



# Texas Council for Developmental Disabilities

## Executive Committee Meeting - Agenda

DoubleTree - Austin

Room: DeWitt

Wednesday, October 24, 2012 3:00 – 6:00 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of July 25, 2012, Minutes** Tab 1 
4. **Chair's Report**
  - A. Council Member Appointment
  - B. Committee Member Designations
  - C. Other Updates
5. **Executive Director's Report** Tab 2
  - A. Staffing Update
  - B. Stipends Applications Approved
  - C. State and Federal Affairs Update
  - D. Draft Social Media Guidelines
  - E. Other Updates
6. **Grants Activities Reports** Tab 3
  - A. Independent Audit Status Report
  - B. Grants Monitoring Exceptions Report
7. **Consideration of New Grant Awards** Tab 4
  - A. Accessible Transportation, Accessible Community Project 
  - B. Building Community Capacity through Collaboration Projects 
  - C. Outreach and Development Project 
8. **Continuation Grant Awards** Tab 5
  - A. Texas Dept of Assistive & Rehabilitative Services – *Higher Education Project* 
  - B. Texas A&M University – *Higher Education Project* 
  - C. OneStar Foundation – *Inclusive Faith-Based Symposium Project* 
  - D. West Central Texas Regional Foundation – *Inclusive Faith-Based Symposium Project* 
  - E. Texas State Independent Living Council – *New Leadership Development and Advocacy Training Project (LDATP)* 
  - F. Imagine Enterprises – *Expansion of LDATP* 
  - G. SER Jobs for Progress – *Expansion of LDATP* 
  - H. Circle of Ten - *Sustainability Training Project* 
9. **TCDD Quarterly Financial Report** Tab 6
10. **Conflict of Interest Disclosures**
11. **Other Updates**

Adjourn



# Texas Council for Developmental Disabilities

## Committee of the Whole Meeting - Agenda

DoubleTree - Austin

Room: Phoenix North

Thursday, October 25, 2012 9:00 AM – 1:30 PM



Action Item

### Call to Order

1. **Introductions**
2. **Chair's Remarks**
  - A. Members Reports
  - B. Other Updates
3. **Public Comments**
4. **Presentation: Tailoring the Message - Public Policy Advocacy Strategies – Jason Sabo**
5. **Recognition of Former Chair Brenda Coleman-Beattie**

*Lunch Buffet*

6. **Grant Project Highlights** Tab 10
7. **2012 Biennial Disability Report Recommendations** Tab 7

Adjourn



# Texas Council for Developmental Disabilities

## Project Development Committee Meeting - Agenda

DoubleTree -Austin

Room: DeWitt

Thursday, October 25, 2012 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of July 26, 2012, Minutes** Tab 8 
4. **Chair's Remarks**
5. **Selection of Nominating Committee Member** Tab 9 
6. **Staff Reports** Tab 10
  - A. Public Information Report Tab 15
  - B. Status of New/Approved Projects
  - C. Projected Available Funds Tab 6
  - D. Other Updates
7. **Member Updates**
8. **State Plan Implementation & Future Funding Activities** Tab 11
  - A. Outreach & Development Project Next Steps 
  - B. Advanced Leadership Development & Advocacy Training 
  - C. Advocacy U Support 
  - D. Positive Behavioral Interventions and Supports Next Steps 
  - E. Possible State Plan Amendments 
9. **Future Project Funding Priorities** Tab 12 
10. **Other Discussion Items** Tab 13
  - A. Inclusive Recreational Sports
  - B. Unsolicited Ideas

### Adjourn



# Texas Council for Developmental Disabilities

## Project Development Committee Meeting - Agenda

DoubleTree -Austin

Room: DeWitt

Thursday, October 25, 2012 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of July 26, 2012, Minutes** Tab 8 
4. **Chair's Remarks**
5. **Selection of Nominating Committee Member** Tab 9 
6. **Staff Reports** Tab 10
  - A. Public Information Report Tab 15
  - B. Status of New/Approved Projects
  - C. Projected Available Funds Tab 6
  - D. Other Updates
7. **Member Updates**
8. **State Plan Implementation & Future Funding Activities** Tab 11
  - A. Outreach & Development Project Next Steps 
  - B. Advanced Leadership Development & Advocacy Training 
  - C. Advocacy U Support 
  - D. Positive Behavioral Interventions and Supports Next Steps 
  - E. Possible State Plan Amendments 
9. **Future Project Funding Priorities** Tab 12 
10. **Other Discussion Items** Tab 13
  - A. Inclusive Recreational Sports
  - B. Unsolicited Ideas

### Adjourn



# Texas Council for Developmental Disabilities

## Public Policy Committee Meeting - Agenda

DoubleTree - Austin

Room: Dezavala

Thursday, October 25, 2012 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of July 26, 2012, Minutes** Tab 14 
4. **Chair's Remarks**
5. **Member Updates**
6. **Selection of Nominating Committee Member** Tab 9 
7. **Public Policy Issues** Tab 19
  - A. State Policy Issues
  - B. Update on State Supported Living Center Monitoring Activities
  - C. Federal Policy Issues
8. **Public Information Report** Tab 15
9. **Future Projects: Public Education & Outreach Campaign – Accessible Parking** Tab 16 
10. **Review of Position Statements** Tab 17 
  - A. Aging with Developmental Disabilities
  - B. Community Living
  - C. Criminal Competency
11. **TCDD Public Policy Priorities** Tab 18
12. **Other Discussion Items**

**Adjourn**



# Texas Council for Developmental Disabilities

## Council Meeting - Agenda

DoubleTree – Austin

Room: Phoenix North

Friday, October 26, 2012 8:30 AM – 11:30 AM



Action Item

### Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
  - A. Consideration of Minutes Tab 20 
  - B. Excused Absences of Council Members 
  - C. Committee Member Designations 
4. **Chair’s Report**
5. **Executive Director's Report**
6. **Selection of Nominating Committee Member** Tab 9 
7. **Annual Review of TCDD Internal Audit Charter** Tab 21
8. **FY 2012 Internal Audit Reports** Tab 22 
9. **FY 2013 Internal Audit Plan** Tab 23 
10. **Future Activities for State Plan Implementation** Tab 11
  - A. Accessible Parking Awareness Project Tab 16 
  - B. Outreach & Development Project Next Steps 
  - C. Advocacy U Support Project 
  - D. Circle of Ten Sustainability Training Project 
  - E. Future Funding Priorities Tab 12 
11. **2012 Biennial Disability Report Recommendations** Tab 7 
12. **TCDD Public Policy Priorities** Tab 18 
13. **TCDD Position Statements** Tab 17 
  - A. Aging with Developmental Disabilities
  - B. Community Living
  - C. Criminal Competency
14. **Executive Committee Report**
  - A. Grants Activities Report Tab 3
  - B. New & Continuation Grant Awards Tab 4 & 5
  - C. TCDD Quarterly Financial Report Tab 6
  - D. Conflict of Interest Disclosures
  - E. Other Discussion Items Tab 13

**15. Project Development Committee Report**

A. Grants and Projects Report

Tab 10

B. Future Funding Activities

C. Other Discussion Items

**16. Public Policy Committee Report**

A. Public Information Report

Tab 15

B. Public Policy Issues

Tab 19

C. Other Discussion Items

**17. Announcements and Updates**

Tab 24

**Adjourn**

**Executive Committee Meeting Minutes**

**Tab 1**

**Background:**

Minutes of the July 25, 2012, Executive Committee meeting are included for your review.

**Executive Committee**

**Agenda Item 3.**

**Expected Action:**

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
JULY 25, 2012**

**COMMITTEE MEMBERS PRESENT**

May Durham, Council Chair	John C. Morris, Vice-Chair	Susan Vardell
Hunter Adkins	Joe Rivas	

**COUNCIL MEMBERS PRESENT**

Scott McAvoy

**STAFF PRESENT**

Roger A. Webb, Executive Director	Joanna Cordry Cynthia Ellison	Wendy Jones Jessica Ramos
Martha Cantu	Sonya Hosey	Koren Vogel

**GUESTS PRESENT**

Chynna Burwell	Maria Granados
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**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, July 25, 2012, in the Nueces Room at the Renaissance Hotel Austin, 9721 Arboretum Blvd, Austin, TX 78759. Council Chair Mary Durham called the meeting to order at 3:05 PM.

**1. INTRODUCTIONS**

Committee and Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CONSIDERATION OF MINUTES**

The committee reviewed the minutes of the May 2, 2012, Committee meeting.

**MOTION:** To approve the minutes of the May 2, 2012, Executive Committee meeting as presented.

**MADE BY:** John Morris

**SECOND:** Susan Vardell

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham discussed a vacancy on the Audit Committee that was created when she was designated Council Chair. At that time she became a non-voting ex-officio member of the Committee. Durham indicated that she will ask Council approval of Scott McAvoy to fill that vacancy.

Durheim reviewed members who will be absent this quarter: Andy Crim, Brenda Coleman-Beattie, Kimberly Blackmon, and Diana Kern. Sara Kendall, Department of Assistive and Rehabilitative Services representative, and Jeff Kaufmann, Department of Aging and Disability Services representative, will not be present but have indicated they will have substitutes. Those representatives can join in discussions but are not able to vote.

## 5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb reported that Cynthia Ellison has been promoted to Senior Grants Management Specialist. Grants Management Director Sonya Hosey expects to begin interviewing soon for the Grants Management Specialist position vacated by Ellison.

Stipends grants were approved during the past quarter for the following applicants:

- Community Options was awarded up to \$6,000 for the *iMatter Conference on Health Access* November 11-14, 2012, in San Antonio.
- Coalition of Texans with Disabilities was awarded up to \$6,000 for the *34<sup>th</sup> Annual CTD Conference* September 14-15, 2012 in McAllen.
- Texas Advocates was awarded up to \$5,988 for the *2012 Texas Advocates Annual Convention* July 27-29, 2012 in Grapevine.
- Volar Center for Independent Living was awarded up to \$6,000 for the *Our Lives 12<sup>th</sup> Annual Disabilities Conference* October 25, 2012 in El Paso

Webb updated members on the status of federal appropriations for FY13. Congress has not completed appropriations bills at this point. The Senate committee appropriations bill provides level funding for DD Councils but the House subcommittee version includes a broad 4% reduction for various programs. A 4% reduction for TCDD would be approximately \$200,000. The Balanced Budget Act would also require approximately an 8.4% reduction if Congress does not reach an agreement prior to January 1<sup>st</sup>. That would reduce funds for TCDD by approximately \$425,000.

Council members John Morris and David Taylor, Planning Coordinator Joanna Cordry, and Public Policy Specialist Cassie Fisher attended the AIDD Technical Assistance Institute in Washington, DC, in June. Morris and Cordry indicated that the conference included very informative sessions on a number of topics. Morris and Cordry noted that the some presentations were very technical and may not have appealed to self-advocate and parent participants.

Webb discussed the public input session held prior to last quarter's meeting in Dallas and noted that staff are discussing opportunities to obtain public input in other locations. However, consistent with prior discussions with the Committee, staff expect to mostly host input sessions as "stand-alone" events that allow more time for discussion with participants. Cordry noted that staff are reviewing ways to respond to individuals who provided input and how to incorporate that input into TCDD activities.

The Quality Assurance Review (Peer Review) of TCDD internal auditor Jaye Stepp was recently completed by David McCabe who gave an "unqualified positive rating" for Stepp's work. McCabe also made recommendations for improvement but did not have concerns. Stepp will

provide an update on her internal auditing activities during the Council meeting. The Audit Committee will meet in October to review FY 12 Audit Reports and the FY 13 Internal Audit Plan.

Webb discussed recent Administration on Intellectual and Developmental Disabilities (AIDD) projects of national significance opportunities. An Employment Systems Change Grant RFP was available that would support state interagency coalitions to target employment options for youth with disabilities. Representatives of TCDD, DARS, DADS, and Texas Education Agency (TEA) had a series of meetings and solicited stakeholder input but determined that it was not realistic to develop a fundable proposal prior to the submission deadline. Those agency representatives expect to continue discussions as part of a newly formed employment subcommittee of the Promoting Independence Advisory Committee to address many of the same goals. A second RFP was released by AIDD to develop a Family Support Community of Practice to collect best practice models to expand family supports to families who are supporting individuals with developmental disabilities across their lifespan. The RFP calls for state-level coalitions to identify issues and barriers, work towards change for those issues and provide training about family supports. TCDD provided a letter of support for a proposal from the National Association of State DD Directors that involves NACDD, and a letter of support for a proposal by Virginia Commonwealth University that also includes the Center for Disability Studies at UT. Webb also participated on a workgroup that developed a proposal for renewing the AIDD contract with NACDD to provide technical assistance to DD Councils.

The NACDD 2012 Annual Conference in Los Angeles has been cancelled. Many states have reduced budgets for out-of state travel and attendance was expected to be below the requirements for the hotel contract. NACDD CEO Mike Brogiolo recently resigned to take a position in his home state of Maine. TCDD Vice-Chair John Morris is part of the selection committee to select a new CEO. Morris will travel to Washington, DC, twice in August to participate in those activities.

**6. GRANT ACTIVITIES REPORT**

Grants Management Director Sonya Hosey discussed the Independent Audit Status Report and noted that only one project, SafePlace, was forwarded for desk review during the preceding quarter. No concerns were found in this report. Hosey also reviewed the Grants Monitoring Exceptions Report which summarizes any concerns noted from on-site reviews of grantees.

**7. CONSIDERATION OF NEW GRANT AWARDS**

Planning Coordinator Joanna Cordry reviewed Review Panel recommendations of proposals for TCDD's RFP to provide Administrative Support to Project Search. Two proposals were received; one from Texas Tech University and one from Region XI Education Service Center (ESC). While the proposal from Region XI ESC received a letter of recommendation from the Project Search national office, the review panel found a number of weaknesses and designated it not-fundable. The proposal from Texas Tech was found to have a great number of strengths and minimal weaknesses and was recommended for funding. TCDD staff agree with the recommendations.

**MOTION:** To award funding for the administrative support of Project Search to Texas Tech University for up to \$175,000 per year for up to five years.

**MADE BY:** Susan Vardell

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 1)

Cordry next discussed applications for Outreach and Development projects and noted that four applications had been received during the quarter:

- Centro di Mi Salud proposes public forums in Dallas and Collin counties to assist providers in understanding Hispanic cultural background.
- East Wilco Challenger Sports proposes purchases of equipment to support “special needs children” to participate in sporting activities. This organization also submitted an Unsolicited Idea for funding.
- The Sower Foundation proposes training for disability service providers to make their services more culturally appropriate for Black and Latino populations.
- Style-n-Motion proposes video training for schools to increase the self-esteem of children with disabilities.

Members discussed each proposal and staff recommendations for funding of three of the four proposals. Staff did not recommend the proposal from East Wilco Challenger Sports because it is inconsistent with the purpose of the RFP.

**MOTION:** To award funding for outreach and development project to Centro di Mi Salud for \$10,000 for one year.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachment 2)

**MOTION:** To not fund the proposal from East Wilco Challenger Sports for up to \$10,000 for one year.

**MADE BY:** Joe Rivas

**SECOND:** Susan Vardell

The motion **passed** with John Morris opposed.

**MOTION:** To award funding for outreach and development project to the Sower Foundation for \$10,000 for one year.

**MADE BY:** John Morris

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 3)

**MOTION:** To not fund the proposal from Style-n-Motion.

**MADE BY:** Joe Rivas

**SECOND:** John Morris

The motion **passed** unanimously.

Cordry also discussed an administrative denial of two late applications which were identical to the proposal from the Barbara Jordan Endeavors Corporation previously reviewed. The Committee supported this decision.

**8. CONSIDERATION OF CONTINUATION GRANT AWARDS**

Grants Management Director Sonya Hosey and Grants Specialists reviewed Executive Summaries for projects eligible for continuation grant awards. Grants Specialist Wendy Jones reviewed the summary for the Arc of Texas *Texas Microboard Collaboration* and indicated that 27 of the 47 microboards established are still active.

**MOTION:** To approve funding of up to \$62,596 to The Arc of Texas for the final year of the *Texas Microboard Collaboration* project.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

The motion **passed**. Susan Vardell abstained. (Attachment 4)

Grants Specialist Wendy Jones reviewed the Executive Summary for *Project CASE (Connections for Academic Success and Employment)* at Texas Tech University. Jones indicated that the project experienced delays in starting project activities during its first year due to the absence of the project director for a medical emergency, unexpected staff turnover, and weather issues. Members discussed concerns for minimal results thus far during the first year. Jones indicated that TCDD grants staff are comfortable with revisions to the project workplan and budget that are moving project activities along in a reasonable manner.

**MOTION:** To approve funding of up to \$217,079 to Texas Tech University for year two of five for *Project CASE*.

**MADE BY:** Susan Vardell

**SECOND:** Hunter Adkins

The motion **passed** with one member opposed. (Attachment 5)

Grants Specialist Cynthia Ellison reviewed the Executive Summary for the Brighton Center *Parent Alliance for Learning and Support (PALS)* project.

**MOTION:** To approve funding of up to \$20,000 to the Brighton Center for the final year of the *Project Alliance for Learning and Support (PALS)* Project.

**MADE BY:** Joe Rivas

**SECOND:** John Morris

The motion **passed** unanimously. (Attachment 6)

Grants Specialist Jones reviewed the Executive Summary for the Region 19 Education Service Center (El Paso) *Expansion of Leadership and Advocacy Training Project*. Jones clarified that the project provided advanced leadership and advocacy training skills training and peer-to-peer mentoring to 42 young people with disabilities thus far during year one with a goal of assisting 50 individuals.

**MOTION:** To approve funding of up to \$20,000 to Region 19 Education Service Center for year two of two of the *Expansion of Leadership and Advocacy Training Skills Project*.

**MOTION BY:** Susan Vardell

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 7)

Ellison reviewed the Executive Summary for the Paso del Norte Children's Center (El Paso) *Expansion of Leadership and Advocacy Training Project*. Members noted that the project is exceeding its goals for the number of individuals trained, and were pleased that the project expects to continue its efforts after TCDD funding concludes.

**MOTION:** To approve funding of up to \$20,000 to Paso del Norte Children's Development Center for year two of two of the *Expansion of Leadership and Advocacy Skills Training Project*.

**MOTION BY:** John Morris

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 8)

**9. AMENDMENTS TO TCDD RULES**

Webb reviewed proposed amendments to TCDD Rules. All state agencies are responsible to review administrative rules at least once every four years to determine if there continues to be a need for those rules and if so, to consider any revisions or updates as appropriate. Proposed amendments to TCDD Rules were reviewed during the May meetings by the Executive Committee and Council and approved for publishing in the Texas Register for public comments. Amendments were proposed to clarify the purpose of the Texas Council for Developmental Disabilities (Section 876.2 (a)), to make a technical grammar change (Section 876.4 (8)), and to clarify that the Council may accept unsolicited proposals or ideas (Section 877.1 (a)). All other sections were proposed for readoption without changes. No public comments were received. Staff recommend Executive Committee and Council approval of the amendments as proposed, and readoption of all other sections with no changes.

**MOTION:** To recommend Council approval of the proposed amendments to TCDD Rules as published, and readoption of all other sections of TCDD Rules with no changes.

**MADE BY:** Joe Rivas

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 9)

**10. MEMORANDUM OF UNDERSTANDING WITH TEXAS EDUCATION AGENCY**

TCDD is required by state law to enter into a Memorandum of Understanding with the Texas Education Agency that describes the roles and responsibilities of TEA as the Council's "designated state agency" and the responsibilities of TCDD. That MOU is reviewed annually. Webb indicated that neither TCDD staff nor TEA had any proposed revisions to the MOU this cycle.

**MOTION:** To recommend Council approval of the Memorandum of Understanding with the Texas Education Agency as presented.

**MADE BY:** Susan Vardell

**SECOND:** John Morris

The motion **passed** unanimously. (Attachment 10)

**11. TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. Cantu also reviewed a handout summarizing plans to use the remaining balance of FY 11 funds for the current (FY 12) year operating budget expenses in order to fully liquidate those funds. This strategy results in FY 12 funds remaining available for obligation in FY 13. However, current

and expected new grant projects should come close to fully obligating those funds during the coming year. Members reviewed other items with Cantu and had no concerns.

**12. CONSIDERATION OF FY 2013 OPERATING BUDGET**

Cantu next reviewed the proposed operating budget for FY 2013. The proposed budget increases funds available for out-of-state travel as discussed previously by the Committee. Cantu referred members to a revised summary of out-of-state travel expense estimates in handout materials that updates estimated expenses for personal attendants for members when needed. These revised estimates would increase the amount proposed for out-of-state travel to \$26,050. Members agreed that out-of-state events are key opportunities for Council members and staff to learn about best practices and models from other states. With this change the FY 13 budget as proposed reduces operating expenses by \$6,450 compared to funds approved for the current year. These reductions come primarily from reducing funds proposed for professional services based on current year experiences. Members reviewed various other expense estimates with Ms. Cantu.

**MOTION:** To recommend Council approval of the FY 2013 Operating Expense budget with the revision for out-of-state expenses to be budgeted at \$26,050.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachment 11 as revised)

**13. PROCEDURES TO REVIEW RFP PROPOSALS**

Planning Coordinator Joanna Cordry reviewed materials summarizing the current procedures for reviewing proposals submitted in response to TCDD Requests for Proposals. As requested previously by the Committee, that summary included some options for different review procedures including a two-step application and review process (abbreviated initial proposals from which some applicants are invited to submit a full proposal); adapting the current process to provide additional information to the Executive Committee for their consideration; and a flexible review process that might be modified for each RFP. Members agreed it important to have clear procedures that are understood by all applicants, and preferred to not lengthen the time from RFP to grant award with a two-step process. Members thus agreed by consensus to modify the current procedures so that more specific information is provided to the Executive Committee for their consideration as described in Option 3 of the materials.

**14. CONSIDERATION OF REVIEW PANEL MEMBERS**

Cordry provided information to Committee members about individuals proposed to be part of a pool of eligible reviewers to review RFP proposals. TCDD coordinates a review panel of 3-5 independent reviewers from this pool to review proposals. Committee members reviewed the proposed reviewers' information and made a few revisions.

**MOTION:** To approve the pool of eligible review panel members as revised.

**MADE BY:** Susan Vardell

**SECOND:** John Morris

The motion **passed** unanimously.

**15. PROPOSED REVISIONS TO STIPENDS RFP**

Webb reviewed proposed revisions to the current stipends request for proposals that are intended to clarify that stipend applications for legislative advocacy training events are eligible for either one-time events or for a series of trainings over a 3-4 month period. Other technical revisions are also included in these proposed revisions.

**MOTION:** To recommend Council approval of the revised Event Stipends Request for Proposals as presented.

**MADE BY:** Hunter Adkins

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachment 12)

**16. PROCEDURES TO EVALUATE CONFERENCE SPEAKER GRANT PROPOSALS**

During the May meetings, the Council approved a proposal to provide grant funds to support speakers for general and concurrent sessions at conferences when those presentations focus on best practices in providing services and supports to individuals with developmental disabilities. The Executive Summary for this project indicated that proposed procedures to solicit and review applications would be reviewed by the Executive Committee. Webb reviewed a proposed Request for Proposals and a review guide with members. Members agreed to limit funds available for any one event to not more than \$6,000 even if multiple organizations are co-sponsors. Members also agreed to limit funds to that amount per event for general session and concurrent session speakers combined.

**MOTION:** To recommend Council approval of the Support for Conference Speakers Request for Proposals as revised.

**MADE BY:** Susan Vardell

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 13 as revised)

**17. CONFLICT OF INTEREST DISCLOSURES**

Committee members reviewed updated conflict of interest disclosure information for council members and staff. No concerns were noted.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 6:10 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**



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Mary Durham, Chair  
John Morris, Vice Chair  
Roger A. Webb, Executive Director

**TO:** TCDD Executive Committee  
**FROM:** Joanna Cordry, Planning Coordinator  
Sonya Hosey, Grants Management Director  
**SUBJECT:** Summary of Review Panel Recommendations  
**DATE:** July 25, 2012

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TCDD staff recently convened a panel consisting of 3 people to review 2 proposals received in response to TCDD's Administrative Support for Project SEARCH® Request for Proposals (RFP).

**RFP #2012 – 2 Administrative Support for Project SEARCH®**

**Purpose:** to provide support for school districts, businesses, and/or other entities who wish to contract with Project SEARCH®, and to identify barriers that may impede the establishment of the Project SEARCH® transition program around the state.

**Funding Amount and Duration:** up to \$175,000 per year, for up to five years

**Number of Projects:** one

**Eligibility for this grant is limited to organizations that:**

- Have at least one office located in Texas;
- Demonstrate that they can successfully work with Texas state agencies and schools;
- Agree to refer inquiries about becoming a Project SEARCH® site directly to the Project SEARCH® national office;
- Agree to refer all requests for technical assistance from certified Project SEARCH® sites to the national office;
- Agree to the stipulation that they will not represent Project SEARCH® or use the Project SEARCH® brand without explicit written approval from the national office; and
- Are not, and do not intend to become, a Project SEARCH® site.

Additionally, state agencies that would be expected to work with Project SEARCH® participants, such as the Texas Department of Assistive and Rehabilitative Services (DARS) and the Texas Department of Aging and Disability Services (DADS), were not eligible.

The panel reviewed the proposals received and recommended TCDD award funding to Texas Tech to implement "Tech Works for Texas." The panel's recommendations are summarized in the attached

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*S:\RFPs and other funded projects\2012 RFPs\Project SEARCH\Review Panel\Review Panel Cover Memo for Exec Committee - Project SEARCH.docx*

document. Additionally, the risk assessment used to determine the level of monitoring this project would require has been completed for this proposal and is attached.

**Applicant:** Texas Tech (Tech Works for Texas)  
**Project Director:** DeAnn Lechtenberger, Ph.D.

**Project Area:** Statewide

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>TCDD Funds:</b>	\$174,764	174,666	174,716	174,656	174,346
<b>Match :</b>	\$58,784	58,751	58,768	58,747	58,643

**Project Abstract:** The Burkhart Center at Texas Tech University proposes a statewide initiative entitled TechWorks for Texas (TWT) to facilitate development of newly licensed Project SEARCH sites across Texas. This initiative will collaborate with the national Project SEARCH office, the Texas Council for Developmental Disabilities (TCDD), the Texas Department of Assistive and Rehabilitation Services (DARS), and other state/local agencies to ensure that all available resources are used effectively and efficiently for young adults with developmental disabilities transitioning into the workforce. This project will identify and evaluate the variables that will help Texas communities implement exemplary Project SEARCH sites.

### Overall Comments

**Strength:** There is evidence that persons with disabilities and family members were involved in the development of the proposal. Family members will be involved in the implementation of this proposed activity.

**Strength:** There is a clear understanding in the proposal that grantee will not provide technical assistance related to implementation of the model unless requested or authorized in writing by the Project SEARCH® national office.

### Quality of Plan(s)

**Strength:** The proposal describes a realistic plan that is based on prior experience in collaboration across multiple markets (hospital, coffee shops, riding stables, etc.) across multiple regions. It appears to be effective use of planning for activity development. **Note:** The exact rate of the roll-out of sites is not included in the proposal, but the proposer indicates they will develop that with Project SEARCH national.

**Strength:** The proposal clearly states the proposer will:

- develop a marketing plan with strategies to disseminate informational and/or promotional materials to increase awareness and
- assist entities that hope to establish a site with supporting preparatory work:
  - assist to prepare a quality application for becoming a Project SEARCH site;
  - develop an electronic manual of forms/checklists to help communities identify strengths and weaknesses for establishing the necessary collaborative partnerships;
  - provide supports to engage and support involvement of necessary partners;
  - provide support for coordination and/or communication between partners; and
  - arrange and provide funds for site visits and technical assistance from the national office.

### Monitoring and Evaluation

**Strength:** The proposal includes a realistic plan to work with DARS and the Project SEARCH® national office to develop and implement a process to monitor the progress of sites. A secure website will be created where communities can upload information and data about their participation in Project SEARCH. The evaluation team will use multiple types of evaluative tools: forms; checklists; and survey and questionnaire measures to evaluate the degree to which community members feel the program has been successful, to see if stakeholder perceptions of people with DD and their employment opportunities have changed, and to identify other stakeholder concerns. **Note:** The proposal does not identify what measures will be monitored; the proposer intends to work with the national office to determine this.

**Weakness:** The evaluation plan for years beyond year 1 appears to be a “cut and paste” of year 1. One would expect that the plan would change as the project and sites became established.

**Identification of Target Population and Activities to Support Diversity**

**Strength:** The proposer clearly states they will support the development of at least 10 newly certified sites in Texas and also veteran Texas sites located throughout the state. Initially, the outreach will occur throughout the 20 regional areas of the Education Service Centers, regional DARS offices, university campuses, and businesses that may be located in several Texas cities. Good supports are in place.

**Strength:** The proposer recognizes that communities have their own unique cultures that are shaped by many factors, such as geographic location, population demographics, local businesses that provide employment, terrain, and even local weather.

**Relevant Public Policy Issues**

**Strength:** The proposer will develop a “Lessons Learned” executive report about the first 10 programs, providing summary data about the sites, a list of common barriers to success, predictors of success, recommendations for legislative and administrative changes, etc. They will submit a final report to TCDD describing: savings by businesses implementing Project SEARCH; employment outcomes for participants; and information about barriers encountered by Texas communities.

**Organizational Structure & Qualifications of Personnel**

**Strength:** Key staff are clearly identified and appear to be qualified to administer the project. Sufficient personnel and resources are in place to effectively manage the project. **Note:** The proposer should examine and explain the benefits and possible drawbacks of having 3 investigators.

**Strength:** The organization appears able to effectively work with the national Project SEARCH office and to local sites. The organization has experience working collaboratively with Texas state agencies.

**Financial Information & Sustainability**

**Weakness:** Would like a clearer breakdown of professional services (ie., how many trips, etc.)  
**Note:** The proposer hopes to influence the vocational training system for individuals with disabilities in Texas and will work with appropriate agencies and/or organizations to inform them of these barriers in order to facilitate opportunities for system change that will support Texas sites.

**Applicant:** Education Service Center Region XI

**Project Area:** Tarrant, Johnson, Cooke, Wise, Denton, Parker, Palo Pinto, Hood, Erath, and Somervell

**Project Director:** Carla Johnson

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>TCDD Funds:</b>	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
<b>Match :</b>	\$44,596	\$45,000	\$46,000	\$47,000	\$48,000

**Project Abstract:** Education Service Center (ESC) Region XI, Fort Worth, Texas is applying for funds to support the development of ten Project SEARCH program sites (hubs) in Texas, In Year One, ESC Region XI will pilot Texas TIDES (Training Individuals with Disabilities for Employment Success) as the state level project hub in North Central Texas and expand regional hubs through the Texas Transition Network at the 20 ESC's. Partnerships will be developed among key stakeholders in participating regions to replicate the Project SEARCH National model program, and develop student internships to build essential employability skills needed to gain and maintain meaningful employment.

### Overall Comments

**Strength:** The proposal reflects the basic value of the right of people with disabilities to be fully included in their community and to practice self-determination. The proposal is written in respectful language throughout.

**Weakness:** There was no evidence that persons with disabilities or their family members were involved in the development of the proposal or will be involved in the implementation, except that persons with disabilities will be recipients of the model's training, that parents will be educated about TIDES, and that parents will be on the Project Advisory Committee. Would any people with disabilities (or their families) be employed by the grant, and would any self-advocates be on the PAC?

**Weakness:** Finding the information in the proposal was sometimes difficult, and at times information was inconsistent. For example, it was stated both that Carla Johnson would be the Project Director AND that a Project Director would need to be hired. It was hard to get a good "picture" of what exactly the proposer intended to do.

**Weakness:** It appears that proposer plans to implement the Project Search model (thus delivering technical assistance related to implementation of the model is likely) as well as provide administrative and fiscal support. It is not clear if they understand no technical assistance about the model may be provided unless requested and approved by the national office.

### Quality of Plan(s)

**Strength:** Various means of communication are listed in this proposal – online, video conferencing, face – to – face, etc. – to support coordination between the entities involved.

**Weakness:** The information provided did not seem to support their ability to develop new sites more in one area of the state. In addition, the proposer did not take into account that many locations have already been working on starting a PS site and their plan would mean that if those sites need the assistance of the grant, they would have to wait until year two before they could start a program.

**Weakness:** There are few support letters from education entities (source of student interns) versus support letters from businesses. Also, the proposal states information and promotional materials will be disseminated through local school districts and “at various state conferences,” but examples of state conferences are not provided. If they are all education based conferences, this leaves out the businesses that are hoped to be targeted. Project SEARCH recommends a minimum of 6-8 months to develop a successful collaborative planning team (including community/business partnerships) with meetings once a month. The proposer notes that they plan to establish student internship rotations between 10/2012 and 5/2013; without existing solid support from businesses within the community, this appears very difficult to accomplish.

**Weakness:** Limited information is provided about how partnerships will be developed and what roles partners will play. It is unclear how DARS will partner with the proposer, outside of simply being on the Project Advisory Committee (PAC), and there is limited information about other local and state resources. It appears that the Texas TIDES will identify all partners and resources rather than help future Project SEARCH sites identify available resources for themselves.

### **Monitoring and Evaluation**

**Strength:** The proposal includes a very clear evaluation plan. Data collected by the state education system will be used. Ongoing formative evaluations will be used to measure progress on project objectives; to determine next steps; to evaluate the impact of teaching materials on student success in the workplace; and to measure agency involvement, as well as satisfaction of program partners.

**Note:** Additional forms of data collection, such as surveys (including web surveys), number of web page views, length of time viewing web pages, and employer satisfaction measures, might be helpful.

**Weakness:** The proposal has limited detail about how progress of local sites will be monitored and how that information will be shared with DARS and the Project SEARCH national office. There is no clear plan to address eliminating barriers that might hamper development of Project SEARCH sites in Texas.

**Weakness:** The proposal states that PAC members will meet for two hours monthly during the first two quarters with follow up meetings during the third and fourth quarters “to evaluate stakeholder efforts” – but it is unclear if the stakeholders in this instance are the PAC members or actual Project SEARCH sites.

### **Identification of Target Population and Activities to Support Diversity**

**Strength:** Mentorship programs will be developed and implemented as a cost-effective approach that supports individualization of supports provided to the youth served.

**Strength:** The proposer appears to understand the need to provide individualized transition services and supports in a broader cultural context, and states they intend to enhance this process by involving a diverse PAC whose members can build the capacity of transition-related school personnel, employers and others.

**Weakness:** Very little information is provided about the demographics of the target population or how diversity will be supported, and it is unclear who exactly is targeted by this proposal. For example, the proposal discusses working with “CLD youth,” but does not specifically state if this refers to youth who are culturally and linguistically diverse or youth who have a cognitive learning disability.

### **Relevant Public Policy Issues**

**Strength:** Public policy issues are discussed, but the proposal does not explicitly state what experience the proposer has in addressing public policy issues or how they will provide information to TCDD.

### **Organizational Structure & Qualifications of Personnel**

**Strength:** The organization appears able to effectively work with staff from the national Project SEARCH office and to work effectively with and provide support to local sites. The organization has experience in working collaboratively with Texas state agencies.

**Strength:** Key staff are identified.

**Weakness:** Experience in grant administration and qualifications of key staff are not disclosed, and one position has not yet been staffed. The proposal states a Project Director has yet to be hired, however, a Project Director is named elsewhere in the proposal.

### **Financial Information & Sustainability**

**Weakness:** The proposer does not provide a specific plan to develop sustainability, and it appears the proposer will wait until the final year grant funding to begin developing a plan for sustainability. This is much too late.

**Weakness:** If the goal of this grant is to support hubs to be self-supporting, then the amount of increased travel from year 3 – 5 may be excessive.

**Weakness:** It is unclear why 8 of the 12 member PAC would need to travel to Ohio.

**Note:** Project SEARCH national office travel to ESC XI is mentioned but individual site visits are not addressed in the travel arrangements. However, the amount of funds listed as operations cost for travel in and out of state seem to indicate that funds will be provided.

**RISK ASSESSMENT FOR PROJECT SEARCH**  
**06/01/12 – 05/31/13**

<b>Item</b>	<b>Grantee</b>	<b>TCDD Funds</b>	<b>Other Fed Funds</b>	<b>Risk Activity</b>	<b>Risk Code</b>
A	Texas Tech University (Burkhart Center For Autism Education & Research)	\$174,764	\$35 mil	2	
B	Education Service Center Region XI	\$175,000	\$6mil	1, 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>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 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**

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

# **Attachment 2**

<b>Applicant:</b>	Centro di Mi Salud	<b>Length of time in existence:</b> 13 years
<b>Group Size:</b>	12	<b>Geographic Location:</b> Dallas and Collin Counties
<b>Amount Requested:</b>	\$10,000	
<b>Meeting Frequency:</b>	Twice a month	
<b>Ethnic/Cultural Group Served</b>	Hispanic/Latino	
<b>Organization Mission:</b>	To assist our consumers to identify and meet their needs with respect for diversity. We empower our consumers to help themselves.	
<b>Planned Activities:</b>	Work with families and service providers to assist disability service providers to understand the Latino-Hispanic cultural background and how the level of acculturation impacts decisions and access to health-care services. The organization will provide presentations for school counselors, non-profit agencies and for profit agencies; organize a radio talk show; provide an open house to help people access services in the community; and develop flyers in Spanish and Portuguese with information about resources in the community.	
<b>Public Policy Implications:</b>	This project is not targeting activities that are likely to have a large public policy impact directly. However, information sharing and advocacy skills training have the potential to complement TCDD Public Information and Public Policy activities, particularly when the applicant targets a distinct group of individuals and includes issues identified as a result of the Council’s public input efforts. Any time the TCDD network grows, TCDD’s impact grows, and TCDD has the potential to learn more about the issues people are facing. This project may bring new issues or strategies to TCDD to consider for future projects, and TCDD has the potential to gain more advocates-in-arms.	
<b>Staff Recommendations:</b>	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. It appears that the Centro de Mi Salud proposal meets this intention by training disability service providers about the Latino-Hispanic culture; helping 10 families access services; creating printed materials in Spanish and Portuguese; and working with numerous organizations in the community to include media outlets. There is a potential for TCDD to learn some of the barriers to accessing services and the challenges faced by individuals seeking services, to connect to individuals/organizations with whom we currently have no contact, and to better understand the cultural and support needs of this group.</p> <p>The budget allocates TCDD funds for allowable costs of hourly employees, consultant services, printing/copying and travel. The totals for the line items and amount requested from TCDD are incorrect (hourly rates, respite, travel, and other). The project did not include match (donated by others and/or organization). These issues would need to be addressed prior to a grant award.</p> <p><b>Staff recommend the Executive Committee consider funding of this proposal.</b></p>	

**Note:** This proposal came to TCDD as a result of the Public Input forum held in Dallas at TCDD’s May meeting. The applicant attended that meeting.

# **Attachment 3**

<b>Applicant:</b>	The Sower Foundation	<b>Length of time in existence:</b> 11 years
<b>Group Size:</b>	65	<b>Geographic Location:</b> Harris and Fort Bend Counties
<b>Amount Requested:</b>	\$10,000	
<b>Meeting Frequency:</b>	Monthly	
<b>Ethnic/Cultural Group Served</b>	Black/African American; Hispanic/Latino	
<b>Organization Mission:</b>	To enhance the abilities of the underserved.	
<b>Planned Activities:</b>	<ol style="list-style-type: none"> <li>1. Offer training for disability service providers to make their services more culturally-appropriate. This will be done by hosting a resource fair, small conference, or awareness event every 3 months, targeting service providers and Black and Latino persons with disabilities. The events will include open forums for people with disabilities to express their need for more culturally competent services and provide service providers with information. The information will be distributed to multiple service providers.</li> <li>2. Promote culturally competent resources to encourage healthy eating and physical activity by people with disabilities who are black and/or Latino.</li> </ol>	
<b>Public Policy Implications:</b>	<p>This project is not targeting activities that are likely to have a large public policy impact directly. However, information sharing and advocacy skills training have the potential to complement TCDD Public Information and Public Policy activities, particularly when the applicant targets a distinct group of individuals and includes issues identified as a result of the Council's public input efforts. Any time the TCDD network grows, TCDD's impact grows, and TCDD has the potential to learn more about the issues people are facing. This project may bring new issues or strategies to TCDD to consider for future projects, and TCDD has the potential to gain more advocates-in-arms.</p>	
<b>Staff Recommendations:</b>	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. The Sower Foundation, Inc. will provide culturally-appropriate trainings to disability service providers to improve health-outcomes for people with disabilities who are black and/or Latino. The project will work with MHMRA of Harris County, MHMRA of Fort Bend County and providers contracted through DADS. There is a potential for TCDD to learn some of the barriers to accessing services and challenges faced by individuals receiving services, to connect to individuals with whom we currently have no contact, and to better understand cultural and support needs.</p> <p>The budget allocates TCDD funds for allowable costs of hourly employees, consultant services, printing/copying and travel. The project did not include totals for match. This issue would need to be addressed prior to grant award.</p> <p><b>Staff recommend the Executive Committee consider funding of this proposal.</b></p>	

**Note:** This proposal was received in August 2011, after funding of projects for this RFP was temporarily suspended.

# **Attachment 4**

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



# **Attachment 5**

**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 2<sup>nd</sup> and 3<sup>rd</sup> quarterly reports suggest that project action has increased to expected levels. No additional staff concerns; Council to consider continued funding for this project.

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

# **Attachment 6**

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

# **Attachment 7**

**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.

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

# **Attachment 8**

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

# **Attachment 9**

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**ADMINISTRATIVE RULES**

**TEXAS ADMINISTRATIVE CODE TITLE 40, PART 21**

**Chapter §876 General Provisions**

**Chapter §877 Grant Awards**

**Proposed Amendments**

**July 2012**



# Texas Administrative Code

## Title 40 Part 21

## Social Services Texas Council for Developmental Disabilities

Chapter §876	General Provisions
§876.1	Definitions
§876.2	Legal Authority
§876.3	Administration
§876.4	Responsibilities of the Council
§876.5	TCDD State Plan
§876.6	Powers and Duties of the Executive Director
§876.7	Committees of the Council
§876.8	Standards of Conduct
§876.9	Charges of Access to Public Records
§876.10	Petition for Adoption of Rules
876.11	Applicability of Open Meetings Law
§876.12	Alternative Dispute Resolution Process
Chapter §877	Grant Awards
§877.1	General
§877.2	Application and Review Process
§877.3	Suspension or Termination of Funding
§877.4	Appeal of Funding Decisions
§877.5	Confidentiality of Records



# TITLE 40. SOCIAL SERVICES AND ASSISTANCE

## PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

### Chapter 876. GENERAL PROVISIONS

#### §876.1 Definitions

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Council --Texas Council for Developmental Disabilities.

(2) Designated State agency -- the State agency designated by the Governor to provide administrative support to the Council.

(3) Developmental disability – The term "developmental disability" has the meaning as defined in federal law, the Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 6000 et seq).

(4) Executive director -- Chief administrative officer of the Texas Council for Developmental Disabilities.

(5) Grant – An award of financial assistance, including cooperative agreements, in the form of money, property provided in lieu of money, or other financial assistance paid or furnished by the Council to an eligible recipient to carry out a program in accordance with the rules, regulations and guidance provided by the Council.

#### §876.2 Legal Authority

(a) These rules are adopted under provisions of the Texas Human Resources Code, Title 40, Chapter 112.

(b) The following federal laws and regulations are adopted by reference into this part:

(1) Developmental Disabilities Assistance and Bill of Rights Act as Amended (U.S.C. 6000 et. seq.); and

(2) Developmental Disabilities Program, 45 Code of Federal Regulations, Parts 1385-1387.

#### §876.3 Administration

(a) The Texas Council for Developmental Disabilities is a joint state-federal program designed to **assist people with developmental disabilities and their families to participate in the design of and have access to needed community services and supports, and to** promote the development of a consumer and family-centered, comprehensive system and a coordinated array of culturally competent services, supports, and other assistance designed to achieve independence, productivity, and integration and inclusion into the community for individuals with developmental disabilities.

(b) The Council performs its responsibilities through staff activities, grants or contracts to public, or nonprofit, or private for-profit organizations and in other ways as determined by the Council to carry out the state plan.

(c) The Council shall enter into a memorandum of understanding with the designated state agency which sets forth their respective roles;

(d) The designated state agency carries out the functions set forth in applicable federal and state laws and regulations and the memorandum of understanding with the Council.

#### §876.4 Responsibilities of the Council

The Council is an agency within the executive branch, but functions independently within its statutory authority to serve the long-term public interest. The Council is responsible for

establishing the policy framework through which the agency carries out its statutory responsibilities. Specifically, the Council shall:

- (1) exercise the authority provided by law to adopt policies and rules governing Council activities;
- (2) develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff of the Council;
- (3) approve the state plan and amendments;
- (4) serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law;
- (5) oversee operations of the Council for integrity, effectiveness, and efficiency;
- (6) approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff
- (7) ensure projects and activities comply with all applicable federal and state requirements; and
- (8) **carry out** other responsibilities as provided by Council policies.

#### **§876.5 TCDD State Plan**

The Council develops and submits the "TCDD State Plan for Texans with Developmental Disabilities" in a manner consistent with federal law and regulations. The state plan may be revised and updated after public review and comment as provided by the federal requirements. The plan is available from the offices of the Texas Council for Developmental Disabilities.

#### **§876.6 Powers and Duties of the Executive Director**

The executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and this chapter and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council approved activities consistent with policies approved by the Council. The director may delegate responsibilities to Council staff as appropriate.

#### **§876.7 Committees of the Council**

The Council may establish standing and special committees of Council members to expedite the work of the Council. Members shall be appointed to Committees in the manner provided by Council policies.

#### **§876.8 Standards of Conduct**

- (a) Standards of conduct of members and employees of the council are governed by Texas Government Code Annotated, Chapter 572, and by Human Resources Code Chapter 112.0161.
- (b) Council members and staff shall adhere to the conflict of interest policy approved by the Council.

#### **§876.9 Charges of Access to Public Records**

- (a) The charge to any person requesting copies of any public record of the Council will be the charge established by the Buildings and Procurements Commission at 1 TAC §§111.61-111.70.
- (b) The Council may reduce or waive these charges at the discretion of the executive director if there is a public benefit.

## **§876.10 Petition for Rules or Changes to Rules**

Any interested person may petition the Council for a rule or rule change by submitting a request to the executive director in a manner and form as directed by the Council, consistent with state law.

## **§876.11 Applicability of Open Meetings Act**

(a) The official minutes of all Council and committee meetings are kept in TCDD staff offices, are posted on the TCDD website, and are available for public review as authorized by the Open Meetings Act.

(b) Opportunities to provide public comments are provided at each Council and committee meeting. The chair of the Council or committee may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

## **§876.12 Alternative Dispute Resolution**

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by the State and any other party to attempt to resolve any claim for breach of contract made by any party against the State as applicable.

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# **Chapter 877 GRANT AWARDS**

## **§877.1 General**

(a) As authorized by Human Resources Code Title 40, Chapter 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.

(b) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

(c) **The Council may accept unsolicited** ~~Unsolicited proposals~~ **or unsolicited ideas for future projects** ~~may be submitted by organizations and will be considered~~ consistent with Council policies and procedures.

(d) The Council may develop projects with organizations without competitive proposals as allowed by state and federal requirements and Council policies.

(e) All grantees shall comply with applicable state and federal requirements including the Texas Uniform Grant Management Standards, Office of Management and Budget (OMB) circulars, and Council grants procedures.

(f) Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards. Project specific independent reviews and other procedures may be required of grantees not subject to annual independent audit requirements of OMB or UGMS consistent with Council policies. The Council shall reimburse the grantees for the reasonable cost of the required audit activities.

(g) Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.

(h) The Council may limit by policy the amount of Council funds allowed to reimburse indirect costs of projects. Any indirect costs of a grantee above those amounts may be allowed as part of the required non-federal participant share.

(i) Donated time and services may be included as a financial match contribution unless otherwise restricted by a specific request for proposals or by state or federal requirements.

(j) No organization shall receive more than three (3) direct grants from the Council at any time.

### **§877.2 Application and Review Process**

(a) All requests for proposals will be published in the Texas Register and posted on the Council's website, and a notice will be provided to interested parties.

(b) Proposal information for each request for proposal shall be available upon request from Council offices and will be made available at the Council's website.

(c) Proposals received after the closing date will not be considered unless an exception is approved in a manner consistent with Council policies.

(d) Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.

(e) Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council and meet the requirements and intent of the Council as provided in the request for proposals.

(f) Final approval of organizations to receive grant funding shall be determined by the Council consistent with Council policies.

(g) Council staff may negotiate with selected applicants to determine the final terms of the award.

### **§877.3 Suspension or Termination of Funding**

(a) If a grantee fails to comply with the terms of the grant, the Council may suspend authority to obligate or receive grant funding pending the result of corrective measures.

(b) The Council, in its complete discretion, may terminate authority to obligate or receive grant funding prior to the end of the funding period if corrective actions are not taken during the suspension period, or if the deficiency is serious enough to warrant immediate termination.

(c) A grant, or portion thereof, may also be terminated at the grantee's request by approval of the Council executive director.

(d) The procedure to request reconsideration of a suspension or termination of funding shall be included in grant award materials.

### **§877.4 Appeal of Funding Decisions**

Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The appeals process adopted by the Council shall be included in grant application materials.

### **§877.6 Confidentiality of Records**

A grantee that provides direct services to individuals under a Council grant must have a system to protect client records from inappropriate disclosure. Disclosure of confidential information must be in accordance with applicable law.

# **Attachment 10**

# Memorandum of Understanding

## Texas Council for Developmental Disabilities and The Texas Education Agency

### I. PURPOSE

This Memorandum of Understanding ("MOU") is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the "TCDD," and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the "TEA". The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the "DD Act", and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the "State Act." Consistent with the DD Act, the Governor of Texas has designated TEA as the "designated state agency" to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

### II. GENERAL AGREEMENTS

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. TEA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the "supervisor's supervisor" when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD's intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner, it is TEA's intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carryout TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE's, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall

be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

### **III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES**

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of required fiscal reports to state and federal authorities.
- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

### **IV. HUMAN RESOURCES**

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

### **V. INFORMATION TECHNOLOGY SERVICES**

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.
- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections

(including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.

- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website ([www.txdcc.state.tx.us](http://www.txdcc.state.tx.us)) and email (e.g. [Roger.Webb@tcdd.state.tx.us](mailto:Roger.Webb@tcdd.state.tx.us))

#### **VI. OTHER ADMINISTRATIVE SERVICES**

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA (Office of Organizational Effectiveness) to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

#### **VII. OTHER UNDERSTANDINGS**

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.
- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

#### **VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES**

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an

equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

**IX. GENERAL PROVISIONS**

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

**X. TERM OF AGREEMENT**

This MOU shall commence on September 1, 2012 and shall terminate on August 31, 2013. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

**THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.**

**TCDD** further certifies that it has the authority to receive the above services by authority granted in:  
**Executive Order RP-37.**

**TEA** further certifies that it has authority to perform the above services by authority granted in:  
**Executive Order RP-37.**

Texas Council for Developmental Disabilities

Texas Education Agency

By: \_\_\_\_\_  
Mary Durheim  
TCDD Chair

By: \_\_\_\_\_  
Shirley Beaulieu,  
Chief Financial Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **Attachment 11**

**Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2013 is enclosed. This proposed budget assumes federal funding for FY 13 will be level with funds allotted to TCDD for the current year. The proposed FY 13 Operating Budget estimates increases for various expense categories and includes various assumptions about activities and expenditures. Funds not required for Council and staff support will be made available for grant projects as the fiscal year progresses. The proposed budget includes funds for 17 full time staff positions.

**Executive Committee**

**Agenda Item 12.**

**Expected Action:**

The Committee will review the Operating Budget for FY 2013 and determine a recommendation for Council consideration.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will consider the FY 2013 Operating Budget as recommended by the Executive Committee.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**FY 2013 BUDGET AS APPROVED**

	BUDGETED FY 2012 (10/11-9/12)	% OF WHOLE	PROJECTED YEAR END EXPENDITURE FY 2012 (10/11-9/12)	% OF WHOLE	PROPOSED BUDGET FY 2013 (10/12-9/13)	% OF WHOLE	VARIANCE	NOTES
<b>Revenues</b>								
<i>Federal Allotment</i>	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<b>Council Operations</b>	<b>17 FTE</b>		<b>17 FTE</b>		<b>17 FTE</b>			
Salaries	\$960,403	18.8%	909,058	17.8%	\$960,403	18.8%	\$0	
Benefits	287,138	5.6%	275,622	5.4%	287,138	5.6%	0	
Professional Services	97,000	1.9%	89,573	1.8%	82,000	1.6%	(15,000)	2
Out-of-State Travel	18,500	0.4%	25,000	0.5%	2,000	0.5%	7,550	3
In-State Travel	62,000	1.2%	48,420	1.0%	63,000	1.2%	1,000	3
Supplies	10,000	0.2%	7,061	0.1%	10,000	0.2%	0	
Utilities	41,700	0.8%	26,540	0.5%	41,700	0.8%	0	4
Rent - Building - Space	79,618	1.6%	67,350	1.3%	79,618	1.6%	0	5
Rent - Computers - Equip	64,220	1.3%	47,262	0.9%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	-	0.0%	0	0.0%	0	
Other Oper. Expenses	118,250	2.3%	63,023	1.2%	118,250	2.3%	0	7
<b>Total Operating Expenses</b>	<b>\$1,738,829</b>	<b>34.1%</b>	<b>\$1,558,909</b>	<b>30.6%</b>	<b>\$1,733,399</b>	<b>34.0%</b>	<b>(\$5,430)</b>	
<b>Admin. Reimb. To TEA</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>		
<b>Available for Grants</b>	<b>\$3,306,988</b>	<b>64.9%</b>	<b>\$3,486,908</b>	<b>68.4%</b>	<b>\$3,314,800</b>	<b>65.0%</b>	<b>\$171,108</b>	
<b>TOTAL EXPENSES</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2012

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$8,000; Legal Services - \$3,000; Job Coaches - \$6,000; Review Panelist - \$10,000; DD Suite - \$3,000; Web Hosting - \$2,000; Computer Programming w/TEA \$15,000; Other contracted \$7,000 (\$15,000) reduction related to contract for web administrator during FY 12

<sup>3</sup> Travel - In-State Council - \$45,000; Out-of-State Council - \$15,950

Travel - In-State Staff - \$18,000; Out-of-State Staff - \$10,100

\$6,500 O-O-S increase for Members & Staff to attend national conferences, including attendant expenses (see below)

\$1,000 in-state travel increase for community Forums

<sup>4</sup> Utilities -\$9,660; Telecommunications - \$21,180; Dedicated Circuit - \$10,860

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,618; Quarterly Council Facility Rooms - \$35,000

<sup>6</sup> Rent-Machine - Rental of laptops - \$22,800; Quarterly Council AV rental - \$35,000; Rental of copier - \$6,420

<sup>7</sup> Other OE: NACDD Dues - \$20,846; Contingency for 18th FTE - \$0, Printing,

Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, and Awards - \$97,404

Proposed Out-of-State Travel / Events	Members		Staff		Attendants	
	Actual	Proposed	Actual	Proposed	Actual	Proposed
	FY 12	FY 13	FY 12	FY 13	FY 12	FY 13
NACDD Fall Conference (Los Angeles / Fall)	2	0	0	0	1	0
Plus Executive Director's Meeting			1	0		
Disability Policy Seminar (D.C. / Spring)	1	2	1	2	0	1
ADD Technical Assistance Institute (D.C. / Summer)	2	3	2	2	1	1
Other (TBD)	3	2	1	3	3	2
<b>Total Travelers</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>4</b>

# **Attachment 12**

# Event Stipends Grants

## Request for Proposals

**Note:** In order to apply for Event Stipends grants, organizations must read and agree to the [TCDD Assurances](#).

### Event Stipends

The Texas Council for Developmental Disabilities has funds available for **event** stipends grants. Funds for this grant are made available to the Texas Council for Developmental Disabilities by the Administration on Developmental Disabilities.

### DD Council Intent

**Event Stipend stipends** funds are provided to Texas organizations to enable individuals with developmental disabilities and their family members to attend established in-state professional or informational conferences, workshops, **seminars**, or legislative advocacy skills training events. The intent of this RFP is to promote participant direction and involvement in activities that enhance independence, productivity and community inclusion of people with developmental disabilities. **Event Stipend stipends** support is limited to Texas residents who are not eligible for conference, workshop, or training reimbursement from other organizations of which they are an employee or member.

Individuals are not eligible for these grants.

### Project Components

Applications for **event stipends grants** funding must be received by TCDD at least 90 days in advance of the starting date of the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event. **If the application requests funding for stipends for a series of legislative skills training events, the application must be received by TCDD at least 90 days in advance of the first event.** The request must:

- demonstrate that the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event has educational and/or advocacy objectives related to developmental disabilities issues;
- outline how the stipends will be used consistent with the mission, philosophical principles, goals, and/or objectives of the Council;
- provide assurance that funds will be used only to support the participation of persons who have disabilities that also meet the federal definition of a developmental disability (and their family members) and who have no other organizational or agency source of funding to attend the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event;
- provide assurance that a priority will be given to individuals who have not previously received TCDD stipends support; and
- describe the potential recipients of the stipends.

## Limitations

It is **not** the intent of the Council that these funds be used for weekend retreats, summer family camps or similar recreation activities.

- **Event stipends grant applications** Applications will be considered only for in-state conferences, workshops, **seminars**, and legislative advocacy skills training events and will not be considered for organizational board meetings.
- **Event stipends** Stipends funds are intended to enable additional Texas residents **that have not previously received TCDD stipend support** to attend a ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event that would occur without DD funds for stipends. Therefore priority will be given to support individuals who are attending an event with TCDD stipends support for the first time. Stipends funds are not intended to fund the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event. DD funds are only available for up to 49% of the cost of the event.
- The organization applying for funding to provide stipends must be a sponsoring organization of the conference ~~meeting~~, workshop, **seminar**, or legislative advocacy skills training event.
- TCDD funds can only be used for direct costs relating to transportation, meals, lodging, registration, personal assistance services and respite for individuals with developmental disabilities (and their family members). Transportation and meals are allowable at state designated rates. Meals are only allowable for stipend recipients participating in events of such duration that limits one's access to meals and typically require out-of-town travel and/or an overnight stay. In allowing TCDD funds to be used to cover transportation and meals, it is the intent that participation by first time participants would increase.
- Match (cost sharing) expenses are those direct costs relating to lodging, registration, meals, transportation, and personal assistance services for recipients and respite for individuals with developmental disabilities attending the sponsored event.
- No more than one **event stipends** grant will be awarded to any one organization annually during the period June 1 – May 31 with the following exceptions:
  - a. TCDD may consider more than one application annually for **an event** stipends grant when the event is a national conference hosted by the state affiliate in Texas, and
  - b. TCDD will consider an additional application for **an event** stipends grant annually from the same organization if the second request is related to a legislative advocacy skills training event.
- Documentation and receipts will be required for all expenditures.
- Verification of developmental disabilities will be required for all stipend recipients.

## Products

- Program report summarizing the results and benefits of the activity.

## Terms

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Obligations must be liquidated within 30 days of the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training.

- A minimum of 10% matching funds as a share of direct costs are required.
- Funds are limited to one \$6,000 **event stipends** grant per organization, per year, for one in-state conference ~~meeting~~, **seminar**, or workshop. TCDD may consider an application for a second \$3,000 **event stipends** grant during the same year for a legislative advocacy skills training event only; however, first priority will be given to requests from organizations who have not received **an event stipends grant** during that annual period.
- **In either of the above situations, an organization may also request event stipends funds for a series of legislative advocacy training events that are coordinated over a 4-5 month period. In such situations, the limitations on funding amounts noted in the preceding paragraph apply.**
- Exception for co-sponsored events:  
If two or more organizations jointly sponsor a single event, each organization is eligible for an **event stipends** grant award for that event if they have not received an **event stipends** grant during that annual period. No one organization may receive more than \$6,000 for a jointly sponsored event. If multiple applications are submitted for the same event by co-sponsoring organizations, funds are limited to not more than \$15,000 for *all* **event stipends** grants awarded for that event. Co-sponsoring organizations that have received an **event stipends** grant during the same year may apply for a \$3,000 **event stipends** grant if, and only if, the event is a legislative advocacy skills training event. If one or more co-sponsoring organizations requesting event stipends is only eligible for a \$3,000 **event stipends** grant, funds are limited to not more than \$7,500 for *all* stipends awarded for the event.

## Application and Submission Process

- To obtain the required stipend information, **please review** the **TCDD Assurances and check the "accept" box in in agreement to indicate an intent to comply with the** ~~must be read and the applicant agrees to certify compliance with~~ stated requirements. **The complete application can then be downloaded.**
- ~~If the applicant agrees with the requirements, highlight the "accept" box and proceed to download and complete the application.~~
- **Submit one** ~~Two~~ hard **copy** ~~copies, one with the original signatures, should be submitted.~~ Proposals may be delivered by hand or mailed to TCDD's physical office at 6201 East Oltorf, Suite 600, Austin, Texas, 78741-7509. **Direct** Proposals ~~should be directed~~ to the attention of (name). Faxed proposals cannot be accepted.
- **Also, submit one** ~~TCDD also requests that applicants send an~~ electronic copy at the same time the hard copies are submitted. Electronic copies should be addressed to [name.name@tcdd.state.tx.us](mailto:name.name@tcdd.state.tx.us).

## Exceptions

- TCDD reserves the right to waive limitations on this RFP on an individual or case-by-case basis based on the merits of the proposal submitted.

*Revised May 2011*

**Proposed Revisions - July 2012**

# **Attachment 13**

# Support for Conference Speakers

## Request for Proposals

**Note:** In order to apply for a TCDD grant to support conference speakers, organizations must read and agree to the [TCDD Assurances](#).

### Conference Speaker Support

The Texas Council for Developmental Disabilities has funds available to support presentations on disability related issues at conferences in Texas. Funds for these grants are made available to the Texas Council for Developmental Disabilities by the Administration on Intellectual and Developmental Disabilities.

### DD Council Intent

TCDD support for conference presentations on disability related topics is available for conference events hosted in Texas to provide participants with information and awareness about best practices in providing services and supports to individuals with developmental disabilities and/or directly promote self-advocacy and self-determination. TCDD believes that such presentations can enhance opportunities for individuals with developmental disabilities to exercise choice and control in their lives, and can promote independence, productivity and community inclusion of people with developmental disabilities. TCDD support for conference presentations is limited to conferences, workshop, or seminars conducted in Texas. Funds under this RFP are available for general session or concurrent (breakout) session presentations.

Individuals are not eligible for these grants.

### Project Components

Applications for TCDD support for conference presentations must be received by TCDD at least 90 days in advance of the starting date of the meeting, conference, or legislative seminar. The request must demonstrate that:

- the proposed presentation topic(s) focus on best practices for providing services and supports to individuals with developmental disabilities and/or directly promote self-advocacy and self-determination;
- the proposed presentation will be consistent with the mission, philosophical principles, goals, and/or objectives of the Council;
- the philosophy of the sponsoring organization is consistent with the mission and philosophical principles of the Council.

### Limitations

It is **not** the intent of the Council that these funds be used for weekend retreats, summer family camps or similar recreation activities.

- Conference speaker applications will be considered only for in-state conferences, workshops, and seminars and will not be considered for organization board meetings.
- Grants for conference speakers are intended to assist organizations sponsoring a conference, workshop, or seminar to promote change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

- The organization applying for funds for conference speakers must be a sponsoring organization of the meeting, conference, workshop, or seminar.
- TCDD funds for conference speakers may be used for transportation, meals, and lodging for speakers as well as speaker fees.
- Funds are limited to not more than \$6,000 per event except for events with multiple sponsoring organizations in which case funds are limited to not more than \$7,500 per event.
- An organization may not receive more than one award annually during the period June 1 – May 31, with the exception that TCDD may consider more than one conference speaker application annually when the event is a national conference hosted by the state affiliate in Texas.
- Documentation and receipts will be required for all expenditures.

## **Products**

- Program report summarizing the results and benefits of the activity.

## **Terms**

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Obligations must be liquidated within 30 days of the meeting, conference, workshop, or legislative seminar.
- A minimum of 10% matching funds as a share of direct costs are required.
- Funds are limited to one \$6,000 conference speaker grant per organization, per year, for one in-state meeting, conference, or workshop except for events with multiple co-sponsor organizations.
- If two or more organizations jointly sponsor a single event, each organization is eligible for a conference speaker grant for that event if they have not received a separate conference speaker grant during that annual period. No one organization may receive more than \$6,000 for a jointly sponsored event. If multiple applications are submitted for the same event by co-sponsoring organizations, funds are limited to not more than \$7,500 for *all* conference speaker grants awarded for that event.

## **Application and Submission Process**

- To obtain the required stipend information, please review the [TCDD Assurances](#) and check the “accept” box if in agreement to indicate an intent to comply with the stated requirements. The complete application can then be downloaded.
- Submit one hard copy with original signatures by hand or mail to TCDD's physical office at 6201 East Oltorf, Suite 600, Austin, Texas, 78741-7509. Direct proposals to the attention of (name). Faxed proposals cannot be accepted.
- Also, submit one electronic copy at the same time the hard copies are submitted. Address electronic copies to [first.last@tcdd.state.tx.us](mailto:first.last@tcdd.state.tx.us).

## **Exceptions**

- TCDD reserves the right to waive limitations on this RFP on an individual or case-by-case basis based on the merits of the proposal submitted.

## CONFERENCE SPEAKER SUPPORT APPLICATIONS: Review Guide

1. Conference / Event Sponsor Organization:  
Name:  
City:  
Executive Director/CEO:  
Event Coordinator:  
Website:
2. Conference / Event Title:
3. Date(s) of Event:
4. Date Application Received:
5. Received 90 Days in Advance? \_\_\_\_\_Yes \_\_\_\_\_No
6. Proposed Speaker(s) and Topic(s)
  
7. Target audience for conference / event participants:
  
8. Is the proposed presentation likely to positively impact conference participants?
  
9. Is the overall mission/purpose of the sponsor organization consistent with the mission and philosophical principles of TCDD?
  
10. Does the proposed presentation topic focus on best practices in providing services and supports to individuals with developmental disabilities and/or promote self-advocacy and self-determination?
  
11. Does the proposed presentation promote inclusion of persons with DD?

### Other Information Items:

12. Are there public policy implications with the proposed topic(s) or related to the event/sponsor?
  
13. Has TCDD coordinated with the sponsor organization previously? If so, how?

**Background:**

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Stipend Grants. Two stipend applications were approved during the quarter from the following organizations:
  1. Aging Disability & Transportation Resource Center of El Paso and Far West Texas: for up to \$4,566 for the *Our Lives 12<sup>th</sup> Annual Disability Conference* on October 25, 2012, in El Paso.
  2. NAMI Texas: for up to \$5,985 for the *NAMI Texas 2012 Annual Conference* on November 1-3, 2012, in Austin
  
- **State and Federal Affairs Update** –TCDD staff will provide updates about various state and federal matters during the meetings.
  
- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.
  
- **Draft Social Media Guidelines** – During the May meetings, Council members discussed use of social media as an advocacy and communications strategy. Staff have developed draft “social media guidelines” for consideration by the Executive Committee to provide guidance and cautions to members about using social media in their role as a Council member.

**Important Terms:**

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

**Executive Committee**

**Agenda Item 5. D.**

**Expected Action:**

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

**Council**

**Agenda Item 14. E.**

**Expected Action:**

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

**CONSUMER STIPENDS PROPOSALS**

Date: 8/14/12

Executive Director Review

ITEM: 1

Organization: Aging, Disability, & Transportation Resource  
Center of El Paso & Far West Texas (ADTRC)  
City, State: El Paso, TX

Federal: \$ 4,566  
Match: \$ 1,215

Event: Conference: Our Lives 12th Annual Disabilities Conference  
Date: October 25, 2012  
Hotel: Camino Real Hotel  
City, State: El Paso, Texas

Previously Funded: No:  
Comments: Our Lives Disabilities Conference is planned as a motivating, educational, non-threatening means of outreach and empowerment to the disability community, including persons with developmental disabilities, in the El Paso Southwest Area. Co-sponsoring with VOLAR.

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

Registration - 20 individuals (20 @ \$65.00/individual)	= \$1,300.00
Lodging -20 individuals (20 @ \$93.28+Occupancy Tax for 2 nights (double occupancy))	= \$1,866.00
Meals - 20 individuals (20 @ \$35.00/meal for 2 days)	= \$1,400.00
<b>Total cost (federal):</b>	<b>= \$4,566.00</b>
Applicant match transportation: Transportation - 20 individuals (20 @ \$30.37/per trip for 2 trips)	= \$1,215.00
<b>Total cost (match):</b>	<b>= \$1,215.00</b>

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

Approved:    yes    no \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**CONSUMER STIPENDS PROPOSALS**

Date: 7/26/12

Executive Director Review

ITEM: 1

**Organization: NAMI Texas**  
**City, State: Austin, TX**

**Federal: \$ 5,985**  
**Match: \$ 4,221**

Event: Conference: NAMI Texas 2012 Annual Conference  
Date: November 1-3, 2012  
Hotel: Sheraton Austin Hotel  
City, State: Austin, 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 – 63 consumers  
(63 @ \$95.00/individual) = \$5,985.00  
**Total cost (federal): = \$5,985.00**  
  
Applicant match covers dinner expenses:  
Meals – 63 individuals  
(63 @ \$67.00/individual) = \$4,221.00  
**Total cost (match): = \$4,221.00**

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

**Approved: yes no** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**TCDD QUARTERLY COUNCIL MEETINGS  
ATTENDANCE REPORT  
November 2010 – July 2012**

<b>Council Member</b>	<b>7/12</b>	<b>5/12</b>	<b>2/12</b>	<b>11/11</b>	<b>8/11</b>	<b>5/11</b>	<b>2/11 meeting cancelled</b>	<b>11/10</b>
H. Adkins	P	P	P	P	P	P	NA	P
K. Blackmon	EA	P	P	P	EA	P	NA	P
K. Clark	P	EA	P	P	P	EA	NA	EA – Th P - Fr
G. Cortez	P	P	P	P	NA	NA	NA	NA
K. Cox	P	P	P	EA	P	P	NA	EA – Th P - Fr
A. Crim	EA	P –Th EA – Fr	P	P – Th EA – Fr	EA	P	NA	P
M. Delgado	P	EA	EA	P	P	P	NA	P
M. Durham	P	P	EA	P	EA	P	NA	EA
S. Gersuk	NA	NA	NA	NA	NA	NA	NA	NA
C. Johnston	P	P	P	P	P	EA	NA	P
D. Kern	EA	P	EA	EA	P	EA	NA	P
S. McAvoy	P	P	NA	NA	NA	NA	NA	NA
J. Morris	P	EA	P	P	P EA -Fr	P	NA	P
D. Perry	P	P	P	EA	P	EA	NA	P
J. Rivas	P	P	P	P	P	P	NA	P
D. Taylor	P	P	NA	NA	NA	NA	NA	NA
L. Taylor	P	P	P	P	EA	P	NA	EA
R. Tisch	P	P	P	EA	P	P	NA	P
S. Vardell	P	P	P	P	P	P	NA	EA
DRT (AI)	P	EA	P	P	P	P	NA	P
UT CDS	P	EA	P	P	EA	EA	NA	EA
A&M CDD	P	EA	P	EA	P	EA	NA	EA
DADS	P	P	P	P	P	P	NA	P
DARS	P	EA	P	P	P	P-Th EA-Fr	NA	EA
DSHS	P	P	P	P	P	P	NA	P
HHSC	P –Th EA-Fr	P	P	P	P	P	NA	EA
TEA	P	P	P	P	P	P	NA	EA

**Key:** P = Present  
A = Absent  
EA = Excused Absence  
NA= Not Applicable

## *Discussion Draft*

### **Recommendations for Council Members regarding Social Media**

As members of the Texas Council for Developmental Disabilities appointed by the Governor of Texas, Council members operate as representatives of the Council and its reputation in Texas and across the country.

Council members are cautioned to monitor their presence and activities on any social media sites, social networking sites, online forums, or any other sort of public communication on the Internet, as a function of acting as respectful and responsible representatives of the Council.

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**Social Media** refers to the different means by which people, enabled by digital communication technologies, connect with one another to share information and engage in conversations on topics of mutual interest. Social media is an umbrella term describing a variety of communication mediums and platforms, with social networking being the most well known.

**Social Networking** shall mean the use of a variety of websites that allows users to share content, interact, and develop communities around similar interests.

While specific mediums, platforms, and technologies may change over time, the overall trend of people connecting with other people by using technology only increases.

Examples of social media and social networking include but are not limited to:

- Social Communication sites (Facebook, Twitter, LinkedIn, Pinterest, etc.)
- Forums
- Weblogs (blogs, vlogs, microblogs, and presence applications)
- Wikis
- Social Bookmarking
- Podcasts
- Photos
- Videos (video, vlogs, and live casting)
- Real-Time Web Communications (chat, chat rooms, and video chat)

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While personal social media accounts are not prohibited, Council members should be mindful about using personal accounts in a manner that gives the impression of representing or sharing information **on behalf** of TCDD.

**This is especially important** if you identify yourself as a current or past Council member on any online public profile, but is still important even if you do not. Council members' names are listed on the TCDD website and publications, and are a matter of public record. Thus, members are expected to serve as public representatives of the values and mission of the Council.

TCDD asks that members take the following items into consideration as they participate in any social media sites, social networking sites, online forums, or any other sort of public communication on the Internet:

- If making public statements about matters related to developmental disabilities or state policies regarding disabilities, consider acknowledging the opinions expressed are personal and not the official positions of TCDD.
- Avoid making any statements that contradict the values of the Developmental Disabilities Rights and Assistance Act, as this is the guiding document behind the mission of Councils on Developmental Disabilities.
- Be mindful of all content you share and the tone of your communications with others, as Council members should strive to be responsible and respectful citizen representatives of TCDD's reputation.
- TCDD is an office of state government and members who serve on the Council have been appointed by the Governor to represent the community of individuals with intellectual and developmental disabilities and their families in Texas. Members making public comments about politics, especially regarding state government and state officials, should strive to keep comments and conversations respectful and appropriate.

TCDD appreciates members' consideration of these recommendations when utilizing social media sites, social networking sites, online forums, or any other sort of public communication on the Internet. If members have any questions regarding this policy, please contact the TCDD's Communications Coordinator Melissa Loe at [melissa.loe@tcdd.state.tx.us](mailto:melissa.loe@tcdd.state.tx.us) or (512) 437-5441.

**Background:**

- **Independent Audit Status Report** – Grants Management Staff will review the Independent Audit Status report which summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – The Grants Monitoring Exceptions Report enclosed summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.

**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>
Baylor College of Medicine	6/30/2011	1/18/2012	Deloitte & Touche LLP	None.	The last two audits and the current audit have an unqualified opinion and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Brighton School, Inc.	8/31/2011	1/6/2012	Cundiff, Rogers & Solt	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Community Healthcore	8/31/2011	1/31/2012	Davis, Kinard & C., P.C.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Easter Seals	8/31/2011	12/27/2011	PMB Helin Donovan, LLP.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Family to Family Network Inc	6/30/2010	11/15/2011	Tribolet Fuller & Co., PLLC	None.	None/Done.
Family to Family Network Inc	6/30/2011	11/15/2011	Tribolet Fuller & Co., PLLC	None.	None/Done.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2011 – Sept. 30, 2012). 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
Parents Anonymous, Inc.	9/30/2011	6/29/2012	Smith Marion & Co., CPA	The auditee did not correctly prepare the Schedule of Expenditures of Federal Awards and the Data Collection as it did not include the DD Council grant.	Don Mikeska, CPA, contacted Ryan Callahan, CPA, the grantee auditor, about the exceptions. Mr. Callahan indicated he thought the grant was state funded and not federally funded. The omission would not have changed the formula for the determination of a "major federal program." Mr. Mikeska recommended that the Audit be reissued. An email was sent to the grantee and the grantee's auditor with a copy of the exceptions and Mr. Mikeska's letter to Sonya Hosey.
Region 17 ESC	8/31/2011	12/22/2011	Bolinger, Segars, Gilbert & Moss, LLP	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
SafePlace	12/31/2010	6/5/2012	Atchley & Associates, LLP	None.	None/Done.
SafePlace	12/31/2011	6/5/2012	Atchley & Associates, LLP	None.	None/Done.
SER Jobs for Progress	8/31/2011	9/17/2012	Mir, Fox, & Rodriquez, P.C.	None.	Forward for Desk Review.
SER Jobs for Progress	8/31/2010	9/17/2012	Mir, Fox, & Rodriquez, P.C.	None.	Forward for Desk Review.
Syracuse University	6/30/2010	4/16/2012	KPMG LLP	None.	None/Done.
Syracuse University	6/30/2011	4/16/2012	KPMG LLP	None.	None/Done.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2011 – Sept. 30, 2012). 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
Texas A&M Research Foundation	8/31/2011	1/2/2012	Ingram, Wallis & Co., P.C.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Texas A&M Research Foundation	8/31/2010	1/2/2012	Ingram, Wallis & Co., P.C.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
Texas Tech University	8/31/2011	5/7/2012	State of TX	None.	None/Done.
The Arc of Greater Tarrant County	12/31/2010	11/2/2011	The Walton Group, LLC	None.	None/Done.
The Arc of Greater Tarrant County	12/31/2009	11/2/2011	The Walton Group, LLC	None.	None/Done.
VSA Arts of Texas	9/30/2011	4/20/2012	Monday N. Rufus, P.C.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.
VSA Arts of Texas	9/30/2010	4/20/2012	Monday N. Rufus, P.C.	None.	The last two audits and the current audit have an unqualified opinion, and no concerns noted by TCDD on this audit. Therefore, per TCDD procedures, this audit isn't required to be sent to Don Mikeska, CPA, for desk review.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2011 – Sept. 30, 2012). 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	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
Epilepsy Foundation <i>Health and Fitness</i>	Initial	4/26/12	Procedures for procurement and fiscal controls; PARs; PAC; Travel log; Equipment List; Lease; Service agreements; and Match	Documents requested: 5/15/12 Documents received: 8/6/12	Complete
TX Statewide Independent Living Council (TX SILC) <i>New LDAST</i>	Initial	5/17/12	Building accessibility and match.	Documents requested: 5/17/12 Documents received: 7/9/12	Complete
TX Statewide Independent Living Council (TX SILC) <i>Health and Fitness</i>	Initial	5/17/12	Building accessibility; PAC meeting minutes; and service agreements.	Documents requested: 5/17/12 Documents received: 7/19/12	Complete
NAMI <i>New LDAST</i>	Initial	5/29/12	PARs; Fiscal Control Procedures; Financial Ledgers; and Travel.	Documents requested: 5/29/12 Documents received: 8/22/12.	Complete
Arc of Greater Tarrant County <i>Faith-based Symposium</i>	Initial	6/26/12	PAC nominations	Documents requested: 6/26/12 Documents received: 9/5/12	Complete
Arc of Dallas <i>New LDAST</i>	Initial	6/27/12	PARs; Accrual Basis Accounting; Dissemination Guidelines; Equipment Inventory; Utility Costs; and Match	Documents requested: 6/27/12 Documents due: 8/22/12	Complete
Jewish Family Services <i>Faith-based Symposium</i>	Initial	6/28/12	PARs; Insurance Premiums	Documents requested: 6/28/12 Documents received: 8/9/12.	Complete
West Central Texas Regional Foundation <i>Faith-based Symposium</i>	Initial	7/13/12	Lease agreement	Documents requested: 7/13/12 Documents received: 7/26/12	Complete
Texas A&M University <i>New LDAST</i>	Initial	7/20/12	PAC revision form; and photocopy log.	Document requested: 7/20/12 Documents received: 8/23/12	Complete
Strategic Education Solutions <i>Enabling Technology</i>	Initial	7/31/12	Audit at end of organization budget.	Documents requested: 7/31/12 Documents received: 7/31/12	Complete
Educational Programs Inspiring Communities, Inc. <i>Enabling Technology</i>	Initial	8/3/12	Staff turnover delayed RARs	Documents requested: 8/3/12 Documents received: 8/14/12	Complete

**Background:**

Executive Summaries for eight (8) current grant projects that are eligible for a continuation funding are enclosed for consideration by the Committee.

- A. Texas Department of Assistive and Rehabilitative Services: *Higher Education Project*
- B. Texas A & M University: *Higher Education Project*
- C. OneStar Foundation: *Inclusive Faith-based Symposium*
- D. West Central Texas Regional Foundation: *Inclusive Faith-based Symposium*
- E. Texas State Independent Living Council: *New Leadership Development and Advocacy Project*
- F. SER Jobs for Progress: *Expansion of Leadership and Advocacy Training Project*
- G. Imagine Enterprise: *Expansion Leadership Development and Advocacy Project*
- H. Circle of Ten: Contract for Building Capacity for Leadership Development and Advocacy Skills Training Projects

**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 14. B.**

**Expected Action:**

The Council will receive a report on Executive Committee decisions.

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 10/24/2012

Review of Proposed Activities & Budget

ITEM: A

Grantee: Department of Assistive & Rehabilitative Services (DARS)

Year: 2 of 5

Project Title: Higher Education for People with Developmental Disabilities (Project HIRE)

Project Location: Hidalgo County

**TCDD RFP Intent:**

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, iniversity, and/or or vocational/technical programs that were originally designed for students with disabilities. TCDD has approved funding up to \$225,000 per year for up to five years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** Graduate or certify, by grant year five, at least ten (10) individuals with developmental disabilities from South Texas College (STC).

*Accomplishments per goal:* Contracts were developed between DARS and the University of Texas-Pan American (UTPA), STC, Dr. Paul Wehman, Access Granted, and Dr. Lynn Fischer, who, with the project advisory committee (PAC), conducted program design and planning meetings. Participant applications were developed and orientations were conducted at STC in English, Spanish, and American Sign Language. Individual meetings with potential participants and their families took place. The Lead Educational Coach and two (2) support coaches were hired. PAC members developed an applicant scoring mechanism and counselors prepared packets for the interview team, which met with each applicant along with parents and school personnel. Assistive Technology (AT) Evaluations were completed for each of six (6) initial participants and six (6) alternates. All twelve (12) completed the summer training and began classes at STC on 8/27/2012. The project has presented at hearings, conferences, and has garnered considerable publicity.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** Continue to work with project partners to provide assistive technology and mentors; Continue the post-secondary programs; and Select twelve (12) Cohort 2 participants using the application and selection process developed in Year 1.

**Council Considerations:** Public Policy Considerations: This grantee has had remarkable success in garnering significant community interest, including area elected officials, a strong indicator that project success will translate to community success. Maintaining community stakeholders will be key to sustainability and potential expansion in Texas. TCDD should continue to ensure the grantee attributes proper funding credit to TCDD in media relations and in developing products such as fliers, training curriculum, PSAs and other marketing materials. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$190,884 consultants) (based on 6 months) Award amount \$225,000	\$12,484	\$17,122	\$29,606
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	0	0	0
<b>II. Travel</b>	0	0	0
<b>III. Purchased services</b> (\$197,723 consultants)	200,167	14,760	214,927
<b>IV. Property/Materials</b>	4,378	0	4,378
<b>V. Rental/Leasing</b>	0	300	300
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	20,455	0	20,455
<b>Budget period totals</b>	<b>\$225,000</b>	<b>\$15,060</b>	<b>\$240,060</b>

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

Date: 10/24/12

ITEM: B  
Year: 2 of 5

Grantee: Texas A&M University

Project Title: Higher Education for People with Developmental Disabilities

Project Location: Austin - Statewide

**TCDD RFP Intent:**

The project intent is to seek to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or vocational/technical programs that were originally designed for students without disabilities. TCDD has approved funding of up to \$225,000 per year for up to five years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** To develop and implement "Bridge to Career" postsecondary education that incorporates the necessary supports and program components to ensure access, participation, and successful performance by individuals with developmental disabilities; develop an evaluation plan, sustainability plan and a plan for a replication support booklet.

*Accomplishments per goal:* The project held 8 face-to-face recruitment activities with a total of 1190 individuals participating that included students, parents, state agency personnel, counselors, and high school educators across the state; 20 applications were received for the first class and 15 students were admitted; provided pre-program training on study and living skills to prepare for the program; completed comprehensive individual student assessments; held wrap-around service meetings; and disseminated project information through statewide conference presentations, exhibitions, and transition fairs and meetings.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Recruit, admit, and support students with developmental disabilities in the Bridge to Career in Human Services postsecondary program.

**Objectives:** Recruit, admit, and support students with developmental disabilities in the Bridge to Career in Human Services postsecondary program.

**Council Considerations:** Public Policy considerations: Providing a rigorous post-secondary education to people with developmental disabilities will increase their opportunities for employment and the likelihood they will be involved in public policy. Research shows that those with a higher education are more likely to develop civic skills; more likely to receive requests to engage in public policy; and are more interested and knowledgeable about public policy. Those who have high levels of education are much more likely to be active in public policy increasing the pool of potential self-advocate leaders. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (No consultants) (based on 4 months) Award amount \$225,000	\$18,795	\$5435	\$24,230
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	116,088	0	116,088
<b>II. Travel</b>	3,696	0	3,696
<b>III. Purchased services</b> (Subawards \$68,931)	73,276	0	73,276
<b>IV. Property/Materials</b>	2,941	0	2,941
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other – Graduate Student Tuition</b>	8,542	0	8,542
<b>(Indirect Costs)</b>	20,455	69,104	178,016
Budget period totals	\$ 225,000	\$69,104	\$294,104

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

Date: 10/24/12

ITEM: C

Grantee: OneStar Foundation

Year: 2 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Austin

**TCDD RFP Intent:**

The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased. TCDD has approved funding of up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** To maintain the Austin Interfaith Inclusion Network (AIIN) that increases the number of inclusion opportunities at faith-based organizations for people with disabilities and their families.

*Accomplishments per goal:* The project has 25 AIIN members who represent Catholic, Jewish, Hindu, Buddhist, interfaith, Muslim, Protestant and Evangelical congregations around Austin; and is partnering with the Texas A & M Center on Disability and Development and Jewish Family Services. Project staff collected information regarding inclusion successes, concerns and barriers through focus groups and outreach to faith-based organizations from January to September 2012; and shared resources on OneStar Foundation website. The first Faith-based Symposium is planned for October 17, 2012, targeting 100 participants.

**Proposed Goals and Objectives for Year 2:**

**Goal: Same as above**

**Objectives:** Engage 25 AIIN and PAC members in quarterly meetings and trainings; evaluate impact of Faith and Inclusion Symposium; engage 30 faith-based partners in outreach and training beyond the symposium; and engage 100 participants in a Faith and Inclusion Symposium.

**Council Considerations:** Public Policy considerations: Faith based communities typically have the desire to be inclusive, but may lack the tools and resources to create inclusive communities in culturally appropriate ways. The tools, resources and inclusion blueprints developed by this project have the potential to not only be sought out and implemented by additional faith communities, but also the potential to be adapted by other community organizations interested in expanding their inclusive outreach. Additionally, self-advocates and families will have the ability to promote the use of the developed protocols in their own faith communities. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (Consultants-\$13,000) (based on 6 months) Award amount \$71,453	\$15,198	\$5,067	\$20,265
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	23,818	13,915	37,733
<b>II. Travel</b>	1,172	0	1,172
<b>III. Purchased services (Consultant - \$10,000)</b>	31,360	5,893	37,253
<b>IV. Property/Materials</b>	1,000	1,000	2,000
<b>V. Rental/Leasing</b>	2,012	4,632	6,644
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	5,471	2,345	7,816
Budget period totals	\$ 64,833	\$27,785	\$92,618

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

Date: 10/24/12

ITEM: D

Grantee: West Central Texas Regional Foundation

Year: 2 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Callahan, Jones and Taylor Counties

**TCDD RFP Intent:**

The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased. TCDD has approved funding of up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** To work with faith-based community organizations, community partners and persons with disabilities to more fully include underserved people with disabilities in outreach and programming across the rural region and within the metropolitan area, ensuring active participation within faith-based communities for all.

*Accomplishments per goal:* Project staff located over 370 organizations and reached 210 of those organizations; created a brochure to promote awareness of the project; and developed a survey to use as an inclusion tool as part of the online directory to assist individuals with disabilities find organizations that meets their needs.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above

**Objectives:** Hold a quality symposium that encourages attendance from faith-based and community-based organizations in an effort to advocate for and support faith-based organizations that currently have programming for the individuals with disabilities in the community(s) or are attempting to create such programming.

**Council Considerations:** Public Policy considerations: Over 15 million Texans belong to a faith-based group. Increasing exposure of members of faith communities to persons with developmental disabilities will make it more likely that members of faith communities will have awareness about issues important to persons with disabilities. Having people who are not connected with the service delivery system in the lives of persons with developmental disabilities also is a significant protective factor. Finally, faith leaders typically also are leaders in the broader community with access to decision makers. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
Amount expended in year 1 (No consultants) (based on 4 months) Award amount \$74,894	\$23,793	\$4,739	\$28,532
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	57,177	15,370	72,547
<b>II. Travel</b>	498	0	498
<b>III. Purchased services</b>	3,767	7,247	11,014
<b>IV. Property/Materials</b>	900	1,159	2,059
<b>V. Rental/Leasing</b>	4,323	800	5,123
<b>VI. Utilities</b>	900	0	900
<b>VII. Other (Indirect Costs)</b>	6,757	0	6,757
Budget period totals	\$ 74,322	\$24,576	\$98,898

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

Date: 10/24/2012

ITEM: E

Grantee: Texas Statewide Independent Living Council (TX SILC)

Year: 2 of 3

Project Title: New Leadership Development and Advocacy Skills Training

Project Location: Statewide

**TCDD RFP Intent:**

The intent of the new Leadership Development and Advocacy Skills Training Projects RFP is to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies. TCDD has approved funding up to \$75,000 for up to three years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** Provide a comprehensive Statewide Independent Living Conference targeting consumers, family members, service providers, rehabilitation counselors, and other stakeholders in the disability community for the purpose of networking, information sharing, and advocacy training.

*Accomplishments per goal:* The project specialist conducted extensive planning activities prior to the conference, collected registrations and stipend applications, sought new and previous conference sponsors, and promoted the conference via e-mail blasts and weekly newsletters. The "Connected to Independent Living" conference was held April 22-24, 2012 with approximately 300 registered participants, more than half representing stakeholder agencies. Attendee received 2 full days of sessions with 30 exhibitors, including community partners. Conference evaluation and other follow-up activities were conducted to determine needs, growth areas, and consumer satisfaction, which will guide planning for the 2013 conference. The conference was well received and an overall success.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above. **Objectives:** Recruit diverse community partners, associations, and stakeholders; Research and develop agency, identifying keynote speakers; Create a marketing plan to provide extensive statewide outreach; and Create evaluation tools and disseminate findings.

**Council Considerations:** Public Policy Considerations: A self-advocate community that is well-trained and well-informed regarding the IL philosophy is vital to ensuring that persons with disabilities have greater control over the formation and implementation of policies that affect them. The grantee is asked to share conference attendee contact information with TCDD. No staff concerns; Council to consider funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$0 consultants) (based on 7 months) Award amount \$75,000	\$45,412	\$25,040	\$70,452
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	44,468	0	44,468
<b>II. Travel</b>	2,217	0	2,217
<b>III. Purchased services</b> (\$1,200 consultants)	22,956	29,000	51,956
<b>IV. Property/Materials</b>	300	0	300
<b>V. Rental/Leasing</b>	2,186	0	2,186
<b>VI. Utilities</b>	2,873	0	2,873
<b>VII. Other</b>	0	0	0
Budget period totals	\$75,000	\$29,000	\$104,000

# Texas Council for Developmental Disabilities`

## Executive Committee

### Review of Proposed Activities & Budget

Date: 10/24/12

ITEM: F

Grantee: Imagine Enterprises

Year: 2 of 2

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

Project Location: Abilene

**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 up to \$40,000 for year one and \$20,000 for year two; for up to two years

**Project Goals and Accomplishments for Year 1:**

**Goal:** Train, support, and promote up to four past Youth participants to provide leadership, self-advocacy and Peer Mentoring training, in coordination with Imagine's Youth Leadership curriculum.

*Accomplishments per goal:* The Project Coordinator was terminated for cause at the end of the first quarter, which resulted in significant activity delays. As a result, project leaders requested a three-month extension for the first year and submitted a corrective action plan. The project has since hired a replacement Project Coordinator, established a new PAC and conducted a meeting, identified 5 Peer Mentors, and provided them initial training. The Peer Mentors are scheduled to speak at area high schools about leadership, transition to college and/or employment, self-advocacy, and community living. The project is collaborating with the Region 14 Education Service Center to explore options of getting into the schools to train with students.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Assist 5 highly trained peer mentors to identify, train and support 25 youth participants.

**Objectives:** Assist 5 highly trained peer mentors to identify, train and support 25 youth participants to become peer mentors to identify, train, and support 25 youth participants to become peer mentors.

**Council Considerations:** Public Policy Considerations: Losing the Project Coordinator resulted in significant delays to the activity timeline and decreased targeted outcomes for Year 2. To date, the project is short roughly \$4500 in matching funds, but donated training space is a significant match source and trainings have yet to occur. Increasing the pool of self advocates with leadership skills is vital to public policy goals. Providing persons with developmental disabilities with these important skills will enable staff to call upon them to serve on statewide workgroups and councils that shape the policies and programs that affect them. The grantee should be reminded that participation in the monthly leadership and advocacy calls is a required activity, per the RFP. No staff concerns; Council to consider continued funding of this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$1838 consultants) (based on 9 months) Award amount \$40,000	\$18,948	\$1,775	\$22,839
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	17,465	0	17,465
<b>II. Travel</b>	1,155	0	1,155
<b>III. Purchased services</b> (\$0 consultants)	0	3,167	3,167
<b>IV. Property/Materials</b>	950	0	950
<b>V. Rental/Leasing</b>	0	3,500	3,500
<b>VI. Utilities</b>	430	0	430
<b>VII. Other</b>	0	0	0
<b>Budget period totals</b>	<b>\$20,000</b>	<b>\$6,667</b>	<b>\$26,667</b>

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

Date: 10/24/12

ITEM: G

Grantee: SER – Jobs for Progress of the Texas Gulf Coast, Inc.

Year: 2 of 2

Project Title: Expansion of Existing Leadership 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 has approved funding of up to \$40,000 for year one and \$20,000 for year two; for up to two years.

**Project Goals and Accomplishments for Year(s)1:**

**Goal:** To expand the impact of SER's existing TCDD Basic Leadership and Advocacy skills training.

*Accomplishments per goal:* During this budget period, the project has trained 87 (total goal 100) individuals in basic leadership and advocacy, 24 (total goal 20) of those individuals completed SER's train-the-trainer component which has lead to 89 (total goal 100) individuals receiving secondary basic leadership and advocacy training. The project developed new partnerships with the Arc of Houston Family Support Group, Community Family Services, Neighborhood Centers, Inc., Fort Bend ISD, Rice University Young Owls Program, Circle of Ten and others.

**Proposed Goals and Objectives for Year 2:**

**Goal:** To increase the capacity of SER's existing TCDD Basic Leadership and Advocacy skills training.

**Objectives:** Increase the number of individuals trained as leaders and advocates for individuals with developmental disabilities.

**Council Considerations:** Public Policy considerations: The project continues to be uniquely qualified to provide leadership training across and within Hispanic and disability cultures. The issues of focus in the proposed expansion include policy priorities for the Council: information accessibility, communication technology, public and higher education, employment practices, and public benefits. It would be beneficial for the grantee to identify trainees that have or could implement their training by sharing their stories with their elected representatives. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (no consultants) (based on 6 months) Award amount \$40,000	\$19,909	\$4546	\$24,455
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	16,897	1,645	18,542
<b>II. Travel</b>	515	0	515
<b>III. Purchased services</b>	86	2,468	2,554
<b>IV. Property/Materials</b>	636	0	636
<b>V. Rental/Leasing</b>	0	3,360	3,360
<b>VI. Utilities</b>	1,866	0	1,866
<b>VII. Other</b>			
Budget period totals	\$ 20,000	\$7,473	\$27,473

# Texas Council for Developmental Disabilities

## Executive Committee

### Review of Proposed Activities & Budget

Date: 10/24/12

ITEM: H

Grantee: A Circle of Ten, Inc. (C10)

Year: 2 of 3

Project Title: Increasing Capacity in the Existing Development and Advocacy Skills Training Project

Project Location: Austin, Houston, Dallas &/or San Antonio

**TCDD RFP Intent:**

To train and assist TCDD grantees that provide leadership development and advocacy skills training to successfully obtain funding or other resources that increase the ability of those training activities to be sustained when grant support from TCDD terminates. The Contractor will provide training and assistance to 10-17 grants within Houston, Dallas, and Austin. TCDD has approved funding up to \$25,000 to provide training to increase the capacity expecting to review after year one for possible continuation. The contract solicitation allows renewing for up to 2 additional years with the same terms.

**Project Goals and Accomplishments for Year(s)1:**

**Goal:** To build the capacity of 10-17 TCDD grantees in three locations (Austin, Houston, Dallas &/or San Antonio) through leadership training and support to 20-34 staff &/or family members of people with developmental disabilities to leverage TCDD funding and sustain programs with various types of funding and resources past TCDD grants.

*Accomplishments per goal:* 3-Day Seminars held with 16 of 17 TCDD grantees (37 participants) in capacity building training; capacity building surveys and phone interviews are near completion. The project identified statewide and regional grant resources; and involved additional partners to gain State, Federal and private funding to leverage funds. The City of Houston Parks & Recreation finalized a Memorandum of Understanding to include TCDD grantees in their services and grants with an option to host the Funders' Forum in 2013. The memorandum brings together 10 partners to address veterans, people with disabilities, and at-risk youth. The Meadows Foundation funded C10 to bring back Funder's Forum & Conference to include TCDD and non-TCDD agencies in 2013.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** Hold a 3-Day Seminar to include Part One - Process of Collaboration: Linking Leadership, Grassroots Community Organizing, Innovative Program Development, Grant research and Grant Writing; Part Two - Next Steps: Incorporates real collaborative grant ideas into the curriculum; and Part Three - Guides grantees through next steps of finalization of program development, budget development and completion/submission of grant application(s) for at least one large collaborative effort.

**Council Considerations:** No staff concerns, match not required per contract; If recommended favorably by the Executive Committee, the Council will be asked to consider funding for up to two more years for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (no consultants) (based on 8 months) Award amount \$25,000	\$19,650	\$0	\$19,650
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	17,500	5,775	23,275
<b>II. Travel</b>	2,640	0	2,640
<b>III. Purchased services</b>	500	0	500
<b>IV. Property/Materials</b>	500	0	500
<b>V. Rental/Leasing</b>	0	1,500	1,500
<b>VI. Utilities</b>	360	0	360
<b>VII. Other</b>	0	0	0
Budget period totals	\$ 25,000	\$8,430	\$33,430

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

<b>Item</b>	<b>Grantee</b>	<b>TCDD Funds</b>	<b>Other Fed Funds</b>	<b>Risk Activity</b>	<b>Risk Code</b>
A	DARS (Higher Education)	\$225,000	\$488 mil	2	
B	Texas A & M University (Higher Education)	\$225,000	\$244 mil	2	
C	OneStar Foundation (Inclusive Faith)	\$64,833	\$1 mil	2	
D	West Central Texas Regional Foundation (Inclusive Faith)	\$74,322	\$7.9 mil	-	
E	Texas State ILC (New LDATP)	\$75,000	\$1.2 mil	2	
F	Imagine Enterprise (Expansion LDATP)	\$20,000	\$508,465	2	
G	SER Jobs for Progress (Expansion LDATP)	\$20,000	\$1.6 mil	-	
H	Circle of Ten (Contract - Building Capacity for LDATP)	\$25,000	-	-	

**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>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 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**

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

**Background:**

The **Quarterly Financial Report** is included for review by the Executive Committee and Council and includes the following information:

- **Summary of Funds FY 2011-2014** – Revenues budgeted from the federal allotment for each fiscal year are summarized as well as the actual or projected expenditures for each of those years. From those amounts, a projected balance of funds available for each year is shown. Note that these expenditures are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year when they are available. As a reminder, we are continuing to expense current year (FY 13) operating expenses to federal funds from (FY 11) so that those funds are fully liquidated. Staff will review this funds management strategy in more detail during the Committee meeting.
- **FY 2012 Expense Budgets** –Approved budget for fiscal year (October 1, 2011, thru September 30, 2012) reflects expenses spent to date (October 1, 2011 thru September 30, 2012) with a column of year to date projections per category that would be expended thus far if expenses were evenly distributed each month. All expenses are reported by expense category and by type of staff activity, and show that expenses remain within approved budget for the fiscal year.
- **2011 and 2012 Grants & Contracts Awards Report** – These reports replace the Grants/Contracts Projections document. The Grants and Contracts Awards Reports provide simplified information for active Grantees in a funding year. The report includes budget period for the award; approved RFP amounts; awarded amounts (regardless of what year of funds used); expended amounts to date; and balances to be spent before budget period ends. Staff are continuing to refine this report format and encourage suggestions from Committee members.
- **Stipends Expenditures** – Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants also received TCDD stipend support previously from that organization.

Notes:

- ♦ The TCDD fiscal year is the federal fiscal year: October 1 through September 30.
- ♦ The DD Act allows two full federal fiscal years for initial awards/obligations of funds, and allows three federal fiscal years for final expenditure/liquidation of funds.

**Executive Committee**

**Agenda Item 9.**

**Expected Action:**

The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.

**Council**

**Agenda Item 14. C.**

**Expected Action:**

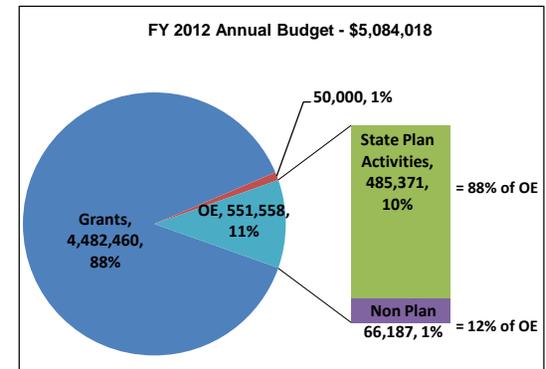
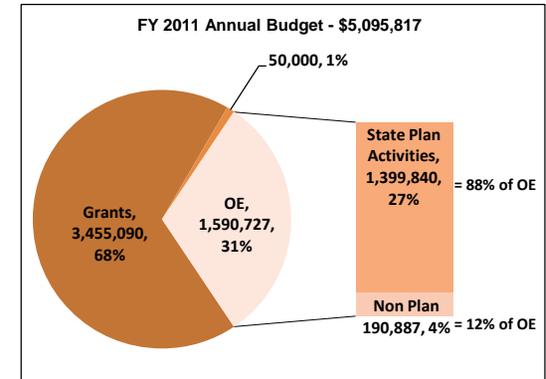
The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.

**Texas Council for Developmental Disabilities  
Summary of Funds FY 2011 - 2014  
September 2012**

<b>Model Key</b>				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
	10/1/2009-9/30/2012	10/1/2010-9/30/2013	10/1/2011-9/30/2014	10/1/2012-9/30/2015
Line Item	FY 2011	FY 2012	FY 2013	FY 2014
<b>REVENUES</b>				
<b>Federal Funds</b>				
Estimate of budget award	\$5,095,817	\$5,084,018	\$5,084,018	5,084,018
Award amount	\$5,095,817	\$5,084,018	\$5,084,018	5,084,018
Budget difference (Estimate of budget award - Award amount)	\$0	\$0	\$0	\$0
Prior year difference (Current FY Award - Prior FY Award)	(\$10,213)	(\$11,799)	\$0	\$0
<b>EXPENDITURES</b>				
<b>Operating Expenses</b>				
Approved Budget	\$1,813,039	\$1,788,829	\$1,788,829	\$1,867,900
Expenses	\$1,640,727	\$601,558	\$1,732,379	\$1,867,900
Balance for Grants (Budget - Expenses)	\$172,312	\$1,187,271	\$56,450	\$0
<b>Grants and Projects Expenses</b>				
Available	\$3,455,090	\$4,482,460	\$3,351,639	\$3,216,118
Actual	\$3,455,090	\$3,655,355	\$2,809,910	\$2,063,323
Current Projects Difference (Available - Actual)	\$0	\$827,105	\$541,729	\$1,152,795
Planned	\$0	\$517,975	\$1,235,000	\$1,425,000
Current & Planned Projects Difference (Available - Actual - Planned)	\$0	\$309,130	(\$693,271)	(\$272,205)
<b>Total Expenditures</b>	<b>\$5,095,817</b>	<b>\$4,774,888</b>	<b>\$5,777,289</b>	<b>\$5,356,223</b>
<b>BALANCE AVAILABLE FOR FUTURE YEARS &amp; PROJECTS</b>	<b>\$0</b>	<b>\$309,130</b>	<b>(\$693,271)</b>	<b>(\$272,205)</b>

**NOTES:**

- 1) Final Allotment per ADD Notice dated February 10, 2012 for FY12 is \$5,084,018.
- 2) 2011 Balance was fully obligated by the end of Sept. 2012.
- 3) Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.
- 4) Remaining balance of funds is available for award in subsequent year.
- 5) Grants - When OE expended is less than OE budgeted, the funds available for grants will increase; a negative variance represents an increase in funds for grants.
- 6) Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.
- 7) Planned Grants & Projects Expenses include projects planned and approved but not initiated. Total amounts authorized are reflected although actual awards approved may be less.



# Texas Council for Developmental Disabilities

## FY 12 Admin & Expense Budget

Oct. 1, 2011 thru  
Sep. 30, 2012

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
<b>Personnel (17 FTEs)</b>				
Salaries	960,403	960,403	779,229	181,174
Benefits	287,138	287,138	203,209	83,929
<b>Total Personnel</b>	<b>\$ 1,247,541</b>	<b>\$ 1,247,541</b>	<b>\$ 982,438</b>	<b>\$ 265,103</b>
<b>Operating</b>				
Professional Services <sup>1</sup>	97,000	97,000	88,624	8,376
Out-of-State Travel <sup>2</sup>	18,500	18,500	22,818	(4,318)
In-State Travel <sup>3</sup>	62,000	62,000	50,450	11,550
Supplies	10,000	10,000	7,178	2,822
Utilities	41,700	41,700	28,590	13,110
Rent - Building - Space	79,618	79,618	62,000	17,618
Rent - Computers - Equip <sup>4</sup>	64,220	64,220	46,041	18,179
Capital Expenditures	-	-	-	-
Other OE <sup>5</sup>	118,250	118,250	60,721	57,529
<b>Total Operating</b>	<b>\$ 491,288</b>	<b>\$ 491,288</b>	<b>\$ 366,421</b>	<b>\$ 124,867</b>
<b>Total Expenses</b>	<b>Budget</b>	<b>YTD Budgeted</b>	<b>Actual</b>	<b>Variance</b>
	1,738,829	1,738,829	1,348,860	389,969
<b>Admin Reim to TEA</b>	50,000	100.0%	77.6%	
<b>TOTAL</b>	<b>\$ 1,788,829</b>		<b>\$ 1,398,860</b>	
<b>Expenditures by Function</b>				
<b>Council Support</b>				
\$ 154,609	\$ 253,675	\$ 165,533	\$ 495,651	\$ 224,399

### NOTES:

<sup>1</sup> Auditor - \$25,000/\$14,835; CPA Desk Reviews - \$10,000/\$4,650; Legal Svs - \$3,000/\$0

Other Professional Services (Web Hosting) - \$2,000/\$2,371; Data Center Services - \$22,380/\$20,999

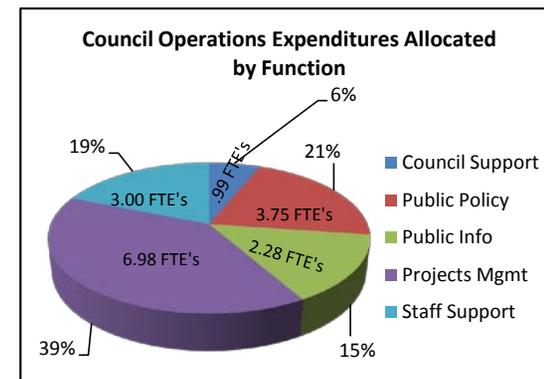
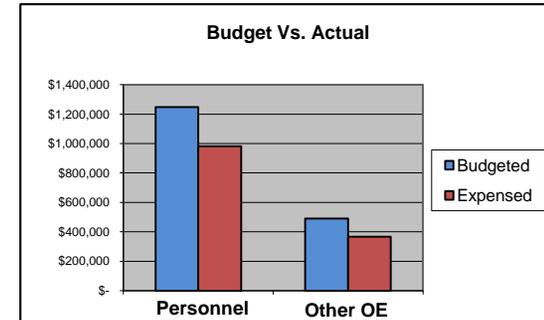
Other Professional Services (Mass DD Council) - \$3,000/\$3,000; Reviewers - \$8,000/\$10,603; Temp. Services - \$20,111/\$28,667

<sup>2</sup> Travel - Out-of-State Council - \$11,500 /\$15,714 (\$2,468.02 for PAS) ; Travel - Out-of-State Staff - \$7,000 /\$7,104 (\$873 from FY 11)

<sup>3</sup> Travel - In-State Council - \$50,000 /\$38,978; Travel - In-State Staff - \$12,000 /\$11,472;

<sup>4</sup> Computer lease - \$22,800/\$14,485; AV Equipment - \$35,000/\$27,274; Copier - \$6,420/\$4,283

<sup>5</sup> Other OE - NACDD Dues - \$20,945, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.



# 2011 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>A Circle of Ten</b>		<b>Capacity Building</b>		
1/2/2012 - 12/31/2012	\$25,000	\$25,000	\$19,650	\$5,350
<b>Any Baby Can of San Antonio, Inc</b>		<b>Health &amp; Fitness 1</b>		
3/1/2012 - 2/28/2013	\$250,000	\$228,610	\$94,385	\$134,225
<b>Austin Travis County Integral Care</b>		<b>Central Texas African American Family Support Conference</b>		
11/1/2011 - 8/31/2012	\$6,355	\$6,355	\$300	\$6,055
<b>Barbara Jordan Endeavors Corp</b>		<b>Outreach &amp; Development 4</b>		
8/1/2011 - 7/31/2012	\$10,000	\$9,855	\$8,919	\$936
<b>Centro di Mi Salud</b>		<b>Outreach &amp; Development 6</b>		
9/1/2012 - 8/31/2013	\$10,000		\$0	
<b>Community Healthcore</b>		<b>Self-Employment 1</b>		
7/31/2012 - 8/31/2012	\$125,000	\$112,704	\$94,956	\$17,748
<b>Department of Assistive and Rehabilitative Services</b>		<b>Higher Education 3</b>		
1/1/2012 - 9/30/2012	\$225,000	\$225,000	\$12,484	\$212,516
<b>Educational Programs Inspiring Communities, Inc.</b>		<b>Enabling Technology 1</b>		
4/1/2012 - 12/31/2012	\$225,000	\$225,000	\$5,609	\$219,391
<b>Epilepsy Foundation Texas</b>		<b>Health &amp; Fitness 2</b>		
4/1/2012 - 9/30/2012	\$250,000	\$249,538	\$25,196	\$224,342
<b>Family to Family Network Inc</b>		<b>L&amp;A Local Basic Advocacy Training 1</b>		
1/1/2012 - 5/31/2012	\$75,000	\$75,000	\$75,000	\$0
<b>Helpful Interventions</b>		<b>Gulf Coast African American Family Support Conference</b>		
9/1/2012 - 8/31/2013	\$35,000	\$33,687	\$0	\$33,687

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Jewish Family Service of Dallas</b>		<b>Inclusive Faith-Based Symposium 3</b>		
3/1/2012 - 2/28/2013	\$75,000	\$75,000	\$15,770	\$59,230
<b>Morningside Research and Consulting, Inc.</b>		<b>Biennial Report</b>		
3/1/2012 - 12/31/2012	\$25,000	\$24,960	\$15,400	\$9,560
<b>NAMI Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 3)</b>		
2/1/2012 - 1/31/2013	\$75,000	\$75,000	\$12,589	\$62,411
<b>OneStar Foundation</b>		<b>Inclusive Faith-Based Symposium 1</b>		
2/1/2012 - 1/31/2013	\$75,000	\$71,453	\$15,198	\$56,255
<b>Region 17 ESC</b>		<b>PBS-ID</b>		
6/1/2012 - 12/1/2012	\$115,000	\$115,000	\$27,278	\$87,722
<b>Region 17 ESC</b>		<b>PBS-HS</b>		
6/1/2012 - 12/1/2012	\$120,000	\$120,000	\$24,528	\$95,472
<b>Region 17 ESC</b>		<b>PBS-ID</b>		
3/16/2012 - 5/31/2012	\$115,000	\$115,000	\$115,000	\$0
<b>Region 17 ESC</b>		<b>PBS-HS</b>		
5/1/2012 - 5/31/2012	\$120,000	\$120,000	\$120,000	\$0
<b>SafePlace</b>		<b>Meaningful Relationships</b>		
5/1/2012 - 4/30/2013	\$125,000	\$117,022	\$31,594	\$85,428
<b>SER Jobs for Progress</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 5)</b>		
12/1/2011 - 11/30/2012	\$40,000	\$40,000	\$19,909	\$20,091
<b>Strategic Education Solutions, LLC</b>		<b>Enabling Technology 2</b>		
4/1/2012 - 3/31/2013	\$225,000	\$224,967	\$92,850	\$132,117
<b>Texas A&amp;M University</b>		<b>L&amp;A Statewide Advanced Training</b>		
7/1/2012 - 12/1/2012	\$150,000	\$214,742	\$25,793	\$188,949

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Texas A&amp;M University</b>		<b>Higher Education 1</b>		
1/1/2012 - 12/31/2012	\$225,000	\$225,000	\$18,795	\$206,205
<b>Texas A&amp;M University</b>		<b>L&amp;A Statewide Advanced Training</b>		
3/16/2012 - 6/30/2012	\$150,000	\$150,000	\$111,226	\$38,774
<b>Texas A&amp;M University</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 2)</b>		
6/1/2012 - 12/31/2012	\$75,000	\$75,000	\$3,621	\$71,379
<b>Texas Advocates</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 1)</b>		
3/1/2012 - 12/31/2012	\$75,000	\$75,000	\$17,625	\$57,375
<b>Texas Center for Disability Studies</b>		<b>Support for Advisory Committee Member Travel</b>		
11/1/2011 - 10/31/2012	\$38,546	\$38,546	\$34,176	\$4,370
<b>Texas Parent to Parent</b>		<b>Public Policy Collaboration Activities</b>		
3/1/2012 - 2/28/2013	\$0	\$61,780	\$17,893	\$43,887
<b>Texas State Independent Living Council</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 7)</b>		
2/1/2012 - 1/31/2013	\$75,000	\$75,000	\$45,412	\$29,588
<b>Texas State Independent Living Council</b>		<b>Health &amp; Fitness 3</b>		
4/1/2012 - 3/31/2013	\$250,000	\$219,472	\$71,196	\$148,276
<b>Texas Tech University</b>		<b>Teacher Preparation for Inclusive Education Project</b>		
12/1/2011 - 9/30/2012	\$200,000	\$199,999	\$136,851	\$63,148
<b>Texas Tech University</b>		<b>Higher Education 2</b>		
10/1/2011 - 8/31/2012	\$225,000	\$209,384	\$78,307	\$131,077
<b>The Arc of Dallas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 4)</b>		
4/1/2012 - 3/31/2013	\$75,000	\$75,000	\$31,250	\$43,750
<b>The Arc of Greater Tarrant County</b>		<b>Inclusive Faith-Based Symposium 2</b>		
5/1/2012 - 4/30/2013	\$75,000	\$75,000	\$10,000	\$65,000

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>The Arc of San Angelo</b>		<b>Alternatives to Guardianship-Volunteer Advocate Pilot Program</b>		
5/1/2012 - 4/30/2013	\$75,000	\$73,941	\$17,033	\$56,908
<b>The Arc of Texas</b>		<b>L&amp;A Specialized Advocacy Training 3</b>		
9/1/2011 - 10/31/2011	\$75,000	\$93,724	\$93,724	\$0
<b>The Arc of Texas</b>		<b>Texas Microboard Collaboration</b>		
10/1/2011 - 9/30/2012	\$0	\$76,834	\$50,449	\$26,385
<b>The Arc of Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 5)</b>		
3/1/2012 - 12/31/2012	\$75,000	\$75,000	\$16,703	\$58,297
<b>The Sower Foundation</b>		<b>Outreach &amp; Development 7</b>		
9/1/2012 - 8/31/2013	\$10,000	\$10,000	\$0	\$10,000
<b>VSA Arts of Texas</b>		<b>Self-Employment 2</b>		
6/1/2012 - 7/31/2012	\$25,000	\$25,000	\$25,000	\$0
<b>West Central Texas Regional Foundation</b>		<b>Inclusive Faith-Based Symposium 4</b>		
2/1/2012 - 1/31/2013	\$75,000	\$74,894	\$40,442	\$34,452
<b>Totals:</b>	<b>\$4,294,901</b>	<b>\$4,412,467</b>	<b>\$1,672,111</b>	<b>\$2,740,356</b>

# 2012 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Department of Assistive and Rehabilitative Services</b>		<b>Higher Education 3</b>		
10/1/2012 - 12/31/2012	\$225,000	\$225,000	\$12,484	\$212,516
<b>Educational Programs Inspiring Communities, Inc.</b>		<b>Enabling Technology 1</b>		
1/1/2013 - 3/31/2013	\$225,000	\$225,000	\$5,609	\$219,391
<b>Epilepsy Foundation Texas</b>		<b>Health &amp; Fitness 2</b>		
10/1/2012 - 3/31/2013	\$250,000	\$249,538	\$25,196	\$224,342
<b>Paso del Norte Children's Development Center</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 1</b>		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$0	\$20,000
<b>Texas A&amp;M University</b>		<b>L&amp;A Statewide Advanced Training</b>		
7/1/2013 - 8/31/2013	\$150,000	\$214,742	\$25,793	\$188,949
<b>Texas A&amp;M University</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 2)</b>		
1/1/2013 - 5/31/2013	\$75,000	\$75,000	\$3,621	\$71,379
<b>Texas Advocates</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 1)</b>		
1/1/2013 - 2/28/2013	\$75,000	\$75,000	\$17,625	\$57,375
<b>Texas Tech University</b>		<b>Higher Education 2</b>		
9/1/2012 - 10/31/2012	\$225,000	\$209,384	\$78,307	\$131,077
<b>Texas Tech University</b>		<b>Project SEARCH</b>		
10/1/2012 - 9/30/2013	\$175,000		\$0	
<b>The Arc of Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 5)</b>		
1/1/2013 - 2/28/2013	\$75,000	\$75,000	\$16,703	\$58,297
<b>Totals:</b>	<b>\$1,495,000</b>	<b>\$1,368,664</b>	<b>\$185,338</b>	<b>\$1,183,326</b>

# PLANNED GRANTS/CONTRACTS

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Biennial Report</b>		<b>Printing &amp; Production</b>		
3/1/2012 - 2/28/2013	\$25,000	\$0	\$0	\$0
<b>Grants for Outreach &amp; Development</b>		<b>Grants for Outreach &amp; Development</b>		
8/1/2012 - 7/31/2013	\$42,975	\$0	\$0	\$0
<b>PP Committee-Capacity Building</b>		<b>PP Committee-Capacity Building-Balance</b>		
12/1/2012 - 11/30/2013	\$50,000	\$0	\$0	\$0
<b>Transportation</b>		<b>Transportation</b>		
8/1/2012 - 7/31/2013	\$400,000	\$0	\$0	\$0
<b>Totals:</b>	<b>\$517,975</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# S T I P E N D E X P E N D I T U R E S

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
<b>FYE 9-30-11</b>					
Volar Center for Independent Living	Oct-2010	5,995	58	1	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Oct-2010	5,386	23	8	<input checked="" type="checkbox"/>
NAMI Texas	Oct-2010	5,980	52	2	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2011	6,000	27	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2011	1,400	8	2	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Apr-2011	1,200	20	2	<input checked="" type="checkbox"/>
Texas State Independent Living Council	Apr-2011	6,000	24	4	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Apr-2011	2,973	15	10	<input checked="" type="checkbox"/>
Brain Injury Association of Texas	Apr-2011	1,366	11	2	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2011	6,000	40	11	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2011	5,552	17	0	<input checked="" type="checkbox"/>
Texas Advocates	Aug-2011	5,769	60	24	<input checked="" type="checkbox"/>
<b>TOTALS:</b>		<b>\$53,621</b>	<b>355</b>	<b>66</b>	

## FYE 9-30-12

Volar Center for Independent Living	Oct-2011	6,000	73	5	<input checked="" type="checkbox"/>
Partners Resource Network	Dec-2011	5,998	22	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2012	3,794	16	0	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2012	6,000	30	0	<input checked="" type="checkbox"/>
The Arc of Texas	Feb-2012	3,036	38	0	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Mar-2012	1,200	20	6	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2012	6,000	29	9	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2012	5,352	13	4	<input checked="" type="checkbox"/>
Texas Advocates	Jul-2012	5,988			<input type="checkbox"/>
Texas Coalition of Texans with Disabilities	Sep-2012	6,000			<input type="checkbox"/>
<b>TOTALS:</b>		<b>\$49,368</b>	<b>241</b>	<b>24</b>	

**NOTE: Budgeted amount used if stipend not closed.**

**Background:**

Title IV, Chapter 531, Section 531.0235 of the Texas Government Code requires TCDD, jointly with the Office of Prevention, to prepare a biennial report on the state of services to persons with disabilities in Texas. This report is to be provided to the Governor, Lieutenant Governor, Speaker of the House of Representatives, and the Executive Commissioner of the Health and Human Services Commission no later than December 1<sup>st</sup> of even-numbered years, prior to the beginning of each regular session of the Texas Legislature. The next report is therefore due by December 1, 2012.

Six reports have been submitted by TCDD and TOP to date. TCDD has tailored recommendations in each report to focus on an area that significantly impacts persons with disabilities. Key focus areas of previous Biennial Disability Reports were:

- ✓ Overview of Current Services, Supports, and Needs (2000)
- ✓ Special Focus on Personal Assistance Services (2002)
- ✓ Special Focus on Housing (2004)
- ✓ Employment (2006)
- ✓ The state’s allocation of resources to provide long term services and supports for people with developmental disabilities (2008)
- ✓ Representative profiles of the needs and situations of people with disabilities, and their families, who are waiting for services in Texas (2010)

The Council approved a special focus for the 2012 Biennial Disability Report: *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction.*

TCDD staff will review the proposed recommendations for the 2012 Biennial Disability Report with the Committee of the Whole. The Committee will also receive an update regarding the status of Biennial Disability Report activities and may provide additional guidance as appropriate. Additional information is included in the meeting materials.

**Committee of the Whole**

**Agenda Item 7.**

**Expected Action:**

The Committee of the Whole will recommend TCDD 2012 Biennial Disability Report Recommendations for Council approval.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will consider the 2012 Biennial Disability Report Recommendations as recommended by the Committee of the Whole and determine final action.

## System Recommendations

1. Rebalance the system that serves persons with intellectual and developmental disabilities by expanding cost-effective policies honoring the choices of individuals to live in the most integrated setting to meet their needs, identifying and providing supports and services to meet the needs of persons when and where they need them, and transferring the savings so that more persons with disabilities have the opportunity to be included in their communities.
2. Develop and implement strategies that address the needs of families in crisis to prevent the unnecessary placement of children in any institutional setting.
3. Address the direct support workforce shortage by collecting and analyzing trends regarding workforce demographics and wages, developing and promoting a peer support workforce, expanding consumer direction, and restructuring payment methodologies to ensure that the legislature has the ability set direct service wages at levels commensurate with the value and scope of the service.

## Special Focus Section – Education and Employment Recommendations

1. Develop, with broad agency and stakeholder input, a methodology to track services and employment outcomes for persons with intellectual and developmental disabilities across agencies and programs.
2. Ensure that the planning process for individualized education services and supports for students with disabilities is person and family centered and directed; information about real work options is discussed early and often during the transition from school to adult services; and that options considered by students, families and school personnel include supported work-study, internships, community activities, mentoring programs, local and state post-graduation resources and independent living options.
3. Identify systemic barriers that prevent some persons with disabilities from achieving competitive employment in integrated settings including agency policies and procedures, practices, and financing structures, and develop implementable strategies to remove those barriers and improve outcomes.
4. Expand the number of employers interested in hiring persons with intellectual and developmental disabilities by continuing to disseminate information and training materials about common, reasonable accommodations, tax incentives, best practices and benefits of employing persons with intellectual and developmental disabilities.

**Background:**

Minutes of the July 26, 2012, Project Development Committee meeting are included for your review.

**Project Development  
Committee**

**Agenda Item 3.**

**Expected Action:**

The Committee will review, revise as appropriate, and approve.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**  
**PROJECT DEVELOPMENT COMMITTEE**  
**THURSDAY, JULY 26, 2012**

**DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Susan Vardell, Chair	Gladys Cortez	Cindy Swain, TEA
Dana Perry, Vice Chair	Kathy Griffis-Bailey, DSHS	
Kristine Clark	John C. Morris	

**COMMITTEE MEMBERS ABSENT**

Kimberly Blackmon	Diana Kern
Andrew Crim	

**STAFF PRESENT**

Jeri Barnard	Joanna Cordry	Wendy Jones
Annette Berksan	Cynthia Ellison	Melissa Loe
Martha Cantu	Sonya Hosey	

**CALL TO ORDER**

The Project Development Committee met on Thursday, July 26, 2012, in the San Marcos room at the Renaissance Hotel, 9712 Arboretum Blvd., Austin, Texas 78759. Chair Susan Vardell called the meeting to order at 2:35 p.m. A quorum was present.

**1. INTRODUCTION OF COMMITTEE MEMBERS, STAFF AND VISITORS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the May 3, 2012, Committee meeting.

**MOTION:** To approve the minutes of the May 3, 2012, Project Development Committee meeting minutes as presented.

**MADE BY:** John C. Morris

**SECOND:** Kathy Griffis-Bailey

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Committee Chair Susan Vardell reviewed discussions of the Executive Committee about new grant awards for Project SEARCH and for Outreach and Development projects.

**5. GRANTS AND PROJECTS REPORT**

**A. Public Information Report**

Communication Coordinator Melissa Loe introduced Web Administrator Annette Berksan to the Committee. Loe also presented the Public Information Report and discussed outreach activities.

**B. Status of New / Approved Projects**

Planning Coordinator Joanna Cordry reported that the Executive Committee approved revisions to the Stipends Request for Proposals (RFP) and the RFP review process. Cordry also reported that two additional RFP's are posted.

**C. Other Updates**

Grants Management Director Sonya Hosey reported on the status of the recently approved new projects, the training schedule, and project highlights. Hosey also reported that Cynthia Ellison was selected as the new Senior Grants Specialist and that she is reviewing applications for the Grants Specialist position and plans interview during August.

**6. PROJECTED AVAILABLE FUNDS**

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report and projected available funds.

**7. MEMBER UPDATES**

The Committee received reports from Council members Kristine Clark, and Kathy Griffis-Bailey about activities in which they have been involved. Kristine Clark reported that she was interviewed by the San Antonio Express; Kathy Griffis-Bailey reported that she participated in a review and update to the By-Laws for the Traumatic Brain Injury Advisory Council, primarily changing the terminology, standardizing the language, and correcting currently inaccurate information.

**8. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION**

**A. Family Involvement in Schools Executive Summary**

The Committee reviewed the Executive Summary entitled "Family Involvement in Schools". This project would provide support for one project for up to \$300,000 each year for up to five years.

**MOTION:** To recommend Council approval of the *Family Involvement in Schools* Executive Summary for one project for up to \$300,000 each year for up to five years.

**MADE BY:** John C. Morris

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**B. Consideration of Unsolicited Ideas**

Public Policy Director Jessica Ramos reviewed the Unsolicited Idea submitted from Disability Rights Texas. The Committee discussed the idea and decided not to pursue the idea further given that other organizations are planning to implement related activities to address the identified need. The Committee also reviewed and discussed the Unsolicited Idea from East Wilco Challenger Sports and asked staff to gather more information about inclusive recreation efforts.

**MOTION:** Not to approve further development of the Unsolicited Idea submitted from Disability Rights Texas.

**MADE BY:** John C. Morris

**SECOND:** Kristine Clark

The motion **passed** unanimously.

**C. Next Steps for Positive Behavior Support Activities**

The Committee reviewed and discussed the Next Steps for Positive Behavior Support Activities and asked staff to bring back information about possible next steps.

**D. Evaluation of Project IDEAL**

The Committee briefly discussed possible options for evaluating Project IDEAL, a grant that is ending in August of 2012. The Committee declined to consider allotting additional funding to evaluate long-term outcomes after the grant has ended.

**9. FUTURE FUNDING PRIORITIES**

The Committee reviewed and agreed to changes on the Future Funding Priorities list. The Committee added the Family Involvement in Schools project as priority #6 spot and moved Funders Roundtable to #7.

**MOTION:** To add the Families Involvement in Schools project as priority #6 and move Funders Roundtable to #7.

**MADE BY:** John C. Morris

**SECOND:** Dana Perry

The motion **passed** unanimously.

**ADJOURN**

There being no further business, Chair Susan Vardell adjourned the meeting at 4:45 PM.

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Roger A. Webb, Secretary to the Council

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Date

**Background:**

Council Policies provide for a Nominating Committee to be established each year at the fall (November) Council meeting. Both the Public Policy Committee and the Project Development Committee will select **one committee member** to be a member of the Nominating Committee. The Council will select a **third member** of the Committee. Those three members will select a Committee Chair from among their members at their first meeting.

The Nominating Committee will bring forward recommendations at the February Council meeting for Council Vice-Chair and for the consumer member-at-large on the Executive Committee. TCDD Policies limit members from serving more than two consecutive terms as Vice-Chair. John Morris is serving in his second term as Council Vice-Chair and is not eligible for another term.

Council Policies do not limit the number of consecutive terms that a member may serve as the consumer member-at-large to the Executive Committee. Hunter Adkins is in her second term as the consumer member-at-large and is eligible for another term.

Please remember that members of the nominating committee are **not** eligible to be considered for a nomination to either of these positions. State agency representatives are eligible to serve on the nominating committee.

**Project Development Committee**

**Agenda Item 5.**

**Expected Action:**

The Committee will select one member of the Committee to serve as a member of the Nominating Committee.

**Public Policy Committee**

**Agenda Item 6.**

**Expected Action:**

The Committee will select one member of the Committee to serve as a member of the Nominating Committee.

**Council**

**Agenda Item 6.**

**Expected Action:**

The Council will select one Council member to serve on the Nominating Committee.

## Project Development Committee - Staff Reports

Tab 10

### Background:

Staff will provide updates to the Project Development Committee members regarding Public Information activities, the status of new or recently approved projects, and projected available funds. Meeting materials include the following written information for your review prior to the meeting:

- TCDD Projects Training Schedule – This calendar of training events planned by TCDD grant projects during the next six months is included as general information for Committee and Council members.
- Grant Project Highlights – The quarterly Grant Project Highlights Report is enclosed for review by Committee members. This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. Different grantees are highlighted each quarter.

Staff may also refer to the following printed materials, found behind other Tabs:

- Public Information Report - This quarterly report includes recent public information staff activities related to creating awareness and building connections. Tab 15
- TCDD Quarterly Financial Report – This report summarizes TCDD’s budget and expenditures and is used to determine the projected available funds. Tab 6

TCDD staff may also provide updates to the Committee of other achievements or items of concern.

### Project Development Committee

#### Agenda Item 6.

### Expected Action:

No action is anticipated; information item only.

### Council

#### Agenda Item 15. A.

### Expected Action:

The Council will review discussions on this item. No action is anticipated.

# TCDD Projects' Training Schedule

October 2012 – March 2013

**October**

- |          |  |
|----------|--|
| <b>3</b> | <b>Region 17 Education Service Center</b><br>Positive Behavior Intervention Strategies – Impacting Disproportionality<br>Living on the Edge: Opening Eyes to the Human Cost of Poverty<br>Lubbock ISD Administration Building<br>1628 19 <sup>th</sup> Street (Lubbock)<br>1:00pm-4:00pm<br>Contact Val Meixner at (806) 281-5879<br>Open to Lubbock ISD administrators only<br>Free |
| <b>4</b> | <b>Brighton Center</b><br>Building Bridges Curriculum: Special Education Law<br>Parents Alliance for Learning and Support (PALS) Advocacy Training<br>One for Autism (Class 2 of 4)<br>265 E. Lullwood (San Antonio)<br>6:30pm-8:00pm<br>Contact PALS Coordinator at (210) 826-4492<br>Open to Public – Limited to 15 participants<br>Free   |
| <b>4</b> | <b>Brighton Center</b><br>Building Bridges Curriculum: Special Education Law<br>Parents Alliance for Learning and Support (PALS) Advocacy Training<br>New Braunfels Kids Club (Class 2 of 4)<br>169 South Hickory (New Braunfels)<br>6:30pm-8:00pm<br>Contact PALS Coordinator at (210) 826-4492<br>Open to Public<br>Free   |
| <b>5</b> | <b>Paso del Norte Children's Development Center</b><br>Advocacy<br>Paso del Norte Children's Development Center<br>1101 E. Schuster Ave. (El Paso)<br>10:00am-12:00pm<br>Contact Tania Alvarez at (915) 544-8484 ext. 201<br>Open to the Public<br>Free  |
| <b>6</b> | <b>Any Baby Can of San Antonio</b><br>Health & Fitness<br>Community Exercise Class<br>Main Plaza Conservancy<br>111 Soledad Street (San Antonio)<br>9:00am-10:00am<br>Contact Alfred Chavira at (210) 227-0170<br>Open to the Public<br>Free   |

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**October**

- 8**      **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
2630 Fountain View, Suite 210 (Houston)  
6:00pm-8:00pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free
- 9**      **Brighton Center**  
ARD Clinic: Special Education 101  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Arc of San Antonio  
13430 West Ave. (San Antonio)  
9:00am-11:00am  
Contact Dot O'Donnell at (210) 826-4492  
Open to Public  
Free
- 10-11**      **Arc of Texas**  
PATH (Planning Alternative Tomorrows with Hope) Training  
Old Socorro ISD Admin Building  
12300 East Lake (El Paso)  
9:00am-4:00pm  
Contact Amy Stabeno (512) 454-6694 ext. 7753  
Open to Public – Registration Required  
Cost: \$250 or \$50 with stipend
- 11**      **Brighton Center**  
Building Bridges Curriculum: The Pre-ARD Process (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 3 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to Public – Limited to 15 participants  
Free
- 11**      **Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
New Braunfels Kids Club (Class 3 of 4)  
169 South Hickory (New Braunfels)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to Public  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**October**

- 11-12 Arc of Texas**  
Texas Microboard Collaboration  
Planning Alternative Tomorrows with Hope (PATH) Facilitator's Training  
Old Socorro ISD Admin Building  
12300 East Lake (El Paso)  
9:00am-4:00pm  
Contact Amy Stabeno at (512) 454-6694 ext. 7753  
Open to the Public – Registration Required  
Cost: \$250 or \$50 with stipend
- 11-13 Any Baby Can of San Antonio**  
Health & Fitness  
Texas State Autism Conference presentation, "Visual Supports to Increase Health & Wellness for Unique Learners"  
Austin Convention Center  
500 East Cesar Chavez (Austin)  
7:00am-5:00pm  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public – Registration Required  
Cost: Professional: \$160 (Onsite \$210)  
Parent: \$125 – Stipends available through application (Onsite \$175)  
Student with ASD (Autism Spectrum Disorder) \$50 (Onsite \$60)
- 13 Region 19 Education Service Center**  
Leadership Development & Advocacy Skills Training Expansion  
Mentor and Facilitator Training for YLF Weekend  
Education Service Center 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to Accepted Applicants only  
Free
- 16 Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
10615 Perrin Beitel, Suite 602 (San Antonio)  
5:30pm-7:30pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free
- 16 Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start (Class 1 of 4)  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**October**

- 17 Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burlison Head Start (Class 1 of 4)  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 17 OneStar Foundation**  
Inclusive Faith-based Communities Symposium  
Dell Jewish Community Center  
7300 Hart Lane (Austin)  
9:00am-3:00pm  
Contact: Suzanne Potts at (512) 287-2043  
Free to the Public (Space is Limited)  
Registration: <http://www.tfaforms.com/254222>  
Registration will close at 5pm Monday October 2, 2012
- 18 Any Baby Can of San Antonio**  
Health & Fitness  
Community Exercise Class  
San Antonio Parks & Recreation  
114 West Commerce Street (San Antonio)  
7:00pm-8:00pm  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free
- 18 Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start (Class 1 of 4)  
611 SW. 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 18 Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 4 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to Public – Limited to 15 participants  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

## October

- 18 Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
New Braunfels Kids Club (Class 4 of 4)  
169 South Hickory (New Braunfels)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to Public  
Free
- 18 Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start (Class 1 of 4)  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 18 VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free
- 20 Texas Parent to Parent**  
Public Policy Collaboration  
Texas Parent to Parent Advocacy Network Training on Legislative Advocacy  
Chase Oaks Church  
281 Legacy Drive (Plano)  
9:00am-4:00pm  
Contact Linda Litzinger at (512) 922-3810 or  
[www.txp2p.org/training/registerfortraining.html](http://www.txp2p.org/training/registerfortraining.html)  
Open to Self-Advocates, Teens, Young Adults, Family Members and Professionals  
Free – Registration Preferred
- 20 Region 17 Education Service Center**  
Positive Behavior Intervention Strategies – Impacting Disproportionality  
Living on the Edge: Opening Eyes to the Human Cost of Poverty  
Lubbock ISD Administration Building  
1628 19<sup>th</sup> Street (Lubbock)  
9:00am-12:00pm and 1:00pm-4:00pm  
Contact Val Meixner at (806) 281-5879  
Open to Lubbock ISD administrators only  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**October**

- 23 Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start (Class 2 of 4)  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 24 Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burluson Head Start (Class 2 of 4)  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 25 Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 1 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- 25 Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start (Class 2 of 4)  
611 SW. 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 26 Paso del Norte Children's Development Center**  
Parenting a Child with Special Needs  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**October**

**30 Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start (Class 3 of 4)  
3300 Ruiz St. (San Antonio)  
8:30pm-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

**31 Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burleson Head Start (Class 3 of 4)  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

**TBD Brighton Center**  
Self-Determination Training  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Edgewood ISD  
4415 Monterrey St. (San Antonio)  
Time TBD  
Contact Dot O'Donnell at (210) 826-4492  
Closed  
Free

**November**

**1 Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start (Class 3 of 4)  
611 SW. 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

**1 Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 2 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**November**

- 2-4**      **Region 19 Education Service Center**  
Leadership Development & Advocacy Skills Training Expansion  
Youth Leadership Forum (YLF) Weekend Forum  
Hilton Inn and Garden Hotel  
111 West University (El Paso)  
8:00am-10:00pm  
Contact Rick Razo at (915) 780-5091  
Open to People with Disabilities Ages 16-21  
Free
- 3**            **Any Baby Can of San Antonio**  
Health & Fitness  
Community Exercise Class  
Main Plaza Conservancy  
111 Soledad Street (San Antonio)  
9:00am-10:00am  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free
- 6**            **Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start (Class 4 of 4)  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 7**            **Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burleson Head Start (Class 4 of 4)  
4415 Monterrey St. (San Antonio)  
8:30pm-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 8**            **Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start (Class 4 of 4)  
611 SW. 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact PALS Coordinator at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

*November*

- 8**      **Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 3 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- 12**      **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
2630 Fountain View, Suite 210 (Houston)  
6:00pm-7:00pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free
- 13**      **Region 17 Education Service Center**  
Positive Behavior Intervention Strategies – Impacting Disproportionality  
Behavioral Response to Intervention for Elementary Schools  
Education Service Center 17  
1111 West Loop 289 (Lubbock)  
9:00am-4:00pm  
Contact Val Meixner at (806) 281-5879  
Open to the Public  
Free
- 13**      **Brighton Center**  
ARD Clinic: Special Education  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Arc of San Antonio  
13430 West Ave. (San Antonio)  
9:00am-11:00am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 14**      **Any Baby Can of San Antonio**  
Health & Fitness  
Community Exercise Class  
San Antonio Parks & Recreation  
114 West Commerce Street (San Antonio)  
7:00pm-8:00pm  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**November**

- 14**      **Region 17 Education Service Center**  
Positive Behavior Intervention Strategies – Impacting Disproportionality  
Behavioral Response to Intervention for Secondary Schools  
Education Service Center 17  
1111 West Loop 289 (Lubbock)  
9:00am-4:00pm  
Contact Val Meixner at (806) 281-5879  
Open to the Public  
Free
- 15**      **Brighton Center**  
Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 4 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- 16**      **Paso del Norte Children’s Development Center**  
Be Prepared: Tips on Communicating with Legislators  
Paso del Norte Children’s Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free
- 17**      **Texas Parent to Parent**  
Public Policy Collaboration  
Texas Parent to Parent Advocacy Network Training on Legislative Advocacy  
Education Service Center 19  
6611 Boeing Drive (El Paso)  
9:00am-4:00pm  
Contact Linda Litzinger at (512) 922-3810 or  
[www.txp2p.org/training/registerfortraining.html](http://www.txp2p.org/training/registerfortraining.html)  
Open to Self-Advocates, Teens, Young Adults, Family Members and Professionals  
Free – Registration Preferred
- 20**      **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
10615 Perrin Beitel, Suite 602 (San Antonio)  
5:30pm-7:30pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

*November*

**30** **Paso del Norte Children's Development Center**  
From Emotions to Advocacy  
Presenter Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free

*December*

**1** **Region 19 Education Service Center**  
Leadership Development & Advocacy Skills Training Expansion  
From Student-led IEPs and Self-Advocacy to Individualized Employment  
Education Service Center 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to People with Disabilities Ages 16-21  
Free

**1** **Any Baby Can of San Antonio**  
Health & Fitness  
Community Exercise Class  
Main Plaza Conservancy  
111 Soledad Street (San Antonio)  
9:00am-10:00am  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free

**4** **Brighton Center**  
ARD Clinic: ADHD/ADD  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

**5** **Brighton Center**  
ARD Clinic: ADHD/ADD  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burluson Head Start  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Closed to Edgewood ISD Families  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**December**

- 6**      **Brighton Center**  
ARD Clinic: ADHD/ADD  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start  
611 SW 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Closed to Edgewood ISD Families  
Free
- 7**      **Paso del Norte Children's Development Center**  
People First Language  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free
- 10**      **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
2630 Fountain View, Suite 210 (Houston)  
6:00pm-7:00pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free
- 11**      **Brighton Center**  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
The ARD Process (Evaluation, IEP, Placement)  
Arc of San Antonio  
13430 West Ave. (San Antonio)  
9:00am-11:00am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 18**      **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
10615 Perrin Beitel, Suite 602 (San Antonio)  
5:30pm-7:30pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

## January

TBD	<p><b>Brighton Center</b> Building Bridges Curriculum: Developing Advocacy Skills Parents Alliance for Learning and Support (PALS) Advocacy Training One for Autism (Class 1 of 4) 265 E. Lullwood (San Antonio) 6:30pm-8:00pm Contact PALS Coordinator at (210) 826-4492 Open to the Public – Limited to 15 participants Free</p>
TBD	<p><b>Brighton Center</b> Building Bridges Curriculum: Special Education Law Parents Alliance for Learning and Support (PALS) Advocacy Training One for Autism (Class 2 of 4) 265 E. Lullwood (San Antonio) 6:30pm-8:00pm Contact PALS Coordinator at (210) 826-4492 Open to the Public – Limited to 15 participants Free</p>
TBD	<p><b>Brighton Center</b> Building Bridges Curriculum: The Pre-ARD (Effective Communication) Parents Alliance for Learning and Support (PALS) Advocacy Training One for Autism (Class 3 of 4) 265 E. Lullwood (San Antonio) 6:30pm-8:00pm Contact PALS Coordinator at (210) 826-4492 Open to the Public – Limited to 15 participants Free</p>
TBD	<p><b>Brighton Center</b> Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement) Parents Alliance for Learning and Support (PALS) Advocacy Training One for Autism (Class 4 of 4) 265 E. Lullwood (San Antonio) 6:30pm-8:00pm Contact PALS Coordinator at (210) 826-4492 Open to the Public – Limited to 15 participants Free</p>
8	<p><b>Brighton Center</b> ARD Clinic: TBA Parents Alliance for Learning and Support (PALS) Advocacy Training Arc of San Antonio 13430 West Ave. (San Antonio) 9:00am-11:00am Contact Pat O'Donnell at (210) 826-4492 Open to the Public Free</p>

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**January**

- 11** **Paso del Norte Children's Development Center**  
How to Create Portfolios for Children with Special Needs  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free
- 12** **Region 19 Education Service Center**  
Leadership Development & Advocacy Skills Training Expansion  
Making Your Case! Self Advocacy Training  
Education Service Center 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to People with Disabilities Ages 16-21  
Free
- 14** **Epilepsy Foundation of Texas**  
Get FIT Workshop  
Epilepsy Foundation  
2630 Fountain View, Suite 210 (Houston)  
6:00pm-7:00pm  
Contact Shannon Harlan at (713) 789-6295  
Open to Individuals with Disabilities ages 18 and up  
Free
- 1** **Paso del Norte Children's Development Center**  
Advocacy  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free

**February**

- 2** **Any Baby Can of San Antonio**  
Health & Fitness  
Community Exercise Class  
Main Plaza Conservancy  
111 Soledad Street (San Antonio)  
9:00am-10:00am  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**February**

- 4 Brighton Center**  
ARD Clinic: Positive Behavior Intervention  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 5 Brighton Center**  
ARD Clinic: Positive Behavior Intervention  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burluson Head Start  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 6 Brighton Center**  
ARD Clinic: Positive Behavior Intervention  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start  
611 SW 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 7 Region 19 Education Service Center**  
Leadership Development & Advocacy Skills Training Expansion  
Border Conference on Special Education  
Education Service Center 19  
6611 Boeing Drive (El Paso)  
8:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
By Invitation Only  
Free
- 7-8 Arc of Texas**  
Texas Microboard Collaboration  
20<sup>th</sup> Anniversary Inclusion Works! Conference  
Renaissance Hotel, 9721 Arboretum Boulevard (Austin)  
8:00am-4:00pm  
Contact Rona Statman at (512) 454-6694  
Open to the Public – Registration Required  
Cost: To Be Determined

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**February**

- 12**      **Brighton Center**  
ARD Clinic: TBA  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Arc of San Antonio  
13430 West Ave. (San Antonio)  
9:00am-11:00am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 22**      **Paso del Norte Children's Development Center**  
Adaptations, Accommodations, and Modifications for Children with Special Needs  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free
- TBD**      **Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 1 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- TBD**      **Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 2 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- TBD**      **Brighton Center**  
Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 3 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**February**

**TBD**

**Brighton Center**

Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 4 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

**March**

**9**

**Region 19 Education Service Center**

Leadership Development & Advocacy Skills Training Expansion  
Post-Secondary Education and Assistive Technology – El Paso Community  
El Paso Community College – Valle Verde Campus  
919 Hunter Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to People with Disabilities Ages 16-21  
Free

**16**

**Any Baby Can of San Antonio**

Health & Fitness  
Community Exercise Class  
Main Plaza Conservancy  
111 Soledad Street (San Antonio)  
9:00am-10:00am  
Contact Alfred Chavira at (210) 227-0170  
Open to the Public  
Free

**19**

**Brighton Center**

ARD Clinic: TBA  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Arc of San Antonio  
13430 West Ave. (San Antonio)  
9:00am-11:00am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free

**25**

**Brighton Center**

ARD Clinic: The ARD Process  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Cardenas Head Start  
3300 Ruiz St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

- 26**      **Brighton Center**  
ARD Clinic: The ARD Process  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Burluson Head Start  
4415 Monterrey St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 27**      **Brighton Center**  
ARD Clinic: The ARD Process  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
Stafford Head Start  
611 SW 36<sup>th</sup> St. (San Antonio)  
8:30am-10:30am  
Contact Pat O'Donnell at (210) 826-4492  
Open to the Public  
Free
- 29**      **Paso del Norte Children's Development Center**  
Parenting a Child with Special Needs  
Presenter: Tania Alvarez-Soltero  
Paso del Norte Children's Development Center  
1101 E. Schuster Ave. (El Paso)  
10:00am-12:00pm  
Contact Tania Alvarez at (915) 544-8484 ext. 201  
Open to the Public  
Free
- TBD**      **Brighton Center**  
Building Bridges Curriculum: Developing Advocacy Skills  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 1 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free
- TBD**      **Brighton Center**  
Building Bridges Curriculum: Special Education Law  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 2 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**March**

**TBD**

**Brighton Center**

Building Bridges Curriculum: The Pre-ARD (Effective Communication)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 3 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

**TBD**

**Brighton Center**

Building Bridges Curriculum: The ARD Process (Evaluation, IEP, Placement)  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One for Autism (Class 4 of 4)  
265 E. Lullwood (San Antonio)  
6:30pm-8:00pm  
Contact PALS Coordinator at (210) 826-4492  
Open to the Public – Limited to 15 participants  
Free

If you are interested in attending any of the events listed,  
please contact Cynthia Ellison at 512-437-5436.

**TCDD Higher Education Project Highlights  
October 2012**

**Higher Education for Individuals with Developmental Disabilities**

**RFP Intent:** To demonstrate how appropriate supports may help individuals with developmental disabilities complete post-secondary education and achieve employment goals. TCDD seeks to develop, demonstrate, and evaluate inclusive models of post-secondary education through which students with disabilities receive support to succeed in college, university, and/or vocational/technical programs.

**Grantee: Department of Assistive & Rehabilitative Services (DARS)**

Project Title: Project HIRE (Helping Individuals Reach Employment)  
Project Location: McAllen, TX

Year: 2 of 5  
TCDD Budgeted: \$225,000

**Accomplishments:**

- Contracts were executed with key partners and consultants were hired;
- The PAC, with national experts, developed an application process and scoring mechanism;
- Assistive technology evaluations were conducted for each of 6 participants and 6 alternates; and
- Project HIRE has garnered a great deal of publicity and social media attention.

**Sustainability:** Project leaders believe the culture at South Texas College will change dramatically with respect to how students with disabilities are served as a direct result of this project. After grant funding ends, DARS will take the lead role to support continuation for at least 5 years. A successful project will encourage replication and local support.

**Products:** Project HIRE brochure received and approved February 2012.

**Grantee: Texas Tech University**

Project Title: Project CASE (Connections for Academic Success & Employment)  
Project Location: Lubbock, TX

Year: 1 of 5  
TCDD Budgeted: \$217,079

**Accomplishments:**

- Contracts were executed with key partners and consultants were hired;
- The project co-sponsored an Employer Forum from which a list of potential business partners for student internships and, eventually, competitive employment was developed; and
- To date, 7 participants are enrolled at Texas Tech University (TTU), and a total of 7 more are enrolled at 3 different South Plains College (SPC) campuses.

**Sustainability:** Project CASE, housed within the Burkhart Center for Autism Education and Research, is working to build the capacity of TTU and SPC to utilize a wraparound planning approach with students with developmental disabilities. Additional opportunities for funding will be sought, but more importantly, the project will strive to institutionalize this approach.

**Products:** None

**Grantee: Texas A&M University**

Project Title: Bridge to Career in Human Service  
Project Location: Statewide

Year: 2 of 5  
TCDD Budgeted: \$225,000

**Accomplishments:**

- Recruitment activities provided to 1190 students, parents, counselors, administrators, and educators;
- More than 20 applications were submitted: 9 were interviewed and 8 admitted into the program; and
- Student assessments, wrap-around service meetings, housing contracts, summer training agenda and timeline, curriculum determination and a project website update have all been completed.

**Sustainability:** The pooling of resources as described in the workplan means more services can be provided, more youth can be served, and less duplication of services and efforts will take place. The established Texas A&M Center on Disability Development network provides a foundation to support continued collaborations.

**Products:** Project website: <http://b2c.tamu.edu/>

**Background:**

Enclosed for Committee discussion and possible action are:

- **The TCDD FY2012-2016 State Plan: Progress in Year 1 and Suggested Next Steps** – Staff provide this document to assist Council members in monitoring progress toward goals in the current State Plan and to inform future decisions about activities or Plan amendments. The document includes suggested “Next Steps,” including possible amendments to the Plan, for the Committee’s consideration. State Plan amendments require public comment prior to submitting to the Administration on Intellectual and Developmental Disabilities. Staff recommend that any proposed amendments be drafted and reviewed at the February meeting.
  
- **Advocacy U Support Executive Summary** – Support for the “Advocacy U” website will end 2/28/13. A decision regarding future support for Advocacy U must be made prior to this date. The enclosed Executive Summary includes background information, recommendations made by the grantee, data gathered regarding the use of the website by other organizations, and the estimated cost of continuing to support the website.
  
- **Culturally Competent Family Supports Executive Summary** – TCDD has experienced a great deal of success in its work with groups that are supporting people with developmental disabilities who strongly identify with an ethnic minority group and their families. The enclosed Executive Summary outlines activities that will build on those successes.

The Committee will also discuss:

- possible next steps to support the continued expansion of the use of Positive Behavioral Interventions and Supports; and
- recommendations from TCDD Public Policy staff regarding building advanced leadership skills in self-advocate communities.

**Project Development Committee**

**Agenda Item 8.**

**Expected Action:**

The Project Development Committee will discuss progress toward State Plan Goals and possible future activities, and may make recommendations to the Council.

**Council**

**Agenda Item 10.**

**Expected Action:**

The Council will consider recommendations from the Project Development Committee.

**TCDD FY2012 – 2016 State Plan:  
Progress in Year 1 and Suggested Next Steps**

<p><b>Goal 1:</b> Build collaborations within at least one geographic region served by an Education Service Center (ESC) to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/16.</p>		
Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Evaluate achievements of Project IDEAL relative to the impact the program might have on the identified indicators of educational success and determine next steps by 2/28/14.</p>	<p>7//26/12 - Project Development Committee determined to not propose additional funding for an independent evaluation.</p>	<p><b>Review and amend plan if activity will not be conducted.</b></p>
<p><b><u>Objective 2</u></b> Identify two indicators of educational success and key criteria to solicit interest from organizations for partnering on activities in a region, by 9/30/12.</p>	<p>Completed. Selected IDEA Indicators 4, 5, and 15. See attached for additional information.</p>	<p>Record baseline data and continue to monitor Region 17 and Texas as a whole.</p>
<p><b><u>Objective 3</u></b> In the selected ESC region, provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/15.</p>	<p>End date for objective revised to 9/30/16 to correct typographical error.</p> <p>RFP for “Family Involvement in School” posted 9/12/12; will close 11/21/12.</p>	<p>Complete RFP process. Monitor if awarded.</p> <p>Earliest possible project start date for project is 3/1/2013.</p>
<p><b><u>Objective 4</u></b> Partner with other organizations to develop and evaluate a user-friendly template for a summary report of educational outcomes of students with developmental disabilities within a school district or school that may be used by organizations to provide information to parents, by 9/30/15.</p>	<p>Not yet started.</p>	<p><b>Review and determine if this continues to be a priority or if an amendment is needed.</b></p>
<p><b><u>Objective 5</u></b> Demonstrate how appropriate assistive technology can enable students with developmental disabilities to reach their educational goals, by 3/31/16.</p>	<p>Enabling Technology RFP posted 5/27/11 for projects to address employment or school. No proposals to address education received.</p>	<p><b>Review and determine if this continues to be a priority or if an amendment is needed.</b></p>

**Goal 2:** Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, by 9/30/16.

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by 3/31/16.</p>	<p>Three projects started in FY12: Project CASE Texas Tech; Project in Lubbock 10/1/2011-9/30/2016</p> <p>Project Hire DARS; Project in McAllen 1/1/2012-12/31/2016</p> <p>Bridge to Career in Human Service TAMU, project in College Station 10/1/2011-9/30/2016</p>	<p>Monitor and evaluate.</p>
<p><b><u>Objective 2</u></b> Develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members how available assistive technology can increase job performance and employment options, by 3/31/16.</p>	<p>Two projects started in FY12: Enabling Technology: Collaborating for the Future (Virtual Job Coach) Strategic Educational Solutions 4/1/12 – 3/31/17</p> <p>Working with HEART (application to take inventory) Educational Programs Inspiring Communities, Inc. 3/1/12-3/28/17</p>	<p>Monitor and evaluate.</p>
<p><b><u>Objective 3</u></b> Partner with other organizations to expand and evaluate the impact of Project SEARCH in Texas, by 9/30/16.</p>	<p>Administrative Support for Project SEARCH RFP posted 4/11/12; awarded to Texas Tech in Lubbock (will be statewide); started 10/1/12.</p>	<p>Monitor and evaluate.</p>
<p><b><u>Objective 4</u></b> Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.</p>	<p>Public Policy Staff participated in workgroups, such as the Medicaid Infrastructure Grant workgroup, that are addressing this issue.</p> <p>Demonstration projects that ended in FY12: Community Healthcare and VSA Self-Employment projects.</p>	<p>Continue to advocate.</p> <p>Review final reports from demonstration projects (incl. Easter Seals Asset project, ended FY11) to determine if materials or information can be used in advocacy effort or suggest a “next step.”</p>

**Goal 3:** Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide services to people with developmental disabilities by 9/30/2016.

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/14.</p>	<p>Council selected “Accessible Parking” as the topic for the first campaign 5/4/12. Staff was directed to determine best approach and to draft an Executive Summary for specific activities.</p>	<p>Executive Summary for to go to Council 10/25/12.</p>
<p><b><u>Objective 2</u></b> Provide increased level of support to TCDD during legislative sessions as needed to implement communication activities and to provide information requested by members of the legislature and/or the media.</p>	<p>Not applicable. Texas only has legislative sessions in odd numbered years.</p>	<p>No changes recommended.</p>
<p><b><u>Objective 3</u></b> Provide information and/or technical assistance to at least four organizations that promote general community development, so that they may better include, support, and address the needs of community members who have developmental disabilities by 9/30/16.</p>	<p>Staff worked directly with three organizations as described by this goal: Circle of 10; OneStar Foundation; West Central Texas Regional Foundation.</p>	<p>Continue to work with organizations, as needed and appropriate, to help them better understand how to include people with developmental disabilities.</p> <p>Develop formal evaluation and tracking system.</p>
<p><b><u>Objective 4</u></b> Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/16.</p>	<p>DD network partners discussed and did not identify materials that needed broader dissemination.</p> <p>Four “Inclusive Faith-Based Communities” grants awarded to assist faith-based communities to better include people with IDD.</p> <p>RFP posted 9/28/12 to sponsor disability-related presentations at conferences.</p>	<p>Continue.</p> <p>Develop tracking system to decrease likelihood of counting the same organization twice.</p>

**Goal 4:** In at least one Health and Human Service (HHS) region, increase the percentage of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/16. (Note: Goal revised Goal 4 for FY13, to read “increase by 1% the percentage of...” in response to input by peer review team)

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/15.</p>	<p>Accessible Transportation, Accessible Communities RFP posted 6/8/12.</p>	<p>Proposal and Review Panel recommendations to be reviewed by Executive Committee 10/24/12.</p> <p>No changes recommended.</p>
<p><b><u>Objective 2</u></b> Build the capacity of at least four local organizations in the selected Region to provide transportation training to people with developmental disabilities by 9/30/16.</p>	<p>Accessible Transportation, Accessible Communities RFP posted 6/8/12.</p>	<p>Proposal to be reviewed by Executive Committee 10/24/12.</p> <p>No changes recommended.</p>

**Goal 5:** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/16.

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Determine evaluation methodology and gather baseline data.</p>	<p>Not yet completed.</p>	<p>Work with DADS to determine if use of Core Indicators is appropriate.</p>
<p><b><u>Objective 2</u></b> Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/16.</p>	<p>Building Community Capacity through Collaboration (BC3) RFP posted 7/1/12. Proposals received from Region 1, 4 (2 proposals), 6, and 10.</p> <p>Other projects: Two Positive Behavior Interventions and Supports (PBIS) Region 17, Lubbock 6/1/08-5/31/13</p> <p>Gulf Coast of TX African American Family Support Conference Helpful Interventions, Houston (Region 1) 9/1/12-8/31/13</p> <p>Staff worked with the Hogg Foundation and others to support a group of African American Pastors to address issues specific to their communities. (Region 7)</p>	<p>Four BC3 projects slated to begin in FY13. All will involve multiple organizations, but they will not all be in the same region. Earliest possible start date: 12/3/12.</p> <p><b>Determine if an amendment is desired to continue to develop and promote PBIS.</b></p> <p><b>Determine if amendments are desired to address disproportionality of access to, use of, and outcomes from healthcare that is experienced by people who are black, Asian, Hispanic, or Native American.</b></p> <p>Continue to monitor and evaluate.</p>

**Goal 5 (Continued):** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/16.

<p><b>Objective 3</b> As funds are available, demonstrate and evaluate other strategies to support individuals with developmental disabilities to improve and/or maintain their personal health and well-being by September 30, 2016.</p>	<p>Revised Objective 3 for FY13 to: “Pilot at least 5 different strategies to support IDD and their families to be able to have increased control over their personal health and well-being by 9/30/16.”</p> <p>One Volunteer-Supported Decision-Making Project: Arc of San Angelo, San Angelo 4/1/11-3/31/14</p> <p>One Meaningful Relationships project continued: SafePlace, Austin 2/1/11-1/31/14</p> <p>Three Health and Fitness projects started: “Health and Fitness for People with Developmental Disabilities” SILC 4/1/12-3/31-17</p> <p>“Any Body Can Wellness Program” Any Baby Can, San Antonio 3/1/12-2/28/17</p> <p>“Get Fit Texas” Epilepsy Foundation, Houston 4/1/12-3/31/17</p>	<p>Continue to monitor projects and evaluate.</p>
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**Goal 5 (Continued):** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/16.

<p><b>Objective 4</b> Each year of the plan, advocate for reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.</p>	<p>Public Policy staff participated in: the IDD System Improvement Workgroup; HHSC Children’s Policy Council &amp; System Reform Sub-Committee; HHSC Task Force on Children with Special Health Care Needs; and the Community-based Services Interest List Stakeholders. Staff also worked with the following Advisory Committees: Promoting Independence, Money Follows the Person Demonstration, DADS Aging and Disability Resource Center, Lifespan Respite Services.</p> <p>Staff worked with the DD Network Partners on the SSLC Person Centered Thinking Proposal.</p> <p>One Microboard project demonstrated an alternative to traditional service provision. The Arc of Texas, Austin 10/1/08-9/30/13.</p>	<p>Continue and track efforts.</p>
<p><b>Objective 5</b> Beginning in FY13, develop opportunities to partner with people who have developmental disabilities, families, providers, medical schools, licensing and certification boards, agencies, and/or community-based organizations to provide or develop training and/or practice guidelines that include knowledge related to disability and incorporate components of successful TCDD projects.</p>	<p>Planning staff are exploring a program that offers training (and CMEs) for medical personnel through a series of webinars conducted by the Florida DD Council in collaboration with the American Academy of Developmental Medicine and Dentistry and the Florida Center for Inclusive Communities.</p>	<p>Continue to explore and consider future projects.</p> <p>Review other relevant grant projects in progress and projects that are completed to determine which resulted in information or models that should be disseminated.</p>

**Goal 6:** Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p><b><u>Objective 1</u></b> Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities.</p>	<p>Two projects continued work: TX Advocates; Central, South TX 3/1/12-2/28/15</p> <p>SILC, statewide (focus on rural) 2/1/12-1/31/15</p> <p>TCDD, DD Network Partners, and other partners provided funding and technical assistance for a team to participate in a self-advocacy Summit in Chicago and develop a plan for Texas.</p>	<p>Continue and develop means of evaluating.</p> <p>Work with self-advocate groups and individual self-advocates to decide next steps.</p>
<p><b><u>Objective 2</u></b> Each year of the plan, support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.</p>	<p>RFP for “Self Advocates as Speakers” posted 8/20/12.</p>	<p>Proposals due 10/31/12. Earliest possible start date 3/1/12.</p> <p>Explore working with organizations that provide “presentation training,” to adapt their curriculum for self-advocates if necessary.</p>
<p><b><u>Objective 3</u></b> Each year of the State Plan, support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.</p>	<p>Staff provided technical assistance to recruit culturally diverse self-advocates to boards.</p> <p>TCDD provided funding to support people with developmental disabilities to serve on boards, committees, and workgroups.</p>	<p>Determine how many cross-disability and culturally diverse leadership coalitions exist.</p> <p>Develop or provide support for at least one cross-disability and culturally diverse leadership coalition in FY13.</p>

**Goal 6 (Continued):** Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

**Objective 4**

Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

Staff monitored other projects in various stages of operation:  
 \*Family to Family, ended in FY12.  
 \*Existing projects that end in FY13:  
     Paso del Norte LAST, El Paso  
     TAMU (TALAC), Statewide  
     Brighton, San Antonio  
     Region 19 (Youth), El Paso  
     Imagine (Youth), West Texas  
 \*Existing project that ends in FY14:  
     SER, Houston  
 \*Existing projects that end in FY15:  
     NAMI, Statewide  
     Arc of Dallas, Dallas  
     TAMU, Bryan-College Station  
     Arc of Texas, Central Texas

To support grantees, staff hosted monthly conference calls to promote coordination information-sharing; and TCDD contracted with Circle of 10 to assist these grantees to develop sustainability for those programs.

TCDD provided funding to help people with IDD or family members to attend conferences or to serve on boards, committees, and workgroups; and worked with "Outreach and Development" projects to increase knowledge necessary to develop culturally competent programs.

Advocacy U continued to be supported during FY12, but was used little by other organizations.

Continue to monitor and evaluate leadership and advocacy projects.

Consider project to develop leaders with very advanced skills.

Continue activities to increase capacity of grantee organizations: continue coordinate monthly calls and explore having guest presenters; continue (and expand to other grantees) contract with Circle of 10. **Consider amendment to plan if necessary.**

Continue to provide stipends and "Outreach and Development" projects. **Consider amendment(s) if necessary.**

**Consider discontinuing support and offering the website to another organization (requires amendment to plan) or provide funding to an organization to reach out and assist organizations to keep information updated.**

**Goal 7:** Each year the Council and its Committees receive staff and administrative support to effectively implement the Council’s mission and goals. (Note: Revised for FY13 to, “Each year the Council and its Committees receive staff and administrative support to effectively implement activities for at least 90% of all identified objectives noted under Goals 1-6, by 9/30/16.”)

Objective	Status as of 9/30/2012	Suggested Next Step(s)
<p>Objective 1 Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities and, when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.</p>	<p>Accomplished for FY12.</p> <p>Objective revised for FY13 to “Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities at ninety percent (90%) of occasions and when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.”</p>	<p>Determine measurement and monitoring methodology for new Objective; track progress.</p>
<p>Objective 2 Each year of the State Plan, coordinate the Council’s planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas.</p>	<p>Accomplished for FY12.</p> <p>Presentations given to TCDD by: Apalachicola Band of Creek Indians; Friends and Families of Asians with Special Needs; Parents as Partners in Special Education (Spanish language); Dr. King Davis.</p> <p>Objective revised for FY13 to “Each year of the State Plan, coordinate the Council’s planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas and provide updates to the Council on State Plan implementation at least four (4) times yearly.”</p>	<p>Continue to track progress.</p> <p><b>Recommend amending plan to add specific objective to reflect TCDD’s commitment to supporting cultural competency and responsiveness.</b></p>

**Goal 7 (Continued):** Each year the Council and its Committees receive staff and administrative support to effectively implement the Council’s mission and goals.

<p><b><u>Objective 3</u></b> Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals.</p>	<p>Accomplished for FY12.  Objective revised for FY13 to “Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals with no lapse of funds greater than 1.5% in any fiscal year.”</p>	<p>Continue with no changes.</p>
<p><b><u>Objective 4</u></b> Each year of the State Plan, support and coordinate meetings of the Council and Committees and provide leadership and administrative coordination to implement Council approved activities.</p>	<p>Accomplished for FY12.  Objective revised for FY13 to “Each year of the State Plan, support and coordinate at least 4 quarterly Council meetings and at least 12 meetings of the Council and Committees and provide leadership and administrative coordination to implement Council approved activities.”</p>	<p>Continue with no changes.</p>
<p><b><u>Objective 5</u></b> Each year of the State Plan, implement outreach and strategic communication activities to reach specific goals.</p>	<p>Accomplished for FY12.  Objective revised for FY13 to “Implement outreach and strategic communication activities to reach specific goals, with at least a 3% increase in established connections to organizations and individuals each year.”</p>	<p>Continue with no changes.</p>

# **Funding Proposal Executive Summary**

## **Culturally Competent Family Supports Executive Summary**

### **Background**

In the last two years, the Texas Council for Developmental Disabilities (TCDD) has successfully established relationships with a number of groups that are focused on providing and promoting culturally-competent family supports for families of people with developmental disabilities.

As of October 1, 2012, the Council has approved funding for:

- Reproduction of the successful Central Texas African American Family Support Conference. Funding for this project was approved by the Council in February 2012 with up to \$35,000 available for years one and two, and \$15,000 for year three. A grant to Helpful Foundations was approved in May pending negotiations. Helpful Interventions plans to hold the Gulf Coast of Texas African American Family Support Conference in 2013.
- Grant awards for up to ten “Outreach and Development” grants of up to \$10,000 each, for up to one year. Thus far, grants have been awarded to:
  - The Apalachicola Band of Creek Indians
  - The Barbara Jordan Endeavors Foundation
  - Centro de Mi Salud
  - Friends and Families of Asians with Special Needs (FFASN)
  - Light and Salt
  - Parents as Partners in Special Education
  - The Sower Foundation

The grants enable these groups to expand on their ability to improve the lives of individuals with disabilities who strongly identify with an ethnic minority culture. The work conducted by grantees also provided TCDD with more in-depth knowledge of barriers that may prevent many Texans with developmental disabilities from receiving the full benefit of existing services and supports.

The Outreach and Development grantees that have completed their projects (The Apalachicola Band of Creek Indians; the Barbara Jordan Endeavors Foundation; FFASN; Light and Salt; and Parents as Partners in Special Education) were expected to provide recommendations based on their experiences. The recommendations and final reports pointed to some commonalities:

- Diversity exists within ethnic communities and impacts how change may be achieved. The following are quotes taken from final reports or presentations:

- “Understand that not all people have access to the internet”
- “Respect the diverse educational levels of this population (Hispanic families), and that sometimes, information must be presented and explained orally (not written).”
- (We learned that) “Rural areas are less open to change... Success means leveraging existing systems and convincing funding sources that rural change may cost more.”
- Despite diversity within ethnic communities, many people who identify strongly with an ethnic minority culture may be more comfortable in environments with others who they see as similar to them. Individual grantees recommended:
  - “Be mindful that assimilation is not a minority culture goal.”
  - “Develop culturally-based work and social environments for Asians with special needs.” (Survey findings indicated that about 2/3 of the Asian families surveyed stated they preferred taking their children to social activities with others from the same cultural background)
- There is a pressing need for information to be provided in people’s native language or in ways consistent with specific culturally-influence learning styles or that are culturally sensitive.
- In some cultures, the family – rather than the individual – is the basic social structure. This impacts how services may be received, and means that the concept of self-advocacy is not strongly emphasized. Grantees recommended:
  - “Understand the cultural issues that impact the family.”
  - “Identify supports needed for Asian families to keep their family members with special needs at home for as long as they wish.” In addition, FFASN reported that over half of the people they surveyed chose foster care with a relative as the preferred living arrangement for their child with a disability if the family could not support that child at home.

The main focus of the Council’s work thus far has been to improve understanding of the different values, cultures, and customs that exist in Texas and how these may influence what is a best practice in service delivery and how supports may best be provided. This work is best viewed as a beginning step towards TCDD’s mission to create change so that all people with disabilities are fully included in their communities.

To guide the Council on this path, an Outreach and Development Workgroup was formed. The workgroup - consisting of Council members Gladys Cortez, Andy Crim, John Morris, and Cindy Swain - built on information provided by grantees and other sources and drafted “Recommendations for Next Steps,” which was reviewed by the Project Development Committee in February, 2012.

The workgroup's first recommendation was to "Increase the participation of individuals from diverse backgrounds in Council activities and take steps to get input from diverse groups of people into the Council's planning processes, grant projects, policy discussions, and other activities." The group recommended soliciting the input and involvement of Outreach and Development grantees in Council efforts in the future.

The Outreach and Development grants have demonstrated the benefits of partnerships with groups that are a part of, and provide services and supports to, ethnic minority communities:

- They have been able to successfully provide culturally-competent supports to individuals with developmental disabilities and their families;
- Most have provided valuable insight into the strengths, needs and preferences of the communities they serve;
- All have been willing to provide input and recommendations to TCDD as requested and to provide presentations at Council meetings; and
- TCDD has gained a fuller understanding of some of the barriers that exist for small groups that directly serve specific communities but receive no consistent funding support.

However, one "lesson learned" since the workgroups made their recommendation is that the majority of the Outreach and Development grantees relied a great deal on volunteers to implement activities. They do not have the capacity to become actively involved in many non-core activities. For those who do have paid staff, the staff time is fully occupied by providing direct services and assistance to families who are dependent on them for supports that aren't available elsewhere. Additionally, paying for items that others might consider necessary "infra-structure" – such as a fax machine - may be a financial burden.

These challenges limit the extent to which smaller, grassroots organizations can participate in policy or systems-change work. Several grantees also pointed out in their final report that the impressive outcomes achieved by committed volunteers provided with these small, time-limited grants would not be sustainable over time without funding to develop and maintain some infrastructure. As Light and Salt noted in their final report, "... although volunteers, including parents, have made significant contributions to the growth and success of SNCC, many of them have full time jobs in addition to raising a child with DD, which could be another full time job to them. Thus, a full time paid staff is needed to coordinate and manage the daily operations of the programs and services and to develop strategies to leverage additional resources from the community and other collaborating partners."

## State Plan Goal

**Goal 5:** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/2016.

## Expected Outcome

At least five organizations will have the opportunity to significantly improve the availability of culturally-competent supports for families of people with developmental disabilities who strongly identify with a specific ethnic community. Additionally, an increased number of these families and individuals will become active advocates or self-advocates.

## Project Description

TCDD will collaborate with other organizations to support specific capacity-building and information-sharing activities lead by an organization that has received funding through TCDD's Outreach and Development grants or that can demonstrate active involvement in the planning and implementation of the 2011 Gulf Coast of Texas African American Family Support Conference. Project activities are focused on building cultural competence and understanding within the organization's broader community.

Funds may be used:

- to support at least one part-time or full-time staff to coordinate culturally appropriate activities and to build the infrastructure of the lead organization so that the organization may continue to exist after the grant period;
- to support culturally appropriate training conducted by a self-advocate or self-advocates to increase understanding of self-advocacy or to develop self-advocacy skills; and
- to translate materials into other languages or accessible formats.

Each project funded must:

- host local or regional culturally-competent conferences, mini-conferences, or regular public meetings to provide information and support to at least 100 families and individuals per year;
- support families and providers to help each other understand how cultural issues may impact service provision;
- support families and individuals to take active roles in guiding service delivery;

- support at least 3 families or individuals to assume leadership roles – or increase the impact of their leadership role - in advocating for high-quality, culturally competent public service systems;
- share information with individuals who have developmental disabilities and their families about opportunities to learn about and engage in self-advocacy;
- assist TCDD to hold an open forum to solicit public input at least once during the life of the grant;
- assist TCDD to develop and disseminate culturally-sensitive information to promote opportunities for individuals to serve on state-level boards and committees, including the Council for Developmental Disabilities.

### **Proposed Funding Amount**

Up to \$75,000 per year, per project, for up to 5 projects. Grantees will be expected to provide match as per TCDD guidelines.

### **Proposed Duration**

Up to 4 years

### **Other Considerations**

1. The Outreach and Development grants are currently funded as activities related to:

Goal 7, Objective 2: Each year of the State Plan, coordinate the Council’s planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas.

The types of activities funded through Outreach and Development grants were intended to inform the Council’s activities in general. However, given the insight gained through the projects funded and the increasing importance of developing the capacity for communities to provide culturally-competent supports, staff recommend Council consideration of a State Plan amendment to reflect these activities more specifically.

2. TCDD expects to fund three additional Outreach and Development grants for a total of ten grants over 2-3 years. TCDD staff recommend Council consideration of funds for up to five projects per year for the remainder of the TCDD five year plan (years 3-5).

# Future Funding Proposal Executive Summary Continuing Support for Advocacy U Website

## Background

TCDD funded the development of the website “Advocacy U” ([www.AdvocacyU.org](http://www.AdvocacyU.org)) as one component of a group of projects designed to create a comprehensive network of partner organizations that provide leadership and advocacy training, so that they could share information and resources. TCDD intended for Advocacy U to help ensure that:

- Texans with developmental disabilities, their families, and their allies, had access, as needed, to free training materials, resources and curriculum modules that organizations or individuals may use to train people on a range of topics related to disability advocacy, leadership, and community organizing. Also, TCDD hoped the site would include materials designed specifically for specific target audiences, materials in Spanish, and possibly materials to assist organizations in fundraising and/or marketing.
- Texans with developmental disabilities, their families, and their allies could locate existing leadership and advocacy training programs in their area of the state. The site was to include listings of advocacy, leadership, and community organizing training programs in Texas.

Syracuse University managed the project, provided customer support, and gathered and maintained the information that was not specific to the partner organizations. This includes the information found on the pages in the following sections:

- Home
- About
- Self-Advocates
- Family Members
- Training (for training not offered by the partner organizations)
- Resources

Although Syracuse provided the above content, Advocacy U was developed primarily to provide organizations an easy way in which to contribute information about their upcoming advocacy training and events. Eight organizations that received TCDD leadership development and advocacy training grants at the same time were required, as a part of each grant, to contribute information about their advocacy events. Several of them contributed other valuable information as well, such as programs that could be used by others.

During monthly teleconferences facilitated by TCDD staff, the partners were strongly encouraged to enter information. However, according to Pamela Walker at Syracuse, getting the partners to consistently enter their information and keep it up to date proved to be a challenge. Walker feels that the lack of partner activity was because those organizations needed to put their energy into the maintenance of their own websites. To make sure there was fresh content on the site, this task was often completed by Syracuse. Walker estimates that for 1-1/2 years of the project, she spent 6-8 hours per week managing information, answering emails and conducting surveys. Upon completion of their grant, Syracuse no longer made updates for partners, and few events or training opportunities are now listed on the website.

The website architecture and database were developed by DataMomentum - a company located in Ithaca, New York - and the website continues to be hosted and maintained on their servers. DataMomentum owns the software and database that form the structure of the website. The contract for the website ends on February 28, 2013. TCDD would need to renew this contract or come to an alternate agreement with DataMomentum if Advocacy U is to continue to exist. The costs for hosting and supporting the site are as follows:

- **Website hosting:** The yearly contract fee for the period of March 1, 2013 to February 1, 2014 is \$5,800. This covers hosting, backup, site maintenance, bug fixes, server and server-related software updates. There is no limit on the number of files supported or bandwidth used.
- **Ongoing support:** The hourly fee for any site modifications, consulting time, graphic design and training is \$120. DataMomentum offers the following three discount packages - which can be purchased at any time and must be used within a year of purchase:
  1. Package 1: \$9,500 for 100 hours (\$95 per hour)
  2. Package 2: \$7,500 for 75 hours (\$100 per hour)
  3. Package 3: \$5,500 for 50 hours (\$110 per hour)

Keeping the site updated would require a dedicated resource to do the following:

- research and update the existing information
- work with partner organizations to update their content or to research events and training opportunities and put that information on the website on behalf of the partner organizations
- serve as project manager and the contact for customer support

Review of the website traffic between January 1, 2012, and September 4, 2012, reveals that out of a total of 90,827 website hits, no more than 8,225 (9%) might have been from people purposely searching for something on the internet. Most likely, the number of unique visitors to the site was less than 100. This would include a significant percentage of visitors that were associated with Syracuse University, TCDD staff members, and three of the project partners. Should TCDD determine to continue to support Advocacy U, assistance would be required to market the site more broadly.

## State Plan Goal

**Goal 6:** Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

**Objective 4:** Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

**Activity 7:** Each year of the plan, continue to provide support to maintain Advocacy U, an online clearinghouse that maintains current information about leaders and advocacy training programs.

## Summary of Recommended Actions

TCDD staff recommend the Council consider one of three actions:

1. No longer continue to support the Advocacy U website. Explore the possibility of allowing another organization to assume full ownership of and responsibility for the future operation of the website.
2. Renew the contract with DataMomentum, continue to pay for hosting, and offer the operation of the website to an advocacy organization based in Texas for their use, for a set time, after which this organization would pay for hosting.
3. Renew the contract with DataMomentum and develop a grant project to conduct the following activities:
  - a. research and update the existing information
  - b. expand the base of partner organizations committed to Advocacy U
  - c. work with partner organizations to update their content or to research events and training opportunities and put that information on the website on behalf of the partner organizations
  - d. serve as project manager and the contact for customer support
  - e. market the website with the specific goal of increasing website traffic
  - f. survey users to determine if the content on the website meets their needs
  - g. develop a sustainability plan

## Proposed Funding Amount

The funding amount required would depend on the action selected by TCDD:

1. No longer supporting Advocacy U would require no funding.
2. Renewing the contract and offering the website to an advocacy organization would most likely require funding between \$5,800 and \$11,200 per year.
3. Awarding a grant to continue to provide full support and conduct the activities outlined in Action 3 above would most likely require between \$50,000 and \$75,000 per year.

## Proposed Duration

The duration of funding would depend on the action selected. Actions 1 and 2 could be completed in 1 year or more. For Action 3 to be successful, a minimum of 3-5 years would most likely be required.

## Other Considerations

**Background:**

This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee traditionally reviews the Priority List each quarter, adds new projects recommended for approval by the Council, and may revise the priority order as the Committee determines is appropriate. However, this quarter, the Public Policy Committee may recommend a project for funding. Should this occur, the Council will consider recommendations from the Public Policy Committee regarding the priority status of that project.

**Project Development Committee**

**Agenda Item 9.**

**Expected Action:**

The Committee will review possible future funding activities and determine the priority order for any new projects recommended for funding.

**Public Policy Committee**

**Agenda Item 9.**

**Expected Action:**

The Committee may recommend placement of an accessible parking awareness project on the future funding priorities chart.

**Council**

**Agenda Item 10. E.**

**Expected Action:**

The Council will consider recommendations from the Project Development Committee and Public Policy Committee and make decisions as appropriate.

# TCDD Future Funding Activities Priority List

As of July 2012

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
1.	<b>PROJECT SEARCH</b> up to 5 yrs	1	\$175,000 /yr	11/03/11	4/27/2012	10/1/2012	8/31/2017
2.	<b>Outreach Consultant – On Going</b>						
	<b>(1) Outreach &amp; Development Projects</b> 1 yr (Minority Community Collaborations)	3 remaining	\$10,000/yr ea	5/14/04	7/02/10	12/31/10	1 yr max
	<b>(2) Outreach &amp; Development Projects</b> (started 9/1/12)						
3.	<b>Transportation</b> up to 5 yrs	1	\$400,000/yr	11/03/11	6/29/2012	12/3/2012	11/30/2017
4.	<b>Building Community Capacity</b>	4	\$75,000/yr	May '12	June 2012	Dec '12	TBD
5.	<b>Support for Self Advocates as Speakers</b>	1	\$125,000/yr	May '12	August 2012	Dec '12	TBD
	<b>Conference Speaker Stipends (Plenary and/or Concurrent)</b>		\$75,000/yr	May '12	September 2012	Dec '12	TBD
6.	<b>Family Involvement in Schools</b> up to 5 yrs	1	\$300,000/yr	7/27/12	9/21/12	3/1/13	Open RFP
7.	<b>Funders Roundtable:</b> (TCDD staff participation)	1	No Funding	11/03/10	N/A	1/01/11	TBD

## LEGEND

Open RFP or Proposals received are under review at time of printing.

Proposals have been approved, awarded or project is in process of beginning since last Council meeting.

note: /yr = available each year of project; (\$) = amount approved 1<sup>st</sup> year; \* = limited to statewide network members; (2) designate the count of mini-grants approved.

**Background:**

The Project Development Committee directed staff to gather and provide additional information regarding opportunities for individuals with developmental disabilities to participate in inclusive recreational supports. Information is enclosed for Committee members’ review and possible discussion.

Staff received three Unsolicited Ideas this quarter. Typically, a Sub-Committee of the Council reviews these prior to the August and February meetings of each year, and the Project Development Committee reviews the Sub-Committee recommendations at the August and February meeting. However, the Committee has the option of reviewing these at other times. The three Ideas received are enclosed for discussion, depending on available time and the will of the Committee. Please note:

- Staff have included a discussion guide that may be helpful in determining if there is reason to explore the submitted Ideas further.
- Each of the organizations submitting Ideas were informed that TCDD does not accept unsolicited requests for funding.
- The Committee may choose to revise the process through which Unsolicited Ideas are submitted and reviewed.

<p><b><u>Project Development Committee</u></b></p> <p><b><u>Agenda Item 10.</u></b></p>	<p><b><u>Expected Action:</u></b></p> <p>The Project Development Committee may review provided information related to inclusive recreational sports and Unsolicited Ideas, and may determine further action is needed.</p>
<p><b><u>Council</u></b></p> <p><b><u>Agenda Item 15. C.</u></b></p>	<p><b><u>Expected Action:</u></b></p> <p>The Council will consider recommendations from the Project Development Committee.</p>

## **Executive Summary**

### **Inclusive Sports and Recreation: Available Information**

#### **Background**

At the TCDD Project Development Committee meeting on July 26, 2012, the Committee reviewed an Unsolicited Idea suggesting that TCDD “Launch a state wide effort on awareness and participation for all people with intellectual and physical disabilities in rural areas of Texas with the assistance of the Cal Ripken Sr. Foundation.” The Idea was submitted by an organization in Central Texas that is working with the Cal Ripken Sr. Foundation, which exists to “help build character and teach critical life lessons to disadvantaged young people living in America's most distressed communities through baseball and softball themed programs,” and the City of Taylor to build an athletic field specifically designed to serve children with physical and mental disabilities.

The Committee discussed the idea and requested that TCDD staff research and provide more information about fully inclusive recreational opportunities that are available to people with developmental disabilities. That information is summarized below in “Findings.”

#### **State Plan Goal(s)**

The TCDD FY 2012 – 2016 State Plan includes the following related Goals:

**Goal 3** Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide services to people with developmental disabilities by 9/30/2016.

**Goal 5** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavioral supports, and/or respite, by 9/30/2016.

#### **Findings**

Staff reviewed information available online about inclusive sports, adapted (but not necessarily inclusive) sports, adapted fitness, and accessible sports or fitness facilities. Specific information culled from the review is attached. The following points provide a high-level overview of findings:

- A substantial amount of easily available information exists related to the benefits of physical activity for people with disabilities and accepted guidelines on adapting sports or other types of physical activities for people with disabilities. In addition, there are a variety of training opportunities for people who want to learn about adaptive sports and/or inclusive adaptive sports.
- There appear to be an increasing number of programs support veterans with disabilities to participate in adaptive sports.

- Accessible recreation and sports facilities exist around the state, although they are by no means available in all communities and they may or may not offer inclusive activities. Examples of these types of facilities include:
  - Multipurpose Recreation Center (Pasadena, Texas), a facility specifically dedicated to providing recreational activities, programs, and events for youth and adults with disabilities, offers a wide variety of programs year-round and serves persons ages 5 to 55 years of age with any type of physical and/or cognitive disability.
  - Camps Aranzazu (Rockport, Texas), Camp for All (Burton, near Brenham), and Candlelight Ranch (Marble Falls) are designed to be accessible and to offer outdoor experiences and/or camping.
  - Morgan’s Wonderland (San Antonio) was developed to be an accessible family amusement park.
  - Sunshine Ballpark (Fredericksburg) includes two new artificial-turf baseball fields, one of which will be an “ability field” for children with special-needs. The field will accommodate wheelchairs.
- Many of the opportunities for people with disabilities to participate in competitive sports are not inclusive; they are programs specifically for people with disabilities. Many of these appear to be focused on meeting the needs of people who use wheelchairs, people who are blind, or people who have medical conditions. The majority do not specifically state that they include people with intellectual and developmental disabilities.

Unfortunately, it is difficult to assess the opportunities for people with disabilities to participate in truly inclusive recreational sports because there do not appear to be many recreational sports teams or facilities that advertise that they support participation of people with disabilities in inclusive, or general, programs. Additionally, it appears that some organizations or facilities may describe their programs designed for people with disabilities as “inclusive” if they allow family members of people with disabilities to participate alongside their child or sibling who has a disability.

It is likely that successfully creating systems change that would increase opportunities for individuals with developmental disabilities to participate in inclusive sports would require addressing issues related to restrictive policy or liability concerns; lack of funding to support participants who require extra assistance or adaptive equipment; and attitudinal barriers.

### **Other Considerations**

The Council began funding three five-year “Health and Fitness” grant projects in the Spring of 2012 to develop and pilot a range of programs designed to support individuals with developmental and other disabilities to improve health and fitness by participating in activities of their choosing.

## Selected Resources for Information about Inclusive Fitness

### Education and Training

**Texas Women's University** offers undergraduate teacher certification, a Masters, and a Doctorate in Adapted Physical Education Teacher Certification-Kinesiology.

**The American College of Sports Medicine (ACSM)** offers an inclusive fitness trainer certification for certified trainers. Exam preparation webinars are available for \$240 (six session series). Testing costs between \$150 - \$195 to become certified, and \$125 to recertify. Maintaining the certificate requires completion of 15 Continuing Education Credits over 3 years; maintenance of CPR certification; and a \$25 recertification fee. <http://certification.acsm.org/acsm-inclusive-fitness-trainer>

### Information about Programs

**Dynamic Orthotics and Prosthetics** (Houston, TX) provides a list of community resources that support participation of people with disabilities in sports and recreation activities.

<http://www.dynamicoandp.com/disability.asp>

**The National Center on Health, Physical Activity and Disability** (NCPAD) collaborates with the nation's leading health advocacy and disability organizations in linking to hundreds of program initiatives (related to health or physical activity and disability) ongoing across the nation, and using this framework to build inclusion and integration into these existing programs. NCPAD's overall mission is to help people with disabilities find accessible programs, and they include a list of such program on their website. On September 10, 2012, the list included 127 programs based in Texas, organized by city. However, most appear to be adaptive sports programs, not generic programs that support people with disabilities. Many appear to be camps or programs associated with hospitals and rehabilitation programs.

<http://www.ncpad.org/>

**The National Consortium for Physical Education and Recreation for Individuals with Disabilities** (NCPERID) promotes research, professional preparation, service delivery, and advocacy of Physical Education and Recreation for individuals with disabilities. The Consortium plays a major role in shaping the direction of adapted physical education and therapeutic recreation. Its membership has been active in promoting legislation and personnel-preparation programs that improve the quality of physical education and recreation for individuals with disabilities. Members also contribute to the growing knowledge base for the disciplines through research and demonstration programs. NCPERID often holds meetings in conjunction with the national conferences of the American Alliance for Health, Physical Education, Recreation, and Dance and the National Recreation and Park Association.

<http://www.ncperid.org/>

**Northeast Passage** has an extensive resource list of links to information about recreation/sports, including the following: Aquatics, Archery, Arts, Aviation, Badminton, Baseball, Basketball, Beach Access, Billiards, Bowling, Camps, Camping, Canoeing, Cross Country Skiing, Cycling, Dance, Dog Carting, Downhill Skiing, Fencing, Fishing, Fitness, Flying, Football, Golf, Hang Gliding, Hand Controls, Hand Cycling, Hiking, Horseback riding, Hunting, Jet Skiing, Kayaking, Kite Flying, Lifts, Martial Arts,

Motorcycling, Power Soccer, Quad Rugby, Racing, Racquetball, Riflery, Rock Climbing, Ropes Courses, Rowing, Sailing, Scuba, Self Defense, Skating, Skiing, Skydiving, Sled Hockey, Softball, Surfing, Swimming, Table Tennis, Tai Chi, Tennis, Track and Field, Tree Climbing, Volleyball, Water Skiing, Weightlifting, White Water Rafting, Wheelchair Racing, Windsurfing, and Yoga. <http://www.nepassage.org/>

**Texas Women’s University, Project Inspire** website includes:

- Disability sport links, including “extreme sports”
- Assessment sheets for use with persons with disabilities
- Information about laws and litigation,
- Information about advocacy & terminology
- Disability-specific health and safety information
- Practical advice for coaching athletes with disabilities, links to associated organizations and example coaching drills for volleyball, soccer, swimming and basketball
- [An Overview for Fitness/Exercise Facilities](#) - a brief PowerPoint presentation on considerations staff workers should make for patrons with disabilities in a fitness/exercise facility
- Disability information sheets (for educators & family members; they have basic information and teaching tips related to different disabilities, medical conditions, or other characteristics that might impact how a person engages in inclusive sports.) Titles: ADD/ADHD, AIDS/HIV, Amputation, Anemia, Arthritis, Asperger's Syndrome, Asthma, Autistic Disorder (Autism), Cardiac Conditions, Cerebral Palsy, Childhood Cancer, Cochlear Implants, Cystic Fibrosis, Developmental Coordination Disorder, Diabetes , Down Syndrome, Dwarfism, Dysmenorrhea, Emotional Disturbances, Epilepsy, Fibromyalgia, Fragile X, Hearing Impairments and Deafness, Hemophilia, Juvenile Rheumatoid Arthritis, Kidney Disorders, Learning Disabilities, Lupus, Marfan Syndrome, Mental Disorders, Mental Retardation, Multiple Sclerosis, Muscular Dystrophy, Obesity, Osteoarthritis, Osteogenesis Imperfecta, Osteoporosis, Pervasive Developmental Disorder, Poliomyelitis and Post-Polio Syndrome, Postural Disorders Kyphosis and Lordosis, Pregnancy, Prenatal Drug Exposure, Rett Syndrome, Seizures, Severe Multiple Disabilities, Shunts, Speech Language Disorders, Spina Bifida, Spinal Cord Injury, Traumatic Brain Injury, Visual Impairments and Blindness

## **Examples of Existing Opportunities**

**Austin Eels on Wheels Adaptive Scuba Club** demonstrates to people with and without disabilities that limitations can be overcome, and that even an adventure sport such as SCUBA diving can be an option for anyone. Along with the diving component, the Eels also provide an opportunity to socialize and share information among its members and friends. [www.Eels.org](http://www.Eels.org)

**Northeast Passage** is a program of the **University of New Hampshire** that has as a mission “to create an environment where individuals with disabilities can enjoy recreation with the same freedom of choice, quality of life, and independence as their non-disabled peers.” They develop, deliver, and evaluate innovative barrier-free recreation and health promotion programs. They are trying to expand their program out of their geographic region by using the internet to create networks.

<http://www.nepassage.org/>

**Texas Rowing For All** (Central Texas) is centered upon the enrichment and transformation of the lives of people with disabilities through the sport of rowing and paddling. Texas Rowing For All (TRFA) serves all ethnic, racial and socioeconomic groups in Central Texas which includes one of the largest concentrations of veterans and service members who have disabilities in the United States.

<http://texasrowingforall.org/about/>

**Wilderness Inquiry** provides outdoor adventure throughout North America and the World. Our trips are accessible to everyone, regardless of age, background or ability. They are totally committed to making the outdoors as accessible as possible for everyone, including people with disabilities.

<http://www.wildernessinquiry.org/>

## **UNSOLICITED IDEAS: Committee Review Guide**

*Committee members may choose to consider the questions below in their discussions of Unsolicited Ideas and in determination of any “next steps.”*

1. What types of activities are being proposed in this idea? Are they allowable under the DD Act, TCDD Policies, and Federal and State laws?
2. Is the idea consistent with TCDD’s Mission Statement?
3. Is the idea consistent with existing Goals and Objectives? If so, which one?
4. Does the idea promote inclusion?
5. Is the idea an innovative way of addressing a need?
6. Is the idea likely to positively impact a group of individuals who are considered unserved or underserved?
7. Is the idea likely to substantially impact a large group of people?
8. Are there significant public policy implications?
9. Is it the responsibility of another agency to implement the activities suggested in this idea?
10. If this is an idea the Committee wishes to pursue, how might the Council implement this idea? Who are possible partners?

## UNSOLICITED IDEAS

*To Be Completed By Submitting Person or Organization*

1. Individual or Organization Submitting Idea:		The Arc of Texas	
Contact Person:	Amy Stabeno	Submittal Date:	8/29/12
Mailing Address:	8001 Centre Park Dr. #100 Austin, TX 78756	Phone Number:	512-454-6694 x 7753
E-mail Address:	astabeno@thearcoftexas.org		

**\*\*By submitting this idea to TCDD, the organization and/or individual understands that other organizations may use this idea, with or without giving credit to the submitter.\*\***

***Ideas must not exceed one page, and the font must not be smaller than 12 pt.***

## **2. Background & Statement of Need: What is the problem or issue?**

Hundreds of organizations that work with people with disabilities across the State of Texas are looking for new ways to form a self directed plan for delivering services and reaching the dreams and goals of the people that they work with. Virtually every agency providing services to people with disabilities has some sort of a required person directed plan (PDP, IEP, ISP, or clinical plan), that seeks to provide a self directed plan involving the person served and their support network. After working with these agencies for several years now, The Arc has confirmed that PATH (Planning Alternative Tomorrows with Hope) is an excellent self directed plan that can fit into any of these agency's formats for self directed plans of service.

## **3. Description of Idea: What would solve this problem or address this issue?**

Providing multiple options for PATH trainings across the state, as well as post training technical assistance to participating agencies, would revolutionize the way these agencies are able to provide self directed services to people with disabilities. The PATH process starts with unpacking the overarching dreams a person has and working backwards together to discover how the person and their support circles can get as close to that dream as possible in the real world. The Arc of Texas has already provided trainings across the state to staff from around 45 different agencies and organizations.

Offering 12 regional trainings a year, and 12 on site trainings at various agencies, could train up to 600 PATH facilitators and make PATH a regular option for a self directed plan for people with disabilities and the agencies that serve them. Providing technical support and follow up could help these agencies work out a way to ensure that PATH is utilized on a regular basis and is yielding the desired results. In addition to this, The Arc would train staff from agencies to be PATH trainers themselves, enabling them to exponentially multiply the number of qualified PATH facilitators in the state. This could raise the number of trained PATH facilitators to two or three thousand.

## **4. Demographics: What group or groups of people would this help?**

The groups of people that PATH could help are limitless. It is already considered a best practice in local authorities in working with people with intellectual and developmental disabilities. With 38 local authorities in Texas, if PATH were offered as an onsite training, trained staff could provide a total of up to 3,800 PATHs for their consumers over a six month period. There are 13 SSLCs in the State of Texas housing 3,844 individuals which means PATH facilitations to over a thousand residents if they adopt the PATH as our pilot project has. PATH has been presented as an option for formulating a clinical plan with mental health professionals and solicited high interest. Transition coordinators and educators have also been using PATH with students on a regular basis. If PATH 'train the trainer' trainings could be offered in the 20 Regional Education Services Centers that serve approximately 1,200 school districts, PATH could become a regular part of the ARD/transition planning process affecting thousands and thousands of students.

## **5. Possible Partners: What kinds of organizations or people could help to solve this problem?**

The Arc has already partnered with around fifty agencies and organizations working to establish PATH as a self directed planning option. We have trained and worked with staff from almost every local authority in Texas and have a contract with DADS that will cover the registration fee of staff from local authorities. We are also researching ways to obtain a similar contract with the Texas Education Agency. On a smaller scale, we have an agreement with two local authorities to provide onsite training to their entire staff and an additional ten local authorities have expressed interest in this training. Any organization serving people with disabilities that wants to better train its staff in how to provide a self directed plan for services could partner with us in PATH.

## UNSOLICITED IDEAS

*To Be Completed By Submitting Person or Organization*

1. Individual or Organization Submitting Idea: Well Able Life Empowerment Center	
Contact Person: Theresa Hatton	Submittal Date: 09/24/20012
Mailing Address: 6511 Mardale Drive Houston, Texas 77016	Phone Number: 832-410-5607
E-mail Address: <a href="mailto:walec2015@gmail.com">walec2015@gmail.com</a>	

**\*\*By submitting this idea to TCDD, the organization and/or individual understands that other organizations may use this idea, with or without giving credit to the submitter.\*\***

***Ideas must not exceed one page, and the font must not be smaller than 12 pt.***

## 2. Background & Statement of Need: What is the problem or issue?

Barbara Jordan Endeavors Corporation lead by Mrs. Thelma Scott is in need of funding. Mrs. Scott has partners but she reports recent out-of-pocket expenditures.

## 3. Description of Idea: What would solve this problem or address this issue?

I would like to do grant writing for Barbara Jordan Endeavors Corporation which would help in funding the programs that are beneficial to the youths and person it serves.

## 4. Demographics: What group or groups of people would this help?

The funding will help the clients of Barbara Jordan Endeavor Corporation to realize their life goals thereby benefiting the client, society, and potentially perpetuating the goals of Barbara Jordan Endeavors for those to come.

## 5. Possible Partners: What kinds of organizations or people could help to solve this problem?

There are many churches, healthcare organizations, banks, and foundations which may be willing to partner with Barbara Jordan Endeavors Corporation if they have a willing advocate to present the need to these resources. Well Able Life Empowerment Center is willing to be partner and advocate in helping to solicit funding for this worthy establishment.

## UNSOLICITED IDEAS

*To Be Completed By Submitting Person or Organization*

1. Individual or Organization Submitting Idea:	
Contact Person: <u>STEPHANIE DODGE SMITH</u>	Submittal Date: <u>7/26/2012</u>
Mailing Address: <u>7500 RALTO BLVD. BUILDING ONE, SUITE 120, AUSTIN TX 78735</u>	Phone Number: <u>512.327.1372</u>
E-mail Address: <u>SSMITH@TLPP.ORG</u>	

**\*\*By submitting this idea to TCDD, the organization and/or individual understands that other organizations may use this idea, with or without giving credit to the submitter.\*\***

*Ideas must not exceed one page, and the font must not be smaller than 12 pt.*

## 2. Background &amp; Statement of Need: What is the problem or issue?

AFFORDABLE / PAID IN FULL LEGAL ASSISTANCE TO THOSE YOU SERVE AND THE PEOPLE / STAFF WHO ARE AFFILIATED WITH TCDD.

## 3. Description of Idea: What would solve this problem or address this issue?

SHOULD TCDD JOIN THE TEXAS LEGAL PROTECTION PLAN, ALL STAFF AND AFFILIATES + CONSTITUENTS WOULD BE ELIGIBLE TO JOIN TLPP AND ENJOY THE LEGAL BENEFITS.

## 4. Demographics: What group or groups of people would this help?

STAFF + AFFILIATES + CONSTITUENTS OF TCDD

## 5. Possible Partners: What kinds of organizations or people could help to solve this problem?

TEXAS LEGAL PROTECTION PLAN

# TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

## Outreach and Development Grants Application

Application: pages 1-5  
Instructions for Application: pages 6-8  
Supplemental Information: pages 9-11

RECEIVED JUL 20 2012

### APPLICATION Part 1 – Who will work on this project and who will it benefit?

**A. Name of group or organization applying: A.L.M.A. Advocacy for Living in Mainstream America**

1. How long has your group been working together? 6 years
2. Approximately how many members do you have? 50
3. When does your group meet? Once a month
4. What are your goals and/or mission? Why do you exist?

See Appendix A

**B. What ethnic/cultural group your organization serves:**

- (01) Black                      X (02) Hispanic/Latino  
 (03) Asian       (04) Native American

Other, or more information: \_\_\_\_\_

**C. Where (counties) in the state will most activities occur: Travis – surrounding areas**

**D. Amount you are requesting for one year: \$10,000.00**

**E. Contact Person: Pat Alvarez**

Address: 9209 Lauralan Dr. Austin, Texas 78736

Telephone Number: 512-731-5508

Email Address: patspecialmom@aol.com

**F. Signature of Contact Person:** Pat Alvarez

**G. Application Date: 7-19-2012**

For assistance with completing these forms call (800) 262-0334 and ask to speak to Joanna Cordry.

## APPLICATION Part 2: Who will manage the money?

TCDD grant funds can be provided only to certain types of organizations. If your group is not one of these types of organizations, you may partner with an organization that can manage the funds.

A. Name of the organization that will manage the funds: **A.L.M.A. Advocacy for Living in Mainstream America**

B. What type of organization will manage funds?

- (01) State Agency                       (02) Other Governmental Agency  
X (03) Not-for-Profit                       (04) For-Profit  
 (06) Institution of Higher Education  (05) Faith-based  (07) Hospital

C. Tax ID Number: **72-1525383**

D. Name of Authorizing Official: **Pat Alvarez**

Authorizing Official Title: **Project Director**

Authorizing Official Signature: Pat Alvarez

E. Name of Financial Administrative Authority (FAA): **Dolores Morales-Sharp**

FAA Title: **A.L.M.A Board President**

FAA Signature: Dolores Sharp

Address: **5109 Woodgreen Cove Austin, Texas 78745**

Telephone Number: **512-800-5104**

Email Address: **doloresastn@aol.com**

## APPLICATION Part 3: Assurances

### Certification Statement

**The grantee hereby assures and certifies that they have read and agree to comply with all guidelines and requirements with respect to this grant project as specified by:**

*The Developmental Disabilities Assistance and Bill of Rights Act, (DD Act) of 2000 (P.L- 106-402) and Federal Regulations Title 45 CFR Parts 74 or Part 92 (as applicable) and relevant cost principles.*

The full list of assurances is available on the TCDD website under [Assurances](#), or by contacting Barbara Booker at: TCDD, 6201 E Oltorf, Suite 600, Austin, TX 78741-7509; e-mail: [barbara.booker@tcdd.state.tx.us](mailto:barbara.booker@tcdd.state.tx.us).

I certify that I have read all assurances and certifications and do hereby certify, warrant and confirm that compliance with the assurances will be maintained.

Title: **Project Director**

Date: **7-19-2012**

Signature of Authorizing Official: Pat Alvarez

## APPLICATION Part 4: About Your Project

Please answer the following questions as best as you can.

**A. Why do you want this grant? What do you intend to do?**

**Since 2006, A.L.M.A. has worked with Spanish speaking families and their family members with disabilities to empower, access, and understand educational, social, and support systems.**

- **Provide appropriate and culturally sensitive training in communication skills to build on their abilities to become advocates and informed decision makers for their family member.**
- **Generate translated materials that may be delivered in a variety of ways (print, electronic, cds).**
- **Develop a network of informational and emotional support.**
- **Assist in technical support and understanding of systems**
- **Gather data and evaluate needs and concerns of the Latino population**

**See appendix B for Communication Skills curriculum**

**B. How will this grant help people with developmental disabilities living in your community?**

**Empower parents and their family members to become active participants; increase understanding of services; develop a sustainable support network for Spanish speaking families that provides them with information and guidance.**

**C. About the people this project will help:**

1. **How many people or families, approximately?**

**200**

2. **What are the approximate ages, general income levels and education levels of the people you will assist (if known)?**

**Age(s): 16 through 60**

**Income level(s): poverty to middle class**

**Education level(s): open to all levels**

3. **Will you create printed materials? If so, will they be available in languages other than English? What languages?**

**Yes - Spanish**

**D. What other organizations or groups will work with you in this project? How will they work with you?**

**Down syndrome Association of Central Texas-Comite Latino; MADRES-Mothers Against Discrimination & Racism in Education and Society; Latino Health Care Group; Austin Mayor's Committee on People with Disabilities; ESC Region 13-Family Liason Action Group; UT Center for Disability Studies; ATCIC**

**Community outreach to invite families to participate; collaborate to inquire how families can increase services through their organizations**

## APPLICATION Part 5: Plan and Budget for your Project

PLAN FIRST: Use this guide to decide what you will need for this project.  
Add additional lines at the end of this form if needed.

	We do not need this	We have this for free	Our group can pay for this	This will be donated by <i>(name people or organization, including volunteers)</i>	We need TCDD to pay for this; give cost estimate
People to coordinate activities, administer grant, complete paperwork					\$3000.00
Translators, interpreters, consultants, or presenters					\$1500.00
Copy Services/Printing					\$100.00
Postage					\$50.00
Phone					\$360.00
Internet					\$140.00
Personal Attendant(s) for individuals with disabilities					-----
Childcare or respite for participants					\$400.00
Local transportation					\$600.00
Transportation and lodging when traveling to Austin or other in-state location					\$900.00
Food and other expenses WHILE TRAVELING					\$300.00
Office space (waiting list for AGE Bldg)					\$1840.00
Meeting or training space					-----
Other (describe) Materials					<b>\$410.00</b>
Other (describe) Host Website					\$400.00
<b>Total</b>					<b>\$10,000.00</b>

## APPLICATION Part 5: Plan and Budget for your Project

BUDGET SECOND: If you checked the box on the previous page marked  
 "We need TCDD to pay for this," complete the table below.

<b>Hourly Employees, Translators, Interpreters, Consultants, Presenters</b>				
Name or Title	What responsibilities will this person have? What will they do for the project?	Rate Per Hour	Number of Hours	Total (Rate X Number)
<i>Pat Alvarez, Proj Dir</i>	<i>Coordinate Activities; paperwork;</i>	\$30	50	\$1500.00
<i>Stacy Ford, Ex Dir</i>	<i>Administer Grant; Accounting; Data</i>	\$30	50	\$1500.00
<i>Local Professionals</i>	<i>Feedback on Translations; Presenters</i>	\$50	30	\$1500.00
<b>Total:</b>				<b>\$4,500.00</b>

Operating Costs	Rate per Unit	Amount (Number of Units)	Total (Rate X Amount)
Printing/Copying (1 unit = 1 page or 1 item)	.10	1000	\$100.00
Postage (1 unit = 1 mailing)	.44	114	\$50.00
Telephone (1 unit = 1 month)	\$30	12	\$360.00
Internet (1 unit = 1 month)	\$11.67	12	\$140.00
Meeting room (1 unit = 1 event)			-----
Personal Attendants for people with disabilities (1 unit = 1 hour of service)			-----
Respite or childcare for participants (1 unit = 1 hour)			\$400.00
Other - describe item and indicate units or hours: print materials; host website		\$410.00 Materials \$400.00 Host website	\$810.00
<b>Total</b>			<b>\$1,860.00</b>

Travel – IN STATE ONLY	Rate per Unit	Amount (Number of Units)	Total (Rate X Amount)
Travel (per mile or fare)	.55	3272	\$1800.00
Lodging while traveling (per night)			-----
Food and other expenses while traveling (per day)			-----
<b>Total</b>			<b>\$1800.00</b>

Rental/Leasing	Rate Per Square Foot	Number of Square Feet	Total (Rate X Number)
Office Space (Rate per Sq. Ft. X Number of Sq. Ft.)	1.27	120 \$153.00 x 12	\$1840.00
Other – describe and indicate unit:			
<b>Total</b>			<b>\$1840.00</b>
<b>Total Requested from TCDD (Add the Totals from each table on this page)</b>			<b>\$10,000.00</b>

**Background:**

Minutes of the July 26, 2012, Public Policy Committee meeting are included for your review.

**Public Policy Committee**

**Agenda Item 3.**

**Expected Action:**

The Committee will review, revise as appropriate, and approve.

**PUBLIC POLICY COMMITTEE MEETING  
DRAFT MINUTES  
JULY 26, 2012**

**COMMITTEE MEMBERS PRESENT**

Joe Rivas, Chair	Mary Faithfull, DRT	Tricia Stinson, DARS
Kristen Cox, Vice Chair	Cindy Johnston	David Taylor
Hunter Adkins	Scott McAvoy	Lora Taylor
Patty Anderson, DRT	Katharine McCormick, DADS	Rick Tisch
Mateo Delgado	Penny Seay, CDS - UT	
Kevin Estes, HHSC	Amy Sharp, CDD TX A&M	

**COUNCIL MEMBERS PRESENT**

Mary Durham, Council Chair	Kathy Griffis-Bailey - DSHS
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**STAFF PRESENT**

Roger A. Webb, Executive Director	Melissa Loe	Lucy Walker
Belinda Carlton	Jessica Ramos	
	Melissa Rosser	

**GUESTS PRESENT**

Chynna Burwell

**CALL TO ORDER**

The Public Policy Committee convened on Thursday, July 26, 2012, in the San Antonio Room of the Renaissance Hotel – Austin, 9721 Arboretum Boulevard, Austin, Texas 78759. Committee Chair Joe Rivas called those present to order at 2:33 PM.

**1. INTRODUCTIONS**

Committee members, staff, and guests were introduced.

**2. CONSIDERATION OF MAY 3, 2012, MINUTES**

The Committee reviewed the minutes from the May 3, 2012, Public Policy Committee meeting. Public Policy Director Jessica Ramos noted that staff made a technical adjustment to the Service Coordination position statement to say “the Council supports” rather than “the Council believes” as directed separately by the Council.

**MOTION:** To approve the minutes of the May 3, 2012, Public Policy Committee meeting as amended.

**MADE BY:** Rick Tisch

**SECOND:** Lora Taylor

The motion **passed** unanimously.

### **3. CHAIR'S REMARKS**

Public Policy Chair Joe Rivas discussed progress with moving into his new home.

Executive Director Roger Webb noted that Kevin Estes is representing the Health and Human Services Commission, Katharine McCormick the Department of Aging and Disability Services, and Tricia Stinson the Department of Assistive and Rehabilitative Services at these meetings. However, since they have not received the training as required by state law to be voting members of the Council, their input and participation for their agencies is welcomed but they are not eligible to vote in actions before the Committee.

### **4. MEMBER UPDATES**

Council Member Amy Sharp advised the Committee that the Disability Policy Consortium will be launching a website that will be public soon to display its issue briefs.

Rivas inquired whether bicycle lanes are accessible to individuals with wheelchairs. Amy Sharp said she would find out the answer to his question when she attends an upcoming Transportation Commission meeting.

Sharp also discussed a project she is working on called Disability 101 training, which will feature individuals with disabilities from around the state sharing their stories. She would be happy to collaborate with anyone who would be interested in assisting.

### **5. ADVOCACY DISCUSSION**

Committee members discussed previous advocacy efforts in which they have been involved. They also discussed prospective ideas for advocacy during the upcoming 83<sup>rd</sup> Legislative Session, including the potential use of social media to contact legislators and legislative staff. Committee members and staff also discussed the importance of self-advocates sharing their stories with policymakers. Public Policy Director Jessica Ramos encouraged Committee members to contact TCDD staff for assistance in preparing testimony. Communications Coordinator Melissa Loe also discussed how to approach the traditional news media for advocacy purposes.

### **6. TCDD BIENNIAL DISABILITY REPORT UPDATE**

Public Policy Director Ramos reported on the progress associated with the 2012 Biennial Disability Report and reviewed focus areas of previous reports. The Committee reviewed preliminary recommendations for the 2012 Biennial Disability Report. By consensus the Committee indicated support for the recommendations as presented. Staff will continue to develop recommendations which will be considered for approval during the October 2012 meeting.

### **7. PUBLIC INFORMATION REPORT**

Communications Coordinator Melissa Loe reported to the Committee about public information and outreach activities. TCDD staff have been working with legislative offices to announce new grant projects in order to build relationships and inform those legislators about disability issues. Ms. Loe reviewed information about TCDD's social media outreach and increased connections with new grantees, disability organizations, and legislative offices. TCDD is in the process of transitioning to a new website platform and is conducting an audit of the current website to determine what information website visitors are viewing. Committee Chair Rivas asked whether the new website could include a way for users to evaluate the information they viewed on the website. Loe offered to find out if that will be possible with the new platform.

**8. FUTURE PROJECTS / STATE PLAN IMPLEMENTATION**

Communications Coordinator Melissa Loe led a discussion about the new TCDD State Plan objective regarding Public Awareness Activities. Goal Three of the State Plan calls for the Council to conduct two ongoing educational activities in collaboration with other organizations and businesses to provide culturally responsive services for people with disabilities. At the May 2012 meeting, the Council approved the topic of accessible parking for the first of these two public education and outreach campaigns. Loe informed the Committee that staff are working to determine the best way to implement the campaign. Staff will prepare an executive summary regarding the project for consideration at the October 2012 meeting.

**9. REVIEW OF POSITION STATEMENTS**

Ramos and Webb led a discussion regarding possible revisions to the following Council's position statements on Employment, Transition, and Education. The Committee reviewed proposed changes from Council members and staff and proposed additional changes to be considered by the Council.

**MOTION:** To approve proposed changes to the Employment position statement and present the revised position statement to the Council for consideration.

**MADE BY:** Kristen Cox

**SECOND:** Amy Sharp

The motion **passed** unanimously. (Attachment 1 as revised)

**MOTION:** To approve proposed changes to the Transition position statement and present the revised position statement to the Council for consideration.

**MADE BY:** Hunter Adkins

**SECOND:** Amy Sharp

The motion **passed** unanimously. (Attachment 2 as revised)

**MOTION:** To approve proposed changes to the Education position statement and present the revised position statement to the Council for consideration.

**MADE BY:** Penny Seay

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 3 as revised)

**10. TCDD PUBLIC POLICY PRIORITIES**

Public Policy Director Ramos presented the first draft of the TCDD 2013 Public Policy Priorities for initial consideration by the Committee. No action will be taken until next quarter. Council Chair Mary Durham recommended narrowing the focus of the Public Policy Priorities to a couple of key areas. Ramos stated that since many of the priorities revolve around appropriations, the priorities

could be refocused on ensuring that funding for programs benefiting individuals with disabilities are not reduced. Durham also recommended that the document be reduced to only one page. Staff will present revised Public Policy Priorities for consideration at the October 2012 Council meeting.

## **11. PUBLIC POLICY ISSUES**

### **A. State Policy Issues**

Public Policy Specialist Belinda Carlton reported that when the Texas Department of Housing and Community Affairs was directed to cut its budget, the Amy Young Barrier Removal Program was not cut. The department found other ways to reduce funding in order to avoid cuts in the Amy Young program which allows home owners or renters to apply for a grant to have architectural barriers removed from their home.

Ramos gave an update on the budget requests for health and human services agencies. The Department of Aging and Disability Services (DADS) will request a 20 percent increase in funding to reduce interest lists in its Legislative Appropriations Request (LAR). The Department of Assistive and Rehabilitative Services (DARS) requested funding to address forecasted caseload growth and funding to expand the autism program to three new regions.

DADS and the Texas Center for Disability Studies are hosting a series of focus groups around the state to learn from Home and Community-based Services waiver participants about what is working in the waiver as well as what needs improvement. At the time of the meeting, 150 persons had applied to participate in the focus groups, but more applicants were needed in Lubbock and Longview.

### **B. Update on State Supported Living Center Monitoring Activities**

Ramos reported that DD network partners have submitted a proposal to DADS to incorporate person-centered thinking practices at the state supported living centers. Council member Penny Seay discussed the proposed Austin State Supported Living Center pilot wherein the Institute on Person-Centered Practices (IPCP) would train DADS staff to become certified trainers in person-centered planning.

### **C. Federal Policy Issues**

Ramos informed the Committee of Affordable Care Act (ACA) opportunities for the state, including the Balancing Incentives Program which allows states to modernize long-term services and supports systems. The BIP program also requires a core standardized assessment instrument and conflict-free case management. DADS plans to utilize some of the enhanced funds to implement strategies to address behavioral support needs for individuals living in the community. The Community First Choice Option also would allow the state to provide habilitation services to 12,000 persons currently waiting for services on waiver interest lists.

## **ADJOURN**

There being no further business, Committee Chair Rivas adjourned the meeting at 4:57 PM.

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Roger A. Webb  
Secretary to the Council

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Date

**Background:**

Staff have compiled a report of recent staff public information activities for the Committee's review.

<b><u>Project Development Committee</u></b>  <b><u>Agenda Item 6. A.</u></b>	<b><u>Expected Action:</u></b>  The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<b><u>Public Policy Committee</u></b>  <b><u>Agenda Item 8.</u></b>	<b><u>Expected Action:</u></b>  The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<b><u>Council Meeting</u></b>  <b><u>Agenda Item 16. A.</u></b>	<b><u>Expected Action:</u></b>  The Council will receive a report of the Committee's discussion on this item. No action is anticipated.

# October 2012 Public Information Update

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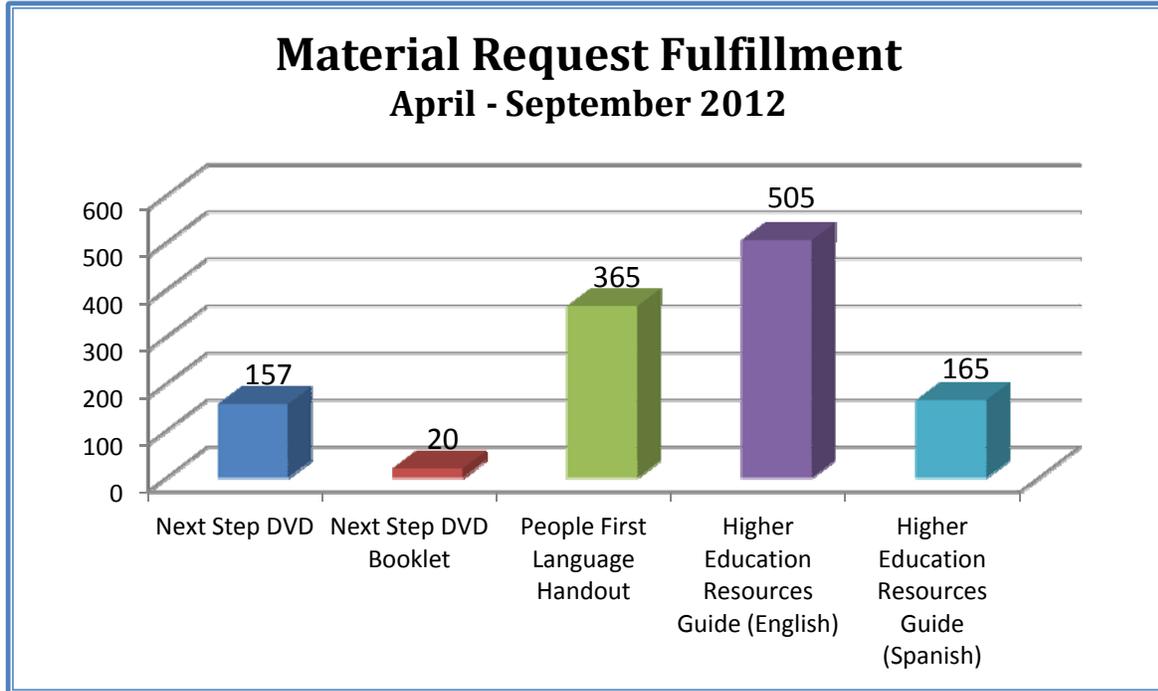
## Creating Awareness and Building Connections

- TCDD works with local Senators or Representatives to **announce new grant projects**. News releases that were already sent to the media are on the TCDD website at [http://www.txddc.state.tx.us/grants\\_projects/profilesindex.asp#recent](http://www.txddc.state.tx.us/grants_projects/profilesindex.asp#recent). Upcoming grant announcements include:
  - Helpful Interventions: Gulf Coast African American Family Support Conference
  - Centro de Mi Salud: Cultural Outreach and Development Project
  - The Sower Foundation: Cultural Outreach and Development Project
  - Texas Tech: Project SEARCH
- Several grant projects continue to **receive media coverage**, including:
  - DRS Project HIRE (Helping Individuals Reach Employment) in The Monitor newspaper for the Rio Grande Valley; McAllen News Journal; KVEO TV in the Rio Grande Valley; Network of Care Internet resource for seniors and persons with disabilities, caregivers and providers; Community College Week magazine; Education Week newsletter; College Dimension blog; and many more, including other places out of state picking up the Monitor's article.
  - OneStar Foundation's Inclusive Faith Symposium (Austin Interfaith Inclusion Network) in the Shalom Austin (Jewish Community Association of Austin); The Deaf Network; and Education News.
  - Circle of 10's grantee sustainability training has been publicized in various resources, including the Galveston Daily News, Cherokeean Herald newsletter for East Texas and County Life Online for East Texas.
- TCDD released our annual and revised "**Higher Education Resource Guide for Students with Disabilities**," which includes information for future college students, parents, high school counselors and other educators. This year's guide includes information regarding the full process of preparing for higher education, from planning ahead in high school to what to do when accepted by a college. The Guide is available in both English and Spanish. Many places picked up the announcement or shared abbreviated information on the guide, including:
  - The Office of the Governor
  - The Department of State Health Services
  - The Department of Assistive and Rehabilitative Services
  - Texas School for the Deaf
  - Austin Chapter of the Autism Society
  - Texas Project First
  - City of Houston
  - Disabled World

Additionally, more than 500 copies of the English version of the Guide were requested since the release.

## October 2012 Public Information Update

TCDD provides free copies of our materials. The order form is available on the TCDD website.



### Website Update

Work to transition the TCDD website to a new platform continues. Content for several sections is being reworked to better provide information and resources to website visitors. The new website will meet current accessibility standards; support a mobile version for visitors using a device such as a Smartphone or tablet; and be based on a platform that more effectively supports software updates and other technical needs. The target date for the new website to be fully transitioned to the new platform is year-end.

### Social Media Update

TCDD uses its Facebook fan page and Twitter account on a daily basis to share and learn about pertinent news stories, resources and policy information. The social media activity helps make connections with individuals, organizations, members of the media, legislators and others who are involved with or have an impact on the disability community. Social media enhances TCDD's communication and is a great tool for sharing and receiving information.

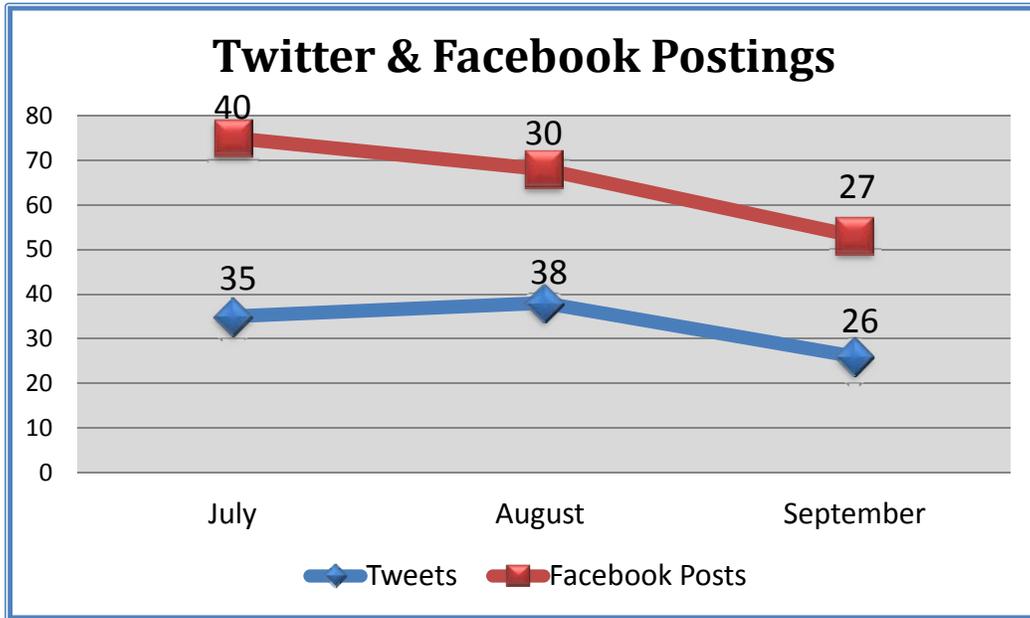
A Facebook Insights tool helps track the number of people viewing and interacting with TCDD's Facebook fan page. Between June and September of 2012, an average of 25 individuals per week interacted with TCDD's Facebook page by liking, commenting on or sharing content posted by TCDD.

**This represents a five percent increase from the previous quarter.** In addition, an average of 1,004 people per week viewed information shared on TCDD's Facebook page, **an increase from 800** during the previous quarter.

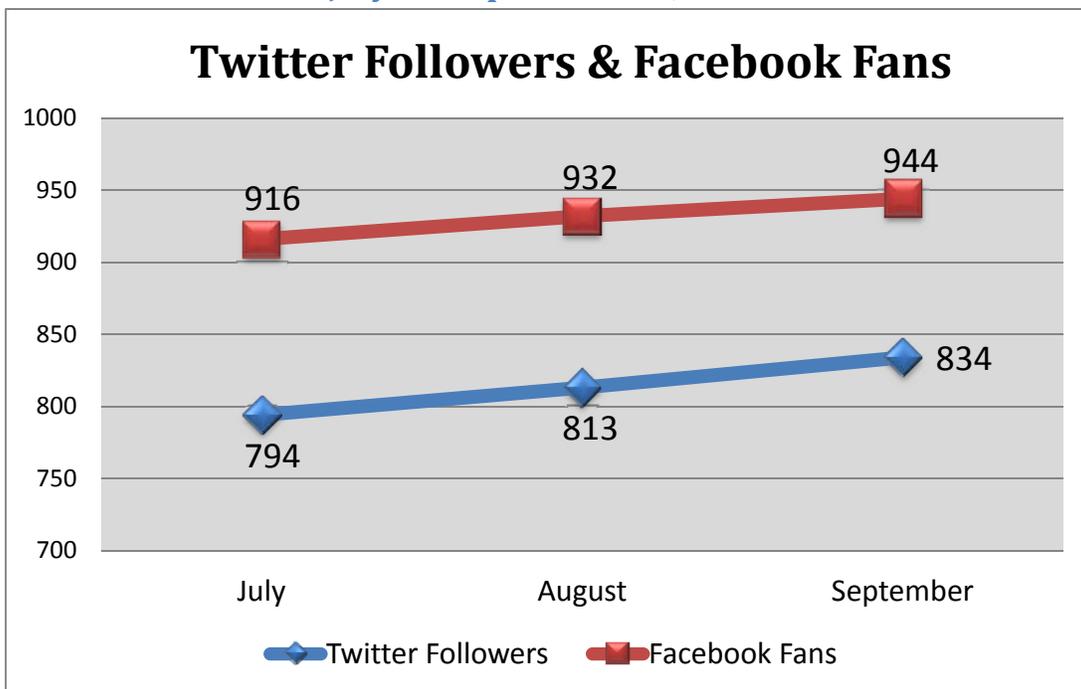
## October 2012 Public Information Update

Twitter does not yet have similar tracking features, however TCDD staff is notified when information shared on TCDD's Twitter feed is retweeted or mentioned by another Twitter user. Between June 2012 and September 24, 2012, 18 of TCDD's tweets were shared by other users with more than 12,000 combined followers. This is an increase of **4,000** users compared with last quarter.

**Number of Twitter and Facebook Postings**  
July 1 - September 21, 2012



**Number of TCDD Twitter Followers and Facebook Fans**  
July 1 - September 21, 2012



**Background:**

During the February Public Policy Committee meeting, the Committee discussed future projects to implement the Council's State Plan Implementation related to Goal 3. For your reference, Goal 3 states:

Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide culturally responsive services to people with developmental disabilities by 9/30/2016.

The Committee asked staff to further research the topic of accessible parking to determine if any public awareness campaigns have transpired and/or if any are planned. That information was reviewed with the Committee during the May 2012 meeting during which the Council approved the Committee's recommendation to focus the educational campaign on the topic of accessible parking. Staff will review the enclosed executive summary with members that proposes a project to implement that campaign.

**Public Policy Committee****Agenda Item 9.****Expected Action:**

The Committee will review the proposed Executive Summary and may recommend for Council approval of an Accessible Parking Awareness Campaign project.

**Council Meeting****Agenda Item 10. A.****Expected Action:**

The Council will consider for recommendations from the Public Policy Committee for an Accessible Parking Awareness Campaign and determine final action.

# **Future Funding Proposal**

## **Executive Summary**

### **Accessible Parking Public Awareness Campaign**

#### **Background**

The Texas Council for Developmental Disabilities (TCDD) FY 2012-2016 State Plan prioritizes funding to collaborate with others to develop, implement, and evaluate targeted educational campaigns to increase awareness of specific issues. During Council discussions about this initiative, Council members reported that accessible parking violations make their communities less accessible. Violations sometimes even force people with valid accessible parking placards and license plates to be unable to access businesses or services because the no accessible parking spaces are available. Council members' experiences reflected concerns expressed by other organizations that are working to decrease accessible parking violations.

Texas law provides that a vehicle may be parked for an unlimited time in a parking space that is designated specifically for persons with disabilities if the vehicle is being operated by or for a person with a disability, and if the vehicle displays the appropriate plate or placard. Texas law allows parking placards to be removed and displayed in any vehicle used to transport a person with a disability. People with disabilities can apply for placards even if they do not own a car.

According to Austin-based nonprofit Access Empowerment, 18 percent of the Austin population has legitimate, accessible parking permits, but less than 4 percent of all spaces are set aside for accessible parking. In inclement weather and peak shopping times, up to 75 percent of those spaces are taken by vehicles without an accessible parking permit that are parking illegally. On any given day, up to 25 percent of accessible parking spaces are used by those without permits.

Since 1995, the City of Austin Travis County Constable Precinct 5 office has issued more than 1,000 tickets each year for accessible parking violations. The majority of tickets are written for vehicles parked in accessible parking spaces that do not have accessible license plates or placards that hang from the rearview mirror. Tickets were also written for vehicles that were parked on diagonal stripes designated for van unloading and vehicles blocking curb cuts. About 20 percent of tickets are written for misuse and the unauthorized use of placards.

According to the Constable's office, despite the enactment of the Americans with Disabilities Act and the Texas Legislature's efforts to increase enforcement of state accessible parking statutes, violations throughout Travis County continue to be as prevalent as ever. More people are using placards that do not belong to them, and some placards are even being altered and illegally sold. These violations make it more difficult for people with disabilities to access public places.

The TCDD Public Policy Committee agreed to focus a TCDD educational awareness activity on accessible parking to educate the public about the impact parking violations have on people with accessible parking placards and license plates, and will help decrease accessible parking violations.

Working collaboratively with other organizations, including a marketing firm, to develop and evaluate the results of a targeted educational campaign will also build TCDD's capacity to implement successful educational campaigns in the future.

TCDD staff have identified a number of potential community partners interested in accessible parking awareness and enforcement. For example, just in the Central Texas area:

- In 1993, the **Austin City Council** authorized the appointing of qualified and trained persons, acting under the title of "disabled-parking enforcement volunteers," to enforce the accessible parking laws in Austin and to issue citations for violations of the law. The program continues today.
- The **Travis County Constable Precinct 5** Disabled Parking Enforcement Program was established in 1995. It is a staff and citizen volunteer ticket writing program that requires four hours of state-mandated training. The program continues today.
- The **Austin Mayor's Committee for People with Disabilities** created two Public Service Announcements around the issue:
  - Accessible Parking (July 2010) <http://www.youtube.com/watch?v=ABO3hGnRRGM>
  - Illegal Parking in Accessible Parking (August 2011) [http://www.youtube.com/watch?v=5D0c6\\_6E-Cg](http://www.youtube.com/watch?v=5D0c6_6E-Cg)
- In September 2012, **Hays County Commissioners Court** signed a Memorandum of Understanding with Austin nonprofit **Access Empowerment** to deter unlawful use of parking spaces reserved for persons with disabilities.

Although the information and research in this Executive Summary is specific to the Austin-area, this Executive Summary proposes that TCDD not intend to limit the project scope to a specific geographic region.

TCDD has not funded projects related to accessible parking awareness in the past. However, transportation is a priority in the current State Plan and TCDD anticipates funding a grant related to transportation issues in 2013.

### **State Plan Goal**

Goal 3: Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide culturally responsive services to people with developmental disabilities by 9/30/2016.

Objective 1: Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/2014.

## Expected Outcomes

- TCDD will gain a better understanding of the activities and information necessary to conduct a successful educational campaign.
- TCDD will demonstrate that an ongoing educational campaign about accessible parking can help decrease accessible parking violations.

## Project Description

Staff proposes implementation of a public education awareness campaign about accessible parking. The campaign will educate drivers about the impact parking violations have on people with accessible parking placards and license plates. The campaign will also aim to decrease the number of accessible parking violations.

The project will be implemented in two separate phases. During Phase 1, TCDD will issue an RFP and award one or two grants to organizations to develop ideas and proposed strategies for consideration by the Council. During Phase 2, TCDD will issue an RFP for a project to implement those ideas / activities approved from Phase 1 recommendations.

### Phase 1

In Phase 1, one or two applicants will be selected to:

- collaborate with other organizations and a marketing entity (if the grantee is not a marketing entity) to conduct research and develop the proposed scope and specific goal of an educational campaign;
- recommend specific strategies to implement the proposed campaign;
- identify the resources needed to implement the proposed campaign; and
- define the measures that will be used to evaluate success.

The recipient of each grant will be responsible for identifying and collaborating with partner organizations, self-advocates and family members; developing a strategic plan for an educational campaign; and complying with TCDD's grant monitoring and reporting processes. Other organizations or individuals participating in the effort will be responsible for participating actively in the process.

Phase 1 is expected to take no longer than 12 months, but may be completed sooner.

At the completion of Phase 1, each grantee will submit their completed strategic plan to TCDD. TCDD will review each plan and determine if either or both plans should be implemented.

### Phase 2

TCDD may issue an RFP to implement either or both of the education campaigns developed during Phase 1, or the Council may choose to fund the proposer organization to implement the project. Implementation of the strategic plan(s) for education campaigns focusing on accessible parking occurs in Phase 2. The funding amount and the duration of any project developed to implement the education

campaign will be determined by the Council after the information gathered through Phase 1 has been reviewed and the Council has determined the scope of the project.

### **Proposed Funding Amount**

Phase 1: TCDD has made available up to \$25,000 per project, for up to two projects, for 12 months.

Phase 2: The funding amount and the duration will be determined after the information gathered through Phase 1 has been reviewed and the Council has defined the scope of the project.

### **Proposed Duration**

Phase 1: Up to 12 months

Phase 2: To be determined.

### **Other Considerations**

A nonfederal matching contribution of at least 25 percent of the total project costs will be required each year for project activities not located in counties that are designated federal poverty areas. Project activities located in counties that are designated federal poverty areas require a minimum of 10 percent matching resources.

## TCDD Position Statements – Proposed Revisions

Tab 17

### Background:

The Council periodically reviews TCDD's Position Statements. Input was solicited this quarter from Council members on the following position statements:

- Aging with Developmental Disabilities
- Community Living
- Criminal Competency

Revisions suggested by Council members and/or staff are included in the draft materials. Comments in **RED** represent Council member input; comments in **BLUE** were suggested by TCDD staff. Two versions of the position statement on Criminal Competency are included for review: a version with proposed changes and version with the proposed changes accepted.

The table below reflects the most recent dates that position statements were reviewed (the statements in **bold** are currently under review). The Committee's review of these three Statements completes the review and update process for this cycle.

### Position Statements Last Reviewed

Employment	July '12	Family Support	May '12	Children & Families	May '12
Transition	July '12	Service Coordination	May '12	Emergency Preparedness	May '12
<b>Aging &amp; DD</b>	<b>Nov '09</b>	Guardianship	May '12	Right to Privacy	May '12
Education	July '12	Access to Health Care	July '12	Transportation	May '12
<b>Criminal Competency</b>	<b>Feb '10</b>	<b>Community Living</b>	<b>Aug '10</b>		

### Public Policy Committee

#### Agenda Item 10.

### Expected Action:

The Committee will review provide recommendations to the Council for revisions to those Position Statements reviewed.

### Council

#### Agenda Item 13.

### Expected Action:

The Council will consider revisions to TCDD Position Statements as recommended by the Public Policy Committee and determine final action.



## Aging with Developmental Disabilities Position Statement

The number of older adults is rapidly increasing overall and becoming a larger percentage of the general population. Included in this aging population are people with disabilities. Estimates indicate that over 640,000 Americans age 60 and older had developmental disabilities in 2000. That number has been projected to double to over 1.2 million by 2030 as the baby boom generation ages.

While the aging process brings significant changes to all individuals and their families, these changes are often intensified by the presence of a developmental disability. Many people with developmental disabilities continue to rely on their families for natural supports throughout their adult life. This support is often provided by aging parents, spouses, and other family members, and the quality of the care often becomes compromised by the caregivers' own aging process. Individuals with disabilities and their families each face challenges and transitions caused by the aging process.

The Texas Council for Developmental Disabilities ~~believes~~ **supports the position** that older adults with disabilities should have:

- the same opportunities as other older citizens to live, work, enjoy leisure time and retire in the community of their choice with the services and supports they need;
- the same rights and dignity as other older people; and
- assistance in establishing a comprehensive retirement plan to encompass any or all of the following concerns:
  - access to health care
  - advanced directives relating to health care
  - counseling services
  - financial issues
  - guardianship/alternatives to guardianship
  - housing
  - legal issues
  - leisure time activities
  - long-term services and supports plan
  - retirement or employment options
  - self advocacy training
  - transportation

Therefore the Council believes that Texas has a responsibility to ensure that the state's service delivery systems develop the capacity to meet the projected needs of older Texans with disabilities. To meet these challenges, the Texas Council for Developmental Disabilities calls for:

- the current service delivery systems to increase their capacity to provide for a larger number of older Texans with disabilities who will ~~be needing~~ **need** assistance to maintain a high quality of life in the most integrated setting, including the ability to age well in their homes and communities; and
- coordinating and integrating to the maximum extent possible the delivery systems that traditionally provide services to the aging population and the delivery systems that traditionally provide services to people with developmental and other disabilities. In so doing, older individuals with developmental disabilities will be better served and more fully included in their communities.



## Community Living Position Statement

The Texas Council for Developmental Disabilities **believes supports the position** that individuals with disabilities should have access to opportunities and the supports needed to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, the state, and the nation.

Individuals with disabilities must have access to the full range of accommodations necessary to ensure that living in their natural community is possible. These accommodations may take various forms such as personal attendant services, medication monitoring, respite, durable medical equipment, employment services, transportation, and/or minor home modifications. Accommodations may be sustained for either longer or shorter duration or may be of greater or lesser intensity depending on the need of the individual.

Services to children should be provided in their natural family setting. When children cannot remain with their natural families, they must be cared for using principles, policies and processes akin to those of permanency planning and have access to family-based alternatives that ensure enduring and nurturing relationships.

Adults with disabilities shall exercise choice and control about where, how, and with whom they live. They must be provided with assistance that may be needed to make these choices and to sustain choices regarding community living. **Adults-All people with disabilities** should have access to the services and supports they need to live in the community. The state of Texas must allocate the requisite resources to support community living for people with disabilities. In addition, the state must rapidly expand the availability of individualized community options, transition all individuals in state institutions to community living, commit to a transition plan to close state supported living centers and transfer any cost savings to quality community programs. Communities must also be cultivated to ensure local systems foster accessibility within and across all facets of community life, so that maintaining community placement is a feasible outcome for individuals with disabilities.

Reviewed ~~August 6, 2010~~ **October 25, 2012**



## Criminal Competency Position Statement

People with disabilities often experience more frequent contact with the criminal justice system than other individuals for a variety of reasons, including discrimination, lack of knowledge and training about disabilities, and inadequate community supports. People with developmental disabilities are more likely than the general population to be arrested, convicted, sentenced to prison, and victimized while there.<sup>i</sup> Once individuals with disabilities enter the system, inadequate representation in criminal proceedings furthers unfavorable outcomes.

People with developmental disabilities may have functional support needs in one or more spheres of mental functioning that involve perceptual, memory, and judgment modalities. Their ability to process and retain information and to relate cause and effect may be affected. Accommodating individuals with cognitive and mental health disabilities in the criminal justice system thus presents various hurdles.<sup>ii</sup> A particular problem is invalid and inconsistent assessments for: 1) competency to stand trial; and 2) criminal responsibility due to mental disease or defect (the insanity defense) as current assessment procedures do not fully address the needs of people with disabilities.

The Texas Council for Developmental Disabilities believes that the following fundamental principles apply to people with disabilities who undergo competency evaluations.

- People with cognitive and mental health disabilities<sup>iii</sup> have the right to equal protection and due process under the law.
- People with disabilities are entitled to certain protections, rights and benefits under Title II of the Americans with Disabilities Act, and these protections, rights and benefits extend to involvement in the criminal justice system.
- A diagnosis of mental retardation or mental illness does not necessarily mean that a person is incompetent to stand trial, but it is incumbent upon counsel and the court to raise competency as an issue in appropriate cases and at any point in the proceedings where the defendant's competency is in question.

***The Council believes that criminal assessment procedures must fully address the needs of people with disabilities and include the following components:***

- Early intervention that includes a valid and clinically appropriate disability screening prior to, during, and following arrest, and comprehensive officer training in booking and intake procedures of individuals with developmental disabilities.
- Ongoing training of criminal justice professionals that is based on research and best practices in assessment of individuals with disabilities. Curriculum should include training on recognizing the possible existence of a developmental or psychiatric disability, appropriate communication skills, and stereotypes and stigma about disabilities unrelated to criminal activity.

*(Continued)*

- ❑ A competency evaluation that is performed by skilled professionals who have specialized training and experience in forensic evaluation. This specialized training should include training in legal competency for adults and fitness to proceed for juveniles.
- ❑ Due process protections that include reliable, age-specific and culturally competent assessments of and standards for:
  - Determining the existence of cognitive and mental health disabilities -- example formats include the uniform mental health assessment and the diagnostic eligibility for mental retardation and related conditions formats; and
  - Determining legal competency for adults and fitness to proceed for juveniles -- example instruments include the CAST-MR (Competency Assessment for Standing Trial for Defendants with MR) and the MacCAT-CA (MacArthur Competence Assessment Tool – Criminal Adjudication).
- ❑ These assessments should take into account any relevant impact on the results because of the individual’s cultural background, primary language, communication style, physical or sensory impairments, motivation, attentiveness, or emotional factors.
- ❑ Reasonable accommodations must be provided at all stages of criminal proceedings to assist the individual in understanding and participating in the proceedings and their defense.

The Council recognizes that early intervention, assessment due process protections, and reasonable accommodations are overlapping components of a system that is responsive to the needs to people with disabilities and that these components must be available to alleged offenders at all stages of the individual’s involvement in the criminal justice system.

Reviewed February 12, 2010

*\*\*While the preferred terminology for “mental retardation” has changed to “intellectual and developmental disabilities,” mental retardation is still used in this position statement because of legal implications based on a specific diagnosis of “mental retardation.”*

<sup>i</sup> Up to 24 percent of this country’s adult prison populations are individuals with mental retardation. (Dagher-Margosian, J., Representing the Cognitively Disabled Client in a Criminal Case, Disabilities Project Newsletter, State Bar of Michigan, Volume 2, Issue 2, March 2006, Committee on Justice Initiatives and Equal Access Initiative Disabilities Project. Retrieved 9-24-09 at [http://www.michbar.org/programs/Disabilities\\_news\\_6.html](http://www.michbar.org/programs/Disabilities_news_6.html))

<sup>ii</sup> It is estimated that between 50-75 percent of youth in the juvenile justice system have diagnosable mental health disorders. (Texas Juvenile Probation Commission. “Mental Health and Juvenile Justice in Texas.” 2003. <http://www.tjpc.state.tx.us/publications/reports/RPTOTH200302.pdf>)

<sup>iii</sup> 20-35% of all persons with intellectual disabilities have a co-occurring psychiatric disorder. (Effective Interagency Collaboration for People with Co-Occurring Mental Illness and Developmental Disabilities, Kathryn duPree, Deputy Commissioner, Connecticut Department of Mental Retardation Retrieved September 24, 2009 from <http://www.nasddd.org/pdf/EffectiveInteragencyCollaboration.pdf>)



## Criminal ~~Competency~~ Justice Position Statement

**Comment [bc1]:** Criminal competency remains an issue, but the dd groups nationally that I researched for this review are focusing on issues of criminal justice interface as victims, suspects or witnesses.

People with intellectual, ~~developmental~~ and/or mental health disabilities who are victims, suspects or witnesses, like other residents of the United States, have the right to justice and fair treatment in all areas of the criminal justice system, including reasonable accommodations as necessary. ~~People with disabilities often experience more frequent contact with the criminal justice system than other individuals for a variety of reasons, including discrimination, lack of knowledge and training about disabilities, and inadequate community supports.~~ While those with intellectual disabilities comprise 2% to 3% of the general population, they represent 4% to 10% of the prison population, with an even greater number of those in juvenile facilities and in jails, and are 4 to 10 times more likely to be victims of crime compared to those without disabilities<sup>i</sup>.

~~People with developmental disabilities are more likely than the general population to be arrested, convicted, sentenced to prison, and victimized while there. <sup>ii</sup> Once individuals with disabilities enter the system, inadequate representation in criminal proceedings furthers unfavorable outcomes.~~

People with intellectual, developmental and/or mental health ~~developmental~~ disabilities may have functional support needs in one or more spheres of mental functioning that involve perceptual, memory, and judgment modalities. Their ability to process and retain information and to relate cause and effect may be affected. A diagnosis of an intellectual, ~~and developmental~~ and/or mental disability does not necessarily mean that a person is incompetent to stand trial, but it is incumbent upon counsel and the court to raise competency as an issue in appropriate cases and at any point in the proceedings where the defendant's competency is in question. Accommodating individuals with ~~cognitive intellectual, developmental and/or mental health disabilities in the criminal justice system thus presents various hurdles: <sup>iii</sup> A particular problem is invalid and inconsistent assessments for: 1) competency to stand trial; and 2) criminal responsibility due to mental disease or defect (the insanity defense) as current assessment procedures do not fully address the needs of people with disabilities.~~ Attorneys, judges, law enforcement personnel, forensic evaluators, victim advocates and jurors may lack adequate and appropriate knowledge to determine competency to stand trial and criminal responsibility due to "mental disease or defect" or to provide equal protection and due process for people with intellectual, developmental and/or mental health disabilities.

**Comment [DADS2]:** You use different terms (developmental, cognitive, MR) interchangeably which is a little confusing who they ultimately mean.

**Comment [rw3]:** I'd recommend using intellectual rather than cognitive. Developmental broadens the group considerably, and actually only includes folks with intellectual disabilities that meet the DD def with 3 substantial functional limitations. Also, this Statement has focused on issues for people with intellectual disabilities since our understanding has been that the justice system more easily identifies folks with physical disabilities.

The Texas Council for Developmental Disabilities believes that the following fundamental principles apply to people with disabilities who undergo competency evaluations.

- ~~☐ People with cognitive and mental health disabilities <sup>iv</sup> have the right to equal protection and due process under the law.~~
- ~~☐ People with disabilities are entitled to certain protections, rights and benefits under Title II of the Americans with Disabilities Act, and these protections, rights and benefits extend to involvement in the criminal justice system.~~
- ~~☐ A diagnosis of mental retardation or mental illness does not necessarily mean that a person is incompetent to stand trial, but it is incumbent upon counsel and the court to raise competency as an issue~~

**Comment [DADS4]:** DADS is actively replacing the use of MR with ID in accordance with HB 1481.

~~in appropriate cases and at any point in the proceedings where the defendant's competency is in question.~~

**Comment [JR5]:** HB 1481 specifically does not address the penal code.

The Council believes that criminal assessment procedures must fully address the needs of people with intellectual, developmental and/or mental health ~~disabilities~~ and include the following components:

- ❑ Early intervention that includes a valid and clinically appropriate disability screening prior to, during, and following arrest, and comprehensive officer training in booking and intake procedures of individuals with intellectual, developmental and/or mental health ~~developmental~~ disabilities.
- ❑ Ongoing training of criminal justice professionals that is based on research and best practices in assessment of individuals with intellectual, developmental and/or mental health disabilities. ~~Curriculum should include training on recognizing the possible existence of a developmental or psychiatric disability, appropriate communication skills, and stereotypes and stigma about disabilities unrelated to criminal activity.~~
- ❑ A competency evaluation that is performed by skilled professionals who have specialized training and experience in forensic evaluation using assessments that are valid and reliable, age-specific and culturally competent to assess legal competency for adults and fitness to proceed for juveniles.
- ❑ ~~Due process protections that include reliable, age-specific and culturally competent assessments of and standards for:~~
  - ~~Determining the existence of cognitive and mental health disabilities — example formats include the uniform mental health assessment and the diagnostic eligibility for mental retardation and related conditions formats; and~~
  - ~~Determining legal competency for adults and fitness to proceed for juveniles — example instruments include the CAST-MR (Competency Assessment for Standing Trial for Defendants with MR) and the MacCAT-CA (MacArthur Competence Assessment Tool—Criminal Adjudication).~~
- ❑ ~~These assessments should take into account any relevant impact on the results because of the individual's cultural background, primary language, communication style, physical or sensory impairments, motivation, attentiveness, or emotional factors.~~
- ❑ Reasonable accommodations ~~must be provided~~ at all stages of criminal proceedings to assist the individual in understanding and participating in the proceedings and their defense.  
—— example instruments include the CAST-MR (Competency Assessment for Standing Trial for Defendants with MR) and the MacCAT-CA (MacArthur Competence Assessment Tool—Criminal Adjudication).

The Council recognizes that early intervention, ~~assessment~~ due process protections, assistance and reasonable accommodations to participate in legal proceedings are overlapping components of a system that is responsive to the needs to people with disabilities and that these components must be available to victims, suspects or witnesses ~~alleged-offenders~~ at all stages of the individual's involvement in the criminal justice system.

Reviewed ~~February 12, 2010~~ October 2012

~~While the preferred terminology for "mental retardation" has changed to "intellectual and developmental disabilities," mental retardation is still used in this position statement because of legal implications based on a specific diagnosis of "mental retardation."~~

**Comment [DADS6]:** This is not accurate -- MR is only replaced by "ID" and not IDD in accordance with AAIDD website.

<sup>i</sup>Davis, Leigh A. People with Intellectual Disabilities in the Criminal Justice System: Victims & Suspects.2009. Retrieved October 1, 2012 from <http://www.thearc.org/page.aspx?pid=2458>.

<sup>ii</sup>Up to 24 percent of this country's adult prison populations are individuals with mental retardation. (Dagher Margosian, J. Representing the Cognitively Disabled Client in a Criminal Case, Disabilities Project Newsletter, State Bar of Michigan, Volume 2, Issue 2, March 2006, Committee on Justice Initiatives and Equal Access Initiative Disabilities Project, Retrieved 9-24-09 at [http://www.michbar.org/programs/Disabilities\\_news\\_6.html](http://www.michbar.org/programs/Disabilities_news_6.html))

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<sup>iii</sup> It is estimated that between 50-75 percent of youth in the juvenile justice system have diagnosable mental health disorders. (Texas Juvenile Probation Commission, "Mental Health and Juvenile Justice in Texas," 2003, <http://www.tjpc.state.tx.us/publications/reports/RPTOTH200302.pdf>)

<sup>iv</sup> 20-35% of all persons with intellectual disabilities have a co-occurring psychiatric disorder. (Effective Interagency Collaboration for People with Co-Occurring Mental Illness and Developmental Disabilities, Kathryn duPree, Deputy Commissioner, Connecticut Department of Mental Retardation Retrieved September 24, 2009 from <http://www.nasddd.org/pdf/EffectiveInteragencyCollaboration.pdf>)

## **Criminal Justice Position Statement**

People with intellectual, developmental and/or mental health disabilities who are victims, suspects or witnesses, like other residents of the United States, have the right to justice and fair treatment in all areas of the criminal justice system, including reasonable accommodations as necessary. While those with intellectual disabilities comprise 2% to 3% of the general population, they represent 4% to 10% of the prison population, with an even greater number of those in juvenile facilities and in jails, and are 4 to 10 times more likely to be victims of crime compared to those without disabilities<sup>1</sup>.

People with intellectual, developmental and/or mental health disabilities may have functional support needs in one or more spheres of mental functioning that involve perceptual, memory, and judgment modalities. Their ability to process and retain information and to relate cause and effect may be affected. A diagnosis of an intellectual, developmental and/or mental health disability does not necessarily mean that a person is incompetent to stand trial, but it is incumbent upon counsel and the court to raise competency as an issue in appropriate cases and at any point in the proceedings where the defendant's competency is in question. Accommodating individuals with intellectual, developmental and/or mental health disabilities in the criminal justice system thus presents various hurdles. Attorneys, judges, law enforcement personnel, forensic evaluators, victim advocates and jurors may lack adequate and appropriate knowledge to determine competency to stand trial and criminal responsibility due to "mental disease or defect" or to provide equal protection and due process for people with intellectual, developmental and/or mental health disabilities.

The Council supports the position that criminal assessment procedures must fully address the needs of people with intellectual, developmental and/or mental health disabilities and include the following components:

- Early intervention that includes a valid and clinically appropriate disability screening prior to, during, and following arrest, and comprehensive officer training in booking and intake procedures of individuals with intellectual, developmental and/or mental health disabilities.
- Ongoing training of criminal justice professionals that is based on research and best practices in assessment of individuals with intellectual, developmental and/or mental health disabilities.
- A competency evaluation with due process protections that is performed by skilled professionals who have specialized training and experience in forensic evaluation using assessments that are valid and reliable, age-specific and culturally competent to assess legal competency for adults and fitness to proceed for juveniles.
- Reasonable accommodations at all stages of criminal proceedings to assist the individual in understanding and participating in the proceedings and their defense.

The Council recognizes that early intervention, due process protections, assistance and reasonable accommodations to participate in legal proceedings are overlapping components of a system that is responsive to the needs to people with disabilities and that these components must be available to victims, suspects or witnesses at all stages of the individual's involvement in the criminal justice system.

Reviewed October 25, 2012

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<sup>1</sup>Davis, Leigh A. People with Intellectual Disabilities in the Criminal Justice System: Victims & Suspects.2009. Retrieved October 1, 2012 from <http://www.thearc.org/page.aspx?pid=2458>

**Background:**

The Public Policy Committee is responsible for recommending Public Policy Priorities to the Council before the beginning of each legislative session. TCDD’s Public Policy Priorities provide guidance to staff regarding legislative advocacy activities. The Committee provided general guidance for proposed revisions during the May Committee meeting. Proposed 2013 Public Policy Priorities are attached that incorporate that input.

**Public Policy Committee**

**Agenda Item 11.**

**Expected Action:**

The Committee will consider recommendations to the Council for TCDD 2013 Public Policy Priorities.

**Council**

**Agenda Item 12.**

**Expected Action:**

The Council will consider for approval the 2013 Public Policy Priorities as recommended by the Public Policy Committee.



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## TCDD 2013 Public Policy Priorities

Draft

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The mission of the Texas Council for Developmental Disabilities is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives. The appropriations process provides the greatest opportunity for positive change in the lives of people with disabilities.

Texas weathered the national recession better than most states but nonetheless was forced to make difficult decisions to drastically reduce spending with the worthy goals of protecting tax payers and staying within available resources. Those decisions resulted in significantly underfunding various programs in the State's budget for fiscal years 2012-2013. Although the state's financial picture is now much improved, the Legislature will be faced once again with reducing or underfunding existing services and programs to balance budgets, finding alternative ways of providing services more efficiently, or considering additional sources of revenue to meet the state's growing population and needs. Fulfilling the state's prior obligations should be among the 83<sup>rd</sup> Texas Legislature's first priorities.

TCDD encourages the Legislature to exercise considerable caution when exploring alternative ways of providing services recognizing that some options also may have serious negative consequences to those most needing assistance. State funded services are a necessary and vital component of full participation for Texans with disabilities. Targeting services and supports for individuals with significant disabilities for further funding reductions should be a last resort.

### Appropriations

TCDD recommends that publicly-funded services and supports for people with disabilities be maintained and funded in a manner that ensures critical services and supports for children and families are not reduced or limited in order to balance the state's budget including education, employment, housing, long-term services and supports, behavioral and mental health services and transportation.

- **Long Term Services and Supports** - Improve the system of long-term services and supports to ensure the availability, timeliness and quality of community-based services and supports for individuals with developmental disabilities throughout the lifespan with an emphasis on providing services in integrated, community settings thereby reducing reliance on the need for institutional services.
- **Education** - Protect the right of students with disabilities to an appropriate, inclusive, publicly-funded education that provides preparation for life's transitions, supports opportunities for full participation and eliminates the use of inappropriate disciplinary alternatives throughout the educational spectrum - from early education programs to post-secondary schooling.
- **Employment** - Improve the system of employment services and income supports for individuals with developmental disabilities, including programs that help individuals develop assets and resources and help students with disabilities transition from school to work, by maximizing federal opportunities.

*Working for independence, productivity and community inclusion.*

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[www.txddc.state.tx.us](http://www.txddc.state.tx.us)

**Background:**

**A. State Policy Issues**

TCDD staff will provide an update regarding recent public policy activities, including the implementation of legislation and the budget adopted by the 82<sup>nd</sup> Legislature as well as preparation for the 83<sup>rd</sup> Legislature which begins in January 2013.

Discussion topics include:

- Legislative Appropriations Requests Summary
- Consumer Directed Services Workgroup Report Recommendations
- Children’s Policy Council Report Recommendations

**B. Update on State Supported Living Center Monitoring Activities**

The Committee will receive an update on recent Department of Justice monitoring team reports of State Supported Living Centers. A summary of the monitoring reports is provided.

**C. Federal Policy Issues**

TCDD Public Policy staff will provide an overview of the status and implementation of various federal legislative initiatives that impact people with developmental disabilities. Additional information is provided in meeting materials.

**Public Policy Committee**

**Agenda Item 7.**

**Expected Action:**

The Committee will receive updates on these items and may make recommendations for consideration by the Council.

**Council**

**Agenda Item 16. B.**

**Expected Action:**

The Council will receive a report from the Public Policy Committee and consider any recommendations offered from the Committee.

# Texas Legislative Appropriations Requests

## TCDD Summary

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### **BACKGROUND**

Prior to the start of each legislative session, the Legislative Budget Board and the Governor's Office of Budget, Policy and Planning jointly issue instructions to each Texas state agency regarding how to develop their Legislative Appropriations Request (LAR) which is their request for money to operate their programs over the next two-year biennium (fiscal years/FY 2014-15). Appropriations requests for state general revenue (GR) funds may not exceed the sum of those amounts expended in FY 2012 and budgeted in FY 2013. A supplemental schedule must show how agencies would cut an additional 10% (in 5% increments) in GR funds. Agencies may submit exceptional item (EI) requests for priorities that the agency considers of great importance in addition to the base budget. Each agency LAR can be several hundred pages in length and is available online at:

<http://docs.lbb.state.tx.us/display.aspx?DocType=LAR&Year=2014>.

Below is a simplified summary of the key items in various agencies' LARs that are important to individuals with developmental disabilities. For more information, contact Jessica Ramos at (512) 437-5417.

### **DEPARTMENT OF AGING AND DISABILITY SERVICES (DADS)**

DADS administers long-term services and supports for seniors and people with cognitive and physical disabilities. DADS also licenses and regulates providers of long-term services and supports. DADS programs include State Supported Living Centers (SSLCs), home and community-based Medicaid waiver programs, nursing facilities and privately operated Intermediate Care Facilities (ICFs).

#### DADS Base Request

DADS FY 2014-15 base level request will provide services for about 220,900 Texans with 141,700 of those in community settings. The base request is \$131.94 million GR less than the current biennium, primarily because the expansion of STAR+PLUS managed care moved a large number of persons previously served by DADS to services provided by the Texas Health and Human Services Commission (HHSC). Budget instructions also prevent DADS from including funding in the base to serve an anticipated 284 persons who are expected to receive services by the end of FY 2013.

#### DADS Exceptional Items

1. Maintain Home and Community-based Services (HCS) for 284 persons that will be enrolled in services by August 2013, but not included in the 2014-15 request because budget instructions required that funding limits be set at the two year biennial average vs. "ramp up" methodology for program enrollment use by DADS:  
\$9.1 million GR.
2. Increases in average cost per person due to increased utilization or acuity: \$114.6 million GR.
3. Promoting Independence: \$32 million GR.
  - a. Home and Community-based Services (HCS) Medicaid waiver services for 400 persons to transition from large Intermediate Care Facilities (ICFs) and State Supported Living Centers (SSLCs);
  - b. HCS waiver services for 192 children aging out of Department of Family and Protective Services (DFPS) foster care;
  - c. Crisis/diversion services for 400 persons at imminent risk of institutionalization (300 in the HCS waiver and 100 in the Community Based Alternatives (CBA) Medicaid waiver); and
  - d. HCS waiver services for the diversion of 360 persons with intellectual and developmental disabilities (IDD) from nursing facilities.
4. Community expansion with comprehensive waiver services to 16,628 persons: \$223.7 million GR.
  - a. 20% interest list reduction: Community Living Assistance and Support Services (CLASS) and HCS.

- b. 10% service level increase: Community Based Alternatives (CBA), Medically Dependent Children Program (MDCP), Texas Home Living (TxHML), STAR+PLUS and others.
- 5. Community First Choice (CFC) Option would provide 11,902 persons with a combination habilitation and attendant care service via a managed care organization: \$35.8 million GR.
- 6. Protecting Vulnerable Texans: \$15.6 million GR includes six exceptional items that request funding for, additional waiver reviewers (\$1.4 million GR), regulatory certification of day habilitation providers and other items: \$1.4 million GR.
- 7. Support for SSLC residents: \$27.7 million GR.
  - a. Electronic health records: \$7.8 million GR.
  - b. Construction to provide physical security of IT equipment at SSLCs: \$2.7 million GR.
  - c. Computers: \$317,129 GR.
  - d. Recruitment and retention of qualified developmental disability professionals: \$2.1 million GR.
  - e. Statewide video conferencing: \$528,953 GR.
  - f. Furniture and equipment: 7.4 million GR.
  - g. Vehicles - \$6.8 million GR.

#### DADS 10% Reduction Schedule

32 items make up the 10% reduction schedule. The first 19 items make up the first 5%. Items 20 through 32 make up the second 5%.

- 1. Eliminate the In-Home and Family Support (IHFS) program; 5,799 persons would no longer receive services: \$10 million GR.
- 2. Hiring and salary freeze in central administration: \$1.266 million GR.
- 3. Hiring and salary freeze in Information Technology (IT): \$1.575 million GR.
- 4. Non-Medicaid Service Reductions (contracts) of 11.4% would eliminate services for 631 persons: \$3.37 million.
- 5. IDD Community Services 11.4% reduction would eliminate services for 476 persons: \$7.843 million GR.
- 6. Promoting Independence Plan reduction in outreach awareness of 11.4%: \$619 thousand GR.
- 7-19. Across the board rate reduction of 1.173%.
- 20-32. An additional across the board rate reduction of 1.752%.
  - a. If items 7-32 are implemented, long-term services and supports providers, with the exception of SSLCs, would take a 2.925% rate reduction. For some this would be in addition to a 2% rate reduction required last session.

### **DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES (DARS)**

DARS provides a variety of services to help individuals with disabilities improve function and become employed including: vocational rehabilitation to help people with disabilities prepare for, find, and keep employment; assistive technology and specialized telecommunication equipment; independent living services; deaf and hard of hearing services; Early Childhood Intervention (ECI); behavior supports for children with autism; and, comprehensive rehabilitation services (CRS) for individuals who have experienced a traumatic brain injury or spinal cord injury.

#### DARS Base Request

The DARS LAR base level request for 2014-15 is \$281 million GR and \$1.14 billion AF. There is a \$17 million All Funds reduction over the 2014-15 biennium in vocational rehabilitation. The request for the following DARS services are the same as budgeted for 2013: state independent living centers at \$5.3 million GR; DARS independent living services at \$15.7 million GR; Comprehensive Rehabilitation Services at \$24.8 million GR; autism services at \$3.3 million GR; and Early Childhood Intervention services (ECI) at \$154.7 million GR.

#### DARS Exceptional Items

- 1. Fund ECI services for children who met criteria in 2011 and fund the forecasted caseload of 27,424 children in 2014 and 28,951 in 2015: \$17.7 million GR.

2. Provide services to children currently eligible under the narrowed eligibility for ECI who have significant developmental delays: \$11.9 million GR.
  - a. DARS narrowed eligibility to stay within funds appropriated for FY 2012-13 because IDEA, Part C requires all eligible children to receive services. The narrowed eligibility increased the number of children with a medically diagnosed condition by 10 percent and those with delays in more than one area by 28 percent. These delays and medical conditions require more costly services.
  - b. If the above two Exception Items are not funded, DARS would have no choice but to further narrow eligibility for the second consecutive biennium.
3. Expand the Autism program to the Lower Rio Grande Valley, Far West Texas, the Panhandle and Northeast Texas: \$4.7 million GR.
4. Increase by \$25 million federal vocational rehabilitation grants: \$7 million GR.
5. Add three new independent living centers to the current 27 centers: \$2 million GR.

#### DARS 10% Reduction Schedule

1. Reduce match for federal VR funds by \$3.9 million GR over the biennium, reducing the number of individuals receiving VR services by 2,680 per year. Because state VR funds receive a 4:1 match, this would result in \$18.5 million All Funds reduction.
2. Reduce match for Medicaid-funded ECI services by \$2.5 million GR, eliminating services for 600 children per year.
3. Reduce CRS by \$5.5 million GR which reduces the number of individuals with traumatic brain or spinal cord injuries who receive services by 60 per year and increases the waiting list for these very time-sensitive services.

### **DEPARTMENT OF STATE HEALTH SERVICES (DSHS)**

DSHS administers the Children with Special Health Care Needs (CSHCN) program, community mental health services, in-patient psychiatric services (state hospitals) and a far-reaching list of other public health programs from family and community health services to infectious disease prevention and tobacco reduction.

#### DSHS Base Request

The DSHS base level request for 2014-15 LAR is \$2.4 billion GR. Mental health services account for 70 percent the agency's of general revenue. The base budget does not provide any increases over the current budget for Children with Special Health Care Needs (CSHCN), Epilepsy Program or Community Mental Health and Crisis Services for Children and Adults. If the base request plus exceptional items were funded Texas would provide mental health services for 28,400 children over the biennium, less than 4 percent of the potential need and would remain last in the United States in funding mental health services.

#### DSHS Exceptional Items

1. Provide state match to establish a Medicaid state plan option to provide housing and community-based services so that people with extended stays in state mental hospitals can transition back to the community: \$7.9 million GR.
2. Fully fund waiting lists for Adult and Children's Community Mental Health Services and CSHCN: \$80.8 million GR.
3. Address security and capacity issues at state mental hospitals: \$17.7 million.
4. Fund adult safety net immunizations, as anticipated federal funding was reduced: \$26.7 million.

#### DSHS 10% Reduction Schedule

1. Eliminate services for 837 children currently receiving help through the Children with Special Health Care Needs program: \$1.9 million GR

2. Eliminate the Epilepsy and Hemophilia Program that assists 20,000 individuals with uncontrolled seizures or hemophilia with no other options. Children with developmental disabilities are at 4x greater risk of seizure disorders: \$5.5 million GR
3. Reduce funding to Children’s Mental Health Services: \$8.5 million GR.
4. Reduce Adult Community Mental Health: \$19 million GR.
5. Reduce funding for state and community mental health hospitals: \$67.9 million GR.

## **HEALTH AND HUMAN SERVICES COMMISSION (HHSC)**

HHSC is responsible for the planning, operation and administrative oversight of Texas health and human services agencies and eligibility determination. HHSC administers Medicaid, Children’s Health Insurance Programs (CHIP), STAR+PLUS Texas Medicaid managed care and long-term services that serve around 164,000 seniors and people with disabilities.

### HHSC Base Request

The HHSC base level request for FY 2014-15 totals \$48.8 billion. Of the total, \$19.1 billion is general revenue. Medicaid and CHIP costs were held flat at FY 2013 levels except for \$0.9 billion to cover population growth and the individual mandate under the Affordable Care Act. The budget also contains 18 cost containment strategies such as Medicare equalization and expansion of Medicaid managed care.

### HHSC Exceptional Items

The LAR has 30 exceptional items including:

1. Maintain current services and administration in Medicaid, CHIP and others programs: \$1.37 billion GR.
  - a. Medicaid cost growth averages 2.3% per year.
2. Expand STAR+PLUS to Rural Service Areas: \$17.7 million GR.
3. Cognitive therapies to over 700 individuals with an acquired brain injury in STAR+PLUS and certain long-term services and supports waivers at DADS: \$1.9 million GR.
4. A 10% salary increase for certain health professionals delivering client care at DADS State Supported Living Centers and the DSHS state hospitals: \$28.8 million GR.
5. Increase in reimbursement for primary care: \$48.0 million GR.

### HHSC 10% Reduction Schedule

1. Rate reductions of 1% across the board for Medicaid and CHIP providers: \$117 million.
  - a. Disability related-\$32 million GR; EPSDT-\$9.9 million GR; and prescription drugs-\$763,454 GR.
2. Salary freezes and reductions in staff and contractors: \$7.7 million.

## **TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA)**

TDHCA administers federal housing and community services grants and acts as a housing finance agency for several low-income housing and assistance programs, including housing development, rental assistance, energy assistance, the Bootstrap Loan program and Amy Young Architectural Barrier Removal. TDHCA also ensures program compliance with state and federal housing laws and provides essential services and affordable housing to low-income individuals, including people with disabilities.

### TDHCA Base Request

The majority of TDCHA housing programs are 100% federal funds, limiting general revenue demand. The Project Access program, for example, is a partnership between TDHCA, DADS and DSHS that utilizes federal Housing and Urban Development (HUD) Housing Choice Vouchers administered by TDHCA to assist low-income persons with disabilities in transitioning from institutions to the community by providing access to affordable housing. The Housing Trust Fund that includes the Bootstrap Loan and Amy Young Architectural Barrier Removal Program is in the base budget at the FY 2012-13 level of \$11.9 million GR which is \$9 million less than funds received for FY 2009-11. By statute, \$6 million of the Housing Trust Fund must be applied to the Bootstrap Loan program.

TDHCA Exceptional Items – None.

TDHCA 10% Reduction Schedule

1. Reduce funding for the Housing Trust Fund: \$304,500 GR.
2. Reduce funding for Housing and Health Services Coordinating Council: \$484,000 GR.

## **TEXAS EDUCATION AGENCY (TEA)**

The Texas Education Agency (TEA) helps guide and monitor activities and programs related to public education. Texas public schools served over 4.9 million students during the 2010-11 school year. TEA provides federal and state policy/program implementation and oversight of the state's design for the education of students with disabilities under the Individuals with Disabilities Education Act (IDEA) and provides administrative support to the Texas Council for Developmental Disabilities.

TEA Base Request

The total LAR for TEA is \$24.4 billion GR and \$51.5 billion AF. The agency receives appropriations through a variety of sources, including the Permanent School Fund, property tax receipts, and the lottery among others. Funding for programs for students with disabilities is \$1.9 billion Federal Special Education and IDEA grants. Rider 37 sets aside \$32.9 million of the federal Special Education allotment for transfer to the Department of Assistive and Rehabilitative Services to support Early Childhood Intervention eligibility determination and comprehensive and transition services. The FY 2014-15 LAR reduces special education full-time positions from 120,351 in 2011 to 102,906 in 2015 and special education preschool is flat funded at \$22.2 million in federal grants only.

TEA Exceptional Items – None for students with disabilities. Exceptional items address technology, instructional materials, assessment and accountability.

TEA 10% Reduction Schedule

The majority of the 10% Reduction Schedule impacts all students by reducing GR funding to the Student Success Initiative by \$4.5 million; Academic Innovation by \$3 million; Humanities Texas by \$1 million and Amachi, the program for students with incarcerated parents by \$2.5 million. The following programs have a more direct impact on students with disabilities:

1. Reduces Best Buddies, a national mentoring program for approximately 575 students with disabilities in 32 high schools: \$500,000 GR.
2. Eliminates the Community in Schools program: \$19.6 million GR.
3. Eliminates Early Childhood School Readiness in 35,542 school districts, Head Start and local child care settings: \$7 million GR.
4. Reduces funding to Regional Education Service Centers: \$2.5 million GR.

# Consumer Direction Workgroup

## Biennial Report to the Texas Legislature

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The Consumer Direction Workgroup (CDW) issued its biennial report to the 83<sup>rd</sup> Legislature in September 2012. The CDW was established to advise the Health and Human Services Commission (HHSC) regarding the delivery of services through consumer direction in all programs offering long-term services and supports (LTSS). The purpose of the report is to update legislators on the activities of the CDW and summarize the recommendations provided to HHSC and the Department of Aging and Disability Services (DADS). The report also provides recommendations for improving and expanding consumer direction in Texas LTSS.

### What Are Consumer Directed Services (CDS)?

Consumer-Directed Services (CDS) offer more freedom, choice and control to people who use LTSS and mental health services, when compared to agency-directed services. Individuals have more influence in determining who provides their services and supports and when those services will be delivered.

### Recommendations for Legislative Action

1. Direct health and human services (HHS) agencies to postpone further implementation of Electronic Visit Verification (EVV) in Medicaid waiver and managed care programs until accessibility issues are resolved.
2. Direct HHS agencies to adopt permanent policies to allow CDS employers the choice of full, partial or no participation in EVV.
3. Direct the Texas Dept. of Insurance to make workers compensation affordable for individuals who choose the CDS option.
4. Direct DADS and HHSC to use an individualized budget option and purchase goods and services to expand flexibility and control in consumer direction.
5. Direct the Dept. of State Health Services (DSHS) to expand CDS to individuals using public mental health services.
6. Direct HHSC, DSHS, and DADS to convene a task force to simplify rules for the 11 different managed care programs.
7. Direct HHSC and DADS to expand the CDS option to include all services within all the Medicaid waiver programs and STAR+PLUS based on the broad consumer direction option in the TxHmL program.
8. Direct HHSC and DADS to review and revise the annual employer supports limit to reflect cost of living increases and other increased costs.
9. Direct HHSC to standardize CDS pay rates for attendant/habilitation services among waivers based on the level of support needed instead of the program in which the individual is receiving services.
10. Direct HHSC to standardize supported employment pay rates among waivers and expand the CDS option to include supported employment for all waiver programs.
11. Direct DADS to expand consumer direction to include case management and service coordination.

# Texas Children's Policy Council

## Recommendations for Improving Services for Texas Children with Disabilities

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The Texas Children's Policy Council (CPC) is charged with assisting the Texas Health and Human Services Commission (HHSC) in "developing, implementing and monitoring long-term supports and services programs for children with disabilities and their families."

CPC submitted its recommendations for the Texas Legislature in the upcoming legislative session. The council's recommendations include the following:

- **Restore Early Childhood Intervention (ECI) Funding**

In 2012, the Department of Assistive and Rehabilitative Services (DARS) received 14 percent less funding than in 2011 and, as a result, had to reduce the number of children receiving ECI Services on a monthly basis from 31,880 in 2011 to 27,784 in 2012. The Rand Corporation found that ECI programs provide a return to society ranging from \$1.80 to \$17.07 for each dollar spent on the program.

- **Improve Access to Mental Health Services to Keep Families Together**

In order to ensure that children receive the mental health services or treatment services they need, parents are voluntarily placing children in the custody of Child Protective Services (CPS). These parents are then placed on the abuse and neglect registry, even though they are simply trying to provide access to needed services. The CPC recommends strengthening the behavioral and mental health system so that parents do not have to relinquish custody of their children.

*The reality for many families is that one of the quickest ways to access intensive mental health services is through the juvenile justice and foster care systems.*

- **Create Urgent Family Crisis Support Infrastructure**

When families are in crisis due to a child's behaviors, medical conditions, or mental health conditions, families are forced to go where they can to receive support. In the absence of public home-based support, the supports can be found at state supported living centers, state hospitals, CPS, the justice system, etc. Short-term, low-cost measures would enable families to be served at home more quickly and less expensively than the current options.

- **Institute Behavior Intervention Teams**

Local communities, individuals, families, and providers need access to the expertise of behavior intervention teams during a crisis. Behavior Intervention Teams provide consultation, assistance with intervention and support strategies, training for providers and caregivers, and connections to additional services that may enable individuals to remain in their homes and community.

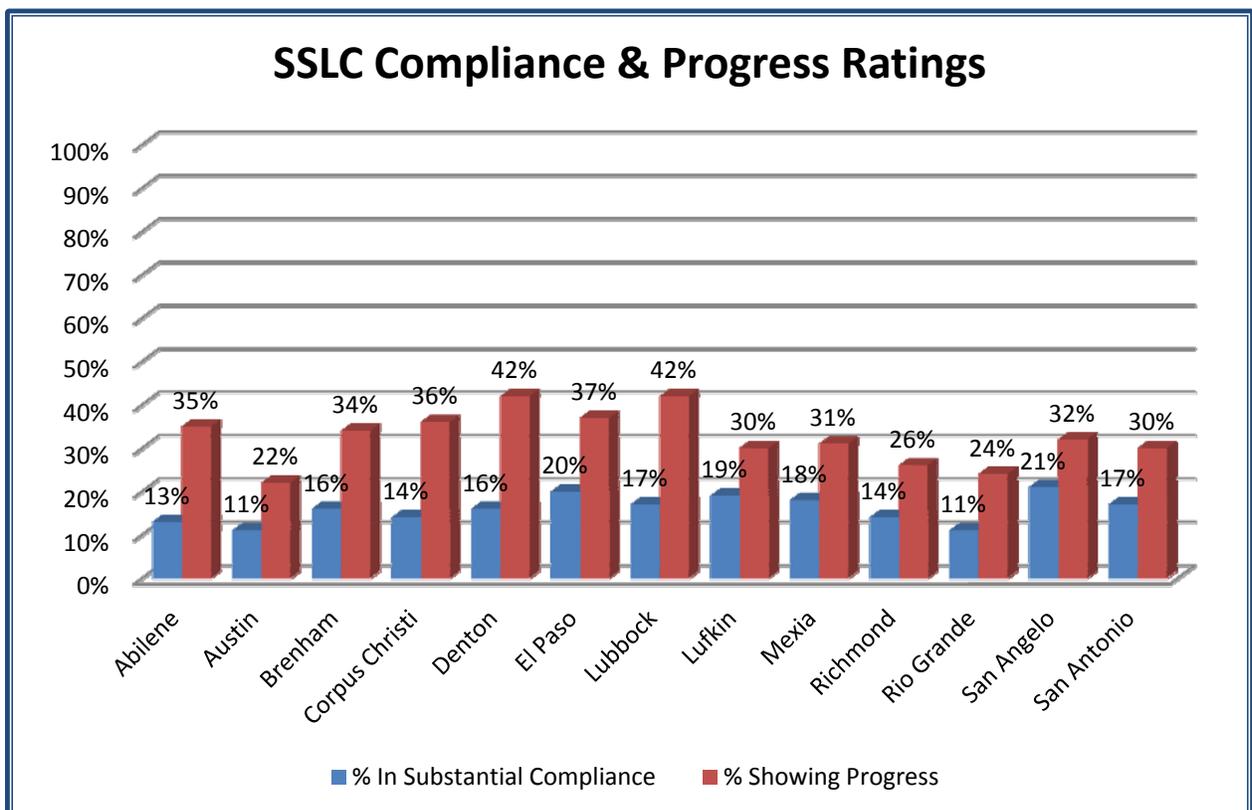
- **Create Single-Point Entry Website for Services**  
Parents of a child diagnosed with a disability or special need have an intense need to find information that can help their child and family. The internet provides an overwhelming volume of complex information that is not easily accessed. There is no single point of entry for finding or receiving information across state agencies. The CPC supports the establishment of such a site.
- **Support Statewide Adoption of Positive Behavior Support (PBS)**  
PBS is an evidence-based approach for preventing and intervening in challenging behavior. Research has shown that PBS can reduce problem behavior by over 90 percent, and problem behavior stopped completely in 26 percent of the studies. Implementing the statewide use of PBS would improve school behavior and reduce costs as well as improve quality of life.
- **Expand Family Partners**  
Families of children with special needs and/or developmental disabilities are faced with seeking services from a complex system that is neither well-coordinated nor easy to access. The lack of guidance and support navigating the system often leaves families with no services or services that are not helpful. The training and certification of family partners via the Medicaid State Plan would help families learn more about effectively obtaining supports and advocacy for children with disabilities.
- **Staff Aging and Disability Resource Centers with Personnel Trained in Childhood Disabilities**  
Although regional Aging and Disability Resource Centers (ADRCs) are likely to become a no wrong door / single point of entry point for disability and aging services if Texas enrolls in the Balancing Incentives Program (BIP), most of the resources offered through ADRCs are directed at adults with disabilities or the aging population. Thus, if ADRCs become the point of entry, ADRC staff should be knowledgeable about resources available for all people with disabilities, including children.

The complete report is available online at <http://www.hhsc.state.tx.us/si/C-LTC/2012-CPC-Leg-Report.pdf>.

# State Supported Living Centers Monitoring Update

In June 2009, the State of Texas/Department of Aging and Disability Services (DADS) and the U.S. Department of Justice (DOJ) entered into a Settlement Agreement (SA) that covers the 12 State Supported Living Centers (SSLC) and the Intermediate Care Facility (ICF) component of Rio Grande State Center. As determined by the SA, three monitors, each with a monitoring team, are responsible for monitoring the facilities' compliance with the SA and related Health Care Guidelines. The monitoring teams examine activities in 20 different aspects of care provided to residents in each facility to determine the status of each facility's compliance with provisions of the U.S. DOJ Settlement Agreement. Within each section, there are a varying number of more specific provisions. Each provision is rated as in substantial compliance or noncompliance with the terms of the Settlement Agreement. There also are provisions that are not rated if the monitoring team had insufficient information.

Baseline reviews of the facilities were conducted from January through May 2010. The first round of compliance reviews were completed from July 2010 to January 2011. The second compliance reviews of each facility began in February 2011 and concluded in mid-July 2011. Council members received an update on the third compliance reviews in May 2012. This summary covers the last reports issued in the fourth round of compliance reviews.



This chart shows the proportion of compliance with all of the provisions evaluated in the fourth compliance review in the monitoring reports. The portion of the provisions that were showing progress is also provided, where available. For Austin SSLC's fourth round compliance review, no compliance data is available due to an agreement between the U. S. Department of Justice and the State of Texas to conduct an abbreviated review. The rate shown is for the third compliance review.

### **Denton State Supported Living Center (DSSLC)**

Denton SSLC established policies on restraint that, if consistently applied, would achieve compliance with the SA. Although staff training in the area of abuse, neglect, and incident management was compliant with the SA, there were still several instances of late reporting of allegations. Moreover, investigations of incidents were not consistently initiated within 24 hours of a report. The monitoring team commended DSSLC on making significant progress in the provision of medical care, nursing care and pharmacy services. No provisions in the area of habilitation, training, education, and skill acquisition were in compliance. Skill acquisition programs lacked many of the elements essential to learning. Moreover, there were minimal supports or opportunities for learning. Although the number of individuals moving to the community remained low, there were numerous referrals for transition. The monitoring report stated that DSSLC was not assessing, planning for, or implementing a plan for each person's needs for education and awareness about community living options.

### **Austin State Supported Living Center (AUSSLC)**

In March of 2012, DADS submitted a request to the DOJ for an abbreviated review for the fourth monitoring visit at AUSSLC to allow staff to devote significant resources to addressing the DADS Survey and Certification Team's directed plan of correction to address deficiencies at the facility. As a result, the monitoring team issued a brief report, recognizing the state's stipulation that AUSSLC has not made any significant progress since the last review. The purpose of the report is to identify any major safety or health concerns and briefly outline the status of AUSSLC's plans to comply with each section of the SA. There is currently a moratorium on new admissions to AUSSLC. Although the number of restraint uses declined overall, there were a number of individuals who were restrained on a regular basis. The facility's policies on abuse, neglect and incident management will assist AUSSLC in achieving compliance; however, timeliness and completeness of incident reporting is still a concern.

### **Lufkin State Supported Living Center (LSSLC)**

Since the previous review, the number of restraints increased slightly. The monitoring team recommended that LSSLC apply the new state policy on restraint in order to reduce restraint use. DFPS confirmed four cases of physical abuse, one case of sexual abuse, two cases of emotional or verbal abuse, and three cases of neglect during the previous six months. DFPS investigated 49 serious incidents, which included three deaths. Although LSSLC was taking steps to reduce the number of incidents, the monitoring team recommended that they continue to aggressively work to reduce the number of incidents. LSSLC continued to make progress towards moving individuals to the most integrated community setting, although the referral and placement rate remained low.

### **Richmond State Supported Living Center (RSSLC)**

RSSLC was compliant in 23 of 171 provisions rated by the monitoring team, or in 16 percent of provisions. This is a decline from 19 percent compliance in the previous review. The monitoring team observed that there was an increase in the use of restraint, and there was also improper documentation regarding each incidence of restraint use. The monitoring team recommended that RSSLC improve its investigation of incidents; often investigations were inadequate to make a determination about the cause, including eliminating the possibility of abuse or neglect. 86 percent of investigations were not reported to DFPS in the required time frame. The monitoring team observed that individuals at RSSLC were not adequately engaged. Skill acquisition programs were not designed with the preferences of the individual and were the same for many individuals. Monitors commended RSSLC for continuing to increase the number of individuals transitioning to the community.

### **San Angelo State Supported Living Center (SGSSLC)**

The monitoring team pointed out that there was a notable and serious lack of progress in the medical and nursing departments, which was contributing to management issues in the pharmacy and psychiatry departments. The monitors commended the self-advocacy program at SGSSLC, crediting the program with helping individuals learn to make group decisions, problem solve and learn about transition to the community. Between December and April 18, 2012, there were 438 restraints used for crisis intervention with 73 individuals. Although this was a reduction since the previous monitoring visit, the monitoring team recommended additional improvement in this area. DFPS confirmed nine cases of physical abuse and 31 cases of neglect between December 2011 and April 2012. 79 additional serious incidents were investigated, which included 3 deaths. Between November 2011 and April 2012, there were 2,051 injuries at SGSSLC, which included 33 serious injuries that resulted in fractures or sutures. Monitors recommended aggressive action to reduce the number of injuries at SGSSLC. There was improvement in the provision of skill acquisition programs, although monitors recommended better evaluations of the programming available to ensure that it would help prepare individuals for community transition. Individuals at SGSSLC are transitioning to the community at an annual rate of approximately 10 percent, with 11 percent of the population on the active referral list. SGSSLC was following post-move policy consistently. According to the monitoring report, "Many of the post move monitoring reports noted that families were very happy to have their loved one nearby. Three individuals (20%) had experienced some problems, but they seemed to be getting resolved. One individual was doing very badly, including being moved from her group home to placement with her mother, and one individual died at around the time of the 90-day review."

### **Senate Health & Human Services Committee Hearing**

The Senate Health and Human Services Committee met July 31, 2012, to monitor the implementation of the Department of Justice (DOJ) Settlement Agreement to address State Supported Living Centers. The Committee expressed frustration because the state is not further along in meeting requirements of the DOJ settlement agreement. None of the 13 SSLCs has achieved substantial compliance with the terms of the three year old DOJ Settlement Agreement. Commissioner Traylor stated that the issues are complex, but agreed the state should be further along by now. He faulted a continuing custodial care model that requires culture change. Assistant Commissioner Adams listed the many challenges associated with recruitment, retention, measuring residents' health and risks, strengthening professional collaboration, stimulating engagement in day programs, increased training, information sharing, discharge planning, and post move monitoring. Members questioned Traylor and Adams aggressively regarding whether DADS has enough money to hire adequate staff. DADS staff indicate that they have the budget authority to hire adequate staff, but they cannot fill those positions for a variety of reasons dependent on geography, type of professional, etc. *The Committee heard testimony that ran the gamut from support for consolidation of facilities to a proposal to increase the number of residents in SSLCs in order to reduce the average cost of care per person.*

## **IDD Local Authority-SSLC Pilot for Community Transitions Overview—October, 2012**

**Proposal.** On June 12, 2012, the Texas Council of Community Centers, in collaboration with IDD Local Authorities of Austin-Travis County Integral Care, Bluebonnet Trails Community Services and Hill Country Mental Health and Developmental Disabilities Centers, submitted an invited proposal to the Department of Aging and Disability Services (DADS) for a pilot project to increase Local Authority supports enabling people to transition successfully from Austin State Supported Living Center (SSLC) to a home they have chosen in the community.

**Approval.** On July 24, 2012 DADS approved the pilot proposal for funding from the state's federal Money Follows the Person Rebalancing grant and established a performance contract provision with Austin Travis County Integral Care (ATCIC), the Local Authority serving the immediate community around Austin SSLC. ATCIC will provide management of the pilot project, working with other "designated" Local Authorities, those serving the communities to which a person at Austin State Supported Living Center would likely choose to move.

While ATCIC, Bluebonnet Trails and Hill Country are the designated Local Authorities serving the majority of people at Austin SSLC, an estimated 30 Local Authorities across the state are designated for one or more persons living at Austin SSLC. ATCIC will sub-contract with designated Local Authorities to provide post-move intensive service coordination for people moving from Austin SSLC to their communities.

**Implementation.** Pilot project implementation began September 1, 2012. The initial phase of the project has involved operational planning with partners, including DADS, Austin SSLC staff, designated Local Authorities, community service providers and advocacy representatives. The pilot project is providing the following types of support to people at Austin SSLC and their Legally Authorized Representatives who express a choice to move to a home in the community:

- Community Alternatives Exploration (individualized visits to community service providers)
- Enhanced Community Planning/Preparation (Person-Directed Plan upon referral to community)
- Intensive Post-Move Service Coordination (in addition to Targeted Case Management)

**State Context.** At a July 31, 2012 Senate Health and Human Services Committee hearing on implementation of the Department of Justice Settlement Agreement related to State Supported Living Centers, DADS Commissioner Chris Traylor and Assistant Commissioner Chris Adams provided invited testimony. They described the pilot in context of the Settlement Agreement's requirement for 90-day post-move monitoring of people leaving an SSLC, indicating the expanded partnership and involvement of Local Authorities through the pilot is expected to significantly improve transition and continuity for individuals. DADS expressed hope that activities initiated through the pilot would expand to other areas of the state--increasing partnerships and improving the transitions of other individuals choosing to move to homes in the community.

<b>Consideration of Minutes</b>	<b>Tab 20</b>
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**Background:**

The Council will review the minutes from the July 27, 2012, Council meeting and July 26, 2012, Committee of the Whole meeting.

<b><u>Council</u></b>	<b><u>Expected Action:</u></b>
<b><u>Agenda Item 3. A.</u></b>	The Council will review, revise as appropriate, and approve the minutes from the May meetings.

**COUNCIL MEETING  
DRAFT MINUTES  
July 27, 2012**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Chair	Kathy Griffis-Bailey, DSHS	Amy Sharp, A&M CDD
Hunter Adkins	Cindy Johnston	Tricia Stinson, DARS
Kristine Clark	Scott McAvoy	Cindy Swain, TEA
Gladys Cortez	Katherine McCormick, DADS	David Taylor
Kristen Cox	John Morris, Vice-Chair	Lora Taylor
Mateo Delgado	Dana Perry	Richard Tisch
Kevin Estes, HHSC	Joe Rivas	Susan Vardell
Mary Faithfull, DRT	Penny Seay, UT CDS	

**COUNCIL MEMBERS ABSENT**

Kimberly Blackmon	Andrew Crim
Brenda Coleman-Beattie	Diana Kern

**STAFF MEMBERS PRESENT**

Roger A. Webb, Executive Director	Cynthia Ellison	Melissa Rosser
Jeri Barnard	Sonya Hosey	Koren Vogel
Belinda Carlton	Wendy Jones	Lucy Walker
Joanna Cordry	Melissa Loe	
	Jessica Ramos	

**GUESTS PRESENT**

Chynna Burwell	Maria Granados	Judi Stonedale
Lillian Davis	Thelma Scott	
Ivy Goldstein	Jaye Stepp	

**CALL TO ORDER**

The Texas Council for Developmental Disabilities convened on Friday, July 27, 2012, in the Ballroom B of the Renaissance Hotel - Austin, 9721 Arboretum Blvd, Austin, TX 78759. Council Chair Mary Durham called the meeting to order at 8:34 AM.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. CONSENT ITEMS**

Chair Durham reviewed requests for excused absences for this meeting from Kimberly Blackmon, Brenda Coleman-Beattie, Andy Crim, and Diana Kern. She noted that Jeff Kaufmann, DADS, and Sara Kendall, DARS, are not in attendance but have sent representatives. Katharine McCormick, DADS, and Tricia Stinson, DARS, will represent their agencies and participate in discussions, but are not able to vote since they are not designated by their agency chiefs as an official alternate. Durham noted that her designation as Council Chair created a vacancy on the Audit Committee since she is now an ex-officio member of that Committee. She recommends approval of Scott McAvoy as a member of the Audit Committee. Durham asked for a motion to approve these consent items including the minutes of the May Council and Committee of the Whole meetings.

**MOTION:** To approve the excused absences and the Audit Committee member designation as reported, and approve minutes of the May 3-4, 2012, Committee of the Whole and Council meetings.

**MADE BY:** Kathy Griffis-Bailey

**SECOND:** Cindy Johnston

The motion **passed** without opposition. Amy Sharp and Penny Seay abstained from voting.

### **3. INTERNAL AUDIT ACTIVITIES UPDATE**

Vice-Chair John Morris and Executive Director Roger Webb introduced Jaye Stepp, Rupert and Associates, TCDD's internal auditor, to provide an update on TCDD Audit Activities. Webb reported that a Quality Assurance (peer) review was recently completed which reviews Ms. Stepp's work as TCDD internal auditor. That review gave an unqualified opinion that her audit activities fully conform to the standards and practices for internal auditing activities. Stepp noted that the "Fully Conforms" designation is the highest approval for internal audit.

Stepp discussed the status of current internal auditing activities which will be reviewed in more detail with the Audit Committee and Council next quarter. Her activities this year have focused on the monitoring and reporting of federal funds which is an advisory project to determine best practices and procedures. Other DD Councils as well as the national organization representing DD Councils are being consulted to provide input on their monitoring practices. The Annual Internal Audit Report is required by the Internal Audit Act to be submitted by November 1<sup>st</sup> to the State Auditor's Office and will include a summary of audit activities throughout the fiscal year as well as the Internal Audit Plan for FY 13. Stepp discussed her work with staff to update the risk assessment for TCDD activities and noted that on the recommendation of the peer review, she will complete a governance project during FY 13. Webb encouraged Council members to contact Stepp directly if they have any questions regarding audit activities. Durham noted that as Stepp was questioning other Councils on their audit activities, she was often referred back to Executive Director Webb because TCDD is seen as setting the standard for DD Council audit activities.

### **4. PUBLIC COMMENTS**

Chair Durham noted that she had received requests to provide public comments after the start of the meeting and invited those guests to present comments at this time. Judi Stonedale spoke about her daughter's negative experiences in group homes and her positive experiences in the Austin State Supported Living Center. She noted that she is concerned about the "push to get all clients in group homes and out of SSLCs" because she does not feel that group homes are an appropriate setting for medically fragile clients. Thelma Scott spoke about her appreciation for TCDD funding of the Barbara Jordan Endeavors Corporation outreach and development project and requested consideration for future funding so they might have paid staff. Lillian Davis also spoke about Barbara Jordan Endeavors and how beneficial that program is for students with disabilities.

### **5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Webb reported that Cynthia Ellison has been promoted to Senior Grants Management Specialist. Grants Management Director Sonya expects to begin interviewing soon for the Grants Management Specialist position vacated by Ellison.

Webb discussed the status of federal appropriations and noted that nothing is certain at this point. The Senate Committee has proposed level funding while the House Committee is asking for a 4+% cut in funding for most discretionary programs. However budget reductions required by the Budget Reduction Act may result in funding cuts of approximately 8.4% cuts to discretionary spending. Other speculation includes a 6 month extension of the current budget until after January 1, 2013.

The NACDD Fall Conference for 2012 has been cancelled. Webb noted that many states are decreasing travel budgets for out-of state events and the anticipated attendance was not at the level necessary to hold the conference. The next opportunity for Council members to participate in national activities will be the Disability Policy Seminar in the spring of 2013.

## 7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Project Development Committee Chair Susan Vardell reviewed an executive summary for a Families Involvement in Schools project. The Project Development Committee added a bilingual training component to the proposed project.

**MOTION:** To approve the Executive Summary for a Family Involvement in Schools project as revised with a funding amount of up to \$300,000 per year for up to five years.

**MADE BY:** Susan Vardell for the Project Development Committee (motions from a Committee do not need a second)

The motion **passed** unanimously. (Attachment 1)

Vardell reported that the Committee reviewed one unsolicited idea but did not recommend further action. The Committee expects to discuss possible “next steps” for positive behavior intervention supports activities at its next meeting.

Vardell also reported that the Project Development Committee recommends adding the Family Involvement in Schools project to the future funding priorities chart as #6. Members agreed by consensus with that placement.

## 8. TCDD POSITION STATEMENTS

Public Policy Committee Vice-Chair Kristen Cox presented Position Statements as recommended by the Committee. Cox noted that the Transition Position Statement is recommended for approval as presented in Council meeting materials except for changing references from “Independent School Districts” to “Local Education Agency”. The Employment & Education Position Statements are recommended as presented except for changing references from “natural supports” to “supports”. All other proposed changes were accepted. The Access to Health Care Position Statement was not addressed in this meeting.

**MOTION:** To approve the revisions to Education, Employment and Transition Position Statements as presented by the Public Policy Committee.

**MADE BY:** Kristen Cox for the Public Policy Committee

The motion **passed** unanimously. (Attachment 2 as revised)

**9. AMENDMENTS TO TCDD RULES**

Executive Director Webb reviewed proposed amendments to TCDD Rules. State agencies are required to review administrative rules at least once every four years to determine if there continues to be a need for those rules and if so, to consider any revisions or updates as appropriate. Proposed amendments to TCDD Rules were reviewed during May meetings and approved for publishing in the Texas Register for comments. Amendments were proposed to clarify the purpose of the Texas Council for Developmental Disabilities (Section 876.2 (a)), to make a technical grammar change (Section 876.4 (8)), and to clarify that the Council may accept unsolicited proposals or ideas (Section 877.1 (a)). All other sections were proposed for readoption without changes. No public comments were received. The Executive Committee recommends approval of the amendments as proposed, and recommends readopting all other sections with no changes.

**MOTION:** To approve proposed amendments to TCDD Rules as published, and to readopt all other sections of TCDD Rules with no changes.

**MADE BY:** Mary Durham for the Executive Committee

The motion **passed** unanimously. (Attachment 3)

**10. MEMORANDUM OF UNDERSTANDING WITH TEXAS EDUCATION AGENCY**

TCDD is required by state law to enter into a Memorandum of Understanding with the Texas Education Agency that describes the roles and responsibilities of TEA as the Council's "designated state agency" and the responsibilities of TCDD. That MOU is reviewed annually. Durham indicated that the Executive Committee does not propose any revisions to the MOU this cycle.

**MOTION:** To approve the Memorandum of Understanding with the Texas Education Agency as presented.

**MADE BY:** Kathy Griffis-Bailey

**SECOND:** Rick Tisch

The motion **passed** unanimously. (Attachment 4)

**11. TCDD 2013 OPERATING BUDGET**

Chair Durham asked Executive Director Webb to review the proposed operating budget for FY 2013. Webb noted that the proposed budget increases funds available for out-of-state travel as discussed previously by the Committee. The Executive Committee reviewed a revised summary of out-of-state travel expense estimates that updates estimated expenses for personal attendants for members when needed. These revised estimates increase the amount proposed for out-of-state travel to \$26,050. Executive Committee Members agreed that out-of-state events are key opportunities for Council members and staff to learn about best practices and models from other states. With this change the proposed FY 13 budget reduces operating expenses by \$6,450 compared to funds approved for the current year. These reductions come primarily from reducing funds proposed for professional services based on current year experiences.

**MOTION:** To approve the FY 2013 Operating Expense budget with the revision for out-of-state expenses to be budgeted at \$26,050.

**MADE BY:** Mary Durham for the Executive Committee

The motion **passed** unanimously. (Attachment 5)

## **12. PROPOSED REVISIONS TO STIPENDS RFP**

The Executive Committee reviewed proposed revisions to the current stipends request for proposals that are intended to clarify that stipend applications for legislative advocacy training events are eligible for either one-time events or for a series of trainings over a 3-4 month period. Other technical revisions are also included in these proposed revisions.

**MOTION:** To approve the revised Event Stipends Request for Proposals as presented.

**MADE BY:** Mary Durham for the Executive Committee

The motion **passed** unanimously. (Attachment 6)

## **13. EXECUTIVE COMMITTEE REPORT**

Chair Durham discussed the Independent Audit Status Report and the Grants Monitoring Exceptions Report noting that no concerns were found in either report.

Durham reported that a new grant project was approved in the amount of \$175,000 for the first year of a 5 year project to Texas Tech University for the administration support of Project Search. Outreach and Development projects were also awarded for \$10,000 for one year to Cento di Mi Salud and to the Sower Foundation.

Durham also reported that continuation grant awards were approved for the following organizations:

- Arc of Texas for up to \$62,596 for the fifth and final year of the Texas Microboard Collaboration project.
- Texas Tech University for up to \$217,079 for the second year of a five year Higher Education project.
- Brighton School for up to \$20,000 for the second and final year of a Leadership Development and Advocacy Skills Training (LDAST) expansion project.
- Region 19 ESC for up to \$20,000 for the second and final year of a LDAST expansion project (Youth Leadership Forum).
- Paso del Norte Children's Development Center for up to \$20,000 for the second and final year of a LDAST expansion project.

Executive Director Webb reviewed the quarterly financial reports. He also discussed the Committee agreement to revise the procedures for RFP proposal review.

The Executive Committee approved the pool of review panel members for the next two years. The Committee also discussed the procedures to evaluation conference speaker grant proposals.

The Executive Committee reviewed the Conflict of Interest disclosure reports and had no concerns. Durham reminded members to review their information and provide updates as necessary.

**11. PROJECT DEVELOPMENT COMMITTEE REPORT**

Project Development Committee Chair Vardell provided a report on Committee discussions regarding TCDD project highlights and upcoming projects. Planning Coordinator Joanna Cordry added information including key deadlines on future projects including Project Search, Transportation, Building Community Capacity through Collaboration, and Promoting Self-Advocacy at Conferences.

**12. PUBLIC POLICY COMMITTEE REPORT**

Public Policy Committee Chair Joe Rivas and Vice-Chair Cox provided updates on Committee discussions surrounding member advocacy efforts and ways to advocate effectively during the 2013 Texas legislative session. The Committee received reports on the progress of the 2012 Biennial Disability Report, state and federal policy issues, State Supported Living Center monitoring activities as well as public information activities. The Committee provided preliminary guidance to staff on Public Policy Priorities for the 2013 Texas Legislature.

**13. ANNOUNCEMENTS AND UPDATES**

Council members reviewed the dates and locations of upcoming meetings.

**ADJOURN**

Chair Durham adjourned the Council meeting at 11:00 AM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

# **Attachment 1**

# **Future Funding Proposal**

## **Executive Summary**

### **Family Involvement in Schools**

#### **Background**

Research has shown that when schools, families, and community groups collaborate to support learning, children tend to do better in school, stay in school longer, and like school more. Students with involved parents are more likely to get better grades, pass their classes, be promoted, have better attendance, show improved behavior and social skills, and adapt well to school. They also are more likely to graduate and go on to postsecondary education.

Families vary in their motivation and ability to participate in school activities every bit as much as their children. For families who are not able or motivated to positively support a child's success at school, the school must outreach in effective ways and provide a continuum of supports to enable effective family involvement in school. It should be noted that culturally appropriate outreach will recognize and respect family structures in addition to the nuclear family where grandparent, aunts, cousins or fictive<sup>1</sup> kin take on leadership and caretaking roles in the household. Family involvement is seen as especially important when students have learning, behavior, and emotional problems. For students receiving special education services, long-standing views about the importance of family involvement have been enacted into law. Such legislated mandates, however, have been no guarantee of effective practice, especially as budgets have been scaled back over the last several biennia.

The TCDD State Plan prioritizes funding for a well-designed, systematic, and personalized program for outreach and ongoing encouragement of family involvement that also will address barriers to establishing and maintaining such involvement. The Council chose to focus its family involvements efforts to provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/2016 in Education Service Center Region 17 (ESC 17). TCDD has limited the project scope to a single geographic region to facilitate the evaluation of the impact of project activities. An Educational Service Center region was selected because ESCs are typically responsible for providing services to school districts and charter schools in order to implement school reform or improvement plans. This project will be implemented in Education Service Center 17 because TCDD has developed productive relationships with a number of community partners in this area through past and current grant efforts, and this should create additional opportunities for success.

ESC 17, located in Lubbock on the South Plains of West Texas, is comprised of 57 school districts in 20 counties across 18,996 square miles. It includes both urban and rural areas. Though the area is based in diversified agricultural economies, the area also has an increasingly expanding medical and allied health based economy. Like Texas in general, ESC 17 is a majority minority area, with the Hispanics accounting for 55.7 percent of the population – a greater percentage than the state as a whole. The population of families with children living in poverty ranges from 16-22 percent, with the majority of those being single parent households.

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<sup>1</sup> Fictive kin are individuals that are unrelated by birth or marriage, who have an emotionally significant relationship with another individual that take on the characteristics of a family relationship.

TCDD has awarded grants to entities in ESC Region 17 for a number of projects including:

- **Connections for Academic Success and Employment: Project CASE.** This project will help students with developmental disabilities ages 18-25 who are interested in furthering their education beyond high school, exploring careers and pursuing meaningful employment. Project CASE is a rural partnership of the Burkhart Center for Autism Education and Research; Texas Tech University; South Plains community college; the Department of Assistive and Rehabilitative Services (DARS); and local business partners.
- **Project IDEAL (Informing & Designing Education for All Learners).** This project is designed to help prepare prospective general-education teachers to work more effectively with students who have disabilities. At the broadest level, Project IDEAL is about systems change to help bridge the divide between the preparation of special and general educators so they can work more effectively with all learners. At its narrowest focus, Project IDEAL is about helping general education teachers make a positive difference in the lives of students with disabilities.
- **Head Start.** This project seeks to expand TCDD's previous Positive Behavioral Interventions and Support (PBIS) project to recruit, train, and support individuals to provide positive behavioral interventions and supports to people with diverse needs living in communities throughout Texas. The project is expanding PBIS strategies to staff employed by Head Start programs, early childhood settings, child care settings and pre-school settings. Specifically, the project expects to improve behavior intervention skills and knowledge of staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. The project is expected to reduce the number of students expelled from childhood settings.
- **Impacting Disproportionality.** This project seeks to expand TCDD's previous PBIS project to recruit, train, and support individuals to provide positive behavioral interventions and supports to people with diverse needs living in communities throughout Texas. This project will expand PBIS strategies with special emphasis placed on intervention specifically aimed at impacting disproportionality. The project 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 increase their skills in the area of cultural competency.

There are number of potential community partners in addition to past TCDD grantees, including:

- ESC 17
- Local Transportation Districts
- **The Parent Education Network** is a grant project of **Partners Resource Network, Inc.**, one of three federally funded **Parent Training and Information Centers** serving Texas parents of children and youth with disabilities from the ages of 0 to 26. Their goal is to empower parents of children and youth with disabilities in their roles as parents, decision makers and advocates for their children and their goal is to promote partnerships among parents and professionals, parent organizations, school districts and service agencies.
- **Lubbock Area United Way** seeks to empower people to address systemic issues to create substantial and long term change.
- **Texas Tech University – Child Development Research Center and College of Education.**

- **Texas Project FIRST** consolidates and provides parents accurate and consistent information about Special Education in Texas.

There also are a number of community based organizations effectively supporting family involvement activities via training and support:

- **Family to Family Network** provides IEP parent support in Houston, education and training events on the special education process, developmental disabilities diagnosis, referral to community resources and other networking opportunities.
- **Children’s Disabilities Information Coalition (CDIC)** is a community parent resource in El Paso that serves families through education and support by offering workshops on parenting children with special needs, educational rights, ARDs and IEPs and No Child Left Behind.
- **Special Kids, Inc. (SKI)** Educating and supporting families of children with special needs in the Houston area, SKI provides one-on-one consulting, hands-on skill building, and facilitates workshops to train professions and service providers.

TCDD has resources to fund a single entity capable of encouraging the participation of families of children with special needs in their local public schools. This entity would recruit, engage, empower and support families of children with special needs to become involved with their child’s public school. The entity would foster collaborations with local public schools, faith communities, providers of after school programs, transportation services and/or public housing providers to negotiate and leverage shared resources for the purposes of providing wrap around services for participant families. Engaging students with developmental disabilities and their parents, grandparents, extended family members, fictive kin and siblings will serve to create a sense of community and have a positive impact on the education system.

## State Plan Goal

Goal 1: Build collaborations within Education Service Center (ESC) 17 to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/2016.

Objective 3: Provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities in ESC 17, by 9/30/2016.

## Expected Outcomes

Provide training and other necessary services to support the active engagement of at least 2,200 parents or other family members (25 percent of the students receiving special education services in the ESC 17 region).

This selected grantee will recruit, engage, empower and support families of children with special needs to become involved with their child’s public school. The project should foster collaborations with local public schools, faith communities, providers of after school programs, transportation services and/or public housing providers to negotiate and leverage shared resources to provide necessary services for participant families. Engaging students with developmental disabilities and their parents, grandparents, extended family members, fictive kin and siblings will serve to create a sense of community, have a

positive impact on the education system and further achievement and aspirations of children with disabilities.

The project will demonstrate that because families of children with disabilities are included in community collaborations that support learning, children with disabilities will achieve positive educational outcomes, including: improved grades, higher graduation and completion rates, fewer out-of-school disciplinary referrals, and increased likelihood of attaining postsecondary education or obtaining work of their choice.

## **Project Description**

This project will work with community partners to develop a menu of after school services and training for all families in the Educational Service Center Region 17 area, including children with developmental disabilities. The project will empower families to identify issues to be addressed such as access to after school programs, transportation or public housing and will recruit, engage and support families to develop relationships with their local schools, faith institutions, local foundations and other community partners.

The project will:

- Develop relationships with partner organizations that can reach the identified populations, taking into account the demographics of the region and strategies suggested by the demographics.
- Determine what type of training, information, and/or technical assistance is to be provided and develop an implementation plan.
- Implement the developed plan, evaluate the results, and use information gained from evaluation to improve project activities.

## **Proposed Funding Amount**

TCDD will provide funding up to \$300,000 per year. The selected grantee will be responsible for contributing match to the project, in the amount of 25% of total project costs for activities that are not in federal poverty areas and 10% for total project costs for activities that are in federal poverty areas.

## **Proposed Duration**

TCDD funding will be available for up to five years.

## **Other Considerations**

# **Attachment 2**



## Education Position Statement

All people with disabilities in Texas should have the opportunity to achieve their maximum potential for independence, productivity and integration into the community. Education is a lifelong learning process which is vital to attaining a full and complete life. The postsecondary results of an appropriate public school education for students with disabilities should be evidenced by employment, enrollment in postsecondary education, or both within one year of leaving high school.

The Texas Council for Developmental Disabilities supports the position that all students regardless of individual needs must be provided with individualized appropriate instruction, research-based positive behavioral interventions and supports, access to the general curriculum, and related services in the least restrictive environment. Related services include but are not limited to adaptive aids, assistive technology, modifications, therapies and supplementary aides. The delivery of individually appropriate instruction and related services must be provided by qualified teachers and service providers with administrative support and opportunities for continued/ongoing professional development in all areas of identified need. It is the position of the Council, as well as the policy of the state, that all children should be treated with dignity and respect when addressing their behavioral and disciplinary needs.

The Council supports the position that charter schools or schools accepting voucher payments must provide students the same educational rights and opportunities that they would be accorded in the public education system. The Council believes that schools that accept state money to educate students must accept any student with a developmental disability who may apply for admission to that school, abide by federal and state education laws that protect the rights of students with disabilities, abide by Section 504 of the Rehabilitation Act that requires any entity receiving federal funds to include people with disabilities in its program, and accept any student at the state rate of payment asking for no additional tuition or fees beyond the normal fees required by the student's local education agency. If these criteria are not met, then the Council adamantly opposes publicly funded school vouchers and charter schools. The Council is opposed to any initiative that would deplete funds from the public education system and ultimately from funds available for the education of students with disabilities.

*(Continued)*

The Council supports the position that full inclusion should be approached as a value and underlying philosophy by which we educate all students. We believe that successful inclusion requires that teacher education programs prepare all educators and administrators to work with the full range of students in inclusive settings. Special education is not a separate educational system, but rather a service provided to people with specific needs within the general educational system. Professional preparation programs should emphasize the shared responsibility of all educators and administrators for every student.

The Council supports the position that full inclusion requires the ongoing, shared responsibility of students, parents, guardians, educators, administrators and the community at large.

It is therefore the position of the Texas Council for Developmental Disabilities that all students have a right to learn, play and work with students their own age, with and without disabilities, in the same schools, classrooms and other educational programs attended by their brothers, sisters and neighbors, and that schools, classrooms and programs must be both physically and programmatically accessible to all students.

Reviewed July 26, 2012



## Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to job training, employment at competitive wages, and career growth as lifelong learners. The Council further supports the position that employment opportunities should be open to people with disabilities in the community job market without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their community, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- Students with disabilities should receive a sound foundation in their public school education from which to transition to post secondary education and/or a career path after graduation. This foundation must include futures planning. Secondary education must provide a range of choices in career preparation such as vocational skills, career and technology education, preparation for post secondary education and opportunities for employment in the community.
- People with disabilities have the right to self determination and choice in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- The employment needs of people with disabilities should be effectively addressed by a collaborative effort among businesses, professional organizations, state and local governments, and people with disabilities themselves and their support networks.
- Entities involved in statewide employment initiatives should disseminate information about civil rights laws that protect people with disabilities, about resources to support people with disabilities in the workplace, and about the tangible benefits that accompany employment of people with disabilities in regular jobs.
- Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.



## **Transition from School to Adult Life Position Statement**

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to live in and be an integral part of their communities, to be employed, to be independent and to make informed choices about their lives. Each student with disabilities, as all youth, must be given opportunities to achieve academic success, to cultivate personal interests and preferences, to explore and pursue career options that are both relevant and meaningful, and to participate in job training, job placement and community experiences as part of the transition from school to adult life. Transition planning should help a student move from school to adult life and must address key life areas related to work, recreation and leisure, home living, community participation, and opportunities to learn after high school. This can include a range of post-school options, such as but not limited to attending higher education, technical schools, or pursuing national service vocations. The individual services provided ultimately depend on the student's needs and interests.

A comprehensive array of timely services, coordinated among and between all adult service agencies and the local education agency, is imperative to maximize choices and opportunities for students with disabilities to achieve independence and be contributing and respected members of their communities. The transition planning process should be a thoughtful, student-centered, student-led process that takes into account the individual's unique values, preferences, abilities and challenges. In addition, it should include training in self-determination, self-advocacy and individual rights. Transition planning should help a student access services and supports beyond school by providing information about and the opportunity to apply for community-based long-term services and supports through Medicaid waiver and non-waiver services, Social Security disability benefits, affordable housing options in the community, Vocational Rehabilitation Services, and available transportation options.

Whole communities, including families, schools, businesses, employers, health care providers, public service agencies, and other stakeholders, must work together to identify, locate, and share resources to assist in promoting successful post-school outcomes. Students and families should be trained to actively and effectively participate in transition planning. Students should have the opportunity to identify and select the participants in their transition planning processes. Successful transition planning is facilitated when each student and his or her parents have the information, knowledge, skills, and access to supporting services that enable them to fully participate in the process of planning the student's future. That information, knowledge, skills, and access should be coordinated through the student's local education agency. If a student is not affiliated with a local education agency, the transition planning process should be coordinated by a single other agency, entity, or individual having responsibility for such planning and chosen by the student or family.

*(Continued)*

The Council values the diversity and unique contributions of each citizen of the state. Fragmentation of the various service delivery systems results in the provision of inadequate, untimely and/or inappropriate services and costly duplicative efforts. Coordination among young adults and their families, local

education agencies, outside agencies, and others on information sharing, flexible scheduling, and implementation timelines is critical.

The ultimate measure of successful transition planning is to increase the numbers of young adults engaged in stable employment after completing secondary and/or post-secondary education experiences. It is the Council's position that providing effective transition planning and services for young adults with disabilities benefits each community and the entire state. People with disabilities who are employed enrich the diversity of our communities, rely less on publicly-funded services, and contribute to the overall well being of the community's economic base.

Reviewed July 26, 2012

# **Attachment 3**

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**ADMINISTRATIVE RULES**

**TEXAS ADMINISTRATIVE CODE TITLE 40, PART 21**

**Chapter §876 General Provisions**

**Chapter §877 Grant Awards**

**Proposed Amendments**

**July 2012**



# Texas Administrative Code

## Title 40 Part 21

## Social Services Texas Council for Developmental Disabilities

Chapter §876	General Provisions
§876.1	Definitions
§876.2	Legal Authority
§876.3	Administration
§876.4	Responsibilities of the Council
§876.5	TCDD State Plan
§876.6	Powers and Duties of the Executive Director
§876.7	Committees of the Council
§876.8	Standards of Conduct
§876.9	Charges of Access to Public Records
§876.10	Petition for Adoption of Rules
876.11	Applicability of Open Meetings Law
§876.12	Alternative Dispute Resolution Process
Chapter §877	Grant Awards
§877.1	General
§877.2	Application and Review Process
§877.3	Suspension or Termination of Funding
§877.4	Appeal of Funding Decisions
§877.5	Confidentiality of Records



# TITLE 40. SOCIAL SERVICES AND ASSISTANCE

## PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

### Chapter 876. GENERAL PROVISIONS

#### §876.1 Definitions

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Council --Texas Council for Developmental Disabilities.

(2) Designated State agency -- the State agency designated by the Governor to provide administrative support to the Council.

(3) Developmental disability – The term "developmental disability" has the meaning as defined in federal law, the Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 6000 et seq).

(4) Executive director -- Chief administrative officer of the Texas Council for Developmental Disabilities.

(5) Grant – An award of financial assistance, including cooperative agreements, in the form of money, property provided in lieu of money, or other financial assistance paid or furnished by the Council to an eligible recipient to carry out a program in accordance with the rules, regulations and guidance provided by the Council.

#### §876.2 Legal Authority

(a) These rules are adopted under provisions of the Texas Human Resources Code, Title 40, Chapter 112.

(b) The following federal laws and regulations are adopted by reference into this part:

(1) Developmental Disabilities Assistance and Bill of Rights Act as Amended (U.S.C. 6000 et. seq.); and

(2) Developmental Disabilities Program, 45 Code of Federal Regulations, Parts 1385-1387.

#### §876.3 Administration

(a) The Texas Council for Developmental Disabilities is a joint state-federal program designed to **assist people with developmental disabilities and their families to participate in the design of and have access to needed community services and supports, and to** promote the development of a consumer and family-centered, comprehensive system and a coordinated array of culturally competent services, supports, and other assistance designed to achieve independence, productivity, and integration and inclusion into the community for individuals with developmental disabilities.

(b) The Council performs its responsibilities through staff activities, grants or contracts to public, or nonprofit, or private for-profit organizations and in other ways as determined by the Council to carry out the state plan.

(c) The Council shall enter into a memorandum of understanding with the designated state agency which sets forth their respective roles;

(d) The designated state agency carries out the functions set forth in applicable federal and state laws and regulations and the memorandum of understanding with the Council.

#### §876.4 Responsibilities of the Council

The Council is an agency within the executive branch, but functions independently within its statutory authority to serve the long-term public interest. The Council is responsible for

establishing the policy framework through which the agency carries out its statutory responsibilities. Specifically, the Council shall:

- (1) exercise the authority provided by law to adopt policies and rules governing Council activities;
- (2) develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff of the Council;
- (3) approve the state plan and amendments;
- (4) serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law;
- (5) oversee operations of the Council for integrity, effectiveness, and efficiency;
- (6) approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff
- (7) ensure projects and activities comply with all applicable federal and state requirements; and
- (8) **carry out** other responsibilities as provided by Council policies.

#### **§876.5 TCDD State Plan**

The Council develops and submits the "TCDD State Plan for Texans with Developmental Disabilities" in a manner consistent with federal law and regulations. The state plan may be revised and updated after public review and comment as provided by the federal requirements. The plan is available from the offices of the Texas Council for Developmental Disabilities.

#### **§876.6 Powers and Duties of the Executive Director**

The executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and this chapter and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council approved activities consistent with policies approved by the Council. The director may delegate responsibilities to Council staff as appropriate.

#### **§876.7 Committees of the Council**

The Council may establish standing and special committees of Council members to expedite the work of the Council. Members shall be appointed to Committees in the manner provided by Council policies.

#### **§876.8 Standards of Conduct**

- (a) Standards of conduct of members and employees of the council are governed by Texas Government Code Annotated, Chapter 572, and by Human Resources Code Chapter 112.0161.
- (b) Council members and staff shall adhere to the conflict of interest policy approved by the Council.

#### **§876.9 Charges of Access to Public Records**

- (a) The charge to any person requesting copies of any public record of the Council will be the charge established by the Buildings and Procurements Commission at 1 TAC §§111.61-111.70.
- (b) The Council may reduce or waive these charges at the discretion of the executive director if there is a public benefit.

## **§876.10 Petition for Rules or Changes to Rules**

Any interested person may petition the Council for a rule or rule change by submitting a request to the executive director in a manner and form as directed by the Council, consistent with state law.

## **§876.11 Applicability of Open Meetings Act**

(a) The official minutes of all Council and committee meetings are kept in TCDD staff offices, are posted on the TCDD website, and are available for public review as authorized by the Open Meetings Act.

(b) Opportunities to provide public comments are provided at each Council and committee meeting. The chair of the Council or committee may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

## **§876.12 Alternative Dispute Resolution**

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by the State and any other party to attempt to resolve any claim for breach of contract made by any party against the State as applicable.

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# **Chapter 877 GRANT AWARDS**

## **§877.1 General**

(a) As authorized by Human Resources Code Title 40, Chapter 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.

(b) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

(c) **The Council may accept unsolicited** ~~Unsolicited proposals~~ **or unsolicited ideas for future projects** ~~may be submitted by organizations and will be considered~~ consistent with Council policies and procedures.

(d) The Council may develop projects with organizations without competitive proposals as allowed by state and federal requirements and Council policies.

(e) All grantees shall comply with applicable state and federal requirements including the Texas Uniform Grant Management Standards, Office of Management and Budget (OMB) circulars, and Council grants procedures.

(f) Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards. Project specific independent reviews and other procedures may be required of grantees not subject to annual independent audit requirements of OMB or UGMS consistent with Council policies. The Council shall reimburse the grantees for the reasonable cost of the required audit activities.

(g) Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.

(h) The Council may limit by policy the amount of Council funds allowed to reimburse indirect costs of projects. Any indirect costs of a grantee above those amounts may be allowed as part of the required non-federal participant share.

(i) Donated time and services may be included as a financial match contribution unless otherwise restricted by a specific request for proposals or by state or federal requirements.

(j) No organization shall receive more than three (3) direct grants from the Council at any time.

### **§877.2 Application and Review Process**

(a) All requests for proposals will be published in the Texas Register and posted on the Council's website, and a notice will be provided to interested parties.

(b) Proposal information for each request for proposal shall be available upon request from Council offices and will be made available at the Council's website.

(c) Proposals received after the closing date will not be considered unless an exception is approved in a manner consistent with Council policies.

(d) Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.

(e) Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council and meet the requirements and intent of the Council as provided in the request for proposals.

(f) Final approval of organizations to receive grant funding shall be determined by the Council consistent with Council policies.

(g) Council staff may negotiate with selected applicants to determine the final terms of the award.

### **§877.3 Suspension or Termination of Funding**

(a) If a grantee fails to comply with the terms of the grant, the Council may suspend authority to obligate or receive grant funding pending the result of corrective measures.

(b) The Council, in its complete discretion, may terminate authority to obligate or receive grant funding prior to the end of the funding period if corrective actions are not taken during the suspension period, or if the deficiency is serious enough to warrant immediate termination.

(c) A grant, or portion thereof, may also be terminated at the grantee's request by approval of the Council executive director.

(d) The procedure to request reconsideration of a suspension or termination of funding shall be included in grant award materials.

### **§877.4 Appeal of Funding Decisions**

Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The appeals process adopted by the Council shall be included in grant application materials.

### **§877.6 Confidentiality of Records**

A grantee that provides direct services to individuals under a Council grant must have a system to protect client records from inappropriate disclosure. Disclosure of confidential information must be in accordance with applicable law.

# **Attachment 4**

# Memorandum of Understanding

## Texas Council for Developmental Disabilities and The Texas Education Agency

### I. PURPOSE

This Memorandum of Understanding ("MOU") is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the "TCDD," and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the "TEA". The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the "DD Act", and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the "State Act." Consistent with the DD Act, the Governor of Texas has designated TEA as the "designated state agency" to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

### II. GENERAL AGREEMENTS

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. TEA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the "supervisor's supervisor" when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD's intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner, it is TEA's intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carryout TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE's, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall

be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

### **III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES**

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of required fiscal reports to state and federal authorities.
- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

### **IV. HUMAN RESOURCES**

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

### **V. INFORMATION TECHNOLOGY SERVICES**

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.
- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections

(including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.

- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website ([www.txdcc.state.tx.us](http://www.txdcc.state.tx.us)) and email (e.g. [Roger.Webb@tcdd.state.tx.us](mailto:Roger.Webb@tcdd.state.tx.us))

#### **VI. OTHER ADMINISTRATIVE SERVICES**

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA (Office of Organizational Effectiveness) to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

#### **VII. OTHER UNDERSTANDINGS**

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.
- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

#### **VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES**

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an

equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

**IX. GENERAL PROVISIONS**

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

**X. TERM OF AGREEMENT**

This MOU shall commence on September 1, 2012 and shall terminate on August 31, 2013. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

**THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.**

**TCDD** further certifies that it has the authority to receive the above services by authority granted in:  
**Executive Order RP-37.**

**TEA** further certifies that it has authority to perform the above services by authority granted in:  
**Executive Order RP-37.**

Texas Council for Developmental Disabilities

Texas Education Agency

By: \_\_\_\_\_  
Mary Durham  
TCDD Chair

By: \_\_\_\_\_  
Shirley Beaulieu,  
Chief Financial Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **Attachment 5**

**Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2013 is enclosed. This proposed budget assumes federal funding for FY 13 will be level with funds allotted to TCDD for the current year. The proposed FY 13 Operating Budget estimates increases for various expense categories and includes various assumptions about activities and expenditures. Funds not required for Council and staff support will be made available for grant projects as the fiscal year progresses. The proposed budget includes funds for 17 full time staff positions.

**Executive Committee**

**Agenda Item 12.**

**Expected Action:**

The Committee will review the Operating Budget for FY 2013 and determine a recommendation for Council consideration.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will consider the FY 2013 Operating Budget as recommended by the Executive Committee.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**FY 2013 BUDGET AS APPROVED**

	BUDGETED FY 2012 (10/11-9/12)	% OF WHOLE	PROJECTED YEAR END EXPENDITURE FY 2012 (10/11-9/12)	% OF WHOLE	PROPOSED BUDGET FY 2013 (10/12-9/13)	% OF WHOLE	VARIANCE	NOTES
<b>Revenues</b>								
<i>Federal Allotment</i>	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<b>Council Operations</b>	<b>17 FTE</b>		<b>17 FTE</b>		<b>17 FTE</b>			
Salaries	\$960,403	18.8%	909,058	17.8%	\$960,403	18.8%	\$0	
Benefits	287,138	5.6%	275,622	5.4%	287,138	5.6%	0	
Professional Services	97,000	1.9%	89,573	1.8%	82,000	1.6%	(15,000)	2
Out-of-State Travel	18,500	0.4%	25,000	0.5%	2*,0) 0	0.5%	7,550	3
In-State Travel	62,000	1.2%	48,420	1.0%	63,000	1.2%	1,000	3
Supplies	10,000	0.2%	7,061	0.1%	10,000	0.2%	0	
Utilities	41,700	0.8%	26,540	0.5%	41,700	0.8%	0	4
Rent - Building - Space	79,618	1.6%	67,350	1.3%	79,618	1.6%	0	5
Rent - Computers - Equip	64,220	1.3%	47,262	0.9%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	-	0.0%	0	0.0%	0	
Other Oper. Expenses	118,250	2.3%	63,023	1.2%	118,250	2.3%	0	7
<b>Total Operating Expenses</b>	<b>\$1,738,829</b>	<b>34.1%</b>	<b>\$1,558,909</b>	<b>30.6%</b>	<b>\$1,738,349</b>	<b>34.0%</b>	<b>(\$*, ) 0</b>	
<b>Admin. Reimb. To TEA</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>		
<b>Available for Grants</b>	<b>\$3,306,988</b>	<b>64.9%</b>	<b>\$3,486,908</b>	<b>68.4%</b>	<b>\$3,314,448</b>	<b>65.0%</b>	<b>\$*, ) 0</b>	
<b>TOTAL EXPENSES</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2012

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$8,000; Legal Services - \$3,000; Job Coaches - \$6,000; Review Panelist - \$10,000; DD Suite - \$3,000; Web Hosting - \$2000; Computer Programming w/TEA \$15,000; Other contracted \$7,000 (\$15,000) reduction related to contract for web administrator during FY 12

<sup>3</sup> Travel - In-State Council - \$45,000; Out-of-State Council - \$15,950

Travel - In-State Staff - \$18,000; Out-of-State Staff - \$10,100

\$6,500 O-O-S increase for Members & Staff to attend national conferences, including attendant expenses (see below)

\$1,000 in-state travel increase for community Forums

<sup>4</sup> Utilities -\$9,660; Telecommunications - \$21,180; Dedicated Circuit - \$10,860

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,618; Quarterly Council Facility Rooms - \$35,000

<sup>6</sup> Rent-Machine - Rental of laptops - \$22,800; Quarterly Council AV rental - \$35,000; Rental of copier - \$6,420

<sup>7</sup> Other OE: NACDD Dues - \$20,846; Contingency for 18th FTE - \$0, Printing,

Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, and Awards - \$97,404

Proposed Out-of-State Travel / Events	Members		Staff		Attendants	
	Actual	Proposed	Actual	Proposed	Actual	Proposed
	FY 12	FY 13	FY 12	FY 13	FY 12	FY 13
NACDD Fall Conference (Los Angeles / Fall)	2	0	0	0	1	0
Plus Executive Director's Meeting			1	0		
Disability Policy Seminar (D.C. / Spring)	1	2	1	2	0	1
ADD Technical Assistance Institute (D.C. / Summer)	2	3	2	2	1	1
Other (TBD)	3	2	1	3	3	2
<b>Total Travelers</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>4</b>

# **Attachment 6**

# Event Stipends Grants

## Request for Proposals

**Note:** In order to apply for Event Stipends grants, organizations must read and agree to the [TCDD Assurances](#).

### Event Stipends

The Texas Council for Developmental Disabilities has funds available for **event** stipends grants. Funds for this grant are made available to the Texas Council for Developmental Disabilities by the Administration on Developmental Disabilities.

### DD Council Intent

**Event Stipend stipends** funds are provided to Texas organizations to enable individuals with developmental disabilities and their family members to attend established in-state professional or informational conferences, workshops, **seminars**, or legislative advocacy skills training events. The intent of this RFP is to promote participant direction and involvement in activities that enhance independence, productivity and community inclusion of people with developmental disabilities. **Event Stipend stipends** support is limited to Texas residents who are not eligible for conference, workshop, or training reimbursement from other organizations of which they are an employee or member.

Individuals are not eligible for these grants.

### Project Components

Applications for **event stipends grants** funding must be received by TCDD at least 90 days in advance of the starting date of the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event. **If the application requests funding for stipends for a series of legislative skills training events, the application must be received by TCDD at least 90 days in advance of the first event.** The request must:

- demonstrate that the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event has educational and/or advocacy objectives related to developmental disabilities issues;
- outline how the stipends will be used consistent with the mission, philosophical principles, goals, and/or objectives of the Council;
- provide assurance that funds will be used only to support the participation of persons who have disabilities that also meet the federal definition of a developmental disability (and their family members) and who have no other organizational or agency source of funding to attend the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event;
- provide assurance that a priority will be given to individuals who have not previously received TCDD stipends support; and
- describe the potential recipients of the stipends.

## Limitations

It is **not** the intent of the Council that these funds be used for weekend retreats, summer family camps or similar recreation activities.

- **Event stipends grant applications** Applications will be considered only for in-state conferences, workshops, **seminars**, and legislative advocacy skills training events and will not be considered for organizational board meetings.
- **Event stipends** Stipends funds are intended to enable additional Texas residents **that have not previously received TCDD stipend support** to attend a ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event that would occur without DD funds for stipends. Therefore priority will be given to support individuals who are attending an event with TCDD stipends support for the first time. Stipends funds are not intended to fund the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training event. DD funds are only available for up to 49% of the cost of the event.
- The organization applying for funding to provide stipends must be a sponsoring organization of the conference ~~meeting~~, workshop, **seminar**, or legislative advocacy skills training event.
- TCDD funds can only be used for direct costs relating to transportation, meals, lodging, registration, personal assistance services and respite for individuals with developmental disabilities (and their family members). Transportation and meals are allowable at state designated rates. Meals are only allowable for stipend recipients participating in events of such duration that limits one's access to meals and typically require out-of-town travel and/or an overnight stay. In allowing TCDD funds to be used to cover transportation and meals, it is the intent that participation by first time participants would increase.
- Match (cost sharing) expenses are those direct costs relating to lodging, registration, meals, transportation, and personal assistance services for recipients and respite for individuals with developmental disabilities attending the sponsored event.
- No more than one **event stipends** grant will be awarded to any one organization annually during the period June 1 – May 31 with the following exceptions:
  - a. TCDD may consider more than one application annually for **an event** stipends grant when the event is a national conference hosted by the state affiliate in Texas, and
  - b. TCDD will consider an additional application for **an event** stipends grant annually from the same organization if the second request is related to a legislative advocacy skills training event.
- Documentation and receipts will be required for all expenditures.
- Verification of developmental disabilities will be required for all stipend recipients.

## Products

- Program report summarizing the results and benefits of the activity.

## Terms

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Obligations must be liquidated within 30 days of the ~~meeting~~, conference, workshop, **seminar**, or legislative advocacy skills training.

- A minimum of 10% matching funds as a share of direct costs are required.
- Funds are limited to one \$6,000 **event stipends** grant per organization, per year, for one in-state conference ~~meeting~~, **seminar**, or workshop. TCDD may consider an application for a second \$3,000 **event stipends** grant during the same year for a legislative advocacy skills training event only; however, first priority will be given to requests from organizations who have not received **an event stipends grant** during that annual period.
- **In either of the above situations, an organization may also request event stipends funds for a series of legislative advocacy training events that are coordinated over a 4-5 month period. In such situations, the limitations on funding amounts noted in the preceding paragraph apply.**
- Exception for co-sponsored events:  
If two or more organizations jointly sponsor a single event, each organization is eligible for an **event stipends** grant award for that event if they have not received an **event stipends** grant during that annual period. No one organization may receive more than \$6,000 for a jointly sponsored event. If multiple applications are submitted for the same event by co-sponsoring organizations, funds are limited to not more than \$15,000 for *all* **event stipends** grants awarded for that event. Co-sponsoring organizations that have received an **event stipends** grant during the same year may apply for a \$3,000 **event stipends** grant if, and only if, the event is a legislative advocacy skills training event. If one or more co-sponsoring organizations requesting event stipends is only eligible for a \$3,000 **event stipends** grant, funds are limited to not more than \$7,500 for *all* stipends awarded for the event.

## Application and Submission Process

- To obtain the required stipend information, **please review** the **TCDD Assurances and check the "accept" box in in agreement to indicate an intent to comply with the** ~~must be read and the applicant agrees to certify compliance with~~ stated requirements. **The complete application can then be downloaded.**
- ~~If the applicant agrees with the requirements, highlight the "accept" box and proceed to download and complete the application.~~
- **Submit one** ~~Two~~ hard **copy** ~~copies~~, one with the original signatures, ~~should be submitted.~~ Proposals may be delivered by hand or mailed to TCDD's physical office at 6201 East Oltorf, Suite 600, Austin, Texas, 78741-7509. **Direct** Proposals ~~should be directed~~ to the attention of (name). Faxed proposals cannot be accepted.
- **Also, submit one** ~~TCDD also requests that applicants send an~~ electronic copy at the same time the hard copies are submitted. Electronic copies should be addressed to [name.name@tcdd.state.tx.us](mailto:name.name@tcdd.state.tx.us).

## Exceptions

- TCDD reserves the right to waive limitations on this RFP on an individual or case-by-case basis based on the merits of the proposal submitted.

*Revised May 2011*

**Proposed Revisions - July 2012**

**COMMITTEE OF THE WHOLE  
DRAFT MINUTES  
July 26, 2012**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Chair	Kathy Griffis-Bailey, DSHS	Amy Sharp, A&M CDD
Hunter Adkins	Cindy Johnston	Tricia Stinson, DARS
Kristine Clark	Scott McAvoy	Cindy Swain, TEA
Gladys Cortez	Katherine McCormick, DADS	David Taylor
Kristen Cox	John Morris	Lora Taylor
Mateo Delgado	Dana Perry	Richard Tisch
Kevin Estes, HHSC	Joe Rivas	Susan Vardell
Mary Faithfull, DRT	Penny Seay, UT CDS	

**COUNCIL MEMBERS ABSENT**

Kimberly Blackmon	Andrew Crim
Brenda Coleman-Beattie	Diana Kern

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Sonya Hosey	Koren Vogel
Belinda Carlton	Melissa Loe	Lucy Walker
Joanna Cordry	Jessica Ramos	
	Melissa Rosser	

**GUESTS PRESENT**

Chris Adams, DADS	Sarah Dodd	Anna Phillips
Patty Anderson, DRT	Maria Granados	Ilene Robinson
Chynna Burwell	Stacy Mayfield	Jason Sabo
Lillian Davis	Val Meixner	Thelma Scott

**CALL TO ORDER**

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, July 26, 2012, in the Ballroom B of the Renaissance Hotel - Austin, 9721 Arboretum Blvd, Austin, TX 78759. Council Chair Mary Durham called the meeting to order at 9:10 AM.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

Public Comments were provided by Ilene Robinson asking members to visit day habilitation workshops and by Thelma Scott and Lillian Davis on behalf of the Barbara Jordan Endeavors Corporation.

**3. PRESENTATION – STATE SUPPORTED LIVING CENTERS STATUS REPORT**

Chris Adams, Assistant Commissioner for State Supported Living Centers, Department of Aging and Disability Services, provided an update on activities to comply with requirements of the Settlement

Agreement between the Department of Justice and the State. Adams indicated that DOJ monitoring teams are now completing the fifth round of monitoring reviews at each SSLC. He also noted that it is highly unusual for DOJ to monitor all institutions in a state at the same time, and is the first time that DOJ has used multiple monitoring teams. That creates some problems regarding consistent expectations for complying with the terms of the Settlement Agreement across all three teams. Adams also indicated that substantial compliance for most conditions was set at a high bar by DOJ in the Agreement. Adams indicated that DADS believes most facilities are making notable progress towards compliance but many concerns still remain. DADS had expected to be further along in meeting the compliance expectations in the Agreement by this point and is continuing to actively address these issues.

The census in the 13 SSLC facilities continues to decrease by an average of 17 individuals each month. And of the 106 admissions this year, 85 percent were admitted via the forensic commitment process. Of those individuals who have transitioned to community programs, only three returned to a SSLC in 2011 and four in 2012. DADS has initiated efforts to increase the number of individuals transitioning from Austin SSLC to community programs due to significant infrastructure issues with that facility. DADS is reviewing a proposal from the Texas Council of Community Centers for local authorities to be actively involved in the transition process beginning with the “community living options information process” (CLOIP) and building a relationship with each individual interested in transitioning that continues through and after placement in the community. DADS anticipates 5-6 individuals will transfer to community residences each month when the pilot begins in September. DADS also has hired an attorney to educate judges about alternatives to SSLC commitment.

**4. PRESENTATION – REGION 17 EDUCATION SERVICE CENTER – POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PROJECTS**

Val Meixner and Anna Phillips of the Region 17 Education Service Center, and Dr. Sara Dodd, Director of the Texas Tech University Center for Prevention and Resiliency, provided an overview of two Positive Behavioral Interventions and Supports (PBIS) grant projects: Head Start and Impacting Disproportionality. Ms. Phillips discussed the Head Start project, which focuses on pre-school and early childhood settings, followed by Ms. Meixner who discussed the Impacting Disproportionality project which addresses the over-representation of children with disabilities who are also ethnic minorities in disciplinary referrals. Each presentation featured an overview demonstrating need, background research, program implementation model, outcomes, data, and anecdotal evidence of success. Dr. Dodd, who has lead two special projects at PBIS-ID districts showed a video demonstrating the project at a middle school. Council Members expressed appreciation for the work of both projects.

**5. PRESENTATION – PUBLIC POLICY ADVOCACY STRATEGIES**

Public Policy Director Jessica Ramos introduced Jason Sabo, Frontera Strategy, to talk about the budget issues likely facing the next Texas Legislature and public policy advocacy strategies that might be helpful for TCDD. Sabo indicated that 50 members of the Texas House of Representatives will be in their first or second term when the 83<sup>rd</sup> Legislature convenes in January 2013. And, less than 10% of the Legislature is from areas west of I-35. The majority of legislators are from heavily populated urban areas. Sabo suggests these factors are important when considering public policy advocacy strategies.

Sabo reviewed the budget deficit faced by the last Legislature and the decisions about how to address those issues in the current two-year budget. The appropriations bill passed by the Legislature, and signed by Governor Perry, included only 18 months of funding for the state's Medicaid program, and did not fully fund expected caseload growth for Medicaid entitlement programs. The Legislature also changed funding formulas for public education to reduce per student funding, and did not fully fund student enrollment growth. Most other budget functions also saw sizable reductions in funding. And the Legislature chose to not use "Rainy Day" funds to offset those reductions. Sabo indicated that the 83<sup>rd</sup> Legislature will face similar pressures to not increase taxes and to not use Rainy Day funds for ongoing services. At the same time, the state's business tax continues to generate less revenue than anticipated and the state's population continues to grow rapidly which results in more students enrolled in schools, and continued growth in enrollment in entitlement programs such as Medicaid. The good news is that revenues are increasing more rapidly than projected which should create some additional funds that the Legislature could use to fund the projected shortfalls in the current two year budget.

Sabo next discussed various ways Council members can provide input on key public policy issues facing individuals with disabilities. Social media (Facebook, Twitter, etc.) is increasingly becoming an effective tool for communicating with legislators. Members expressed enthusiasm for Sabo's presentation and encouraged Sabo to return for continued discussion at future meetings.

**ADJOURN**

Council Chair Durham adjourned the Committee of the Whole at 1:45 PM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

**Background:**

The TCDD Internal Audit Charter is included for annual review. TCDD Policies task the Audit Committee to review the charter annually. The Audit Committee has reviewed the charter at its meeting October 8<sup>th</sup> and made no revisions.

**Council**

**Agenda Item 7.**

**Expected Action:**

The Council will review the TCDD Internal Audit Charter as an information item. No action is expected.



**TEXAS COUNCIL FOR -  
DEVELOPMENTAL DISABILITIES -**

**INTERNAL AUDIT CHARTER**

**Fiscal Year 2013**

Prepared by:  
Rupert & Associates, P.C. -  
Certified Public Accountants

## **INTRODUCTION**

The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.<sup>1</sup>

The internal audit charter is a formal document that establishes the internal audit function's position within the organization; authorizes access to records, personnel, and physical properties relevant to any activity under review; free and unrestricted access to the Council and the Audit Committee; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

## **DEFINITION OF INTERNAL AUDITING**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

## **CHIEF AUDIT EXECUTIVE**

The Texas Council for Developmental Disabilities contracts for internal audit services to meet the requirements of the Texas Internal Audit Act. The Texas Internal Audit Act §2102.006 requires that the internal auditor be either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). The Institute of Internal Auditor's Professional Standards recommends that the Chief Audit Executive possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Audit Professional (CGAP) or Certified Information Systems Auditor (CISA). In keeping with these guidelines, TCDD's contracted internal auditor serves as the agency's Chief Audit Executive.

## **OBJECTIVES AND SCOPE OF WORK**

### **Assurance Objectives**

The objectives of assurance services are to provide formal, independent assurance to management and the Audit Committee that the organization's assets are safeguarded, that operating efficiency is enhanced, and that compliance is maintained with prescribed laws, and management and Board policies. The assurance services objectives also include independent assessment of the organization's risk awareness and management, reliability and integrity of the organization's data, and achievement of the organization's goals and objectives.

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<sup>1</sup> Institute of Internal Auditors Practice Advisory 1000-1: Internal Audit Charter (1/1/09)

### **Consulting Objectives**

The objectives of consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. No assurance is provided. The objectives of consulting services are to provide formal assessments and advice on the front-end of projects so that risks may be managed and internal controls may be designed at the beginning of a project. Typically, the objectives and the scope of the projects are agreed to by management.

### **Scope**

The scope of work of the internal auditing activity is to determine whether the organization's framework of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed. -
- Risk and control information is effectively communicated throughout the organization.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are monitored and achieved in line with the organization's mission.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.
- Internal controls are in place and are functioning effectively to accomplish business objectives.
- Information technology controls including systems security controls are in place and are functioning effectively.
- Specific operations, processes and programs are reviewed at the request of management or the Audit Committee.

During the performance of audit work, recommendations for improvement in risk management, control, and governance processes may be identified. This information will be communicated to the appropriate level of management and the Audit Committee.

### **AUTHORITY**

The chief audit executive, or contract internal auditor, and staff of the internal auditing activity are authorized to:

- Have unrestricted access to all agency divisions, departments, personnel, activities, confidential and non-confidential data and records, information systems, physical property, and contractors relevant to the performance of engagements, subject to applicable state and federal laws.
- Have access to contractor records and files in line with contract terms and specifically the ‘right to audit’ section.
- Have full and free access to the chair of the Audit Committee, Audit Committee members, and the executive director.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish assurance and consulting objectives.
- Obtain the necessary assistance of agency personnel in units of the organization where audits are performed, as well as other specialized services from within or outside the organization.
- Obtain timely reports from management on actions proposed and taken pertaining to audit recommendations.

The chief audit executive and staff of the internal auditing activity are not authorized to:

- Perform any operational duties for the organization, its sub-grantees or contractors. Compliance duties are not considered operational duties.
- Initiate or approve accounting transactions external to the internal auditing activity.
- Direct the activities of any organization employee external to the internal auditing activity, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

### **INDEPENDENCE AND OBJECTIVITY**

To provide for the independence of the internal audit activity, the internal auditor reports functionally to the Audit Committee and administratively to the executive director or his designee in a manner outlined in the section on Accountability.

## **RESPONSIBILITIES AND ACCOUNTABILILTY**

### **Responsibilities**

The chief audit executive and staff of the internal auditing activity have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, considering any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as provide periodic updates.
- Implement the approved audit plan including appropriate plan amendments and special tasks or projects requested by management and the Audit Committee.
- Assess the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Evaluate and assess significant new or changing functions, services, processes, operations, and internal controls concurrent with their development, implementation, and/or expansion.
- Issue periodic reports to the audit committee and management summarizing results of audit activities, including monitoring the implementation of previous audit recommendations.
- Keep management and the Audit Committee informed of emerging trends and successful practices in risk management, control, and governance.
- Assist in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal controls.
- Report immediately any known incident of significant fraud to executive management, the Audit Committee, the Board, and the State Auditor's Office.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Maintain an effective quality assurance program to include training, internal reviews, and external reviews.
- Prepare an annual report and submit the report before November 1<sup>st</sup> of each year to the Governor's Office, the Legislative Budget Board, the Sunset Advisory Commission, the State Auditor's Office, the agency's governing board, and the agency's administrator. The form and content of the report will be determined by the State Auditor.

**Accountability**

The chief audit executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and the executive director to:

- Provide an assessment on the adequacy and effectiveness of the organization’s processes for controlling its activities and managing its risks in the areas set forth in the current year’s annual audit plan.
- Report significant issues related to the processes for controlling the activities of TCDD, its sub-grantees and contractors, including potential improvement to those processes, and provide information concerning such issues through resolution.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of internal audit resources.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

**STANDARDS OF AUDIT PRACTICE**

The internal auditing activity shall be governed by adherence to the following standards:

- *Texas Government Code*, Chapter 2102 (Texas Internal Auditing Act)
- *International Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors.
- *Government Auditing Standards* of the United States Government Accountability Office.

**SIGNATURE SECTION**

The Internal Audit Charter was adopted by the Texas Council for Developmental Disabilities on this \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ day of October, 2012.

\_\_\_\_\_  
Roger Webb, Executive Director -

\_\_\_\_\_  
Mary Durham, Council Chair

\_\_\_\_\_  
John Morris, Audit Committee Chair -

\_\_\_\_\_  
Jaye Stepp, Chief Audit Executive

**Background:**

The Audit Committee reviewed the TCDD FY 2012 Annual Internal Audit Report, the TCDD FY 2012 Audit Report on Monitoring of Funding Obligations and Liquidations, and the TCDD FY 2012 Peer Review Report at the Committee meeting October 8<sup>th</sup> and made accepted those reports as presented by the Auditor. State law requires these reports to be submitted to the State Auditor's Office; Governor's Office of Budget, Planning and Policy; Legislative Budget Board; and Sunset Advisory Commission by November 1<sup>st</sup> of each year. The Council will be asked to review and approve submission.

**Council****Agenda Item 8.****Expected Action:**

The Council will review these reports and approve submission to the State Auditor's Office and other offices as required by state law.



**TEXAS COUNCIL FOR  
DEVELOPMENTAL DISABILITIES**

**ANNUAL INTERNAL AUDIT REPORT**

**Fiscal Year 2012**

Presented to  
The TCDD Audit Committee  
October 8, 2012 -

*Prepared by*  
**Rupert & Associates, P.C.**  
Certified Public Accountants  
Austin, Texas -

**Table of Contents**

I. Internal Audit Plan for Fiscal Year 2012..... 1

II. External Quality Assurance Review..... 1

III. Consulting Engagements and Non-Audit Services Completed ..... 2

IV. Internal Audit Plan for Fiscal Year 2013..... 3

V. External Audit Services ..... 4

VI. Reporting Suspected Fraud and Abuse..... 4

Report Distribution List..... 5

Attachment A:  
TCDD Risk Footprint FY-13

The Texas Internal Auditing Act requires agencies to file an annual report on their internal audit activities and the internal audit reports prepared for your governing board. The purpose of the Annual Internal Audit Report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual internal audit report assists oversight agencies in their planning and coordination efforts. According to Texas Government Code, Sections 2102.009 and 2102.0091, the annual internal audit report for fiscal year 2012 is due November 1, 2012.

## **I. Internal Audit Plan for Fiscal Year 2012**

The internal audit plan for the Texas Council for Developmental Disabilities (TCDD) for fiscal year 2012 was based on risks identified in the agency's risk assessment process. Based on that risk assessment, the Internal Audit plan for FY-2012 included the following activities:

Grant Funds Monitoring: Evaluate staff processes for monitoring federal funds obligations and liquidation (Advisory Project). The project was completed and a report, dated 8/31/12, was presented to TCDD's Audit Committee at their next meeting, October 8, 2012. The project report (#2012-1) will be submitted to oversight agencies after Board review and acceptance. Project Completed.

The annual internal audit plan included a provision to, as needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite). Internal audit did not perform any activities related to this in FY-12.

The annual internal audit plan includes an objective to follow up on any open prior-period audit recommendations. TCDD had no open prior-period recommendations to report on in FY-12.

The advisory project on monitoring of funds would be considered a non-audit service, or consultation, by professional standards. The project report is discussed above. There were no deviations from the audit plan that was previously submitted in the fiscal year 2011 annual internal audit report.

The TCDD contracts for the provision of internal audit services. The annual budget for all internal audit activities during the year, including the advisory project, was approximately 190 hours.

## **II. External Quality Assurance Review**

An external quality assurance review was performed in June of 2012 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period June 2009 through May 2012. The contracted internal audit function at TCDD was found to 'fully conform' with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of*

Texas Council for Developmental Disabilities (TCDD)  
Annual Internal Audit Report (AIAR) FY-2012 -

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*Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). No significant weaknesses were identified during the review, but the following opportunity for improvement was identified:

**Opportunity for Improvement – Plan Future Internal Audit Projects Evaluating Organizational Governance**

The internal auditor should incorporate the evaluation of ethics and governance into future audit plans.

Internal Audit Response:

*A governance project is included in the FY-13 Internal Audit Plan submitted to the Audit Committee for approval in October, 2012.*

### **III. Consulting Engagements and Non-Audit Services Completed**

In fiscal year 2012, the Internal Auditor performed one advisory project which would be considered a consulting engagement, as defined in *The International Standards for the Professional Practice of Internal Auditing*, and non-audit services, as defined in *Government Auditing Standards, December 2011 Revision* (Reissued on January 20, 2012), Sections 3.33 – 3.58. The advisory project, (Report #2012-1 - Grant Funds Monitoring), was undertaken to evaluate the current processes and controls, and to provide recommendations for improvement. The project was completed and reported on in August of 2012. The high level objectives include:

Objective A: Monitoring Process Flow - Trace the process of monitoring money from awards to liquidation, including processes for tracking the status of obligations and projects. Evaluate amounts from operations and grants that historically is returned and/or re-obligated (for estimating future budgets).

Objective B: Information and Communication – Determine the roles and responsibilities for the process flow. Identify timeline for staff communications to ensure funds are appropriately monitored and new projects are ready to move forward as needed.

The key observations and recommendations for improvements were as follows:

#### **Key Observations**

1. - TCDD has policies and procedures in place for funds monitoring that could be updated and strengthened. Processes should provide periodic updates to reports that are reviewed and acted on in a way to ensure timely final obligation and re-obligation considerations, as needed.

Texas Council for Developmental Disabilities (TCDD)  
Annual Internal Audit Report (AIAR) FY-2012 -

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2. - Communications among staff regarding the current obligations and liquidation status could be better coordinated and on a regular basis. Communications to the Council on funds status should be high-level, with details available on request.
3. - Roles and responsibilities in the monitoring process could be better defined in procedures or in functional job descriptions. Staff members are aware of their individual responsibilities, but a Team Leader function should be more clearly defined.
4. - All prior audit recommendations have been addressed by TCDD.

### **Significant Recommendations**

Develop written procedures to ensure funds monitoring processes and control activities are understood and consistently completed. All aspects of monitoring should be included, with roles and responsibilities defined. Functional job descriptions should include position responsibilities for monitoring of funds that coincide with the procedure.

Establish a team of staff who each play a part in the monitoring of grant funds. They should share current information and monitoring reports on a regular basis. They should communicate at least monthly after activity updates to more closely monitor, evaluate, and be prepared to make budget adjustments as needed to ensure complete liquidation of federal grant funds prior to the end of the period. Team meetings at least quarterly are also recommended.

Develop a 'toolbox' of alternatives for fast-tracking final obligation and re-obligation of funds as needed. Options could include a streamlined continuance process for established, successful grantees; a queue of potential projects at a variety of funding levels on stand-by; and initiating larger, longer term projects with successful grantees.

## **IV. Internal Audit Plan for Fiscal Year 2013**

The fiscal year 2013 Audit Plan is scheduled to be reviewed and approved at the October 2012 Texas Council for Developmental Disabilities' Audit Committee meeting. The report will be submitted to oversight agencies after review and approval by the Audit Committee.

Based on the updated risk assessment, the proposed internal audit plan for FY-2013 is:

1. - Grantee Communications: Review and evaluate the effectiveness and efficiency of TCDD communications with grantees.
2. - Governance Project: Conduct an advisory project to evaluate Board member compliance with required filings and disclosures.
3. - Follow up on prior year audit recommendations.

Texas Council for Developmental Disabilities (TCDD)  
Annual Internal Audit Report (AIAR) FY-2012 -

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The budgeted time for all internal audit activities is approximately 192 hours. A rough estimate of how these hours might translate into specific activities follows:

- Risk Assessment and Internal Audit Plan (40 hrs)
- Annual Internal Audit Report (6 hrs)
- Audit Report Tracking Schedule (4 hrs)
- Quality Assurance Review (12 hrs)
- Audit Planning, Fieldwork, and Reporting (120 hrs)
- Administration and Quality Control (6 hrs)
- Board Meetings (4 hrs)

The attached risk footprint shows all risks ranked as “high” that are not included in the fiscal year 2013 Internal Audit Plan.

The risk assessment methodology consists of an annual meeting with management to update the risk assessment footprint and control tables. Input is also solicited from the State Auditor’s Office as well as from Board members. The risk footprint is updated and used to guide the selection of specific audit areas for the current year. The risk assessment methodology is described in greater detail in the Internal Audit Plan document that is also provided to oversight agencies.

## **V. External Audit Services**

External audit services procured in fiscal year 2012 consisted of:

- the internal audit function,
- independent CPA services for performing desk reviews on grantee audit reports, and
- the external quality assurance review of the internal audit function.

## **VI. Reporting Suspected Fraud and Abuse**

Actions taken to implement the requirements of Article IX, Section 17.05, and Article XII, Section 5(c), the General Appropriations Act (81st Legislature) and Texas Government Code, Section 321.022) include the placement of a link on the TCDD website <http://www.txddc.state.tx.us/> to connect users directly to the State Auditor’s page for reporting suspected fraud, waste, or abuse.

TCDD Policies also provide guidance for anyone wanting to report suspected fraud or abuse. Grantees are provided guidance on reporting fraud in the TCDD Grants Manual.

## **Report Distribution List**

Texas Council for Developmental Disabilities, Audit Committee

John Morris, Chair  
Andrew Crim, Member  
Jeffrey Kaufmann, Member  
Scott McAvoy, Member  
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director  
Sonya Hosey, Grants Management Director

Jonathan Hurst  
Governor's Office of Budget Planning and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Ed Osner  
Legislative Budget Board  
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Internal Audit Coordinator  
State Auditor's Office  
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Ken Levine  
Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)





**TEXAS COUNCIL FOR -  
DEVELOPMENTAL DISABILITIES -**

**Advisory Project Report #2012-1**

**Grant Funds Monitoring**

**Prepared by:**  
**Rupert & Associates, PC**  
Certified Public Accountants  
Austin, Texas -

**Table of Contents**

Internal Auditor’s Report..... 1  
Executive Summary ..... 2  
Report to Staff..... 3  
    Roles and Responsibilities ..... 4  
    Information and Communications..... 5  
Follow Up on Prior Audit Recommendations ..... 6  
Report Distribution Page ..... 7

**Acronyms and Abbreviations**

- CPA           Comptroller of Public Accounts, Texas
- DSA           Designated State Agency
- GAO           Government Accountability Office, US
- IIA            Institute of Internal Auditors, International
- OMB           Office of Management & Budget, US
- OP            Operating Procedures
- RAR           Reimbursement for Advance or Reimbursement
- RFP           Request for Proposals
- SAO           State Auditor’s Office, Texas
- TAC           Texas Administrative Code
- TCDD          Texas Council for Developmental Disabilities
- TEA           Texas Education Agency
- TGC           Texas Government Code



## Advisory Project Report -

August 31, 2012

Audit Committee and Council Members  
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit advisory project conducted in fiscal year 2012. Included in this report are the purpose, scope, results, and recommendations of the project, as well as management's responses to those recommendations.

The internal audit was conducted in accordance with the Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* and the Texas Internal Auditing Act. We believe that our work fully supports our conclusions.

This report is distributed to and intended for the use of the Texas Council for Developmental Disabilities management and Governing Board, and the oversight agencies as identified in the Texas Internal Audit Act.

***Rupert & Associates, P.C.***

Certified Public Accountants  
Austin, Texas

## **Executive Summary -**

### **Project Purpose**

The Texas Council for Developmental Disabilities' (TCDD) annual internal audit plan is risk-based, with specific audit areas and objectives determined after an annual risk assessment update is conducted by management and the internal auditor. The plan developed for TCDD for fiscal year 2012 consisted of an advisory project to identify the current processes and controls for monitoring, communicating, and reporting on the status of federal funds entrusted to the TCDD. The Report to Staff follows this summary.

### **Key Observations**

1. - TCDD has policies and procedures in place for funds monitoring that could be updated and strengthened. Processes should provide periodic updates to reports that are reviewed and acted on in a way to ensure timely final obligation and re-obligation considerations, as needed.
2. - Communications among staff regarding the current obligations and liquidation status could be better coordinated and on a regular basis. Communications to the Council on funds status should be high-level, with details available on request.
3. - Roles and responsibilities in the monitoring process could be better defined in procedures or in functional job descriptions. Staff members are aware of their individual responsibilities, but a Team Leader function should be more clearly defined.
4. - All prior audit recommendations have been addressed by TCDD.

### **Significant Recommendations**

Develop written procedures to ensure funds monitoring processes and control activities are understood and consistently completed. All aspects of monitoring should be included, with roles and responsibilities defined. Functional job descriptions should include position responsibilities for monitoring of funds that coincide with the procedure.

Establish a team of staff who each play a part in the monitoring of grant funds. They should share current information and monitoring reports on a regular basis. They should communicate at least monthly after activity updates to more closely monitor, evaluate, and be prepared to make budget adjustments as needed to ensure complete liquidation of federal grant funds prior to the end of the period. Team meetings at least quarterly are also recommended.

Develop a 'toolbox' of alternatives for fast-tracking final obligation and re-obligation of funds as needed. Options could include a streamlined continuance process for established, successful grantees; a queue of potential projects at a variety of funding levels on stand-by; and initiating larger, longer term projects with successful grantees.

### **Management Response**

TCDD Management concurs with the recommendation. The TCDD Grants Management Director and Operation Director will jointly coordinate a review and update of TCDD procedures to clarify staff responsibilities to monitor obligation, re-obligation and liquidation of funds.

## **Report to Staff -**

### **BACKGROUND & PURPOSE**

The Texas Council for Developmental Disabilities awards the majority of its funds to grantees to promote independence, productivity, and community integration for people with disabilities. Based on the significance of federal funds to the TCDD mission, goals and objectives, inadequate monitoring of funding obligations and liquidations is a risk ranked medium impact and medium probability risk in the FY-12 TCDD risk footprint. An advisory project was initiated to evaluate the current condition of monitoring activities and make recommendations for improvements as identified.

### **SCOPE, METHODOLOGY, & OBJECTIVES**

The scope of the advisory project was limited to an evaluation of TCDD's processes, policies, and procedures for effectiveness and efficiency.

The project methodology included interviews, questionnaires, and discussions with various personnel at TCDD as well as outside entities. Research into other entities' practices for financial and grants management was undertaken to identify best practices, resources and other tools to share with TCDD. TCDD's operating procedures related to budgeting and monitoring were used to evaluate current procedures. Criteria for funds monitoring were identified and compared to TCDD's current monitoring activities.

The objectives of the engagement were –

- A. -Monitoring Process – Identify the current process of monitoring federal funds from awards to liquidation, including processes for tracking and reporting the status of current obligations and projects to executive staff and the Council. Evaluate trends analysis and reporting capabilities. Consider ad hoc report templates for projections and historical fiscal performance reports on grantees to identify target areas for re-obligations.
- B. Information -and Communication – Determine the roles and responsibilities for the information flow. Identify timeline for staff communications to ensure funds are appropriately monitored and new projects are ready to move forward when and as needed.

**RESULTS BY PROJECT OBJECTIVE -**

***Objective A:*** To identify current monitoring activities at TCDD. Evaluate processes for tracking the money from planning to awards to liquidation, including processes for monitoring the status of obligations and projects. Identify any trends analysis, various reporting capabilities, and other tools used for monitoring spending.

***Results and Conclusions:***

The first step in any reporting and evaluation process is the incremental addition of current data to a system of record. TCDD staff enters data from the requests for reimbursements (RAR) to each grantee's data file as the requests are received.

There are currently requirements for grantees to submit quarterly requests for reimbursements, although monthly filings are encouraged for larger grantees. Monthly RAR's, even if it's for zero reimbursement, would provide a more effective monitoring process. Criteria could be developed for determining who would be required to file monthly. Operating procedures could be strengthened to establish when expenditure issues are reported to management. Consequences could be established for noncompliance, such as potential loss of reimbursement.

Written guidance should set standards and guidelines for monitoring and re-obligating funds. Written procedures could more clearly define specific steps to be taken; roles and responsibilities for maintaining current and accurate data; frequency of reviews and communications required; decision-making responsibility, report ownership, etc. All written procedures should include control steps at appropriate levels sufficient to ensure complete, timely, and accurate reporting.

For planning purposes, it is not possible to determine an exact amount of funds that may be available on a day-to-day basis. The many variables in that equation make it necessary to be prepared at any time. The Planning Coordinator could have multiple options for a variety of projects with varying funding levels and project terms. Alternative processes for awarding funds could be considered, such as using a Notice of Intent to fund projects, or planning some larger projects that will extend out for longer time frames (up to 5 years).

A streamlined process for awarding additional funds could be developed for existing grantees with proven track records. The process could also specify limitations on how prior-year funds can be obligated or re-obligated.

Budget reports to the Council could be at a high level; details are available to members upon request. Procedures and position descriptions could include individual responsibilities for funds monitoring and reporting, including participation in the group to ensure the cooperation needed to achieve the TCDD goals and objectives.

**Objective B:** Information and Communication – determine the roles and responsibilities for the flow of communications on funds monitoring. Identify timelines for staff communication to ensure funds are appropriately monitored and new projects are ready to move forward when and as needed.

**Results and Conclusions:**

Current processes in place could be more proactive in monitoring funds. The staff involved could communicate better to ensure that alerts about funding issues are communicated early so they can be managed efficiently. The Operations Director has been designated as the team leader and is responsible for review and update of policies and procedures to effectively define team member roles and responsibilities.

The team could identify individual planning needs for and from each area. Staff could develop methods specific to their monitoring needs, including options for data analysis in various formats as appropriate. Staff communications and review of current status should be addressed on a regular basis, at least quarterly. Funding issues need to be addressed as a team, with the Operations Director acting as lead authority. The Grants Management team members should be the first line of defense, identifying potential issues during their routine monitoring activities.

For potential reobligations, Grants Management staff can bring forward the grantee performance / risk assessment tool; the Planning Coordinator can bring forward a proposed project queue; and the Budget Specialist can bring forward the most current data. A meeting should be held to review the gap and potential projects for full obligation of funds. Any splits across federal funding years, obligation or re-obligation of funds should be coordinated between the Grants Management Director and the Operations Director, with final approval by the Operations Director.

**Recommendation #2012-1-01 – Written Guidance**

Review and update the existing Policies and Procedures for the funds monitoring process. Policies should define principles, rules, and guidelines formulated to achieve TCDD's goals and objectives.

Procedures should provide for a coordinated internal monitoring and reporting relationship. The written guidance should define specific steps to be taken; roles and responsibilities for maintaining current and accurate data; frequency of reviews and communications required; decision-making responsibility, report ownership, etc. Written procedures should include control steps at all appropriate levels sufficient to ensure complete, timely, and accurate reporting.

**Management Response 2012-1-01:**

TCDD Management concurs with the recommendation. The TCDD Grants Management Director and Operation Director will jointly coordinate a review and update of TCDD procedures to clarify staff responsibilities to monitor obligation, re-obligation and liquidation of funds.

**Follow-up on Prior Audit Recommendations:**

All prior audit recommendations have been implemented; there are no open recommendations on which to report.

**REPORT DISTRIBUTION PAGE**

Texas Council for Developmental Disabilities, Audit Committee

John Morris, Chair -  
Andrew Crim, Member -  
Jeffery Kaufman, Member -  
Scott McAvoy, Member  
Mary Durham, Council Chair -

Texas Council for Developmental Disabilities

Roger Webb, Executive Director -  
Martha Cantu, Operations Director -  
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**REPORT ON THE  
EXTERNAL QUALITY ASSURANCE REVIEW  
OF THE  
TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
INTERNAL AUDIT FUNCTION**

**June 27, 2012**



**PERFORMED BY**

David J. MacCabe, CIA, CGAP, CRMA, MPA  
Internal Audit Consultant

\*\*\*\*\*

Performed in accordance with the  
State Agency Internal Audit Forum  
Peer Review Policies and Procedures

<b>TABLE OF CONTENTS</b>
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<u>Subject</u>	<u>Page</u>
Table of Contents	1
Background	2
Objectives, Scope, and Methodology	3
Overall Opinion	4
Acknowledgements	5
Appendix	6
Detailed Results	7
IIA Code of Ethics	7
Standard 1000: Purpose, Authority, and Responsibility	7
Standard 1100: Independence and Objectivity	7
Standard 1200: Proficiency and Due Professional Care	8
Standard 1300: Quality Assurance and Improvement Program	8
Standard 2000: Managing the Internal Audit Activity	8
Standard 2100: Nature of Work	9
Standard 2200: Engagement Planning	10
Standard 2300: Performing the Engagement	11
Standard 2400: Communicating Results	11
Standard 2500: Monitoring Progress	11
Standard 2600: Management's Acceptance of Risks	11
Commission and Executive Management Comment	12
Leading Practices Observed	13

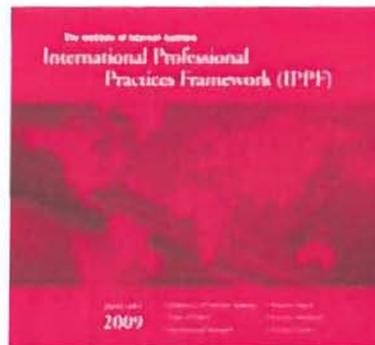
## BACKGROUND

The mission of the Texas Council for Developmental Disabilities (The Council or TCDD) is to “create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.”<sup>1</sup>

The Texas Council for Developmental Disabilities (TCDD) is a 27-member board dedicated to ensuring that all Texans with developmental disabilities, over 475,000 persons, have the opportunity to be independent, productive and valued members of their communities. The TCDD awards the majority of their funds to grantees to promote independence, productivity and community integration for people with disabilities. Using a variety of methods, the Council works (1) to ensure that the service delivery system provides comprehensive services and supports that meet people's needs, are easy to access and are cost effective, and (2) to promote people's understanding of disability issues.<sup>2</sup>

Texas state government internal audit functions are required to obtain external quality assurance reviews to appraise the quality of their operations and to assess compliance based on the following requirements:

- the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*,
- the United States Government Accountability Office (GAO) *Government Auditing Standards*, and
- the Texas Internal Auditing Act as codified in the *Texas Government Code*, Chapter 2102.



<sup>1</sup> TCDD web site, June 19, 2012.

<sup>2</sup> Ibid.

A periodic external quality assurance review, or peer review, of the internal audit function is an essential component of a comprehensive quality assurance and improvement program. The *Government Auditing Standards* require these external reviews be conducted at least every three years. The TCDD quality assurance review project was performed following guidelines published by the Texas State Agency Internal Audit Forum (SAIAF).

The Council initially contracted with the firm of Rupert and Associates, P. C., Certified Public Accountants, to conduct internal audit projects effective September 1, 2002 and the current contract runs through August 31, 2013 with a two-year extension option. Ms. Jaye Stepp, a certified internal auditor and a certified public accountant with the accounting firm, has the primary responsibility for planning and performing Internal Audit work. The internal auditor reports functionally to the TCDD Audit Committee and administratively to the TCDD executive director.

The most recent quality assurance review of the agency's Internal Audit function was performed in July 2009 based on SAIAF guidelines. The agency received a "fully conforms" rating in the prior review. That opinion is the highest of three possible ratings. Subsequently, the internal auditor and the agency have either implemented or addressed two recommendations made in that report.

This external quality assurance review was performed during the period June 19-21, 2012 by an Internal Audit consultant who is a certified internal auditor, previously served as a chief audit executive for over 25 years, and obtained the IIA's Certification in Internal Quality Assessment/ Validation.

## OBJECTIVES, SCOPE, AND METHODOLOGY

The primary objective of the quality assurance review was to evaluate the TCDD Internal Audit function's compliance with auditing standards and the *Texas Internal Auditing Act*. Additional objectives of the review included identifying leading practices as well as areas where improvement may be needed.

The review focused on Internal Audit work activities performed for the period June 2009 through May 2012.

The quality assurance review methodology included review and evaluation of the following elements:

- August 10, 2009 quality assurance review report,
- Self-assessment documentation prepared by the internal auditor according to SAIAF guidelines,
- Expectations of the internal audit function by Council members and TCDD executive management,

- Tools and techniques employed by the internal auditor including the Rupert & Associates *Internal Audit Procedures Manual*,
- Working papers for two audit engagements, and
- Annual risk assessment, the *FY 2012 Audit Plan*, the *FY 2011 Annual Internal Audit Report*, and other relevant documents.

The Internal Audit function is independent, objective, and able to render impartial and unbiased judgments on the audit work performed. The internal auditor is qualified, proficient, and knowledgeable in the areas she audits. Individual audit projects are planned using risk assessment techniques; audit conclusions are supported in the working papers; and findings and recommendations are communicated clearly and concisely.

Interviews were conducted during the peer review with the Council chair, Audit Committee chair, the executive director, the operations director, the grants management specialist, and the internal auditor. Interviewees were very positive and indicated that the Council and TCDD management believe the Internal Audit function helps promote accountability and the audit process adds value and helps improve TCDD operations.

## OVERALL OPINION

Based on the information received and evaluated during this external quality assurance review, it is my opinion that the Texas Council for Developmental Disabilities Internal Audit function

### ***FULLY CONFORMS***

with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*; the United States Government Accountability Office (GAO) *Government Auditing Standards*; and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102).

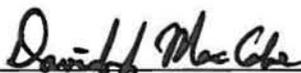
This opinion, which is the highest of three possible ratings, means that policies, procedures, and practices are in place to implement the *IIA Standards* and other requirements necessary for ensuring a professional Internal Audit activity.

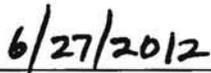
The system of quality control was adequately designed and complied with during the period reviewed to assure reasonable conformance with the above-stated professional standards. Overall, it is my opinion that the internal audit function performed by Rupert & Associates, PC, adds value to the TCDD and helps improve its operations and services.

The Appendix to this report provides information on the detailed results of the review, representative comments of the Council members and TCDD management interviewed, the leading practices observed, and the report distribution.

**ACKNOWLEDGEMENTS**

We appreciate the courtesy and cooperation extended to us by the Council members and TCDD staff members who participated in the interview process. The feedback from the interviews and the comprehensive self-assessment provided valuable information regarding the Internal Audit function and its relationship with management and the Council members.

  
\_\_\_\_\_  
David J. MacCabe, CIA, CGAP, CRMA, MPA  
Peer Reviewer

  
\_\_\_\_\_  
Date



# **APPENDIX**

## DETAILED RESULTS

The results of the quality assurance review for the TCDD Internal Audit function are presented in the order listed in the IIA's *International Standards for the Professional Practice of Internal Auditing*.

No significant weaknesses were identified during the review that would prevent the Council from fulfilling its responsibilities. The detailed results include identification of leading practices as well as some opportunities for improvement that the Internal Audit function may wish to consider.

### **IIA Code of Ethics**

Internal Audit demonstrates its commitment to the IIA *Code of Ethics* by including it in the Rupert and Associates *Internal Audit Procedures Manual*, attending periodic ethics training classes, and practicing ethical behavior in the course of audit work. In addition, the TCDD *Conflict of Interest Disclosure Policy* provides an indication of an organization-wide commitment to accountability, integrity, and good governance.

### **Standard 1000: Purpose, Authority, and Responsibility**

The purpose, authority, and responsibility of Internal Audit have been defined in a charter that is generally consistent with auditing standards. The current charter was signed by the TCDD chair, the Audit Committee chair, the executive director, and the internal auditor in October 2011. The TCDD *Internal Audit Charter* defines the nature of Internal Audit services and also grants unrestricted access to agency records, property, and personnel.

Section VII. D. of the TCDD Council Policies describes Audit Committee Duties and Composition. It provides policies regarding the *Internal Audit Charter*, the Annual Audit Plan, audit reports, the solicitation process for contract internal audit services and oversight of external quality assurance reviews. The Audit Committee Charter was revised in 2009 revision and the Council considered recommendations made in the prior peer review report at that time.

### **Standard 1100: Independence and Objectivity**

The Internal Audit function is independent both in terms of the TCDD's organizational structure and Internal Audit practices. The internal auditor continues to report functionally to the TCDD Audit Committee and administratively to the executive director. This reporting structure provides sufficient authority to promote independence and to ensure adequate consideration of audit reports and appropriate action on audit issues and recommendations.

The *Internal Audit Charter* helps ensure continued independence by specifying that the internal auditor must remain free of operational and management responsibilities that could impair her ability to make independent reviews of all areas of the agency's operations. The internal auditor is an independent contractor and has had no prior

responsibilities for any areas that the function audits. In addition, the internal auditor is required to sign the *Independence and Objectivity Statement* for each audit engagement performed.

**Standard 1200: Proficiency and Due Professional Care**

The internal auditor possesses the knowledge, skills, and abilities to perform assigned responsibilities. She holds four professional certifications: certified internal auditor (CIA), certified public accountant (CPA), certified government auditing professional (CGAP), and the certification in risk management assurance (CRMA). She enhances her knowledge, skills, and abilities by obtaining at least 40 hours of continuing professional education each year.

**Standard 1300: Quality Assurance and Improvement Program**

The internal auditor has implemented a quality assurance and improvement program to help ensure that Internal Audit adds value and improves the agency's operations and to provide assurance that the function complies with *Standards* and the *IIA Code of Ethics*.

The quality assurance program involves internal reviews by the senior partner at the accounting firm and client surveys after the completion of audit engagements. The required external peer reviews are performed on a timely basis and are communicated to the Council and to oversight agencies. Internal Audit reports state that the audit engagements are performed in accordance with the *Standards*.

**Standard 2000: Managing the Internal Audit Activity**

The internal auditor conducts an annual risk assessment primarily through facilitated sessions with TCDD management and staff members examining business risks and controls. Such discussion sessions form the basis for the Annual Audit Plan, which is reviewed, discussed, and approved by the Audit Committee. The internal auditor has developed appropriate policies and procedures. Internal Audit reports regularly provide information about risk and control issues within the agency.

The auditor reports the Internal Audit function's performance relative to the Annual Audit Plan in the *Annual Internal Audit Report* submitted to Council members, the TCDD executive director, the Governor's Office, the Legislative Budget Board, and the State Auditor's Office.

Three audit projects have been initiated since the June 2009 external peer review:

- Information Security Standards Audit (August 2010)
- Grantee Monitoring Audit (July 2011)
- Monitoring of Funding Obligations (underway in June 2012)

The latter engagement is an advisory or consulting project and the internal auditor has documented planning considerations for the project. Further direction on documenting non-audit services was contained in the December 2011 revision to the *Government*

*Auditing Standards.* The internal auditor should review these new requirements and take appropriate action.

IIA Standard 2030 requires that the internal auditor “must ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.” The internal auditor should work with the Audit Committee and the executive director in periodically reviewing the Internal Audit resource commitment in conjunction with the annual risk assessment process leading to development and approval of the Annual Audit Plan.

**Standard 2100: Nature of Work**

Internal Audit evaluates risks related to financial and operating information as well as the effectiveness and efficiency of operations, safeguarding of assets, and compliance with laws and regulations. The function also evaluates the extent to which operating and program objectives have been achieved.

The internal auditor also contributes to the organization’s governance, risk management and control processes by evaluating the TCDD control environment. The auditor uses Control Self-Assessment (CSA) techniques in working with management and the Council to assess risks and determine audit engagements to be conducted in the new fiscal year.

IIA Standard 2110 pertaining to governance requires “The internal audit activity must assess and make appropriate recommendations for improving the governance process.” Standard 2110A.1 further requires that “The internal audit activity must evaluate the design, implementation, and effectiveness of the organization’s ethics-related objectives, programs, and activities.”

The *Standards* further defines several objectives that the internal auditor must periodically assess and provide recommendations:

- Promoting appropriate ethics and values within the organization;
- Ensuring effective organizational performance management and accountability;
- Communicating risk and control information to appropriate areas of the organization; and
- Coordinating the activities of and communicating information among the board, external and internal auditors, and management.”

Three years ago we recommended that the internal auditor should plan future projects evaluating organizational governance. However, this was not accomplished due to other audit projects considered to be higher risk areas and the limited number of hours available to conduct projects at TCDD.

Other Texas state agencies have conducted limited scope projects evaluating organizational ethics and governance over the past several years. Projects undertaken include the following:

Texas Council for Developmental Disabilities External Quality Assurance Review  
June 2012

- Conduct an employee ethics survey;
- Review employee and Board member filing of required declarations regarding awareness of the *Conflicts of Interest Disclosure Policy* and related policies;
- Review Board member compliance with the filing requirements of the Texas Ethics Commission; and
- Assist in designing and/or delivering ethics training sessions for staff and Board members.

One possible approach to meeting this *Standards* requirement at TCDD could be to survey the Council members for their viewpoints and suggestions on the current governance structure as it pertains to understanding topics such as:

- oversight responsibilities,
- risk management and internal controls
- grants management and monitoring
- State of Texas, Texas Education Agency, and TCDD ethics requirements
- internal audit reports
- Council committee functions
- meeting processes and procedures
- educational topics needed
- other topics suggested by Council members, and
- opportunities for improvement suggested by Council members.

**Opportunity for Improvement – Plan Future Internal Audit Projects Evaluating Organizational Governance**

The internal auditor should incorporate the evaluation of ethics and governance into future audit plans.

Internal Audit Response:

*The internal auditor concurs with the recommendation and will work to include a governance project in the internal audit plan within the next peer review cycle.*

**Standard 2200: Engagement Planning**

During planning, the internal auditor considers the objectives of the activity being reviewed and the related risks and controls. Resources needed for each audit are adequately considered during planning.

Project risk assessments are used to develop the objectives of each audit engagement. Interviews conducted during this quality assurance review indicated that the objectives of audits are clearly communicated with business partners. An audit program is developed and documented for each audit engagement. The scope of audits is well planned and documented in planning documents and audit reports.

**Standard 2300: Performing the Engagement**

The internal auditor evaluates and documents sufficient, reliable, and relevant information to achieve the audit engagement objectives. Results and conclusions are based on well-reasoned analysis. The Rupert & Associates *Internal Audit Procedures Manual* contains excellent guidance on the planning, field work, working papers, reporting, and wrap-up phases of an audit project.

Audits are planned and conducted by the internal auditor and audit work is overseen by the senior partner at Rupert & Associates, PC. The internal auditor conducts planning activities, prepares appropriate control documents, and summarizes the interviews, observations, and record reviews in the working papers to ensure the sufficiency of evidence and compliance with *Standards*.

**Standard 2400: Communicating Results**

Audit results are communicated in a timely manner. Potential findings are communicated thus providing management the opportunity to provide additional information and to develop and implement an action plan addressing the concerns. Draft audit results are appropriately coordinated with TCDD management before they are finalized in a final report ensuring there is understanding and agreement about the areas for improvement and the recommended solutions.

Audit reports contain the audit objectives, results, conclusions, recommendations, and management's responses and action plans. Interviews conducted with management by the peer reviewer indicated that Internal Audit reports are accurate, objective, clear, concise, and understandable. The internal auditor distributes reports to the Audit Committee, to the executive director, and to other appropriate parties. In addition, Internal Audit reports are shared with oversight agencies after review at an Audit Committee meeting.

**Standard 2500: Monitoring Progress**

The status of management's progress in implementing audit recommendations is updated periodically, made available to the executive director and other appropriate TCDD employees and is reported to the Audit Committee.

**Standard 2600: Management's Acceptance of Risk**

During the quality assurance review, no instances were identified of management accepting an inappropriate level of risk that would require the internal auditor to notify the Audit Committee.

## COUNCIL MEMBER AND EXECUTIVE MANAGEMENT COMMENTS

The Council Chair, the Audit Committee Chair, the executive director, and two managers interviewed were very complimentary of the internal audit services provided by Rupert and Associates through Ms. Jaye Stepp, the internal auditor. The following are representative comments from the persons interviewed:

“Jaye is always available, works within timeframes, and is sensitive to other people’s work. She takes the job seriously and stays up-to-date with auditing standards.”

“Jaye is very professional and easy to work with. She makes the audit process easy and comfortable.”

“Occasionally better communication would be helpful such as providing a timeline for DD staff. That works both ways and we could do better, too.”

”We could benefit from conversations earlier in the fiscal year regarding the timing of audit projects and periodic updates on audit projects.”

“She provides feedback with good suggestions on improvement.”

“There are occasional concerns about bumping up against deadline dates.”

“The annual risk assessment process causes us to always look at things differently and that is healthy for the organization. The beauty of the process is that we have an important discussion that led to an ‘aha moment’ and something new surfaces.”

“Various concerns and inputs are favorably considered and we reach a joint comfort level on action needed.”

“Jaye is knowledgeable about what she does and if something is not clear she will check, confirm, and provide the answer.”



## LEADING PRACTICES OBSERVED

The Internal Audit function is dedicated to providing professional service to the Council and TCDD management and staff. During the quality assurance review, we observed a number of practices that demonstrate outstanding commitment and professionalism. These leading practices include the following:

- The internal auditor provides significant value to the Council in the limited annual time allocation of approximately 200 project hours. Each year the internal auditor produces the annual risk assessment, the proposed Audit Plan, one or more assurance or consulting engagements, and the required *Internal Audit Annual Report*. That is remarkable productivity that other state agencies would do well to emulate.
- The internal auditor has continued to assist the Council and the management and staff in analyzing and evaluating risk management, and control issues and concerns.
- Internal Audit details the audit engagement planning process in a comprehensive manner to include the identification of potential risks, testing methodology, preliminary interviews, and audit objectives and scope.
- The Rupert & Associates *Internal Audit Procedures Manual*, an excellent guide, ensures conformance with *Standards* and results in consistent audit practices.
- The Internal Auditor is professional and proficient. She is a certified internal auditor, certified public accountant, certified government auditing professional, and holds the certification in risk management assurance. Managers stated in interviews that the Internal Auditor is a trusted advisor who understands the agency mission.
- The internal auditor has obtained more than the mandated 80 hours of continuing professional education for a two-year period provided by local professional auditing organizations including the State Auditor's Office (SAO), the Institute of Internal Auditors, the Texas Society of Certified Public Accountants (TSCPA), and The IIA.

## REPORT DISTRIBUTION

Ms. Mary Durham, Chair, Texas Council for Developmental Disabilities

Mr. John C. Morris, Chair, Audit Committee

Mr. Roger A. Webb, Executive Director

Ms. Martha Cantu, Operations Director

Ms. Jaye Stepp, CIA, CPA, CGAP, CRMA, Internal Auditor (Rupert & Associates, PC)



TEXAS COUNCIL *for*  
DEVELOPMENTAL  
DISABILITIES



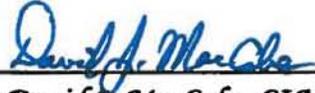
# Texas Council for Developmental Disabilities Internal Audit Function



**Fully Conforms with the Institute of Internal Auditors  
*International Professional Practices Framework,*  
*Government Auditing Standards, and the Texas Internal Auditing Act.***

**This opinion is based on an external quality assurance review conducted during June 19-21, 2012. The review was based on the methodology and procedures developed by the Texas State Agency Internal Audit Forum.**

  
\_\_\_\_\_  
**Jaye Stepp, CPA, CIA, CGAP, CRMA**  
**Internal Auditor**  
**Texas Council for Developmental Disabilities**

  
\_\_\_\_\_  
**David J. MacCabe, CIA, CGAP, CRMA, MPA**  
**Internal Audit Consultant**  
**Independent Validator**

**Background:**

The Audit Committee reviewed the TCDD FY 2013 Audit Plan at the Committee meeting October 8<sup>th</sup> and recommended Council approved of the Plan for the coming year. Following approval, the Audit Plan will be submitted to the State Auditor’s Office; Governor’s Office of Budget, Planning and Policy; Legislative Budget Board; and Sunset Advisory Commission by November 1<sup>st</sup> as required by state law.

**Council**

**Agenda Item 9.**

**Expected Action:**

The Council will review, revise as appropriate, and approve TCDD FY 2013 Internal Audit Plan for submittal as required.



**TEXAS COUNCIL FOR -  
DEVELOPMENTAL DISABILITIES -**

**INTERNAL AUDIT PLAN -**

**Fiscal Year 2013**

**Prepared by: -  
Rupert & Associates, PC  
Certified Public Accountants  
Austin, Texas -**

## Table of Contents

Letter to Council Members .....	1
Section 1: Risk Assessment .....	2
Section 2: Internal Audit Plan .....	4
Section 3: History of Internal Audits at TCDD .....	5
Exhibit 1: Risk Footprint .....	6
Distribution Page .....	7



October 8, 2012

Members of the Council, -  
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2013 Internal Audit Plan for your review and approval, in accordance with the Texas Internal Auditing Act.

Chapter 2102 of the Government Code requires that the internal audit plan be risk-based and include areas identified through a risk assessment process. This document presents the risk assessment results, the proposed audit plan, and a summary of internal audits performed in prior years at TCDD.

The FY 2013 Internal Audit Plan that follows is submitted for your approval.

Respectfully,

*Rupert & Associates, PC*

Certified Public Accountants  
Austin, Texas

## **Section 1: RISK ASSESSMENT -**

This section presents the update of the Texas Council for Developmental Disabilities (TCDD) Risk Assessment for FY-13, and establishes the foundation for the Internal Audit Plan presented in the next section.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2012. Management continues to exhibit a commitment to improving operational efficiencies and performance, including their voluntary participation in and responsiveness to the internal audit function.

### Purpose

The TCDD risk assessment provides management and board members with a prioritized list of risks associated with their activities. From these risks, a management strategy is developed. The risk assessment allows the Board to review the identified risks being monitored by management and evaluate the effectiveness of controls and responses to those risks.

### Concepts of Risk

Risk is defined as the level of exposure to uncertainties that an agency must comprehend and manage to effectively and efficiently achieve its objectives and execute its strategies. Risk is a measurement of the likelihood that an organization's goals and objectives will not be achieved. Controls are anything that improves the likelihood that goals and objectives will be achieved.

### Methodology

The Texas Council for Developmental Disabilities' risk assessment process includes three parts: (1) identifying agency activities; (2) identifying and rating risks for each activity; and (3) identifying actions to mitigate risks. The risk assessment update contemplates additional risks to be added and also considers additional controls put in place. The risk assessment update is used to determine the highest risk areas for the current year's audit plan.

## Risk Footprint

The attached risk assessment footprint reflects the prioritized risks as identified and ranked in the current year's risk assessment update. Each risk identified in the matrix is assigned two risk factors of High, Medium, or Low based on the impact the risk would have on the agency if it occurred and the probability of occurrence. By combining these measures the agency develops a priority ranking for each risk factor. The following key provides the level of risk management that will be employed by the agency for each potential risk factor ranking:

- HH, HM – Extensive Risk Management that includes monitoring by management and an internal audit.
- HL, MH – Considerable Risk Management that includes monitoring by management and a less in depth audit.
- MM, ML, LH – Manage and monitor the risk
- LM, LL – Monitor or accept the risk

## Results

The results of the risk assessment shown in Exhibit 1 illustrate changes in the prioritization and organization of consolidated activities and risk factor priorities based on the current year's update. The highest-risk areas are marked in red and relate to activities in Executive and Administrative functions, Grant Administration, and the Public Policy and Information area.

Risks in the red area require oversight controls to ensure that the supervisory and operating controls are working. Oversight controls can include exception reports, status reports, analytical reviews, variance analysis, etc. These controls are performed by representatives of executive management, on information provided by supervisory management. Areas within this highest risk category should be considered for inclusion in the internal audit plan.

Activities that fall within the yellow risk category require considerable risk management. Under this category of risk executive management or their designees should perform oversight controls to ensure that supervisory and monitoring controls are working. If internal audit provides services in this area, it is to ensure that oversight of the supervisory controls are appropriate and are being performed.

The last two categories of risk are marked in green and gray. Risks falling within the green areas rely on department managers to provide oversight by ensuring that supervisory controls and operating controls are working. Department managers should report to the Executive Director on the condition of these risks. Risks in the gray area are low risk areas that are managed by operating and supervisory controls and executive management accepts the residual risk in these areas.

**Section 2: -  
FY 2013 INTERNAL AUDIT PLAN -**

The Texas Internal Auditing Act requires certain audits to be performed on a periodic basis. Required audits include audits of the department's accounting systems and controls, administrative systems and controls, electronic data processing systems and controls, and other major systems and controls.

The *International Standards for the Professional Practice of Internal Auditing* requires the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes. The internal audit activity must evaluate risk exposures, including the potential for the occurrence of fraud and how it is managed. The auditor assists the organization in maintaining effective controls by evaluating the effectiveness and efficiency of the risk management process and by promoting continuous improvement. Specifically, the internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information,
- Effectiveness and efficiency of operations,
- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts.

Internal auditors are required to ascertain the extent to which management has established adequate criteria to determine whether objectives and goals have been accomplished.

Based on the updated risk assessment, the proposed internal audit focus for FY-2013 is:

1. - Grantee Communications: Review and evaluate the effectiveness and efficiency of TCDD communications with grantees.
2. - Governance Project: Conduct an advisory project to evaluate Board member compliance with required filings and disclosures.
3. - Follow up on prior year audit recommendations.

**Section 3: -  
HISTORY OF -  
INTERNAL AUDITS AT TCDD -**

2012	Funds Monitoring Quality Assurance Review
2011	Grantee Monitoring
2010	Information Security TAC 202
2009	Contracts Administration and Management Quality Assurance Review
2008	Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management (database and hard copy files)
2007	Grantee Monitoring: Onsite Reviews Internal Administrative Operating Procedures
2006	Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls
2005	Grantee Risk Assessment Model & Master Records Maintenance Fraud Prevention and Reduction Policy Administrative & Project Development Procedures
2004	Follow-up on MATRS Review Findings Grantee Risk Assessment Model & Electronic Grants Manual Review
2003	Grants Manual Compliance Review TRC Performance Audit Review
2002	Grants Administration



**Report Distribution Page**

Texas Council for Developmental Disabilities, Audit Committee

John Morris, Chair -  
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Mary Durham, Council Chair -

Texas Council for Developmental Disabilities

Roger Webb, Executive Director -  
Martha Cantu, Operations Director -  
Sonya Hosey, Grants Management Director -

**Oversight Agencies**

Governor's Office of Budget, Planning, and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Legislative Budget Board  
[Ed.Osner@lbb.state.tx.us](mailto:Ed.Osner@lbb.state.tx.us)

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Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)

**Quarterly Council and Committee Meetings**

**Tentative Dates**

**February 6-8, 2013**

*AT&T Executive Education and Conference Center*

**May 1-3, 2013**

**August 7-9, 2013**

**October/November 2012**

*to be determined*

**Council Meeting**

**Agenda Item 17.**

**Expected Action:**

Discussion only; no action is anticipated.