

Executive Committee Meeting Minutes	Tab 1
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Background:

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

<u>Executive Committee</u>	<u>Expected Action:</u>
<u>Agenda Item 3.</u>	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 *34th 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 12th 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 1st. 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.

Roger A. Webb
Secretary to the Council

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

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

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

	Year 1	Year 2	Year 3	Year 4	Year 5
TCDD Funds:	\$174,764	174,666	174,716	174,656	174,346
Match :	\$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

	Year 1	Year 2	Year 3	Year 4	Year 5
TCDD Funds:	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
Match :	\$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

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

KEY: 1st letter denotes impact; 2nd letter denotes probability.

	HM, HH	Extensive Risk (all levels of control plus audit)
	MM, MH, HL	Considerable Risk (most levels of control plus independent review by CPA)
	LH, ML	Moderate Risk (operating/monitoring controls + agreed upon procedures by CPA)
	LL, LM	Acceptable Risk (basic monitoring only)

Use for Risk Management Plan:

-  Audit work performed and the Executive Director performs oversight via quarterly report* provided to ensure supervisory and operating controls are working.
-  Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff perform basic oversight functions to ensure controls are in place.

Use for Annual Audit Plan:

-  Red indicates areas to be audited by contracted internal audit services provider.
-  Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.
-  Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.
-  Gray indicates areas to be covered through basic staff oversight and reporting.

***Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review.**
No risk activities means monitoring strategies will be performed at the lowest level under the award amount.
NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.

**MONITORING STRATEGIES
FY 2012**

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

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

GRANT PROJECTS:

Level 1 GRAY

Orientation	Approvals (e.g., equipment, travel, speakers, etc.)
Onsite Review = Initial	Project Advisory Committee Meetings
Program Performance Review = Annual	Final Program Performance Report
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)

Level 2 GREEN

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd year	Final Program Performance Report
Program Performance Review = Quarterly	Agreed upon Procedures Engagements CPA
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)
Approvals (e.g., equipment, travel, speakers, etc.)	

Level 3 YELLOW

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd & 5 th years	Final Program Performance Report
Program Performance Review = Quarterly	Independent Review by CPA = Annual (A-133 Audit at \$500k or more)
RAR Documentation Review	Project Staff Meeting (1X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Other as determined necessary (e.g., audit desk review)

Level 4 RED

Orientation	Final Program Performance Report
Onsite Review = Initial & Annual	A-133 Audit = Annual (Independent under \$500k)
Program Performance Review = Quarterly	Audit Desk Review = Annual
RAR Documentation Review	Project Staff Meeting (2X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Interim Program Performance Report
Project Advisory Committee Meetings	

ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on an as needed basis.

- Re-orient
- Add milestones or special conditions
- Move up to the next level of monitoring (see above tables)
- Payment holds (reimbursement only no advance or no reimbursement & no advance)
- Require additional onsite reviews

Attachment 2

Applicant:	Centro di Mi Salud	Length of time in existence: 13 years
Group Size:	12	Geographic Location: Dallas and Collin Counties
Amount Requested:	\$10,000	
Meeting Frequency:	Twice a month	
Ethnic/Cultural Group Served	Hispanic/Latino	
Organization Mission:	To assist our consumers to identify and meet their needs with respect for diversity. We empower our consumers to help themselves.	
Planned Activities:	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.	
Public Policy Implications:	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.	
Staff Recommendations:	<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>Staff recommend the Executive Committee consider funding of this proposal.</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

Applicant:	The Sower Foundation	Length of time in existence: 11 years
Group Size:	65	Geographic Location: Harris and Fort Bend Counties
Amount Requested:	\$10,000	
Meeting Frequency:	Monthly	
Ethnic/Cultural Group Served	Black/African American; Hispanic/Latino	
Organization Mission:	To enhance the abilities of the underserved.	
Planned Activities:	<ol style="list-style-type: none"> 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. 2. Promote culturally competent resources to encourage healthy eating and physical activity by people with disabilities who are black and/or Latino. 	
Public Policy Implications:	<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>	
Staff Recommendations:	<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>Staff recommend the Executive Committee consider funding of this proposal.</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
Amount expended in Year 1	83,475	34,074	117,549
Amount expended in Year 2 (\$6,100	78,772	34,862	113,634
Amount expended in Year 3 (\$14,400	85,059	31,766	116,825
Amount expended in Year 4 (\$25,051 consultants)	33,671	10,089	43,760
Amount requested for Year 5 budget:			
I. Personnel Services	47,130	14,589	61,719
II. Travel	2,792	0	2,792
III. Purchased Services (\$10,996 consultants)	12,674	3,600	16,274
IV. Property/Materials	0	276	276
V. Rental/Leasing	0	1200	1200
VI. Utilities	0	1200	1200
VII. Other	0	0	0
Budget period totals	\$62,596	\$20,865	\$83,461

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

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

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

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.

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

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

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.

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) and email (e.g. 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 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
Revenues								
<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%				
Total Revenues	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	
Expenses								
Council Operations	17 FTE		17 FTE		17 FTE			
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
Total Operating Expenses	\$1,738,829	34.1%	\$1,558,909	30.6%	\$1,733,399	34.0%	(\$5,430)	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,306,988	64.9%	\$3,486,908	68.4%	\$3,314,800	65.0%	\$171,108	
TOTAL EXPENSES	\$5,095,817	100%	\$5,095,817	100%	\$5,095,817	100%	\$0	

NOTES:

¹ Level funding with FY 2012

² 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

³ 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

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

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

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

⁷ 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
Total Travelers	8	7	5	7	5	4

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.

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.

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?