 19 Border Conference, to name a few.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Recruit and train 8 new graduates of the Leadership Academy for Families parents to attend supplementary training to become mentors; create community awareness through large scale community presentations to increase attendance by 25%; develop and secure long-term funding after TCDD funds end; and continue to conduct evaluation activities to secure data for program administrators and staff.

Staff Considerations: Public Policy considerations: Expanding the lessons learned from participants could lead to important policy recommendations associated with identifying and addressing barriers and unmet needs. It would be beneficial for the grantee to identify and report public policy implications and identify participants that have or could take their self-advocacy to the next level by sharing their stories with legislators. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$5000 Consultant) (based on 7 months - \$40,000 awarded)	\$15,674	\$984	\$16,658
Amount requested for next year budget:			
I. Personnel Services	15,000	0	15,000
II. Travel	1350	0	1350
III. Purchased Services	2000	2500	4500
IV. Property/Materials	1650	0	1650
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other	0	2500	2500
Budget period totals	\$		
	\$20,000	\$5000	\$25,000

**RISK ASSESSMENT FOR CONTINUATION GRANT AWARDS
06/01/12 – 05/31/13**

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	The Arc of Texas	\$62,596	\$156,000	2	
B	Texas Tech University	\$217,079	\$35 mil	2	
C	Brighton School, Inc.	\$20,000	\$2.2 mil		
D	Region 19 Education Service Center	\$20,000	\$35 mil	2	
E	Paso Del Norte Children's Development Center	\$20,000	\$2.1 mil		

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>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 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)

Website instructions	6 – Month Program Performance Report
Technical support (Grants Management Specialist)	Review FROE & other reports submitted
RAR Documentation Review – 6 month	Final Program Performance Report

GRANT PROJECTS:

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