

**Texas Council for Developmental Disabilities  
Quarterly Meeting  
Hilton Austin Airport  
9515 Hotel Drive  
Austin, Texas 78719**

***Meeting Schedule***

**Wednesday, August 6, 2014**

**3:00 PM – 6:00 PM**  
Executive Committee Meeting  
Room: Wildflower

**Thursday, August 7, 2014**

**9:00 AM – 1:30 PM**  
Committee of the Whole  
Room: Chennault  
*Lunch provided for Council Members and staff*

**1:45 PM – 5:00 PM**  
Project Development Committee Meeting  
Room: Wildflower

Public Policy Committee Meeting  
Room: Longhorn

**5:00 PM – 6:00 PM**  
Audit Committee Meeting  
Room: Wildflower

**Friday, August 8, 2014**

**8:30 AM – 12:00 Noon**  
Council Meeting  
Room: Chennault



# Texas Council for Developmental Disabilities

## Executive Committee Meeting - Agenda

Hilton Austin Airport

Room: Wildflower

Wednesday, August 6, 2014 3:00 PM – 6:00 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 7, 2014, Minutes** Tab 1 
4. **Chair's Report**
  - A. NACDD Conference and AIDD Technical Assistance Institute
  - B. Other Updates
5. **Executive Director's Report** Tab 2
  - A. Stipends Approved
  - B. TCDD Sunset Review Update
  - C. Other Updates
6. **Grants Activities Reports** Tab 3
  - A. Grants and Projects Update
  - B. Independent Audit Status Report
  - C. Grants Monitoring Exceptions Report
7. **Review Panel Recommendations** Tab 4
  - A. Self-Advocacy Grassroots Community Organizing 
  - B. Access Empowerment Accessible Parking Awareness Phase 2 
  - C. Travis County Accessible Parking Awareness Phase 2 
8. **Continuation Grant Awards** Tab 5
  - A. Helpful Interventions – *Gulf Coast of Texas African American Family Support Conference* 
  - B. Texas Tech University – *Project SEARCH* 
  - C. The Arc of Greater Tarrant County – *Inclusive Faith Based Symposium* 
  - D. The Arc of San Angelo – *Alternatives to Guardianship (Extension)* 
  - E. Community Healthcore – *Building Community Capacity through Collaboration – Phase 2* 
  - F. East Texas Center for Independent Living – *Building Community Capacity through Collaboration – Phase 2* 
  - G. Volar - *Building Community Capacity through Collaboration – Phase 2* 
9. **TCDD Quarterly Financial Report** Tab 6
10. **FY 2015 Operating Budget** Tab 7
11. **Annual Review of Memorandum of Understanding with TEA** Tab 8
12. **Succession Planning Procedures Update**
13. **Conflict of Interest Disclosures**
14. **Other Updates**

Adjourn



# Texas Council for Developmental Disabilities

## Committee of the Whole Meeting - Agenda

Hilton Austin Airport

Room: Chennault

Thursday, August 7, 2014 9:00 AM – 1:30 PM



Action Item

### Call to Order

1. Introductions
2. Public Comments
3. Member Updates
4. Presentation: Advocacy for Policy Change
5. Sunset Staff Reports for DARS, DSHS, DADS

*Lunch Buffet*

6. Chair and Executive Director Remarks
7. Grant Project Highlights
8. Presentation: Arc of Texas Project MOVE
9. Other Updates

Tab 10

Adjourn



# Texas Council for Developmental Disabilities

## Project Development Committee Meeting - Agenda

Hilton Austin Airport

Room: Wildflower

Thursday, August 7, 2014 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of May 8, 2014, Minutes** Tab 9 
4. **Chair's Remarks**
5. **Member Updates**
6. **Staff Reports** Tab 10
  - A. Public Information Report Tab 16
  - B. Status of New/Approved Projects
  - C. Projected Available Funds
  - D. Other Updates
7. **Future Activities for State Plan Implementation** Tab 11
  - A. Training & Informational Materials 
  - B. Leadership and Advocacy Training Projects 
8. **Future Project Funding Priorities** Tab 12 
9. **Other Discussion Items**

**Adjourn**



# Texas Council for Developmental Disabilities

## Public Policy Committee Meeting - Agenda

Hilton Austin Airport

Room: Longhorn

Thursday, August 7, 2014 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 8, 2014, Minutes** Tab 13 
4. **Chair's Remarks**
5. **Member Updates**
6. **Public Policy Issues** Tab 15
  - A. State Policy Issues
  - B. State Supported Living Center Activities
  - C. Federal Policy Issues
7. **Revisions to TCDD Position Statements** Tab 14
  - A. Family Support 
  - B. Children and Families 
  - C. Emergency Preparedness 
  - D. Community Living 
8. **Public Policy Priorities** Tab 17 
9. **2014 Biennial Disability Report Recommendations** Tab 18 
10. **Public Information Report** Tab 16
11. **Other Discussion Items**

**Adjourn**



# Texas Council for Developmental Disabilities

## Council Meeting - Agenda

Hilton Austin Airport

Room: Chennault

Friday, August 8, 2014 8:30 AM – 12:00 Noon



Action Item

### Call to Order

1. **Introductions of Members, Staff and Visitors**

2. **Public Comments**

3. **Consent Items**

A. Consideration of Minutes

Tab 21



B. Excused Absences of Council Members



4. **Chair's Report**

5. **Executive Director's Report**

6. **Revisions to TCDD Position Statements**

Tab 14

A. Family Support



B. Children and Families



C. Emergency Preparedness



D. Community Living



7. **Grantee Presentation – VSA Arts of Texas *Self-Advocates as Speakers***

8. **Future Activities for State Plan Implementation**

A. Training and Informational Materials

Tab 11



B. Leadership and Advocacy Training Projects

Tab 11



C. Accessible Parking Awareness Projects Phase 2

Tab 4



D. Arc of San Angelo – *Alternatives to Guardianship* (Extension)

Tab 5



E. Future Project Funding Priorities

Tab 12



9. **FY 2015 Operating Budget**

Tab 7



10. **Annual Review of Memorandum of Understanding with TEA**

Tab 8



11. **FY 2014 Annual Internal Audit Report**

Tab 20



12. **TCDD Public Policy Priorities**

Tab 17



13. **2014 Biennial Disability Report Recommendations**

Tab 18



14. **Executive Committee Report**

A. Grants Activities Report

Tab 3

B. Grant Awards

Tab 4-5

C. TCDD Quarterly Financial Report

Tab 6

D. Conflict of Interest Disclosures

E. Other Discussion Items

15. **Audit Committee Report**

16. **Project Development Committee Report**

A. Grants and Projects Report

Tab 10

B. Future Funding Activities for State Plan Implementation

C. Other Discussion Items

17. **Public Policy Committee Report**

A. Public Information Report

Tab 16

B. Public Policy Issues

Tab 15

C. Other Discussion Items

18. **Announcements and Updates**

Tab 22

Adjourn



# Texas Council for Developmental Disabilities

## Audit Committee Meeting - Agenda

Hilton Austin Airport

Room: Wildflower

Thursday, August 7, 2014 4:30 PM – 5:30 PM



Action Item

### Call to Order

1. Introductions
2. Consideration of October 24, 2013, Minutes
3. FY 2014 RFP Advisory Report
4. FY 2014 Annual Internal Audit Report
5. Request for Qualifications for Internal Audit Activities
6. Other Updates

Tab 19



Tab 20



Tab 20



Adjourn

**Executive Committee Meeting Minutes**

**Tab 1**

**Background:**

Minutes of the May 7, 2014, Executive Committee meeting are included for your review.

**Executive Committee**

**Agenda Item 3.**

**Expected Action:**

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

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
May 7, 2014**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair	Gladys Cortez	Kristen Cox
Diana Kern		

**COMMITTEE MEMBERS ABSENT**

Andrew Crim

**COUNCIL MEMBER PRESENT**

John Morris

**STAFF PRESENT**

Roger Webb, Executive Director	Sonya Hosey	Koren Vogel
Martha Cantu	Wendy Jones	
Joanna Cordry	Susan Mihalik	

**GUESTS PRESENT**

Carrie Holley-Hunt	Andrea Lynn	Thelma Scott
Marcia Kushner	Gary Lynn	

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 7, 2014, in Cherry/Cedar Room at the Holiday Inn Austin Midtown Hotel, 6000 Middle Fiskville Rd, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 3:00 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. CONSIDERATION OF MINUTES**

The minutes were reviewed and no revisions were offered.

**MOTION:** To approve the minutes of the April 4, 2014, Executive Committee meeting as presented.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**3. CHAIR'S REPORT**

Chair Durham reviewed the Council member absences for the meeting which include Andy Crim, Rick Tisch, Susan Vardell, Cindy Johnston and Manda Hall (DSHS). Jeff Kaufmann (DADS) will be absent on Thursday morning only.

Durheim reported that travelers for the NACDD Conference and AIDD Technical Assistance Institute have been selected and include Chair Durheim, Vice-Chair Andy Crim, Hunter Adkins, Executive Director Roger Webb, Public Policy Director Jessica Ramos and Grants Management Specialist Susan Mihalik.

Durheim noted that the annual appraisal for Roger Webb was completed following input from Committee members at the April meeting and acknowledged that Webb has been with the Council for 30 years.

#### 4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reviewed stipend grants that were approved during the past quarter for the following organizations:

- Texas Parent to Parent: Events Stipend was awarded for up to \$6,000 for the 10<sup>th</sup> Annual Texas Parent to Parent Conference on June 12-14, 2014, in San Marcos
- American Association on Intellectual and Developmental Disabilities – Texas Chapter: Events Stipend was awarded for up to \$6,000 for the 39<sup>th</sup> Annual AIDD-TX Convention on July 22-25, 2014, in San Antonio

Kristen Cox noted that her son Kyle Cox was asked to present at the Parent to Parent Conference and questioned if there was a conflict of interest. It was noted that he is speaking on his own experiences and not related to the Council. Webb noted that it was good to be aware of the situation but a conflict did not exist.

Webb discussed the schedule for Sunset Commission review of TCDD. Sunset Commission staff expect to begin in early June 2014 with meetings with TCDD staff. A Sunset Staff report will be completed following these meetings and presented to the Commission in the fall with public hearings on the agency at that time.

Webb further discussed recent conversations with Gabby Fuentes of the Governor's office on Council member appointments. Fuentes noted that with decreased staff at the Governor's office, she has been unable to recommend appointments but is reviewing applications.

Webb provided updates on TCDD staff to include the retirement of Public Information Specialist Lucy Walker on May 2, 2014. He also noted that Public Policy Director Jessica Ramos is currently interviewing applicants for the Communications Coordinator position. Key duties from Walker's position have been integrated into the Coordinator position to allow staff to evaluate if both positions are needed.

Operations Director Martha Cantu provided a summary of the results from the recent Survey of Employee Engagement. She noted that 15 of 16 staff members completed the survey and scores were determined to be "average" with other agencies of similar size. The three weak areas were related to pay, internal communications, and diversity. Strengths include management and ethics. Staff are discussing possible follow-up to address some of the concerns.

The Texas Department of State Health Services has designated Ivy Goldstein as the new alternate representative for that agency to replace Kathy Griffis-Bailey who changed positions within the agency.

The Employment First Task Force has been established and Webb has agreed to Chair. The first meeting was held in April and monthly meetings will be held.

TCDD staff plan to phase grant application and reporting processes to the DD Suite software platform in the coming months. New Request for Proposals will be issued through Suite, and current grant reporting will migrate to Suite during the next two years.

**5. PUBLIC COMMENTS**

Public comments were delayed until this point in the meeting when guests were available to provide comments. Comments were provided by Thelma Scott who spoke on an upcoming event for disability awareness and by Gary and Andrea Lynn who provide information about the Gary J Lynn Foundation.

**6. GRANT AND PROJECTS REPORT**

Grants Management Director Sonya Hosey discussed challenges contacting new Outreach and Development project grantee Nuevos Horizontes. Hosey now expects negotiations for this project to be completed soon. Hosey also reported that requests for reductions in match funds were approved for Abundant Rain (Outreach and Development project) and Texas SILC (Health and Fitness project). Both organizations will still provide more than the minimum required match.

Hosey presented the Independent Audit Status report that indicates no concerns with from desk reviews of grantees' audits during the previous quarter. Hosey also reviewed the Grants Monitoring Exceptions Report that shows two projects with documentation "pending" following the on-site reviews. No concerns were noted with these projects.

Hosey reviewed the Risk Assessment report in the format reviewed at the April Committee meeting. No concerns were noted with this report.

**7. REVIEW PANEL RECOMMENDATIONS – IDD PUBLIC POLICY FELLOWSHIPS**

Planning Coordinator Joanna Cordry reviewed the intent of the IDD Public Policy Fellowships Request for Proposals. The Independent Review Panel reviewed seven proposals and recommended two to be funded. The Coalition of Texans with Disabilities proposal was considered a very strong proposal with collaborative efforts from the Hogg Foundation as well as the Center for Public Policy Priorities and other organizations. The second recommended proposal was from the Arc of Texas and features the fellows working with self-advocates to develop an advocacy tool kit. The Arc expressed an interest in finding a bilingual fellow if possible.

**MOTION:** To approve funding of up to \$67,500 each to Coalition of Texans with Disabilities and Arc of Texas for the first year of IDD Policy Fellows programs.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

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

**8. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT PROPOSALS**

Cordry reviewed the purpose of Outreach and Development projects and discussed two proposals that were reviewed since the April meeting. She noted that staff coordinated with Special Kids, Inc., to clarify the application because it did not indicate a specific minority group to serve but a variety of groups. TCDD staff discovered that although the organization's staff members were predominantly African-American, they stated that they served Hispanic individuals with family members providing language interpretation. Staff also did not feel the application showed cultural competence in its services. Committee members discussed the history of the organization and felt the application did not meet the intent of the RFP.

**MOTION:** To NOT approve funding to Special Kids, Inc. (SKI) for the Outreach and Development project application.

**MADE BY:** Kristen Cox

**SECOND:** Diana Kern

The motion **passed** unanimously.

Cordry next discussed the application from Growing Roots and noted that this organization also indicated services for a variety of ethnic groups but upon clarification it was determined that 75% of the board members were of Hispanic origin and 75% of families who receive services are Hispanic. Training is provided primarily in English and Spanish or solely in Spanish. Training would be given to providers to provide culturally competent services. Members felt that although it is a newer organization there are good partners.

**MOTION:** To approve funding of up to \$10,000 to Growing Roots for Outreach and Development project.

**MADE BY:** Diana Kern

**SECOND:** Gladys Cortez

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

**9. CONTINUATION GRANT AWARDS**

Grants Management Director Sonya Hosey introduced three projects eligible for continuation grant funding. Grants Management Specialist Wendy Jones provided a summary of the Health and Fitness project from the Epilepsy Foundation of Texas. The project provides a 12-week individualized health and wellness program for participants to implement at home. There have

been 288 participants in the first two years from Houston, San Antonio, Austin, Dallas and Plano. Plans for the third year are to reach an additional 250 participants and to expand to younger participants and partner with school systems. 90% of participants report increase in quality of life, 94% report loss of inches and 93% report improvement in sit/stand tests. Jones reports no concerns or issues with this project and staff recommend continued funding. She added that the project hopes to expand to site-based activities.

**MOTION:** To approve up to \$250,000 to the Epilepsy Foundation of Texas for the third of a five year Health and Fitness project.

**MADE BY:** Gladys Cortez

**SECOND:** Kristen Cox

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

Grants Management Specialist Susan Mihalik provided the summary of Imagine Enterprises Self-Advocates as Speakers project. Project SPEAK (Sharing Personal Experiences and Knowledge) trains self-advocates to deliver presentations. The project has conducted 3-day initial and 1-day follow-up trainings at three sites during the first year with five participants per site and plans to add three additional sites for the second year. Goals for the second year include presentations by each participant on a local level and at least two presentations at state conferences. Current sites include Family to Family, Texas Advocates and Dickinson Independent School Districts. It was noted that although Dickinson ISD was not initially included, it was a productive site and plans include outreach to other school districts. Mihalik reports no concerns and staff recommend continued funding.

**MOTION:** To approve funding of up to \$125,000 to Imagine Enterprises for the second of a four year Self-Advocates as Speakers project.

**MADE BY:** Diana Kern

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 4)

Ms. Jones presented a summary of the Region 17 Education Service Center Family Involvement in Schools project. Jones noted that during the first year of the project, training was provided in four school districts (Slaton, Roosevelt, Wilson and Southland) with topics selected from a needs assessment. Participants also attended statewide conferences and other parent activities. Second year goals include additional trainings and expansion into additional sites. Jones reports no concerns or compliance issues with the grantee and staff recommend continued funding.

**MOTION:** To approve funding of up to \$300,000 to Region 17 Education Service Center for the second year of a five year Families Involvement in Schools project.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 5)

**10. TCDD QUARTERLY FINANCIAL REPORT**

Operations Director Cantu reviewed the Quarterly Financial Report. She first discussed the summary of funds by fiscal year and noted that \$2,129 lapsed without the opportunity for re-obligation from Fiscal Year 2012 funds. The remaining balance of \$31,350 of FY 2013 funds will be obligated to use during FY 2014. The final federal Notice of Grant Award for FY 2014 was received in March in the amount of \$4,804,064. Taking into consideration current and planned grant projects, staff project an estimated balance of \$109,159 that can be obligated during FY 2015. Estimates for FY 2015 shows a projected deficit, however, Cantu expects to have some remaining funds from operating expenses and some grants will not use all funds “assumed” for their projects which should offset that deficit.

Cantu next discussed the Operating Expense budget for FY 2013 and FY 2014. She noted a variance in staff benefits that resulted in changes in employee retirement funding approved by the last Legislature, and a variance in professional services due to extension of a temporary employee at TCDD during a staffing vacancy. These variances are not expected to cause an overall deficit by the end of the fiscal year.

Cantu further reviewed the Grants and Contracts Awards report for each fiscal year and noted that any remaining FY 2012 and FY 2013 balances have been obligated the end of the 2<sup>nd</sup> year.

**11. SUCCESSION PLANNING PROCEDURES DISCUSSION**

Webb provided background information on recent discussion for succession planning for the Executive Director position. He noted that other Councils have found the process to take a longer than expected amount of time to fill vacant positions and current TCDD procedures might require at least 10 months. Members have expressed an interest in doing advance work such as updating the position description to minimize the amount of time in the event of a vacancy. Members suggested reviewing and updating the position description at an interim meeting. Another suggestion was made for TCDD staff to conduct a quarterly Council meeting with minimal input from Webb as a “trial run” to prepare for any future position vacancy. Members also discussed how the Executive Director position has evolved around Webb’s knowledge, skills and abilities. Staff will explore options for an additional Executive Committee meeting to focus on the position description review.

**12. CONFLICT OF INTEREST DISCLOSURES**

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

**13. OTHER UPDATES**

Member discussed future Council and Committee meeting dates.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 5:20 PM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

## **Executive Committee Attachments to May 2014 Minutes**

- In a conservation effort, attachments to Council and Committee minutes are no longer printed and mailed with meeting materials.
- Attachments are included as part of the official record of the meeting.
- Attachments ARE included in the online versions of the minutes on the TCDD website. Minutes can be accessed along with all meeting materials at:  
<http://www.tcdd.texas.gov/about/meetings/2014-council-and-committee-meetings/>
- All attachments were included with the previous quarter's meeting materials.
- The minutes of the May 2014 Executive Committee meeting refer to five (5) attachment items:
  - Executive Summaries for the grant awards to Coalition of Texans with Disabilities and Arc of Texas. (IDD Public Policy Fellowships project)
  - Executive Summary for the grant award to Growing Roots (Outreach & Development project)
  - Executive Summary for the continuation grant award to Epilepsy Foundation of Texas (Health & Fitness project)
  - Executive Summary for the continuation grant award to Imagine Enterprises (Self-Advocates as Speakers project)
  - Executive Summary for the continuation grant award to Region 17 Education Service Center (Families Involvement in Schools project)

# **Attachment 1**



**TEXAS COUNCIL *for***  
**DEVELOPMENTAL**  
**DISABILITIES**

(512) 437-5432  
(800) 262-0334  
TDD (512) 437-5431  
Fax (512) 437-5434

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6201 E. Oltorf, Suite 600, Austin, TX 78741  
E-Mail [TXDDC@txddc.state.tx.us](mailto:TXDDC@txddc.state.tx.us)  
<http://www.txddc.state.tx.us>

Mary Durham, Chair  
Andrew Crim, Vice Chair  
Roger A. Webb, Executive Director

**TO:** TCDD Executive Committee  
**FROM:** Joanna Cordry, Planning Coordinator  
**SUBJECT:** Summary of Review Panel Recommendations  
**DATE:** April 25, 2014

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TCDD staff convened an independent panel to review seven proposals submitted in response to TCDD's Developmental Disabilities Policy Fellows Request for Proposals (RFP) that announced the availability of funds for up to two projects to hire and support Developmental Disabilities Policy Fellows. The primary goal of the activity is to increase the capacity of individuals and organizations in Texas to engage effectively in developmental disability policy advocacy and to increase the number of individuals who have the skills, knowledge and experience to work effectively in developmental disabilities policy.

The review panel unanimously recommended the proposal submitted by the Coalition of Texans with Disabilities be considered for funding. The panel ranked the proposal submitted by the Arc of Texas as the second strongest proposal and the proposal submitted by the Mental Health Association of Texas as the third strongest. Reviewers found both of those proposals fundable if the proposers addressed the identified weaknesses. The panel did not feel the remaining proposals warranted funding.

Summaries of the review panel comments are attached.

## **Review Panel Summary RFP 2014-1 Developmental Disabilities Policy Fellows**

### **Coalition of Texans with Disabilities (CTD)**

Located in the Austin Area

Requesting \$67,500 for Year 1

#### **Strengths**

The proposal includes a comprehensive description of the organization's structure and experience as well as an outstanding description of the qualifications of the proposed project staff. The Project Director's national reputation and qualifications, including previous experience successfully mentoring Fellows, are definite strengths. The Project Coordinator is also experienced and well-qualified. Staff, Mentor and Board members are people with disabilities.

Collaboration with people with developmental disabilities of diverse backgrounds is very strongly emphasized in this proposal. The proposer's targeted population will include underserved Texans with developmental disabilities. The proposer describes how people with disabilities will be involved in meaningful ways throughout the project. For example, the proposer intends to recruit self-advocates with developmental disabilities and their family members to engage state policy makers. The narrative also specifically states that the Fellow will learn from Self advocates and their families and will do issue research with them as well.

The plan to collaborate with community partners is exceptionally strong. The proposer clearly describes a plan that is inclusive of non-traditional partners, such as conservative policy groups and pharmaceutical companies. That, along with the partnership with the Hogg Foundation at UT Austin, would support this becoming a model that could positively impact a wider group than originally expected.

The proposer describes a plan to conduct issue analysis at the beginning of the project to allow them to select issues related to the upcoming legislative session. The Fellow will also attend various meetings of state advocacy groups, consumer groups, etc., to ensure that the proposed framework is well-suited to become a promising practice. This proposed approach is consistent with the process through which accepted best or promising practices are developed.

#### **Weaknesses**

The budget appears to have a number of miscalculations and some inconsistencies.

#### **Additional Note(s)**

None.

## **Review Panel Summary RFP 2014-1 Developmental Disabilities Policy Fellows**

### **The Arc of Texas**

Located in the Austin Area

Requesting \$67,500 for Year 1

#### **Strengths**

The Fellow will receive training through an outside organization as a part of preparing for his or her role in collaborating with people who have disabilities, family members, governmental agencies, and other community organizations. The Fellow and will focus on the barriers faced by individuals with disabilities, looking at strategies involving governmental policies to improve lives.

The organization's history in serving individuals with disabilities is strong, and the organization has demonstrated experience that should enable them to carry out the proposed activities. The Arc is experienced in executing and implementing TCDD grants. All proposed key staff have the experience to implement the proposed project, and there is supportive and well-credentialed leadership in place. The Arc's plan to seek ways to fund the position beyond one year suggests the organization is fully on board with continuing to advocate for individuals with disabilities and their families.

The plan outlined in the organization's objectives demonstrates the proposer intends to engage individuals and families from different socioeconomic backgrounds.

The proposal describes best practices in training persons with developmental disabilities by using interactive techniques to engage learners.

#### **Weaknesses**

The Fellow will also be the Project Coordinator and will participate in a large number of activities. Care should be taken to ensure that the Fellow does not become mired in administrative duties to the detriment of his/her development as a Policy Advocate.

The proposer does not indicate whether (or how) the proposed tool kits will be modified or geared towards unserved or underserved populations with developmental disabilities and their families. Absent activities to ensure that these people from these populations contribute to the development of this project, the toolkits are not likely to engage unserved or underserved populations.

The proposer does not indicate how they plan to work with or engage non-traditional partners in meaningful ways. For example, the proposer states the Policy Fellow will also work to build relationships with non-disability related groups including: hospitals, universities/colleges, public schools, teacher and parent organizations, civic and volunteer organization, faith communities and other relevant organization. However, the proposer does not specifically address how those relationships will be used for the purposes of this project.

#### **Additional Note(s)**

None.

# **Attachment 2**



6201 E. Oltorf, Suite 600, Austin, TX 78741  
E-Mail TXDDC@txddc.state.tx.us  
<http://www.txddc.state.tx.us>

Mary Durham, Chair  
Andrew Crim, Vice Chair  
Roger A. Webb, Executive Director

**TO:** TCDD Executive Committee

**FROM:** Sonya Hosey, Grants Management Director  
Jessica Ramos, Public Policy Director  
Joanna Cordry, Planning Coordinator

**SUBJECT:** Summary of Outreach and Development Proposals

**DATE:** April 24, 2014

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The TCDD staff review panel reviewed 2 Outreach and Development proposals received this quarter.

### **Background**

The Council offers grants of up to \$10,000 each for up to 18 months to groups made up of people who are black or African American, Hispanic/Latino, Asian, or Native American that are working to improve the lives of individuals with disabilities from ethnic minority cultures. TCDD expects these grants to be an avenue through which TCDD can partner with and learn from individuals who are typically unserved and/or underserved.

### **TCDD's Goals in Funding These Grants**

1. Develop partnerships to increase TCDD's understanding of different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided; and
2. Support activities that the group has determined will help members of their community who have disabilities to receive support that is culturally appropriate.

### **Criteria for Evaluation of Proposals**

The TCDD staff review panel use the following criteria to evaluate if funding the proposal is consistent with the goals above:

- The group is made up of people who identify with a specific ethnic/cultural minority group who are working to increase access to culturally appropriate supports and services for individuals with disabilities of a similar cultural background.
- Working together will deepen TCDD's understanding of that cultures's values, cultures, and customs.

When proposals meet the criteria noted above, staff will recommend them for consideration for funding. If funded, TCDD grants staff ensure that all activities conducted are allowable under law and TCDD policies. Staff also provide technical assistance to assist the grantee to meet TCDD's expectations. *If proposed activities and budget items are both allowable and reasonable and will result in the intended outcomes, proposals are not expected to meet additional requirements.*

### **Recommendations:**

TCDD staff recommend the Committee review and discuss the application(s) and fund those that best meet TCDD's goals. The complete proposals, 5-9 pages in length, will be available at the Executive Committee meeting.

<b>Applicant:</b>	Growing Roots	<b>Length of time in existence:</b> approximately 2 years
<b>Group Size:</b>	6 person Board of Directors; 1 full-time Director; 6 part-time/contract employees; 55 volunteers	<b>Geographic Location:</b> Travis and Williamson Counties
<b>Amount Requested:</b>	\$9,110	<b>Meeting Frequency:</b> Programs meet weekly or monthly; the Board of Directors meets monthly; staff meet weekly
<b>Ethnic/Cultural Group Served:</b>	Black, Asian, Hispanic/Latino, Native American	
<b>Organization Mission:</b>	To empower underserved Spanish and English-speaking parents of children with special needs through hands-on classes, resources and support.	
<b>Planned Activities:</b>	Collaborate with Parent Facilitators to provide training in English and Spanish to disability service providers to make their services more culturally appropriate and to improve the quality of service delivery, communication, and carryover of goals to improve outcomes for people with disabilities.	
<b>TCDD Staff Comments</b>	<p>In their application, Growing Roots states they serve families who are Black, Asian, Hispanic/Latino, and Native American. However, 75% of the families they serve are Hispanic (personal communication); their Founder and President is Hispanic and Bilingual (English/Spanish); and the majority of their Board members are Hispanic and/or have significant experience providing support and assistance to Hispanic families. The training they have developed includes a piece entitled, "Working with Spanish-speaking Immigrant Families."</p> <p>TCDD staff is very impressed with the range of programs and services offered by Growing Roots since the inception of the organization (e.g., case management, monthly support groups, and training). Growing Roots provides services to over 85% of families living under the federal poverty level and 90% of parents served through this program are mothers which are primary caregivers for their child with intellectual and developmental disabilities. They partner with multiple organizations including Dell Children's Medical Center, Easter Seals of Central Texas, People's Community Clinic and ISDs.</p> <p>In developing the training they intend to provide through this grant, the organization collected feedback from parents regarding their experiences with their child's school, medical and therapy providers and of 50 local disability service providers. Through this project, Growing Roots staff and Parent Facilitators would extend their work by providing continuing education to service providers on how to provide culturally competent services. They would use lessons learned to meet an already measured need; TCDD staff believe that the survey results and the outcomes of the training would be valuable information for TCDD to have and would further our understanding of the needs and preferences of Hispanic families living in Austin and surrounding areas.</p> <p>If approved, grants staff recommend authorizing up to \$10,000 should we determine other expenses that are necessary for a successful project.</p>	

# **Attachment 3**

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

**Date:** 5/7/14

**Review of Proposed Activities & Budget**

**ITEM: A**

**Grantee:** Epilepsy Foundation of Texas (EFTX)

**Year: 3 of 5**

**Project Title:** Health & Fitness – Get FIT (Fitness, Integration, Training) Texas

**Project Location:** Statewide rural communities

**Website:** <https://www.getfittexas.org>

**TCDD RFP Intent:**

The RFP intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

**Authorized Funding:** TCDD has approved up to \$250,000 per year for up to five years project.

**Expected Results:** At least 2 sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for people with developmental disabilities. Data will be collected on each project’s impact for at least 30 people per site.

**Project Goals and Accomplishments for Years 1-2:**

**Goal 1:** Implement a health and wellness curriculum and fitness program for individuals with developmental disabilities (DD) and epilepsy, as well as their caregivers.

**Goal 2:** The project will focus on the rural Texas communities of at least four geographic locations and include a minimum of 170 participants.

*Accomplishments per goal:*

A comprehensive, 12-week health and wellness program was created to improve the physical fitness, nutrition and healthy lifestyles of adults with DD and epilepsy and their caregivers. First year total enrollment was 88, which was expanded to 200 by the end of the second year. The development of an individualized Get FIT plan of action with “at home activities” was created and applied. The program served rural areas surrounding major cities including Austin, Dallas, Plano, Houston, and San Antonio.

**Proposed Goals and Objectives for Year 3:**

**Goal:** Same as above.

**Objectives:** 1) Expand service demographic to individuals aged 10 years and older; 2) Serve a minimum of 250 individuals in Year 3; 3) Develop a Get FIT program that will work well for school programs; 4) Expand the project service area to rural communities in West Texas (Lubbock).

**Council Considerations: Public Policy Considerations:** Get FIT states a public policy goal to bring individuals with developmental disabilities to the table in developing and promoting opportunities in physical activity and health resources. By the end of the 2<sup>nd</sup> year 90% of Get FIT participants lost inches and increased endurance. Being physically fit impacts public policy by lessening the onset of conditions such as diabetes and reducing the demand on publicly funded health care and long term services and supports.

**Grant Management Considerations:** No concerns; extensive risk monitoring (amount, award-within-award).

**Staff Recommendation:** TCDD staff recommends Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
<b>Expended Year 1 (Consultant: \$35,000)</b>	\$249,538/\$249,538	\$80,848/\$81,869	\$330,386/\$331,407
<b>Expended Year 2 (8 months)(Consultant: \$59,375)</b>	\$249,750/\$129,319	\$83,624/\$63,285	\$333,375/\$192,604
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	165,347	66,697	\$232,044
<b>II. Travel</b>	7,392	0	7,392
<b>III. Purchased services (\$62,000 consultants)</b>	64,000	5,556	69,556
<b>IV. Property/Materials</b>	13,261	1,500	14,761
<b>V. Rental/Leasing</b>	0	11,251	11,251
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	0	0
<b>Budget period totals</b>	<b>\$250,000</b>	<b>\$85,004</b>	<b>\$335,004</b>

# **Attachment 4**

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

**Date:** 5/7/14

**Review of Proposed Activities & Budget**

**ITEM: B**

**Grantee:** Imagine Enterprises  
**Project Title:** Self-Advocates as Speakers  
**Project Location:** Statewide

**Year: 2 of 4**

**Website:** www.imagineenterprises.org

**TCDD RFP Intent:** To develop a project that will support and promote a diverse pool of self-advocates who can present or serve as facilitators or mentors at in-state conferences or training events.

**Authorized Funding:** TCDD has approved up to \$125,000 per year for up to four years.

**Expected Results:** There will be an increase in the number of organizations that include self-advocates as speakers, facilitators, and mentors in conferences or trainings.

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

**Goal:** Project Sharing Personal Experiences and Knowledge (SPEAK) will recruit, train and support at least 50 self-advocates from diverse backgrounds to deliver presentations in local and state venues where their message will have an impact.

*Accomplishments per goal:* Project SPEAK coordinated efforts with 3 organizations that will serve as training sites for participants; Created an info sheet and application for prospective participants; Distributed these materials to the various sites for recruitment of participants; A selection process for candidates was developed for local site use; Developed a curriculum that is used to conduct both a 3-day and 1-day follow up training; The project consultant and peer mentor play key roles in providing the trainings; 15 SPEAKers were recruited and trainings began in February, 2014; Self-Evaluations are provided to SPEAKers during the trainings in order to encourage reflection and the desire to improve; Evaluations will also be collected and used to assess the effectiveness of the trainings.

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

**Goal: Same as above**

**Objectives:** Implement the infrastructure plan for the Project SPEAK, including modifications of the curriculum for self-advocates, needed supports for project outcomes and sustainability; Develop and implement marketing strategies to: (a) promote Project SPEAK, (b) recruit candidates from self-advocate and advocacy groups, service providers, schools, or other organizations and agencies (c) promote self-advocates as speakers for conferences, and (d) position the project for sustainability; Develop three new Project SPEAK team sites to recruit five participants per site (15 new participants total per year), to train and sustain as speakers, facilitators or mentors by May 31, 2015; Coordinate each Project SPEAK team site to prepare and deliver a minimum of one presentation per member at in the local area and at least two state conferences by May 31, 2015.

**Staff Recommendations:**

**Public Policy Considerations:** Project Speak is supporting people to speak about how they choose to live their lives. Those trained will be able to provide living examples of self determination and leadership. These skills would be valuable to include in future self advocacy curricula to be used in the broader system of supports for persons with DD. Such training might be particularly important for persons who choose to participate on statewide boards, committees and councils. Persons with training in public speaking also might be ideal candidates to be invited to participate on statewide boards, committees and councils.

**Grant Management Considerations:** No concerns; considerable risk monitoring (awards within awards; award amount) **Staff Recommendations:** TCDD staff recommends Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 (8 months) (Consultant: \$25,974)</b>	\$124,999/\$57,489	\$41,767/\$6,801	\$166,766/\$64,290
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	80,846	12,653	93,499
<b>II. Travel</b>	5,868	1,200	7,068
<b>III. Purchased Services (\$24,294 consultants)</b>	38,250	22,120	60,370
<b>IV. Property/Materials</b>	36	2,700	2,736
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	3,000	3,000
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$125,000	\$41,673	\$166,673

# **Attachment 5**

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

**Date:** 5/7/2014

**Review of Proposed Activities & Budget**

**ITEM: C**

**Grantee:** Region 17 Education Service Center

**Year: 2 of 5**

**Project Title:** Family Involvement in Schools

**Project Location:** Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden **Website:** None

**TCDD RFP Intent:**

The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC) to become involved with their child's public school.

**Authorized Funding:** TCDD has approved up to \$300,000 for up to five years.

**Expected Results:** At least 2,220 parents or other family members (including fictive kin) who have children attending schools in the Region 17 ESC will be actively engaged in schools and other education-focused community collaborative efforts because they receive training and other necessary services to support that involvement.

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

**Goal:** Build collaborations within ESC 17 to demonstrate ways to create measureable improvement in at least 2 identified indicators of educational success for students with developmental disabilities. The percentage of parents with a child receiving special education services who report that schools facilitated parent involvement will increase.

**Objectives:** 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events; and 5) increase parents' level of satisfaction with the school environment, communication between parents and school and ARD/IEP participation

*Accomplishments per goal:*

A total of 4 school districts (Slaton, Roosevelt, Wilson and Southland ISD) were recruited to participate in training and coaching for Cohort 1. Slaton ISD hosted Conscious Discipline book study for parents at 3 out of 4 elementary campuses; ESC 17 supplied the resources. Wilson ISD hosted 2 parent activities, including a BLOCK Fest with 16 parents, 22 children and 5 staff in attendance. The Building Strong Families Conference, a collaboration of multiple community agencies, was held on October 24<sup>th</sup>, 2013. Parents from Slaton ISD and Roosevelt ISD attended the Inclusion Works Conference.

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

**Goal:** Same as above.

**Objectives:** 1) Same; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year and to increase parents' level of satisfaction with the school environment and with communication between parents and schools; and 3) Increase parent/family members' attendance at trainings and events.

**Council Considerations: Public Policy Considerations:** Region 17's approach to increasing the attendance of family members of students with disabilities in school activities is to increase the quality of what the districts are already doing. The grantee offered a variety of trainings in Spanish (not just translated), including Spanish language tracks at the Building Strong Families Conference and BLOCKfest activities on campus. The grantee also hosted a "Poverty Simulation" for school personnel which resulted in teachers noting that it gave them insight into the daily lives of families. Families also report higher expectations for their children academically and professionally. Public policy staff will highlight successes and recommend similar approaches throughout Texas.

**Grant Management Considerations:** No concerns; extensive risk monitoring due to award amount and sub-awards.

**Staff Recommendation:** TCDD staff recommends continued funding for this project

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 (9 months)(Consultant: \$95,500)</b>	\$300,000/\$144,413	\$33,333/\$24,695	\$333,333/\$169,108
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	134,808	0	134,808
<b>II. Travel</b>	11,150	0	11,150
<b>III. Purchased services (\$97,912 consultants)</b>	119,062	12,758	131,820
<b>IV. Property/Materials</b>	17,296	6,235	23,531
<b>V. Rental/Leasing</b>	17,684	0	17,684
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	14,340	14,340
Budget period totals	\$300,000	\$33,333	\$333,333

**Background:**

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to approve applications for Events Stipends and Presentation Support Stipends. Three (3) stipend applications were approved during the quarter to the following organizations. The summaries are enclosed.
  1. **Texas Advocates** for the *2014 Texas Advocates Annual Convention August 22-24, 2014*, in San Marcos. (Event Stipends)
  2. **Providers Alliance for Community Services of Texas** for the *PACSTx 2014 Annual Conference September 17-19, 2014*, in San Marcos (Events Stipends)
  3. **Helpful Interventions** for the *Gulf Coast of Texas African American Family Support Conference November 7, 2014*, in Houston (Speakers Stipend)
- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

**Important Terms:**

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

**Disability-Related Presentation Support Stipend Grants:** Sponsoring organization of the meeting, conference, workshop, or seminar may apply for up to \$6000 per event for transportation, meals, and lodging for speakers, expenses for an attendant, respite care or other accommodations, as well as speaker fees.

**Executive Committee**

**Agenda Item 5.**

**Expected Action:**

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

**Council**

**Agenda Item 14.**

**Expected Action:**

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

**CONSUMER STIPENDS PROPOSALS**  
**Executive Director Review**

Date: 5/20/14

ITEM: 1

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

**Federal:     \$ 5,930**  
**Match:       \$ 3,150**

Event:                   Conference: 2014 Texas Advocates Annual Convention  
                              Date:           August 22-24, 2014  
                              Hotel:         Embassy Suites Hotel Conference Center  
                              City, State:   San Marcos, Texas

Previously Funded:   Yes: 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004,  
                              2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1993, 1992,  
                              1991, and 1990

Comments:             This statewide event will provide opportunities for people with  
                              disabilities to learn about self advocacy and self determination.

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

Lodging (triple occupancy) - 65 individuals	
(65 @ \$45.62/night for two days)	= \$5,930.00
<b>Total cost (federal):</b>	<b>= \$5,930.00</b>
Applicant match covers registration:	
Registration – 65 individuals	
(65 @ \$10.00/individual)	= \$ 650.00
Staff hours worked for the conference (see attached)	= \$2,500.00
<b>Total cost (match):</b>	<b>= \$3,150.00</b>

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

Approved:  yes  no Roger A. Webb

Digitally signed by Roger A. Webb  
DN: cn=Roger A. Webb, o=Texas Council for Developmental Disabilities, ou,  
email=roger.webb@tdd.texas.gov, c=US  
Date: 2014.05.20 09:22:45-0500

Date: May 20, 2014

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



**CONSUMER STIPENDS PROPOSALS**

Date: 6/17/14

Executive Director Review

ITEM: 3

<b>Organization: Providers Alliance for Community Services of TX</b>	<b>Federal:</b>	<b>\$ 6,000</b>
<b>City, State: Austin, TX</b>	<b>Match:</b>	<b>\$ 2,300</b>

Event: Conference: PACSTX 2013 Annual Conference  
Date: September 17-19, 2014  
Hotel: Embassy Suites Hotel and Conference Center  
City, State: San Marcos, Texas

Previously Funded: No  
Comments: This conference is an incredible opportunity for people to share experiences & develop a unified voice to improve community services for persons with IDD in Texas. Keynotes & sessions have been selected to promote broad, philosophical understanding as well as technical, operational, & regulatory specifics.

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

Speaker – 1 individual-Zach Anner (1 @ \$5,000.00)	= \$ 5,000.00
Speaker – 1 individual-Lynne Seagle (1 @ \$1,000.00)	= \$ 1,000.00
<b>Total cost (federal):</b>	<b>= \$ 6,000.00</b>

Applicant match covers speaker fees, travel nad lodging expenses:

Speaker – 1 individual-Zach Anner flight \$600.00, lodging \$150, meals \$50.00	= \$ 800.00
Speaker – 1 individual-Lynne Seagle flight \$300.00, lodging \$150, meals \$50.00, balance of speaker fee \$1,000	= \$ 1,500.00
<b>Total cost (match):</b>	<b>= \$ 2,300.00</b>

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

Approved:  yes  no Roger A. Webb Digitally signed by Roger A. Webb  
DN: cn=Roger A. Webb, o=Texas Council for Developmental Disabilities, ou=small@rogerrwebb@tddtexas.gov, c=US  
Date: 20140618 15:41:10 -0500 Date: June 18, 2014

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



**TCDD QUARTERLY COUNCIL MEETINGS  
ATTENDANCE REPORT  
August 2012 – May 2014**

<b>Council Member</b>	<b>5/14</b>	<b>2/14</b>	<b>10/13</b>	<b>8/13</b>	<b>5/13</b>	<b>2/13</b>	<b>10/12</b>	<b>7/12</b>
H. Adkins	P	P	P	P	EA	P	P	P
K. Blackmon	P	P	P	P	EA	P	P	EA
K. Clark	P	P	EA	EA	P	EA	P-Th EA-Fr	P
G. Cortez	P	P	P	P	P	P	EA	P
K. Cox	P	P	P	EA	P	P	P	P
A. Crim	EA	EA	P	P	EA	EA	P	EA
M. Delgado	EA	P	EA	EA	P	EA	P	P
M. Durham	P	EA	P-Th EA-Fr	P	P	P	P	P
S. Gersuk	P	EA	P-Th EA-Fr	P	P	P	P	NA
C. Johnston	EA	EA	EA	P	P	EA	EA	P
D. Kern	P	EA	P	EA-Th P-Fr	P	P-Th EA-Fr	P	EA
S. McAvoy	P	P	P-Th EA-Fr	P	P	P	EA	P
J. Morris	P	P	P-Th EA-Fr	EA	P	P	P	P
D. Perry	P	EA	EA	P	EA	EA	EA	P
D. Taylor	P	P	P	P	P	P	P	P
L. Taylor	P	P	EA	EA	P	P	P	P
R. Tisch	EA	EA	P	EA	P	P	P	P
S. Vardell	EA	EA	P-Th EA-Fr	EA	EA	EA	P-Th EA-Fr	P
DRT (AI)	EA	P	P	P	P	P	P	P
UT CDS	P	EA	P	P	P-Th EA-Fr	P	P	P
A&M CDD	P	P	EA-Th P-Fr	P	EA	P	P-Th EA-Fr	P
DADS	P	P	P	P	P	P	P	P
DARS	P	P	P	P	P	P	P	P
DSHS	EA	P	P	P	P	P	P	P
HHSC	P	P		P	P	P	P	P-Th EA-Fr
TEA	P	P	P	P	P	P	P	P

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

## Grants Activities Reports

Tab 3

**Background:** Grants Management Staff will review these reports:

- **Independent Audit Status Report** – summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment of TCDD Projects & Quarterly Update Report** – summarizes the risk assessment matrix for considerations of continuation grant awards, new grant awards and provides more detail about monitoring activities for all TCDD funded projects. This format now includes any concerns identified by grants staff from ongoing monitoring of projects.

### **Executive Committee**

#### **Agenda Item 6.**

### **Expected Action:**

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

### **Council**

#### **Agenda Item 14. A.**

### **Expected Action:**

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

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**INDEPENDENT AUDIT STATUS REPORT**

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Brighton School, Inc.	8/31/2013	3/17/2014	Schriver, Carmona, Carrera, P.L.L.C.	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
Community Healthcore	8/31/2013	1/28/2014	Henry & Peters, P. C.	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.
Educational Programs Inspiring Communities, Inc.	12/31/2012	10/23/2013	McConnell & Jones LLP	None.	None/Done.
Region 17 ESC	8/31/2013	1/7/2014	Bolinger, Segars, Gilbert & Moss, LLP	None.	None/Done.
Region 19 ESC	8/31/2013	1/23/2014	Gibson, Ruddock Patterson, LLC	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
Region 19 ESC	8/31/2012	1/29/2014	Gibson, Ruddock Patterson, LLC	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
SafePlace	12/31/2013	6/12/2014	Atchley & Associates, LLP	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Abi Abankole, CPA, for desk review.
SER Jobs for Progress	8/31/2013	1/10/2014	Carr, Riggs & Ingram CPAs and Advisors	None.	None/Done.
The Arc of Texas	12/31/2011	10/17/2013	Dunagan & Jack LLP	None.	None/Done.
The Arc of Texas	12/31/2012	10/17/2013	Dunagan & Jack LLP	None.	None/Done.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

## GRANTS MONITORING EXCEPTIONS REPORT

GRANTEE PROJECT TITLE	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
<b>Helpful Interventions</b> <i>(Gulf Coast African American Family Support Conference)</i>	Follow-up	3/11/14	Consultant/service agreements; project advisory committee minutes; fiscal control procedures; grant-related income; match costs; audit	Document requested: 3/11/14 Documents received: 6/30/14	Complete
<b>Access Empowerment</b> <i>(Accessible Parking Campaign)</i>	Initial	3/31/14	Audit; photocopy logs; match costs; and written procedures for purchase/procurement of goods.	Document requested: 3/31/14 Documents received: 5/1/14	Complete
<b>Texas A &amp; M University</b> <i>(Higher Education)</i>	Follow-up	7/10/14	PAR's; audit report; financial transactions for the month of March and April 2014; insurance premiums; service agreements/contracts; and evidence of salaries and fringe benefits.	Documents requested: 7/10/14 Documents due by: 8/10/14	Pending

Date of report – 7/16/14

Audit due within 9-months after the end of the budget period.

**RISK ASSESSMENT FOR CONSIDERATION OF CONTINUATION AWARDS**  
**06/01/14 – 05/31/15**

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Helpful Interventions (Gulf Coast African American Family Support Conference)	\$50,000	\$0	2	
B	Texas Tech University (Project SEARCH)	\$174,716	\$35 mil	2,3	
C	The Arc of Greater Tarrant County (Inclusive Faith-Based Symposium)	\$72,956	\$0	2,5	
D	Arc of San Angelo (Alternatives to Guardianship)	\$25,000	\$7,500	NA	
E	Community Healthcore ((Building Community Capacity through Collaboration Project)	\$139,440	\$4mil	2	
F	East Texas Center for Independent Living (Building Community Capacity through Collaboration Project)	\$150,000	\$276,948	2	
G	Volar Center for Independent Living (Building Community Capacity through Collaboration Projects)	\$150,000	\$202,283	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)

**RISK ASSESSMENT OF TCDD PROJECTS – QUARTERLY UPDATE**

<i>Grantee</i>		<i>TCDD Fund Amt.</i>	<i>Other Federal Fund Amt.</i>	<i>Date of Last Onsite</i>	<i>Next Review to be Completed by</i>	<i>Risk Activity</i>	<i>Risk Code</i>
<b>Extensive Risk</b>							
1.	Region 17 ESC ( <i>FIS</i> )	\$300,000	\$1,583,796	11/19/2013	12/2014	2	
2.	Epilepsy Foundation of Texas ( <i>Health &amp; Fitness</i> )	\$249,750	\$ 0	5/23/2013	12/2014	2	
3.	Texas State Independent Living Council ( <i>Health &amp; Fitness</i> )	\$245,000	\$315,000	6/10/2013	12/2014	2	
4.	DARS ( <i>Higher Education</i> )	\$225,000	\$488 mil	8/15/2013	12/2014	2	
5.	Educational Programs Inspiring Communities, Inc. ( <i>Enabling Technology</i> )	\$225,000	\$312,000	10/9/2013	12/2014	2	
6.	Strategic Education Solutions, LLC ( <i>Enabling Technology</i> )	\$225,000	\$ 0	10/18/2013	12/2014	2	
7.	Texas A&M University ( <i>Higher Education</i> )	\$225,000	\$244 mil	6/11/2014	12/2015	2,3	
8.	Texas Tech University ( <i>Higher Education</i> )	\$220,089	\$35mil	7/10/14	12/2015	2,3	
9.	Any Baby Can ( <i>Health &amp; Fitness</i> )	\$205,749	\$ 0	6/5/2013	12/2014	2	
<b>Considerable Risk</b>							
10.	Texas Tech University ( <i>Project SEARCH</i> )	\$174,716	\$35 mil	1/16/2013	12/2015	2,3	
11.	East Texas Center for Independent Living ( <i>BC3</i> )	\$150,000	\$276,948	3/21/2013	TBD	1,2	
12.	Volar Center for Independent Living ( <i>BC3</i> )	\$150,000	\$202,283	3/8/2013	TBD	1,2	
13.	Texas Tech University-Burkhart Center for Autism Education and Research ( <i>BC3</i> )	\$150,000	\$35 mil	1/16/2013	12/2015	2	
14.	Sabine Valley Regional MHMR Center (dba Community Healthcore) ( <i>BC3</i> )	\$139,440	\$4 mil	4/17/2013	TBD	2	
15.	Imagine Enterprises ( <i>Project SPEAK</i> )	\$125,000	\$725,000	7/9/2013	4/2016	2	
16.	VSA Arts of Texas- ( <i>Self-Advocates as Speakers</i> )	\$125,000	\$50,000	8/14/2013	12/2015	2	
17.	SafePlace ( <i>Meaningful Relationships</i> )	\$115,029	\$2,340,306	9/26/2013	Final 2015	2	
<b>Moderate Risk</b>							
18.	Circle of Ten, Inc. ( <i>BC3</i> )	\$75,000	\$ 0	3/8/2013	TBD	1,2	
19.	Jewish Family Services of Dallas ( <i>Inclusive Faith-Based Symposium</i> )	\$75,000	\$20,000	6/28/2012	Final 2015	2	
20.	NAMI Texas, Inc. ( <i>LDATP</i> )	\$75,000	\$70,000	6/26/2012		2	
21.	Texas Advocates-Project SAVE ( <i>LDATP</i> )	\$75,000	\$ 0	3/21/2012	6/2014	2	
22.	Texas A&M University ( <i>LDATP</i> )	\$75,000	\$244 mil	7/20/2012	Final 2015	2,3	
23.	Texas State Independent Living Council ( <i>NLDATP</i> )	\$75,000	\$815,000	5/17/2012	6/2014	2	

24.	The Arc of Dallas ( <i>NLDATP</i> )	\$75,000	\$ 0	6/27/2012	Final 2015	2	
25.	The Arc of Texas ( <i>Project MOVE</i> )	\$75,000	\$0	3/21/2012	6/2014	2	
26.	West Central Texas Regional Foundation ( <i>Inclusive Faith-Based</i> )	\$74,988	\$2.9 mil	5/31/2012	Final 2015	2	
27.	The Arc of Greater Tarrant County ( <i>Inclusive Faith-Based</i> )	\$72,956	\$ 0	6/26/2012	Final 2015	2,5	
28.	Coalition of Texans with Disabilities ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	0	NA	11/2014	2	
29.	The Arc of Texas ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	\$75,000	NA	11/2014	2	
30.	OneStar Foundation ( <i>Inclusive Faith-Based</i> )	\$66,931	\$1,024,926	6/27/2012	Final 2015	2	
<b>Monitor or Accept</b>							
31.	Texas Parent to Parent ( <i>Public Policy Collaboration Activities</i> )	\$55,800	\$97,500	7/2/2013	NA	2	
32.	Helpful Interventions, Inc ( <i>Gulf Coast African American Family Support Conference</i> )	\$50,000	0	3/11/2014	NA	2	
33.	Access Empowerment ( <i>Accessible Parking Awareness Campaign</i> )	\$40,053	\$ 0	3/2014	TBD	1,2,8	
34.	Travis County Constable Precinct 5- ( <i>Accessible Parking Awareness Campaign</i> )	\$37,125	\$11 mil	2/19/14	TBD	1,2	
<b>NA</b>							
35.	Circle of Ten ( <i>Contract-Building Capacity for LDATP</i> )	\$25,000	\$75,000	NA	NA	NA	NA
36.	The Arc of San Angelo ( <i>Alternatives to Guardianship</i> )	\$25,000	\$7,500	3/29/2012	9/2014	NA	NA
37.	Moody Clinic ( <i>O &amp; D</i> )	\$10,000	\$ 0	NA	NA	NA	NA
38.	The Arc Del Paso ( <i>O &amp; D</i> )	\$10,000	\$ 0	NA	NA	NA	NA
39.	Growing Roots ( <i>O &amp; D</i> )	\$9,100	\$0	NA	NA	NA	NA
40.	ARCF Community Services ( <i>O &amp; D</i> )	\$7,367	\$ 0	NA	NA	NA	NA
41.	REACH Families ( <i>O &amp; D</i> )	\$9,903	\$ 0	NA	NA	NA	NA

\*Highlighted grantees indicate additional monitoring strategies this quarter.

**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)

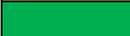
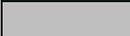
**RISK ACTIVITIES**

- |                                       |                                |
|---------------------------------------|--------------------------------|
| <b>1 – New Grantee</b>                | <b>2 – Awards within Award</b> |
| <b>3 – Funding Issues</b>             | <b>4 – Compliance Issues</b>   |
| <b>5 – Performance Issues</b>         | <b>6 – Legal Actions</b>       |
| <b>7 – Fiscal Office Out of State</b> | <b>8 – No Prior Audit</b>      |

**TCDD RISK MATRIX  
FY 2013**

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

KEY: 1<sup>st</sup> letter denotes impact; 2<sup>nd</sup> letter denotes probability.

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

*Use for Risk Management Plan:*

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

*Use for Annual Audit or Review Determination:*

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

**Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review.**

**No risk activities means monitoring strategies will be performed at the lowest level under the award amount.**

**NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.**

**MONITORING STRATEGIES  
FY 2013**

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

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

**Mini-Grants (\$10,000. Or less):**

Orientation	Program Performance Review = Six Months
Technical support (Senior Specialist)	Final Program Performance Report
RAR & Supplemental Report	Approvals (e.g., dissemination, etc.)
RAR Documentation Review = Six Month	

**Level 1 GRAY**

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

**Level 2 GREEN**

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

**Level 3 YELLOW**

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

**Level 4 RED**

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

**ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS**

**To be selected and implemented on an as needed basis.**

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

## Consideration of Continuation Grant Awards

Tab 5

### **Background:**

Executive Summaries for seven (7) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee (Items A-G). Grants monitoring strategies are noted under staff recommendations which follow the grants risk assessment report. Note that grantee organizations' names below are "hyperlinks" to summary information about each project on the TCDD website.

- A. [Helpful Interventions](#) – Gulf Coast of Texas African American Family Support Conference
- B. [Texas Tech University](#) – Project SEARCH
- C. [The Arc of Greater Tarrant County](#) – Inclusive Faith-Based Communities Symposium
- D. [The Arc of San Angelo](#) – Alternatives to Guardianship (Extension)
- E. [Community Healthcore](#) – Building Community Capacity Through Collaboration Phase 2
- F. [East Texas Center for Independent Living](#) - Building Community Capacity Through Collaboration Phase 2
- G. [Volar](#) - Building Community Capacity Through Collaboration Phase 2

An executive summary for a proposed 6-month extension of the Arc of San Angelo – Alternatives to Guardianship project is included, to develop an overview that illustrates issues pertaining to unnecessary guardianships. If the Committee approves the proposed activities, the Council will be asked to approve up to \$25,000 for up to 6-months.

Executive Summaries for three (3) Building Community Capacity project (BC3) projects are enclosed for consideration (Items E – G). For Phase 2 each strategic plan must address:

- How the plan relates to Goal 5 of the TCDD FY 2012-2016 State Plan;
- How the change achieved through the plan will either be sustained or result in permanent systems change;
- How specific public policy implications will be identified, and if they will be addressed, the strategy to be used; and
- How people with developmental disabilities and people who are members of groups who are identified as being underserved or unserved will be involved in meaningful ways in the implementation of the plan.

**Grants Risk Assessment Report** (found under Tab 3) – The Grants Risk Assessment Report enclosed summarizes the risk assessment matrix for consideration of grant awards and provides more detail about monitoring activities for all TCDD funded projects.

### **Important Terms:**

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

### **Executive Committee**

#### **Agenda Item 8.**

### **Expected Action:**

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

### **Council**

#### **Agenda Item 8. D. & 14. B.**

### **Expected Action:**

The Council will receive a report on Executive Committee decisions. If the Committee approves the extension proposal for Arc of San Angelo, the Council will be asked to consider additional funding for that project.

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

**ITEM: A**

**Grantee:** Helpful Interventions, Inc

**Year: 3 of 3**

**Project Title:** Gulf Coast African American Family Support Conference (GCAAFSC)

**Location:** Houston

**Website:** <http://gcaafsc.net/>

**TCDD RFP Intent:**

**Primary Goal:** To establish a sustainable Gulf Coast of Texas African American Family Support Conference (modeled on the Central Texas African American Family Support Conference) and having the goals of strengthening family and individual awareness of available behavioral and physical health care services through culturally sensitive education, supports, and partnerships; reducing stigma, and eliminating health disparities).

**Authorized Funding:** Increased amount (original amount)

Year 1: \$75,000 (\$35,000)      Year 2: \$75,000 (\$35,000)      Year 3: \$50,000 (\$15,000).

**Expected Results:** To become a sustainable network to unite the African American community in the Houston area. At least 200 participants will attend the GCAAFSC.

**Project Goals and Accomplishments for Year(s) 1 - 2:**

**Goal:** To strengthen individual and family awareness of available behavioral and physical healthcare services.

*Accomplishments per goal:* Year one, Helpful Interventions, in collaboration with diverse community stakeholders, hosted a "Family Breakfast Summit" with keynote speaker Representative Garnett Coleman, District 147, Texas House of Representatives, in December 2012. The summit attracted 80 attendees, including 20 community-based agencies, social, health and faith based organizations, advocates, consumers and families. Year two, hosted a Faith-based Luncheon Summit with over 60 attendees and conference with over 300 attendees with keynote speakers' former NFL player, Earl Campbell and his son who presented on their perspective of mental health, stigma and family. Recruited fiduciary sponsorship for the conference with People's Trust Credit Union and Walgreen Pharmacy.

**Proposed Goals and Objectives for Year 3:**

**Goal 1:** Same as above.

**Objectives:** 1) To integrate research, data, resources and practice to plan an annual conference; 2) 200 conference attendees to express an overall increase in awareness about life wellness and risk factors; 3) To identify a life and wellness factor to apply in practical life situations; 4) To convey an increased awareness about the purpose of the conference; 5) To report a contrast in the conference attendance from 2011, 2013, and 2014; 6) To engage in activities that support the sustainability of having an annual conference; and, 7) To identify an activity to increase wellness and decrease overall health disparities among African Americans..

**Council Considerations:**

**Public Policy Considerations:** The conference addresses disproportionality and disparity in the Houston area African American community in a culturally appropriate and accessible manner. It fosters commitment and collaboration to build upon the community's natural supports and strengths and provides a safe forum for real and difficult conversations. As the result, the community is benefiting from already available resources and is increasing knowledge and service accessibility to those in need. Grantee is encouraged to set achievable policy related goals during planning activities. **Grants Management Considerations:** Risk Assessment: Moderate Risk (awards within award); TCDD staff frequently participates in PAC and committee meetings. **Staff Recommendations:** TCDD staff recommends Committee consideration of continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
Expended Year 1 (Consultant: \$47,771)	\$75,000 / \$75,000	\$40,421 / \$48,584	\$115,421 / \$123,584
Expended Year 2 (6 months) (Consultant: \$59,855)	\$75,000 / \$51,125	\$39,169/ \$15,330	\$114,169/ \$66,455
<b>Amount requested for Year 2 budget:</b>			
<b>Personnel services</b>	0	0	0
<b>Travel</b>	850	522	1372
<b>Purchased services (Consultant \$27,204)</b>	44,784	23,454	68,238
<b>Equipment/Supplies</b>	450	0	450
<b>Rental/leasing</b>	3100	5340	8440
<b>Utilities</b>	816	2400	3216
<b>Other</b>	0	0	0
<b>Budget Period Total</b>	<b>\$50,000</b>	<b>\$31,716</b>	<b>\$81,716</b>

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

**Date:** 8/06/2014

**Review of Proposed Activities & Budget**

**ITEM: B**

**Grantee:** Texas Tech University

**Year: 3 of 5**

**Project Title:** Project SEARCH

**Project Location:** Statewide

Website: www.projectsearch.us

**TCDD RFP Intent:**

The project intent is to provide support for school districts, businesses, and/or other entities who wish to contract with Project SEARCH. Project SEARCH is a business-led school-to-work transition model with demonstrated success in developing internships for students with developmental disabilities.

**Authorized Funding:** TCDD has approved up to \$175,000 for up to five years.

**Expected Results:** TechWorks for Texas (TWT) will support the development of 10 newly certified Project SEARCH sites in Texas by the end of Year 5 of this grant.

**Project Goals and Accomplishments for Years 1-2:**

**Goals:** 1) Develop the infrastructure and leadership team who will be responsible for the development and implementation of a strategic plan. 2) Develop a marketing plan to identify and recruit communities who wish to establish a site. 3) Assist entities across the state indicating an interest to establish a site to receive technical assistance and training. 4) Provide evaluative information on the implementation of Project SEARCH® in Texas community sites to TCDD, DARS and other relevant stakeholders

*Accomplishments per goal:*

Planning and preliminary project implementation activities took place in the first year with the Project SEARCH® national office and the Department of Assistive and Rehabilitative Services (DARS). Selected and trained the first sites in the communities of Lewisville, Garland, and Forth Worth. A difficult negotiation process to contract with the Project SEARCH® national office was completed. All sites have developed their local teams, including school districts that provide a teacher and aide and DARS for a community rehabilitation provider (CRP) and job coach. The Garland site completed the first year of implementation with Atlas Copco Drilling Solutions for their business and Dallas Metro-care Services as their Community Rehabilitation Provider for job coaching interns on site. The Lewisville site completed the first year with Medical Center of Lewisville as their business and Quest Employment Services as their Community Rehabilitation Provider for job coaching interns on site. The Fort Worth site completed their first year with Texas Wesleyan University as their business and Goodwill Industries as their Community Rehabilitation Provider for job coaching interns on site. A total of 11 students are employed or have paid internships

**Proposed Goals and Objectives for Year 3:**

**Goal:** Same as above.

**Objectives:** 1) Solicit letters of interest from local communities in the DARS 3 region, which includes central and east Texas. 2) Select 2-3 sites and provide training and technical assistance

**Council Considerations: Public Policy Considerations:** In order to address a known barrier to employment relating to the loss of Medicaid health coverage as a result of increased earnings, the grantee indicates a plan to study New York's Medicaid Buy-In Program for Working People with Disabilities as a model. More information is needed to determine whether the grantee is aware of Texas' Medicaid Buy-In Program or if they have identified problems with the Texas program and therefore prefer the New York model. Deliverables associated with identification of barriers to and opportunities for employment should be forwarded to public policy staff upon receipt for use in Employment First efforts. **Grant Management Considerations:** No concerns; high risk monitoring (awards within award).TCDD staff has frequent contact on a quarterly basis and annual onsite reviews.

**Staff Recommendation:** TCDD staff recommends Council to consider continued funding for this project

**Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Expended Year 1</b>	\$174,854/\$174,854	\$59,523/\$58,784	\$234,377/\$233,638
<b>Expended Year 2 (7 months)(Consultant: \$45,000)</b>	\$52,420/\$174,666	\$18,634/\$58,751	\$71,054/\$233,417
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	81,501	0	81,501
<b>II. Travel</b>	18,514	0	18,514
<b>III. Purchased services (\$45,000 consultants)</b>	56,940	0	56,940
<b>IV. Property/Materials</b>	1,878	0	1,878
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	15,883	58,768	74,651
<b>Budget period totals</b>	<b>\$174,716</b>	<b>\$58,768</b>	<b>\$233,484</b>

# Texas Council for Developmental Disabilities`

## Executive Committee

**Date:** 8/06/14

### Review of Proposed Activities & Budget

**ITEM: C**

**Grantee:** The Arc of Greater Tarrant County

**Year: 3 of 3**

**Project Title:** Inclusive Faith-Based Symposium

**Project Location:** Fort Worth

**Website:** www.arcgctc.org

**TCDD RFP Intent:** The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased.

**Authorized Funding:** TCDD has approved up to \$75,000 for up to three years.

**Expected Results:** Faith communities will understand the benefits of inclusion.

**Project Goals and Accomplishments for Years 1 & 2:**

Goal for years 1&2: Faith based and IDD Communities will collaborate to increase inclusive opportunities for individuals and their families with IDD to worship in a location and manner of their choosing. In year 1, the grantee conducted outreach to various faith communities, disability service providers, and individuals with intellectual and developmental disabilities. The program for a three-day symposium was developed and the event was held in May of 2013 with roughly 20-30 participants.

*Accomplishments per goal:* The project struggled in year 2 due to significant and unexpected changes in the organization's leadership and infrastructure. For this reason, many activities and objectives slated for year 2 have not been completed. The new project director met with the Project Advisory Committee 3 times in May and June of 2014 to discuss plans for the second symposium. Currently, the projected date for the second symposium is November of 2014. In addition, the director met with an event planner who will assist with marketing and organizing the symposium.

**Proposed Goals and Objectives for Year 3:**

**Goal 1:** To build awareness of IDD among the faith community and thereby create opportunities for inclusion in the faith community and strengthen networks between the IDD communities and the faith community.

**Objectives:** To identify and recruit a core group of 8 participants from both the IDD and faith communities to guide, convene, and expand on the Second Symposium in November 2014; To identify and recruit 10 Work Groups of no fewer than 6 members from the faith community to participate in the November Symposium and to implement their Action Plans for Inclusion post-Symposium; To develop a high-quality Community Inclusion Tool Kit, whose information and inspiration will remain available after TCDD funding ends; To define, identify, and measure the success of the project and its collective impact; To complete applicable financial and administrative requirements.

**Council Considerations:**

**Public Policy Considerations:** Obstacles to the creation of fully-inclusive faith communities include lack of awareness of inclusive practices for community members with IDD. The grantee plans to address this through networking and collaborative partnerships, culminating in the grantee's second annual Symposium in November 2014. Lessons learned from the Symposium and information gathered later as participants put their action plans to work could be beneficial to other groups looking to increase their inclusiveness, especially small employers, private schools, and membership organizations that generally fall outside the scope of federal anti-discrimination law.

**Grant Management Considerations:** Significant concerns related to fiscal management, procedural implementation and internal controls systems to adhere to TCDD grants management requirements. Moderate risk monitoring (awards within awards), with extensive grants monitoring. **Staff Recommendation:** TCDD staff recommends Council consideration of a reduced award amount for this project in order to allow project staff to complete scheduled events through November 2014.

Continuation Budget Detail Summary			
	Federal	Match	Totals
<b>Expended Year 1 ( 14 months) (Consultant: \$0)</b>	\$75,000/\$75,000	\$25,000/\$25,000	\$100,000/\$100,000
<b>Expended Year 2 ( 12 months) (Consultant: \$0)</b>	\$75,000/\$53,862	\$36,475/\$2,639	\$111,475/\$56,501
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	26,185	9,909	36,094
<b>II. Travel</b>	3,226	0	3,226
<b>III. Purchased Services (\$18,585 consultants)</b>	32,575	16,286	48,861
<b>IV. Property/Materials</b>	7,550	0	7,550
<b>V. Rental/Leasing</b>	3,420	0	3,420
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$72,956	\$26,195	\$99,151

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

**Date:** 8/06/2014

**Review of Proposed Activities & Budget**

**ITEM: D**

**Grantee:** The Arc of San Angelo

**Year: 1 of 1**

**Project Title:** Alternatives to Guardianship - *Extension Proposal*

**Project Location:** Statewide

Website: none

**Original TCDD RFP Intent:**

The project intent is to demonstrate how volunteers can provide appropriate supports to help individuals with intellectual and other developmental disabilities to make decisions concerning their own lives. In 2009, the Texas Legislature passed HB 1454 directing the Health and Human Services Commission (HHSC) to develop and evaluate two Volunteer-Supported Decision-Making Advocate pilot programs that will provide supported decision-making services to persons with intellectual and developmental disabilities and other cognitive disabilities. The Department of Aging and Disability Services (DADS) was directed by HHSC to develop and implement the pilot program and to provide the legislature with a report and recommendations. TCDD has partnered with DADS to implement the pilot.

**Authorized Funding:** TCDD approved up to \$75,000 per year for up to three years.

**Proposed Additional Funding:** TCDD staff is recommending an extension of 6 additional months for up to \$25,000 for the project to develop additional information and materials.

**Expected Results:** TCDD staff has asked Arc-SA to develop a one-page overview with anecdotes that illustrate issues pertaining to unnecessary guardianships. These will be based on the experiences of the grantee and barriers encountered. Public policy staff will use these to draft potential solutions to the issues identified by the grantee. Between five and ten anecdotes are expected by November 2014.

**Previous Project Goals and Accomplishments for Year (s) 1-3:**

**Goal:** To provide supported decision-making services to individuals with intellectual and developmental disabilities and other cognitive disabilities to increase their self-determination, power, and control of their own lives through recruiting, training, monitoring, and supporting volunteers.

*Accomplishments per goal:* Diversion was established as the priority of the initial 3-year project with education and execution of advanced directives identified as secondary activities; Court-initiated guardianship for 4 individuals was successfully diverted. The third year of the project focused on exploring the issues of Advance Directives and lack of communication/cooperation among residential providers and treatment facilities. A key achievement of the Arc-SA project was an agreement with the I/DD Local Authority in that area to revise policy regarding the integrity and efficacy of HCS waiver Service Coordinators That ensures a clear separate of service coordination function by authority staff from provider functions of the community center. Service Coordinators have the ability to be an advocate for HCS participants and in some instances could be a viable alternative to guardianship

**Proposed Goals and Objectives for Proposed 6-Month Extension:**

**Goal:** Produce at least 10 individual stories from experiences with the local guardianship program, each as a one-page narrative illustrating successful alternatives, successes, barriers, recommendations for reform and concerns to be addressed to give individuals viable, successful supports for decision-making.

**Objectives:** 1) Request stories; 2) Craft original stories; 3) Provide input to policy discussions concerning supported decision-making and alternatives to guardianship.

**Council Considerations: Public Policy Considerations:** Stories collected will be used in guardianship reform advocacy efforts. **Grant Management Considerations:** No concerns; low risk monitoring.

**Staff Recommendation:** TCDD staff recommends Council to consider funding for this project.

**Budget Detail Summary**

	Federal	Match	Totals
Amount expended in Year 1	\$74,922/\$74,922	\$27,856/\$28,577	\$102,778/\$103,499
Amount expended in Year 2	\$73,941/\$73,941	\$24,823/\$30,997	\$98,764/\$104,938
Amount expended in Year 3 (8 months)	\$75,000/\$52,054	\$33,000/\$22,204	\$108,000/\$74,258
<b>Amount requested for new award:</b>			
<b>I. Personnel services</b>	23,813	0	23,813
<b>II. Travel</b>	226	0	226
<b>III. Purchased services</b>	0	3,168	3,168
<b>IV. Property/Materials</b>	0	60	60
<b>V. Rental/Leasing</b>	0	4,410	4,410
<b>VI. Utilities</b>	961	1,649	2,610
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$25,000	\$9,287	\$34,287

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

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

**ITEM: E  
Year: 1 of 5**

**Grantee:** Community Healthcare

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** Longview (Gregg, Harrison, Marion, Panola, Upshur) **Website:** [www.communityhealthcore.org](http://www.communityhealthcore.org)

**TCDD RFP Intent:** The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

**Authorized Funding:** TCDD has approved up to \$150,000 for up to five years.

**Expected Results:** The East Texas Community Living Network (ETCLN) will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

**Project Goals and Accomplishments for Planning Phase:**

**Goal:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

*Accomplishments per goal:* Established a 46 member ETCLN; conducted Community Assessment using surveys, facilitating focus groups, and engaging in "learning conversations" with members of the community as part of the Asset-Based Community Development (ABCD) process; hired a consultant to advise and assess on the ABCD process; used a literature and case review to inform the network's plan, as well as a review of 2-1-1 calls for assistance and Community Resource Coordination Group input; and, conducted 53 "Learning conversations" with Local IDD Authority staff, state agency staff, residential providers, community partners, as well as many family members and self-advocates. The Project Advisory Committee (PAC) was given an overview of Person Centered Thinking through the University of Texas Center for Disability Studies and The Arc of Texas provided an overview on Planning Alternative Tomorrows with Hope (PATH) facilitation.

**Proposed Goals and Objectives Phase 2 - Year 1:**

**Goal 1:** To increase awareness about the ETCLN and effectively communicate what new resources exist

**Goal 2:** To build collaboration within the five-county area by focusing on Positive Behavioral Supports, Respite, Person and Family Centered Healthcare, Asset Based Community Development, and Effective Communication.

**Objectives:** Promote Person Centered Thinking and PATH through training; Provide PATH facilitation to residents in one Integrated Care Facility (ICF); Contract with Board Certified Behavioral Analyst/Organization (BCBA) to provide BCBA and BCaBA services to ten individuals; Create a self-assessment for Healthcare providers; Survey Healthcare providers about how to better serve people with disabilities; Create a video and other media to highlight important topics related to Healthcare; Create and maintain at least two Strong 8 groups; Host a Leadership Academy to help promote and strengthen Strong 8 groups; Assist in the expansion of respite by an area provider; Apply Asset Based Community Development (ABCD) process with faith based organizations to develop volunteer respite programs; Effectively communicate what new resources exist and promote the ETCLN; Develop web presence that features stories and project highlights; Create two short video stories to post on the website.

**Council Considerations:**

**Public Policy Considerations:** By focusing on positive behavior supports for persons in crisis and those at risk of challenging behavior and by building the community's capacity to address those needs in the future, the plan has a good chance of achieving its goals. Expanding respite opportunities to be available when and where people need it may delay and even prevent institutionalization

**Grant Management Considerations:** The original strategic plan met the criteria outlined in the evaluation tool provided by TCDD. Staff notes minor concerns related to grantee spending patterns; considerable risk monitoring (awards within awards; award amount)

**Staff Recommendation:** Based on the review of the strategic plan, TCDD staff recommends Council consideration of Phase 2 funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
<b>Expended Year 1 (15 months) (Consultant: \$14,700)</b>	\$75,000/\$32,019	\$21,691/\$12,494	\$96,691/\$44,513
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	51,832	11,890	63,722
<b>II. Travel</b>	1,008	0	1,008
<b>III. Purchased Services (\$46,523 consultants)</b>	69,092	26,174	95,266
<b>IV. Property/Materials</b>	941	0	941
<b>V. Rental/Leasing</b>	1,404	3,200	4,604
<b>VI. Utilities</b>	1,219	0	1,219
<b>VII. Other (Indirect Costs)</b>	12,550	0	13,944
Budget period totals	\$138,046	\$41,264	\$179,310

# Texas Council for Developmental Disabilities`

## Executive Committee

**Date:** 8/06/14

### Review of Proposed Activities & Budget

**ITEM: F**

**Grantee:** East Texas Center for Independent Living

**Year: 1 of 5**

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** Tyler

**Website:** www.etcil.org

**TCDD RFP Intent:** The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

**Authorized Funding:** TCDD has approved up to \$150,000 for up to five years.

**Expected Results:** The East Texas Disability Services Network (ETDSN) will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions. The ETDSN plans to enhance and expand services in the following four priority areas: 1) Community Integration 2) Vocation/Education 3) Transitional Housing and 4) Transportation

**Project Goals and Accomplishments for Planning Phase:**

**Goal:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

*Accomplishments per goal:* Established the ETDSN made up of roughly 15 active network partners as of May, 2014. East Texas Center for Independent Living (ETCIL) solicited community and network partner feedback by creating and distributing 2 surveys. The first survey was distributed in March of 2013 and returned about 15-20 responses. A survey that was developed later in the planning phase (March of 2014) was distributed and received 161 responses. These responses were collected after the ETDSN had established their four priority areas. Based on network partner and Project Advisory Committee (PAC) feedback over 17 months, the ETDSN drafted a strategic plan.

**Proposed Goals and Objectives for Phase 2 - Year 1:**

**Goal:** To enhance and expand services in the areas of community integration, vocation/education, transitional housing, and transportation. The network has proposed the development of five committees to begin addressing these four priority areas: Community Integration, Vocation/Education, Transitional Integrated Housing, and Transportation.

**Objectives:** Expand respite options for up to 60 individuals; organize a summer weekend camp for 25 participants primarily for people with developmental disabilities; provide behavioral intervention assistance for at least 50 individuals; develop a wellness and health initiative to serve at least 25 individuals; organize community-wide event to raise awareness on disability issues; provide assistance for accessible housing; help locate emergency rental assistance for up to 20 individuals; provide educational housing sessions at a disabilities conference; make emergency funds available for eligible people with disabilities to ensure service access, Committee members attend regional transportation meetings; make clerical certificate course available to at least 8 individuals; identify other trainings; hire community living specialist to lead skills training; increase employment opportunities; and, provide pre-vocational training to clients transitioning from sheltered workshop environment.

**Council Considerations:**

**Public Policy Considerations:** Applicant failed to adequately define phase two plan and outcomes which was the purpose of phase one. **Grant Management Considerations:** The original Phase 2 plan did not address several criteria outlined in the evaluation tool provided by TCDD. Grants staff requested additional information from the network to address staff concerns. Additional time was provided to the grantee to address these concerns with extensive and recurrent guidance provided by grants staff to clarify concerns. The final plan provides only limited information and does not adequately address all of the concerns noted by TCDD; considerable risk monitoring (awards within awards; award amount). **Staff Recommendation:** Based on final review of the strategic plan, TCDD staff does not recommend Council consideration of Phase 2 funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
<b>Expended Year 1 (17 months) (Consultant: \$37,140)</b>	\$74,640/\$74,640	\$27,507/\$43,421	\$102,147/\$118,061
<b>Amount requested for Year 1 budget:</b>			
<b>I. Personnel Services</b>	64,589	8,575	73,164
<b>II. Travel</b>	3,101	0	3,101
<b>III. Purchased Services (\$600 consultants)</b>	74,600	37,632	112,232
<b>IV. Property/Materials</b>	2,491	0	2,491
<b>V. Rental/Leasing</b>	2,541	0	2,541
<b>VI. Utilities</b>	2,678	0	2,678
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$150,000	\$46,207	\$196,207

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

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

**ITEM: G**

**Grantee:** Volar Center for Independent Living

**Year: 1 of 5**

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** El Paso

**Website:** www.volarcil.org

**TCDD RFP Intent:** The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

**Authorized Funding:** TCDD has approved up to \$150,000 for up to five years.

**Expected Results:** The Upper Rio Grande Intellectual and Developmental Disabilities Community Support Network will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

**Project Goals and Accomplishments for Planning Phase:**

**Goal:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

*Accomplishments per goal:* Established the Network which includes representation from 21 agencies and organizations as of June, 2014. The strategic planning consultant held 6 workshops for network partners to discuss strategic planning, conducting needs/strengths assessments, identifying gaps in service, prioritizing needed services, identifying and utilizing relevant research, and creating an accountability plan for the network to meet its goals. Based on their assessment, the Network identified eight service areas to address in their plan. The Network systematically voted to support five community organizations to provide a variety of services including behavioral supports, respite, supported employment, day habilitation, youth leadership, and continuing education.

**Proposed Goals and Objectives for Phase 2 - Year 1:**

**Goal 1:** Address service gaps and align Strategic Plan to each service area value proposition.

**Goal 2:** Increase awareness and sensitivity to needs in our community to persons with disabilities through outreach, advocacy, and awareness.

**Objectives:** Annually measure consumer satisfaction with each service area with at least 50% satisfaction in year 1; Design integrated healthcare model; Provide environment that builds high-quality day program network focused on personal growth and development; Measure consumer satisfaction with their personal growth and development plan; Offer access to quality, sustainable employment opportunities; Decrease unemployment rates annually for persons with IDD; Increase URG service registrations by people with IDD; Develop community-wide training and education plan; Network members participate in annual self-assessment.

**Council Considerations:**

**Public Policy Considerations:** The Transitional Plan Specialist and respite proposals will likely mitigate risk of institutionalization. The plan appears to indicate that policy implications will be identified throughout the process and relayed to policy makers. **Grant Management Considerations:** The original strategic plan met many of the criteria outlined in the evaluation tool provided by TCDD, but staff reviewers cited some concerns with the plan. Staff concerns have been communicated to the grantee and additional information has been requested. Considerable risk monitoring (awards within awards; award amount). **Staff Recommendation:** Based on final review of strategic plan, TCDD staff recommends Council consideration of Phase 2 funding for all or part of this project pending the receipt of additional information from the grantee which meets and addresses the concerns outlined.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 ( 16 months) (Consultant: \$28,002)</b>	\$75,000/\$71,128	\$26,788/\$27,338	\$101,788/\$98,466
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	37,059	12,287	49,346
<b>II. Travel</b>	1,796	0	1,796
<b>III. Purchased Services (\$ 84,358 consultants)</b>	107,915	7,196	115,111
<b>IV. Property/Materials</b>	808	0	808
<b>V. Rental/Leasing</b>	1,881	0	1,881
<b>VI. Utilities</b>	541	0	541
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$150,000	\$19,483	\$169,483

**Background:**

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

- **Summary of Funds FY 2012-2015** – The report summarizes funds budgeted from the federal allotment for each fiscal year and actual or projected expenditures for each of those years. From those amounts, a projected balance of funds available for each year is shown. Note that expenditures are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year when they are available. This report reflects a small amount of FY 12 funds were not fully expended (lapsed) by grantees (\$2,802 or .07% of total funds available).
- **FY 2014 Expense Budgets** – This report compares the approved budget for fiscal year 2014 (Oct. 1, 2013, thru Sept. 30, 2014) with expenses year-to-date (Oct. 1, 2013 thru Jun. 30, 2014), and provides year-to-date projected expenses for each category if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and indicate that expenses are within the approved budget for the year.
- **2012, 2013 and 2014 Grants & Contracts Awards Reports** –The Grants and Contracts Awards Reports provide simplified information of active grantees during each funding year. The reports include the budget period for each award; approved RFP amounts; awarded amounts (regardless of the year of funds used); expended amounts to date; and balances to be spent before the current budget period ends. Amounts shown as expended year to date are based on requests for reimbursements from grantees that have been processed. That data is usually 1-2 months behind actual expenditures on most grants.
- **Stipends Expenditures** – Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants also received TCDD stipend support previously from that organization.

Notes:

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

**Executive Committee**

**Agenda Item 9.**

**Expected Action:**

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

**Council**

**Agenda Item 14. C.**

**Expected Action:**

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

Texas Council for Developmental Disabilities  
 Summary of Funds FY 2012 - 2015  
 July 2014

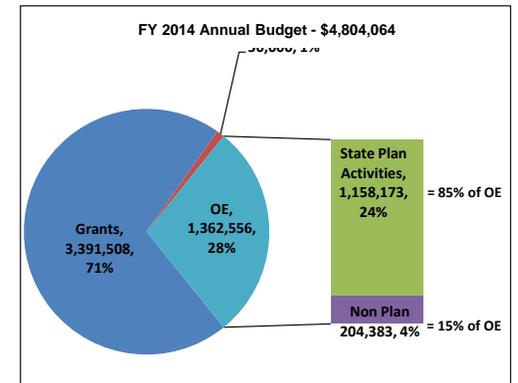
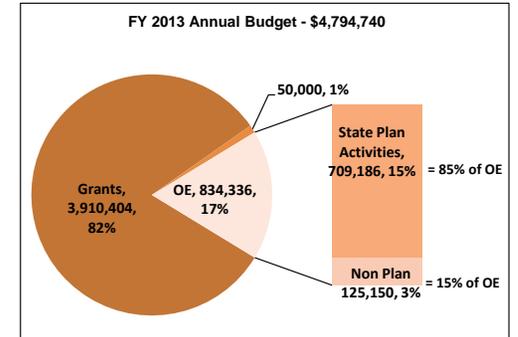
<b>Model Key</b>				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
Line Item	10/1/2010-9/30/2013	10/1/2011-9/30/2014	10/1/2012-9/30/2015	10/1/2013-9/30/2016
REVENUES	FY 2012	FY 2013	FY 2014	FY 2015
<b>Federal Funds</b>				
Estimate of Federal Award	\$5,084,018	\$4,794,740	\$4,804,064	\$4,804,064
Actual Award <sup>1</sup>	\$5,084,018	\$4,794,740	\$4,804,064	\$4,804,064
Prior year difference (Current FY Award - Prior FY Award)	(\$10,213)	(\$289,278)	\$9,324	\$0
<b>EXPENDITURES</b>				
<b>Operating Expenses</b>				
Approved by Council	\$1,788,829	\$1,782,379	\$1,678,208	\$1,610,928
Expenses <sup>2</sup>	\$1,263,412	\$884,336	\$1,412,556	\$1,610,928
Balance of Operating Expense funds	\$525,417	\$898,043	\$265,652	\$0
<b>Grants and Projects Expenses</b>				
Available from Current Fiscal Year	\$3,820,606	\$3,910,404	\$3,391,508	\$3,193,136
Actual/Estimated Grant Awards <sup>3 &amp; 4</sup>	\$3,817,801	\$3,869,992	\$3,288,433	\$2,187,887
<b>Current Projects Difference (Available - Actual)</b>	<b>\$2,805</b>	<b>\$40,412</b>	<b>\$103,075</b>	<b>\$1,005,249</b>
Prior Year Funds Available	\$0	\$0	\$40,412	(\$160,978)
<b>BALANCE OF FUNDS AVAILABLE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$143,487</b>	<b>\$844,271</b>
Planned Projects <sup>5</sup>	\$0	\$0	\$304,465	\$1,295,000
<b>BALANCE AFTER PLANNED PROJECTS <sup>6</sup></b>	<b>\$2,805 <sup>7</sup></b>	<b>\$40,412</b>	<b>(\$160,978)</b>	<b>(\$450,729)</b>

NOTES:

<sup>1</sup> Final FY14 NOGA \$4,804,064 received 3-18-14.

<sup>2</sup> FY13 operating expenses charged to FY12 funds resulting in FY12-14 operating expenses partially charged to prior year funds.

<sup>3</sup> Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.



# Texas Council for Developmental Disabilities

## FY 14 Admin & Expense Budget

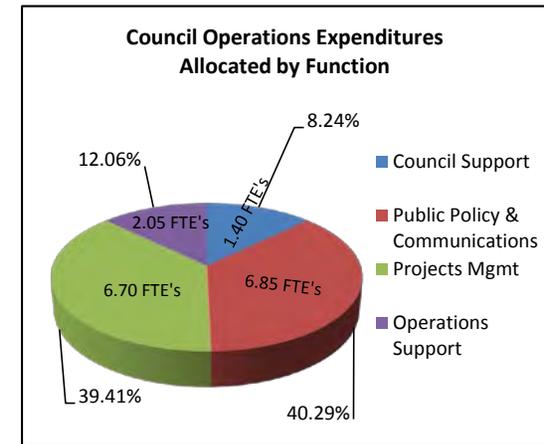
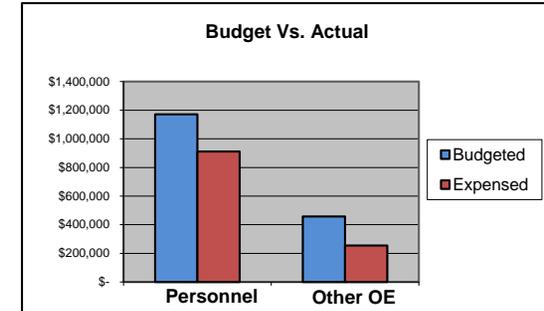
Oct. 1, 2013 thru  
June 30, 2014

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
<b>Personnel (17 FTEs)</b>				
Salaries	909,359	682,019	676,522	5,497
Benefits	261,249	195,937	234,699	(38,763)
<b>Total Personnel</b>	<b>\$ 1,170,608</b>	<b>\$ 877,956</b>	<b>\$ 911,222</b>	<b>\$ (33,266)</b>
<b>Operating</b>				
Professional Services <sup>1</sup>	75,000	56,250	69,410	(13,160)
Out-of-State Travel <sup>2</sup>	27,000	20,250	5,899	14,351
In-State Travel <sup>3</sup>	63,000	47,250	30,992	16,258
Supplies	10,000	7,500	10,601	(3,101)
Utilities	35,000	26,250	18,745	7,505
Rent - Building - Space	69,450	52,088	45,406	6,682
Rent - Computers - Equip <sup>4</sup>	46,000	34,500	28,347	6,154
Capital Expenditures	-	-	-	-
Other OE <sup>5</sup>	132,150	99,113	44,901	54,212
<b>Total Operating</b>	<b>\$ 457,600</b>	<b>\$ 343,200</b>	<b>\$ 254,300</b>	<b>\$ 88,900</b>
<b>Total Expenses</b>	<b>Budget</b>	<b>YTD Budgeted</b>	<b>Actual</b>	<b>Variance</b>
	1,628,208	1,221,156	1,165,522	55,634
Admin Reim to TEA	50,000	75.0%	71.6%	
<b>TOTAL</b>	<b>\$ 1,678,208</b>		<b>\$ 1,215,522</b>	

Expenditures by Function				
	Council Support	Public Policy & Communications	Projects Mgmt	Operations Support
\$	149,135	\$ 429,160	437,920.89	\$ 149,306

**NOTES:**

- <sup>1</sup> Auditor - \$25,000/\$20,379; CPA Desk Reviews - \$8,000/\$3,300; Legal Svs - \$3,000/\$426  
 Web Hosting - \$2,000/\$1,350; Data Center Services - \$15,000/\$19,261  
 Other Professional Services - \$13,000/\$1,455; Reviewers - \$10,000/\$2,488; Temp Services - \$0/\$20,751  
<sup>2</sup> Travel - Out-of-State Council - \$14,200 /\$4,603; Travel - Out-of-State Staff - \$13,050 /\$1,296  
<sup>3</sup> Travel - In-State Council - \$45,000 /\$22,359; Travel - In-State Staff - \$18,000 /\$8,632;  
<sup>4</sup> Computer lease - \$22,800/\$12,160; AV Equipment - \$35,000/\$13,036; Copier - \$6,420/\$3,115  
<sup>5</sup> Other OE - NACDD Dues - \$23,942, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services-\$20,959



# 2012 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>A Circle of Ten</b>		<b>Capacity Building (Contract)</b>		
1/2/2012 - 12/31/2012	\$25,000	\$25,000	\$24,996	\$4
<b>Any Baby Can of San Antonio, Inc</b>		<b>Health &amp; Fitness 1</b>		
3/1/2012 - 2/28/2013	\$250,000	\$228,610	\$228,610	\$0
<b>Austin Travis County Integral Care</b>		<b>Central Texas African American Family Support Conference (Contract)</b>		
11/1/2011 - 8/31/2012	\$6,355	\$6,355	\$300	\$6,055
<b>Austin Travis County Integral Care</b>		<b>Central Texas African American Family Support Conference (Contract)</b>		
9/1/2012 - 8/31/2013	\$8,060	\$8,060	\$2,027	\$6,033
<b>Brighton School, Inc.</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 2)</b>		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
<b>Centro di Mi Salud</b>		<b>Outreach &amp; Development 6</b>		
9/1/2012 - 9/30/2013	\$10,000	\$10,000	\$10,000	\$0
<b>Community Healthcare</b>		<b>Self-Employment 1</b>		
9/1/2012 - 11/30/2012	\$37,635	\$37,635	\$32,062	\$5,573
<b>Department of Assistive and Rehabilitative Services</b>		<b>Higher Education 3</b>		
1/1/2012 - 1/31/2013	\$225,000	\$225,000	\$225,000	\$0
<b>Educational Programs Inspiring Communities, Inc.</b>		<b>Enabling Technology 1</b>		
4/1/2012 - 5/31/2013	\$225,000	\$225,000	\$225,000	\$0
<b>Epilepsy Foundation Texas</b>		<b>Health &amp; Fitness 2</b>		
4/1/2012 - 5/31/2013	\$250,000	\$249,538	\$249,538	\$0
<b>Helpful Interventions</b>		<b>Gulf Coast African American Family Support Conference</b>		
9/1/2012 - 9/30/2013	\$75,000	\$75,000	\$75,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Imagine Enterprises Inc</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 3)</b>		
10/1/2011 - 12/31/2012	\$40,000	\$40,000	\$40,000	\$0
<b>Jewish Family Service of Dallas</b>		<b>Inclusive Faith-Based Symposium 3</b>		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
<b>Morningside Research and Consulting, Inc.</b>		<b>Biennial Report (Contract)</b>		
3/1/2012 - 12/31/2012	\$25,000	\$24,960	\$24,960	\$0
<b>NAMI Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 3)</b>		
2/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
<b>OneStar Foundation</b>		<b>Inclusive Faith-Based Symposium 1</b>		
2/1/2012 - 4/15/2013	\$75,000	\$71,453	\$71,453	\$0
<b>Paso del Norte Children's Development Center</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 1)</b>		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
<b>Region 17 ESC</b>		<b>PBS-HS</b>		
6/1/2012 - 5/31/2013	\$120,000	\$120,000	\$120,000	\$0
<b>Region 17 ESC</b>		<b>PBS-ID</b>		
6/1/2012 - 5/31/2013	\$115,000	\$115,000	\$115,000	\$0
<b>Region 19 ESC</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 4)</b>		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
<b>SafePlace</b>		<b>Meaningful Relationships</b>		
5/1/2012 - 7/31/2013	\$125,000	\$117,022	\$117,022	\$0
<b>SER Jobs for Progress</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST 5)</b>		
12/1/2011 - 11/30/2012	\$40,000	\$40,000	\$39,754	\$246
<b>Strategic Education Solutions, LLC</b>		<b>Enabling Technology 2</b>		
4/1/2012 - 4/30/2013	\$225,000	\$224,967	\$224,967	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Texas A&amp;M University</b>		<b>Higher Education 1</b>		
1/1/2012 - 2/28/2013	\$225,000	\$225,000	\$225,000	\$0
<b>Texas A&amp;M University</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 2)</b>		
6/1/2012 - 7/31/2013	\$75,000	\$75,000	\$74,971	\$29
<b>Texas A&amp;M University</b>		<b>L&amp;A Statewide Advanced Training</b>		
7/1/2012 - 4/30/2013	\$150,000	\$214,742	\$213,923	\$819
<b>Texas Advocates</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 1)</b>		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
<b>Texas Center for Disability Studies</b>		<b>Support for Advisory Committee Member Travel</b>		
11/1/2011 - 10/31/2012	\$38,546	\$38,546	\$44,704	(\$6,158)
<b>Texas Parent to Parent</b>		<b>Public Policy Collaboration Activities</b>		
3/1/2012 - 2/28/2013	\$0	\$61,780	\$61,780	\$0
<b>Texas State Independent Living Council</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 7)</b>		
2/1/2012 - 1/31/2013	\$75,000	\$75,000	\$75,000	\$0
<b>Texas State Independent Living Council</b>		<b>Health &amp; Fitness 3</b>		
4/1/2012 - 3/31/2013	\$250,000	\$219,472	\$219,472	\$0
<b>Texas Tech University</b>				
10/1/2011 - 11/30/2012	\$225,000	\$209,384	\$209,054	\$330
<b>The Arc of Dallas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 4)</b>		
4/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
<b>The Arc of Greater Tarrant County</b>		<b>Inclusive Faith-Based Symposium 2</b>		
5/1/2012 - 6/30/2013	\$75,000	\$75,000	\$75,000	\$0
<b>The Arc of San Angelo</b>		<b>Alternatives to Guardianship-Volunteer Advocate Pilot Program</b>		
5/1/2012 - 4/30/2013	\$75,000	\$73,941	\$73,941	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>The Arc of Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 5)</b>		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
<b>The Arc of Texas</b>		<b>Texas Microboard Collaboration</b>		
10/1/2011 - 9/30/2012	\$0	\$76,834	\$76,834	\$0
<b>The Sower Foundation</b>		<b>Outreach &amp; Development 7</b>		
9/1/2012 - 8/31/2013	\$10,000	\$10,000	\$10,000	\$0
<b>VSA Arts of Texas</b>		<b>Self-Employment 2</b>		
6/1/2012 - 7/31/2012	\$25,000	\$25,000	\$25,000	\$0
<b>West Central Texas Regional Foundation</b>		<b>Inclusive Faith-Based Symposium 4</b>		
2/1/2012 - 1/31/2013	\$75,000	\$74,894	\$74,894	\$0
<b>Totals:</b>	<b>\$3,670,596</b>	<b>\$3,793,193</b>	<b>\$3,780,262</b>	<b>\$12,931</b>

## 2013 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>A Circle of Ten</b>		<b>Building Community Capacity through Collaboration Projects-1</b>		
1/1/2013 - 8/31/2014	\$75,000	\$75,000	\$100,907	(\$25,907)
<b>A Circle of Ten</b>		<b>Capacity Building (Contract)</b>		
1/2/2013 - 11/30/2013	\$37,000	\$37,000	\$36,627	\$373
<b>Advocacy for Living in Mainstream America (ALMA)</b>		<b>Outreach &amp; Development 8</b>		
1/1/2013 - 12/31/2013	\$10,000	\$10,000	\$9,362	\$638
<b>Any Baby Can of San Antonio, Inc</b>		<b>Health &amp; Fitness 1</b>		
3/1/2013 - 2/28/2014	\$250,000	\$228,610	\$228,610	\$0
<b>ARCF Community Services</b>		<b>Outreach &amp; Development 9</b>		
7/1/2013 - 6/30/2014	\$10,000	\$7,367	\$5,053	\$2,314
<b>Austin Travis County Integral Care</b>		<b>Central Texas African American Family Support Conference (Contract)</b>		
9/1/2013 - 8/31/2014	\$6,870	\$6,870	\$2,446	\$4,424
<b>Brighton School, Inc.</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST)</b>		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$20,000	\$0
<b>Community Healthcore</b>		<b>Building Community Capacity through Collaboration Projects-2</b>		
2/1/2013 - 7/31/2014	\$75,000	\$75,000	\$32,019	\$42,981
<b>Data Momentum</b>		<b>Support for Advocacy U (Contract)</b>		
3/1/2013 - 8/31/2013	\$15,000	\$15,000	\$6,998	\$8,002
<b>Data Momentum</b>		<b>Support for Advocacy U (Contract)</b>		
9/1/2013 - 2/28/2014	\$15,000	\$15,000	\$6,998	\$8,002
<b>Department of Assistive and Rehabilitative Services</b>		<b>Higher Education 3</b>		
2/1/2013 - 3/31/2014	\$225,000	\$225,000	\$225,000	\$0
<b>East Texas Center for Independent Living</b>		<b>Building Community Capacity through Collaboration Projects-3</b>		
1/1/2013 - 5/31/2014	\$75,000	\$74,640	\$74,640	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Educational Programs Inspiring Communities, Inc.</b>		<b>Enabling Technology 1</b>		
6/1/2013 - 5/31/2014	\$225,000	\$225,000	\$225,000	\$0
<b>Epilepsy Foundation Texas</b>		<b>Health &amp; Fitness 2</b>		
6/1/2013 - 6/30/2014	\$250,000	\$249,750	\$174,068	\$75,682
<b>Imagine Enterprises Inc</b>		<b>Self-Advocacy as Speakers 2</b>		
5/1/2013 - 5/31/2014	\$125,000	\$124,999	\$96,863	\$28,136
<b>Imagine Enterprises Inc</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST</b>		
1/1/2013 - 12/31/2013	\$20,000	\$20,000	\$19,962	\$38
<b>Jewish Family Service of Dallas</b>		<b>Inclusive Faith-Based Symposium 3</b>		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$75,000	\$0
<b>NAMI Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 3)</b>		
4/1/2013 - 6/30/2014	\$75,000	\$74,971	\$70,169	\$4,802
<b>OneStar Foundation</b>		<b>Inclusive Faith-Based Symposium 1</b>		
4/16/2013 - 4/30/2014	\$75,000	\$64,833	\$64,833	\$0
<b>Paso del Norte Children's Development Center</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST</b>		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$19,872	\$128
<b>REACH Families</b>		<b>Outreach &amp; Development 10</b>		
9/1/2013 - 8/31/2014	\$10,000	\$9,903	\$7,137	\$2,766
<b>Region 17 ESC</b>		<b>Families in Schools</b>		
6/1/2013 - 6/30/2014	\$300,000	\$300,000	\$227,055	\$72,945
<b>Region 19 ESC</b>		<b>Exp of Existing Leadership Development &amp; Advocacy Skills Trng Projects (ELDAST</b>		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$19,716	\$284
<b>SafePlace</b>		<b>Meaningful Relationships</b>		
8/1/2013 - 8/31/2014	\$125,000	\$123,527	\$96,191	\$27,336
<b>Strategic Education Solutions, LLC</b>		<b>Enabling Technology 2</b>		
5/1/2013 - 5/31/2014	\$225,000	\$225,000	\$225,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Texas A&amp;M University</b>		<b>Higher Education 1</b>		
3/1/2013 - 2/28/2014	\$225,000	\$225,000	\$225,000	\$0
<b>Texas A&amp;M University</b>		<b>L&amp;A Statewide Advanced Training</b>		
4/1/2013 - 10/31/2013	\$150,000	\$214,742	\$213,923	\$819
<b>Texas A&amp;M University</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 2)</b>		
8/1/2013 - 7/31/2014	\$75,000	\$75,000	\$59,006	\$15,994
<b>Texas Advocates</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 1)</b>		
5/1/2013 - 5/31/2014	\$75,000	\$75,000	\$75,000	\$0
<b>Texas Center for Disability Studies</b>		<b>Support for Advisory Committee Member Travel</b>		
10/1/2012 - 10/31/2012	\$38,546	\$38,546	\$44,704	(\$6,158)
<b>Texas Center for Disability Studies</b>		<b>Support for Advisory Committee Member Travel</b>		
11/1/2012 - 9/30/2014	\$45,747	\$45,747	\$36,326	\$9,421
<b>Texas Parent to Parent</b>		<b>Public Policy Collaboration Activities</b>		
3/1/2013 - 2/28/2014	\$0	\$58,700	\$58,700	\$0
<b>Texas State Independent Living Council</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 7)</b>		
2/1/2013 - 1/31/2014	\$75,000	\$75,000	\$75,000	\$0
<b>Texas State Independent Living Council</b>		<b>Health &amp; Fitness 3</b>		
4/1/2013 - 4/30/2014	\$250,000	\$250,000	\$250,000	\$0
<b>Texas Tech University</b>		<b>Project SEARCH</b>		
10/1/2012 - 9/30/2013	\$175,000	\$174,854	\$174,844	\$10
<b>Texas Tech University</b>		<b>Building Community Capacity through Collaboration Projects-4</b>		
1/1/2013 - 12/31/2013	\$75,000	\$74,996	\$74,935	\$61
<b>Texas Tech University</b>				
12/1/2012 - 10/31/2013	\$225,000	\$217,079	\$216,946	\$133
<b>The Arc of Dallas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 4)</b>		
4/1/2013 - 3/31/2014	\$75,000	\$75,000	\$75,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>The Arc of Greater Tarrant County</b>		<b>Inclusive Faith-Based Symposium 2</b>		
7/1/2013 - 8/31/2014	\$75,000	\$75,000	\$32,347	\$42,653
<b>The Arc of San Angelo</b>		<b>Alternatives to Guardianship-Volunteer Advocate Pilot Program</b>		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$69,554	\$5,446
<b>The Arc of Texas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 5)</b>		
5/1/2013 - 5/31/2014	\$75,000	\$75,000	\$75,000	\$0
<b>The Arc of Texas</b>		<b>Texas Microboard Collaboration</b>		
10/1/2012 - 9/30/2013	\$0	\$62,596	\$62,596	\$0
<b>Volar Center for Independent Living</b>		<b>Building Community Capacity through Collaboration Projects-5</b>		
1/1/2013 - 6/30/2014	\$75,000	\$75,000	\$71,128	\$3,872
<b>VSA Arts of Texas</b>		<b>Self-Advocacy as Speakers 1</b>		
5/1/2013 - 5/31/2014	\$125,000	\$125,000	\$125,000	\$0
<b>West Central Texas Regional Foundation</b>		<b>Inclusive Faith-Based Symposium 4</b>		
2/1/2013 - 2/15/2014	\$75,000	\$74,322	\$74,322	\$0
<b>Totals:</b>	<b>\$4,343,163</b>	<b>\$4,484,052</b>	<b>\$4,158,857</b>	<b>\$325,195</b>

## 2014 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>A Circle of Ten</b>		<b>Capacity Building (Contract)</b>		
11/1/2013 - 12/31/2013	\$37,000	\$37,000	\$36,627	\$373
<b>A Circle of Ten</b>		<b>Capacity Building (Contract)</b>		
1/1/2014 - 12/31/2014	\$25,000	\$25,000	\$12,426	\$12,574
<b>Access Empowerment</b>		<b>Accessible Parking Awareness (1)</b>		
1/1/2014 - 6/30/2014	\$40,000	\$39,053	\$33,030	\$6,023
<b>Any Baby Can of San Antonio, Inc</b>		<b>Health &amp; Fitness 1</b>		
3/1/2014 - 2/28/2015	\$250,000	\$205,749	\$45,027	\$160,722
<b>Austin Travis County Integral Care</b>		<b>Video Production (Contract)</b>		
2/1/2014 - 4/4/2014	\$10,535	\$10,535	\$0	\$10,535
<b>Growing Roots</b>		<b>Outreach &amp; Development 14</b>		
7/1/2014 - 6/30/2015	\$10,000	\$9,110	\$0	\$9,110
<b>Helpful Interventions</b>		<b>Gulf Coast African American Family Support Conference</b>		
10/1/2013 - 9/30/2014	\$75,000	\$75,000	\$58,125	\$16,875
<b>Jewish Family Service of Dallas</b>		<b>Inclusive Faith-Based Symposium 3</b>		
5/1/2014 - 2/28/2015	\$75,000	\$75,000	\$21,219	\$53,781
<b>Moody Clinic</b>		<b>Outreach &amp; Development 11</b>		
1/1/2014 - 12/31/2014	\$10,000	\$10,000	\$6,018	\$3,982
<b>OneStar Foundation</b>		<b>Inclusive Faith-Based Symposium 1</b>		
5/1/2014 - 1/31/2015	\$75,000	\$66,931	\$0	\$66,931
<b>Strategic Education Solutions, LLC</b>		<b>Enabling Technology 2</b>		
6/1/2014 - 5/31/2015	\$225,000	\$225,000	\$10,325	\$214,675
<b>Texas A&amp;M University</b>		<b>Higher Education 1</b>		
3/1/2014 - 2/28/2015	\$225,000	\$225,000	\$27,609	\$197,391

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Texas Advocates</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 1)</b>		
6/1/2014 - 2/28/2015	\$75,000	\$75,000	\$0	\$75,000
<b>Texas Center for Disability Studies</b>		<b>DADS PCT Training (Contract)</b>		
1/1/2014 - 8/31/2014	\$30,000	\$30,000	\$0	\$30,000
<b>Texas Center for Disability Studies</b>		<b>DADS PCT Training (Contract)</b>		
9/1/2014 - 12/31/2014	\$30,000	\$30,000	\$0	\$30,000
<b>Texas Parent to Parent</b>		<b>Public Policy Collaboration Activities</b>		
3/1/2014 - 2/28/2015	\$0	\$55,800	\$0	\$55,800
<b>Texas State Independent Living Council</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 7)</b>		
2/1/2014 - 1/31/2015	\$75,000	\$75,000	\$32,057	\$42,943
<b>Texas State Independent Living Council</b>		<b>Health &amp; Fitness 3</b>		
5/1/2014 - 4/30/2015	\$250,000	\$245,000	\$0	\$245,000
<b>Texas Tech University</b>				
11/1/2013 - 1/31/2014	\$225,000	\$217,079	\$216,946	\$133
<b>Texas Tech University</b>		<b>Project SEARCH</b>		
10/1/2013 - 9/30/2014	\$175,000	\$174,666	\$59,102	\$115,564
<b>Texas Tech University</b>		<b>Building Community Capacity through Collaboration Projects-4</b>		
1/1/2014 - 12/31/2014	\$150,000	\$150,000	\$54,094	\$95,906
<b>Texas Tech University</b>				
2/1/2014 - 1/31/2015	\$225,000	\$220,089	\$40,760	\$179,329
<b>The Arc Del Paso</b>		<b>Outreach &amp; Development 12</b>		
1/1/2014 - 12/31/2014	\$10,000	\$10,000	\$2,320	\$7,680
<b>The Arc of Dallas</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 4)</b>		
4/1/2014 - 3/31/2015	\$75,000	\$75,000	\$18,750	\$56,250
<b>The Arc of Texas</b>		<b>Developmental Disabilities Policy Fellows 2</b>		
6/1/2014 - 5/31/2015	\$67,500		\$0	

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Travis County</b>		<b>Accessible Parking Awareness (2)</b>		
1/1/2014 - 6/30/2014	\$40,000	\$37,125	\$37,125	\$0
<b>VSA Arts of Texas</b>		<b>Self-Advocacy as Speakers 1</b>		
6/1/2014 - 5/31/2015	\$125,000	\$125,000	\$0	\$125,000
<b>West Central Texas Regional Foundation</b>		<b>Inclusive Faith-Based Symposium 4</b>		
2/16/2014 - 1/31/2015	\$75,000	\$74,988	\$24,550	\$50,438
<b>Totals:</b>	<b>\$2,685,035</b>	<b>\$2,598,125</b>	<b>\$736,110</b>	<b>\$1,862,015</b>

## PLANNED GRANTS/CONTRACTS

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>2-Self Advocate Community Organizing</b>		<b>Self Advocate Community Organizing-9/1/14</b>		
12/1/2013 - 11/30/2014	\$100,000	\$0	\$0	\$0
<b>4-Partnership with AA Clergy to Support Families</b>		<b>Partnership with AA Clergy to Support Families-</b>		
6/1/2014 - 11/30/2014	\$75,000	\$0	\$0	\$0
<b>Accessible Parking Campaign</b>		<b>Accessible Parking Campaign-9/1/14 or 10/1/14</b>		
9/1/2015 - 8/31/2016	\$150,000	\$0	\$0	\$0
<b>Biennial Report</b>		<b>Printing &amp; Production</b>		
6/1/2014 - 5/31/2015	\$25,000	\$0	\$0	\$0
<b>PP Committee-Capacity Building</b>		<b>PP Committee-Capacity Building-Balance</b>		
12/1/2013 - 9/30/2014	\$50,000	\$0	\$0	\$0
<b>Totals:</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
<b>FYE 9-30-13</b>					
ADTRC	Oct-2012	4,566	19	1	✓
Volar Center for Independent Living	Oct-2012	6,000	53	11	✓
Community Options, Inc.	Nov-2012	6,000	6	0	✓
NAMI Texas	Nov-2012	5,890	62	0	✓
Austin Travis County Integral Care	Feb-2013	5,500	16	0	Speakers ✓
ADDA-SR	Feb-2013	5,912	47	0	✓
The Arc of Texas	Feb-2013	3,556	20	9	✓
Austin Travis County Integral Care	Feb-2013	6,000	16	0	✓
Jewish Family Services of Houston	Feb-2013	5,000	500	0	✓
Texas A&M University	Feb-2013	5,813	34	3	✓
Coalition of Texans with Disabilities	Mar-2013	1,893	7	4	✓
Harris County Department of Education	Jun-2013	4,102			Speakers ✓
University of North Texas	Jul-2013	4,750	50	0	✓
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2013	3,775	10	1	✓
Texas Parent to Parent	Jul-2013	6,000	37	5	✓
Texas Advocates	Aug-2013	5,988	54	19	✓
The Arc of Greater Beaumont	Aug-2013	3,664			Speakers ✓
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2013	5,000	246	0	Speakers ✓
<b>TOTALS:</b>		<b>\$89,409</b>	<b>1,177</b>	<b>53</b>	

**FYE 9-30-14**

Barbara Jordan Endeavors Corp	Oct-2013	4,912	94	0	✓
A Circle of Ten	Oct-2013	3,553	87	0	✓
The University of Texas at El Paso	Oct-2013	5,000			Speakers ✓
Volar Center for Independent Living	Oct-2013	6,000	75	25	✓
Area Network on Disabilities & Aging	Oct-2013	2,600	55	6	✓
DADS	Feb-2014	1,983			

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

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
The Arc of Texas	Feb-2014	4,665	39	6	✓
Jewish Family Services of Houston	Feb-2014	6,000			✓
ADDA-SR	Feb-2014	4,872	41	0	✓
Austin Travis County Integral Care	Feb-2014	6,000	17	4	Conference ✓
Austin Travis County Integral Care	Feb-2014	6,000			Speakers ✓
Family to Family Network Inc	Mar-2014	1,174			Presenters ✓
Family to Family Network Inc	Mar-2014	4,210	172	0	Conference ✓
Texas Parent to Parent	Jun-2014	6,000	45	11	✓
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2014	6,000			
Texas Advocates	Aug-2014	5,930			
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2014	6,000			Speakers
<b>TOTALS:</b>		<b>\$80,899</b>	<b>625</b>	<b>52</b>	

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

**Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2015 is enclosed. This proposed budget assumes federal funding for FY 15 will be level with funds allotted to TCDD for the current year. The proposed FY 15 Operating Budget estimates decreases for various expense categories based on actual expenditures from the last two fiscal years. 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 10.****Expected Action:**

The Committee will review and offer input on the Operating Expense budget recommendations for FY 2015 and recommend Council approval.

**Council****Agenda Item 9.****Expected Action:**

The Council will discuss recommendations and determine approval of FY 2015 Operating Expense Budget

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**PROPOSED FY 2015 BUDGET**

	BUDGETED		PROJECTED		PROPOSED		VARIANCE	NOTES
	FY 2014	% OF	YEAR END	% OF	BUDGET	% OF		
	(10/13-9/14)	WHOLE	EXPENDITURES	WHOLE	FY 2015	WHOLE		
			FY 2014		(10/14-9/15)			
			(10/13-9/14)					
<b>Revenues</b>								
<i>Federal Allotment</i>	\$4,804,064	100.0%	\$4,804,064	100.0%	\$4,804,064	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$4,804,064</b>	<b>100.0%</b>	<b>\$4,804,064</b>	<b>100.0%</b>	<b>\$4,804,064</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<b>Council Operations</b>	<b>17 FTE</b>		<b>17 FTE</b>		<b>17 FTE</b>			
Salaries	\$909,359	18.9%	902,030	18.8%	\$871,924	18.1%	(\$37,435)	
Benefits	261,249	5.4%	312,933	6.5%	259,320	5.4%	(1,929)	
Professional Services	75,000	1.6%	92,547	1.9%	96,014	2.0%	21,014	2
Out-of-State Travel	27,000	0.6%	7,866	0.2%	27,000	0.6%	0	3
In-State Travel	63,000	1.3%	41,322	0.9%	58,000	1.2%	(5,000)	3
Supplies	10,000	0.2%	14,135	0.3%	12,000	0.2%	2,000	
Utilities	35,000	0.7%	24,993	0.5%	32,000	0.7%	(3,000)	4
Rent - Building - Space	69,450	1.4%	60,541	1.3%	64,570	1.3%	(4,880)	5
Rent - Computers - Equip	46,000	1.0%	37,795	0.8%	35,000	0.7%	(11,000)	6
Capital Expenditures	0	0.0%	-	0.0%	0	0.0%	0	
Other Oper. Expenses	132,150	2.8%	59,868	1.2%	105,100	2.2%	(27,050)	7
<b>Total Operating Expenses</b>	<b>\$1,628,208</b>	<b>33.9%</b>	<b>\$1,554,029</b>	<b>32.3%</b>	<b>\$1,560,928</b>	<b>32.5%</b>	<b>(\$67,280)</b>	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,125,856	65.1%	\$3,200,035	66.6%	\$3,193,136	66.5%	\$67,280	
<b>TOTAL EXPENSES</b>	<b>\$4,804,064</b>	<b>100%</b>	<b>\$4,804,064</b>	<b>100%</b>	<b>\$4,804,064</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2014

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$39,000 (Internal \$35,000 & Peer \$4,000); CPA Desk Reviews - \$8,000; Legal Services - \$3,000; Job Coaches - \$4,000; Review Panelist - \$3,000; Web Hosting - \$3,000; Computer Programming w/TEA \$16,014; Other contracted \$17,000 (Consultants \$5,000 & Temp Services \$12,000)

<sup>3</sup> Travel - In-State Council - \$41,000; Out-of-State Council - \$15,500  
Travel - In-State Staff - \$17,000; Out-of-State Staff - \$11,500

<sup>4</sup> Utilities - \$11,260; Telecommunications - \$17,740; Dedicated Circuit - \$3,000

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$41,770; Quarterly Council Facility Rooms - \$22,800

<sup>6</sup> Rent-Machine - Rental of laptops - \$8,900; Quarterly Council AV rental - \$21,420; Rental of copier - \$4,680

<sup>7</sup> Other OE: NACDD Dues - \$21,000; Contingency for 18th FTE - \$0, Printing, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, and Awards - \$84,100

**Background:**

State law establishing TCDD requires “the Council to enter into a Memorandum of Understanding with the designated state agency that delineates the roles and responsibilities of the designated state agency” in providing administrative services and support to TCDD. Council Policies expect the Council to review the MOU each year. The current MOU with the Texas Education Agency, the Council’s designated state agency, is attached. No revisions are recommended this year by TCDD staff or by TEA.

**Executive Committee**

**Agenda Item 11.**

**Expected Action:**

The Committee will review and recommend Council approval of the Memorandum of Understanding with Texas Education Agency.

**Council**

**Agenda Item 10.**

**Expected Action:**

The Council will approve the Memorandum of Understanding with Texas Education Agency.

# 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.tcdd.texas.gov](http://www.tcdd.texas.gov)) and email (e.g. [Roger.Webb@tcdd.texas.gov](mailto:Roger.Webb@tcdd.texas.gov))

#### **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, 2014, and shall terminate on August 31, 2015. 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: \_\_\_\_\_

**Background:**

Minutes of the May 8, 2014, Project Development Committee meeting are included for your review.

**Project Development  
Committee**

**Agenda Item 3.**

**Expected Action:**

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

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
PROJECT DEVELOPMENT COMMITTEE  
THURSDAY, MAY 8, 2014  
DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Gladys Cortez, Chair	Diana Kern	Cindy Swain, TEA
Kimberly Blackmon	Scott McAvoy	David Taylor
Kristine Clark	John C. Morris	
Mary Durham	Dana Perry	

**COMMITTEE MEMBERS ABSENT**

Andrew Crim	Rick Tisch	Susan Vardell
Manda Hall		

**ATTENDANTS**

Gina Fuller

**STAFF PRESENT**

Martha Cantu	Theresa Esquivel	Susan Mihalik
Joanna Cordry	Sonya Hosey	
Cynthia Ellison	Wendy Jones	

**CALL TO ORDER**

The Project Development Committee met on Thursday, May 8, 2014, at the Holiday Inn Austin-Midtown at 6000 Middle Fiskville Road, Austin, Texas 78752. Gladys Cortez called the meeting to order at 1:30 p.m. A quorum was present.

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

Committee members, staff and guests were introduced. Sonya Hosey introduced Theresa Esquivel, the new Project Management Assistant.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the February 6, 2014, Project Development Committee meeting.

**MOTION:** To approve the minutes of the February 6, 2014, Project Development Committee meeting and correct the spelling of Dana Perry's name listed under "Committee Members Absent."

**MADE BY:** Kristen Clark

**SECOND:** Dana Perry

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Cortez talked about Project HIRE's 3<sup>rd</sup> Kickoff. She reported that the organization is up to speed on goals and they will be presenting at the 2014 NACDD Annual Conference. She spoke to them about vacancies in the Council and encouraged their participation. Susan Mihalik, Grants Specialist reported that OneStar Foundation will also be speaking at the 2014 NACDD Annual Conference.

**5. MEMBER UPDATES**

The Committee received member updates from Chair Mary Durham. Chair Durham reported that Kathy Griffis-Bailey will no longer be on the Committee. Her replacement will be Ivy Goldstein.

**STAFF REPORTS**

**A. Public Information Report**

Planning Coordinator Joanna Cordry presented the Public Information Report, which included recent public information staff activities relating to creating awareness and building connections on Twitter and Facebook. She also reported that Public Information staff has completed the public version of TCDD's Annual Report. Chair Cortez suggested Public Policy staff place more focus on whether the visuals being used are making an impact, if they are being re-tweeted, and whether or not it is worth the time and effort to move forward with using infographics.

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

Grants Management Director Sonya Hosey gave an update on the six continuation applications and one Outreach and Development project that was approved at the Executive Committee interim Council meeting on April 4. Hosey reported that Nuevos Horizontes de Starr County has had challenges in starting because of some problems contacting main staff. The grants specialist has attempted to contact them several times and gave them a deadline of May 7 to submit a plan and take corrective actions. Hosey also gave an update on the continuation award that was approved for A Circle of Ten, Phase 1, for up to \$40,000. She reported that there were concerns about the strategic plan that was submitted by the grantee. The organization is supposed to go back and address some of the concerns and bring that plan back at the November Council meeting.

Hosey also reported that at the Executive Committee meeting on May 7 the Council approved three new awards. The Committee approved awarding up to \$67,500 per year for up to two years to the Coalition of Texans with Disabilities and the Arc of Texas, pending successful negotiation of a final workplan and budget, for the Developmental Disabilities Policy Fellows grant. Growing Roots in Travis/Williamson Counties was approved for up to \$10,000 for up to 18 months for an Outreach and Development grant.

Three continuation awards were also approved. Epilepsy Foundation Texas (Health and Fitness project) was approved for year 3 of 5 for up to \$250,000; Imagine Enterprises (Self Advocacy as Speakers project) was approved for year 2 of 4, for up to \$125,000; and Region 17 Education Service Center (Families in Schools project) was approved for year 2 of 5, for up to \$300,000.

The Committee suggested that a Leadership and Advocacy grantee give a presentation at the next Council meeting. Hosey suggested Texas Advocates or the Arc of Texas since they are both in year 3 of 3.

The Committee discussed the decision that was made by the Executive Committee to not approve Baylor Autism Resource Center for funding for an Outreach and Development grant. Chair Cortez encouraged the Committee members to sit in on the Executive Committee meetings.

**C. Projected Available Funds**

Operations Director Martha Cantu reviewed staff projections of funds available in future years.

**D. Other Updates**

Cordry discussed the plan to evaluate the Accessible Parking Campaign submissions that will be presented to staff in July. The Executive Committee recommended the use of a review panel that includes two independent marketing experts, 2-3 Council members and 2-3 staff members. The panel will review the plans, receive presentations from the proposers, and make funding recommendations to the Executive Committee in August.

Wendy Jones Grants Specialist announced that National Geographic is covering the Access Empowerment projects. Wendy will keep the Council informed of the air date.

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

The Committee discussed ways to re-obligate funds that are returned to TCDD from grantees. They discussed developing webinars, podcast or interactive materials on various topics or offering scholarships or internships to people with developmental disabilities or family members and selected others. Currently, TCDD does not provide any funding for these types of activities although individuals who are interested in attending conferences can apply for stipends through an organization. The Committee discussed the possible pros and cons related to funding training and research. The Project Development Committee directed staff to draft executive summaries for projects to create training and informational products and to provide financial support for research that would provide data related to State Plan Goals and Objectives.

Cordry also reported the leadership and advocacy development training projects will all be completed by the summer of 2015. The Committee discussed the projects that have ended or will end in the near future. Staff will draft an executive summary for additional leadership and advocacy training projects that will provide training to people in their local communities.

Cordry provided several examples of infographics for the Committee to review. The Committee reviewed and discussed the use of visuals in planning and discussed the different types of infographics they preferred. A majority of the members favored a simple “snapshot” along with some explanatory information rather than too many graphics or information in small print.

**7. FUTURE PROJECT FUNDING PRIORITIES**

No changes

**ADJOURN**

There being no further business, Chair Gladys Cortez, adjourned the meeting at 3:28 p.m.

\_\_\_\_\_  
Roger A. Webb, Secretary to the Council

\_\_\_\_\_  
Date

**Background:**

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

- Grant Project Highlights – This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. The Project Highlights for Self-Advocates as Speakers will be presented by grants staff at the Committee of the Whole
- Future Project Funding Priorities - This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee reviews the Priority List each quarter, adds new projects recommended for approval by the Council, and may revise the priority order as the Committee determines is appropriate.

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

- Public Information Report - includes recent public information staff activities that create awareness and build connections. Tab 16
- TCDD Quarterly Financial Report –summarizes TCDD’s approved budget and year-to-date expenditures and is used in projecting funds available for additional projects in future years. Tab 6

**Project Development Committee**

**Agenda Item 6.**

**Expected Action:**

Information items only; no action is anticipated.

**Council**

**Agenda Item 16. A.**

**Expected Action:**

The Council will receive a report on key discussions of the Committee on these items. No action is anticipated.

## Grant Project Highlights

### Leadership and Advocacy Skills Training

#### State Plan Goal(s) and Objective(s)

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

#### *Leadership Development and Advocacy Skills Training*

**Arc of Texas** – Through Project MOVE, the Arc of Texas is partnering with local Arc chapters and other groups to provide training and ongoing support to Mobilize and Organization self-advocates, families and allies to use their Voices to Empower communities and create meaningful change.

- 603 self-advocates, families and allies trained
- Recruiting and training took place in Austin, San Antonio, Lubbock, El Paso, San Angelo and Richmond and the Rio Grande Valley
- The project coordinator has presented at several conferences

The project will focus on Austin, San Antonio, the Rio Grande Valley and the Amarillo/Central Plains Region.

Project Period: March 2012 – February 2015

Award amount: Up to \$75,000 per year, for up to three (3) years.

#### *Promoting Self Advocates as Speakers*

**VSA Art of Texas** – VSA Opening Minds, Opening Doors project will train at least 50 self-advocates on narrative storytelling, presentation techniques, and how to use slideshows, video and other technology.

- 95 self-advocates trained
- Self-advocates write compelling autobiographical story and craft into a short speech for a live audience. Presentations range from five to fifteen minutes in length and explore many issues that people with disabilities face including education, independent living, group homes, aging, marriage, and children.
- The project has expanded to El Paso and will hold a training in August 2014

The project will focus on Hays, Travis and Williamson counties the first year and then expand into Bexar, El Paso and Harris counties the following years.

Project Period: May 2013 – April 2017

Award amount: Up to \$125,000 per year, for up to five (5) years.

## Future Activities for State Plan Implementation

Tab 11

### Background:

Behind this tab are two Executive Summaries for possible future grant projects. The Project Development Committee will discuss these Executive Summaries and may make a recommendation to the Council.

### **Leadership Development and Advocacy Training Projects**

At the Project Development Committee meeting on May 8, 2014, the Committee discussed accomplishments of TCDD's leadership development and advocacy training projects, most of which are entering their final year. The Committee noted that there continues to be a need for effective, culturally relevant, leadership development and advocacy training to be available in local communities and requested that staff develop an Executive Summary for additional projects.

### **Targeted Online Training**

At the Project Development Committee meeting on May 8, 2014, the Committee requested that staff develop an Executive Summary describing a manner in which TCDD could efficiently initiate and fund the development of targeted online training to provide information to self-advocates, families, local organizations, service providers and grantees to help them improve their ability to achieve outcomes that are also important to the Council. Staff recommend funding to work with an organization or individual with expertise in universal learning to prepare a template that can be used by subject matter experts to prepare specific products that provide training effectively. This approach would also allow TCDD to rapidly invest unspent funds to for activities that the Council has already discussed and approved.

### Project Development Committee

#### Agenda Item 7.

### Expected Action:

The Project Development Committee will discuss the executive summaries and may make recommendations to the Council.

### Council

#### Agenda Item 8. A-B.

### Expected Action:

The Council will consider recommendations from the Project Development Committee.

# Funding Proposal Executive Summary Leadership Development and Advocacy Training Projects

## Background

All but one of TCDD's current leadership development and advocacy training projects, each awarded \$75,000 per year for up to three years, have begun their last year:

- Texas A&M University Youth Leadership (training high school students in schools)
- Texas Advocates Project SAVE (training self-advocates in State Supported Living Centers)
- The Arc of Texas Project MOVE (training self-advocates and families)
- The Arc of Dallas Advocates for Choice and Change North Texas (training self-advocates, families, and other community members)
- The TX Statewide Independent Living Council (SILC) Conference (providing training for any attendees)

Previously funded projects that have already ended include:

- Brighton Center's Parent Alliance for Learning and Support Program (training families)
- Region 19 ESC & Imagine West TX Youth Leadership grants (training young self-advocates)
- Family to Family (training for self-advocates and families)
- Paso del Norte Children's Development Center (training for families)

Two projects that support self-advocates to improve and market their public speaking skills, one project to support a self-advocate group engaging in community organizing, and the Texas Parent to Parent advocacy network project will all continue to be active after the projects noted above have ended. In addition, TCDD has planned up to five new projects to build culturally competent family supports; these projects may provide leadership development and advocacy skills training and will be expected to identify self-advocates and family members who would like to be more actively involved in advocacy efforts or take more visible leadership roles. However, there will be no other projects that regularly provide the type of training TCDD has supported for over twenty years.

In May 2014, the Project Development Committee discussed accomplishments of these projects and noted that there continues to be a need for effective, culturally relevant, leadership development and advocacy training to be available in local communities. The Committee expressed the desire to fund additional projects that address the needs of the people living in local communities in a cost effective way.

## State Plan Goal

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

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

## Expected Outcome

Up to four TCDD-funded Leadership Development and Advocacy Skills Training projects will each train at least 100 people each year, on average, and document that:

- at least 80% of trainees demonstrate perceived improvement in their ability to advocate for themselves and others; and
- at least 10% of trainees have continued involvement in leadership roles or public advocacy.

## Project Description

Up to four projects will provide leadership development and advocacy skills training using approved curriculum. Project staff will select curriculum and determine how training will be provided. Training must focus on issues relevant in the lives of people with developmental disabilities and must include:

- History and philosophy of the disability rights movement;
- Principles of self-determination;
- Strategies to find and access necessary services and supports;
- Activities to develop self-advocacy skills; and
- Activities to promote interaction between participants and peer support.

Training participants may include individuals with disabilities, family members of people with disabilities, and other interested community members who do not fall into either of these categories. First priority shall be given to support the participation of individuals with developmental disabilities; spouses or partners of individuals with developmental disabilities; and family members of adults with developmental disabilities. Other community members who are interested in being active advocates around developmental disabilities issues may attend training if space permits.

Organizations implementing the training may charge a reasonable fee for training or for Continuing Education Units (CEUs) but must ensure that any person with a developmental disability and family member of a person with a developmental disability will be able to participate, regardless of personal ability or inability to pay. TCDD will have final approval of any fee structure and procedure.

All organizations must have procedures in place to obtain contact information (including e-mail addresses) from participants and to inform participants if their contact information will be forwarded to TCDD so that TCDD may provide information related to advocacy opportunities to those individuals who have been trained. Grantees will also be expected to forward names of individuals who are interested in advanced training or serving on a board or committee to TCDD.

## Proposed Funding Amount

Up to \$75,000 per project, per year. Additional funding may be made available to provide reasonable accommodations to support Project Directors or Project Coordinators who have a developmental

disability if needed accommodations exceed the amount the organization can afford. Additional funding must be based on level of need and must be reasonable and necessary as determined by TCDD.

### **Proposed Duration**

Up to five years

### **Other Considerations**

The Council may wish to allow individuals to “opt” out of having their contact information automatically forwarded to TCDD or may wish to make furnishing contact information to TCDD a requirement of participation.

# Funding Proposal Executive Summary Targeted Online Training

## Background

Over the last several years, TCDD staff have identified specific types of training that might help stakeholders to enhance their advocacy efforts as well as their results or provide grantees with expertise that could improve their outcomes. In addition, staff have noted that some trainings currently conducted on a regular basis by staff, such as new grantee trainings, could be developed as webinars and made available for others to view at will.

For staff to develop these types of trainings individually on an intermittent basis appears to be inefficient, takes time and focus away from their primary duties, and is likely to result in inconsistent quality as subject matter experts are not necessarily also good trainers. Obtaining Council approval for funding to develop each single specific webinar also seems to be an inefficient approach.

As an alternative, staff recommend the Council approve limited funding for a limited period of time to allow staff to initiate development and deployment of online trainings as funding allows. To maintain consistent quality, staff would first work with an organization or individual with expertise in universal learning to prepare a template that will then be used by subject matter experts to prepare specific products that provide training effectively. This approach would also allow TCDD to rapidly invest unspent funds to implement an activity that has already been discussed and approved by the Council.

## State Plan Goal

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

**Objective 4:** Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/2016.

## Expected Outcome

TCDD will provide online training to stakeholders such as self-advocates, families, local organizations, service providers and grantees to help them improve their outcomes.

## Project Description

TCDD will provide funding to an organization or entity familiar with universal learning and accessibility guidelines to develop:

- a template for webinars;
- a guide to structuring online training for the most effective use of the template;
- a guide for drafting outlines or scripts for effective short informational videos;
- a strategy to ensure that the products developed can be accessed at will via the internet; and

- a brief evaluation that individuals participating in the training are asked to complete to assess the effectiveness and usefulness of the training.

The organization or entity selected will be required to recommend necessary technology and provide technical assistance to TCDD staff or their designees to support the development of up to 12 webinars or podcasts over a 2 year period of time. All trainings developed would be property of TCDD.

Following the development of the training templates and guides for use, TCDD staff propose that the TCDD Grants Management Director or the TCDD Public Policy Director would recommend topics for specific trainings. The TCDD Executive Director would review and approve recommended training topics. To be considered an appropriate topic for training, the topic must meet the following conditions:

- The training does not already exist in an easily available format that is free to the public;
- The training addresses a State Plan Goal or Objective; or a public policy priority; or would enable TCDD to operate in a more efficient manner; and
- Staff determine enough people would make use of the product to justify the funding spent. over the life of the product.

For each training, staff would select and work with subject matter experts as needed to develop and provide the training using the template. TCDD staff or collaborators may serve as subject matter experts at no cost to TCDD. Paid subject matter experts may be also be used.

**Examples of training topics might include (but would not limited to):**

- Information about emerging or time-sensitive issues, such as a public policy issue that requires timely action by a group of people who would not otherwise be adequately informed.
- Training to develop useful skills, such as:
  - Using social media and internet-based marketing for advocacy; and
  - Identifying, understanding, or addressing public policy issues.
- Education around best practices - such as person-centered thinking, community organizing, or cultural competency - that would be beneficial to a large group of people.
- Training to improve the quality of TCDD grant projects, such as training to help grantees improve their outreach to & support of people who may have diverse backgrounds and cultures.

### **Proposed Funding Amount**

Up to \$10,000 for the development of the template and guide, to buy necessary technology (hardware and software as necessary), and to pay for any necessary training. No more than \$15,000 per year, total, for development of products using the template.

### **Proposed Duration**

Up to two years

### **Other Considerations**

None.

**Future Project Funding Priorities****Tab 12****Background:**

This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee reviews the Priority List each quarter, adds new projects recommended for approval by the Council, and may revise the priority order as the Committee determines is appropriate.

**Project Development Committee****Agenda Item 8.****Expected Action:**

The Committee will review the Future Project Funding Priorities list and make recommendations for revisions the Council.

**Council****Agenda Item 8. E.****Expected Action:**

The Council will consider recommendations from the Project Development Committee.

# TCDD Future Funding Activities Priority List

As of May 9, 2014

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
N/A	<b>Outreach &amp; Development Projects – 2.0</b> Projects for up to 18 months	5/yr	\$10,000/project	10/25/13	TBD	FY 14-16	Variable
N/A	<b>Developmental Disability Policy Fellows Program</b> Award up to 2 two-year Fellowships in each of Year 1 and Year 2 <b>up to 3 yrs</b>	1	Year 1 up to \$135k Year 2 up to \$270K Year 3 up to \$135K	8/09/13	2/21/14 1/16/15	8/1/14 7/1/15	5/31/16 5/31/17
1.	<b>Self-Advocate Grassroots Community Organizing</b> <b>up to 3 yrs</b>	1	\$100,000/yr	5/03/13	4/04/14	11/1/14	5/31/17
2.	<b>Understanding Employment Options and Supports Conference</b> <b>up to 2 yrs</b>	1	\$150,000/yr	10/25/13	6/06/14	12/1/14	11/30/16
3.	<b>Culturally Competent Family Support</b> <b>up to 4 yrs</b>	5	\$75,000/yr/project	5/03/13	6/06/14	12/1/14	11/30/18
4.	<b>Partnership with African American Clergy to Support Families</b> <b>up to 5 yrs</b>	1	\$75,000/yr	5/03/13	N/A	TBD	TBD
5.	<b>Accessible Transportation Project</b> Year 1 -3 funding up to \$150k; Year 4 up to \$125k; and Year 5 up to \$100k <b>up to 5 yrs</b>	1	\$150,000/yr	10/25/13	TBD	TBD	TBD
N/A	<b>Accessible Parking Awareness Campaign Phase 2 – two proposals to be reviewed by TCDD August 2014</b>	TBD	TBD	TBD	N/A	TBD	TBD
N/A	<b>Support for Full Participation of Self-Advocates on Workgroups</b> <b>up to 1 yrs</b>	1	*\$50,000/yr	8/09/13	N/A	9/1/13	8/31/14

\*\$50k/yr budgeted for Public Policy Activities

Legend	Open RFP or Proposals received are under review at time of printing.
	Proposals have been approved, awarded or project is in process of beginning since last Council meeting.

**Background:**

Minutes of the May 8, 2014, Public Policy Committee meeting are included for your review.

**Public Policy Committee**

**Agenda Item 3.**

**Expected Action:**

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

**PUBLIC POLICY COMMITTEE MEETING  
DRAFT MINUTES  
May 8, 2014**

**COMMITTEE MEMBERS PRESENT**

Kristen Cox, Chair	Stephen Gersuk	Amy Sharp, TAMU-UCEDD
Hunter Adkins	Jeff Kaufmann, DADS	Lora Taylor
Mateo Delgado	Sara Kendall, DARS	April Young, HHSC
Mary Faithfull, DRTx	Penny Seay, TCDS	

**COMMITTEE MEMBERS ABSENT**

Cindy Johnston

**STAFF PRESENT**

Roger A. Webb, Executive Director	Belinda Carlton Erin Lawler	Jessica Ramos
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**CALL TO ORDER**

The Public Policy Committee convened on Thursday, May 8, 2014, in the Maple/Mesquite Room at the Holiday Inn Austin – Midtown, Austin, Texas 78752. Committee Chair Kristen Cox called those present to order at 1:33 p.m.

**1. INTRODUCTIONS**

Committee Chair Kristen Cox asked the Committee members and staff to introduce themselves, and share their summer vacation plans or a destination to which they would like to travel.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CONSIDERATION OF FEBRUARY 6, 2014, MINUTES**

The Committee reviewed the minutes from the February 6, 2014, Public Policy Committee meeting.

**MOTION:** To approve the minutes of the February 6, 2014, Public Policy Committee meeting, as presented.

**MADE BY:** Lora Taylor

**SECOND:** April Young

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Kristen Cox provided an update regarding her experience at the Disability Policy Seminar (DPS) in Washington, D.C. Chair Cox requested a briefing regarding the ABLE Act during the August committee meeting to ensure that members understand that the passage of the ABLE Act will not replace the value of a Special Needs Trust. There are certain things that can be paid for with a Special Needs Trust that cannot be paid for with funds in the ABLE Act.

## 5. MEMBER UPDATES

Chair Cox announced that her son Kyle is going to Texas A&M University. Jeff Kaufman provided a summary of the SB 7 report findings on Prader-Willi syndrome, a developmental disability, and genetic condition that causes insatiable appetite.

Chair Cox reminded Committee members about their established legislative relationships, and encouraged Committee members to continue to build new relationships with legislators.

## 6. Revisions of TCDD Position Statements

Chair Cox asked Public Policy Director Jessica Ramos to lead the position statement discussion. The Aging with Developmental Disabilities Position Statement was revised to include recommendations from the February 6, 2014, committee meeting.

After discussion, the Committee recommended the following:

- Change “caregiver” from possessive to plural, In line six
- End all numbered statements with periods
- Insert a comma after “therefore,” in the second paragraph
- Delete “and,” at end of number two

**MOTION:** To recommend Council approval of the Aging with Developmental Disabilities Position Statement, as revised.

**MADE BY:** Lora Taylor

**SECOND:** Hunter Adkins

**ABSTENTIONS:** None

Ms. Ramos reviewed changes to the Community Living Position Statement. The revision adds that adults with disabilities should be provided with information, in addition to assistance, related to choices about their least restrictive living options.

After discussion, the Committee made two additional revisions to the Community Living Position Statement:

- Delete ‘natural’ from:
  - the second line of the second paragraph
  - the first line of the third paragraph, and
  - the second line of the third paragraph
- Replace ‘exercise’ with ‘have’ in the first sentence of the last paragraph.

**MOTION:** To recommend Council approval of the Community Living Position Statement, as revised.

**MADE BY:** Hunter Adkins

**SECOND:** Penny Seay

**ABSENTIONS:** None

The motion **passed** with one opposed (Stephen Gersuk).

After the motion was passed, Chair Cox asked Mr. Gersuk about his opposition to the Community Living Position Statement as revised. Mr. Gersuk indicated that he is opposed to the closure of State Supported Living Centers (SSLCs). A discussion followed about the nature of community living, and the philosophy of least restrictive environment and the Developmental Disabilities Act.

Members then focused on a potential conflict in asserting support for a person's choice in the first sentence of the last paragraph and then taking one of those options off the table by supporting closure of SSLCs in sentence five. Executive Director Roger Webb clarified the appropriate procedure to reconsider the previous vote approving revisions to the Community Living Position Statement.

**MOTION:** To reconsider the motion to recommend Council approval of the Community Living Position Statement, as revised.

**MADE BY:** Jeff Kaufmann

**SECOND:** Sara Kendall

The motion was passed with five in favor (Hunter Adkins, Stephen Gersuk, Jeff Kauffman, Sara Kendall, and Lora Taylor), three opposed (Kristen Cox, Penny Seay, and Amy Sharp) and one abstention (April Young).

The discussion continued. Committee members offered possible paths forward, including taking a break to draft new language or tabling the entire discussion of the Community Living Position Statement until a later date. The Committee also discussed the effect that tabling the Community Living Position Statement would have on the minor changes previously recommended.

The Committee agreed to recommend the Community Living Position Statement with the previously recommended revisions and to consider additional revisions during the August Committee meeting.

**MOTION:** To recommend Council approval of the Community Living Position Statement with the previously recommended revisions.

**MADE BY:** Amy Sharp

**SECOND:** Penny Seay

**ABSTENTIONS:** None

The motion **passed** unanimously.

Ramos reviewed recommended changes to the Criminal Justice Position Statement, reminding the committee that it was substantially edited in 2013. Public Policy Director Jessica Ramos asked that the staff edit be rescinded because perceptual memory is a term of art.

**MOTION:** To recommend Council approval of the Criminal Justice Position Statement, with one revision.

**MADE BY:** Stephen Gersuk

**SECOND:** Lori Taylor

**ABSTENTIONS:** None

Ramos reviewed the recommended revisions to the Service Coordination Position Statement. It was revised to add the separation of service coordination from payer of services to avoid conflict of interest.

**MOTION:** To recommend Council approval of the Service Coordination Position Statement as revised.

**MADE BY:** Lori Taylor

**SECOND:** Penny Seay

**ABSTENTIONS:** None

Ramos reviewed the proposed draft of the Transition from School to Adult Life Position Statement. After discussion, the Committee recommended the following revisions:

- Replace the third to last sentence in the first paragraph with
  - Transition planning should also include proactive pursuit of higher education options for students and should reflect the Texas “Employment First” policy, stating that “earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits.”
- Insert a space between ‘reflect’ and ‘Texas,’ in the first paragraph.
- Replace ‘post-school’ with ‘post-secondary’ at the end of the first paragraph.

**MOTION:** To recommend Council approval of the Transition from School to Adult Life Position Statement, as revised.

**MADE BY:** Hunter Adkins

**SECOND:** Penny Seay

**ABSTENTIONS:** None

Ramos reviewed a draft of the Transition from School to Adult Life Position Statement using plain language and an infographic. The draft was not recommended for adoption but was developed as a companion to a future graphic.

Ramos reminded the Committee Members that the Employment, Guardianship and Supported Decision-making, and Public Transportation Position Statements were recommended at the February 6, 2014, committee meeting. They were not adopted by the Council in February because the Council meeting was canceled due to bad weather. Therefore, these three Position Statements, as well as the Aging with Developmental Disabilities, Criminal Justice, Service Coordination, and Transition from School to Adult Life would be recommended to the Council at the May 9, 2014 meeting.

Chair Kristin Cox called for a break at 3:00 pm.

Chair Cox reconvened the meeting at 3:15 pm.

## **7. PUBLIC POLICY ISSUES**

Public Policy staff provided updates regarding public policy activities, including Senate Bill (SB) 7 implementation, Employment First Taskforce, STAAR Alternate Test, and guardianship reform and supported decision making, restraint and seclusion, an update on conflict resolution training for Disability Rights Texas staff at SSLCs, the Austin Travis County Integral Care transition story project and the Keeping All Students Safe Act.

Ramos reviewed the handout entitled, "Changes for People with I/DD," a flow chart describing whose Medicaid medical benefits will be moved into managed care. Ramos stated that the flowchart indicates that adults with I/DD who are 21 years and older and not enrolled in Medicare Part B must receive medical benefits in managed care. Children and adults 20 and younger may choose to remain in traditional fee for service Medicaid. Some advocates recommend that it may be less of a disruption for children and young adults age 20 and younger to wait to transition to managed care when they are required to enroll in STAR Kids in 2016.

Ms. Ramos also presented a timeline for the transition of medical benefits to managed care, with final implementation on September 1. Later this month, an introductory letter about the transition will be mailed to waiver participants and residents of community based intermediate care facilities. Persons who use Medicare Part B are not subject to the transition and should not receive a letter. In mid-June enrollment packets will be mailed. It is recommended that waiver participants and families use the online directory lists to select providers. Persons who fail to choose a managed care company by August 15 will be defaulted in to a managed care company that includes the participant's primary care physician. If the person's primary care physician is not participating in managed care, the person will be randomly assigned to a company.

Public Policy Specialist Erin Lawler provided an overview of the Employment First Task Force, congratulating TCDD Executive Director Roger Webb who has been named the Task Force chair. Mr. Webb reported that Employment First grew out of the last legislative session from Senate Bill 1226, which was a Committee recommendation provided during position statement revisions two years ago. The purpose of the Task Force is to align state agency policies with the principle that earning a living wage in the general workforce is the first and preferred outcome for all working-age Texans with disabilities.

Ms. Lawler provided an overview of changes to STAAR-Alternate Test for students with disabilities, an accountability measure of No Child Left Behind. Advocates have many concerns with these changes.

Ms. Ramos updated the committee on Public Policy Specialist Belinda Carlton's outstanding work on guardianship reform and supported decision making, and work to build a coalition around guardianship and supported-decision making.

Ms. Ramos spoke about the Texas Disability Issues Forum and reminded members that the Committee agreed that TCDD would provide tools for local advocacy organizations. Mr. Webb stated that he is comfortable that this forum is "fair and appropriate, and well-intended."

Ms. Ramos reported that there are 3,457 people remaining in State Supported Living Centers (SSLC), and reviewed the article, "\$600,000 For Interim Leadership at Austin Facility is Latest in Long Line of Fix-it Efforts." Ms. Lawler reported that she is providing conflict resolution training to the Disability Rights Texas staff working in SSLCs.

Ms. Lawler provided an overview of the Keeping All Students Safe Act, a piece of federal legislation regarding restraint and seclusion use in schools. In Texas, seclusion is prohibited, and restraint is limited to use in emergency situations.

## **8. PUBLIC INFORMATION REPORT**

Ms. Ramos reviewed the Public Information Report, behind Tab 15. Ms. Ramos reported on the completion of the Annual Report, that the TCDD website is 95% accessible, and on Infographics.

## **9. OTHER DISCUSSION ITEMS**

Ms. Ramos reported to the committee that the 84th Legislative Session convenes in 249 days. In August, the Committee will consider 2015 Public Policy Priorities.

## **ADJOURN**

There being no further business, Committee Chair Cox adjourned the meeting at 4:06 p.m.

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Roger A. Webb  
Secretary to the Council

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Date

**Background:**

The Council reviews TCDD’s Position Statements during even number years. Staff solicited input this quarter regarding proposed revisions from Council members on the following position statements:

- A. Family Support *draft*
- B. Children and Families *draft*
- C. Emergency Preparedness *draft*
- D. Community Living *draft*

Revisions suggested by Council members and/or staff are included in the draft materials. Comments in **PURPLE** represent input from Council members; comments in **RED** represent suggestions from TCDD staff.

**Public Policy Committee**

**Agenda Item 7.**

**Expected Action:**

The Committee will consider suggested changes to TCDD Position Statements and recommend revisions to the Council.

**Council**

**Agenda Item 6.**

**Expected Action:**

The Council will consider revisions to TCDD Position Statements recommended by the Public Policy Committee and determine final action.

## Family Support

### Draft Position Statement

~~The Texas Council for Developmental Disabilities supports the position that families should have access to supports and services needed to provide sustained care throughout the lifespan of a child, a sibling, or an adult with disabilities. Family caregiving is the backbone of long term services and supports for Texans with disabilities. National caregiver studies estimate that more than 85 percent of individuals with developmental disabilities reside with and rely on their families for care. Family caregivers need support throughout the lifespan of a person with a disability. Emotional, social and economic challenges accompany a family's commitment to their family member with a developmental disability. To provide sustained care for a child, a sibling, or an adult with disabilities, families need access to supports and services.~~

**Comment [STA1]:** The first half of this paragraph is redundant to the second half, which is best stated.

~~Services and supports to families with a family member with disabilities have a dual focus. Those services support the health and integrity of family units, and they maximize the strengths and potential of individuals with disabilities to independently participate in and be included in their communities. During childhood, family support services are intended to strengthen the family's role as primary caregiver and prevent institutional placement of individuals with disabilities.~~ Throughout an individual's life span, family support services are intended to strengthen and maintain family connections while fostering self-determination, independence, and participation in school, job, recreational and community activities. Adequate support services must be available to people with disabilities so that they can remain in the community rather than face inappropriate institutional placements.

The Texas Council for Developmental Disabilities supports the provision of a full array of flexible, culturally competent family support services that include but are not limited to:

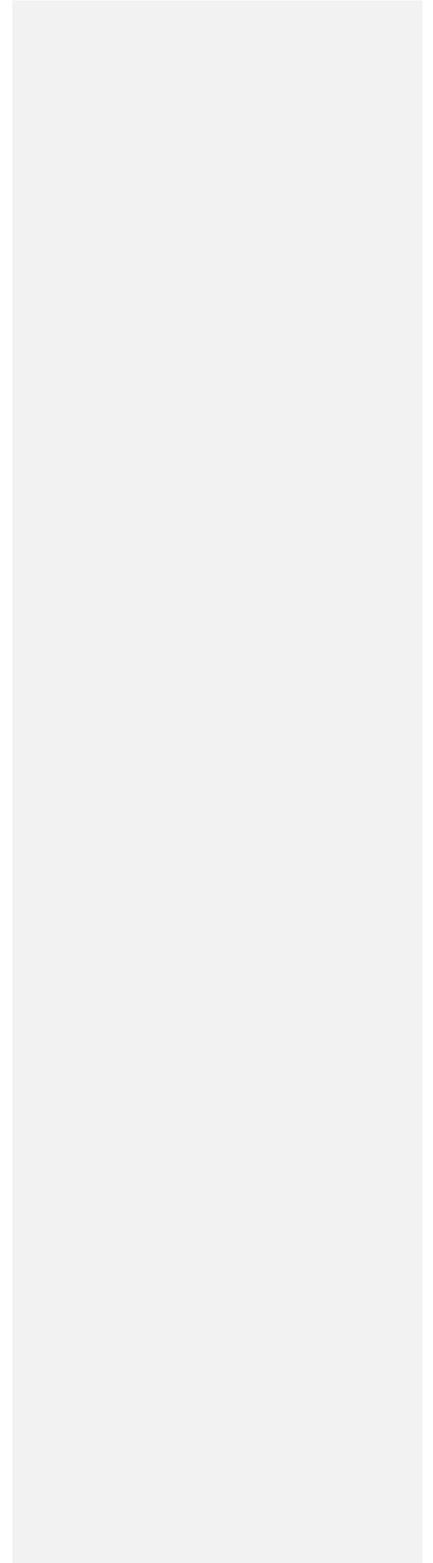
- adaptive equipment and specialized clothing;
- assistive technology devices and services;
- counseling services;
- financial assistance with the extra expenses of providing support;
- home modifications;
- leisure-time planning;
- person-centered comprehensive planning for transition from early childhood to school, from school to adult life, and from adult life to retirement;
- personal assistance services/direct care services;
- respite care that is affordable, safe, age-appropriate and in the most integrated setting;
- service coordination including information and referral services;
- training to empower people with disabilities and their families to advocate for lifestyles they choose and skills to effectively support their family member at home;
- transportation; and
- vehicular modifications.

*(Continued)*

Providers of family support services must have education and training that will prepare them to work with families and people with disabilities of all ages ~~in inclusive settings~~ to maximize each individual's potential and inclusion with their peer groups.

To be effective and beneficial, family supports and services must be affordable, easy to access, designed by the individual and their family, individualized based on functional needs rather than diagnosis, flexible to changing needs and circumstances, and culturally appropriate.

Reviewed ~~May 3, 2012~~





## Children and Families

### Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that aAll children belong in families that provide love, caring, nurturing, bonding and a sense of belonging and permanence that best enables them to grow, develop and thrive. Children with disabilities are no different from other children in their need for the unique benefits that come only from growing up in a permanent family relationship. All children benefit and are enriched by being part of an inclusive environment that promotes physical, social, and intellectual well-being and leads to independence and self-determination.

Families of children with disabilities often need supports and services to sustain family life and keep their children at home and included in the community. Family support services are intended to strengthen the family's role as primary caregiver, prevent expensive out-of-home placement of individuals with disabilities, maintain family unity and foster self-determination.

The Texas Council for Developmental Disabilities supports the position that:

- ❑ All children can and should live in a family. All children need a family to best grow, develop and thrive. All children deserve the love, nurturing and permanency that are unique to family life.
- ❑ Families come from many cultures and are multidimensional. No matter its composition or cultural background, a family offers a child a home and a lifelong commitment to love, belonging and permanency. Parents with disabilities are capable of and do provide loving families and homes to children.
- ❑ Families, including parents with disabilities, should have available the level of supports and services needed to keep their children with and without disabilities in their own homes. Family support services should include, but are not limited to, respite care, provision of rehabilitation and assistive technologies, personal assistant services, parent training and counseling, vehicular and home modifications, and assistance with extraordinary expenses associated with disabilities. In addition, since the vast majority (over 85%) of individuals with disabilities reside with families in their own households, families of children with disabilities need access to appropriate child care and to before- and after-school programs. Child care for children with disabilities should be affordable, safe, appropriate and in the most integrated setting.
- ❑ Providers of family support services must have education and training that will prepare them to work with people with disabilities in inclusive settings to achieve this goal.
- ❑ To be effective and beneficial, supports and services must be easy to access, family-driven, individualized, flexible to changing needs and circumstances, culturally sensitive and based on functional needs rather than categorical labels.

*(Continued)*

- ❑ When children cannot remain in their own families, for whatever reason, ~~they still deserve to live and grow up in a family.~~ The first priority should be to reunite the family through the infusion of services and supports. When that is not possible and the family can remain actively involved in the child's life, the natural family should be a key participant in selecting an alternate family situation for their child, including foster families, co-parenting and adoption.
- ❑ When families cannot be actively involved in their children's lives, permanency planning must occur to allow each child to live in a family.
- ❑ School districts and health and human services agencies are integral sources of information and training for parents. Coordination among school districts and outside agencies is critical to provide parents with accurate, timely information regarding services and eligibility requirements.
- ❑ ~~The state Child Protective Services system~~ It is essential to guarantee that all children are safe from abuse and neglect. Support of the families of children with disabilities from this system is critical to make sure children remain in a safe, family environment and are not unnecessarily removed from families due to the absence of necessary services and supports.

~~The Council also supports the position that~~ When children with disabilities grow up in families, the community at large accepts the value of providing supports to children and families at home so that children become and remain participants and contributors to their communities.

The Council supports the public policy statement adopted by the State of Texas recognizing the value of families in children's lives and supports the development of programs, policies and funding mechanisms that allow all children to live and grow up in a family.

Reviewed ~~May 3, 2012~~

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# Emergency Preparedness

## Draft Position Statement

~~The Texas Council for Developmental Disabilities supports the position that p~~People with disabilities deserve respectful, prompt and efficient assistance during “shelter in place,”\_evacuation, and relocation resulting from a natural disaster or emergency event. Individuals must have access to appropriate and accessible transportation, shelter, medical and mental health care, and information on temporary support services. ~~The Texas Council for Developmental Disabilities supports the position that T~~to achieve this, people with disabilities and their families, state agencies, first responders, relief workers, and local and state government must work together to create emergency preparedness systems and plans that are responsive to people with disabilities’ needs and stated preferences. There also must be a priority on people with disabilities and their families creating individual emergency preparedness plans.

The Texas Council for Developmental Disabilities supports the position that people with disabilities and their families must be involved in planning and implementing first responder and relief worker trainings that address the needs of people with disabilities in an emergency event, including accessible transportation, adherence to an individual’s existing emergency preparedness plan, and the importance of keeping families and other support networks, including service animals, together throughout the evacuation and relocation processes.

The Texas Council for Developmental Disabilities supports ~~the position that~~ the following principles ~~as are~~ integral to the health and safety of people with developmental disabilities during an emergency event:

- Individuals and families create, review and revise as necessary (at least annually) individual emergency preparedness plans, to include “shelter in place” plans, with support from long-term care and support programs when appropriate;
- Confidentiality of personal and medical information included in an individual’s emergency preparedness plan or provided to any registry system or service provider;
- Participation of people with disabilities and families in developing local, regional, and state emergency preparedness plans, to include “shelter in place” plans, that are responsive to the needs and preferences of people with disabilities;
- Participation of people with disabilities and their families in developing trainings for first responders and relief workers on the needs of people with all disabilities during and after an emergency event, including information on invisible disabilities, self-determination, and preserving support networks; and
- Information on emergency preparedness and preparedness planning activities and resources must be available to everyone.



## Community Living

### Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that individuals with disabilities should have access to opportunities and the supports needed to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, the state, and the nation.

Individuals with disabilities must have access to the full range of accommodations necessary to ensure that living in their community is possible. These accommodations may take various forms such as personal attendant services, medication monitoring, [nursing, behavior supports](#), respite, durable medical equipment, employment services, transportation, and/or minor home modifications. Accommodations may be sustained for either longer or shorter duration or may be of greater or lesser intensity depending on the need of the individual.

Services to children should be provided in their family setting. When children cannot remain with their families, they must be cared for using principles, policies and processes akin to those of permanency planning and have access to family-based alternatives that ensure enduring and nurturing relationships.

Adults with disabilities shall have choice and control about where ~~they live among available options, how, and with whom they live~~. They must be provided with assistance that may be needed to make ~~these~~ [informed](#) choices ~~about how and with whom they live~~ and to sustain choices regarding community living. All people with disabilities should have access to the services and supports they need to live in the community. The state of Texas must allocate the requisite resources to support community living for people with disabilities ~~including community based services and supports and affordable, integrated housing~~. In addition, the state must rapidly expand the availability of individualized community options, transition all individuals in state institutions to community living ~~who choose to do so~~, commit to a ~~thoughtful, measured~~ transition plan to ~~downsize the I/DD institutional capacity in line with anticipated future needs, consolidate and close state-supported living centers~~ and transfer any cost savings ~~resulting from consolidations or closures~~ to quality community programs. Communities must also be cultivated to ensure local systems foster accessibility within and across all facets of community life, so that [living as independently as desired and](#) maintaining [quality](#) community ~~placement living~~ is a feasible outcome for individuals with disabilities.

Approved ~~May 9, 2014~~

**Background:**

**A. State Policy Issues**

TCDD Staff will provide an update regarding recent public policy activities, including the implementation of legislation and the budget adopted by the 83<sup>rd</sup> Texas Legislature.

Discussion topics include:

- Employment First Task Force
- Senate Bill 7 Implementation
- Public Education

**B. Update on State Supported Living Center Activities**

The committee will receive an update on recent activities involving State Supported Living Centers.

**C. Federal Policy Issues**

TCDD Public Policy staff will provide an overview of the status and implementation of various federal legislative initiatives that impact people with developmental disabilities including the ABLE Act.

**Important Terms**

**Legislative Appropriations Request (LAR):** a document prepared by each state agency and institution which details the amount of funding each agency is seeking from the legislature.

**Public Policy Committee**

**Agenda Item 6.**

**Expected Action:**

The Committee will receive updates on these items and may make recommendations for consideration by the Council.

**Council**

**Agenda Item 17. B.**

**Expected Action:**

The Council will receive reports from the Public Policy Committee and consider any recommendations offered from the Committee.

# **Blueprint for Integrated Employment**

Going from sorting buttons in a workshop for just pennies an hour to making minimum wage in an office isn't just a dream for Rhode Island residents with developmental disabilities anymore.

The State of Rhode Island has entered into an agreement, called a "consent decree" with federal officials, to create integrated employment opportunities for people with developmental disabilities who currently work or spend their days in segregated environments. This agreement has been called many things, including a "way forward," a "landmark," and a "blueprint for other states."

## **What is the consent decree?**

The consent decree is an agreement between the state of Rhode Island and the United States Department of Justice (DOJ). The DOJ is one of the federal agencies with the authority to enforce the Americans with Disabilities Act (ADA). In the consent decree, the state of Rhode Island agrees to take certain actions to resolve possible ADA violations within the state.

## **Why did the consent decree happen?**

The DOJ looked at Rhode Island's programs for people with intellectual and developmental disabilities (I/DD) and determined that Rhode Island may not have been following the ADA. About 80% of people with I/DD receiving state services were being served in settings where they were kept apart from people without disabilities, including sheltered workshops and facility-based day programs. The ADA directs states to serve people in the most integrated settings possible and the DOJ determined that Rhode Island was not doing so.

Rather than going through a full lawsuit where a judge would make a decision, the DOJ and Rhode Island worked together to create a plan to end these possible ADA violations. The consent decree is the plan that the DOJ and Rhode Island created and agreed to. Although a judge did not make a decision, Rhode Island has still formally committed to taking certain actions.

## **Do other states have to follow the terms of the consent decree?**

No. The consent decree is an agreement, like a contract, between Rhode Island and the DOJ. The actions that Rhode Island agrees to take are specific to the situation in that state.

## **Why has the consent decree been called a "blueprint" for other states?**

The consent decree contains a lot of useful information for other states. It lays out steps that other states could choose to take when making changes to their own systems.

## **Big picture: what did Rhode Island agree to do?**

Rhode Island agreed to transform its service system over the next 10 years. The terms of the decree focus on transitioning people who are currently employed in sheltered workshops or are receiving services in a facility-based day program into supported employment. Transitioning youth who are at risk of placement in segregated settings will receive additional services and supports designed to ensure meaningful opportunities for work.

## What exactly did Rhode Island agree to do?

### Employment and Day Services

- Rhode Island will provide supported employment placements to approximately **2,000** people:
  - At least **700** people currently in sheltered workshops,
  - At least **950** people currently in facility-based day programs, and
  - At least **300-350** students leaving high school.
- Supported employment placements will provide services in an integrated setting where people with I/DD:
  - Are paid at least minimum wage,
  - Work the maximum number of hours consistent with their abilities and preferences, and
  - Interact with peers without disabilities to the fullest extent possible.
- As a group, people receiving supported employment services will average 20 hours of work per week in integrated employment settings.
- People receiving supported employment placements will also be provided with integrated, non-work services, ensuring that people have access to integrated work and non-work settings for a total of 40 hours per week.
- People may remain in segregated programs if they request to do so after receiving a vocational assessment, trial work experience, outreach information, and benefits counseling.

### Transition-Age Youth

- Rhode Island will provide transition services to approximately 1,250 youth between the ages of 14 and 21.
- Rhode Island Department of Education will adopt an Employment-First policy.
- State agencies will promote the implementation of a school-to-work transition planning process that will include specific timelines and benchmarks.
- Youth in transition will receive integrated vocational and situational assessments, trial work experiences, and other services to ensure meaningful opportunities for work.

### Other

- Rhode Island will reallocate funding from segregated settings to integrated ones as people transition.
- Rhode Island will contract with a technical assistance provider to provide leadership, training, and technical assistance to employment providers and to state staff.
- Rhode Island will establish a “Sheltered Workshop Conversion Institute” at Rhode Island College to assist qualified providers of sheltered workshop services to convert their programs to include supported employment.
- Rhode Island will establish and begin making distributions from a “Sheltered Workshop Conversion Trust Fund” in the amount of \$800,000 to provide upfront start-up costs to providers that have agreed to convert their services.
- Rhode Island will establish competency-based training for state staff on employment topics. For more information, visit: [http://www.ada.gov/olmstead/olmstead\\_cases\\_list2.htm#ri-state](http://www.ada.gov/olmstead/olmstead_cases_list2.htm#ri-state)

# Will My Medicaid Medical Benefits Move to STAR+PLUS on Sept. 1, 2014?

Do you live in an ICF-IDD or receive services from one of these waivers: HCS, CLASS, TxHmL or DBMD?

NO

YES

**STOP**

You will not be affected by this change.

Do you have Medicare Part B?

NO

YES

You will get an enrollment packet in June.  
Are you 21 or older?

NO

YES

**STOP**

You will not be affected by this change. You get Medicare.

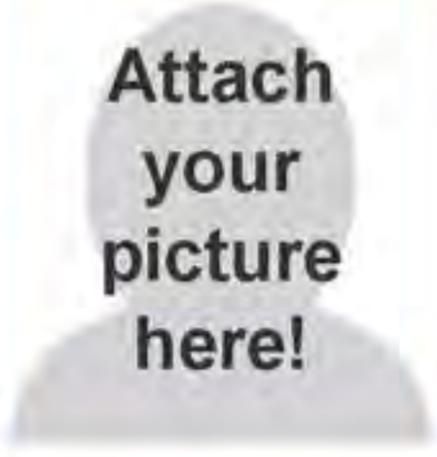
You **DO NOT** have to make any changes. You may **CHOOSE** a STAR+PLUS Medicaid managed care plan.

You **MUST** pick a STAR+PLUS Medicaid managed care organization.

Medicaid Medical Benefits include doctor visits, prescriptions, durable medical equipment (wheelchairs), supplies (gloves)...

# H My Health Passport H

 If you are a health care professional who will be helping me, **PLEASE READ THIS**   
before you try to help me with my care or treatment.

<p>My full name is: _____</p> <p>I like to be called: _____</p> <p>Date of birth: ____ / ____ / ____</p> <p>My primary care physician: _____</p> <p>Physician's phone number: _____</p>	 <p>Attach your picture here!</p>
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This passport has important information so you can better support me when I visit/stay in your hospital or clinic.

Please keep this with my other notes, and where it may be easily referenced.

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My signature: \_\_\_\_\_ Date completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

You can talk to this person about my health: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

	<p><b>I communicate using:</b> (e.g. speech, preferred language, sign language, communication devices or aids, non-verbal sounds, also state if extra time/support is needed)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**My brief medical history:** (include other conditions (e.g. visual impairment, hearing impairment, diabetes, epilepsy) past operations, illnesses, and other medical issues)

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**My current medications are:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**When I take my medication, I prefer to take it:** (e.g. with water, with food)

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**I am allergic to:** (list medications or foods, e.g. penicillin, peanuts)

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**If I am in pain, I show it by:** (also note if I have a low/high pain tolerance)

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**If I get upset or distressed, the best way you can help is by:** (e.g. play my favorite music)

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**How I cope with medical procedures:** (e.g. how I usually react to injections, IV's, physical examinations, x-rays, oxygen therapy—also note procedures never experienced before or in recent years)

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**My mobility needs are:**  
(e.g. whether I can transfer independently, devices I use, pressure relief needed)

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**When getting washed and dressed, you may assist me by:**

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**When drinking, you may assist me by:**

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**When eating, you may assist me by:**

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My favorite foods and drinks are:

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I do not like to eat or drink the following:

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I am very sensitive to: (specific sights, sounds, odors, textures/fabric, etc. that I really dislike, e.g. fluorescent lights, thunderstorms, bleach, air freshener)

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Things I like to do that will help pass the time:

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How to make future/follow-up appointments easier for me:  
(e.g. give me the first/last appointment of the day, allow extra time for the appointment, let me visit before my appointment, give information to my caregiver, etc.)

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# **Achieving a Better Life Experience (ABLE) Act: Proposed Federal Legislation would Create Specialized Savings Accounts for Americans with Disabilities**

## **Background**

American families face many challenges in saving money for the long-term support needs of a family member with a disability. Not the least of these challenges is the fear of disqualifying a family member from eligibility for much-needed public benefits, such as supplemental income or long-term services and supports through the Medicaid system, through the buildup of assets. If passed, the federal legislation known as the Achieving a Better Life Experience (ABLE) Act (S.313 / H.R.647) would give people with disabilities and their families access to specialized savings accounts. People with disabilities and their families would be able to invest up to \$100,000 in these accounts without losing access to Supplemental Security Income, Medicaid services, or other important federal benefits for people with disabilities. These savings accounts would represent another tool that people and families can choose to avail themselves of; they would not replace other specialized long-term planning tools, such as Supplemental Needs Trusts.

## **About the ABLE Act**

The ABLE Act is a bipartisan effort, introduced in February 2013, to encourage and assist people and families to save funds for the purpose of supporting people with disabilities to maintain health, independence, and a better quality of life. The purpose of the Act is to provide secure funding for disability-related expenses on behalf of designated persons with disabilities that will supplement, but not replace, benefits provided through private insurance, the Medicaid program, the Supplemental Security Income program, the person's employment, and other sources.

As of June 24, 2014, the House bill has 363 co-sponsors and the Senate bill has 74 co-sponsors. This is a remarkable level of bipartisan support.

## **Key Elements**

### **A Form of 529 Account**

The ABLE Act creates a new subsection (f) ABLE Account within Section 529 of the Internal Revenue Code. Many families are already familiar with "529 accounts" that are already available for educational expenses, known as qualified tuition programs. ABLE accounts would follow all the requirements and regulations of a traditional 529 qualified tuition program. They are intended to be easy to open and available in any state. Like other 529 accounts, residents of one state may establish accounts in another state. The same rules that govern other 529 accounts would govern ABLE accounts, including limits on the size of the account; rules for tax treatment of annual contributions, earnings, and withdrawals; and reporting requirements. Rollovers would be allowed from an ABLE account to a traditional 529 if the beneficiary is no longer deemed to have a disability. Also, rollovers would be allowed to another family member's ABLE account or the family member's traditional 529. Rollovers would also be allowed to certain kinds of trusts.

## Qualified Disability Expenses

Among other things, funds in ABLE Act accounts could be spent on:

- **Education** - Tuition for preschool thru post-secondary education, books, supplies, and educational materials related to such education, tutors, and special education services.
- **Housing** - Expenses for a primary residence, including rent, purchase of a primary residence or an interest in a primary residence, mortgage payments, home improvements and modifications, maintenance and repairs, real property taxes, and utility charges.
- **Transportation** - Expenses for transportation, including the use of mass transit, the purchase or modification of vehicles, and moving expenses.
- **Employment Support** - Expenses related to obtaining and maintaining employment, including job-related training, assistive technology, and personal assistance supports.
- **Health and Wellness** - Expenses for health and wellness, including premiums for health insurance, mental health, medical, vision, and dental expenses, habilitation and rehabilitation services, durable medical equipment, therapy, respite care, long term services and supports, nutritional management, communication services and devices, adaptive equipment, assistive technology, and personal assistance.
- **Assistive Technology and Personal Support** - Expenses for assistive technology and personal support with respect to any of the above.
- **Miscellaneous Expenses** - Financial management and administrative services, legal fees, expenses for oversight, monitoring, and funeral and burial expenses.

## Eligibility

Any person who is receiving SSI or disability benefits under Title II of the Social Security Act would be eligible to use an ABLE account, as well as people who would otherwise meet the Social Security definition but who are not currently eligible for benefits.

## Federal Treatment of ABLE Account under Supplemental Security Income Program and Medicaid:

- **Supplemental Security Income (SSI):** If the assets in an ABLE account reach \$100,000 and the beneficiary is receiving SSI benefits, monthly SSI benefits will be placed in suspension. If the assets in the ABLE account drop back below \$100,000, the SSI cash benefits resume. No re-application is necessary. This is not a limit on the account; it is a trigger for stopping/starting SSI cash benefits.
- **Medicaid Eligibility:** A beneficiary will not lose eligibility for Medicaid based on the assets held in the ABLE account, even during the time that SSI benefits are suspended (as described above for an account with over \$100,000).
- **Medicaid Payback Provision:** When the qualified beneficiary dies (or if he/she no longer qualifies as a person with a disability), any remaining assets in the ABLE Account are used to “pay back” any state Medicaid plan up to the value of Medicaid services provided to the beneficiary. The payback is calculated based on amounts paid by Medicaid after the creation of the ABLE account.



2015 marks the 40<sup>th</sup> anniversary of the Individuals with Disabilities Education Act (IDEA) and the 25<sup>th</sup> anniversary of the American with Disabilities Act (ADA). To honor the legacy of the past, and to help build a new future, six national disability organizations embarked on a campaign to achieve six national goals important to people with disabilities by the end of 2015.

The founding partners are the Association of University Centers on Disabilities (AUCD), the National Association of Councils on Developmental Disabilities (NACDD), National Disability Rights Network (NDRN), U.S. Business Leadership Network (USBLN), Special Olympics, and the National Council on Independent Living (NCIL).

The goals of the Six By '15 campaign are to improve the lives of people with disabilities through:

- Employment: At least six million working age adults with disabilities in the American workforce;
- Community Living: At least six states electing to implement the Community First Choice Option so that their Medicaid recipients with disabilities have access to long-term services and supports in the community;
- Education: At least six additional states graduate at least 60 percent of their students with disabilities with a regular high school diploma;
- Transition: At least six states commit to supporting successful and outcome-based programs and close the labor force participation gaps for youth and young adults with disabilities;
- Healthy Living: At least six states commit to including people with disabilities as an explicit target population in all state public health programs; and
- Early Childhood: At least six states increase by 15 percent the proportion of children ages 0 to 3 who receive recommended developmental screening.

**Background:**

Staff compiled a report of recent public information activities for the Committee's review.

Discussion topics include:

- Public Information Report
- Graphics

<b><u>Project Development Committee</u></b>  <b><u>Agenda Item 6. A.</u></b>	<b><u>Expected Action:</u></b>  The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<b><u>Public Policy Committee</u></b>  <b><u>Agenda Item 10.</u></b>	<b><u>Expected Action:</u></b>  The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<b><u>Council Meeting</u></b>  <b><u>Agenda Item 17. A.</u></b>	<b><u>Expected Action:</u></b>  The Council will receive a report of Committee discussions on this item. No action is anticipated.

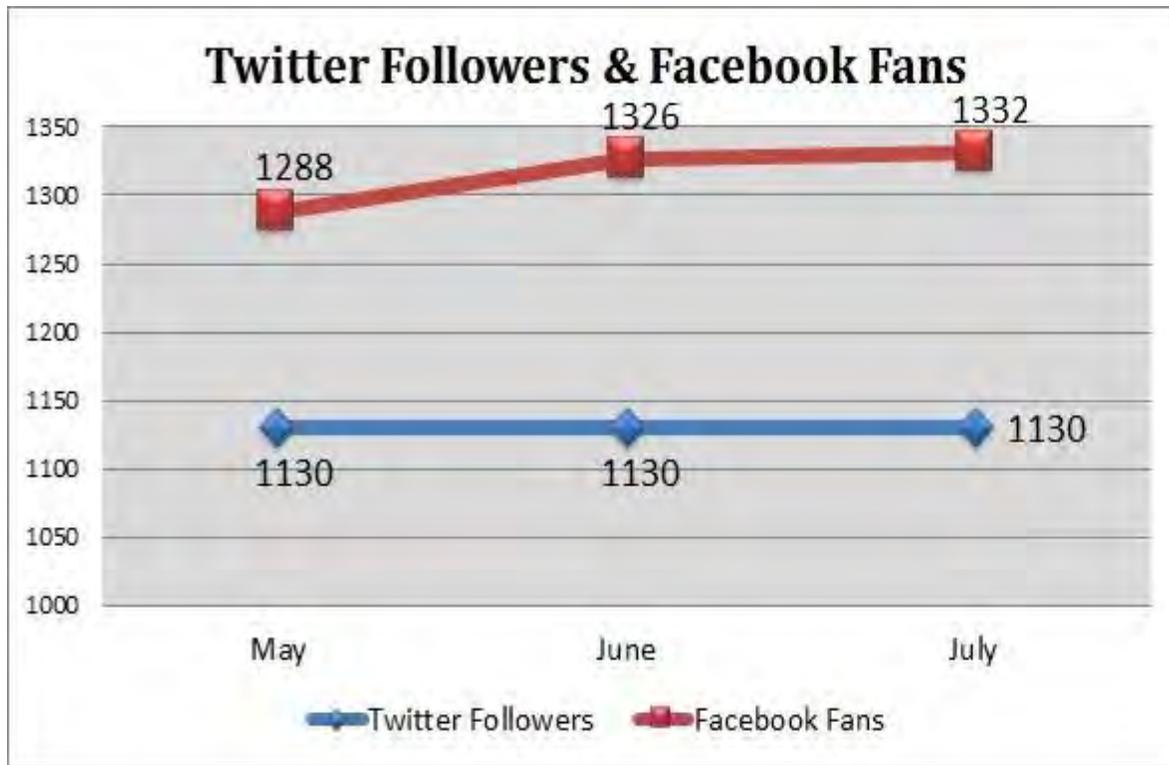
# Public Information Report

## Creating Awareness and Building Connections

- The following **TCDD materials were requested** and distributed to other organizations and individuals:
  - 181 [People First handouts](#)
  - 131 [Higher Education Resource Guides](#) (106 in English, 25 in Spanish)
  - The Next Step (7 DVD, 1 VHS)
  - 2 [Biennial Disability Report](#) (in English)
  - 21 [2013 Annual Report](#) (11 in English, 10 in Spanish)
  - 2 [Every Member Matters](#)
  
- Staff responded to more than **84**<https://www.surveymonkey.com/s/WSM3TWK> requests for **information and referral** in the past quarter (May to July).
  
- **Latest News & Features**
  - [Youth Leadership Forum Prepares Students for Adult Life](#) (May 15, 2014)
  - [Changing Medicaid Benefits](#) (May 20, 2014)
  - [Employment First Taskforce](#) (May 21, 2014)
  - [TCDD Summaries Sunset Commission Reports on State Health and Human Services Agencies](#) (June 2, 2014)
  - [Blueprint for Integrated Employment Announced in Rhode Island](#) (June 24, 2014)
  
- **Reportable Outcomes**
  - Guardianship reform and supported Decision-making  
Austin American-Statesman, "[Advocates push for reform of adult guardianship system in Texas.](#)"  
June 26, 2014.
  - Council Members  
El Paso Times, "[Kristen Cox: Inspiring son graduates, thanks to a big team.](#)" June 10, 2014.

## Social Media Update

TCDD uses its Facebook fan page and Twitter account on a daily basis to share and learn about pertinent news stories, resources and policy information.



(May 1 through July 7, 2014)

- **Top five social media posts this quarter**

<b>Posting</b>	<b>Date</b>	<b>People Reached</b>	<b>Likes</b>	<b>Shares</b>
U.S. Supreme Court adopts respectful language. Bravo! <a href="http://ow.ly/xxhsG">http://ow.ly/xxhsG</a>	June 3, 2014	949	31	11
Special needs families need a modern solution to Texas' state-supported living centers	June 24, 2014	853	9	6
Frank Lloyd Wright home designed for a person with a physical disability before ADA - the beauty in barrier removal. <a href="http://ow.ly/wWjy1">http://ow.ly/wWjy1</a>	May 29, 2014	765	19	5
Input Opportunity: Survey on Paratransit Services in Texas open until July 2. <a href="http://ow.ly/xC92r">http://ow.ly/xC92r</a> En Español: <a href="http://ow.ly/xC90b">http://ow.ly/xC90b</a>	June 10, 2014	699	14	12
Uncertain future at institutions for Texans with disabilities. <a href="http://ow.ly/xCe0j">http://ow.ly/xCe0j</a>	June 12, 2014	530	5	3

# Residential Programs for People with Intellectual and Developmental Disabilities: How Much Does It Cost Apples to Apples?

## Monthly Total Cost Per Person By Program

Private 6-Bed  
Intermediate Care Facilities

\$5,286



Home and Community-based  
Services 3-4 Bed Group Home

\$5,812



\$15,207

State Supported Living Center



## Where Do People with Complex Medical and Behavioral Support Needs Live?

127 People



**FACT:**  
There are 8 times as many people with the highest level of need using Home and Community-based Services than there are living in State Supported Living Centers.

**MYTH:**  
People have to live in State Supported Living Centers because they have the most complex medical and behavioral support needs.



16 People

0

**Background:**

The Public Policy Committee is responsible for recommending Public Policy Priorities to the Council before the beginning of each legislative session. TCDD's Public Policy Priorities provide guidance to staff regarding legislative advocacy activities. Proposed 2015 Public Policy Priorities are attached.

**Public Policy Committee****Agenda Item 8.****Expected Action:**

The Committee will consider recommendations to the Council for TCDD 2015 Public Policy Priorities.

**Council****Agenda Item 12.****Expected Action:**

The Council will consider for approval the 2015 Public Policy Priorities as recommended by the Public Policy Committee.



## Texas Council for Developmental Disabilities

The mission of the Texas Council for Developmental Disabilities is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

## 2015 Public Policy Priorities

- Long Term Services and Supports:** Improve the system of long-term services and supports to ensure the availability, timeliness and quality of community-based services and supports for individuals with developmental disabilities throughout the lifespan with an emphasis on providing services in integrated, community settings thereby reducing reliance on the need for institutional services.

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- Education:** Protect the right of students with disabilities to an appropriate, inclusive, publicly-funded education that provides preparation for life's transitions, supports opportunities for full participation and eliminates the use of inappropriate disciplinary alternatives throughout the educational spectrum - from early education programs to post-secondary schooling.

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- Employment:** Improve the system of employment services and income supports for individuals with developmental disabilities, including programs that help individuals develop assets and resources and help students with disabilities transition from school to work, by maximizing federal opportunities.

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- Guardianship Reform and Supported Decision Making:** Protect and promote the civil rights and well-being of people with developmental disabilities by improving access to alternatives to guardianship and advancing protections and rights for those for whom guardianship is found to be the least restrictive alternative.

**Background:**

Title IV, Chapter 531, Section 531.0235 of the Texas Government Code requires TCDD, jointly with the Office of Prevention, to prepare a biennial report on the state of services to persons with disabilities in this state. This report is due to the commissioner of health and human services, governor, lieutenant governor, and speaker of the House of Representatives no later than December 1<sup>st</sup> of even-numbered years, prior to the beginning of each regular session of the Texas Legislature.

**Public Policy Committee****Agenda Item 9.****Expected Action:**

The Public Policy Committee will consider the 2015 Biennial Disability Report recommendations and may provide input and guidance to staff or recommendations for Council consideration.

**Council****Agenda Item 13.****Expected Action:**

The Council will receive reports from the Public Policy Committee and consider any recommendations offered from the Committee.

# Biennial Disability Report Recommendations

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

**Background:**

Minutes from the October 24, 2013 meeting are included for your review.

**Audit Committee**

**Agenda Item 2.**

**Expected Action:**

The Committee will review, revise as appropriate and approve.

**AUDIT COMMITTEE MEETING  
DRAFT MINUTES  
OCTOBER 24, 2013**

**COMMITTEE MEMBERS PRESENT**

Andrew Crim, Chair	Jeff Kaufmann	John Morris
Mary Durham, Council Chair	Scott McAvoy	

**COUNCIL MEMBERS PRESENT**

Gladys Cortez

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Martha Cantu Sonya Hosey	Koren Vogel
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**GUESTS PRESENT**

Jaye Stepp, Rupert & Associates

**CALL TO ORDER**

The Audit Committee of the Texas Council for Developmental Disabilities convened on Thursday, October 24, 2013, in the Guadalupe/Barton Creek Rooms at the Wyndham Garden Hotel, 3401 South IH-35, Austin, TX 78745. Committee Chair Andrew Crim called the meeting to order at 8:32 AM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. APPROVAL OF MINUTES**

The Committee reviewed the minutes from the October 8, 2012, Committee meeting. No revisions were offered.

**MOTION:** To approve the minutes of the October 8, 2012 Audit Committee meeting as presented.

**MADE BY:** Mary Durham

**SECOND:** Andy Crim

The motion **passed** unanimously.

**3. ROLES AND RESPONSIBILITIES OF THE AUDIT COMMITTEE**

Executive Director Webb provided a history of TCDD Internal Audit activities which began following specific changes to the State Audit Act for small agencies in the late 1990s. He noted that TCDD chose to embrace the requirements of the law at that time by viewing itself as a small state agency instead of a program of the then designated state agency (Texas Rehabilitation Commission) and contracted for internal auditing services specific to TCDD. Webb noted that audit activities began in 2002 by reviewing risks associated with administering grant funds to determine that TCDD and its grantees met all the federal and state regulations. In addition to all

aspects of grants monitoring, Internal Audits have focused on public policy activities, information security, administrative/operating procedures, and governance of the agency.

TCDD established the Audit Committee to provide a direct contact and supervisory authority for the internal auditor. The Audit Committee approves the audit activities and reports and reviews the audit charter and plans for the next fiscal year.

Webb reiterated that internal audit activities are not a yearly review of TCDD finances but encompass all agency activities. The auditor is available for guidance should situations arise where consultation is required. As part of Internal Audit Standards, the TCDD Internal Auditor also submits to a periodic review of the work conducted for TCDD. This is provided by an external contractor who reports findings directly to the Audit Committee.

**4. FY 2014 INTERNAL AUDIT CHARTER**

TCDD Internal Auditor Jaye Stepp reviewed the FY 2014 TCDD Internal Audit Charter and noted that no changes have been made from FY 2013. Stepp explained that this is the document that defines the objectives and scope of work of audit activities. It also notes that the internal auditor does not have the authority to make management decisions or conduct operational duties. The Charter also lists the standards of audit practice to include the Texas Government Code and the “red and yellow books” which define professional standards for audit activities.

**MOTION:** To approve the 2014 Internal Audit Charter as presented.

**MADE BY:** Scott McAvoy

**SECOND:** Mary Durham

The motion **passed** unanimously.

**5. AUDIT REPORT 2013.1 GRANTEE COMMUNICATIONS**

Stepp discussed the Internal Audit Report #2013-1 on Grantee Communications. The purpose of this audit activity was to assess the effectiveness of TCDD’s outreach and communications efforts with their grantees. The audit consisted of two parts: 1) review current communications activities between TCDD staff and grantees; and 2) survey grantees for their assessment of staff communication efforts. The anonymous survey had a 44% response with the most common problems identified to be website issues for online reporting.

Grants Management Director Sonya Hosey provided an outline of staff activities in response to the audit recommendations. She noted that Requests for Reimbursement (RAR) forms now have consolidated 4-5 lines into 1; grantee orientations will now include more guidance about submitting various forms; TCDD staff will provide additional support to grantees in the first 90 days of the project; “across the board” reminders will be sent when reports are due; and staff are working with specific grantees to resolve website accessibility issues. TCDD staff will continue to solicit feedback from grantees about specific concerns as well as strategies to improving grants related forms and procedures.

**6. AUDIT REPORT 2013-2 GOVERNANCE AUDIT**

Stepp next reviewed the Internal Audit Report 2013-2 Governance Audit. This 2-part audit consisted of reviewing TCDD documentation on Council members as well as a survey of members. The purpose of the audit was to verify if Council members are in compliance with training and filing requirements. Members were found to be in general compliance and checklists to maintain record-keeping of providing copies to staff have been developed. Responses to the survey indicated areas that may need to be emphasized or reviewed for members. No further recommendations were made.

**MOTION:** To accept Internal Audit Reports 2013-1 and 2013-2.

**MADE BY:** Mary Durheim

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

**7. FY 2013 ANNUAL INTERNAL AUDIT REPORT**

Stepp reviewed the FY 2013 Internal Audit Report and explained that this report summarizes the two previous reports and is required by the Texas Internal Auditing Act. Upon Council approval, this report is submitted to the State Auditor's Office (SAO) and other offices as required by law. The report is divided into seven parts. Part 1 notes that TCDD is in compliance with House Bill 16 by posting audit reports on the agency website within 30 days of approval. Any confidential information may be withheld after a review by the Attorney General's office. Part 2 summarizes the reports and shows there are no deviations from the FY 2013 Audit Plan. Part 3 notes no consulting engagements for this fiscal year. Part 4 shows no changes from the FY 2012 External Audit Peer Review. Part 5 outlines the FY 2014 Audit Plan including the contract for approximately 192 hours of audit work and identifies high risk areas. Part 6 notes external audit services for FY 2013 including Stepp's services as well as desk reviews for grant projects. Part 7 shows TCDD to be in compliance with General Appropriations Act requirements for reporting fraud and abuse.

**MOTION:** To recommend Council approval of the FY 2013 Annual Internal Audit Report.

**MADE BY:** Scott McAvoy

**SECOND:** Jeff Kaufmann

The motion **passed** unanimously.

**8. FY 2014 INTERNAL AUDIT PLAN**

Stepp provided details of the Internal Audit Plan for FY 2014. She noted that the Plan is also required for submission to the SAO. The Internal Audit Plan defines the Risk Assessment process and includes a history of Internal Audit activities. The FY 2014 Plan will review the Request for Proposals (RFP) process and consider ways to refine that process.

**MOTION:** To recommend Council approval of the FY 2014 Audit Plan.

**MADE BY:** John Morris

**SECOND:** Mary Durham

The motion **passed** unanimously.

**9. OTHER DISCUSSION ITEMS**

Executive Director Webb reviewed the Risk Assessment for grant projects. He also discussed recent events at the Arc of Texas regarding embezzlement of funds from the Master Pooled Trust. Webb noted that no TCDD funds were compromised. TCDD has recently received a report from the Arc of Texas on the investigation of this activity and Internal Auditor Stepp will review the report and submit and questions to TCDD staff.

**ADJOURN**

Committee Chair Crim adjourned the Audit Committee meeting at 10:02 AM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

**Background:**

The Audit Committee will review the TCDD FY 2014 RFP Advisory Report and the FY 2014 Annual Internal Audit Report. State law requires this report to be submitted to the State Auditor’s Office; Governor’s Office of Budget, Planning and Policy; Legislative Budget Board; and Sunset Advisory Commission by November 1<sup>st</sup> of each year. The Council will be asked to review and approve submission.

**Audit Committee**

**Agenda Item 3-4.**

**Expected Action:**

The Committee will review this report and recommend Council approval for submission to the State Auditor’s Office and other offices as required by state law.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will review this report and approve submission to the State Auditor’s Office and other offices as required by state law.



# **TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

## **Internal Audit Report #2014-1**

### **Advisory Project on RFP Process**

**6/25/2014**

**Prepared by:**  
**Rupert & Associates, PC**  
Certified Public Accountants  
Austin, Texas

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## **Acronyms and Abbreviations**

• AIDD	Administration on Intellectual Developmental Disabilities
• AUCD	Association of University Centers on Disabilities
• CMG	Contract Management Guide, Statewide, Texas
• CPA	Comptroller of Public Accounts, Texas
• DSA	Designated State Agency
• FY	Fiscal Year
• FFY	Federal Fiscal Year
• GAO	Government Accountability Office, US
• IIA	Institute of Internal Auditors, International
• IDD	Intellectual Developmental Disabilities
• OMB	Office of Management & Budget, US
• OP	Operating Procedures
• RFP	Request for Proposals
• SAO	State Auditor’s Office, Texas
• SME	Subject matter expert
• TAC	Texas Administrative Code
• TCDD	Texas Council for Developmental Disabilities
• TEA	Texas Education Agency
• TGC	Texas Government Code
• UGMS	Uniform Grants Management Standards, Texas



Internal Auditor's Report  
RFP Development Process Advisory Project

June 25, 2014

Audit Committee and Council Members  
The Texas Council for Developmental Disabilities

The following report provides the results and observations noted during the advisory engagement to review TCDD's processes and controls over the development of Requests for Proposals (RFP) for awarding federal funds. Included in this report are the purpose, scope, and objectives of the advisory project.

The internal audit was conducted in accordance with the Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* and the Texas Internal Auditing Act. We believe that our work fully supports our conclusions.

This report is distributed to and intended for the use of the Texas Council for Developmental Disabilities management and Governing Board, and the oversight agencies as identified in the Texas Internal Audit Act.

*Rupert & Associates, P.C.*

Certified Public Accountants  
Austin, Texas

## **Executive Summary**

### **PURPOSE**

TCDD's process for developing a Request for Proposals (RFP) begins with the Council directing staff to develop an idea to implement a state plan goal or objective. Staff drafts an Executive Summary that identifies project goals, main activities, intended outcomes, maximum funding per year, and duration of the project. The Executive Summary is drawn from hard data, reports, public input, staff input, and other relevant resources. Once project specifications are approved by the Council, the Planning Coordinator develops the RFP to align with the goals and objectives, again consulting with TCDD staff for input and review of the proposed RFP solicitation.

The time it takes to develop an RFP has several variables, including staff experience in the project area. If it is a familiar area it can be less than 40 hours to draft the RFP. If it is complex and unfamiliar, it can take much longer to develop the specs for an RFP. The Planning Coordinator also reviews and edits the application packet if necessary. Examples of RFP's that require more time are those related to self-advocacy, minority groups, and rural areas. Measures are taken to ensure a level playing field for the less-experienced grant writers who may be competing with larger entities, with more experienced staff and available resources.

TCDD would like to identify efficiencies to help ensure that projects can be brought online as quickly as possible when there is a need to obligate funds within tight time constraints.

### **SCOPE & OBJECTIVES**

The scope of this advisory project is limited to current processes and controls over the RFP development activities at TCDD, with a focus on the Executive Summary and RFP development, prior to posting an RFP publicly. The objectives of our consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. This project does not constitute an audit and no assurance is being provided.

### **RESULTS & CONCLUSIONS**

Internet research into common and best practices in the granting of federal funds, and a survey of other DD Councils, were used to align TCDD's processes with others and identify practices for TCDD's consideration. Ideas for increased efficiencies have been communicated to TCDD staff.

## **RESULTS BY OBJECTIVE**

**Objective A – Identify current processes and controls:** Review the information provided by TCDD staff as well as the identified rules, laws, regulations, and information from other sources to determine processes and responsibilities related to development of projects.

### **Results and Conclusions:**

TCDD has written procedures on project development and RFP development, as well as informal documentation developed by the Planning Coordinator to document her activities. The following documents were provided to us for this project:

- Project Development Processes,
- Risk Assumptions Influencing Project Development,
- Options for Initiating Projects, and
- 2012 RFP Process Documentation.

These documents present a summary of the project development process, including the types of instruments that can be employed, detailed guides for developing Executive Summaries, and an overview and guidance on writing the RFP.

Projects are developed and funded through a competitive RFP process except for limited unusual situations. The usual process involves:

1. Council approval of an Executive Summary
2. Writing and posting an RFP that follows the guidelines of the Executive Summary
3. Independent Review Panel evaluations of proposals
4. Council approval of proposals to fund, dependent on successful negotiation of work plan and budget.

The objectives of the activity under review are identified and prioritized as:

1. Develop bid specifications for projects to be funded by the Council that result in implementation of projects that successfully reach the intended goals.
2. Facilitate more and/or better involvement in all DD Council-funded activities by people with intellectual and developmental disabilities, people who live in rural areas, people who live in poverty, and people who strongly identify with an ethnic minority culture.

The specific activities related to the RFP process are identified as:

1. Determine interest/goals of Council
2. Research and draft an Executive Summary
3. Obtain Council approval for funding of a project as described by the Executive Summary
4. Draft RFP and obtain approvals
5. Post RFP
6. Host bidders teleconferences
7. Receive and conduct a technical review of proposals
8. Facilitate independent review panel
9. Summarize review panel findings and facilitate staff review
10. Present information to Executive Committee

The risks identified by the TCDD staff:

- having incomplete knowledge or faulty assumptions that lead to poorly designed or worded RFPs;
- Sophisticated organizations that have better skills submitting the most impressive proposals, when they may not be the best candidate.

Other avenues for funding projects have been explored by staff and a document was developed to consider various types of activities, the possible implementation process, and monitoring considerations. This information was presented to the Council in April of 2013 for review. Some of the ideas that were favorably received included providing funds for information products such as webinars, podcasts, or guides on various topics; materials translations for local disability advocacy organizations; and scholarships or internships for people with IDD, their family members, and selected others, based on available funds.

**CONCLUSIONS:**

The documentation provided by staff identifies and organizes the processes and activities, and includes appropriate and adequate review and oversight control steps.

**RECOMMENDATION:**

Continue to explore options for initiating projects, such as those presented to the Council in 2013, to expand funding opportunities.

**Objective B – Identify RFP requirements and options allowed by state and federal law:** Review relevant guidance from OMB, UGMS, AIDD, and other resources to determine what guides the TCDD in their efforts to let grants with federal DD funds. Contact other DDC's and the National Association of Councils on Developmental Disabilities (NACDD) to inquire how others manage the letting of federal funds for DDC projects.

**Results and Conclusions:**

The primary requirements to guide the process of letting Federal funds are summarized in an Attachment to this report. TCDD follows the State's procurement process for RFPs. There are formal documented procedures that include adequate internal controls, including appropriate review and oversight of the process to ensure compliance with Federal and State guidance.

The survey of other DD Councils was facilitated by NACDD that sent a mass email on our behalf to all the DDCs. We requested information on how they manage the project development and RFP process for grants. We requested they share any written procedures they may have and explained that we were trying to find some efficiencies in processes related to obligating Federal funds. We had responses from eight DDCs: Arizona, Delaware, Guam, Kansas, North Carolina, New York, Massachusetts, and Vermont. Many expressed the same concerns that we have with the length of time it takes to get a project online. Most States use much the same process as TCDD, following their state government's procurement procedures. Only two states had written internal procedures to share with us. These procedures have been shared with staff to facilitate the development of more complete written procedures for TCDD. There are some differences in the instruments used, mostly based on individual state's procurement guidelines. RFPs for grants are the most common instrument used by all respondents. Most of the responding DDCs use noncompetitive direct agreements with other state agencies, universities, local units of government and school districts, using Interagency or Intergovernmental agreements. Contracts are used mostly for services such as web development, strategic planning, consultants, etc. Information provided by the DDCs was shared with TCDD management.

**Objective C – Identify opportunities for improvement:** Identify practices that may provide TCDD with greater efficiencies.

The Association of University Centers on Disabilities published a ‘Funders Toolkit’, funded by the Administration on Intellectual and Developmental Disabilities, to help funders who are interested in funding self-advocates and self-advocacy organizations. Some of the guidance provided on developing the request for applications and panel review of applications is listed below; TCDD already employs many of these practices.

- Informational calls for applicants should provide detail in multiple formats, such as conference calls, online meeting rooms for visual support, and closed captioning.
- Templates for each section of the application should be included as appendices (ex. Templates for the application cover page, narrative with required sections, and budget).
- A glossary should be provided to explain grants/contracts terms
- The scoring rubric should be provided so applicants understand the scoring
- Online application systems should ensure that the number of available upload fields matches the number of documents required to be uploaded.
- Include an evaluation component (external or via technical assistance) that grantees have to respond to at the end of the grant, so they have the opportunity to reflect on outcomes.
- A question in the proposal should address the specific outcomes that the RFP is intended to address (i.e., deliverables) – the more clear this is on the front end, the better the applications and outcomes on the back end.
- Reviewers should reflect the target audience expected to submit applications.
- Training for reviewers should be mandatory and provided in multiple formats (conference calls, online meeting, etc.)
- In the reviewer training, provide concrete examples of what to look for in the application when scoring each section.
- Walk cautiously where proposals rely heavily on information technology, as there are significant disparities in access to technology, accessibility, of technology, and support and assistance needed to utilize technology.

The practices identified by the various DDC responses were reviewed and discussed with TCDD management for consideration.

\*\*\*\*\*

**REPORT DISTRIBUTION PAGE**

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Chair  
Scott McAvoy, Member  
John Morris, Member  
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director  
Joanna Cordry, Planning Coordinator

**Oversight Agencies**

Governor's Office of Budget, Planning, and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Legislative Budget Board  
[Ed.Osner@lbb.state.tx.us](mailto:Ed.Osner@lbb.state.tx.us)

State Auditor's Office  
[iacoordinator@sao.state.tx.us](mailto:iacoordinator@sao.state.tx.us)

Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)

## **ATTACHMENT A: RFP Guidance Summary**

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (the DD Act), Subtitle B, Federal Assistance to State Developmental Disabilities Councils, allots sums to the States to pay for the Federal share of the cost of carrying out projects in accordance with approved State plans. These allotments may be used by States for priority area and other advocacy activities.

Federal guidance on the process of granting federal funds is provided in the Code of Federal Regulations (CFR) Chapter I, Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subpart C, Pre-Federal Award Requirements includes guidance on the use of grant agreements, cooperative agreements, and contracts. The awarding entity must decide on the appropriate instrument for the Federal award in accordance with the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6301-08).

OMB A-102, Grants and Cooperative Agreements with State and Local Governments, discusses the Sections 6301-08, title 31, United States Code on using procurement contracts and grant and cooperative agreements. OMB A-102 states that ‘grants or cooperative agreements shall be used only when the principal purpose of a transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute. Contracts shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the Federal Government. The statutory criterion for choosing between grants and cooperative agreements is that for the latter, “substantial involvement is expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement.”’

The Texas Statewide Contract Management Guide (CMG) published by the Comptroller’s office, states “For agencies planning to use grant funds to procure a good or service, the agency is required to follow state purchasing guidelines”. The CMG provides guidance on the planning process prior to a grant announcement and encourages agencies to “develop good internal controls to ensure grants are awarded to eligible entities for intended purposes, and are managed appropriately”.

Agencies planning on making grant awards to other entities must follow UGMS (Uniform Grant Management Standards) prepared by the Governor's Office of Budget and Planning. UGMS provides practical guidance related to using standardized application forms and not requiring submission of more than the original and two copies (State agencies may require more), and continuation or supplemental award applications require only the affected pages to be resubmitted (State agencies may require the entire application). Section .36 on Procurement states that when procuring property and services under a grant, a state will follow the same policies and procedures it uses for procurements from its non-federal funds.

Some of the new CFR 200 on uniform grant standards are referenced below for additional guidance on the procurement process:

§200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.

- (a) The Federal awarding agency or pass-through entity must decide on the appropriate instrument for the Federal award (i.e., grant agreement, cooperative agreement, or contract) in accordance with the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6301-08).

Note: A fixed amount award cannot be used in programs which require mandatory cost sharing or match.

§200.317 – Procurements by states. When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds... All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General Procurement standards through 200.326 Contract provisions.

§200.318 – General procurement standards.

- (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts

§200.320 – Methods of procurement to be followed.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, there are other requirements that apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - (4) After solicitation of a number of sources, competition is determined inadequate.
-

<i>Report #/ Rec #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>	<i>Fiscal Impact / Other Impact</i>
<b>2013-1</b>	<b>5/31/2013</b>	<b>Grantee Communications</b>			
Objective A	Review current communication activities between TCDD staff and grantees	#2013-1-01: Identify and review processes, forms, and website access issues identified in the grantee survey to improve the overall grantee communications process.	<b>Implemented and Ongoing:</b> TCDD has made revisions to the grants manual, forms, website and other grant-related activities. Grantees have easier access to the manual, email submissions, courtesy reminders, tracking program and fiscal reports with follow up as needed, and streamlined orientation / forms for mini-grants, and regular follow-up within first 90 days of new awards.	Improved communications with grantees	
Objective B	Survey grantees for their assessment of the TCDD staff communication efforts				
Objective C	Evaluate processes and controls; make recommendations for improvements.				
<b>2013-2</b>	<b>9/10/2013</b>	<b>Governance Audit</b>			
Objective A	Compliance - Evaluate board member compliance with training and filing requirements.	General compliance noted - no recommendations	n/a		
Objective B	Survey - Survey Council members to assess their perspective of council member duties and responsibilities.	% Participation;	n/a		



**TEXAS COUNCIL FOR  
DEVELOPMENTAL DISABILITIES**

**ANNUAL INTERNAL AUDIT REPORT**

**Fiscal Year 2014**

Presented to  
The TCDD Audit Committee  
August 7, 2014

*Prepared by*  
**Rupert & Associates, P.C.**  
Certified Public Accountants  
Austin, Texas

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The Texas Internal Auditing Act requires agencies to file an annual report on their internal audit activities and the internal audit reports prepared for your governing board. The purpose of the Annual Internal Audit Report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual internal audit report assists oversight agencies in their planning and coordination efforts. According to Texas Government Code, Sections 2102.009 and 2102.0091, the annual internal audit report for fiscal year 2014 is due November 1, 2014.

### **I. Compliance with House Bill 16: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site**

TCDD complies with the provisions of House Bill 16 by posting their Annual Internal Audit Report and their Annual Internal Audit Plan on their website, within 30 days after approval by the Council. The risk footprint in the annual plan includes a summary of the high risk areas identified in the risk assessment process. The risk management tables in our risk workbooks provide a summary of actions taken to address concerns. Actions resulting from audits are included in the individual audit reports and are followed up in the audit recommendation tracking schedule. These summaries and tables are updated annually.

### **II. Internal Audit Plan for Fiscal Year 2014**

The Texas Council for Developmental Disabilities (TCDD) had one advisory report delivered from the fiscal year 2014 audit plan. There were no deviations from the plan that was submitted in the FY-2013 Annual Internal Audit Report. Completed reports for FY-2014 included:

1. An advisory project to identify potential ways to streamline processes for the development of requests for proposals.
2. Follow up on prior year audit recommendations.

### **III. Consulting Engagements and Non-Audit Services Completed**

The Internal Auditor performed one advisory projects which is considered a consulting engagement, as defined in *The International Standards for the Professional Practice of Internal Auditing*, and non-audit services, as defined in *Government Auditing Standards, 2011 Revision*, Sections 3.33 – 3.58, during fiscal year 2014.

#### **IV. External Quality Assurance Review (Peer Review)**

An external quality assurance review was performed in June of 2012 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period June 2009 through May 2012. The contracted internal audit function at TCDD was found to ‘fully conform’ with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102).

No significant weaknesses were identified during the review. One opportunity for improvement was identified – to plan future projects to evaluate organization governance. In FY-2013 the internal audit function performed a Governance Audit at TCDD.

#### **V. Internal Audit Plan for Fiscal Year 2015**

The fiscal year 2015 Audit Plan will be presented at a later date. The contracted internal audit function at TCDD’s is being rebid this year and the risk assessment and internal audit plan will be developed by the new auditors. The report will be submitted to oversight agencies and posted on the TCDD website within 30 days after approval by the Audit Committee and Council.

#### **VI. External Audit Services**

External audit services procured in fiscal year 2014 consisted of:

- the internal audit function, and
- independent CPA services for performing desk reviews on grantee audit reports.

#### **VII. Reporting Suspected Fraud and Abuse**

In accordance with the requirements of Section 7.09, and the General Appropriations Act (83rd Legislature, Conference Committee Report) Article IX, and Texas Government Code, Section 321.022, TCDD has placement of a link on the website <http://www.txddc.state.tx.us/> to connect users directly to the State Auditor’s page for reporting suspected fraud, waste, or abuse.

TCDD Policies also provide guidance for anyone wanting to report suspected fraud or abuse. Grantees are provided guidance on reporting fraud in the TCDD Grants Manual.

**Report Distribution List**

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Committee Chair  
Jeffrey Kaufmann, Member  
Scott McAvoy, Member  
John Morris, Member  
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director

Oversight Agencies

Kate McGrath  
Governor's Office of Budget Planning and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Ed Osner  
Legislative Budget Board  
[Ed.Osner@lbb.state.tx.us](mailto:Ed.Osner@lbb.state.tx.us)

Internal Audit Coordinator  
State Auditor's Office  
[iacordinator@sao.state.tx.us](mailto:iacordinator@sao.state.tx.us)

Ken Levine  
Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)

**Background:**

The Council will review the minutes from the May 9, 2014, Council meeting and May 8, 2014, Committee of the Whole meeting.

**Council**

**Agenda Item 3. A.**

**Expected Action:**

The Council will review, revise as appropriate, and approve the minutes from the October & February meetings.

**COUNCIL MEETING  
DRAFT MINUTES  
MAY 9, 2014**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Council Chair	Jeff Kaufmann, DADS	Amy Sharp, A&M CDD
Hunter Adkins	Sara Kendall, DARS	Cindy Swain, TEA
Kimberly Blackmon	Diana Kern	David Taylor
Kristine Clark	Scott McAvoy	Lora Taylor
Gladys Cortez	John Morris	April Young, HHSC
Kristen Cox	Dana Perry	
Stephen Gersuk	Penny Seay, UT CDS	

**COUNCIL MEMBERS ABSENT**

Andrew Crim	Manda Hall, DSHS	Susan Vardell
Mateo Delgado	Cindy Johnston	
Mary Faithfull, DRT	Rick Tisch	

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Joanna Cordry	Susan Mihalik
Martha Cantu	Sonya Hosey	Jessica Ramos
	Erin Lawler	Koren Vogel

**GUESTS PRESENT**

Mary Martinez	Mike Rendon
Susan Maxwell	Thelma Scott

**CALL TO ORDER**

The Texas Council for Developmental Disabilities convened on Friday, May 9, 2014, in the Hill Country B Room of the Holiday Inn Austin Midtown Hotel, 6000 Middle Fiskville Rd, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 8:33 AM.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

Public comments were received from Thelma Scott of Barbara Jordan Endeavors Foundation and Mike Rendon from the Corpus Christi sub-chapter of Texas Rehab Action Network. Rendon provided information on the upcoming "Walk & Roll" event to raise funds and disability awareness. Rendon also discussed transportation issues in the Corpus Christi area.

**3. CONSENT ITEMS**

Council members reviewed the minutes from the October 2013 Council and Committee of the Whole meetings as well as the February 2014 Committee of the Whole meeting. No revisions were offered. Durham reviewed the absences for this meeting to include Andy Crim, Mateo Delgado, Cindy Johnston, Rick Tisch, Susan Vardell, Mary Faithfull (DRTx) and Manda Hall (HHSC).

**MOTION:** To approve the excused absences as noted and the minutes of the October 25, 2013 Council meeting, October 24, 2013, Committee of the Whole meeting and February 6, 2014 Committee of the Whole meeting.

**MADE BY:** Scott McAvoy

**SECOND:** Kris Clark

The motion **passed** without opposition. Stephen Gersuk abstained from voting.

**4. CHAIR'S REPORT**

Chair Durham invited TEA representative Cindy Swain to discuss TEA Rule implementation. Swain noted that Rules are being developed for new graduation requirements and dispute resolution as well as timelines for evaluation of special education services. Draft Rules will be posted before the end of May and public comment hearings are scheduled for June 25 and 27, 2014. Swain further reported that a draft Transition-Employment guide has been developed by Region 11 Education Service Center and a stakeholder meeting on this document is scheduled for June 26, 2014. Swain also discussed data collection from school districts on special education services for students between the ages of 18-22 and noted that stakeholder meetings are scheduled for July 8, 2014.

**5. EXECUTIVE DIRECTOR'S REPORT**

Webb discussed the timeline for Sunset Commission review of TCDD with initial staff meetings scheduled for the first week of June 2014. The staff report to the Commission will be presented in October with opportunity for public input at that time.

Webb reported on discussions with Gabby Fuentes of the Governor's Appointments Office and her hope to make Council member appointments in the next few months.

**6. ELECTION OF COUNCIL VICE-CHAIR**

Hunter Adkins reported on the Nominating Committee discussion for Council Vice-Chair and noted that the Committee recommends a second term for current Vice-Chair Andrew Crim. No other nominations were received from the floor.

**MOTION:** To elect Andrew Crim as Council Vice-Chair.

**MADE BY:** Hunter Adkins for the Nominating Committee (motions from Committee do not need a second.)

The motion **passed** unanimously.

**7. ELECTION OF CONSUMER (SELF-ADVOCATE) MEMBER TO THE EXECUTIVE COMMITTEE**

Hunter Adkins reported on the Nominating Committee discussion for consumer (self-advocate) member to the Executive Committee and noted that the Committee recommends a second consecutive term for current member Diana Kern. No nominations were received from the floor.

**MOTION:** To elect Diana Kern as Consumer Member to the Executive Committee.

**MADE BY:** Hunter Adkins for the Nominating Committee (motions from Committee do not need a second)

The motion **passed** unanimously.

#### **8. REVISIONS TO TCDD POSITION STATEMENTS**

Public Policy Committee Chair Kristen Cox reviewed revisions to the position statements, noting punctuation changes only to the Aging with Developmental Disabilities statement. Cox discussed recommended changes to the Community Living statement which include elimination of the adjective “natural” where it references community but also noted that the Committee had extensive discussion on advocating for choice in living environments while still advocating for the closure of state supported living centers. The Committee recommends Council approval of proposed revisions to this statement but plans further discussion on this topic at the next meeting. Cox noted that one revision was recommended to the draft Criminal Justice statement changing the word perception to perceptual. Changes were recommended to the Transition from School to Adult Life statement to include punctuation and the following sentence “Transition planning should also include pro-active pursuit of higher education options for students and should reflect the Texas Employment First policy stating that *earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working age individuals with disabilities who receive public benefits*” as well as a change to the term post-school to post-secondary. The Committee recommended the Service Coordination, Employment, Guardianship and Public Transportation statements to be revised as drafted.

Council members agreed to vote separately on the Transition from School to Adult Life and Community Living position statements separately.

**MOTION:** To approve revisions to the Transition from School to Adult Life position statement as recommended.

**MADE BY:** Kristen Cox for the Public Policy Committee

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

**MOTION:** To approve revisions to the Community Living position statement as recommended.

**MADE BY:** Kristen Cox for the Public Policy Committee

The motion **passed** with Stephen Gersuk opposed. Lora Taylor and Jeff Kaufmann abstained. (Attachment 2).

**MOTION:** To approve revisions to the Employment, Guardianship and Supported Decision Making, Public Transportation, Aging with Developmental Disabilities, Criminal Justice, and Service Coordination position statements as recommended.

**MADE BY:** Kristen Cox for the Public Policy Committee

The motion **passed** unanimously. (Attachment 3-8)

**9. COUNCIL MEMBER TRAINING – ROBERT’S RULES OF ORDER**

Executive Director Webb provided Council member training on Robert’s Rules of Order noting that Council policies on parliamentary authority follow the most current edition of Robert’s Rules of Order. He provided a history of Robert’s rules as well as useful websites should members wish to conduct additional research on the topic. Webb noted that Robert’s Rules protect members both present and absent by requiring business to be defined in advance, allowing an opportunity for all to be heard with decisions rendered by the majority. Robert’s Rules of Order define the quorum of members required to do business as well as the procedures for debate and voting on a topic. Guidelines for running an effective meeting are provided for the Chair as well as the requirements for record keeping. It was noted that Robert’s Rules of Order provide for an orderly and respectful discussion during the Public Policy Committee when members had a difference of opinions.

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

Project Development Committee Chair Gladys Cortez reported on Committee discussion and direction to develop executive summaries for future projects. The first suggestion is for interactive training such as podcasts or webinars on disability issues. It was noted that the University Centers on Excellence in Developmental Disabilities currently have technology available to collaborate on training projects. Chair Durham reminded members that projects of this type are in response to a prior audit report recommendation to develop options for shorter time-span to initiate projects when funds need to be obligated.

Cortez reviewed a second recommendation to develop scholarships/internships generated extensive Committee discussion. The concept was generally favorable but concerns were raised about an influx of applications for funding. Additional suggestions including funding for research support on disability-related topics. No action was taken by the Committee.

Cortez further noted that the Committee discussed leadership development and advocacy skills training projects that have ended or will be ending soon. The general consensus of the Committee was that continuing leadership training is still important but emphasis should be placed on local grass-roots efforts. Staff will develop executive summaries for future projects.

**11. EXECUTIVE COMMITTEE REPORT**

Grants Management Director Sonya Hosey reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report and noted that no concerns were noted on either. Hosey also discussed the Risk Assessment report and reviewed the new format for Council members.

Hosey provided members with a summary of grant funding approved in February, April & May 2014. Because the Executive Committee did not have a quorum to conduct business during the February meeting, Chair Durham approved continuation funding for eight projects based on member input and staff recommendations. The Executive Committee approved additional new and continuation grant funding during April and May Committee meetings.

Operations Director Martha Cantu reviewed the quarterly financial reports noting that the final federal Notice of Grant Award for FY 2014 was received in the amount of \$4,804,064. She discussed the remaining funds from FY 2013 that are available for obligation during FY 2014 for grant projects and the expected surplus for FY 2014 of approximately \$109,159 that will be available for grant

projects in FY 2015. She noted that although there is a projected deficit for FY 2015, it is expected that unspent operating expense funds and unused grant funds will remove this deficit.

The Executive Committee reviewed Council member and staff Conflict of Interest disclosures and found no concerns.

The Executive Committee discussed succession planning procedures for the Executive Director position noting that the time line to refill the position when vacant is nearly one year. Although there is no expected departure of Executive Director Webb, the Committee feels it would be prudent to do preliminary work should this become necessary. The Committee plans to review the current position description and discuss procedures for future implementation.

**12. PROJECT DEVELOPMENT COMMITTEE REPORT**

Project Development Committee Chair Cortez noted that the Committee discussed using visuals in state plan development and the Committee generally approved of the idea. It was felt that images provide a good snapshot of ideas and could be shared and tracked through social media sites.

**13. PUBLIC POLICY COMMITTEE REPORT**

Public Policy Committee Chair Kristen Cox reported that the Committee received policy updates on transitioning medical benefits to managed care, Employment First taskforce activities, TCDD public testimony on standardized testing and on guardianship and supported decision making. The Committee also had initial discussion on 2015 Public Policy Priorities with recommendations to continue focused and strategic priorities. Members were encouraged to continue relationships with local legislators prior to the session. Committee members also had discussed implementation of restraint and seclusion laws in school settings.

**14. ANNOUNCEMENTS AND UPDATES**

Council members discussed dates of future meetings which include August 6-8, 2014, November 5-7, 2014, February 4-6, 2015 and May 6-8, 2015.

**ADJOURN**

Council Chair Durham adjourned the meeting at 10:14 AM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

# **Attachment 1**



## **Transition from School to Adult Life Position Statement**

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to live in and be an integral part of their communities, to be employed, to be independent and to make informed choices about their lives. Each student with disabilities, as all youth, must be given opportunities to achieve academic success, to cultivate personal interests and preferences, to explore and pursue career options that are both relevant and meaningful, and to participate in job training, job placement and community experiences as part of the transition from school to adult life. Transition planning should help a student move from school to adult life and must address key life areas related to work, recreation and leisure, home living, community participation, and opportunities to learn after high school. Transition planning should also include proactive pursuit of higher education options for students and should reflect Texas “Employment First” policy, stating that “earning a living wage through competitive employment in a general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits.” This can include a range of post-secondary options, such as but not limited to attending higher education, technical schools, or pursuing national service vocations. The individual services provided ultimately depend on the student’s needs and interests.

A comprehensive array of timely services, coordinated among and between all adult service agencies and the local education agency, is imperative to maximize choices and opportunities for students with disabilities to achieve independence and be contributing and respected members of their communities. The transition planning process should be a thoughtful, student-centered, student-led process that takes into account the individual’s unique values, preferences, abilities and challenges. In addition, it should include training in self-determination, self-advocacy and individual rights. Transition planning should help a student access services and supports beyond school by providing information about and the opportunity to apply for community-based long-term services and supports through Medicaid waiver and non-waiver services, Social Security disability benefits, affordable housing options in the community, Vocational Rehabilitation Services, and available transportation options.

Whole communities, including families, schools, businesses, employers, health care providers, public service agencies, and other stakeholders, must work together to identify, locate, and share resources to assist in promoting successful post-school outcomes. Students and families should be trained to actively and effectively participate in transition planning and they should be provided with resources about how to secure an independently facilitated transition plan. Students should have the opportunity to identify and select the participants in their transition planning processes. Successful transition planning is facilitated when each student and his or her parents have the information, knowledge, skills, and access to supporting services that enable them to fully participate in the process of planning the student’s future. That information, knowledge, skills, and access should be coordinated through the student’s local education agency. If a student is not affiliated with a local education agency, the transition planning

process should be coordinated by a single other agency, entity, or individual having responsibility for such planning and chosen by the student or family.

The Council values the diversity and unique contributions of each citizen of the state. Fragmentation of the various service delivery systems results in the provision of inadequate, untimely and/or inappropriate services and costly duplicative efforts. Coordination among young adults and their families, local education agencies, outside agencies, and others on information sharing, flexible scheduling, and implementation timelines is critical.

The ultimate measure of successful transition planning is to increase the numbers of young adults engaged in stable employment in integrated settings at competitive wages after completing secondary and/or post-secondary education experiences. It is the Council's position that providing effective transition planning and services for young adults with disabilities benefits each community and the entire state. People with disabilities who are employed enrich the diversity of our communities, rely less on publicly-funded services, and contribute to the overall well being of the community's economic base.

Approved May 9, 2014

# **Attachment 2**



## **Community Living Position Statement**

The Texas Council for Developmental Disabilities supports the position that individuals with disabilities should have access to opportunities and the supports needed to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, the state, and the nation.

Individuals with disabilities must have access to the full range of accommodations necessary to ensure that living in their community is possible. These accommodations may take various forms such as personal attendant services, medication monitoring, respite, durable medical equipment, employment services, transportation, and/or minor home modifications. Accommodations may be sustained for either longer or shorter duration or may be of greater or lesser intensity depending on the need of the individual.

Services to children should be provided in their family setting. When children cannot remain with their families, they must be cared for using principles, policies and processes akin to those of permanency planning and have access to family-based alternatives that ensure enduring and nurturing relationships.

Adults with disabilities shall have choice and control about where, how, and with whom they live. They must be provided with assistance that may be needed to make these choices and to sustain choices regarding community living. All people with disabilities should have access to the services and supports they need to live in the community. The state of Texas must allocate the requisite resources to support community living for people with disabilities. In addition, the state must rapidly expand the availability of individualized community options, transition all individuals in state institutions to community living, commit to a transition plan to close state supported living centers and transfer any cost savings to quality community programs. Communities must also be cultivated to ensure local systems foster accessibility within and across all facets of community life, so that maintaining community placement is a feasible outcome for individuals with disabilities.

Approved May 9, 2014

# **Attachment 3**



## Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to employment at competitive wages, job training, and career growth as lifelong learners. Employment opportunities in the community job market should be open to people with disabilities without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- State agencies should revise policies to align with the state's Employment First Policy that competitive employment at a living wage in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities.
- Students with disabilities should receive a sound foundation in their K-12 education. This foundation should include person centered planning and support the student's transition into higher education or a career after graduation. High school education must provide a range of choices in career preparation such as vocational training, career and technology education, preparation for higher education and opportunities for employment in the community.
- Transition plans should identify individualized goals that reflect each student's highest potential and should be pursued ambitiously.
- People with disabilities have the right to self-determination in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- People with disabilities should be able to participate in employment without losing necessary public benefits, especially access to health care.
- Employment opportunities and the benefits of employment should be fully accessible to people with disabilities beginning with recruitment and continuing through retirement. Employers should strive to make the physical environment accessible, use accessible technology, and provide individualized, reasonable accommodations.
- The employment needs of people with disabilities should be effectively addressed through a collaborative effort by businesses, professional organizations, state and local governments, and people with disabilities and their support networks.

- ❑ Entities involved in statewide employment initiatives should disseminate information about civil rights laws that guarantee the rights of people with disabilities, resources to support people with disabilities in the workplace.
- ❑ Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to explain the benefits and incentives of hiring people with disabilities.
- ❑ Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.

Approved May 9, 2014

# **Attachment 4**



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## Guardianship and Supported Decision-making Position Statement

The Texas Council for Developmental Disabilities supports increasing opportunities for, and protecting the civil rights and well being of, people with developmental disabilities. The vast majority of people with disabilities, including those with intellectual and developmental disabilities are able to make important decisions without the need for a guardian. With the provision of supports and services, most persons with disabilities are capable of making important decisions such as where they want to live without the need for a full or limited guardian.

Guardianship is a legal tool which allows a person to make decisions for another person. It also removes the civil rights and privileges of a person by assigning control of their life to someone else. Although state law in Texas directs a court to encourage the development or maintenance of maximum self-reliance and independence, it is not uncommon for courts to create full guardianships that deprive individuals with disabilities of the right to make fundamental decisions about their lives. The broad definition of incapacity in Texas Estates Code has a discriminatory impact by enabling a court to appoint a guardian if an adult has a physical or mental condition and is substantially unable to provide food, clothing, or shelter, to care for their physical health, or manage their own financial affairs. Even though individuals with a disability may need supports and services or assistance from others to provide for such needs, they should still be afforded the right to make choices about these aspects of their lives.

The Texas Council for Developmental Disabilities supports the following changes to the guardianship system in Texas that would promote the well being and protect the rights of people with disabilities:

- A person should not be presumed to need a guardian because of advanced age or the presence of a physical or mental disability.
- Courts should consider alternatives to guardianship before creating a guardianship. People with disabilities should be given the opportunity to avoid or limit guardianship through a variety of alternatives including supported decision-making. Supported decision-making would allow a person with a disability to select a person or persons to help the person with disability to understand and make decisions about their own lives.
- The definition of incapacity in state law should be revised to consider the person's everyday functioning, values, preferences and cognition rather than their medical diagnosis. The definition of incapacity should also require the consideration of the various proactive measures that have been taken or could be taken, including the use of available supports and services, to maximize the ability of that individual to function, and to make and communicate informed decisions.
- Attorneys ad litem should be knowledgeable of alternatives to guardianship and supports and services that assist or could assist individuals to make their own decisions and minimize the need for guardianships.

- ❑ A person under a guardianship should receive a copy of their guardianship orders and be informed in a manner accessible to the individual about how they may raise complaints or concerns about their guardian or guardianship to the court, including resources for further assistance.
- ❑ A bill of rights for persons under guardianship that delineates all rights, responsibilities and privileges granted under state and federal laws should be adopted in state law.
- ❑ People who have guardians should, when possible, be able to make decisions about where they live.
- ❑ The term “ward” should be revised to “person under guardianship” in state law and supporting materials.
- ❑ A guardian should be required to meet with the person under guardianship and the person’s physician before consenting to the administration of psychoactive medication for that individual except in a medication-related emergency as defined by Section 574.101(2), Health and Safety Code.

Approved May 9, 2014

# **Attachment 5**



## **Public Transportation Systems**

### **Position Statement**

The Texas Council for Developmental Disabilities supports the position that a public transportation system must meet the needs of citizens in a safe, reliable, affordable and accessible manner. Transportation is essential to any effort to enable all citizens to live as independently as they choose, and be fully integrated in their communities. A transportation system should be one system with walkways linked to all modes of transportation.

People with disabilities cannot enjoy the basic right to freedom of movement when they must depend on transportation systems that are limited, do not exist, or the transportation and walkways are not connected and accessible.

The Texas Council for Developmental Disabilities supports the position that publicly funded and/or regulated transportation service systems must:

- combine all transportation services and funding into one system to be universally accessible and effective;
- coordinate and computerize dispatch at state, federal and local levels among all modes of transportation;
- expand capacity in suburban, urban, rural and unincorporated areas to connect places people live with places they work, shop, socialize, worship, attend school, access health care, etc.;
- include alternative routes for people with disabilities and specifically in wheelchairs, during construction; and
- be fully accessible to all people with disabilities.

The Council advocates for people with disabilities to be actively represented on boards and advisory groups for both public and private entities that oversee or provide transportation services.

For the promise of full integration into the community to be real for people with disabilities they must have access to safe, reliable, affordable, and accessible transportation to connect them where they live with where they need to go.

Approved May 9, 2014

# **Attachment 6**



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## Aging with Developmental Disabilities

### Position Statement

The Texas Council for Developmental Disabilities supports the position that all people aging with disabilities should be fully included in their communities. Many people with developmental disabilities are supported throughout their lives by family caregivers. The number of older adults with intellectual and developmental disabilities is expected to triple over the next twenty years and the majority of Texans waiting for services have a primary caregiver who is between 31 and 59 years of age.<sup>1</sup> As people with developmental disabilities and their caregivers' age, they have the right to continue to live in the community. Each faces challenges caused by the aging process and needs flexible support systems equipped to meet their changing needs.

Therefore, the Council supports the position that Texas has a responsibility to ensure that the state's long-term services and supports system can meet the needs of older Texans with disabilities and their aging family caregivers by:

1. Ensuring that long-term services and supports are available and flexible enough to allow each aging individual to remain in their home and community.
2. Building expertise among service providers to assist people with developmental disabilities who are aging and their family caregivers in actively planning for their future long-term care needs.
3. Increasing capacity for respite services for aging caregivers of people with developmental disabilities.
4. Including people representing the disability community on any committee developing or reviewing initiatives and policies related to aging.
5. Assisting people to establish a comprehensive retirement plan to encompass any or all of the following concerns:
  - access to health care
  - advanced directives relating to health care
  - counseling services
  - retirement or employment options
  - guardianship/alternatives to guardianship
  - housing
  - legal issues
  - leisure time activities
  - long-term services and supports plan
  - financial issues
  - self advocacy training
  - transportation

Texas leads the nation in promoting independence of people with disabilities and can continue to set the standard as its population ages.

Approved May 9, 2014

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<sup>1</sup> Texas Biennial Disability Report, The Texas Council for Developmental Disabilities, 2010.

# **Attachment 7**



## Criminal Justice Position Statement

People with intellectual, developmental and/or mental health disabilities who are victims, suspects or witnesses have the right to justice and fair treatment in all areas of the criminal justice system, including reasonable accommodations as necessary. While those with intellectual disabilities comprise 2% to 3% of the general population, they represent 4% to 10% of the prison population, with an even greater number in juvenile facilities and jails, and are 4 to 10 times more likely to be victims of crime than those without disabilities<sup>1</sup>.

People with intellectual, developmental and/or mental health disabilities may have functional support needs in one or more spheres of mental functioning that involve perceptual memory, and judgment modalities. Their ability to process and retain information and to relate cause and effect may be affected. A disability does not necessarily mean a person is incompetent to stand trial, but it is the responsibility of counsel and the court to raise competency as an issue in appropriate cases and at any point in the proceedings where the defendant's competency is in question. Attorneys and judges often lack adequate and appropriate knowledge of due process protections available for people with disabilities prior to, during, and after being found incompetent to stand trial. Additionally, with the increased pressure to privatize services, there is a need to ensure competency and mental health treatment is not compromised.

TCDD supports the position that timely, appropriate, and adequate care and treatment must be provided to individuals determined incompetent to stand trial, with particular attention to the following:

- Early intervention that includes a valid and clinically appropriate disability screening prior to, during, and following arrest, and comprehensive officer training in booking and intake procedures of individuals with intellectual, developmental and/or mental health disabilities.
- Ensuring competency restoration is provided in appropriate therapeutic settings that facilitate recovery.
- Reduction on the reliance of non-medically necessary outpatient treatment.
- Reduction in the amount of time the criminal court retains jurisdiction over an alleged offender.
- Ongoing training of criminal justice professionals on Code of Criminal Procedure Article 46B, with special emphasis on post incompetency legal requirements.
- Reasonable accommodations at all stages of criminal proceedings to assist the individual to understand and participate in the proceedings and their defense.

The Council recognizes that early intervention, due process protections, assistance and reasonable accommodations to participate in legal proceedings are overlapping components of a system that is responsive to the needs to people with disabilities and that these components must be available to victims, suspects or witnesses at all stages of the individual's involvement in the criminal justice system.

Approved May 9, 2014

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<sup>1</sup>Davis, Leigh A. People with Intellectual Disabilities in the Criminal Justice System: Victims & Suspects.2009. Retrieved October 1, 2012 from <http://www.thearc.org/page.aspx?pid=2458>

# **Attachment 8**



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## Service Coordination Position Statement

The Texas Council for Developmental Disabilities supports the position that the full inclusion and participation of people with disabilities in community life requires that individuals be aware of the services and supports available, that they have an array of service and support options from which to choose, and most importantly, that they have the central role in planning and directing their own future. These goals are most readily achieved when individuals and their families receive the benefit of effective, conflict-free service coordination.

Service coordination involves assisting individuals through planning, coordinating, locating, accessing and monitoring services and supports that will result in an optimal quality of life and level of community participation. It is the responsibility of the service coordinators to serve as advocates for the individuals and their family and provide support for people who are receiving services to advocate for themselves. Service coordination should be viewed as a distinct benefit available to people with disabilities who require assistance, information and advocacy to obtain access to various services and supports to participate fully and be fully included in their communities.

The Council supports the position that service coordination should be independent from service delivery such that, the service coordinator is free from conflict of interest, and independent or separate from the direct delivery of and/or payer of other services received by the individual and/or family. Service coordinators who are employees of public or private agencies, family members or individual contractors should be independent from conflict of interest. An independent service coordination structure also enables service coordinators to maintain the integrity of their advocacy role. Individuals should be able to choose a qualified service coordinator.

Service coordination must be available on an ongoing basis and support individual(s) rights to:

- access or refuse specific services and supports, as desired;
- develop their own service plan;
- request alternate services and supports, providers or service coordinators; and
- appeal decisions made about the services and supports they receive.

Access to service coordination should be available as necessary and upon request to all persons with disabilities who have functional needs for an array of services and supports. Eligibility should not be based on specific diagnosis. Service coordination must be readily accessible and must have sufficient staff to provide assistance to individuals in a timely and responsive manner. Service coordination should be provided by one person who:

- is committed;
- is well trained;
- is culturally competent;
- serves a reasonable number of individuals; and
- spends most of the time in support and coordination activities.

It is the responsibility of the service coordinator to: (1) advocate on behalf of the individual; (2) help the individual become empowered to act on his or her own behalf; and (3) support the right of that individual to make decisions and to take risks based on informed choice and individual goals and values.

Service coordinators should: (1) be knowledgeable about public and private resources; (2) be creative in their ability to make public and private supports and services work to meet individual needs; and (3) serve a facilitative role in bringing individuals, families and providers together. While service coordinators should be available to assist and consult with providers to ensure services are delivered, they also have a responsibility to monitor the quality of services and supports received.

Approved May 9, 2014

**COMMITTEE OF THE WHOLE  
DRAFT MINUTES  
MAY 8, 2014**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Council Chair  
Hunter Adkins  
Kimberly Blackmon  
Kristine Clark  
Gladys Cortez  
Kristen Cox

Stephen Gersuk  
Jeff Kaufmann, DADS  
Sara Kendall, DARS  
Diana Kern  
Scott McAvoy  
John Morris

Dana Perry  
Penny Seay, UT CDS  
Amy Sharp, A&M CDD  
Cindy Swain, TEA  
David Taylor  
Lora Taylor

**COUNCIL MEMBERS ABSENT**

Andrew Crim  
Mateo Delgado  
Mary Faithfull, DRT

Manda Hall, DSHS  
Cindy Johnston  
Richard Tisch

Susan Vardell  
Nancy Walker, HHSC

**STAFF MEMBERS PRESENT**

Roger Webb,  
Executive Director  
Martha Cantu  
Belinda Carlton

Joanna Cordry  
Cynthia Ellison  
Sonya Hosey  
Wendy Jones

Erin Lawler  
Jessica Ramos  
Koren Vogel

**GUESTS PRESENT**

Gina Fuller  
Amber Jones  
Andrea Lynn

Marcia Lynn  
Susan Maxwell  
Thelma Scott

Maya Vega  
Norma Westurn  
Paul Westurn

**CALL TO ORDER**

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, May 8, 2014, in the Hill Country B Room of the Holiday Inn Austin Midtown Hotel, 6000 Middle Fiskville Rd, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 9:00 AM.

**1. INTRODUCTIONS**

Council members, staff and guests introduced themselves.

**2. PUBLIC COMMENTS**

Public comments were offered by Thelma Scott to promote the upcoming “Walk & Roll” fund-raising and disability awareness event. She also discussed the activities of the Barbara Jordan Endeavors Foundation. Comments were also received from Andrea and Gary Lynn about the Gary Lynn Foundation. Lynn is a college student with cerebral palsy asked about funding options for his organization to enable him to do public speaking engagements. It was explained that funding for Council projects is provided to implement state plan goals and objectives and that Lynn was welcome to apply for those projects.

**3. CHAIR AND EXECUTIVE DIRECTOR REMARKS**

Chair Durham discussed expected Council member absences to include Andy Crim, Mateo Delgado, Cindy Johnston, Rick Tisch, Susan Vardell, Mary Faithfull (DRTx) and Manda Hall (HHSC) with Jeff Kaufmann (DADS) absent for Thursday morning only.

Durheim noted that she, Andy Crim, Hunter Adkins, Executive Director Roger Webb, Public Policy Director Jessica Ramos and Grants Management Specialist Susan Mihalik are scheduled to attend the NACDD conference and AIDD Technical Assistance Institute in Washington DC, July 7-9, 2014.

Chair Durham presented a longevity award to Roger Webb for 30 years of service to TCDD and commended his efforts on behalf of Texans with disabilities as well as his value to DD Councils across the country. Webb acknowledged Barbara Booker for 15 years of service to TCDD and recognized Martha Cantu for 5 years of service.

**4. PRESENTATION: CENTRO DI MI SALUD OUTREACH AND DEVELOPMENT PROJECT**

Grants Management Specialist Cynthia Ellison introduced Norma Westurn, project manager of Centro di Mi Salud, who provided a presentation on this Dallas-based Outreach and Development project. Three goals of the project include helping the community understand people with disabilities of different cultures, helping providers understand Latino cultural background and how it impacts a person's decision to access services, and helping to educate Latinos that encounter cultural barriers when accessing services. The grantee collaborated with several organizations including Dallas Independent School District, Garland Independent School District, Oak Cliff Cultural Center and Nexus, which is a substance abuse treatment center for women. Successes include positive feedback on presentations to Nexus and other providers as well as participants at the presentations who reported better access to services. The grantee provided presentations to 160 educational groups and 26 community outreach centers.

**5. GRANT PROJECT HIGHLIGHTS**

Grants Management Specialist Wendy Jones provided highlights of the Region 17 Education Service Center Families in Schools project. The purpose of this project is to recruit, engage, empower, and support families of children with special needs to become involved with their child's public school. During the first year of the project, the grantee reached families in four school districts: Slaton, Wilson, Roosevelt and Southland. The grantee first conducted a needs assessment to determine conflicts and barriers to services within each district and then provided training for family members as well as students based on the unique needs of each district. Participants also attended statewide conferences such as Building Strong Families and Inclusion Works for additional training. Participating districts report that the school climate is more inclusive of family involvement and parents have increased expectations for their students.

TEA representative Cindy Swain provided an update on efforts to address bullying, the stigma of mental illness and suicide prevention in schools. The State Board of Education (SBOE) has appointed a large committee to study curriculum to address mental health issues. In response to Senate Bill 460, which requires all school administrators, teachers, and para-professionals to be trained in mental health issues and suicide prevention, the SBOE committee recommends a 2-hour online training from Texas Tech University. Swain also reports that TEA is collaborating with other health and human services agencies to informally address mental health issues and determine where outreach efforts are duplicated or may be lacking.

**6. PRESENTATION: AUSTIN SSLC TRANSITION EFFORT**

Public Policy Director Jessica Ramos introduced Maya Vega and Amber Jones of Austin-Travis County Integral Care (ATCIC) who provided a presentation on the Austin State Supported Living Center (SSLC) Pilot for Community Transition. In June 2012, the Texas Council of Community Centers in collaboration with ATCIC, Bluebonnet Trails and Hill Country local authorities submitted an invited proposal to the Texas Department of Aging and Disability Services (DADS) to enhance local authority support for people to successfully transition from Austin SSLC to homes in the community. The proposal was accepted in July 2012 and preliminary work began on the project in August through September of 2012. Transition efforts for residents began in September 2012. Vega reported that expectations to move residents in 90 day time frames were found to be difficult to achieve. She also reported that turnover of DADS staff was an obstacle to the program. Vega reported that these barriers to the project caused them to refocus their efforts from a larger number of residents who would transition to the community to the success of the smaller number of residents who were able to move. Efforts were focused on building capacity in the community to meet the needs of the individuals, especially individuals with dual diagnoses of intellectual disabilities and mental health issues.

Vega noted that the overall census at Austin SSLC has reduced from 337 in August 2012 to the current number of 278. 35 individuals have transitioned to the community and 25 more are currently referred for community placement. No one has returned to the SSLC after transitioning out. Vega credits tremendous community support and collaboration from local authorities. She noted that the goal is for this pilot program to become permanent and added that increased staff are needed to do the research necessary to determine the needs of the individual.

She noted that challenges to the programs include changes in leadership at DADS, employee turnover at Austin SSLC, families and staff fear of the unknown for the individual and the slow pace of the transition efforts for each individual. Vega provided stories of specific individuals and their families and support systems. She also showed a video that is being produced to tell stories of individuals who are transitioning to the community. TCDD has provided funding for the production of this video.

**7. TCDD 2017-2021 STATE PLAN DISCUSSION**

TCDD Planning Coordinator Joanna Cordry presented examples of visual representation of information that could be used in the development of the 2017-2021 State Plan. While the examples were not specific to TCDD activities, they showed how images and words could be used to communicate information in a manner that is more accessible than text alone. Examples included graphs, pictures, road maps and other images that included minimal text. Council members indicated that they found the images to be appealing and felt it would be productive to incorporate visuals into the State Plan in addition to the text of the goals and objectives.

**ADJOURN**

Council Chair Durham adjourned the Committee of the Whole adjourned at 1:18 PM.

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Roger A. Webb  
Secretary to the Council

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Date

## Quarterly Council and Committee Meetings

### Tentative Dates

**November 5-7, 2014**

*Marriott Austin South*

**February 4-6, 2015**

**May 6-8, 2015**

**August 5-7, 2015**

Council Meeting

Agenda Item 18.

Expected Action:

Discussion only; no action is anticipated.