

**Texas Council for Developmental Disabilities  
Quarterly Meeting  
Marriott Austin South  
4415 IH-35 South  
Austin, Texas 78704**

***Meeting Schedule***

**Wednesday, November 5, 2014**

**1:30 PM – 2:15 PM**  
Audit Committee Meeting  
Room: Limestone 2

**2:45 PM – 7:30 PM**  
Executive Committee Meeting  
Room: Limestone 2  
*Dinner will be ordered through self-pay Express Menu*

**Thursday, November 6, 2014**

**8:30 AM – 10:30 AM**  
Orientation for New Members  
Room: Limestone 2

**10:45 AM – 1:15 PM**  
Committee of the Whole  
Room: Salon A  
*Lunch provided for Council Members and staff*

**1:30 PM – 5:00 PM**  
Project Development Committee Meeting  
Room: Bluebonnet  
  
Public Policy Committee Meeting  
Room: Limestone 2

**Friday, August 8, 2014**

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



# Texas Council for Developmental Disabilities

## Executive Committee Meeting - Agenda

Marriott Austin South

Room: Limestone 2

Wednesday, November 5, 2014 2:45 PM – 7:30 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of August 6, 2014, Minutes** Tab 1 
4. **Chair's Report**
  - A. Council Member Appointments
  - B. Nominating Committee Process
  - C. 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. **Appeal of Funding Decisions** Tab 4
  - A. Volar Center for Independent Living – *Building Community Capacity through Collaboration* 
  - B. Travis County – *Accessible Parking Awareness Campaign* 
8. **Continuation Grant Awards** Tab 5
  - A. Texas A&M University – *Higher Education Project* 
  - B. A Circle of Ten – *Building Community Capacity through Collaboration – Phase 2* 
  - C. Texas Tech University – *Building Community Capacity through Collaboration – Phase 2* 
9. **Consideration of Independent Review Panel Members** Tab 6 
10. **TCDD Quarterly Financial Report** Tab 7
11. **Conflict of Interest Disclosures**
12. **Other Updates**  
*Dinner Break*
13. **Succession Planning Procedures Update**

Adjourn



# Texas Council for Developmental Disabilities

## Committee of the Whole Meeting - Agenda

Marriott Austin South

Room: Salon A

Thursday, November 6, 2014 10:45 AM – 1:15 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Chair & Member Updates**
  - A. Member Appointments
  - B. Committee Membership
  - C. Process to Establish Nominating Committee
  - D. Updates from Members
4. **Presentation: Texas A&M Higher Education Project**
5. **Annual Summary of State Plan Implementation** Tab 8  
*Lunch Buffet*
6. **TCDD Council Quiz Game**
7. **Grant Project Highlights** Tab 10
8. **Public Policy Updates**

**Adjourn**



# Texas Council for Developmental Disabilities

## Project Development Committee Meeting - Agenda

Marriott Austin South

Room: Bluebonnet

Thursday, November 6, 2014 1:45 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of August 7, 2014, Minutes** Tab 9 
4. **Chair's Remarks**
5. **Member Updates**
6. **Staff Reports** Tab 10
  - A. Public Information Report Tab 17
  - B. Status of New/Approved Projects
  - C. Projected Available Funds
  - D. Other Updates
7. **Future Activities for State Plan Implementation** Tab 12
  - A. Support for Student Research – Related Expenses 
  - B. Ideas to Enhance the Impact of TCDD Activities
8. **Future Project Funding Priorities** Tab 13 
9. **State Plan Progress and Suggested Next Steps** Tab 8 
10. **Selection of TCDD Nominating Committee Member** Tab 11 
11. **Other Discussion Items**

**Adjourn**



# Texas Council for Developmental Disabilities

## Public Policy Committee Meeting - Agenda

Marriott Austin South

Room: Limestone 2

Thursday, November 6, 2014 1:30 PM – 5:00 PM



Action Item

### Call to Order

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

**Adjourn**



# Texas Council for Developmental Disabilities

## Council Meeting - Agenda

Marriott Austin South

Room: Salon A

Friday, November 7, 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**

A. Council Member Appointments

B. Other Updates

**5. Executive Director's Report**

A. TCDD Sunset Review Update

Tab 2

B. Other Updates

**6. Grantee Presentation: REACH Outreach and Development Project**

**7. Selection of Nominating Committee Member**

Tab 11



**8. Consideration of TCDD Internal Auditor**

Tab 20



**9. State Plan Progress and Suggested Next Steps**

Tab 9



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

A. Support for student related-research expenses on disability-related topics

Tab 12



B. Future Project Funding Priorities

Tab 13



**11. Revisions to TCDD Position Statements**

Tab 16

A. Community Living



B. Access to Healthcare



C. Education



D. Right to Privacy



**12. 2014 Biennial Disability Report Recommendations**

Tab 18



**13. Executive Committee Report**

A. Grants Activities Report

Tab 3

B. Grant Awards

Tab 5

C. Review Panel Members

Tab 6

D. TCDD Quarterly Financial Report

Tab 7

E. Conflict of Interest Disclosures

F. Other Discussion Items

**14. Audit Committee Report**

**15. Project Development Committee Report**

A. Grants and Projects Report

Tab 10

B. Future Funding Activities for State Plan Implementation

C. Other Discussion Items

**16. Public Policy Committee Report**

A. Public Information Report

Tab 17

B. Public Policy Issues

Tab 15

C. Other Discussion Items

**17. Announcements and Updates**

Tab 22

Adjourn



# Texas Council for Developmental Disabilities

## Audit Committee Meeting - Agenda

Marriott Austin South

Room: Limestone 2

Wednesday, November 5, 2014 1:30 PM – 2:15 PM



Action Item

### Call to Order

1. Introductions
2. Consideration of August 7, 2014, Minutes
3. Internal Auditor for TCDD
4. Other Discussion Items

Tab 19



Tab 20



Adjourn

**Executive Committee Meeting Minutes**

**Tab 1**

**Background:**

Minutes of the August 6, 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  
AUGUST 6, 2014**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair	Kristen Cox	Diana Kern
Gladys Cortez	Andy Crim	

**COUNCIL MEMBERS PRESENT**

Amy Sharp	Lora Taylor
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**STAFF PRESENT**

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

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, August 6, 2014, in the Wildflower Room at the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. Council Chair Mary Durham called the meeting to order at 3:00 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. CONSIDERATION OF MINUTES**

The minutes were reviewed and no revisions were offered.

**MOTION:** To approve the minutes of the May 7, 2014, Executive Committee meeting.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham reviewed expected Council member absences this quarter of Cindy Johnston, Dana Perry and David Taylor. HHSC representatives also expect to be absent for the Committee of the Whole meeting.

Durham reported that she, Council Vice-Chair Andy Crim and Council member Hunter Adkins attended the NACDD Annual Conference and the Administration on Developmental Disabilities (AIDD) Technical Assistance Institute in Washington, DC, July 7-9, 2014. Executive Director

Roger Webb, Public Policy Director Jessica Ramos and Grants Management Specialist Susan Mihalik also attended. TCDD grantees OneStar Foundation and DARS Project HIRE gave presentations at the NACDD conference and Crim reported that both presentations were very well received although Project HIRE “dominated” the event. Durham also noted that TCDD Planning Coordinator Joanna Cordry was elected to a 2-year term on the NACDD Board of Directors beginning October 2014.

#### 4. EXECUTIVE DIRECTOR’S REPORT

Executive Director Webb reviewed stipend awards that were approved during the past quarter to the following applicants:

- Texas Advocates: Events stipend for up to \$5,930 for the *2014 Texas Advocates Annual Convention* August 22-24, 2014, in San Marcos.
- Helpful Interventions: Speakers stipend for up to \$6,000 for the *Gulf Coast of Texas African American Family Support Conference* November 7, 2014, in Houston.
- Providers Alliance for Community Services of Texas: Speakers stipend for up to \$6,000 for the *PACSTX 2014 Annual Conference* September 17-19, 2014, in San Marcos.
- Helpful Interventions: Events stipend for up to \$5,943 for the *Gulf Coast of Texas African American Family Support Conference* November 7, 2014, in Houston.
- Volar Center for Independent Living: Events Stipend for up to \$6,000 for the *Our Lives Disabilities Conference & Service Providers Expo* October 30, 2014, in El Paso.

Webb provided an update on the Sunset Review of TCDD. Meetings have taken place with Sunset Commission staff over the summer. Sunset staff will be provide a draft report to TCDD in early September for review and comments prior to an exit conference September 16, 2014. The final report will be released the first week of October. The Sunset Commission will conduct public hearings for TCDD and other agencies November 12 & 13, 2014. Council members may wish attend that hearing in Austin. Webb noted that potential discussion items concerning TCDD include the advocacy role of TCDD, sustainability of grant projects, and the pattern in law concerning the Council’s designated state agency. The Commission will make final decisions at a meeting in December.

Webb introduced Joshua Ryf as Communications Coordinator and noted recent departures of Public Policy Specialist Erin Lawler and Project Management Assistant Theresa Esquivel. Lawler accepted a position with the Texas Council fo Community Centers as Associate Director for I/DD and Esquivel accepted an offer for career advancement with her former agency.

Webb reported the Governor’s Appointments office expects to finalize appointments of new Council members and reappointments of eligible members in September. Webb noted that this would likely be the last meeting for John Morris, Cindy Johnston and Susan Vardell who are not eligible for reappointment. Members eligible for another term include Andy Crim, Mateo Delgado, Stephen Gersuk and Lora Taylor. Chair Durham continues to serve in a holdover capacity as Chair. Webb also noted that Department of Aging and Disability Services (DADS) representative Jeff Kaufmann recently transferred to a position with the Depratment of Assitive and Rehabilitative Services and will no longer be on the Council. DADS has appointed Penny Larkin as the agency’s representative. Webb and Durham also noted that they received a heartfelt letter from Kathy Griffis-Bailey regarding her retirement from the Department of State

Health Services (DSHS). Griffis-Bailey has been replaced by Ivy Goldstein as the alternate representative from DSHS.

Webb discussed two other changes regarding TCDD contract services. George Noelke, who has provided legal services to TCDD from the Office of the Attorney General for more than a decade, has retired and TCDD will be appointed a new attorney for consultation. Jaye Stepp is leaving Rupert and Associates for full-time state employment. Since Rupert does not have other qualified auditors, the contract for internal auditing services will not be renewed for the final year. Operations Director Marha Cantu is beginning the procurement process for internal audit services so that a final decision can be made at the November meeting. Stepp will complete the FY 2014 Internal Audit Report and the new auditor will develop the FY 2015 Internal Audit Plan.

**6. GRANT AND PROJECTS REPORT**

Grants Management Director Sonya Hosey updated members that the DD Fellows projects with the Arc of Texas and Coalition of Texans with Disabilities began August 1, 2014. Outreach and Development projects with Growing Roots began August 1, 2014, and with Nuevos Horizontes September 1<sup>st</sup>. Hosey also reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report. There were no exceptions or concerns noted with either report.

**7. REVIEW PANEL RECOMMENDATIONS**

Planning Coordinator Joanna Cordry provided a summary of review panel recommendations for two projects. Cordry first discussed the Self-Advocate Grassroots Community Organizing project. The intent of the Request for Proposals (RFP) for this project is to support self-advocates with intellectual disabilities to learn advanced leadership skills by working with experts to identify and change programs or policy to encourage more inclusive communities. The Council approved one project for up to \$100,000 per year for up to three years. The review panel felt the strongest proposal came from Texas Advocates and it “reflects the essence of self-advocacy”.

**MOTION:** To award project funding of \$100,000 per year for up to three years to Texas Advocates for a Self-Advocates Grassroots Community Organizing project.

**MADE BY:** Andy Crim

**SECOND:** Gladys Cortez

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

Cordry next discussed review panel recommendations for the Phase 2 implementation of the Accessible Parking Campaign projects. That review panel consisted of two Council members, two staff members and two marketing professionals. The grantees gave presentations to the panel on their proposals prior to the panel discussing each proposal. Reviewers were advised that recommendations could be made to award funding to both, either or neither grantee. Cordry reviewed the recommendations which were to approve funding for the proposal from Access Empowerment but not the proposal from Travis County.

Access Empowerment proposed marketing for increased use of a smartphone application (APP) by volunteers who can use the APP to issue citations if they have been deputized by law enforcement. Violators can receive a reduced fine for completing an online training course developed by Access Empowerment. The APP also provides data about the owner of the vehicle. Access Empowerment provide data gathered from use of the APP in Hays County that shows that there has been a reduction in accessible parking violations in Hays County since use of the APP began. The data also provided TCDD with demographics of the most frequent parking violators, which would enable TCDD to develop a public awareness campaign that would be effective with this demographic. Access Empowerment proposes the use of TCDD funds during the first year for outreach and marketing of the application to more law enforcement agencies with additional years' funding to provide outreach and education for the general public. The review panel noted the proposal was somewhat vague about plans for the public awareness campaign aspect of the project, but that this would be more detailed if a workplan (using TCDD forms) had been submitted with the proposal. The review panel recommends funding for this project but requested a more strategic public awareness campaign. The Committee further discussed the grantee, their plans for expansion of the Parking Mobility APP including outside of Texas, and the potential impact on the public.

**MOTION:** To not approve funding to Access Empowerment for this proposal but invite Access Empowerment to resubmit their proposal using the TCDD proposal forms, with additional details regarding the public awareness campaign, for a second review by the Executive Committee at the November meeting.

**MADE BY:** Kristen Cox

**SECOND:** Diana Kern

The motion **passed** with Andy Crim opposed. No members abstained from voting.

Cordry next reviewed the proposal from Travis County to implement a "Need It or Leave It" campaign regarding accessible parking. The review panel determined this proposal did not show evidence of market research before developing the materials and that the effectiveness and appropriateness of the materials was not tested on people who have violated accessible parking laws or who might be likely to violate them. Travis County indicated in both the proposal and during the review panel presentation that the campaign intends to target "all drivers," but did not provide demographics of past accessible parking violators to show that "all drivers" is an appropriate target audience. The review panel noted that there was no evidence in the proposal that would allow the review panel to assess whether the proposed plan would change the behavior of parking violators. Reviewers were also very concerned that the "Need it or Leave it" slogan could be misinterpreted, and that people might decide that they were justified in taking a spot if they felt they "needed" it, even if they did not have a placard or license plate.

**MOTION:** To not award Phase 2 funding to Travis County for the Accessible Parking Awareness Campaign.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

The motion **passed** unanimously.

8. **CONTINUATION GRANT AWARDS**

TCDD staff reviewed executive summaries for eight projects eligible for continuation grant funding. Committee member Andy Crim noted that several of the projects have no concerns from staff or changes from the previous year. Crim recommended approving those for continuation funding as a group unless other members have questions to discuss.

**MOTION:** To approve continuation grant funding for the following projects:

- Helpful Interventions for up to \$50,000 for the third and final year of the Gulf Coast of Texas African American Family Support Conference.
- Texas Tech University for up to \$174,716 for the third of a five-year Project SEARCH administrative support project.
- Community Healthcore for up to \$138,046 for the first year of Phase 2 funding for Building Community Capacity through Collaboration project.

**MADE BY:** Andy Crim

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachments 2-4)

Grants Management Specialist Susan Mihalik reviewed the Inclusive Faith-Based Symposium project from the Arc of Greater Tarrant County. She noted that this project held a symposium in May 2013 and has planned a second symposium in November 2014. The project has had significant staff turnover and has required increased TCDD grant staff support with little accomplished in year two. TCDD staff recommended consideration by the committee of a reduced amount instead of the \$75,000 requested by the grantee which will allow the grantee to host the November 2014 symposium but conclude the project in December 2014.

**MOTION:** To award continuation grant funding to the Arc of Greater Tarrant County for up to \$59,000 for the Inclusive Faith-Based Symposium project and to conclude the project in December 2014.

**MADE BY:** Andy Crim

**SECOND:** Diana Kern

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

The Committee next discussed a proposal for a six-month extension to the Arc of San Angelo Alternatives to Guardianship project. Grants Management Specialist Wendy Jones acknowledged that although some goals of the project were not achieved, a great deal was learned about court-appointed guardianship as well as the issues of advanced directives and communication between residential providers and treatment facilities. Staff recommend the six-month extension for the project to develop 10 original stories illustrating successful alternatives to guardianship as well as barriers and concerns for supported-decision making. These stories will be presented as 1-page documents to be used in advocacy efforts during the next legislative session.

**MOTION:** To recommend Council approval of up to \$25,000 for a six-month extension of The Arc of San Angelo Alternatives to Guardianship project as discussed.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

The motion **passed** unanimously.

Mihalik next reviewed the proposal from East Texas Center for Independent Living for Phase 2 funding of the Building Community Capacity through Collaboration project. She noted that this proposal was initially submitted in February. TCDD staff communicated with the grantee to clarify a number of questions in the proposal which resulted in an extension being approved to allow the grantee time to address concerns noted in the initial staff reviews. Mihalik indicated that the grantee still has not provided some of the information items requested. Some of the information requested relates to activities expected by the RFP for this project.

**MOTION:** To not approve funding to East Texas Center for Independent Living for Phase 2 of the Building Community Capacity through Collaboration due to failure to comply with the requirements for the project.

**MADE BY:** Gladys Cortez

**SECOND:** Diana Kern

The motion **passed** unanimously.

Mihalik reviewed the executive summary from VOLAR Center for Independent Living for Phase 2 funding of the Building Community Capacity through Collaboration project. She noted that the grantee has requested \$150,000 for 6 sub-projects that focus on behavioral supports, respite, supported employment, day habilitation, youth leadership and continuing education. The

Committee discussed concerns related to the day habilitation component as this is a segregated activity and not consistent with Council positions. Committee members discussed approving a reduced level of funding that does not include the day habilitation activities.

**MOTION:** To approve funding of up to \$125,000 to VOLAR Center for Independent Living for Phase 2 of the Building Community Capacity through Collaboration project without funding for the day habilitation component.

**MADE BY:** Gladys Cortez

**SECOND:** Andy Crim

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

**9. TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. She discussed a summary of funds for FY 2012 – FY 2015 and noted that FY 2012 funds have now been closed out with a very small portion not fully expended by grantees. This amount of \$2,844, or .07% of the budget, was not identified by the grantee until after the point TCDD could re-obligate those funds to other grant projects. The final balance of FY 2013 funds have been obligated. Cantu noted that the summary indicates projected deficits for FY 2014 and FY 2015, but staff believe funds will be available from staff operations or from various grantees that will offset those projected deficits. 72% of the administrative budget had been expended through June 30, 2014, and any unused funds at the end of the fiscal year will become available for grant projects. Members did not have concerns regarding the financial reports.

**10. FY 2015 OPERATING BUDGET**

Cantu next reviewed the proposed operating expense budget for FY 2015, September 1, 2014 – August 31, 2015. Cantu explained that improved accounting in each category allowed reductions from the FY 2014 budget of \$67,000. This proposed budget includes \$1,560,928 for staff operations and council support, or 32.5% of the total TCDD budget. This includes staff salaries and benefits, professional services, Council member and staff travel expenses, Council meeting arrangements, supplies, office space and utilities and rental of computer equipment. \$50,000 is also allocated to the Texas Education Agency for administrative support. Any budgeted amounts not expended at the end of the fiscal year become available for grant projects.

**MOTION:** To recommend Council approval of the FY 2015 Operating Expense budget as presented.

**MADE BY:** Andy Crim

**SECOND:** Kristen Cox

The motion **passed** unanimously.

**11. MEMORANDUM OF UNDERSTANDING WITH TEA**

Cantu reviewed the Memorandum of Understanding with TEA. She noted this document is reviewed annually with the designated state agency to establish its roles and responsibilities. No revisions have been recommended this year by TCDD or TEA.

**MOTION:** To recommend Council approval of the Memorandum of Understanding with TEA as presented.

**MADE BY:** Diana Kern

**SECOND:** Andy Crim

The motion **passed** unanimously.

**12. SUCCESSION PLANNING PROCEDURES UPDATE**

In an effort to streamline the selection process for the TCDD Executive Director should the position become available, Committee members continued to discuss updating various items in order to be prepared in the event of a vacancy. Executive Director Webb provided members with the current job description for the TCDD Executive Director and some descriptions of key activities gleaned from positions descriptions from other Councils that might be considered by the Committee. Possible interview questions taken from other Councils that have recently recruited an executive director were also shared. Committee member Andy Crim agreed to review the materials and share proposed revisions with other members of the committee.

**13. CONFLICT OF INTEREST DISCLOSURES**

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

**14. OTHER DISCUSSION ITEMS**

The Committee reviewed the schedule of the meetings and discussed future meeting dates and locations.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 6:39 PM.

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

\_\_\_\_\_  
Date

# **Attachment 1**



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<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:** July 31, 2014

TCDD staff convened two review panels to evaluate proposals submitted in response to TCDD's Self-Advocate Grassroots Community Organizing Request for Proposals (RFP) and for Phase II funding for up to two Accessible Parking Awareness Campaigns. Funding recommendations are noted below and summaries of the comments are attached.

### **Self-Advocate Grassroots Community Organizing Proposals**

The Self-Advocate Grassroots Community Organizing RFP announced availability of up to \$100,000 per year, for up to three years, for one grant to be awarded to a group of self-advocates. The goal of the grant is to support self-advocates with intellectual disabilities to learn advanced leadership skills by working with a trained community organizer and other experts to identify and change a program, policy, or practice so that people with intellectual disabilities are more included in their community. The RFP specified that TCDD expects the group to keep working together after the grant is over, and that a project funded from this RFP may be able to receive funding for up to 2 more years after the project is over if certain conditions are met. The RFP also specified that people with intellectual disabilities are to make all decisions about what issues to work on and how to work on them.

The review panel consisted of four people, including both parents and self-advocates with varied professional backgrounds. The panel reviewed five proposals and recommended the proposal submitted by Texas Advocates for funding.

The panel also noted that several of the other proposals presented interesting ideas that the Council may wish to explore further:

- Imagine Art's idea to repurpose the Austin State Supporting Living Center campus into an arts district with an affordable live-work artist residency could result in the development of a fluid, inclusive community that would meet housing needs of people with disabilities.
- MHMR of Tarrant County – Intellectual and Developmental Disabilities, Authority (MHMRTC-IDDA) proposed a peer-to-peer support model in which self-advocate Navigators would connect with and help individuals with developmental disabilities who are living in nursing homes to

explore community living options. The panel felt this was a creative way to improve the quality of the services being provided by local authorities as part of a court mandate.

- PEN Texas, in partnership with Decoding Dyslexia Texas and Eye to Eye, proposed activities that might be seen as necessary precursors to the larger grassroots work described in the RFP. This is similar to the type of activities TCDD is supporting through \$10,000 Outreach and Development grants, and the review panel saw this as a legitimate need that TCDD might consider addressing on a broader scale.

### **Accessible Parking Awareness Campaigns**

Two proposals were submitted for Phase 2 funding for the Accessible Parking Awareness Campaign. Both proposers had received \$40,000 over six months through a competitive process for Phase 1 to develop the campaigns. The RFP placed no restrictions on the funding amount, did not define the duration of funding, and stated that either or both campaigns could be implemented. As stated in the RFP, the goals of the campaign(s) are to educate drivers about the impact parking violations have on people with accessible parking placards and license plates and to decrease the number of accessible parking violations. TCDD's goals in funding this type of project are to demonstrate that an ongoing educational campaign can decrease violations and to gain a better understanding of the activities and information necessary to conduct a successful educational campaign.

Both organizations submitted written proposals and had the opportunity to present in person to the review panel, which consisted of two Council members, two marketing professionals, and two TCDD staff. The panel recommended the proposal submitted by Access Empowerment for funding and did not recommend funding for the proposal submitted by Travis County.

## **Texas Advocates**

Located in the Austin Area

Requesting \$100,000 for Year 1

### **Strengths**

The proposal submitted by Texas Advocates reflects the essence of self-advocacy and does an excellent job of adhering closely to the intent and purpose of the Request for Proposals. The proposal places individuals with intellectual and developmental disabilities (IDD) at the core of its grassroots efforts and decision making. Persons with IDD are responsible for establishing focus areas and are taught how to advocate effectively by the supporting staff and partner agencies in the grant, and there is a strong emphasis on directly involving individuals with disabilities in the project's activities, including decision making roles. The proposal is inclusive in accordance with disability identifiers, age, race, and economics.

The proposer has a long and successful history of advocacy and of organizing and empowering people with disabilities to practice self-determination. They are a statewide organization with a strong networking system and some very capable partners, and they appear to be diverse in terms of membership and participation. They do not have a staff of their own, but the individuals identified as being involved in the project appear to be well-qualified.

The narrative is rich in detail and the goals and objectives are consistent with the narrative description of the project. The applicant is very thorough in describing an overarching goal and specific steps for achieving its goal. The plan that is described is focused and has a careful and logical structure. The applicant has also identified and linked with a number of appropriate partners that will expand the project's potential. The products that are proposed by the applicant are appropriate and should be of value in replicating the success of the project.

### **Weaknesses**

Forty one-on-one meetings in the first quarter seems aggressive - that would be one meeting every three days. Later in the objectives it says these meetings would occur during the first and second quarter – that seems more realistic. Additionally, more one-on-one meetings may be needed.

A more thorough evaluation plan for the project is needed. It does not directly address project outcomes in terms of the effectiveness of involving self-advocates in impacting barriers and issues that directly impact them.

The Project Advisory Committee will only have one face-to-face meeting. This may mean they are not sufficiently available to the self-advocates. They may need to be more "hands-on" than this would allow.

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

None.

# **Attachment 2**

**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.

<b>Continuation Budget Detail Summary</b>			
	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>

# **Attachment 3**

**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>

# **Attachment 4**

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

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

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

**Grantee:** Community Healthcore

**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.

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
<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
<b>Budget period totals</b>	\$138,046	\$41,264	\$179,310

# **Attachment 5**

# 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 ~~to consider~~ *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

# **Attachment 6**

**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:**

- **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. **Centro de Salud Familiar La Fe, Inc** for the *Our Lives Disabilities Confernece & Service Providers Expo* October 30, 2014, in El Paso. (Events Stipend)
  2. **National Association for the Dually Diagnosed (NADD)** for the *NADD 31<sup>st</sup> Annual Conference* November 12-14, 2014, in San Antonio (Events Stipend)
  3. **NAMI Texas** for the *2014 NAMI Texas Annual Conference* November 7-8, 2014, in Austin (Events Stipend)
- **TCDD Sunset Review Update** – Included in meeting materials are the Sunset Commission Staff Report for TCDD and the TCDD Management Response Letter to the Sunset Commission.
- **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 5. & 13.**

**Expected Action:**

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

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

Date: 8/12/14

ITEM: 1

**Organization: Centro de Salud Familiar La Fe, Inc.**  
**City, State: El Paso, TX**

**Federal: \$ 5,980**  
**Match: \$ 815**

Event: Conference: Our Lives Disabilities Conference & Service Providers Expo  
Date: October 30, 2014  
Hotel: Camino Real Hotel  
City, State: El Paso, Texas

Previously Funded: No

Comments: The "Our Lives Disabilities Conference" is planned as a motivating, educational, non-threatening means of outreach and empowerment to the disability community, including persons with developmental disabilities, in the El Paso Southwest Area.

Considerations: The conference sponsors propose to provide stipends to cover:  
Registration - 92 individuals  
(92 @ \$65.00/individual) = \$5,980.00

**Total cost (federal): = \$5,980.00**

Applicant match covers CART expenses:

CART - 1 individuals  
(1 @ \$125/hour for 6 hours) = \$ 750.00

CART Provider Registration - 1 individual  
(1 @ \$65.00) = \$ 65.00

**Total cost (match): = \$ 815.00**

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

Approved:  yes  no For: Martha Cantu Digitally signed by Martha Cantu  
DN: cn=Martha Cantu, o=TCDD, ou=TCDD,  
email=martha.cantu@tcdd.texas.gov, c=US  
Date: 2014.08.14 09:12:14 -0500 Date: 8/14/2014

Comments: Co-sponsored conference with Volar Center for Independent Living



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

Date: 8/27/14

ITEM: 3

**Organization: National Association for the Dually Diagnosed**  
**City, State: Kingston, NY**

**Federal: \$ 6,000**  
**Match: \$ 700**

Event: Conference: NADD 31st Annual Conference  
Date: November 12-14, 2014  
Hotel: Hilton Palacio del Rio  
City, State: San Antonio, Texas

Previously Funded: No

Comments: The NADD 31st Annual Conference is a three-day training opportunity for clinicians, care providers, consumers and family members to learn about state-of-the-art treatment supports and services for individuals with intellectual/developmental disabilities co-occurring with mental illness.

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

Registration – 10 individuals (10 @ \$350.00/individual)	= \$3,500.00
Lodging - 10 individuals (10 @ \$250/person)	= 2,500.00
<b>Total cost (federal):</b>	<b>= \$6,000.00</b>

Applicant match covers lodging expenses:

Lodging – 10 individuals (10 @ \$70.00/person)	= \$ 700.00
<b>Total cost (match):</b>	<b>= \$ 700.00</b>

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

Approved:  yes  no For: Martha Cantu Digitally signed by Martha Cantu  
DN: cn=Martha Cantu, o=TCDD, ou=TCDD,  
email=martha.cantu@tcd.org, c=US  
Date: 2014.08.27.12:01:22 -0500 Date: 8/27/2014

Comments: Signed on behalf of Roger Webb

## **TCDD Sunset Review Schedule 2014 – 2015**

<b>June 2014:</b>	<b>Sunset Commission staff review of TCDD begins</b>
<b>September 9, 2014:</b>	<b>Draft Sunset Commission Staff Report to TCDD / TCDD Response</b>
<b>September 16, 2014:</b>	<b>Exist Conference with TCDD</b>
<b>October 3, 2014:</b>	<b>Sunset Commission Final Staff Report</b>
<b>October 17, 2014:</b>	<b>TCDD Management Response Due</b>
<b>November 12-13, 2014:</b>	<b>Sunset Commission Meeting</b>
Nov. 12 <sup>th</sup> :	Sunset Staff review of Reports; Agency Comments
Nov. 13 <sup>th</sup> :	Public Testimony

- Agencies Scheduled:
  - Interagency Task Force for Children With Special Needs
  - Governor’s Committee on People with Disabilities
  - **Texas Council for Developmental Disabilities**
  - Texas Council on Purchasing from People with Disabilities
  - Texas Education Agency
  - Health and Human Services Commission
  - Texas Health Services Authority
  - Entry Criteria for Self-Directed Semi-Independent Agencies

**December 10, 2014:                      Sunset Commission Meeting**

- Staff Reports and Public Testimony on:
  - State Office of Administrative Hearings
  - State Office of Administrative Hearings, Tax Division
  - Texas Facilities Commission
  - State Soil and Water Conservation Board
  - Texas Workforce Commission
  - Texas Workforce Investment Council
  
- Commission will make decisions on:
  - Interagency Task Force for Children With Special Needs
  - Governor’s Committee on People with Disabilities
  - **Texas Council for Developmental Disabilities**
  - Texas Council on Purchasing from People with Disabilities
  - Texas Education Agency
  - Health and Human Services Commission
  - Texas Health Services Authority
  - Entry Criteria for Self-Directed Semi-Independent Agencies

**January 13, 2015 – June 1, 2015:    84<sup>th</sup> Texas Legislature**

# SUNSET ADVISORY COMMISSION

## STAFF REPORT

*Texas Council for  
Developmental Disabilities*

*Governor's Committee on  
People with Disabilities*

*Texas Council on Purchasing  
from People with Disabilities*

OCTOBER 2014



**TEXAS COUNCIL FOR  
DEVELOPMENTAL DISABILITIES**

**GOVERNOR'S COMMITTEE ON  
PEOPLE WITH DISABILITIES**

**TEXAS COUNCIL ON PURCHASING  
FROM PEOPLE WITH DISABILITIES**

**SUNSET STAFF REPORT  
OCTOBER 2014**

# TABLE OF CONTENTS

	PAGE
<b>SUMMARY</b> .....	1
 <b>TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES</b>	
<b>TCDD AT A GLANCE</b> .....	7
<b>ISSUE/RECOMMENDATIONS</b>	
1 The Texas Council for Developmental Disabilities Should Be Continued, but Should Better Track the Outcomes of Its \$4 Million Grant Program.....	11
 <b>GOVERNOR’S COMMITTEE ON PEOPLE WITH DISABILITIES</b>	
<b>COMMITTEE AT A GLANCE</b> .....	17
<b>ISSUE/RECOMMENDATIONS</b>	
1 The Statutory Duties of the Governor’s Committee on People with Disabilities Do Not Align With Its Current Resources and Capabilities .....	21
 <b>TEXAS COUNCIL ON PURCHASING FROM PEOPLE WITH DISABILITIES</b>	
<b>TCPPD AT A GLANCE</b> .....	29
<b>ISSUE/RECOMMENDATIONS</b>	
1 The Texas Council on Purchasing from People with Disabilities Does Not Ensure That the State Use Program Most Effectively Serves People With Disabilities .....	33

# SUMMARY

While Texas spends millions of federal and state dollars providing direct services for people with disabilities, such as vocational rehabilitation, the state has long recognized the need to provide additional supports outside of the direct service-delivery system. Efforts to create specific programs to advance the rights of people with disabilities stem from policymakers' recognition of the difficulty large, direct-service programs have in fostering innovation. These efforts are also a corrective response to government's long history of relying on state-run institutions to serve people with disabilities and how such institutionalization often leads to the isolation, neglect, and abuse of this population. This report focuses on three disability-related agencies that operate outside of the state's health and human services enterprise — Texas Council for Developmental Disabilities (TCDD), Governor's Committee on People with Disabilities (committee), and Texas Council on Purchasing from People with Disabilities (TCPPD).

The Sunset review of these agencies began with the most logical question, "Why does the state need these three small, semi-independent agencies to help serve people with disabilities?" Ultimately, the review found that while all three agencies operate to advance the independence and improve the quality of life of Texans with disabilities, that is where most of the similarities end. The agencies serve distinct roles and vary greatly in funding and operations. Further, the review discovered that full consolidation was unfeasible due to federal restrictions, would not result in significant efficiencies, and could jeopardize the needed functions these agencies perform. The review concluded that while many of these agencies' functions continue to be needed, the agencies themselves need some refocusing and restructuring to strengthen their effectiveness and accountability, and improve how the State serves people with disabilities beyond the central health and human services system.

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*While consolidation is unfeasible, these agencies need refocusing and restructuring.*

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**Texas Council for Developmental Disabilities.** While Texas needs a state council on developmental disabilities to continue to receive federal funds, TCDD does not set clear expectations for or track the sustainability and ongoing impact of its grant-funded projects after grant funding ends. Without this information, whether grants have been effective and the overall impact of TCDD's work is unclear.

**Governor's Committee on People with Disabilities.** Being a trustee program within the Office of the Governor elevates the committee's status in serving as a central source of information. However, several of the committee's statutory requirements extend beyond what it can realistically accomplish with its current resources, particularly since the committee has operated with significantly less funds than it has been appropriated for several years.

**Texas Council on Purchasing from People with Disabilities.** Finally, Sunset staff determined that TCPPD lacks the expertise and resources needed to effectively oversee the State Use Program. Despite the evolution of federal and state standards for employment services for people with disabilities, little has changed since TCPPD last underwent Sunset review in 2002. TCPPD has not set meaningful goals or performance measures for the program and does not measure how people with disabilities actually benefit from the program. Without this information, it is unclear whether the supposed benefits the State Use Program provides outweigh the additional costs of the program to the State.

The following material summarizes Sunset staff's recommendations on the Texas Council for Developmental Disabilities, Governor's Committee on People with Disabilities, and Texas Council on Purchasing from People with Disabilities.

## Issues and Recommendations

### *Texas Council for Developmental Disabilities*

#### *Issue 1*

#### **The Texas Council for Developmental Disabilities Should be Continued, but Should Better Track the Outcomes of Its \$4 Million Grant Program.**

The federal government established state councils for developmental disabilities to explore a broader range of services beyond institutionalization, and to provide people with disabilities and their families access to the decision-making process on these services. Texas needs a state council on developmental disabilities to continue to receive federal funds of about \$5 million annually to identify the most pressing needs of Texans with developmental disabilities and advance public policy and systems change to allow them to gain more control over their lives. Federal restrictions discourage consolidation of TCDD and its functions. To avoid any potential conflict of interest, federal law prohibits TCDD from being administratively attached to and supported by an agency that provides or pays for services to individuals with developmental disabilities and state council staff cannot perform any unrelated activities.

TCDD's primary activity is awarding grants for projects intended to foster innovation in services provided to people with developmental disabilities and expand state capacity within these services. However, TCDD does not set clear expectations for or track the sustainability and ongoing impact of grant projects designed to continue beyond the funding period. Without this information, TCDD and others cannot know whether these grants have been effective or the overall impact of TCDD's work. Identifying and tracking the sustainability and success of funded grant projects would help TCDD increase the effectiveness of its grant program and ultimately improve the long-term impacts of the services offered to people with developmental disabilities.

#### **Key Recommendations**

- Continue the Texas Council for Developmental Disabilities for 12 years.
- Direct TCDD to track the five-year outcomes of grant projects designed to continue beyond the TCDD funding period and compare actual outcomes to intended outcomes.

## ***Governor’s Committee on People with Disabilities***

### ***Issue 1***

#### **The Statutory Duties of the Governor’s Committee on People with Disabilities Do Not Align With Its Current Resources and Capabilities.**

The Governor’s Committee on People with Disabilities aims to further opportunities and full participation for Texans with disabilities. While the committee does not provide direct services, it has a limited but important role serving as a central source of information on a wide array of disability-related issues. The committee functions to influence state policy, educate people on disability-related laws, and raise awareness of the achievements of and barriers faced by people with disabilities, with the intention of enabling people with disabilities to achieve success and full integration into society.

Several of the committee’s statutory requirements do not align with its primary purpose, duplicate the work of other governmental entities, are no longer necessary, or extend beyond what the committee can realistically accomplish. Removing these provisions would allow the committee to focus on the duties it can realistically accomplish, such as analyzing and identifying gaps in the state’s various long-term plans for people with disabilities and providing needed information about disability-related services and where to access them in a clear and user-friendly way. The committee also needs to ensure that it has the necessary resources to carry out its operations since it has operated with significantly less funds than the Legislature has appropriated it for several years, resulting in a large unexpended balance.

#### **Key Recommendations**

- Continue the Governor’s Committee on People with Disabilities for 12 years.
- Remove provisions from the Committee’s statute that do not align with the Committee’s purpose and resources.
- Require the Committee to maintain and analyze information provided in the State’s various long-range plans for people with disabilities.
- Direct the Governor’s Office and the committee to work together to re-evaluate the amount of funding necessary for the committee to carry out its functions, and to ensure its legislative appropriations request and budget reflect the actual fiscal needs of the committee.
- The Senate Finance and House Appropriations Committees should consider using the committee’s large unexpended balance as a method of finance for a portion of the committee’s appropriations for fiscal years 2016–2017.

## ***Texas Council on Purchasing from People with Disabilities***

### ***Issue 1***

#### **The Texas Council on Purchasing from People with Disabilities Does Not Ensure that the State Use Program Most Effectively Serves People With Disabilities.**

The goal of the State Use Program is to assist people with disabilities in achieving maximum independence through useful and productive employment activities, while providing state agencies a method for complying with the statutory purchasing preference the Legislature granted to goods and services provided by people with disabilities. TCPPD, which oversees the program, does not adequately gather, analyze, and use meaningful outcome data to assess how well the program serves people with disabilities. Despite the evolution in standards and expectations for employment services for people with disabilities that occurred since TCPPD's last Sunset review in 2002, TCPPD has not implemented changes to the State Use Program that would modernize the program and advance the State's standards on employment services for people with disabilities. TCPPD has also failed to fully define the intended benefits of the program. In addition, TCPPD, a part-time, voluntary council, duplicates many of the product pricing and contract oversight functions housed at the Office of the Comptroller.

Transferring TCPPD's functions to the comptroller would establish clear performance outcomes for the State Use Program related to the employment of people with disabilities and improve contract oversight of the program's administration, thereby better ensuring the State Use Program benefits people with disabilities and ultimately, the State. Establishing an advisory committee would enable people with disabilities and their advocates to serve a role in the development of the State Use Program's direction and objectives and provide needed expertise to the comptroller in overseeing this program. Finally, studying the cost of continuing to administer the State Use Program would enable the Legislature to effectively determine if the program merits continued investment or whether other programs for employment of people with disabilities could provide greater impact and value.

#### **Key Recommendations**

- Place oversight and administration of the State Use Program at the comptroller's office and abolish the Texas Council on Purchasing from People with Disabilities.
- Require the comptroller's office to establish an advisory committee to set goals for the State Use Program and standards for participating community rehabilitation program certification.
- Direct the comptroller's office to study the cost to the State of continuing to administer the State Use Program.

## Fiscal Implication Summary

### ***Texas Council for Developmental Disabilities***

These recommendations would not have a fiscal impact to the State. If continued, TCDD would continue to receive federal funding from the Administration on Intellectual and Developmental Disabilities for its operations.

### ***Governor’s Committee on People with Disabilities***

***Recommendation 1.5*** — Adjusting the committee’s budget to reflect the actual fiscal needs of the committee could result in a small savings since the committee has operated with significantly less funds than it has been appropriated for several years.

***Recommendation 1.6*** — If the Legislature agrees to use the committee’s unexpended balance as a method of finance for a portion of the committee’s appropriation for fiscal years 2016–2017, it would result in a one-time savings of \$641,600 to general revenue.

#### ***Governor’s Committee on People with Disabilities***

<b>Fiscal Year</b>	<b>Savings to the General Revenue Fund</b>
2016	\$641,600
2017	\$0
2018	\$0
2019	\$0
2020	\$0

### ***Texas Council on Purchasing from People with Disabilities***

These recommendations would not have a fiscal impact to the State, but would result in an increase of two FTEs at the comptroller’s office.

***Recommendation 1.1*** — The recommendation to abolish the Texas Council on Purchasing from People with Disabilities and transfer oversight of the State Use Program to the Comptroller of Public Accounts would not have a fiscal impact to the State. The central nonprofit agency would continue to reimburse the State for the costs to fully administer the State Use Program. The comptroller’s office estimates that three full-time staff would be needed to conduct contract oversight of the central nonprofit agency, administer the request for proposal, oversee CRPs’ compliance with standards, and conduct pricing research for products and services proposed for inclusion in the program. The one existing full-time staff position dedicated to administrative services for the council would no longer be needed.

# TCDD AT A GLANCE

To receive federal funding through the federal Developmental Disabilities Assistance and Bill of Rights Act (DD Act), states must establish and maintain a state council on developmental disabilities.<sup>1</sup> In Texas, the Texas Council for Developmental Disabilities (TCDD) serves in this role. The federal government funds TCDD to engage in advocacy, capacity building, and systemic change activities that promote self-determination for people with developmental disabilities and their families. The textbox, *Definition of Developmental Disability*, provides the federal definition of developmental disability.<sup>2</sup>

TCDD's mission is to create change so that all people with developmental disabilities are fully included in their communities and exercise control over their own lives. Although TCDD does not provide any direct services, it carries out the following key activities to achieve its mission.

- Develops Texas' federally approved state plan that guides TCDD's advocacy, capacity building, and systemic change activities.
- Awards and monitors grants to state agencies, universities, nonprofit organizations, and for-profit businesses for projects that meet the TCDD State Plan goals.
- Provides input and recommendations to state agencies and legislators about ways to improve the services available to people with developmental disabilities.

## **Definition of Developmental Disability**

A severe, chronic disability attributable to a mental or physical impairment or combination thereof; manifested before age 22; is likely to continue indefinitely; and resulting in substantial functional limitations in three or more of the following areas of major life activity:

- self-care,
- receptive and expressive language,
- learning,
- mobility,
- self-direction,
- capacity for independent living,
- economic self-sufficiency, and
- reflecting a need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

The DD Act also applies to any child from birth to age nine, who has a substantial, developmental delay or specific congenital or acquired condition, even if the child does not meet three or more of the criteria above, if the child has a high probability of meeting those criteria later in life without services and supports.

## **Key Facts**

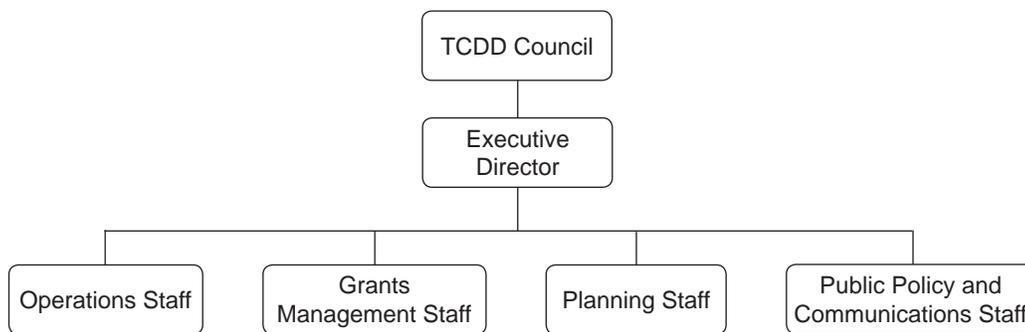
- **State Council.** Each state has discretion over the size of its state council on developmental disabilities, but federal law requires at least 60 percent of the members to be people with developmental disabilities, their parents or guardians, or their other immediate relatives. The remaining members must include representatives of state, local, and nonprofit entities that administer and are concerned with services for people with developmental disabilities.

Texas' council has 27 members, including 12 relatives of people with developmental disabilities; six people with developmental disabilities; five state agency representatives from the Department of Aging and Disability Services, Department of Assistive and Rehabilitative Services, Department of State Health Services, Health and Human Services Commission, and Texas Education Agency; two representatives from the University Centers for Excellence in Developmental Disabilities; a

representative from Disability Rights Texas; and two local organization representatives. The governor appoints all of the council members who serve staggered, six-year terms; a member cannot serve more than two consecutive full terms. Appendix A details the current membership.

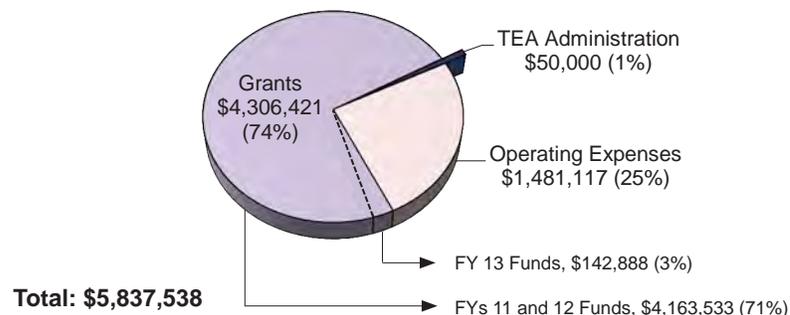
- **Staffing and Organization.** At the end of fiscal year 2013, TCDD employed 14 staff, although it has a cap of 18 employees. All staff members are state employees located in Austin, organized as shown in the *Texas Council for Developmental Disabilities Organizational Chart*. The DD Act allows the State to designate another state agency to provide administrative support to TCDD, but it cannot be an agency that provides or pays for services to people with developmental disabilities. The Texas Education Agency (TEA) has provided this support to TCDD since 2004.<sup>3</sup>

**Texas Council for Developmental Disabilities  
Organizational Chart**



- **Funding.** TCDD is almost entirely federally funded by the Administration on Intellectual and Developmental Disabilities. The amount of federal funding TCDD receives is based on the state’s population and certain poverty factors. TCDD received about \$4.8 million in fiscal year 2013 but, with the inclusion of funds carried forward from previous fiscal years, expended about \$5.8 million. Of those funds, TCDD spent about \$1.5 million on operating expenses such as salaries, information technology, and lease expenses. The balance of about \$4.3 million was allocated to grant projects. TEA received \$50,000 from the federal funds, the maximum allowable amount for administrative reimbursement. However, TEA’s estimate of the actual cost of providing administrative support to TCDD was about \$180,000.

**Texas Council for Developmental Disabilities  
Expenditures – FY 2013**



- **State Plan.** As required by the DD Act, TCDD develops a five-year strategic state plan that outlines the goals, objectives, and specific activities TCDD will implement each year. The textbox, *Summary of TCDD State Plan Goals*, summarizes the seven goals in the fiscal year TCDD 2012–2016 State Plan. These goals focus on supporting education, employment, and community capacity for people with developmental disabilities. The majority of the state plan goals and objectives are addressed through grant projects, discussed below.

#### **Summary of TCDD State Plan Goals**

1. Improving educational success for students with developmental disabilities.
2. Improving employment, income, and assets of people with developmental disabilities.
3. Conducting community education and outreach to promote inclusion of people with developmental disabilities.
4. Increasing the percentage of people with developmental disabilities' access to transportation.
5. Building community capacity to prevent unnecessary admissions to state supported living centers.
6. Providing leadership and advocacy skills training.
7. Conducting public policy activities, outreach, program development, grants monitoring, and general management.

- **Grants Management.** TCDD awards grants to projects that address one or more of the seven goals in the state plan, such as projects related to health and fitness, alternatives to guardianship, cultural competency, positive behavioral interventions and supports, and local advocacy networks. TCDD does not provide funding to projects whose primary goal is direct services.

In fiscal year 2013, TCDD awarded 50 grants to 41 entities. Grant awards ranged from \$10,000 to \$250,000, averaging \$75,000 each. The textbox, *State Plan Grant Example*, provides an example of a state plan goal, an associated objective, and one of three projects funded through a TCDD grant under this objective.

#### **State Plan Grant Example**

**State Plan Goal 2: Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of three to five years of TCDD grant funding, by September 30, 2016.**

**Objective 1:** Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by March 31, 2016.

**Activity 1:** Continue to fund, monitor, and offer technical assistance to the selected grantee(s).

**Grant:** TCDD awarded a \$225,000 grant to the Higher Education for People with Developmental Disabilities “Bridge to Career in Human Services” program at Texas A&M University to provide an inclusive postsecondary education that prepares people with intellectual and developmental disabilities for employment in health and human services through a year of training and field-based experience.

- **Advocacy and Public Information.** Federal law requires TCDD to train and promote people with developmental disabilities as self-advocates, with the end goal of creating social and governmental changes that enable all people with disabilities to participate fully in their communities and have control over their own lives. TCDD works with self-advocates and family members to formulate and

promote positions on state policies that affect people with developmental disabilities. For example, TCDD's position on employment is that the State should improve the system of employment services and income supports for people 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. TCDD also performs outreach and education to communities through trainings and public events on areas like best practices for serving people with developmental disabilities and leadership development that enables them to work within their communities to effect cultural and structural changes that lead to full inclusion of people with developmental disabilities. TCDD also shares information gathered from its grant projects with state agencies and the public to improve service delivery.

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<sup>1</sup> 42 U.S.C.

<sup>2</sup> 42 U.S.C. Section 15002(8).

<sup>3</sup> Tex. Gov. Exec. Order No RP37, September 9, 2004 (20045692).

# ISSUE 1

## *The Texas Council for Developmental Disabilities Should Be Continued, but Should Better Track the Outcomes of Its \$4 Million Grant Program.*

### Background

Beginning in the 1960s, the federal government and, soon thereafter, state governments recognized that people with disabilities faced exclusion from many areas of public and private life because services at that time were predominantly oriented towards institutionalization. The federal government established state councils for developmental disabilities to explore a broader range of services beyond institutionalization, and to provide people with disabilities and their families access to the decision-making process on these services.

Today, Texas, like every U.S. state and territory, receives funding through the federal Developmental Disabilities Assistance and Bill of Rights Act (DD Act) to establish and maintain a state council on developmental disabilities. The mission of the Texas Council for Developmental Disabilities (TCDD) is to create change so that all people with developmental disabilities are fully included in their communities and exercise control over their own lives.

TCDD does not directly provide any services. Instead, TCDD develops a state plan to identify and address the need for and availability of services for people with developmental disabilities; grants funds to projects that address these needs or demonstrate different ways to provide services; and educates the public and policymakers about disability issues. State councils also serve as advocates for people with developmental disabilities to help ensure they receive the best services, benefit from best practice models, and participate in more inclusive state planning and policy processes.<sup>1</sup>

The DD Act requires designation of an agency to provide administrative support to the council, but prohibits that agency from being one that provides or funds services to people with developmental disabilities. As a result, TCDD is administratively attached to the Texas Education Agency (TEA), which provides TCDD's budgeting, payroll, accounting, human resource functions, and other administrative services.

### Findings

#### **The Texas Council for Developmental Disabilities and its functions are necessary to ensure the State meets the needs of Texans with developmental disabilities.**

Texas needs a state council on developmental disabilities to receive funds provided through the DD Act to identify the most pressing needs of Texans with developmental disabilities and advance public policy and systems change to allow them to gain more control over their lives. The federal government provided TCDD about \$4.8 million in fiscal year 2013. As of 2012, more than 475,000 people in Texas have a developmental disability, but only about 20 to 25 percent receive public developmental disabilities services.<sup>2</sup> Nationwide, the

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*More than  
475,000 people  
in Texas have a  
developmental  
disability.*

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demand for publicly funded developmental disabilities services is outpacing population growth, particularly in Texas, where the long-term service delivery system struggles to keep pace with the state's rapidly increasing population.<sup>3</sup>

TCDD develops the federally required state plan that analyzes the need for and availability of services for people with developmental disabilities and their families.<sup>4</sup> The plan contains specific goals, objectives, and activities to address these needs, including improving educational success, gaining competitive employment, increasing access to healthcare and transportation services, and providing leadership development and advocacy for people with developmental disabilities.

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*TCDD grants are intended to foster innovation.*

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Each year, TCDD invests approximately 70 percent of its funds in grant projects intended to foster innovation in services provided to people with developmental disabilities and expand state capacity within these services. Examples of projects TCDD has funded include the creation of EveryChild Inc., a nonprofit organization that connects families in need with social services; training educators about Positive Behavioral Intervention and Supports for students with developmental disabilities; and the production of a video to instruct students with developmental disabilities about higher education. TCDD also funds self-advocacy training for people with developmental disabilities and their families to enhance their participation in the design of policies and services for Texans with developmental disabilities.

### **Federal restrictions discourage consolidation of TCDD and its functions within another agency.**

To avoid any potential conflict of interest, federal law prohibits TCDD from being administratively attached to and supported by an agency that provides or pays for services to individuals with developmental disabilities. Additionally, the DD Act prohibits a state from assigning state council staff to perform any other activities.<sup>5</sup> These restrictions have resulted in most states establishing their state councils as separate entities rather than as part of a consolidated effort that might address related constituencies or issues. Of the 56 state and territorial councils on developmental disabilities, 46 receive administrative support from another state agency and 10 are established as separate, independent state agencies or entities, of which three are nonprofit organizations.

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*Consolidation of TCDD would not yield any savings to the State.*

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Consolidation would also not yield any savings to the State, as TCDD is federally funded specifically to carry out the duties expressed in the DD Act. Meanwhile, establishing TCDD as a stand-alone agency would raise its administrative costs and detract from its grant program. Due to TCDD's small size, TEA is able to provide administrative services in a cost-effective manner by absorbing TCDD's functions through TEA accounting, information technology, and other infrastructure. For TCDD to perform these functions itself would require hiring additional staff or contracting with a larger state agency for these services, which would reduce the amount of funding available for grants and advocacy activities.

## **TCDD does not set clear expectations for or track the sustainability and ongoing impact of grant projects after grant funding ends.**

TCDD's primary activity is awarding grants for projects to meet the goals set in its state plan. In fiscal year 2013, TCDD obligated about \$4.3 million to 41 grant recipients. Sunset staff evaluated how TCDD selects and monitors grant projects, and found the process to be thorough and fair. The textbox, *TCDD Grant Selection and Monitoring Activities*, lists some of these activities.

TCDD has not consistently established clear expectations for which aspects of projects are expected to be sustained, and TCDD's FY 2012–2016 State Plan marks the first time sustainability has been included as an expected outcome for some of its grant-funded projects. As a result, TCDD cannot accurately report what percentage of previous projects overall should have continued and whether they did or not. As described in the textbox on the following page, *Current State Plan Goals*, Goals 2 and 6 of the seven state plan goals expressly state that grant projects are intended to continue once TCDD funding has ended. However, TCDD does not have a mechanism to track the longevity or outcomes of projects designed to continue after grant funding ends.

While TCDD maintains sufficient information about current efforts of funded grant projects, it has yet to develop a system to follow up on projects after funding ends to ensure their implementation continues to satisfy state plan requirements.

Without this information, TCDD and those affected by TCDD's work — people with disabilities, the Legislature, and service providers — cannot know whether TCDD's grants have been effective or the overall impact of TCDD's work. An unclear picture of the full impact of TCDD's grant projects prevents future grant applicants from learning from previous project successes and failures when designing their proposals and implementing their projects. TCDD's lack of a formalized mechanism to track and document project sustainability also hampers its ability to foster enhancements to service delivery and policies that pertain to people with developmental disabilities. Further, the Legislature and the agencies that serve people with developmental disabilities do not have documented evidence of the continuity of the funded projects to guide future decisions on investments in disability policies and services, and instead must rely on the institutional knowledge of TCDD's current staff.

### ***TCDD Grant Selection and Monitoring Activities***

#### **Evaluation**

- Provide tutorials on the RFP process.
- Conduct two technical reviews of grant applications.
- Select an independent panel to review the applications and make funding recommendations.

#### **Monitoring**

- Determine needed monitoring activities of each project through a TCDD-developed risk assessment system.
- Provide grantees a monitoring orientation.
- Conduct initial on-site review.
- Require quarterly program reports from grantees.
- Provide technical assistance and budget analysis.

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*TCDD does not track the longevity or outcomes of grant-funded projects.*

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### **Current State Plan Goals**

**Goal 1:** Build collaborations within at least one geographic region served by an Education Service Center to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by September 30, 2016.

**Goal 2:** Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of three to five years of TCDD funding, by September 30, 2016.

**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 September 30, 2016.

**Goal 4:** In at least one Health and Human Service (HHS) region, increase by 1 percent the percentage of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by September 30, 2016.

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

**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 September 30, 2016.

**Goal 7:** Each year the council and its committees receive staff and administrative support to effectively implement activities for at least 90 percent of all identified objectives noted under Goals 1–6, by September 30, 2016.

## **Recommendations**

### ***Change in Statute***

#### **1.1 Continue the Texas Council for Developmental Disabilities for 12 years.**

This recommendation would continue the Texas Council for Developmental Disabilities for 12 years until 2027. Under this recommendation, TCDD would be continued in state law to allow the State to continue to receive funding through the federal Developmental Disabilities Assistance and Bill of Rights Act. This recommendation would also ensure the State continues to identify the most pressing needs of Texans with developmental disabilities and to advance public policy and systems change so people with developmental disabilities maintain more control over their lives.

### ***Management Action***

#### **1.2 Direct TCDD to track the five-year outcomes of grant projects designed to continue beyond the TCDD funding period and compare actual outcomes to intended outcomes.**

Under this recommendation, TCDD would develop a process to track outcomes for its funded grant projects five years after project completion. During the request for proposal and project development process, TCDD should determine the desired outcomes of each project, including any outcomes beyond the end of grant funding. When applicable, the outcomes should relate to whether the project successfully achieved the intended state plan goals as well as the continuation of the project after the funding ended.

TCDD could require grant applicants to address sustainability as part of their proposal if applicable to the particular grant, and could require grantees to submit data to TCDD three years after grant funding has ended as part of the grant contract.

TCDD should conduct an exit interview with each grant recipient at the end of the project's timeline to establish if and how the project will continue, and should maintain contact with the grantee to further monitor the project's success. TCDD should also take a returning grantee's sustainability success or failure into consideration as part of any future grant application.

For grant projects or specific aspects of projects intended to continue, TCDD should compile information on their status and annually report this information to council members, including any projects that ended and the reasons why they ended. Whether a project or aspects of a project continue after funding ends is not the only measure TCDD would use to measure success, but tracking this information would enable TCDD to adapt its grant program to improve project sustainability. Grants not designed to continue beyond the TCDD funding period would not need to be monitored for five years, but could still be accounted for in the annual grant project report. Better identifying and tracking the sustainability and success of funded grant projects would help TCDD increase the effectiveness of this grant funding, and ultimately improve the long-term impacts on the services offered to people with developmental disabilities.

## Fiscal Implication

These recommendations would not have a fiscal impact to the State. Although TCDD may have to adjust how it internally allocates funding and employees, tracking grant projects for five years and periodically reporting the results of this tracking could be accomplished with existing staff and resources. If continued, TCDD would continue to receive federal funding from the Administration on Intellectual and Developmental Disabilities for its operations. In fiscal year 2013, this amount totaled about \$4.8 million. The Texas Education agency would continue to receive \$50,000 from those funds to provide administrative support to TCDD.

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 1 42 U.S.C. Section 15025(5)(J).

2 Texas Council for Developmental Disabilities and Texas Office for the Prevention of Developmental Disabilities, *Texas Biennial Disability Report 2012*, accessed September 4, 2014, [http://tcdd.texas.gov/wp-content/uploads/2012/12/2012\\_biennial\\_report.pdf](http://tcdd.texas.gov/wp-content/uploads/2012/12/2012_biennial_report.pdf).

3 Ibid.

4 42 U.S.C. Section 15022.

5 42 U.S.C. Section 15024(c)(5)(K).

# APPENDIX A

## *Texas Council for Developmental Disabilities*

<b>Council Member (including alternates)</b>	<b>Term</b>	<b>Qualification</b>
Mary Durham, Chair	2nd Term 2005–2011	Public member, parent of a child with a developmental disability
Rebecca Hunter Adkins	1st Term 2009–2015	Public member, person with a developmental disability
Kimberly Blackmon	1st Term 2009–2015	Public member, person with a developmental disability
Kristine Clark	2nd Term 2011–2017	Public member, parent of a child with a developmental disability
Gladys Cortez	1st Term 2011–2017	Public member, family member of a child with a developmental disability
Kristen Cox	1st Term 2009–2015	Public member, parent of a child with a developmental disability
Andrew Crim	1st Term 2008–2013	Public member, parent of a child with a developmental disability
Mateo Delgado	1st Term 2009–2013	Public member, person with a developmental disability
Stephen Gersuk	1st Term 2012–2013	Public member, parent of a child with a developmental disability
Cindy Johnston	2nd Term 2008–2013	Public member, person with a developmental disability
Diana Kern	2nd Term 2009–2015	Public member, person with a developmental disability
Scott McAvoy	1st Term 2012–2015	Local non-governmental organization
John Morris	2nd Term 2009–2013	Public member, person with a developmental disability
Dana Perry	2nd Term 2009–2015	Public member, parent of a child with a developmental disability
David Taylor	1st Term 2012–2017	Public member, parent of a child with a developmental disability
Lora Trainer Taylor	1st Term 2008–2013	Public member, parent of a child with a developmental disability
Richard A. Tisch	2nd Term 2009–2015	Public member, parent of a child with a developmental disability

## **Appendix A**

<b>Council Member (including alternates)</b>	<b>Term</b>	<b>Qualification</b>
Susan Vardell	2nd Term 2008–2013	Public member, parent of a child with a developmental disability
Vacant		
Mary Faithful	Appointed in 2001 to represent Disability Rights Texas	Represents the state Developmental Disabilities Protection and Advocacy System
Penny Seay	Appointed in 2002 to represent the Center for Disability Studies at UT-Austin	Represents the Developmental Disabilities University Center for Excellence in Developmental Disabilities
Mike Benz Amy Sharp (alternate)	Appointed in 2005 to represent the Center for Disability and Development at Texas A&M	Represents the Developmental Disabilities University Center for Excellence in Developmental Disabilities
Nancy Walker April Young (alternate)	Appointed in 2014 by the Executive Commissioner of the Health and Human Services Commission	Represents the state agency that administers funds provided under Title XIX of the Social Security Act
Penny Larkin	Appointed in 2014 by the Commissioner of the Department of Aging and Disability Services	Represents the state operating agency for funds provided under Title XIX of the Social Security Act and funds provided under the federal Older American's Act
Manda Hall, M.D. Ivy Goldstein (alternate)	Appointed in 2012 by the Commissioner of the Department of State Health Services	Represents the state operating agency for funds provided under Title V of the Social Security Act
Cindy Swain Barbara Kaatz (alternate)	Appointed in 2011 by the Commissioner of the Texas Education Agency	Represents the state agency that administers funds provided under the federal Individuals with Disabilities Education Act
Sara Kendall	Appointed in 2010 by the Commissioner of the Department of Assistive and Rehabilitative Services	Represents the state agency that administers funds provided under the federal Rehabilitation Act



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

October 15, 2014

Ken Levine, Director  
Sunset Advisory Commission  
P.O. Box 13066  
Austin, Texas 78711-3066

Dear Mr. Levine:

TCDD appreciates the manner in which Sunset Commission staff conducted the review of the Texas Council for work, and demonstrated a keen interest in understanding the work of the Council and staff.

TCDD has only brief comments on the two recommendations in the report:

Recommendation 1.1 Continue the Texas Council for Developmental Disabilities for 12 years.

TCDD appreciates the confidence you and your staff have shown in the importance of the Council's work in the recommendation for continuation. TCDD supports this recommendation.

Recommendation 1.2: Direct TCDD to track the five-year outcomes of grant projects designed to continue beyond the TCOO funding period and compare actual outcomes to intended outcomes.

TCDD supports this recommendation. TCDD is participating in discussions with the Administration on Intellectual and Developmental Disabilities, TCDD's federal authority, about possible reportable output and outcome measures for all DD Councils, including some measures regarding the impact after grant funding concludes. TCDD has delayed developing a reporting methodology until those decisions are finalized, but expects to move forward in the next year. Generally, 10-12 projects conclude TCDD funding each year. Of those, approximately 6-8 have activities that TCDD expects to continue. From our knowledge of the status of those projects, we feel that most were successful. Even so, TCDD concurs with the recommendation to develop the capability to track outcomes after funding has ended.

We also note that the continuation of project activities after TCDD funding concludes is only one measure of the success and impact of TCDD grant projects. We also learn from efforts of projects that struggle unsuccessfully to find resources to continue project activities. Although the success of TCDD funded projects is not determined by the continuation of project activities alone, we agree with the recommendation that a more comprehensive track methodology will provide useful information for future decisions.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger Webb", written over a horizontal line.

Roger A. Webb  
Executive Director

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

<b>Council Member</b>	<b>8/14</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>
H. Adkins	P	P	P	P	P	EA	P	P
K. Blackmon	P	P	P	P	P	EA	P	P
K. Clark	P	P	P	EA	EA	P	EA	P – Th EA – Fr
G. Cortez	P	P	P	P	P	P	P	EA
K. Cox	P	P	P	P	EA	P	P	P
A. Crim	P	EA	EA	P	P	EA	EA	P
M. Delgado	P	EA	P	EA	EA	P	EA	P
M. Durham	P	P	EA	P – Th EA – Fr	P	P	P	P
S. Gersuk	P	P	EA	P – Th EA – Fr	P	P	P	P
D. Kern	P	P	EA	P	EA – Th P – Fr	P	P – Th EA – Fr	P
R. Mason	NA	NA	NA	NA	NA	NA	NA	NA
S. McAvoy	P	P	P	P – Th EA – Fr	P	P	P	EA
M. Peace	NA	NA	NA	NA	NA	NA	NA	NA
D. Perry	EA	P	EA	EA	P	EA	EA	EA
B. Pharris	NA	NA	NA	NA	NA	NA	NA	NA
D. Taylor	EA	P	P	P	P	P	P	P
L. Taylor	P	P	P	EA	EA	P	P	P
J. Thomas	NA	NA	NA	NA	NA	NA	NA	NA
R. Tisch	P	EA	EA	P	EA	P	P	P
DRT (AI)	P	EA	P	P	P	P	P	P
UT CDS	EA	P	EA	P	P	P – Th EA – Fr	P	P
A&M CDD	P	P	P	EA – Th P – Fr	P	EA	P	P – Th EA – Fr
DADS	P	P	P	P	P	P	P	P
DARS	P	P	P	P	P	P	P	P
DSHS	P	EA	P	P	P	P	P	P
HHSC	P	P	P		P	P	P	P
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 13. A.**

**Expected Action:**

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

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**INDEPENDENT AUDIT STATUS REPORT**

<b>GRANTEE</b>	<b>FYE</b>	<b>DATE RECEIVED</b>	<b>AUDIT FIRM</b>	<b>EXCEPTIONS NOTED</b>	<b>RECOMMENDATIONS/ RESOLUTIONS</b>
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.
Epilepsy Foundation Texas	12/31/2013	7/17/2014	Carr, Riggs & Ingram, LLC	None.	Forwarded for 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
Helpful Interventions	9/30/2013	6/30/2014	ERSKINE PAYNE, CPA PLLC	The report omitted the last paragraph of the basic reporting language required by the Statement on Standards for Accounting and Review Services (SSARS) No. 19 of the AICPA (the "Applicable Professional Standards"). Also, there was no reference to the Accountant's review report on each page of the financial statements as required by the Applicable Professional Standards.	Deficiencies to be brought to the attention of the Organization and the Accountant.

**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
Imagine Enterprises Inc	12/31/2011	5/12/2014	Bennoch & Walker, LLC5	Mr. Abi Bankole, TCDD's CPA for desk reviews, states, based on our review of the Report for the year ended December 31 , 2011, we concluded that the Report was technically deficient. The Auditor's report did not conform to the requirements of the reporting standards established by the American Institute of Certified Public Accountants (AICPA) for audits of financial statements for periods ending before December 15, 2012. The Auditors' report was based on the form and contents allowed by the AICPA Clarified Auditing Standards which became effective for audit periods ending on or after	The Auditors should reissue the audit report using the appropriate reporting form and contents applicable for the period covered by the audit.
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.

**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
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.
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	ACTIONS REQUIRED FROM ONSITE REVIEW	CORRECTIVE ACTIONS	STATUS
<b>Texas A &amp; M University</b> <i>(Higher Education)</i>	Follow-up	7/10/14	PARs; 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 received: 8/8/14	Complete
<b>West Central Texas Regional Foundation</b> <i>(Inclusive Faith-Based Symposium)</i>	Follow-up	8/19/14	Service Agreements	Documents requested: 8/29/14 Documents received: 9/9/14	Complete
<b>Jewish Family Service of Dallas</b> <i>(Inclusive Faith-Based Symposium)</i>	Final	8/26/14	PARs, PAC, travel Logs, match and TCDD Approval Forms	Documents requested: 10/8/14 Documents due: 11/8/14	Pending
<b>OneStar Foundation</b> <i>(Inclusive Faith-Based Symposium)</i>	Final	10/1/14	PAC form, meeting logs and match reported	Document requested: 10/8/14 Documents due: 11/8/14	Pending
<b>Education Service Center Region 17</b> <i>(Families in Schools)</i>	Follow-up	10/2/14	*Audit report; Service Agreements; Match documentation	Document requested: 10/17/14 Documents received: 10/20/14	10/20/14
<b>Texas Tech University</b> <i>(B3C)</i>	Follow-up	10/1/14	Service agreements; Photocopy logs and printing receipts; Photocopier lease	Document requested: 10/17/14 Documents due: 11/17/14	Pending
<b>Texas Tech University</b> <i>(Project SEARCH)</i>	Follow-up	10/1/14	Photocopy log or equivalent; and Machine (photocopier) lease documentation	Document requested: 10/17/14 Documents due: 11/17/14	Pending
<b>Texas Tech University</b> <i>(Higher Education)</i>	Follow-up	10/1/14	Signed service agreement with Compass Settings; Photocopy log or equivalent; and Machine (photocopier) lease documentation	Document requested: 10/17/14 Documents due: 11/17/14	Pending

Date of report – 10/16/14

\*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**

<b>Item</b>	<b>Grantee</b>	<b>TCDD Funds</b>	<b>Other Fed Funds</b>	<b>Risk Activity</b>	<b>Risk Code</b>
A	Texas A & M University ( Higher Education)	\$225,000	\$244 mil	2,3	
B	A Circle of Ten (BC3)	\$100,000	\$25,000	2,8*	
C	Texas Tech University (BC3)	\$150,000	35 mil	2	

\*Increased risk due to the number of sub-awards and no previous audit.

**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 Onsite Review Due 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	10/2/14	12/2015	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	7/10/2014	12/2015	2,3	
8.	Texas Tech University ( <i>Higher Education</i> )	\$225,000	\$35mil	10/1/2014	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	10/1/2014	12/2016	2,3	
11.	Volar Center for Independent Living ( <i>BC3</i> )	\$150,000	\$202,283	3/8/2013	TBD	1,2	
12.	Texas Tech University-Burkhart Center for Autism Education and Research ( <i>BC3</i> )	\$150,000	\$35 mil	10/1/2014	12/2016	2	
13.	Sabine Valley Regional MHMR Center (dba Community Healthcore) ( <i>BC3</i> )	\$139,440	\$4 mil	4/17/2013	TBD	2	
14.	Imagine Enterprises ( <i>Project SPEAK</i> )	\$125,000	\$725,000	7/9/2013	4/2016	2	
15.	VSA Arts of Texas- ( <i>Self-Advocates as Speakers</i> )	\$125,000	\$50,000	8/14/2013	12/2015	2	
16.	SafePlace ( <i>Meaningful Relationships</i> )	\$115,029	\$2,340,306	9/26/2013	Final 2015	2	
17.	A Circle of Ten, Inc. ( <i>BC3</i> )	\$100,000	\$25,000	3/8/2013	2/2015	2,8*	
<b>Moderate Risk</b>							
18.	Jewish Family Services of Dallas ( <i>Inclusive Faith-Based Symposium</i> )	\$75,000	\$20,000	8/26/2014	NA	2	
19.	Texas Advocates-Project SAVE ( <i>LDATP</i> )	\$75,000	\$ 0	3/21/2012	6/2015	2	
20.	Texas A&M University ( <i>LDATP</i> )	\$75,000	\$244 mil	7/20/2012	Final 2015	2,3	
21.	Texas State Independent Living Council - ( <i>NLDATP</i> )	\$75,000	\$815,000	5/17/2012	6/2015	2	
22.	The Arc of Dallas ( <i>NLDATP</i> )	\$75,000	\$ 0	6/27/2012	Final 2015	2	
23.	The Arc of Texas ( <i>Project MOVE</i> )	\$75,000	\$0	3/21/2012	6/2015	2	
24.	West Central Texas Regional Foundation ( <i>Inclusive Faith-Based</i> )	\$74,988	\$2.9 mil	8/19/2014	NA	2	

25.	The Arc of Greater Tarrant County ( <i>Inclusive Faith-Based</i> )	\$72,956	\$ 0	6/26/2012	Final 2015	2,5	
26.	Coalition of Texans with Disabilities ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	0	NA	11/2014	2	
27.	The Arc of Texas ( <i>Developmental Disabilities Policy Fellows</i> )	\$67,500	\$75,000	NA	11/2014	2	
28.	OneStar Foundation ( <i>Inclusive Faith-Based</i> )	\$66,931	\$1,024,926	10/1/14	NA	2	
<b>Monitor or Accept</b>							
29.	Texas Parent to Parent ( <i>Public Policy Collaboration Activities</i> )	\$55,800	\$97,500	7/2/2013	NA	2	
30.	Helpful Interventions, Inc ( <i>Gulf Coast African American Family Support Conference</i> )	\$50,000	\$0	3/11/2014	NA	2	
31.	Travis County Constable Precinct 5- ( <i>Accessible Parking Awareness Campaign</i> )	\$37,125	\$11 mil	2/19/14	TBD	1,2	
<b>NA</b>							
32.	Circle of Ten ( <i>Contract-Building Capacity for LDATP</i> )	\$25,000	\$75,000	NA	NA	NA	NA
33.	The Arc of San Angelo ( <i>Alternatives to Guardianship</i> )	\$25,000	\$7,500	3/29/2012	NA	NA	NA
34.	Moody Clinic ( <i>O &amp; D</i> )	\$10,000	\$0	NA	NA	NA	NA
35.	The Arc Del Paso ( <i>O &amp; D</i> )	\$10,000	\$0	NA	NA	NA	NA
36.	Nuevos Horizontes de Starr County	\$9,955	\$0	NA	NA	NA	NA

\*Highlighted grantees indicate additional monitoring strategies this quarter.

\*Increased risk due to the number of sub-awards and no previous audit.

**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

## Appeal of Funding Decisions

Tab 4

### Background:

TCDD received two appeals concerning decisions of the Executive Committee in August to not award funding for proposals. **Travis County** appealed TCDD's decision to not approve funding Phase 2 of an *Accessible Parking Awareness* project. And **VOLAR Center for Independent Living** appealed the decision to not approve funding for day habilitation activities included in the *Building Community Capacity through Increased Collaborations* Phase 2 Implementation Plan. Staff have prepared a Summary Report of the review process for each of those two proposals. These Reports include comments in response to concerns and additional information provided by Travis County and Volar in their appeals. Staff have also included a Summary of Reviewer Comments of both proposals, and the TCDD Appeal Procedure.

The purpose of TCDD's appeal process is to ensure that TCDD procedures were followed, and that information provided in the original proposal was reviewed fairly and objectively. The Process to Appeal a funding decision is not designed as an opportunity for an applicant to provide additional information for consideration that could have been included in the original proposal. To do so would in essence create a two-stage review process that is not part of TCDD's current procedures.

The Executive Committee will be asked to review this information and make a final decision on this appeal.

### Executive Committee

#### Agenda Item 7.

### Expected Action:

The Executive Committee will consider this information and make final decisions on the appeals of funding decisions.

### Council

#### Agenda Item 13. F.

### Expected Action:

The Council will receive a report of Executive Committee decisions.



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

**TO:** Executive Committee Members  
**FROM:** Roger Webb, Executive Director  
**SUBJECT:** Review of Appeal: Travis County  
**DATE:** October 9, 2014

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Travis County was awarded funds by TCDD for Phase 1 of an *Accessible Parking Awareness* project with funding beginning January 1, 2014. During Phase 1 of these projects, the grantee developed a strategic marketing plan that is intended to decrease the number of accessible parking violations. Travis County submitted the proposed plan on July 3, 2014, and presented their plan in person to the review panel on July 21, 2014. The review panel's recommendations were provided to the TCDD Executive Committee during August 2014 quarterly meetings.

The Executive Committee reviewed the Executive Summary that summarized comments from the panel and discussed comments and considerations. Following discussion, the Committee did not approve funding for the proposed Phase 2 Implementation plan for a public awareness project.

TCDD provided notice to Travis County about the funding decision on August 11, 2014, and included the Council's Process to Appeal a funding decision and a summary of the review panel comments. Those review comments are also attached.

TCDD received an appeal of the Council's funding decision from Constable Carlos Lopez on September 2, 2014, within the 15 workdays allowed by the Council's Policy for an appeal of a funding decision. Information provided by Constable Lopez is also attached.

The appeal from Travis County asks TCDD to reconsider the decision to not approve funds for the proposed Phase 2 Implementation plan. In the Appeal letter, Travis County identifies concerns with the proposal review process and provides information to clarify or respond to comments included in TCDD summary of review comments. Much of this information was not provided in the original application. We note that the purpose of the Council's Process to Appeal a funding decision is to ensure that TCDD procedures were followed, and that information provided in the proposal was reviewed fairly and objectively. The Process to Appeal is not designed as an opportunity to provide additional information for consideration when such information could have been included in the original proposal. To do so would in essence create a two-stage review process that is not part of TCDD's current procedures.

Travis County addresses the following items in the cover letter of their appeal:

**1. Travis County does not believe they had ample time to present all their points.**

Comment: Travis County was instructed verbally and in a follow-up email dated July 7, 2014, that they would have 30 minutes to present to the review panel on July 21, and 20 minutes to answer questions. In the July 7<sup>th</sup> email they were advised that their presentation could not exceed 30 minutes. Travis

County expressed no concern about this timeframe prior to the presentation on July 21<sup>st</sup>. Both organizations presenting at the review panel meeting had the same time limitations.

**2. It seemed to Travis County that the review panel did not receive the full application or did not have the opportunity to review it and outline their remarks and questions prior to the presentation.**

Comment: The review panel members were emailed all information received from Travis County (the continuation application, proposal packet, and attachments) on July 11, 2014. Review panel members reviewed the proposals and all but one review panel member returned completed evaluation forms and comments to Joanna Cordry, Planning Coordinator, by July 20, 2014, for the July 21, 2014, meeting. None of the review panel members requested additional time or expressed concern about inadequate time.

**3. Desired TCDD outcomes were not clearly defined in the grant application.**

Comment: The desired outcomes were defined in the original Request for Proposals (RFP) (outcomes are not typically defined in the grant application):

- TCDD will demonstrate that an ongoing educational campaign about accessible parking can help decrease accessible parking violations.
- TCDD will gain a better understanding of the activities and information necessary to conduct a successful campaign.

Additionally, the RFP stated that in Phase I, applicants should:

- collaborate with others to conduct research and develop the proposed scope of activities and specific goals of a marketing campaign;
- recommend specific strategies to implement the proposed campaign;
- identify the resources needed; and
- define the measures used to evaluate success.

The RFP noted that the plan developed in Phase 1 should include research, issues identified, a defined target audience, strategies to educate people, cost estimates, partners' roles, and evaluation measures.

Travis County had the same opportunity as other applicants to ask questions about the RFP prior to submitting their Phase 1 proposal and had the opportunity to ask questions of their grant specialist during the six month Phase 1 period. Additionally, they received review panel comments regarding their Phase 1 proposal indicating that market research was needed to determine if billboards, PSAs and brochures were the most appropriate outreach tools needed to reach TCDD's goals.

**4. Timelines were not made transparent.**

Comment: Timelines for submittal and review of the Phase 1 proposal were clearly stated in the RFP, and the RFP clearly stated the grantee was expected to submit their plan six months after the start date of Phase 1. On July 7, 2014, Travis County received an email notification confirming that they would present their proposal on Monday, July 21, 2014 from 2:45 to 3:45 PM. The timeline for conducting the activities needed to meet the grant objectives is developed by the grantees and is a part of their workplan. TCDD is unaware of any other relevant timelines and Travis County did not advise TCDD staff previously of any concerns about timelines.

**5. Items that the review panel commented on could not have been provided as they were not part of the Phase 2 grant application.**

Comment: The review panel's comments were organized under the same items as the comments for the Phase I proposal (which were received by the grantee) and are the basis for evaluating any proposed project. The review items are:

- Are the proposer's goals consistent with TCDD's goals for the project?
- Does the organization appear able to carry out their planned project?
- Does the proposed plan seem "do-able" and will it lead to the desired outcome?
- Are there sufficient resources available to carry out the described plan?
- Does stakeholder involvement appear appropriate and meaningful?
- Will the needed partners play active and meaningful roles in the project?
- Does the budget appear appropriate?

Reviewers form opinions about these seven items by reading all the information provided in the narrative, sustainability, evaluation, workplan, organizational structure/experience/qualifications, and budget sections of the grant proposal packet. Instructions are provided for completing application materials. Travis County chose not to provide information in response to the questions regarding evaluation, but other sections of the application packet were completed.

The review panel also commented on general items that do not necessarily play a part in the decision "to fund or not to fund" but provide additional information about the proposal related to TCDD's values and mission that might be used if two proposals are deemed to be equally strong. That was not the case in this situation. Those general items are:

- How well does the proposal promote self-determination and full inclusion of people with developmental disabilities? Does the proposal demonstrate respect for the experience and talents that people with disabilities can bring to the project?
- Is the overall approach consistent with one or more of the following? Explain briefly.
  - Accepted "best" or "promising" practice
  - Accepted "standard of care" in providing person- or family- centered supports
  - Accepted business practices
  - Other standard practice(s) within an industry
- Are there other components of the project described in this proposal that offer "value added" to TCDD or will bring about additional benefit not anticipated in the Request for Proposals (RFP)?
- Additional General Comments

**6. The grant process was vague.**

Comment: Travis County received the same information as other organizations interested in submitting a proposal and had the same opportunity to ask questions. TCDD is unable to respond to this comment without further details.

Travis County also responded to each individual review panel comment in an attachment to the transmittal letter. Some of the information provided reiterated information presented in their proposal while other information was new and had not been included in their proposal. TCDD's appeal process does not take into account new information that could have been provided in the proposal.

In their responses to reviewer comments as well as in their presentation and proposal, Travis County noted several times that their target audience was "all drivers" and stated that their experience with violators has

given them an understanding of who violators are. However, research data was not provided about the demographics (age, ethnicity, gender, socioeconomic background) or other characteristics (for example, type of vehicle driven) of violators (that is, the target audience) as expected by the RFP, and noted in reviewer comments for Travis County's Phase 1 proposal. TCDD has seen information that suggests that there might be certain demographic groups that are more likely than others to violate accessible parking guidelines. Regardless, reviewers noted that without any statistical information about the target, it is difficult for reviewers to tell whether the target audience would be responsive to the products developed or the messaging strategies. Travis County even references "data (that) indicates that the violators come from all walks of life" but did not provide any data or evidence to support this statement in their proposal or presentation.

Other information included in the appeal and in the proposal included a description of the types of products to be used; an explanation of the logic behind the "need it or leave it" slogan; a list of partners who provided feedback; and additionally an intention to try to insert an accessible parking unit in driver education classes.

New information provided in the appeal but not the proposal included:

- the top four reasons citations are given for accessible parking violations;
- information about the team that would be working on the grant;
- information regarding job descriptions;
- a broad summary of the information reviewed that led Travis County to determine the target audience was "all drivers";
- a statement that Travis County intended to test messaging and marketing products on a test group in Phase 2 (however, this was noted neither in the workplan nor were funds budgeted for focus groups);
- additional information to assure that there would be no additional unanticipated marketing costs;
- additional information describing the content of PSAs;
- information about additional benefits that might be achieved through the project; and
- a statement that the management and marketing team would be willing to develop a new tag line other than "Need it or Leave it," which the review panel believed might be misinterpreted.

TCDD staff have reviewed the process used to review this Phase 2 proposal for Accessible Parking Awareness Campaign and find no concerns regarding any procedural matters. The information provided to the Executive Committee on the Executive Summary for the August discussion appears to be fair and objective. Based on our review of this matter, we do not see any indication of procedural concerns during the review process. And as noted earlier, much of the information provided by Travis County in the appeal was not provided in the original proposed Phase 2 Implementation plan. Considering that information at this time creates a 2-step review process that is not intended by current Council approved procedures.

Attachments:

- Written Appeal from Travis County
- Summary of Reviewer Comments
- TCDD Appeal Process



TEXAS COUNCIL *for*  
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DISABILITIES

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

**TO:** Executive Committee Members  
**FROM:** Roger Webb, Executive Director  
**SUBJECT:** Review of Appeal: VOLAR Center for Independent Living  
**DATE:** October 9, 2014

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VOLAR Center for Independent Living was awarded funds by TCDD for Phase 1 of a *Building Community Capacity through Collaborations* project with funding beginning January 1, 2013. During Phase 1 of these projects, grantees coordinated with a network of community organizations to develop proposals for a Phase 2 Implementation Plan to build the capacity of the targeted community to provide community-based services that decrease the need for individuals with disabilities to be served in an institution. VOLAR submitted the proposed Phase 2 plan June 6, 2014, for consideration by TCDD during August 2014 quarterly meetings.

The Executive Committee reviewed the Executive Summary summarizing comments from a staff review of the Phase 2 Proposal submitted by VOLAR, and discussed comments and considerations. Staff indicated the Phase 2 Proposal from VOLAR proposed supporting five community organizations to provide or expand a variety of services including behavioral supports, respite, supported employment, day habilitation, youth leadership, and continuing education. Committee members discussed concerns about providing funds to expand services in a segregated day habilitation setting which is not consistent with the Council's position about providing services in integrated, inclusive environments. TCDD staff shared additional information received from VOLAR prior to the August meeting concerning the array of activities proposed to be provided in the community rather than in the day habilitation center location. The Committee also discussed the recently released CMS Rule defining "community based services" for Medicaid Waivers that will likely require modifications to day habilitation programs in Texas that receive Waiver funding. Following discussion, the Committee approved funding for all proposed activities except for those related to the day habilitation services program. The Committee approved VOLAR to receive up to \$125,000 for the first year implementation of the Phase 2 Plan but did not approve \$25,000 requested for activities in the day habilitation program.

TCDD provided notice to VOLAR about the funding decision on August 19, 2014, and included the Council's Process to Appeal a funding decision. TCDD staff subsequently provided VOLAR a summary of the staff and Committee review comments of their proposed strategic plan on August 22<sup>nd</sup>. Those review comments are attached.

TCDD received an appeal of the Council's funding decision from Luis Enrique Chew, Executive Director, VOLAR, on September 10, 2014, within the 15 workdays allowed by the Council's Policy for an appeal of a funding decision. Information provided by Mr. Chew is attached.

The appeal from VOLAR asks TCDD to reconsider the decision to not allow funding for activities at Jacob's Arc Learning Center, a day habilitation program planned by the Arc of El Paso. VOLAR provides information in the

appeal to clarify or respond to various comments included in TCDD summary of review comments. Much of this information was not provided in the original application. We note that the purpose of the Council's Process to Appeal a funding decision is to ensure that TCDD procedures were followed, and that information provided in the proposal was reviewed fairly and objectively. The Process to Appeal is not designed as an opportunity to provide additional information for consideration when such information could have been included in the original proposal. To do so would in essence create a two-stage review process that is not part of TCDD's current procedures.

Briefly, VOLAR addresses the following items in the appeal information:

1. **The strategic planning process noted the need for additional community-based day programs, and the project proposed by Arc of El Paso will meet this need.**

Comment: That information was noted in the proposed strategic plan.

2. **The Arc of El Paso was separately awarded a \$10,000 Outreach and Development project grant from TCDD in part to provide salary support for the program manager to establish Jacob's Arc Learning Center, a day habilitation program.**

Comment: The Request for Proposals for Outreach and Development projects intentionally allows considerable latitude for applicants to describe how TCDD funding will assist their organization to address the need for culturally competent services and supports for people with developmental disabilities. The proposal from The Arc of El Paso requested funds to assist in establishing the Arc as a stable non-profit organization, including marketing and outreach to assist the organization to become financially stable. Developing a day habilitation program was not viewed as the primary purpose of that grant funding. And support for "program development" of this nature is allowable with TCDD's smaller, time-limited Outreach and Development project grants.

The RFP for Building Community Capacity through Collaboration projects specifies that these funds are intended to assist community networks to build the capacity to provide **community-based services** that decrease the need for individuals to be served in an institution. TCDD's long-standing position on Community Living advocates for opportunities for individuals to be fully included in all aspects of community life and to have assistance as needed to live in their natural community. Projects funded under this RFP are expected to reflect the Council's values and positions.

3. **VOLAR notes that El Paso has only one non-profit providing day habilitation services in addition to the local IDD authority. Other providers are for-profit that provide day habilitation services in large "warehouse like facilities".**

Comment: This information was not mentioned in the proposed strategic plan.

4. **VOLAR indicates that the proposed day habilitation program (Learning Center) will prevent unnecessary admission to SSLCs by providing a much needed day program and notes that many parents and guardians have indicated that the participation in a day habilitation program is key to avoiding seeking admission to an SSLC. VOLAR also provides additional information about opportunities for integration proposed by the Arc of El Paso for the day habilitation program.**

Comment: TCDD agrees that many families, particularly those with working parents, have a need for day program options that are of high quality while parents (or other caregivers) are at work. However, programs that are integrated and inclusive also meet that need. In addition, data does not indicate that a lack of day habilitation programs is linked to an increase in admissions to SSLCs.

5. **VOLAR indicates that the Arc of El Paso intends to use the requested \$25,000 “to ensure an adequate funding level for the first 6 months of operations” of the Jacob’s Arc Learning Center day habilitation program, and hopes to provide enhanced services by other funding raising efforts in addition to the potential rate for waiver day habilitation services.**

Comment: While this approach may address concerns about sustainability of the proposed day habilitation program during the review process, this information was not provided in the initial strategic plan.

6. **VOLAR indicates that TCDD’s views of “integrated community settings” are the same as the organizations represented in their network; however, the El Paso community lags behind in its development of integrated settings for adults with IDD.**

Comment: TCDD appreciates this information.

7. **VOLAR notes that the Project Advisory Committee views the Arc of El Paso project as the number one ranked project.**

Comment: This information is similar to VOLAR’s comment to question #1.

TCDD staff have reviewed the process used to review this Phase 2 proposal for Building Community Capacity through Collaborations and find no concerns regarding any procedural matters. The information provided to the Executive Committee on the Executive Summary for the August discussion is fair and objective, and additional information was provided to the Committee during the meeting concerning the expected opportunities for community involvement for participants of the planned Arc of El Paso day habilitation program. Based on our review of this matter, we do not see any indication of procedural concerns during the review process. As noted earlier, much of the information provided by VOLAR in the appeal was not provided in the original proposed Phase 2 Implementation Plan. Considering that information at this time creates a 2-step review process that is not intended by current Council approved procedures.

Attachments:

- Written Appeal from VOLAR
- Summary of Reviewer Comments
- TCDD Appeal Process

# ***Texas Council for Developmental Disabilities***

## **Council Policies**

### **Section X. TCDD Grant Projects**

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#### **I. Appeal of Funding Decisions**

1. Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The person or entity appealing shall be known as the appellant.
2. Appeals of funding decisions shall be received, processed, and resolved with fairness and promptness.
3. The appellant shall file an appeal in writing addressed to the Executive Director. The written appeal must be postmarked within 10 workdays of the date of the written notice of suspension or within 15 workdays of the date of written notice of denial of new or continuation funding. The written appeal shall include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought. The Executive Director will acknowledge receipt of the letter with a copy to the Executive Committee.
4. The Executive Director will investigate, compile, and study all relevant information about the appeal and, within 30 workdays of the receipt of the appellant's letter and submit a written report to the Executive Committee. The report will contain recommended action and the evidence supporting the recommended action.
5. The Executive Committee may approve the recommendations of the executive director, make such modifications as deemed appropriate, order further investigation, or take other appropriate action.
6. The decision of the Executive Committee is final.
7. Council staff shall notify the appellant of the final determination of the appeal.



**CARLOS B. LOPEZ**

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

September 2, 2014

Mr. Roger A. Webb, Executive Director  
Texas Council for Developmental Disabilities  
6201 East Oltorf, Suite 600  
Austin, Texas 78741

Dear Mr. Webb:

Thank you for the opportunity for my office to work with TCDD over the last year. My staff and I have been dedicated to accessible parking awareness and educating the public about the rules and regulations of accessible parking for over 20 years.

We respectfully submit our appeal to TCDD's denial received August 8, 2014. Overall, we do not believe that we had ample time to present all of our points and it seemed either that the panel did not receive our full application or did not have the opportunity to review it and outline their remarks and questions prior to our presentation. Upon reviewing the panelists' comments and reflecting on the entire grant process, desired TCDD outcomes were not clearly defined in the grant application, timelines were not made transparent and items that the review panel commented on we could not have provided as they were not part of the phase two grant application. Overall, the entire grant process was vague.

Our responses to the Review Panel's comments are outlined in the attached document with additional pages included in support of our responses.

We respectfully request that the Council reconsider its denial, in full or in part, so that Travis County and TCDD can move forward on this important public awareness initiative. Every day we see evidence of the public's lack of understanding about the intent of accessible parking signs in Texas; the number of citations written and placards seized alone make this abundantly clear, but we also talk daily with volunteers, deputies, county court staff and judges about how little understanding violators have of the law. We are deeply committed to working together to raise awareness and educate the public about this important issue.

We believe a partnership between TCDD and Travis County will definitely benefit people with disabilities. Constable Precinct Five's team believes our Operation Save the Space accessible parking awareness campaign will be the catalyst needed to educate drivers and change behaviors here in Travis County and the entire state of Texas.

Sincerely,

Carlos B. Lopez  
Constable, Precinct 5



TRAVIS COUNTY COURTHOUSE COMPLEX • 1003 GUADALUPE ST. • AUSTIN, TEXAS 78701

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## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

### 1. Are the proposer's goals consistent with TCDD's goal(s) for the project?

REVIEW PANEL: One of TCDD's goals with this RFP is for TCDD to gain a better understanding of how to execute an effective public awareness campaign. This proposal features the elements that you would find in a typical public awareness campaign, and the materials and resources developed for this campaign are professional and could be shared and utilized across digital and physical spaces. The lessons learned from an all-out marketing blitz at the county level could inform future awareness campaigns.

The review panel for the proposal submitted for Phase 1 noted that "There is a marked absence of a research component prior to defining the message for a marketing campaign. Without market research, how have they determined that billboards, PSAs, and brochures are the most appropriate outreach tools?" (Reviewer comments are shared with the grantee.) Unfortunately, this was not corrected in the Phase 2 proposal. The proposer did not provide information about characteristics of accessible parking violators that would have enabled the review panel to determine if the marketing plan and branded materials would effectively change behavior.

#### CONSTABLE 5 RESPONSE:

Constable 5 staff – specifically the Outreach and Education Coordinator with the Disabled Parking Enforcement program and the deputies and volunteers in the field – maintain an open line of communication with the community. One out of every four contacts to our office (phone calls, emails, deputy field activity reports) indicates citations are issued for these repeated reasons:

- a. lack of knowledge regarding blocking
- b. illegal use of placard
- c. how/when to obtain/renew a placard, and
- d. how to use/display a placard.

We address these four specific reasons for violations in the brochures we designed for the campaign. The content of our print materials is a direct result of this input and our long-tested, 20-plus-year understanding and familiarity with the universe of violators, and we submitted regular updates on our progress throughout Phase I.

The campaign recognizes that behavior is changed through increasing awareness and must come in several forms.

Our target audience is all drivers, as Dorie Pickle discussed in her portion of our presentation to the Review Panel. Every time someone gets into a car they have a choice to use/abuse accessible parking hence the multimedia approach of Operation Save the Space. To reach our primary market in Travis County, we knew we needed a variety of ways to get the attention of the driving public, and so designed several products that could be distributed both physically and virtually. We chose these avenues based on an understanding of the market.

We proposed the following products in our application (Project Narrative, pages 2 & 3, Phase I) and discussed them in the Review Panel presentation:

**Billboards:** Billboard marketing reaches 93% of Americans, second only to television by 1%. But, billboard ads cost 80% less than television ads, 60% less than newspaper ads, and 50% less than radio ads. We feel that some well-placed, well-designed billboards will help spread our message effectively

## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

and efficiently throughout Travis county- reaching our exact target market: Drivers.

(Source: [http://www.businessknowledgesource.com/marketing/using\\_billboards\\_for\\_marketing\\_026351.html](http://www.businessknowledgesource.com/marketing/using_billboards_for_marketing_026351.html))

**PSAs:** Traditional Public Service Announcements (or PSAs) were broadcast on television networks, reaching a wide audience, but requiring expensive air time. Today, with the mass-usage of the Internet and the explosion of the YouTube market, PSA videos can reach a wide audience at little to no cost of distribution. The production of the PSA will result in a video that can be broadcast on television, projected at a conference, posted and shared via YouTube, shared via social media outlets, and posted on our website. More than 78% of people watch at least one online video per week, and 55% watch online videos every day. Over 1 billion unique users visit YouTube every month.

(Source: <http://threemotion.co.uk/the-power-of-online-video-the-stats-2013>)

**Brochures:** Once our messaging and content are developed, a rack card or simple brochure will allow us to disseminate our message in paper, in person, via conferences, through local retailers, public libraries, and other public places, such as training Travis County Tax Assessor's office where everyone must get their original placard. Even though the power of digital outlets is widespread, adding a printed brochure with high-level program information will be helpful in many situations where digital outlets are not available. Due to online digital printing, the cost of printing and distributing a piece like this is minimal compared to the cost incurred in years past.

**Simple Website:** We also plan to produce a simple website that will contain high-level information in both English and in Spanish. The website will be a place where concerned or interested citizens can contact us through an email form, we can share news and information about events or program developments and be a "living" tool that can grow and change with us throughout the program.

**2. Does the organization appear able to carry out their planned project?**

REVIEW PANEL: The fact that this proposal would be carried out in the midst of the county bureaucracy has some advantages in terms of infrastructure and support. The staff, including the Constable, seems committed and excited about what they are doing and gave a very good presentation. The potential pitfall is the possibility that other county matters may intrude on the project.

It is not clear that this entity, while committed, can propel marketing materials and awareness by a small group of individuals to improve parking compliance in Travis County.

- Can the county really have two of its full-time staff devote nearly 50% of their time to this one project?
- The role of education & outreach coordinator is unclear, and there is no job description attached.
- It is unclear how the administrative staff will participate in reaching the milestones or supporting outreach efforts, and it is uncertain if they can implement two conferences and activities to assure project effectiveness.

**CONSTABLE 5 RESPONSE:**

We recognize that this information was not included in the grant as we were focused on the two staff whose job duties are to concentrate on effectively working on the grant. The Constable 5 DPE Team consists of more than the two people identified on the grant: Constable Carlos Lopez, Chief Deputy Bobby Gutierrez, Leslie Pool, Tanya Winters, Mercedes Mata, Senior Deputy Laurence Caldwell, Kirsha Haverlah, Lieutenant Charles Lanterman, and Sergeant Alan Redd. We created this team in response to community input, long before the grant came into view.

Travis County uses generic job descriptions that cross an array of job responsibilities and individual departments (including elected officials) have flexibility in which series to use in their office. These job descriptions were submitted as attachments to both Phase I and Phase 2 proposals. As an elected official, Constable Lopez has the prerogative to structure the duties and responsibilities of job descriptions as he deems necessary to fulfill the initiatives he chooses for his office. For the purposes of this grant, and as proposed, Constable Lopez committed to dedicating nearly 50% of two specific staff positions, and outlined their duties and responsibilities to fulfill the expectations set forth in this grant proposal. To support the grant activities undertaken by the named staff, he tasked the entire team with supporting and filling any gaps left with grant staff dedicating significant portions of their time to the grant activities. The office has more than 20 support staff who are also able to provide support to these staff, as they regularly do during vacations and times when their colleagues are off for vacation, illness, leave of absence or disability.

Constable Lopez has made parking for people with disabilities a major community outreach initiative under his administration. He directed the DPE Coordinator position to be restructured and reclassified to acknowledge the education and outreach coordinator component. This was done to support the growth and expansion of the program and to create capacity to apply for grants.

**3. Does the proposed plan seem “do-able” and will it lead to the desired outcome?**

REVIEW PANEL: The review panel evaluating the Phase 1 proposal noted, “The proposal is absent a research component to determine the appropriateness of those activities, including what audiences to target and what resources and activities may be most effective with those audiences (e.g., perhaps video production is not the best use of resources).” In the submission for Phase 2, no evidence or support is provided to allow the review panel to evaluate the potential efficacy of the education strategies, and it is unclear how those materials will impact compliance. While input was gathered on logo selection, it does not appear any of the messages in the proposed marketing materials were tested for efficacy with the public or possible accessible parking violators. There is no indication of how visitors will be motivated to visit the website or the impact it could have if they did.

The target audience is not clearly defined – it appears to include “all drivers,” which makes it difficult to implement a successful campaign to change behaviors.

There is potential for obvious quantitative measurement (number of counties conducting the campaign, Operation Save the Space (OSS) ambassadors, legislators and members of the public trained, website and social analytics, etc.), and two evaluation measures are noted - website analytics and to "measure the number of programs that spring up around the state." However, qualitative measures should also be considered.

Several of the review panel members had misgivings about the “Need or Leave It” campaign. Specifically, they were concerned that individuals may interpret it to mean that if the spots can be used by anyone who “needs” it, and that individuals themselves may determine what constitutes “need.”

**RESPONSE:**

We feel the review panel did not take into account all the elements of the Operation Save the Space campaign. Data indicates that the violators come from all walks of life. Our target audience is all drivers of motor vehicles.

All accessible parking offenders are those who operate motor vehicles and choose to park in accessible parking spots. The operators of the motor vehicles are indeed the drivers. They control and navigate the motor vehicle to the accessible parking place. Hundreds of citations written annually in Travis County and issued to offenders based on case filing at all five of the Travis County Justice of the Peace Courts, complaints from the people with disabilities community, and complaints presented to the Constable Office through our website.

The campaign targets the motor vehicle drivers to offer them an opportunity to re-consider their choice with using or needing an accessible parking space. If the driver is not legally authorized to occupy a accessible parking space, they should choose to “leave it” for the accessible person(s) that indeed “need it” and are legally authorized to occupy the space.

The “Need It or Leave It” tagline is something developed by our management and marketing team. It is a proposal for a tagline that is snappy and catchy for marketing purposes that is intended to be a household phrase, similar to “Don’t Mess with Texas” or “Click It or Ticket.” If the review panel is not satisfied with the tagline meeting the objective, we would be open to reconsider a choice that is found agreeable and more aligned with our understanding of the market.

In Phase I we said this about our target audience:

## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

Our target audience was determined by reviewing training materials, seeking volunteer feedback from our Disabled Parking Enforcement program and monitoring accessible parking abuse complaints via the Constable 5 website. We also sought feedback from our current partner Travis County Tax Assessor-Collector, as well as partners whose stakeholders extend outside Travis County including Texas Parent to Parent and Governor's Committee for People with Disabilities. We reviewed other public awareness efforts such as City of Austin accessible parking PSAs, the City of Phoenix "Save Our Space" campaign, and Special Olympics "Erase the R Word" campaign.

The research provided was general marketing process that is used as a common marketing practice. It was our understanding that phase 1 was to prepare the messages for the marketing materials and that the testing or evaluating would be accomplished if and when the grant was awarded. There was never any direction given by TCDD to test the messages with violators prior to the grant award.

Our understanding of phase 1 was to create, design and plan resources made available to the public to create awareness and offer information that would educate the general public on Disabled Parking. The website was created to offer the general public information on various aspects of accessibility, focusing on Parking for people with disabilities. With regard to the comment about qualitative measures, the application did not include any reference to qualitative measurement on "motivation." We did indicate that the number of hits on the website can be measured as well as the queries, but did not understand that this needed to be designated specifically.

We believe that accessibility is a fundamental right for all citizens whether they are a driver or not. To change the behavior of a driver you must first be able to make a social change. Therefore, the target audience is clearly defined as any citizen who is, has the potential of being, or is caring for someone who has a disability at some point in their lives – be it temporarily or permanently. This behavior change begins with all drivers of a motor vehicle. We proposed inserting a accessible parking unit in driver education classes so new drivers will learn that violating the existing parking law will deny access to people that need it, that they may very well have a disability or disabling injury in the future, and that violations are costly. Existing drivers will learn that they are denying access to those who need it and it may very well be them in the future as well. Non-drivers will learn that access to those parking spaces may apply to them as well.

**4. Are there sufficient resources available to carry out the described plan?**

REVIEW PANEL: There is insufficient information regarding barriers and existing resources. The reviewers noted in the submission for Phase 1 that, "The emphasis on delivering the bulk of the grant directly to purchased marketing services is positive only if the consultant is able to incorporate some up front research into the execution of creative services." It does not appear that this was done.

**CONSTABLE 5 RESPONSE:**

Looking back on this process, we can understand that the Review Panel saw our target audience of all drivers as a potential barrier. We feel we addressed this barrier by executing a multimedia campaign (PSAs, print materials, billboard) which is designed to reach people in as many ways and from as many directions as possible, reiterating the values of the initiative.

### 5. Does stakeholder involvement appear appropriate and meaningful?

REVIEW PANEL: The applicant seems to be well versed in things that impact and matter to people with disabilities. The list of partners indicates they have an appreciation for the experience and talents of people with disabilities. However, it's unclear if individuals and/or family members of individuals with developmental disabilities were involved in all phases of the development process. It seems that feedback was provided only after the development of materials.

It is not clear that accessible parking violators gave input into the project or were surveyed for feedback on the marketing materials developed.

#### **CONSTABLE 5 RESPONSE:**

We sought and received important stakeholder input on public awareness materials. We surveyed our partner organizations in person, on the phone, and through emails. Our partners include persons with disabilities and those who do not have a disability.

Surveying violators or obtaining feedback from them would require a clear direction and legal authority from the County Attorney's office. We chose not to pursue this action at this point. Instead, we determined we would consult with the County Attorney if the grant were awarded.

Here is a comparison of the feedback we received on the logo and the PSA, for example. You'll see the difference in number of responses on the logo, the PSA, and the face-to-face overall material request. This drastic difference indicated to us that we needed to provide clear and concise feedback requests to our partners (see sample emails to partners). We chose to do face to face meetings with all partners – like Parent to Parent – at the end of material development so we could gather meaningful feedback to evaluate OSS's overall effectiveness.

Here is a complete list of partners committed to working with us on this campaign, which include families of children with disabilities:

- Texas Parent to Parent
- Texas Governor's Committee on People with Disabilities
- Texas Center for Disability Studies
- Community Advancement Network (CAN)
- Travis County Tax Assessor-Collector
- Austin Mayor's Committee for People with Disabilities
- Travis County Veterans Services
- Beyond Today
- The four constable offices in Travis County (pcts. 1, 2 & 4) and constables in other counties
- Members of the Texas House of Representatives and Texas Senate
- Texas Association of Counties.

**6. Will the needed partners play active and meaningful roles in the project?**

REVIEW PANEL: A real key to success will be the ability to engage others to take part in the project--pick it up in other areas. A list of partners is provided but the role of each is that they "agree to help with some or all" activities. It is not demonstrated that any up-front commitment has been obtained from any partners.

The Department of Motor Vehicles and the Governor's Office are listed as state agencies that could continue the project; however, the proposal doesn't state what the likelihood is that either agency would be open to the idea, and this can be difficult to achieve.

The consultant has primary role on the project (e.g., marketing materials, etc.) and over 85% of the budget is allocated to CreativePickle. They appear qualified to prepare media for this effort, although they do not show a background in facilitating outreach.

**CONSTABLE 5 RESPONSE:**

CreativePickle has extensive background (since 2001, i.e., 13 years) of bringing client marketing efforts to the marketplace and connecting messaging to the end target. During this time, CreativePickle has published hundreds of magazine ads, newspaper ads, online banner ads, email marketing campaigns, social media campaigns, small to large websites, videos, postcards, banners, events, and a myriad of different conventions/approaches. In addition, CreativePickle has helped facilitate strategic partnerships for clients and brought multiple interested and relevant parties to the table together to aid in the advancement of marketing or outreach goals. Having operated in Austin for the past 13 years, CreativePickle has nurtured relationships throughout all sectors of our local and state economy including government, education, and private sectors. CreativePickle is a qualified and professional agency that takes its clients' success seriously to meet specified and aggressive marketing goals.

We do have the commitment from all our partners to work with Operation Save the Space. Our plan is to update the commitment letters each year to describe the specific activities and deadlines as the initiative moved forward. This would be done in close partnership with each organization to ensure the full understanding of the commitment and to take into account any changes to their capacity.

We recognize that engaging a state agency (DMV, Gov's Office) has issues and acknowledged as much in our language: "could" and "for example." We expect that such adoption would take time, and would adjust our target agency based on the results we received. As we stated in our presentation, the campaign was designed to be sustained by participating municipalities with oversight from this office.

Our plan for implementation included target achievements for each year of the five-year rollout. This was intended to demonstrate how the campaign can sustain itself as Operation Save the Space participants, ambassadors and partners work to spread the word using their resources:

**Year 4: Year of Sustainability** – Travis County conducts high level evaluations of campaign progress and success across the state, evaluates performance to determine best avenue to sustainability, and identifies appropriate state agency (e.g., Department of Motor Vehicles or Governor's Office) that could continue the statewide program. Based on experience and using partner networks & contacts, evaluate viability of national campaign; identify 1-2 counties in one state other than Texas for potential test market campaign for national expansion.

**7. Does the budget appear appropriate?**

**REVIEW PANEL:**

- It is unclear given the Executive Assistant's job description how 41 % of the person's time can be committed to this project.
- The breakdown of materials and activities planned by CreativePickle seem in line with (and in some cases possibly less expensive than) current rates.
- It's not evident that the proposer considered exceptions or potentially additional costs regarding graphic design; additional costs above 4 hours per product; productions cost for radio ads; and additional cost related to device compatibility (e.g., iPads, iPhones).

**CONSTABLE 5 RESPONSE:**

We responded to the question on serious commitment of time expected and supported for grant in previous question #2, page 3, above.

CreativePickle competes both with large international firms and very small local individuals. The marketplace has an extreme variation (more than most industries) in cost platforms. CreativePickle's rates are comparable to most other local agencies, but retains value in a low-overhead, small permanent staff; strategic partnerships and contractors are used only as needed. CreativePickle feels confident that the rates outlined in the proposal will cover the materials described therein.

Additional costs outside of the bid parameters are not anticipated. The estimated costs, based on over 13 years of successful experience, should be enough to cover the products described therein. Hourly overages are specified in the proposal so that scope can be defined and understood by both the client and the vendor. The website and other digital materials will be designed to be fully responsive and will not incur additional costs to make them device compatible. Device compatibility is an industry standard at this point and modern design and code accommodate for it.

**Additional Questions and Comments**

**1. How well does the proposal promote self-determination and full inclusion of people with developmental disabilities? Does the proposal demonstrate respect for the experience and talents that people with disabilities can bring to the project?**

REVIEW PANEL: The proposal recognizes that accessible parking can assist some people with disabilities to have more choice and to participate in their community. The partners included in the proposal include groups that represent people with disabilities and disability issues. However, it is not clear how the proposal promotes self-determination and full inclusion of people with developmental disabilities. Much work has been done on the creative development associated with this project without indication of the level of participation of people with disabilities.

**CONSTABLE 5 RESPONSE:**

In the Phase I proposal we said we would:

- Project naming based on client discussion and input from individuals with disabilities
- Custom logo design based on market research, client discussion and input from individuals with DD
- Individuals with disabilities will participate directly in the project by starring in/providing feedback in the public awareness materials including the PSA and brochures, as well as participating in the development of/attending the community symposium.

Operation Save the Space asks people with disabilities to spread its initiatives. OSS Ambassadors are people with disabilities. Through this role, we are encouraging people with disabilities to branch out from their comfort zones, asking them to speak to people with and without disabilities.

To prepare for the PSAs, the team advertised among the partners with disabilities for good locations to shoot the video. We included people with disabilities in this process, selected homes that showed accommodations to good effect, and secured approval to use parking facilities at the Texas Department of Health and Human Services in North Austin. Our partners contributed significantly: we searched for locations, discussed how to shoot, and based location decisions on their feedback.

CreativePickle drew up a locations document describing the shoot, proposed a casting call document to use if the grant were approved, and sought a budget for implementation and equipment lists for both shoots from the video team. The intent was to be well-situated and ready to go for implementation.

The team agreed it would be best to seek professional actors for the side-by-side video and non-professional actors for the personal stories video. Our video team met with two candidates for the PSA video locations. The visit with Julie was very productive in that her house had been modified for her to live comfortably and she was very willing to allow us to use her home and her modified vehicle in the video shoot. The shots of the video would mostly be of her bedroom, kitchen and entryway, which were open enough for the film crew to capture effective shots. Here is what CreativePickle proposed for the casting calls and the content of the two PSAs chosen by the grant team and partners (Phase 2 addendum):

**CASTING CALL FOR VIDEO 1 / SIDE BY SIDE**

**Production title:** Side by Side Parking Story

**Production Type:** Independent / Public Service Announcement

**Project length:** PSA Film 1-2 minutes

## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

**Project format:** 16:9 HD

**Production location:** Austin, TX (central)

**Production Company:** CreativePickle, LLC in partnership with Travis County Constable 5

**Company website:** www.creativepickle.com

**Director:** Kelly West

**Producer:** Dorie Pickle

**Casting Director:** Kelly West

**Audition Location:** ?

**Shooting Location:** Austin, TX (Central)

**Email:** dorie@creativepickle.com

**Compensation:** \$250 if chosen (?) (Need to seek rates from casting agencies)

### KEY DATES

**Auditions:** ?

**Call Backs:** ?

**Shooting Starts:** January 2015

**Shooting Ends:** January 2015

**Synopsis:** The video starts off with a split screen. Two similarly aged / looking people are waking up and preparing to head out for the day. One person has a disability and must get up much earlier and goes through a several-step process to get ready to leave the house for the day. The other person who is without a disability is sleeping later, showing a close-in shot of alarm clock. Close-up shots of both getting ready showing lots of detail and the many steps of the accessible person. Music plays with lots of energy building up to the moment of arrival. Both leave their houses at the same time. The detail shots build to a zoom out effect that reveals both people arriving at the same accessible parking space. The person without a disability takes the spot, leaving only far away options available. Zoom out, fade to black. Text overlay: "Need It or Leave It!"

### Character BIOS

[PERSON WITH DISABILITY] [GENDER: NA] [AGE: 20-40]

This person has been living with a disability for enough time to be comfortable with the logistics and situation at hand. He or she has made accommodations in his/her home for his/her wheelchair with wider doors, lifts, etc. This person is comfortable getting out of bed, ready for the day and in his/her car independently. Drivers' license required.

[PERSON WITHOUT DISABILITY] [GENDER: NA] [AGE: 20-40]

This person does not have a disability and is generally an independent adult who will be required to get ready for the day and get in a car and drive. Driver license required.

### CASTING CALL FOR VIDEO 2 / PERSONAL STORIES

**Production title:** Personal Stories

**Production Type:** Independent / Public Service Announcement

**Project length:** PSA Film 2-3 minutes

**Project format:** 16:9 HD

**Production location:** Austin, TX (central)

**Production Company:** CreativePickle, LLC in partnership with Travis County Constable 5

**Company website:** www.creativepickle.com

**Director:** Kelly West

**Producer:** Dorie Pickle

**Casting Director:** Kelly West

## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

**Audition Location:** ?

**Shooting Location:** Austin, TX (Central)

**Email:** dorie@creativepickle.com

**Compensation:** \$250 if chosen (?)

### KEY DATES

**Auditions:** ?

**Call Backs:** ?

**Shooting Starts:** January 2015

**Shooting Ends:** January 2015

**Synopsis:** We have three different personal stories being told by voice-over by people who use accessible parking. We switch from one to the other, splicing all three stories together. During the voice-over stories, the video shows close-in detail shots of the person who is talking going through their personal process of getting in or out of their vehicle and using the accessible parking spaces, lifts, and other accessibility related equipment. At the end, we have a close-in shot of each person's face being revealed for the first time. We are looking for people with compelling personal stories to share about their experience living with a disability in a world designed for the able-bodied. No acting experience required, but must be open and candid and willing to share your story publicly.

### Character BIOS

[PERSON WITH DISABILITY] [GENDER: NA] [AGE: NA]

This person has been living with a disability for enough time to be comfortable with the logistics of driving and parking. He or she has made accommodations in his/her automobile to get out him/herself. Drivers' license required. This person should be comfortable sharing his/her personal story about their disability.

[SENIOR / ELDERLY PERSON WITH A CANE?] [GENDER: NA] [AGE: 75-90]

This person does not have a disability, is aging and needs to use accessible parking to ensure safe and easy access to his/her community. This person should be comfortable sharing his/her personal story.

[PARENT W CHILD]

This person is caring for a child with a disability, and needs to use accessible parking to ensure safe and easy access to his/her community. This person should be comfortable sharing his/her personal story about their child's disability.

## TRAVIS COUNTY CONSTABLE 5 RESPONSE TO TCDD GRANT CONTINUATION AWARD DENIAL

2. Is the overall approach consistent with one or more of the following? Explain briefly.

- Accepted “best” or “promising” practice
- Accepted “standard of care” in providing person- or family- centered supports
- Accepted business practices
- Other standard practice(s) within an industry

REVIEW PANEL: The awareness/marketing approach is consistent with contemporary multi-faceted marketing campaign (i.e. industry) practices as it includes web, social media, billboards, in-person trainings, printed materials, videos, PSAs, etc.

### **CONSTABLE 5 RESPONSE:**

We agree with the Review Panel that our approach met this metric.

**3. Are there other components of the project described in this proposal that offer “value added” to TCDD or will bring about additional benefit not anticipated in the Request for Proposals (RFP)?**

REVIEW PANEL: Materials like these, if effectively, could possibly be used by anyone. The proposed interplay between local government, statewide advocacy groups, the Texas Legislature, Constable Lopez, TCDD, etc., is exciting. This disability community has a tendency to talk to itself too much. It's good to add others to the conversation (and solutions to problems).

**CONSTABLE 5 RESPONSE:**

We agree! Operation Save the Space calls upon people with disabilities to exercise their civic responsibility – in other words, to use placards correctly, and to share their personal stories. This campaign asks people with disabilities to branch out and speak to different people and move out of their comfort zone by doing so. OSS is a tool kit, including specific assignments on community outreach and advocacy, to help them spread the word. The assignments would encourage public speaking and facilitate self-advocacy and self-determination skills of people with disabilities. A very real example of this would be the significant role Ambassadors would have in the October legislative event and at the 2015 Statewide Symposium.

Tanya Winters

From: Tanya Winters  
Sent: Thursday, February 27, 2014 12:00 PM  
Subject: Operation: Save the Space-Accessible Parking Awareness Campaign: Community Partner Feedback Requested by Tuesday March 4

Importance: High

Logo Feedback

Hello collaborative partners:

We are excited to share an update on our accessible parking public awareness campaign.

First and foremost, thank you for being available as a partner in this operation. We value your insights and know that our collaboration will result in a productive and effective campaign that truly affects the way our community views and uses accessible parking.

We have been working with our agency partner, CreativePickle to develop the initial project components. First and foremost, we have a project name: Operation Save the Space.

In addition, we have narrowed down our custom logo designs to two main options. In order to help us make a final decision, we'd like to get your feedback on which one you prefer.

Please let us know by email by Tuesday March 4 which logo you prefer and why. Both options are available for review here:



Option 1



Option 2

Thank you!

Tanya Winters

Travis County Constable, Precinct 5  
Disabled Parking Enforcement  
Education and Outreach  
512-854-9100 x 35047

## Tanya Winters

**From:** Tanya Winters  
**Sent:** Monday, March 10, 2014 5:20 PM  
**Subject:** Input Requested: Operation Save the Space Video Concepts

**Importance:** High

Video feedback

Hello Volunteers:

I will be taking some personal time and will be out of the office March 11, 12, and 14. If you need assistance with OPE, please contact Liz. Please send your feedback regarding these video concepts to Leslie Pool at [leslie.pool@co.travis.tx.us](mailto:leslie.pool@co.travis.tx.us). Thank you for scrolling down and reading this entire email. We are excited to share an update on our accessible parking public awareness campaign.

First and foremost, we value your insights and know that our collaboration will result in a productive and effective campaign that truly affects the way our community views and uses accessible parking.

We continue to work with our agency partner, CreativePickle to develop project components for this operation. First and foremost, please see our official logo for Operation Save the Space below. Your input was greatly appreciated:



In addition, we have narrowed down our custom video concepts to three main options. Instead of voting for the best concept, we'd like to get your feedback on each concept to make sure we are on the right track.

Please share your thoughts and reflections by email by Thursday March 13. All the options are available for review here (please disregard the numbers on each concept as we exported them from the original document to make them easier to access):

>> CONCEPT 1 SIDE-BY-SIDE MEET UP

**IDEA:** The video starts off in a split screen. Two similarly aged / looking people are waking up and preparing to head out for the day. One person has a disability and must get up much earlier and goes through a several-step process to get ready to leave the house for the day. The other person who is without a disability is sleeping later, showing a close-in shot of alarm clock. Close-up shots of both getting ready showing bits of detail and the many steps of the disabled person. Music plays with lots of energy building up to the moment of arrival. Both leave their houses at the same time. The detail shots build to a zoom out effect that reveals both people arriving at the same accessible parking space. The person without a disability takes the spot, leaving only far away options available. Zoom out, fade to black. Text overlay: "Need It or Leave It!"

>> CONCEPT 2 PERSONAL STORIES

**IDEA:** We have three different personal stories being told by voice-over. We switch from one to the other, spacing all three stories together. During the voice-over stories, the video shows close-up detail shots of the person who is talking going through their personal process of getting in or out of their vehicle and using the accessible parking spaces, lifts, and other accessibility related equipment. At the end, we have a close-up shot of each person's face being revealed for the first time.

>> CONCEPT 3 THAT SPOT IS NOT FOR YOU.

**IDEA:** It's story-time at the book store and all of the toddlers are gathering around the reader. A big, obnoxious man comes in and plops down right in front blocking the kids' views. Everyone looks at him. Still screen with text overlay on top of photo: "Come on. You know that spot's not for you." Pan across room to parking lot to an accessible parking space. Unless you are a person with disabilities, neither is this one. Need It or Leave It."

Thank you!

**Tanya Winters**

Travis County Constable, Precinct 5  
Disabled Parking Enforcement  
Education and Outreach  
512-854-9100 x 35047  
tanya.winters@co.travis.tx.us

Tanya Winters

From: Tanya Winters  
Sent: Thursday, June 19, 2014 10:00 PM  
Subject: Nominate your PAC member: Operation Save the Space

PAE Feedback

Importance: High

Tracking: Recipient Read  
'laura@TxP2P.org'  
'Dolores.gonzalez@austintexas.gov'  
'Jesus Lardizabal'  
'jo.virgil@governor.state.tx.us'  
'aenglish@governor.state.tx.us'  
Bruce Elfant Read: 6/19/2014 12:00 PM  
Tina Morton Read: 6/19/2014 3:24 PM  
'Adam Slosberg ED ACPS'  
'vsarria@austinisd.org'  
'mary.dodd@austinisd.org'  
'penny.seay@austin.utexas.edu'  
Leslie Pool Read: 6/19/2014 1:00 PM  
dorie@creativepickle.com

Hello Collaborative Partners,

We are excited to announce that we are wrapping up our phase II application to implement the Operation Save the Space Campaign.

But before we submit the proposal, we need one thing from you: we would like you to nominate one person from your organization to participate in the Project Advisory Committee that will be formed for the grant second phase. The nominee could be you, or someone with your organization that is interested. Our deadline for nominations is Wednesday, July 2.

Project Advisory Committee members would attend quarterly meetings (four times a year, with one meeting being in person) and advise us on OSS progress. We are looking to create a diverse group including people with disabilities and professionals from all ethnic backgrounds living in Travis and other counties across the state. Having your organization involved at this level will greatly assist us with our implementation of the grant.

We appreciate your help nominating a member of your organization. Thank you,

Tanya Winters

Court Clerk I

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Office of Carlos B. Lopez  
Travis County Constable, Pct. 5 1003  
Guadalupe St.  
Austin, TX 78701  
www.ConstableS.com  
512-854-9100 x 35047  
512-854-4757 (fax)

Tanya Winters

From: Tanya Winters  
Sent: Tuesday, June 10, 2014 10:32 AM  
Subject: Please Respond: Operation Save the Space-Accessible Parking Awareness Campaign: Face to Face Meetings

Importance: High

Face to Face

Hello Collaborative Partners and Volunteers,

We are excited to share an update on our accessible parking public awareness campaign.

First and foremost, thank you for being available as a partner in this operation. We value your insights and know that our collaboration will result in a productive and effective campaign that truly affects the way our community views and uses accessible parking.

We have been hard at work with our agency partner, CreativePickle, developing the Operation Save the Space website.

In addition, we are wrapping our project brochures and rack cards. We would like to schedule a face to face meetings with each of you gather content feedback. Each face to face will last an hour or less. limit two representatives/organization. We'd like to schedule more than one organization/volunteer in the same time slot. If your organization has easy direct access to stakeholders, bring someone along. Please choose from the following dates:

Tuesday July 1st 10am or 2pm

Wednesday July 2nd 10am or 2pm

Thursday July 3rd 10am or 2pm

Please schedule a face to face meeting with us by Friday June 13, 2014

Thank you,

*Tanya Winters*

Court Clerk I  
Office of Carlos B. Lopez  
Travis County Constable, Pct. 5  
1003 Guadalupe St.  
Austin, TX 78701  
www.ConstableS.com  
512-854-9100 x 35047  
512-854 4757 (fax)

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#### Face to Face Feedback Questions

Here are the questions I will be asking:

- ✓ Are the project materials pleasing to your eye? Name one thing that stands out most
- ✓ Are the project materials easy to understand? Yes or No?
- ✓ Are the project materials missing anything? Name one thing (if anything) you would like to add or absolutely dislike.



## CENTER FOR INDEPENDENT LIVING

*...of and for people with disabilities*

September 10, 2014

Roger A. Webb, Executive Director  
Texas Council for Developmental Disabilities  
6201 E. Oltorf, Ste. 600  
Austin, Texas 78741

RE: Appeal of Phase 2 Building Community Capacity through Collaboration (BC3)  
Jacob's Arc Learning Center by the Arc of El Paso

Dear Mr. Webb:

We are writing to request TCDD's reconsideration of the grant award to Volar Center for Independent Living under the BC3 project. While we are thankful for your funding of the majority of the projects, we are asking you to consider reinstating the \$25,000 for the community-based learning center for adults with IDD, Jacob's Arc Learning Center, proposed by the Arc of El Paso.

There are several reasons for this request for reconsideration:

1. El Paso's strategic planning process noted the need for additional community-based day programs under the "value proposition profile" of TRAINING & EDUCATION stating, individuals, after 22 years of age, need competent providers to nurture passion & purpose in life, to continue self-enrichment & self-development, resulting in a meaningful life & engagement in purposeful activity. The profile goes on to state that there is a need for new resources, competent providers with person-centered thinking, professionals with enhanced skills to serve this population and create innovative ways to deliver services....expand the community's capacity to provide these services, especially new organizations.

The project proposed by the Arc of El Paso will meet this need head-on; they are poised to deliver meaningful & purposeful programming for adults with IDD. The Arc of El Paso is a much-needed new organization operated by competent providers who believe in person-centered thinking. It is an emerging non-profit organization that needs the \$25,000 to build its capacity to provide high-quality, person-centered services. Even the El Paso Times Editorial Board agrees (see attached editorial.)



1220 Golden Key Circle • El Paso, Texas 79925-5825  
(915) 591-0800 • (915) 591-3506 Fax • [www.volarcil.org](http://www.volarcil.org) • [volar@volarcil.org](mailto:volar@volarcil.org)

2. Moreover, the Arc of El Paso was awarded a TCDD \$10,000 Outreach & Development grant to, among other things; provide salary support for the program manager of the Learning Center. TCDD has already invested in this good work and as stated in the TCDD NOGA, *"The long term goals of the applicant is to create small community designed day habilitation programs -and their work with the BC3 grantee to develop community capacity to prevent institutionalization, makes this a project to watch."*
3. TCDD evaluator comments stated, "Although day habilitation will provide support to families during business hours, there is nothing in the plan to suggest that the project will provide meaningful, integrated day activities beyond that which is currently an available community service."

The project proposed by the Arc of El Paso will offer opportunities for integration, more opportunities than are currently offered among existing day habilitation programs in El Paso. Currently, El Paso has only one non-profit providing day habilitation services, in addition to the local authority. The other 4-5 providers are for-profit entities who operate their day hubs in large warehouse-like facilities because it enables them to bill the state for more individuals. One provider has over 120 clients and other 70+. Unfortunately, occurrences of abuse, neglect and exploitation are commonplace in these large warehouse-like settings.

4. Importantly, the proposed Learning Center will achieve TCDD's stated BC3 goal of preventing unnecessary admissions to the State Supported Living Centers by supporting community organizations to increase their capacity to provide high-quality community-based services for persons with IDD. Providing support to the Arc of El Paso will enable them to offer a much needed, high-quality service. Many parents and guardians have stated that if it weren't for a day hab their loved-one may indeed need the SSLC. One parent said, *"The 5 hours per day that my son attends his day hab provide him with structured opportunities every day; and provide me with much-needed relief from ongoing caregiving responsibilities."*

The Arc's proposed structured opportunities include off-site job training through initially volunteering at the public & private organizations, businesses & other places of employment. Connections will be established with public & private organizations such as the public library, senior citizen centers, hotels, hospitals, and restaurants, to create opportunities for volunteerism leading to pre-employment and full-employment.

Other activities will be implemented to support the participants in succeeding in the community to include the following:

- o Travel training to learn how to navigate the city more independently;
- o Literacy groups to maintain & improve functional reading & writing skills;
- o Social skills development including outings at restaurants, movies, pool, etc.;
- o Cognitive learning projects to enhance basic skills and early learning such as eye-hand coordination, fine & gross motor skills, and matching skills;
- o Language development training including vocabulary attainment and expansion through educational software and augmentative communication devices;
- o Money management skills;
- o Computer literacy activities; and more.

5. Additional TCDD evaluator comments state that the DADS rate for day habilitation "is notoriously low" and that the plan does not address how this "enhanced" day habilitation model will be sustained if public funding is not available.

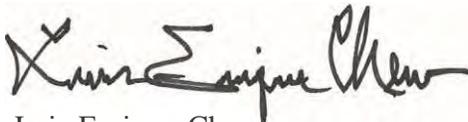
The Arc of El Paso will not rely solely on DADS payments to sustain its operating costs. As a non-profit organization it has a multi-dimensional fundraising strategy that includes grant writing, an annual fundraising event, and ongoing solicitation from private sources. With an active board and support from TCDD (see #2 above), it has raised sufficient funding to hire a program manager to begin operations of Jacob's Arc Learning Center. However, it needs the additional \$25,000 from Phase 2 to ensure an adequate level of funding for the first 6 months of operations, until such time as funding from DADS is ongoing. After that time, private funding and grant writing, as well as program income from a DARS Community Rehabilitation Program contract, will continue to support the Learning Center. If needed, the Arc is willing to provide a dollar-for-dollar match to the TCDD funds, as it has raised over \$25,000 from private sources to open the Learning Center. (See attached proposed budget.)

6. TCDD's views of integrated community settings are the same of all the organizations represented in the network. In June 2013, Desert ADAPT, the Arc of El Paso, Paso del Norte Civil Rights Project, Grupo DIO, Community Now, No Voice No Justice and Volar CIL established for the first time in the state, direct communication with administrators of the State Supported Living Center (SSLC) and DADS to advocate for more community relocations and better treatment of the SSLC residents; however, El Paso lags behind in its development of integrated settings for adults with IDD. While we agree that the goal is full integration, we need time to work toward the creation of these innovative settings; we need to build the capacity of the community to provide these essential services -one way to do this is to fund this emerging organization.
7. The selection process used by our local Project Advisory Committee to propose Phase II projects was a rigorous one. The PAC first heard presentations of each project then used an elaborate rating system to vote on the final projects proposed for Phase II funding. The PAC rated the Arc of El Paso project as the number one project for funding. Not to fund this project would be a disservice to the local BC3 effort.

El Paso is a poor community and grant funds such as these make a tremendous difference in the lives of individuals with developmental disabilities. Every penny counts and the additional \$25,000 will help build the capacity of an emerging non-profit organization dedicated to providing high-quality, caring, and culturally competent services to El Pasoans with disabilities.

Thank you for your time and attention to this important matter.

Respectfully,



Luis Enrique Chew  
Executive Director

Cc: Kristen Cox, TCDD El Paso Council Member  
Mateo Delgado, TCDD El Paso Council Member  
David Taylor, TCDD El Paso Council Member

**Jacob's Arc Learning Center  
Operating Budget for 6-months (Jan - June 2015)**

<b>Salaries &amp; Benefits</b>	Total	TCDD Funds	Match
Program Manager	17,672		
Program Technician	11,117		
Grant Administrator	3,000		
<b>Sub-total</b>	<b>31,789</b>	<b>15894.5</b>	<b>15894.5</b>
<b>Rent &amp; Utilities</b>			
Rent \$800/month	4,800		
Housekeeping \$200/mo	1,200		
Electricity \$150/mo	900		
Tel, TV, Internet \$125/mo	750		
Water \$75/mo	450		
Gas \$25/mo	150		
<b>Sub-total</b>	<b>8,250</b>	<b>4125</b>	<b>4125</b>
<b>Supplies &amp; Equipment</b>			
Educational	1000		
Therapeutic	550		
Other materials	500		
<b>Sub-total</b>	<b>2,050</b>	<b>1025</b>	<b>1025</b>
<b>Mileage</b>	500	250	250
<b>Furnishing</b>	4411	2205.5	2205.5
student desks, chairs, tables, etc.			
<b>Outdoor Equipment</b>	3000	1500	1500
shed, gardening supplies, etc.			
<b>Total</b>	<b>\$50,000</b>	<b>25000</b>	<b>25000</b>

## Editorial

# The Arc of El Paso fills crucial role

El Paso has numerous nonprofits that toil to provide much-needed services, often in near anonymity. One such organization is The Arc of El Paso, which provides services to children and adults with intellectual and developmental disabilities.

Families of children with disabilities such as Down syndrome or autism face challenges that can be overwhelming at times. That is especially true when children graduate from the school system, where helpful programs are available, and move into adulthood, where services are limited and often difficult to find.

"Once a person (with a developmental disability) gets out of high school at the age of 22 they enter a fragmented system," said Cecilia Navarro Tanner, president of The Arc of El Paso. "Sometimes they get support, often they don't. They're often at home languishing with very few opportunities."

The Arc is trying to bring some additional support to those families.

A key effort now underway is opening Jacob's Arc Learning Center in the Lower Valley, a day habilitation center that will provide services for people with intellectual or developmental disabilities.

Once established, much of the center's expenses will be covered by the Texas Department of Aging and Disability Services.

But it must first get off the ground, and that's where El Pasoans can help.

The Arc of El Paso will have a fundraising 5K walk/run at 8 a.m. Saturday at Ascarate

Park. The walk last year raised about \$9,000; the goal this year is \$25,000, which will provide the needed funds to open Jacob's Arc.

The entry fee is \$20 in advance, or \$25 the day of the event.

Jacob's Arc Learning Center will help fill a crucial need in El Paso. Day habilitation centers, or day hubs, provide self-help, socialization and adaptive skills.

These generally small facilities — Jacob's Arc is 2,200 square feet — offer an alternative to large, institutional settings.

El Paso has few day habilitation options and the need is great, said Navarro, the mother of a 25-year-old son with severe autism. He is in a day hab program in El Paso.

"He looks forward to going (to the habilitation center) every day. He's happy. He feels productive. It made a world of difference," Navarro said.

Saturday's 5K walk/run gives El Pasoans an opportunity to help in this important cause. For information, contact Navarro at The Arc of El Paso at 564-4978, or [ceci.navarro@thearcofel Paso.org](mailto:ceci.navarro@thearcofel Paso.org).

The Arc of El Paso, like many nonprofits, is small and relies on volunteers. A good turnout Saturday will help the agency improve lives in El Paso.

## TCDD Proposal Evaluation – Review Panel Comments

### Travis County Accessible Parking Campaign Phase I

**1. Are the proposer’s goals consistent with TCDD’s goal(s) for the project?**

This is a strong proposal with a heavy emphasis on preparing a marketing campaign focused on elevating public awareness of the appropriate use of accessible parking spaces. However, there is a marked absence of a "research component" prior to defining the message for a marketing campaign. Without market research, how have they determined that billboards, PSAs, and brochures are the most appropriate outreach tools?

The applicant has clearly missed the intent of the RFP for Phase One and has bypassed the strategic plan and jumped straight into developing a campaign. Developing a project name, logo, brochures, etc., is all fine and good--but there doesn't seem to be a plan to attach them to.

**2. Does the organization appear able to carry out their planned project?**

The organization is versed in the issue as a government agency implementing accessible parking policy.

One concern is the incorporation of grant activities into the Executive Assistant's position. It appears the bulk of the work specified is to be done by the agency and the project probably needs a greater emphasis in Phase I on Organization. Perhaps the Education and Outreach Coordinator should serve as Project Director.

Staff will need to bring together stakeholders to inform and develop the strategic plan, determine how barriers may be overcome, and decide which activities may be most effective in achieving the desired outcomes. It is unclear if staff are experienced in facilitating input from stakeholders/advisory committee members, but it seems the grantee could work with its consultants in achieving this if tasked to do so.

**3. Does the proposed plan seem “do-able” and will it lead to the desired outcome?**

This proposal includes specific marketing activities and strategies designed to address the goal of developing an educational campaign to boost public awareness of the issues. It appears that the county is trying to educate its citizens on this issue and intends to use multi-media messaging in at least two languages.

However, the proposal is absent a research component to determine the appropriateness of those activities, including what audiences to target and what resources and activities may be most effective with those audiences (e.g., perhaps video production is not the best use of resources). It is unclear why the applicant did not address a "research component". Perhaps they work with this area on a daily basis and felt that they have information on which to base an effective target message and implementation activities.

This proposal would be stronger if the applicant can adjust it to:

- incorporate input, research, and feedback before the agency develops materials
- assemble needed research to assure that appropriate audiences are targeted
- define the measures of success (which should be readily at hand for this entity)
- include people with disabilities throughout the process

**4. Are there sufficient resources available to carry out the described plan?**

The funds used in this project will be going towards resources, and no personnel costs are associated with this proposal. Since Travis County is spearheading this countywide project, the recognition, commitments, and cooperation from the other community groups that work with Travis County should ensure that the objectives are met.

**5. Does stakeholder involvement appear appropriate and meaningful?**

There is no discussion of how the grantee has incorporated or will incorporate feedback from stakeholders, including individuals with disabilities and non-traditional partners, such as businesses and community organizations.

The proposal appears to be lacking the participation of individuals with developmental disabilities to better inform decisions about what audiences to target and what evaluation measures should be used.

**6. Will the needed partners play active and meaningful roles in the project?**

Supporting letters from organizations serving the interests of individuals with disabilities who will partner in Phase II show the proposer has support. However, the partners they identify in the proposal are pretty much "institutional" – entities that are typically involved in disability-related projects. There do not appear to be a lot of grassroots, everyday people on the list.

**7. Does the budget appear appropriate?**

The budget makes excellent use of funds and demonstrates good use of various resources, which offers TCDD a lot of “bang for the buck.” However, there are minor flaws in calculations, that include transposing salary totals (including a \$16 calculation error), \$49,500 categorized incorrectly under purchased services, and the failure to note \$3,786 under the note for fringe benefits.

The emphasis on delivering the bulk of the grant directly to purchased marketing services is positive only if the consultant is able to incorporate some up front research into the execution of creative services.

Adding a stakeholder group to meet regularly and give input on formulation and execution of the strategic plan and activities would require an adjustment to the budget, as would adding a research component needs to be incorporated as well. However, some of the anticipated activities could more appropriately be postponed for completion under a Phase II grant in order to allow

stakeholder input and research to inform the strategic plan and marketing message developed in Phase I.

### **Additional Questions and Comments**

- 1. How well does the proposal promote self-determination and full inclusion of people with developmental disabilities? Does the proposal demonstrate respect for the experience and talents that people with disabilities can bring to the project?**

This proposal addresses self-determination and full inclusion of people with disabilities through partnerships and anticipated outcomes, but does not describe how individuals with disabilities will directly participate in the project -- a significant omission. In addition, it would be preferable for them to use some more "grassroots" advocates in their processes.

- 2. Is the overall approach consistent with one or more of the following? Explain briefly.**
  - **Accepted "best" or "promising" practice**
  - **Accepted "standard of care" in providing person- or family- centered supports**
  - **Accepted business practices**
  - **Other standard practice(s) within an industry**

This project directly aligns with acceptable business practices and practices of governmental organizations. It does not specify how research will guide the planned activities (research may be at hand given the organization's experience) nor does it address inclusion of individuals with disabilities in the process, which is inconsistent with best practice in this policy area.

Although they have things going for them in these areas, they unfortunately missed the mark in best practices for marketing and developing public outreach campaigns.

- 3. Are there other components of the project described in this proposal that offer "value added" to TCDD or will bring about additional benefit not anticipated in the Request for Proposals (RFP)?**

The applicant can sustain a successful campaign beyond the terms of this project and envisions opportunities to expand an awareness campaign to other counties in Texas. As a government entity and an enforcement organization, the applicant may have great influence on other governmental agencies through conferences and dissemination of the project's results. The "Don't Mess With Texas" campaign is now recognized not only statewide, but also nationally. It would be wonderful to have an equally catchy phrase for this project eventually be adopted by the state and not only Travis county.

It's pretty clear that Travis County sees this grant as an opportunity to build on things they have already started. It might be nice to build on that--if only they'd been responsive to the RFP.

#### **4. Additional General Comments**

- This proposal has good energy, but missed the point of the RFP.
- This proposal was the only proposal to state that materials will be developed for Spanish speakers.
- A community symposium is a good idea to raise awareness.
- The narrative uses the term "disabled parking," which is not "people first" language.
- While they address barriers, they appear to be project barriers--not policy/program barriers in the external world.

## Volar Center for Independent Living

### Strengths:

The plan demonstrates involvement and support of multiple types of agencies who will work together to develop, provide and improve services; proposes to develop linkages between agencies as well as between individuals and agencies/providers; and outlines activities to develop a cohesive network and to evaluate the ability of that network to work together effectively.

The plan includes a goal to provide training/education to community members and has identified appropriate partners who will carry out the plan (which is to be developed in year 2).

Goal H focuses on minimizing duplication of efforts, which may cause existing resources to be used more effectively.

The proposal includes activities to support a Transitional Plan Specialist who will work with students, families, and social service agencies to assure that students with co-occurring mental illness and IDD receive the services they need. The START program and emergency respite will be available and used as needed.

The 7S framework and SWOT identified processes and involvement of partners.

The network identified services to be enhanced in healthcare services, behavior support and/or respite. The network recommends to: 1) support a transitional and behavioral planner to help identify crisis resources for individual with co-occurring mental illness and other IDD; and 2) provide 391 hours of emergency respite assistance.

### Weaknesses:

It's not clear how medical needs will be addressed. Goal B is focused on integrated healthcare, but it does not appear that funds are budgeted for this, and it is hard to evaluate the success since the model that will be used has not yet been defined.

There is not much detail about how the network and the identified activities will be sustained after TCDD funding has ended, or how the network will identify and share public policy barriers that might need to be addressed. More information regarding the demographics of the individuals and groups involved would be helpful in assessing whether people who are members of underserved or unserved groups will be involved and how they will be involved

Although day habilitation will provide support to families during business hours, there is nothing in the plan to suggest that the project will provide meaningful, integrated day activities beyond that which is currently an available community service.

The plan states that DADS will be billed directly for services which would not be the case. Providers and families would have to choose this day habilitation and the facility would bill the private provider as a subcontractor of the LTSS provider. The rate for day habilitation is notoriously low. Providers are not

required to pay more than the rate provided by DADS. The plan does not address how this "enhanced" day habilitation model will be sustained if public funding is not available.

**Other:**

Regarding resources: the network should collaborate with Texas Tech's Tech Works for Texas Project in the implementation of Project SEARCH. Collaboration might result in cost savings information-sharing that could be useful.

## Consideration of Continuation Grant Awards

Tab 5

### **Background:**

Executive Summaries for three (3) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee (Items A-C). 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. [Texas A&M University](#) – Higher Education
- B. [Circle of Ten](#) – Building Community Capacity through Collaboration (Resubmittal of Phase 2)
- C. [Texas Tech University](#) – Building Community Capacity through Collaboration

Members will note that two of the Executive Summaries are for Building Community Capacity (BC3) projects (Items B-C). Proposed Phase 2 strategic plans should address:

- How the proposed plan relates to Goal 5 of the TCDD FY 2012-2016 State Plan;
- How the change achieved through the proposed plan will 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 proposed 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 13. B.**

### **Expected Action:**

The Council will receive a report on Executive Committee decisions.



# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 11/05/2014

Review of Proposed Activities & Budget

ITEM: B

Grantee: A Circle of Ten, Inc.

Year: 1 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: Gulf Coast: Alvin, Bellaire, Crosby, Galveston, Houston, Huffman, Katy, Liberty, Pasadena, Pearland, Port Bolivar, Seabrook, Spring & Sugarland

Website: none

### TCDD RFP Intent:

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:** Up to \$150,000 per year for up to five years.

**Expected Results:** The Expanding Community Collaborative Capacity Opportunities (ECCCO) will strengthen and grow the Gulf Coast Network of 30-50 diverse agencies/individuals collaboratively implementing the Strategic Plan, while increasing agency and community capacity to provide and multiply holistic services to people with disabilities and their families, and decreasing the need for institutionalization.

### Project Goals and Accomplishments for Planning Year:

**Goal:** Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network.

#### *Accomplishments per goal:*

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD review, but staff noted several concerns. At the April 2014 Interim meeting, the Executive Committee granted a Phase I extension to address those issues.

### Proposed Goals and Objectives for Year 1:

**Goal:** Identify supports, services and programs that are in the community and develop a resource list accordingly. Research and partner with local and state stakeholders to determine location of individuals with DD and assess their needs. Implement 5 pilot projects aimed at addressing needs identified by network partners and research. The grantee identified the following issues to address in the implementation phase: behavior supports, respite, mental healthcare, health coverage, and transportation/workforce.

The project will address these issues with 5 pilot projects:

- Adaptive Behavior Analysis Training: ABA training curriculum from the Center for Autism and Developmental Disabilities at the University Houston Clear Lake will be adapted into a training-of-trainers program, which will then be used to train 10 parents who will train other parents.
- Volunteer Respite Care: A respite care training curriculum will be developed in partnership with the Gulf Coast Center MHMR, which will then be used to train 10 parents who will train other parents and develop a network of trained volunteers to offer a respite exchange service.
- Mental Health: NAMI Gulf Coast curriculum will be used to train 10 people on NAMI services and topics such as mental health first aid and suicide prevention. Training will also be offered over 5-8 events for teachers, counselors, and other community members.
- Access to Health Coverage: Texas Children's Hospital will provide orientation and outreach events to make families aware of and know how to sign up for services such as CHIPS, Medicaid, and STAR+.
- Transportation and Workforce: Through partnerships with Quality Education Institute and 1900 Transport Now, the project will recruit and train 10-12 people for jobs in transport-related employment opportunities.
- The project also requests funds to provide 3-day trainings on capacity building, grant-writing and sustainability for each of the partners involved in the above activities.

### Council Considerations:

**Public Policy Considerations:** The grantee proposes to contract with Texas Children's Hospital to provide health coverage awareness. The grantee is encouraged to ensure that TCH collaborates with a local authority and/or an Arc to ensure the full array of services are included.

**Grant Management Considerations:** Grant staff continue to have concerns about an apparent lack of understanding of the intent of this RFP, to reduce admissions to SSLCs, and what research is relevant. It is well-established that complex medical needs are a major contributing cause to SSLC admissions. The grantee indicates there are no gaps in medical

needs identified in their area. Grant staff believes that the proposed access to health care project does not increase capacity for individuals with complex medical needs as required by the RFP. There is no evidence to support that lack of employment is a contributing factor to SSLC admissions. TCDD staff recommends not approving those activities, and reducing the proposed budget accordingly.

Staff also note that if approved for funding, the grantee will be required to monitor each pilot to ensure outcomes, performance measures and evaluations are accomplished as planned. No additional concerns; proposed project is considerable risk monitoring due to award amount and multiple awards-within-award which may impact outcomes. The grantee is relying heavily on the expertise of the sub-awards.

**Staff Recommendation:** TCDD staff recommends partial funding for Phase 2 of this project; some of the proposed activities are not allowable and/or do not meet the intent of the RFP. Expenses budgeted for those activities are approximately \$50,000. Staff recommend partial funding up to \$100,000 for Phase 2 of this project.

If continuation funding is approved, A Circle of 10 requests that awards for years 2-5 be reduced to account for the \$35,000 approved for the extension to allow resubmitting this strategic plan.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Planning Year:</b> (8 months) (Consultant:\$8,860)	\$75,000 / \$75,000	\$32,100/\$32,779	\$107,100/ \$107,779
<b>Expended Extension:</b> (4 months)(Consultant: \$0)	\$35,000 / \$35,000	\$12,239/\$12,533	\$47,239/\$47,533
<b>Amount Requested for Year 1 budget:</b>			
<b>I. Personnel services</b>	80,102	0	80,102
<b>II. Travel</b>	5,263	8,023	13,286
<b>III. Purchased Services</b> (\$20,500 consultants)	45,450	27,422	72,872
<b>IV. Property/Materials</b>	11,385	1,977	13,362
<b>V. Rental/Leasing</b>	6,000	15,000	21,000
<b>VI. Utilities</b>	1,800	0	1,800
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$150,000	\$52,422	\$202,422

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 11/05/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas Tech University

Year: 2 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: West Texas

Website: none

### TCDD RFP Intent:

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:** Up to \$150,000 per year for up to five years.

**Expected Results:** The West Texas Community Network (WTCN) is a partnership among the Burkhart Center, High Point Village, and the HALI Project established to increase access to community-based and strength-based supports and services for individuals with developmental disabilities and their families. WTCN developed a strategic plan "to encourage higher expectations for individuals with DD to live, work and play in more inclusive communities that value their contributions and unique gifts."

### Project Goals and Accomplishments for Year 1:

**Goal:** Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network. Goals for Year 1 including addressing some areas of the needs assessment and a strategic plan re-write.

#### *Accomplishments per goal:*

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD consideration. The project was advised to conduct additional needs assessment activities and revise the strategic plan accordingly to address the intent of the RFP.

### Proposed Goals and Objectives for Year 2:

**Goal:** Strengthen the capacity of West Texas and the Panhandle to support individuals with DD and their families by developing a strategic plan to establish a collaborative network of diverse community organizations that best serve this population to help keep them working, playing, and living in our communities and out of institutions.

**Objective:** Develop a strategic plan & identify resources necessary to build the capacity of West Texas to provide culturally appropriate, person-centered or family centered healthcare services (both physical and mental health); behavior supports; respite to community members who have DD and their families; and other supports identified by the community support network.

Issues identified by WTCN from the needs assessment to be addressed by the strategic plan and proposed activities:

1. Individuals with developmental disabilities and their families cannot find the medical supports and specialty services they need in their local communities. In areas where these services and supports exist, families are often unaware of their existence.
    - Quarterly Community Connect events for medical, mental health, and other community service providers to talk to families about services and support needs. (with free dental screenings, etc.)
    - Disseminate information about services at least 2 workshops / trainings hosted by Partners.
    - Identify needs of individuals and families and share information.
    - Develop / update WTCN Resource List
  2. Local Authorities are often unaware of service providers, mental health professionals and medical professionals outside of their own agency who are willing to provide services and supports to individuals with developmental disabilities and their families.
    - Identify liaison with each LA in region to ensure all have latest information about new physicians, supports, services, and programs available.
    - Communicate with LA liaisons to learn of any new resources and add to resource list
  3. Individuals with developmental disabilities are often employable but are unable to find employment or the supports they need to be employed in their local communities.
    - Provide information to employers about the advantages of hiring individuals with DD through workshops and printed materials.
    - Share with DARS new business contacts in our communities developed by the PAC, Project CASE, and the Burkhart Transition Academy to create more employment opportunities.
    - Provide information to help connect families and individuals with DD to appropriate vocational training programs.
    - Co-sponsor job fairs with DARS, Workforce, etc.
-

4. Families have noted in their responses to the WTCN Needs Assessment that the State Supported Living Center is an unacceptable alternative housing for their family members with developmental disabilities.
  - Sponsor, host and/or partner with other entities and/or existing conferences/meetings to help individuals and families learn of available resources that will improve their quality of life, provide access to needed medical and behavioral health professionals, and thus reduce institutionalization.
  - Collect data to identify needs of individuals released from SSLC into local communities; share with LA and providers; work with community leaders to help these individuals not have to return to institutional care.
  - Share information and resources for families with providers & document outcomes of individuals transitioned out of SSLCs.
  - Attend hearings / meetings at State Capitol that influence decisions making on items of importance to individuals with DD such as housing and funding.
  - Facilitate communication among providers, medical and mental health professionals (re: complex medical issues) to encourage more referrals among them for a complete plan of care for individuals with DD.

**Council Considerations:**

**Public Policy Considerations:** Public Policy staff does not support the use of B3C funds to expand employment opportunities (Issue 3). Though the network, representing people in the community, has an *interest* in employment, there continues to be no evidence presented to suggest that people are being committed to SSLCs because of lack of employment. The most notable finding from a public policy perspective is that County Jail has a wing dedicated to people with IDD; this is worth exploration.

**Grants Management Considerations:** The workplan outcomes are vague and lack quantifiable outputs and measureable outcomes. It's not evident what will be accomplished as a result of the needs identified and how the project will build capacity to decrease the need for people with DD to be served in institutions. Some of the activities appear logical, but should result in measureable outcomes. Regarding the issues and proposed strategies:

- Complex medical issues are a major cause of admission to SSLCs and nursing facilities. Medical and behavior needs are identified as a number one issue in the needs assessment, but are not thoroughly addressed in the proposed plan in a manner likely to result in a measurable increase in capacity. The proposed activity does not address specialized care, but rather will connect providers "willing" to work with individuals with DD. There is no evidence how the project will address medical complexities and acute health care needs.
- The project has not yet established partnerships/relationships with local authorities. The project notes that local authorities are often unaware of service providers, mental health professionals and medical professional who are willing to "treat" individuals with DD. Local authorities should be well versed in how to link individuals to community services.
- There is no evidence that links a "lack of employment" opportunities with SSLC admissions.
- The project indicates they will collect and identify the needs of individuals released from the SSLC and share with local authorities, group homes and other providers. Local authorities are already responsible to transition individuals with DD returning to their catchment areas and coordinate necessary community supports.
- SSLC admission for eligible individuals should not be considered an "alternative housing option." This issue and the related proposed activities appear to be irrelevant.
- The grantee submitted a second proposal which excludes the employment component. However, that workplan also lacks clear outcomes and does not demonstrate how proposed activities will increase the capacity to provide community-based services that support people with DD to improve and maintain their health and to have access to necessary healthcare, behavior supports, and/or respite.

If funded, this project would require increased grants monitoring due to the award amount and award-within-award.

**Staff Recommendation:** TCDD staff do not recommend funding for this project as submitted. The Executive Committee could consider as an option allowing the project to revise and resubmit a strategic plan and related workplan materials to be considered by the Committee in February. Staff would again recommend no additional funds for that option.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Planning Year:</b> (Consultant:\$8,860)	\$74,996 / \$74,935	\$25,226/\$25,205	\$100,222/\$100,140
<b>Expended Year 1:</b> (Consultant: \$38,000)	\$150,000/\$89,762	\$50,455/\$30,192	\$200,455/\$119,954
<b>Amount requested for Year 1 budget:</b>			
<b>I. Personnel services</b>	85,589	0	85,589
<b>II. Travel</b>	5,185	0	5,185
<b>III. Purchased Services</b> (\$38,000 consultants)	44,614	0	44,614
<b>IV. Property/Materials</b>	976	0	976
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	13,636	50,455	64,091
Budget period totals	\$150,000	\$50,455	\$200,455

**Consideration of Review Panel Members****Tab 6****Background:**

TCDD solicits, on an ongoing basis, qualified individuals who can serve on the Independent Review Panels that evaluate proposals received in response to Requests for Proposals (RFPs). In order to have a large enough pool of potential reviewers, a database of approved individuals is maintained. The Executive Committee biennially reviews and approves individuals to be included in the reviewer pool. Planning Coordinator Joanna Cordry will provide information at the meeting including names and cities of proposed reviewers, and areas of expertise of each reviewer. Due to its length, it is not included in the binder.

**Executive Committee**  
**Agenda Item 9.****Expected Action:**

The Committee will consider recommendations for possible reviewers for TCDD projects and determine appropriate action.

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

The Executive Committee will report any action taken to the Council. No action is expected by the Council.

**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 (\$2,844 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 Sep. 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 have either remained within the approved budget, or exceeded budget for relevant reasons.
- **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 10.**

**Expected Action:**

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

**Council**  
**Agenda Item 13. D.**

**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  
October 2014**

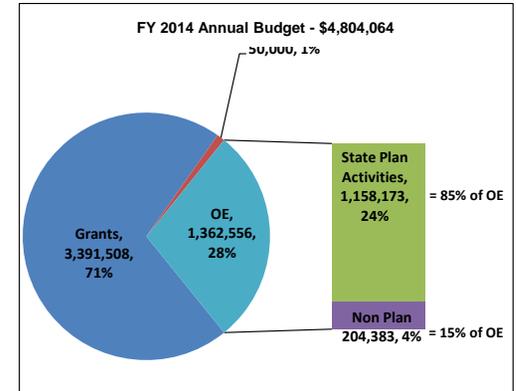
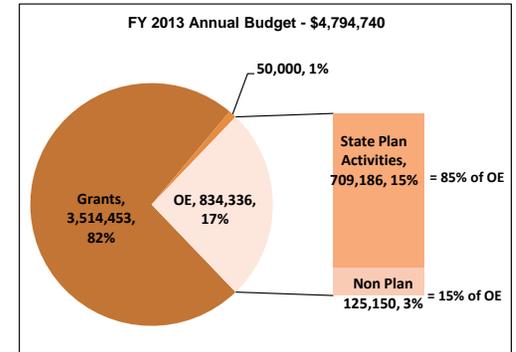
<b>Model Key</b>				
<b>Numbers in black represent budget numbers or actuals for the current or prior years.</b>				
<b>Numbers in blue represent forecast numbers.</b>				
	<b>10/1/2010-9/30/2013</b>	<b>10/1/2011-9/30/2014</b>	<b>10/1/2012-9/30/2015</b>	<b>10/1/2013-9/30/2016</b>
<b>Line Item</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
<b>REVENUES</b>				
<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	\$1,280,287	\$1,412,556	\$1,610,928
Balance of Operating Expense funds	\$525,417	\$502,092	\$265,652	\$0
<b>Grants and Projects Expenses</b>				
Available from Current Fiscal Year	\$3,820,606	\$3,514,453	\$3,391,508	\$3,193,136
Actual/Estimated Grant Awards <sup>3 &amp; 4</sup>	\$3,817,762	\$3,514,453	\$3,253,337	\$2,187,887
<b>Current Projects Difference (Available - Actual)</b>	<b>\$2,844</b>	<b>\$0</b>	<b>\$138,171</b>	<b>\$1,005,249</b>
Prior Year Funds Available	\$0	\$0	\$0	\$95,979
<b>BALANCE OF FUNDS AVAILABLE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$138,171</b>	<b>\$1,101,228</b>
Planned Projects <sup>5</sup>	\$0	\$0	\$42,192	\$1,045,000
<b>BALANCE AFTER PLANNED PROJECTS <sup>6</sup></b>	<b>\$2,844 <sup>7</sup></b>	<b>\$0</b>	<b>\$95,979</b>	<b>\$56,228</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

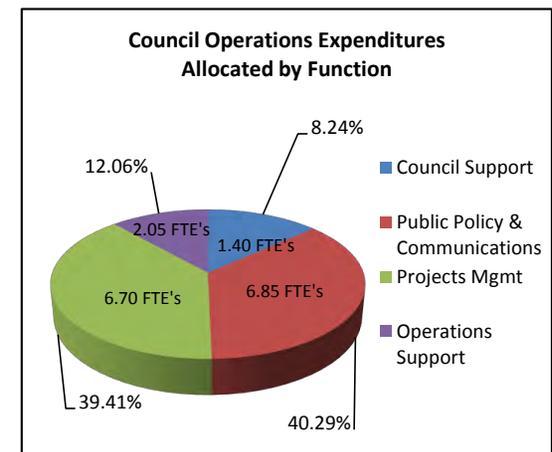
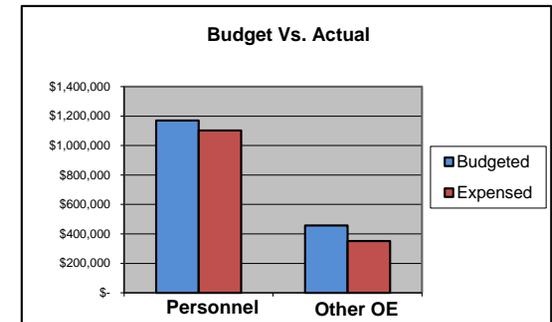
## FY 14 Admin & Expense Budget

Oct. 1, 2013 thru  
Sep. 30, 2014

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
<b>Personnel (17 FTEs)</b>				
Salaries	909,359	909,359	822,731	86,628
Benefits	261,249	261,249	280,228	(18,979)
<b>Total Personnel</b>	<b>\$ 1,170,608</b>	<b>\$ 1,170,608</b>	<b>\$ 1,102,960</b>	<b>\$ 67,648</b>
<b>Operating</b>				
Professional Services <sup>1</sup>	75,000	75,000	91,810	(16,810)
Out-of-State Travel <sup>2</sup>	27,000	27,000	16,133	10,867
In-State Travel <sup>3</sup>	63,000	63,000	43,796	19,204
Supplies	10,000	10,000	14,596	(4,596)
Utilities	35,000	35,000	24,483	10,517
Rent - Building - Space	69,450	69,450	61,237	8,213
Rent - Computers - Equip <sup>4</sup>	46,000	46,000	39,098	6,902
Capital Expenditures	-	-	-	-
Other OE <sup>5</sup>	132,150	132,150	60,033	72,117
<b>Total Operating</b>	<b>\$ 457,600</b>	<b>\$ 457,600</b>	<b>\$ 351,187</b>	<b>\$ 106,413</b>
<b>Total Expenses</b>	<b>Budget</b>	<b>YTD Budgeted</b>	<b>Actual</b>	<b>Variance</b>
	1,628,208	1,628,208	1,454,146	174,062
<b>Admin Reim to TEA</b>	50,000	100.0%	89.3%	
<b>TOTAL</b>	<b>\$ 1,678,208</b>		<b>\$ 1,504,146</b>	
<b>Expended by Function</b>				
<b>Council Support</b>		<b>Public Policy &amp; Communications</b>	<b>Projects Mgmt</b>	<b>Operations Support</b>
\$	194,645	\$ 527,411	562,279.48	\$ 169,811

### NOTES:

- <sup>1</sup> Auditor - \$25,000/\$25,780; CPA Desk Reviews - \$8,000/\$6,600; Legal Svs - \$3,000/\$426  
Web Hosting - \$2,000/\$1,800; Data Center Services - \$15,000/\$23,433  
Other Professional Services - \$13,000/\$2,955; Reviewers - \$10,000/\$4,648; Temp Services - \$0/\$26,168
- <sup>2</sup> Travel - Out-of-State Council - \$14,200 /\$9,241; Travel - Out-of-State Staff - \$13,050 /\$6,893
- <sup>3</sup> Travel - In-State Council - \$45,000 /\$31,906; Travel - In-State Staff - \$18,000 /\$11,890;
- <sup>4</sup> Computer lease - \$22,800/\$15,864; AV Equipment - \$35,000/\$18,898; Copier - \$6,420/\$4,288
- <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-\$36,091



# 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>		<b>Higher Education</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	\$110,000	(\$35,000)
<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 - 7/31/2014	\$10,000	\$7,367	\$7,367	\$0
<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	\$2,926	\$3,944
<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 Healthcare</b>		<b>Building Community Capacity through Collaboration Projects-2</b>		
2/1/2013 - 8/31/2014	\$75,000	\$75,000	\$75,000	\$0
<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	\$249,750	\$0
<b>Imagine Enterprises Inc</b>		<b>Self-Advocacy as Speakers 2</b>		
5/1/2013 - 11/30/2013	\$125,000	\$124,999	\$111,493	\$13,506
<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 - 7/15/2014	\$75,000	\$74,971	\$74,971	\$0
<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	\$9,893	\$10
<b>Region 17 ESC</b>		<b>Families in Schools</b>		
6/1/2013 - 6/30/2014	\$300,000	\$300,000	\$300,000	\$0
<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	\$123,527	\$0
<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	\$74,993	\$7
<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 - 8/31/2014	\$45,747	\$45,747	\$45,747	\$0
<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>		<b>Higher Education</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	\$73,755	\$1,245
<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	\$75,000	\$0
<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	\$75,000	\$0
<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>\$4,488,010</b>	<b>(\$3,958)</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 - 8/31/2014	\$25,000	\$25,000	\$18,370	\$6,630
<b>A Circle of Ten</b>		<b>Capacity Building (Contract)</b>		
9/1/2014 - 12/31/2014	\$25,000	\$25,000	\$18,370	\$6,630
<b>Access Empowerment</b>		<b>Accessible Parking Awareness (1)</b>		
1/1/2014 - 6/30/2014	\$40,000	\$39,053	\$38,920	\$133
<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	\$95,604	\$110,145
<b>Austin Travis County Integral Care</b>		<b>Video Production (Contract)</b>		
2/1/2014 - 4/30/2014	\$10,535	\$10,535	\$4,124	\$6,411
<b>Biennial Report</b>		<b>Printing &amp; Production</b>		
9/29/2014 - 12/31/2014	\$25,000	\$12,273	\$0	\$12,273
<b>Coalition of Texans with Disabilities</b>		<b>Developmental Disabilities Policy Fellows 1</b>		
8/1/2014 - 7/31/2015	\$67,500	\$67,500	\$0	\$67,500
<b>Community Healthcore</b>		<b>Building Community Capacity through Collaboration Projects-2</b>		
9/1/2014 - 8/31/2015	\$150,000	\$138,046	\$0	\$138,046
<b>Department of Assistive and Rehabilitative Services</b>		<b>Higher Education 3</b>		
4/1/2014 - 3/31/2015	\$225,000	\$225,000	\$71,631	\$153,369
<b>Educational Programs Inspiring Communities, Inc.</b>		<b>Enabling Technology 1</b>		
6/1/2014 - 9/30/2014	\$225,000	\$225,000	\$0	\$225,000
<b>Epilepsy Foundation Texas</b>		<b>Health &amp; Fitness 2</b>		
7/1/2014 - 6/30/2015	\$250,000	\$250,000	\$52,871	\$197,129

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<b>Growing Roots</b>		<b>Outreach &amp; Development 14</b>		
7/1/2014 - 6/30/2015	\$10,000	\$9,110	\$2,375	\$6,735
<b>Helpful Interventions</b>		<b>Gulf Coast African American Family Support Conference</b>		
10/1/2013 - 9/30/2014	\$75,000	\$75,000	\$75,000	\$0
<b>Imagine Enterprises Inc</b>		<b>Self-Advocacy as Speakers 2</b>		
12/1/2013 - 5/31/2014	\$125,000	\$124,999	\$111,493	\$13,506
<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	\$7,368	\$2,632
<b>Nuevos Horizontes de Starr County</b>		<b>Outreach &amp; Development 13</b>		
9/1/2014 - 8/31/2015	\$10,000	\$9,955	\$0	\$9,955
<b>OneStar Foundation</b>		<b>Inclusive Faith-Based Symposium 1</b>		
5/1/2014 - 1/31/2015	\$75,000	\$66,931	\$27,928	\$39,003
<b>Region 17 ESC</b>		<b>Families in Schools</b>		
7/1/2014 - 6/30/2015	\$300,000	\$300,000	\$19,335	\$280,665
<b>SafePlace</b>		<b>Meaningful Relationships</b>		
9/1/2014 - 8/31/2015	\$125,000	\$115,029	\$0	\$115,029
<b>Strategic Education Solutions, LLC</b>		<b>Enabling Technology 2</b>		
6/1/2014 - 5/31/2015	\$225,000	\$225,000	\$41,608	\$183,392
<b>Texas A&amp;M University</b>		<b>Higher Education 1</b>		
3/1/2014 - 2/28/2015	\$225,000	\$225,000	\$139,005	\$85,995
<b>Texas A&amp;M University</b>		<b>New Leadership Development &amp; Advocacy Skills Trng (NLDAST 2)</b>		
8/1/2014 - 5/31/2015	\$75,000	\$75,000	\$0	\$75,000
<b>Texas Advocates</b>		<b>Self Advocate Community Organizing</b>		
9/1/2014 - 8/31/2015	\$100,000		\$0	

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 - 5/31/2015	\$75,000	\$75,000	\$17,025	\$57,975
<b>Texas Center for Disability Studies</b>		<b>DADS PCT Training (Contract)</b>		
1/1/2014 - 8/31/2014	\$30,000	\$30,000	\$365	\$29,635
<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	\$12,600	\$43,200
<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	\$52,400	\$22,600
<b>Texas State Independent Living Council</b>		<b>Health &amp; Fitness 3</b>		
5/1/2014 - 4/30/2015	\$250,000	\$245,000	\$85,621	\$159,379
<b>Texas Tech University</b>		<b>Higher Education</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	\$147,371	\$27,295
<b>Texas Tech University</b>		<b>Building Community Capacity through Collaboration Projects-4</b>		
1/1/2014 - 12/31/2014	\$150,000	\$150,000	\$99,264	\$50,736
<b>Texas Tech University</b>		<b>Higher Education</b>		
2/1/2014 - 3/31/2015	\$225,000	\$220,089	\$125,256	\$94,833
<b>The Arc Del Paso</b>		<b>Outreach &amp; Development 12</b>		
1/1/2014 - 12/31/2014	\$10,000	\$10,000	\$3,320	\$6,680
<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	\$39,752	\$35,248
<b>The Arc of Texas</b>		<b>Developmental Disabilities Policy Fellows 2</b>		
8/1/2014 - 7/31/2015	\$67,500	\$67,500	\$0	\$67,500

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>		
6/1/2014 - 5/31/2015	\$75,000	\$75,000	\$13,360	\$61,640
<b>Travis County</b>		<b>Accessible Parking Awareness (2)</b>		
1/1/2014 - 6/30/2014	\$40,000	\$37,125	\$37,125	\$0
<b>Volar Center for Independent Living</b>		<b>Building Community Capacity through Collaboration Projects-5</b>		
7/1/2014 - 6/30/2015	\$125,000		\$0	
<b>VSA Arts of Texas</b>		<b>Self-Advocacy as Speakers 1</b>		
6/1/2014 - 5/31/2015	\$125,000	\$125,000	\$32,548	\$92,452
<b>West Central Texas Regional Foundation</b>		<b>Inclusive Faith-Based Symposium 4</b>		
2/16/2014 - 1/31/2015	\$75,000	\$74,988	\$44,106	\$30,882
<b>Totals:</b>	<b>\$4,587,535</b>	<b>\$4,308,427</b>	<b>\$1,708,907</b>	<b>\$2,599,520</b>

## PLANNED GRANTS/CONTRACTS

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
<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>\$300,000</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	Oct-2012	6,000	53	11	✓
Independent Living	Nov-2012	6,000	6	0	✓
Community Options, Inc.	Nov-2012	5,890	62	0	✓
NAMI Texas	Feb-2013	5,500	16	0	Speakers ✓
Austin Travis County	Feb-2013	5,912	47	0	✓
Integral Care ADDA-SR	Feb-2013	3,556	20	9	✓
The Arc of Texas	Feb-2013	6,000	16	0	✓
Austin Travis County	Feb-2013	5,000	500	0	✓
Integral Care Jewish	Feb-2013	5,813	34	3	✓
Family Services of Houston	Mar-2013	1,893	7	4	✓
Texas A&M University	Jun-2013	4,102			Speakers ✓
Coalition of Texans with	Jul-2013	4,750	50	0	✓
Disabilities Harris County	Jul-2013	3,775	10	1	✓
Department of Education	Jul-2013	6,000	37	5	✓
University of North Texas	Aug-2013	5,988	54	19	✓
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Aug-2013	3,664			Speakers ✓
Texas Parent	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	213		Speakers ✓

**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	1,755	6	3	✓
Texas Advocates	Aug-2014	5,930			
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2014	6,000			Speakers
<b>TOTALS:</b>		\$76,654	844	55	

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

## Annual Summary of State Plan Implementation

Tab 8

### Background:

The enclosed material, *TCDD FY2012-2016 State Plan: Progress in Year 3 and Suggested Next Steps*, summarizes progress towards goals in the current State Plan and suggestions for possible about future actions. The document includes suggested “Next Steps” that might include amendments to the Plan. (Council State Plans may be amended yearly.) This document will not be reviewed in detail during meetings, but members may choose to discuss items under “Next Steps” in Committee meetings and may recommend action to the Council.

Please note:

- This information serves to update Council members and, more importantly, to let members know what decisions will need to be made (see “Next Steps”) in the coming months! Please feel free to bring up thoughts or questions at the meeting or individually to Joanna Cordry, Planning Coordinator.
- Progress on individual projects is not included. Information about specific projects is available on the TCDD website at <http://tcdd.texas.gov/grants-rfps/grant-awards-grantees/> (for current projects); <http://tcdd.texas.gov/grants-rfps/grants-completed-projects/> (for recently ended projects); in meeting materials for meetings held in FY 2014, or from grants staff.
- Staff make every effort to provide the most accurate data for this report. However, decisions made or information received after this material was printed may result in some information about projects changing.

If you have any questions about this report, please contact Joanna Cordry, Planning Coordinator, at (512) 437-5410 or [Joanna.Cordry@tcdd.texas.gov](mailto:Joanna.Cordry@tcdd.texas.gov)

**Committee of the Whole**  
**Agenda Item 5.**

### **Expected Action:**

The Committee will receive a brief report from staff regarding progress on the State Plan.

**Project Development**  
**Committee**  
**Agenda Item 9.**

### **Expected Action:**

The Committee may choose to discuss the document further.

**Council**  
**Agenda Item 9.**

### **Expected Action:**

The Council will consider recommendations from Committees.

**TCDD FY2012 – 2016 State Plan:  
Progress in Year 3 (FY 14) and Suggested Next Steps**

<b>Goal 1:</b> Build collaborations within at least one geographic region served by an Education Service Center (ESC) to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/16.		
<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>
<i>Original Objective 1, deleted in FY 14 plan: Evaluate achievements of Project IDEAL relative to the impact the program might have on the identified indicators of educational success and determine next steps by 2/28/14.</i>	<b>Project IDEAL 6/1/07 – 9/30/12</b> <a href="http://www.projectidealonline.org">www.projectidealonline.org</a> continued to be maintained and was reportedly still useful in FY 14. TCDD's funding for this project was completed 9/30/12.	<i>NONE - Objective deleted following decision not to spend additional funding on evaluation of Project IDEAL.</i>
<b>Objective 1</b> Identify two indicators of educational success and key criteria to solicit interest from organizations for partnering on activities in a region, by 9/30/12.	Completed in FY 2012.	Continue to monitor data from Region 17 and Texas.
<b>Objective 2</b> In the selected ESC region, provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/16.	One grant project: <b>Region 17 Education Service Center Families in Schools 6/1/13 - 5/31/18</b>	Continue to monitor, provide technical assistance as needed, and evaluate.
<b>Objective 3</b> Review state policy initiatives related to the use of positive behavioral interventions and support (PBIS) in schools and the outcomes of TCDD PBIS projects in Region 17 and determine next steps by February 28, 2014.	In FY 13, language was included in SB 460 that was informed in part by work done through PBIS projects. Following the session, TCDD asked staff to promote widespread use of PBIS. Staff worked with Disability Rights TX, The Arc of TX, EveryChild, Inc., and Easter Seals on a LAR recommendation to increase the availability of PBIS; were quoted in a Texas Tribune article (8/9/13) on mental health interventions; and worked with a member of the State Board of Education to explore adding PBIS and related services to the administrative code of services that school districts may provide in a mainstream setting.	Objective completed.  Consider language changes to the Activities under this Objective to reference continued staff work to support widespread use of PBIS.

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

Objective	Status as of 9/30/2014	Suggested Next Step(s)
<p><b>Objective 1</b> Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by 3/31/16.</p>	<p>Three grant projects continued to be on track to achieve success and are receiving a significant attention:</p> <p><b>DARS Project Hire</b> <b>1/1/2012-12/31/2016</b></p> <p><b>Texas Tech Project CASE</b> <b>10/1/2011-9/30/2016</b></p> <p><b>Texas A&amp;M Bridge to Career in Human Service</b> <b>1/1/2012-12/31/2016</b></p> <p>DARS may expand Project HIRE to other regions. Additionally, staff from legislative offices have expressed interest in promoting Higher Ed options for students with disabilities, and Sunset Commission staff noted the promise of Project HIRE in their report on DARS.</p> <p>Advocates discussed strategies to develop other college programs and create a network of such programs.</p> <p>TCDD Public Policy staff recommended that the Higher Education Coordinating Board catalog opportunities for higher education for people with IDD.</p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p> <p>Consider collaborating with state agencies and boards to develop a high-quality evaluation of the three projects (and possibly others), to include an exploration of whether the models used are likely to be as successful if implemented in other parts of the state.</p> <p>Explore providing funds to develop infrastructure for a network of Higher Education programs.</p>
<p><b>Objective 2</b> Develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members how available assistive technology can increase job performance and employment options, by 3/31/16.</p>	<p>Two grant projects continued to be on track to achieve success:</p> <p><b>Strategic Educational Solutions Virtual Job Coach</b> <b>4/1/12 – 3/31/17</b></p> <p><b>Educational Programs Inspiring Communities, Inc.</b> <b>Application to take inventory</b> <b>3/1/12-2/28/17</b></p> <p>Council members Andy Crim, Scott McAvoy, and John Morris have assisted staff in reviewing the projects' progress.</p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p>
<b>Goal 2: (Continued)</b>		
Objective	Status as of 9/30/2014	Suggested Next Step(s)

<p><b>Objective 3</b> Partner with other organizations to expand and evaluate the impact of Project SEARCH in Texas, by 9/30/16.</p>	<p>One grant project continued to be on track to achieve success:  <b>Admin Support for Project SEARCH Texas Tech 10/1/2012 – 9/30/2017</b></p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p>
<p><b>Objective 4</b> Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.</p>	<p>TCDD approved the Executive Summary “Understanding Employment Options and Supports” for a grant project to develop training materials to help families understand various supports related to employment and benefits 10/ 25/13.</p> <p>TCDD staff participated on the DADS IDD Workgroup which discussed HCS waiver amendments related to supported employment and employment assistance.</p> <p>TCDD Executive Director chaired the Employment First Task Force which completed and submitted its first required report to the TX Legislature in Fall 2014.</p> <p>TCDD staff conducted a TETN presentation on Disability and Employment Law: Practical Information for Job Applicants with Disabilities, watched by people at 20 Regional Education Services Centers; and co-presented a webinar entitled “Social Media, Disabilities, and Employment Protections” through the UNT WISE program for 31 participants (primarily vocational rehabilitation counselors).</p>	<p>Consider adding an Objective to reference “Understanding Employment Options and Supports” project.</p> <p>Continue to participate in advocacy efforts.</p>
<p><b>Goal 3:</b> 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.</p>		
<p><b>Objective</b></p>	<p><b>Status as of 9/30/2014</b></p>	<p><b>Suggested Next Step(s)</b></p>
<p><b>Objective 1</b> Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/14.</p>	<p>TCDD selected “Accessible Parking” as the first campaign topic. Access Empowerment and Travis County received \$40,000 grants for 6 months (1/1/14 – 6/30/14) to develop strategic public awareness plans. Neither organization was approved for funding for Phase 2. An appeal from Travis County is pending.</p>	<p>Discuss outcomes, lessons learned, and next steps from the Accessible Parking campaign effort.</p> <p>Begin discussion of possible topic for second educational campaign or determine if the State Plan should be amended to reflect only one campaign.</p>

<p><b>Objective 2</b> Provide increased level of support to TCDD during legislative sessions as needed to implement communication activities and to provide information requested by members of the legislature and/or the media.</p>	<p>Not applicable (there was no legislative session in FY 14.).</p>	<p>No action recommended. The 84th session of the Texas Legislature begins January 2015.</p>
<p><b>Objective 3</b> Provide information and/or technical assistance to at least four organizations that promote general community development, so that they may better include, support, and address the needs of community members who have developmental disabilities by 9/30/16.</p>	<p>Staff continued to work with Circle of 10, OneStar Foundation, and West Central Texas Regional Foundation. TCDD is also exploring the possibility or partnering with the Center for Elimination of Disparities and Disproportionality.</p> <p>Staff provided training on “Volunteers with Disabilities – Legal Aspects of Disability Inclusion” for the OneStar Foundation Advanced Disability Inclusion Training.</p>	<p>Continue to work with organizations, as needed and appropriate, to help them better understand how to include people with developmental disabilities.</p>
<p><b>Goal 3 (Continued)</b></p>		
<p><b>Objective</b></p>	<p><b>Status as of 9/30/2014</b></p>	<p><b>Suggested Next Step(s)</b></p>
<p><b>Objective 4</b> Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/16.</p>	<p>Four “Inclusive Faith-Based Communities” grantees continued to assist faith-based communities to better include people with IDD:</p> <p><b>OneStar Foundation</b> <b>2/1/12-1/31/15</b></p> <p><b>West Central Texas Regional Foundation</b> <b>2/1/12-1/31/15</b></p> <p><b>Arc of Greater Tarrant County</b> 5/1/12-4/30/15</p> <p><b>Jewish Family Services of Dallas</b> 3/1/12-4/30/15</p> <p>TCDD contracted with an expert on disability inclusion in faith-based environments to provide technical assistance to these grantees. TCDD staff also facilitated a connection between this expert and chaplains at Texas SSLCs.</p> <p>TCDD awarded at least 7 stipends to support approximately 22 speakers (on disability issues) at conferences.</p> <p>Other forms of technical assistance were</p>	<p>Consider “next steps” for this effort.</p> <p>Continue to offer stipends.</p> <p>Consider re-writing Goal</p>

	<p>requested of TCDD staff by community organizations and were provided as staff were able. For example, staff were invited to present at the Austin Human Resources Management Association.</p> <p>TCDD Executive Committee discussed the benefits of offering resources to organizations to translate certain materials into other languages.</p>	<p>3 activities to also include forms of technical assistance other than materials provision.</p> <p>Develop policies and procedures to allow organizations to request assistance to translate certain resources to other languages.</p>
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**Goal 4:** In at least one Health and Human Service (HHS) region, increase the percentage of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/16.

<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>
<p><b>Objective 1</b> Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/15.</p>	<p>In October 2013, the Project Development Committee approved an Executive Summary for a project to build the capacity of local communities to improve transportation in their areas. This activity was ranked as a lower priority than other projects; the RFP has not yet been posted.</p>	<p>Consider amending the objective to reflect the intended project if necessary.</p> <p>Post RFP.</p> <p>Track activity and share information around the expiration of MAP-21 (MAP-21 is federal legislation that dictates how much the country will spend on transportation) in the Fall of 2014.</p>
<p><b>Objective 2</b> Build the capacity of at least four local organizations in the selected Region to provide transportation training to people with developmental disabilities by 9/30/16.</p>	<p>In October 2013, the Project Development Committee approved an Executive Summary for a project to build the capacity of local communities to improve transportation in their areas. This activity was ranked as a lower priority than other projects; the RFP has not yet been posted.</p>	<p>Same as above.</p>

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

9/30/16.		
Objective	Status as of 9/30/2014	Suggested Next Step(s)
<p><b>Objective 1</b> Determine evaluation methodology and gather baseline data.</p>	<p>Building Community Capacity through Collaboration (BC3) projects funded to work in East Texas (Region 4), West Texas (Region 1), Far West Texas (Region 10) and the Gulf Coast (Region 6).</p>	<p>Continue as planned. Record baseline data for Regions using Core Indicators and SSLC admissions.</p>
<p><b>Objective 2</b> Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/16.</p>	<p>Five BC3 grantees developed and submitted strategic plans for Phase 2 funding:</p> <p><b>Circle of 10 (Region 6) Phase 1</b> 1/1/13 – 8/31/14</p> <p><b>TX Tech (Region 1) Phase 2</b> 1/1/14 – 12/31/18</p> <p><b>Volar CIL (Region 10) Phase 2</b> 10/1/14 – 9/30/19</p> <p><b>Community Healthcore (Region 4) Phase 2</b> 9/1/14 – 8/31/19</p> <p><b>East Texas Center for Independent Living (Region 4) Phase 1</b> 1/1/13 – 2/28/14</p> <p>The <b>Gulf Coast of TX African American Family Support Conference</b> project hosted a conference, provided Mental Health First Aid training to clergy, and held a one hour education and awareness discussion on Facebook.</p> <p>TCDD staff worked with the TX Hogg Foundation for Mental Health to support pastors of African American Churches to educate congregants about mental health. The Hogg Foundation awarded \$850,000 to help 10 African American churches educate congregants.</p>	<p>Continue reviewing proposals for Phase 2 activities and consider funding requests.</p> <p>Continue to monitor, provide technical assistance as appropriate, and evaluate.</p> <p>Evaluate processes and lessons learned from two-phase project design.</p> <p>Determine if additional support is needed to establish sustainability.</p> <p>Determine if TCDD funding is needed to expand support for the Hogg Foundation's effort.</p>
<b>Goal 5 (Continued)</b>		
Objective	Status as of 9/30/2014	Suggested Next Step(s)
<p><b>Objective 3</b> Pilot at least 5 different strategies to support IDD and their families to be able to have increased control over their personal health and well-being by 9/30/16.</p>	<p><b>Volunteer-Supported Decision-Making Arc of San Angelo 4/1/11-3/31/14</b> <i>This project was extended six months in order for project staff to gather at least 10 personal stories that can be used in efforts to improve policies and practices around</i></p>	<p>Continue to monitor, provide technical assistance to projects as needed, and evaluate.</p>

	<p><i>guardianship.</i></p> <p><b>Meaningful Relationships project: SafePlace 2/1/11-1/31/14</b> Final report received and to be used in public policy advocacy</p> <p><b>“Health and Fitness for People with Developmental Disabilities” SILC 4/1/12-3/31-17</b></p> <p><b>“Any Body Can Wellness Program” Any Baby Can 3/1/12-2/28/17</b></p> <p><b>“Get Fit Texas” Epilepsy Foundation 4/1/12-3/31/17</b></p> <p><b>Gulf Coast of TX African American Family Support Conference Helpful Interventions 9/1/12-8/31/15</b></p> <p>An Executive Summary for Culturally Competent Family Supports was approved 5/3/13.</p> <p>Staff developed “Tools for Self-Advocates for Healthcare” that was provided to HHSC and shared with others.</p> <p>Disability Rights TX, The Arc of TX, EveryChild, Inc., Texas Advocates, and Easter Seals provided LAR recommendations to fund activities for self-advocates to be empowered to have control over their healthcare. TCDD also provided rule comments recommending the use of peer support in HCBS settings.</p>	<p>Consider further investigation of the need for education for people with developmental disabilities around sexual health, including surviving sexual assault (self-advocates have requested this type of resource).</p> <p>Post RFP for Culturally Competent Family Supports.</p> <p>Consider encouraging agencies to implement a health empowerment project that would provide training to people with developmental disabilities to take greater control over their health care, incorporating insight gained through the health and fitness projects and the resources provided in the “Tools...” document.</p> <p>Consider promoting Peer Support as a Medicaid service.</p>
<b>Goal 5 (Continued)</b>		
<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>

<p><b>Objective 4</b>  Each year of the plan, advocate for reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.</p>	<p>Public Policy staff participated in numerous workgroups and advisory committees, offered testimony as appropriate, and provided information to legislative staff as requested. Workgroups included: DADS IDD System Improvement Workgroup; HHSC Children’s Policy Council and Taskforce on Children with Special Health Care Needs; Community-based Services Interest List Stakeholders; ADRC &amp; Lifespan Respite Services Advisory Committees; Council for Children and Families; HCS Medical Advisory Committee; Board of Nursing Delegation Task Force; the Traumatic Brain Injury Advisory Committee; and the Employment First Task Force. Staff are also engaged in meetings with managed care providers and have had requests from at least two legislative offices to provide information on managed care.</p> <p>Staff worked with Disability Rights TX, The Arc of TX, EveryChild, Inc., Texas Advocates, and Easter Seals on LAR recommendations to engage in comprehensive capacity building of community services, to add intervener services, ABA, hospital level care, and family-based residential supports to all waivers, and to raise the cost cap for waivers.</p> <p>TCDD, as a part of a DD Network Partners Collaboration, is enabling staff of State Supported Living Centers and state agencies to become Person Centered Thinking Certified Trainers.</p>	<p>Continue and track efforts.</p>
<p><b>Goal 5 (Continued)</b></p>		
<p><b>Objective</b></p>	<p><b>Status as of 9/30/2014</b></p>	<p><b>Suggested Next Step(s)</b></p>

<p><b>Objective 5</b> Beginning in FY13, develop opportunities to partner with people who have developmental disabilities, families, providers, medical schools, licensing and certification boards, agencies, and/or community-based organizations to provide or develop training and/or practice guidelines that include knowledge related to disability and incorporate components of successful TCDD projects.</p>	<p>TCDD staff have explored the following projects:</p> <ul style="list-style-type: none"> <li>• training for medical personnel</li> <li>• increasing availability of appropriate dental services</li> <li>• adapting Mental Health First Aid training to address how mental health needs may present in people with developmental disabilities</li> </ul> <p>Staff are currently exploring initiative(s) to train attorneys, doctors, and other professional staff about alternatives to guardianship.</p> <p>Staff developed “Tools for Medical Professionals and Managed Care Organizations” that was provided to HHSC and others, including managed care organizations. Staff also provided the FL DD Council’s “health passport” to MCOs prior to expansion of managed care. People with Intellectual or Developmental Disabilities will receive help to fill it out.</p>	<p>Continue to gather information to present to the Project Development Committee.</p> <p>Continue to review other relevant grant projects in progress and projects that are completed to determine which resulted in information or models that should be disseminated.</p>
<p><b>Objective 6</b> Evaluate and share broadly the outcomes achieved and knowledge gained through the Alternatives to Guardianship/Supported Decision Making project.</p>	<p>The Alternatives to Guardianship project received a 6 month extension to gather personal stories to be used in advocacy work. In FY14, the Project Director was invited to speak at the World Congress on Guardianship.</p> <p>TCDD staff served on the Texas Working Interdisciplinary Network of Guardianship Stakeholders (WINGS) and a stakeholders group (GSDM). GSDM developed policy recommendations around the guardianship system and revisions to the Texas Probate Code, including a Bill of Rights for wards, supported decision making agreements, and alternatives to guardianship. Their work has been shared in articles, presented to the Office of Court Administration; and provided to the Administration on Community Living. Guardianship Reform and Supported Decision Making selected as a TCDD Public Policy Priority for FY15.</p>	<p>Continue to work with others to develop and promote the use of alternatives to guardianship.</p> <p>Support efforts to train attorneys, doctors, and other professional staff about guardianship issues and alternatives to guardianship.</p>
<p><b>Goal 5 (Continued)</b></p>		
<p><b>Objective</b></p>	<p><b>Status as of 9/30/2014</b></p>	<p><b>Suggested Next Step(s)</b></p>

<p><b>Objective 7</b> Collaborate with DD Network Partners, local I/DD authorities, and Texas State agencies to support successful transitions for individuals living in State Supported Living Centers who choose to move to an inclusive community.</p>	<p>TCDD contracted with Austin Travis County Integral Care to produce a video about individuals who transitioned from the Austin State Supported Living Center into the community.</p> <p>TCDD, as a part of a DD Network Partners Collaboration, is enabling staff of State Supported Living Centers and state agencies to become Person Centered Thinking Certified Trainers.</p>	<p>Continue efforts and consider new activities as appropriate.</p>
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**Goal 6:** Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective	Status as of 9/30/2014	Suggested Next Step(s)
<p><b>Objective 1</b> Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities.</p>	<p><b>One grant project continued work:</b> <b>TX Advocates Project SAVE</b> <b>3/1/12-2/28/15</b></p> <p>RFP posted for “Self-Advocate Community Organizing Project”; grantee expected to start in January or February of 2015.</p> <p>Staff worked with Disability Rights TX, The Arc of TX, EveryChild, Inc., the Texas Advocates, and Easter Seals on LAR recommendations to included funding for waiver participants to participate in a self-advocacy/self-determination curriculum that provides education and training on the history of the disability movement; self-determination; and self-advocacy.</p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p>
<p><b>Objective 2</b> Each year of the plan, support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.</p>	<p><b>Two “Self Advocates as Speakers” projects:</b> <b>Imagine Enterprises</b> <b>5/1/13 – 4/30/17</b></p> <p><b>VSA Texas</b> <b>5/1/13 – 4/30/17</b></p> <p>Project SAVE (see above) and presenters stipends also meet Objective.</p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p>
<b>Goal 6: (Continued)</b>		
Objective	Status as of 9/30/2014	Suggested Next Step(s)

<p><b>Objective 3</b> Each year of the State Plan, support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.</p>	<p>TCDD continued to offer financial support for people with developmental disabilities to serve on boards, committees, and workgroups. In FY14, TCDD expanded the type of support offered, including support for technical assistance for self-advocates. For example, TCDD, the Arc of TX, EveryChild, and DRTx collaborated to host a welcome lunch for self-advocate members of a SB 7 workgroup and staff of these organizations have worked with self-advocate members individually to ensure that they are receiving any support needed. The Disability Policy Consortium sent a letter to HHSC noting that no member from the deaf-blind community had been appointed to the SB 7 Advisory Committee even though they had been very active. Following the letter, a family member was added.</p> <p>“Culturally Competent Family Supports” will include activities to identify and support people who identify with ethnic minority groups to become active leaders.</p>	<p>Determine how to evaluate whether leadership coalitions are “cross-disability and culturally diverse,” as expected by AIDD.</p> <p>Continuing to explore specific support needs as workgroups are appointed.</p> <p>Post Request for Proposals for “Culturally Competent Family Supports.”</p>
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**Goal 6 (Continued)**

<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>
<p><b>Objective 4</b> 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.</p>	<p>Staff monitored leadership development and advocacy grant projects:  <b>NAMI 2/1/12 – 7/15/14</b>  <b>Arc of Dallas 4/1/12-3/31/15</b>  <b>TAMU 6/1/12 – 5/31/15</b>  <b>Arc of Texas 3/1/12 – 2/28/15</b>  <b>TX Parent to Parent 2/1/11-1/31/16</b>  <b>SILC 2/1/12-1/31/15</b></p> <p><b>Public Policy Fellowships</b>  <b>Arc of Texas 8/1/14 – 7/31/16</b></p> <p><b>Public Policy Fellowships</b>  <b>CTD 8/1/14 – 7/31/16</b></p> <p>TCDD approved an Executive Summary for up to four new Leadership and Advocacy Training projects on 8/8/14.</p> <p>TCDD awarded Outreach and Development grants to groups of people who strongly</p>	<p>Continue to monitor, provide technical assistance as needed, and evaluate.</p> <p>Post RFP for second round of Public Policy Fellowships.</p> <p>Post Leadership Development and Advocacy Training RFP.</p> <p>Continue to work to address disparities and</p>

	<p>identify with an ethnic or racial minority group:  <b>ALMA 1/1/13 – 12/31/13</b>  <b>REACH 9/1/13 – 8/31/14</b>  <b>ARCF 7/1/13 – 6/30/14</b>  <b>Moody Clinic 1/1/14 – 12/31/14</b>  <b>Arc del Paso 1/1/14 – 12/31/14</b>  <b>Growing Roots 7/1/14 – 6/30/14</b>  <b>Nuevo Horizontes de Starr County 9/1/14 – 8/31/15</b></p> <p><b>Circle of 10 (1/1/12 – 12/31/14)</b> assisted these grantees to develop sustainability.</p> <p>TCDD provided funding to help people with IDD or family members to attend conferences or to serve on boards, committees, and workgroups.</p> <p>Staff provided mentoring as able to individuals with developmental disabilities and family members who are involved in public policy work.</p>	<p>disproportionality experienced by people who are black, Asian, Hispanic, or Native American.</p> <p>Consider other activities to assist grantees establish sustainability and track outcomes, as appropriate.</p> <p>Continue to provide stipends and to support individuals to serve on boards, committees, and workgroups as necessary.</p> <p>Continue to provide mentoring as able.</p>
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**Goal 7: Each year the Council and its Committees receive staff and administrative support to effectively implement the activities for at least 90% of all identified objectives noted under Goals 1-6, by September 30, 2016.**

<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>
<p><b><u>Objective 1</u></b>  Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities at ninety percent (90%) of occasions and, when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.</p>	<p>Staff researched and provided input on 100% of all requests related to TCDD Public Policy Priorities.</p> <p>In addition to activities noted previously, TCDD: collaborated with others to provide input Greg Abbott’s gubernatorial campaign’s Director of Policy and hosted a Disability Issues Forum and survey for candidates for the offices of Governor, Lieutenant. Governor, and Attorney General; provided comments on rules that have a high impact on people with developmental disabilities; provided grantees with technical assistance related to public policy implications; set up congressional visits and prepared leave behind folders for the TX delegation at the DD Network Policy Seminar in D.C.; provided conflict resolution training for disability rights advocates; mentored</p>	<p>Continue to implement and track activities.</p>

	individual advocates (including self-advocates); and provided technical assistance to individuals and organizations as requested.	
<b>Goal 7 (Continued)</b>		
<b>Objective</b>	<b>Status as of 9/30/2014</b>	<b>Suggested Next Step(s)</b>
<p><b><u>Objective 2</u></b> Each year of the State Plan, coordinate the Council’s planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic area of Texas and provide updates to the Council on State Plan implementation at least four times yearly.</p>	<p>TCDD submitted an updated State Plan and an Annual Program Performance Report on time, with no corrections or changes required.</p> <p>Four Executive Summaries were prepared, reviewed, and approved. Three RFPs were posted and independent review panels held for each. A special review panel (independent experts, staff, and Council members) was facilitated for two proposals, and in-house review panels were facilitated for four Outreach and Development Proposals.</p> <p>Discussions were initiated regarding the use of info-graphics to make materials more easily understandable.</p>	Continue to implement and track activities.
<p><b><u>Objective 3</u></b> Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals with no lapse of funds greater than 1.5% in any fiscal year.</p>	<p>TCDD does not expect to lapse funds equal to or greater than 1.5%. 0.06% of total funds lapsed in FY 12; 0.257% in FY 11.</p> <p>Grants management staff provided support and oversight to approximately 38 different organizations conducting approximately 44 different projects plus 18 stipends grants. Grants staff completed:</p> <ul style="list-style-type: none"> <li>• thirteen grantee independent audit and financial reviews</li> <li>• Negotiations for eight new grant projects</li> <li>• Continuations, extensions, or proposals for additional “Phase 2” funding for at least 32 projects</li> <li>• Wrap-ups for approximately seven projects</li> <li>• Monitoring for three different contracts to provide additional support to grantees</li> <li>• Processing of 18 stipends grants.</li> </ul>	Continue to implement and track activities.
<b>Goal 7 (Continued)</b>		

Objective	Status as of 9/30/2014	Suggested Next Step(s)
<p><b>Objective 4</b> Each year of the State Plan, support and coordinate at least 4 quarterly Council meetings and at least 12 meetings of the Council Committees and provide leadership and administrative coordination to implement Council approved activities.</p>	<p>TCDD held 4 quarterly Council meetings and 15 Committee meetings in FY14.</p> <p>TCDD hired three new staff and used the services of two temporary employees in FY14.</p> <p>TCDD completed a self-review and began undergoing an external review by the Texas Sunset Commission staff.</p>	
<p><b>Objective 5</b> Implement outreach and strategic communication activities to reach specific goals, with at least a 3% increase in established connections to organizations and individuals each year.</p>	<p>In FY14, TCDD's Twitter followers grew from 995 to 1165 (a 17% increase). Facebook fans expanded from 1198 to 1558 (30% increase). TCDD's email list expanded from 919 to 863 (6% decrease). Website visits grew from 81,766 to 120,884 (48% increase).</p> <p>TCDD published 27 new web posts, the FY 2013 Annual Report, and the 2013 Higher Education Guide for Students with Disabilities.</p>	<p>Continue to implement and track activities.</p>

**Project Development Committee Meeting Minutes**

**Tab 9**

**Background:**

Minutes of the August 7, 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, AUGUST 7, 2014  
DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Gladys Cortez, Chair	Manda Hall, DSHS	Cindy Swain, TEA
Kimberly Blackmon	Ivy Goldstein, DSHS	Rick Tisch
Andrew Crim	Diana Kern	Susan Vardell
Gina Fuller	Scott McAvoy	

**COMMITTEE MEMBERS ABSENT**

Kristine Clark	Dana Perry
John C. Morris	David Taylor

**STAFF PRESENT**

Martha Cantu	Sonya Hosey	Fernando Rodriguez
Joanna Cordry	Wendy Jones	Joshua Ryf
Cynthia Ellison	Susan Mihalik	

**ATTENDANTS**

Gina Fuller

**GUESTS PRESENT**

Erick Fajardo, Sunset Commission Staff  
Carissa Nash, Sunset Commission Staff

**CALL TO ORDER**

The Project Development Committee met on Thursday, August 7, 2014, at the Hilton Austin Airport at 9515 Hotel Drive, Austin, Texas 78719. Chair Gladys Cortez called the meeting to order at 1:15 p.m. A quorum was present.

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

Committee members, staff and guests were introduced. Grants Director Sonya Hosey introduced Fernando Rodriguez, the temporary Project Management Assistant.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the May 8, 2014, Project Development Committee meeting.

**MOTION:** To approve the minutes of the May 8, 2014, Project Development Committee meeting with no changes.

**MADE BY:** Scott McAvoy

**SECOND:** Diana Kern

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Cortez was complimentary of the presentation made by Council member Stephen Gersuk about the struggles and successes he has experienced with care for his son. She thanked other members for being respectful of his struggles. Additional members commented on the importance of family involvement and were sympathetic to the struggles families' experience.

New Communications Coordinator Joshua Ryf was introduced.

**5. OTHER MEMBER UPDATES**

No member updates were announced.

**STAFF REPORTS**

**A. Public Information Report**

Planning Coordinator Joanna Cordry referred Committee members to the Public Information report found in the meeting materials.

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

Grants Management Director Sonya Hosey reviewed grant project highlights presented at the Committee of the Whole, and updated the committee that the two DD Policy Fellows projects, awarded to The Arc of Texas and to the Coalition of Texans with Disabilities and the Outreach and Development project approved to Growing Roots, started August 1. The Outreach Development project, awarded to Nuevo Horizontes de Starr County will start September 1.

Hosey reported that the Executive Committee did not approve Travis County and Access Empowerment for Accessible Parking Awareness Campaign projects. The Executive Committee agreed to consider a revised proposal from Access Empowerment at its next Council meeting should the organization be interested and address the concerns provided by the Executive Committee.

Hosey also reviewed continuation awards approved for Community Healthcore, Helpful Interventions, Texas Tech University, Arc of San Angelo, the Arc of Greater Tarrant County, and Volar Center for Independent Living.

**C. Projected Available Funds**

Operations Director Martha Cantu reviewed the financial projections for FY 2013 and 2014.

**D. Other Updates**

Planning Coordinator Joanna Cordry reported that the independent review panel for the Self-Advocate Community Organizing RFP suggested the Council should be made aware of three ideas that came out of the proposals:

- To repurpose a State Supporting Living Center campus into an arts district with an affordable live-work artist residency that could result in the development of inclusive community that would meet housing needs of people with disabilities.
- To develop a peer-to-peer support model in which self-advocate Navigators connect with and help individuals with developmental disabilities who are living in nursing homes to explore community living options.
- To conduct activities that might be necessary precursors to the larger grassroots work.

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

Ms. Cordry presented information on the “Leadership and Advocacy Project.”

**A. Leadership and Advocacy Projects**

**MOTION:** To recommend Council approval of the Leadership and Advocacy Executive Summary as written with funds of up to \$75,000 per project, per year, for up to 4 projects, for up to five years.

**MADE BY:** Rick Tisch

**SECOND:** Scott McAvoy

The motion **passed** unanimously

**B. Training and Informational Materials**

**MOTION:** To recommend Council approval of the Executive Summary for Targeted Online Training with funds of up to \$10,000 for the development of the template and guide, to buy necessary technology (hardware and software a necessary,) and to pay for any necessary training: and to approve up to \$15,000 per year, total, for development of products using the template.

**MADE BY:** Susan Vardell

**SECOND:** Diana Kern

The motion **passed** unanimously.

**7. FUTURE PROJECT FUNDING PRIORITIES**

The Committee reviewed the current list of projects and added the newly approved projects as listed below:

1. Targeted Online Training
2. Understanding Employment Options
3. Culturally Competent Family Support
4. Leadership Development and Advocacy Training Projects
5. Partnership with African American Clergy
6. Accessible Transportation Project

**MOTION:** To reorder the TCDD Future Funding Activities Priority List as listed above.

**MADE BY:** Susan Vardell

**SECOND:** Diana Kern

The motion **passed** unanimously.

**ADJOURN**

There being no further business, Chair Cortez adjourned the meeting at 2:44 p.m.

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Roger A. Webb, Secretary to the Council

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Date

## Staff Reports

Tab 10

### **Background:**

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

- Grant Project Highlights – The quarterly Grant Project Highlights Report is enclosed for review by Committee members. This report provides highlights of grantee accomplishments for current TCDD funded projects. Project Highlights for REACH – Outreach and Development and Texas A&M University – Higher Education projects will be reviewed by grants staff at the Committee of the Whole.

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 17
- 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 7

**Project Development  
Committee  
Agenda Item 6.**

### **Expected Action:**

Information items only; no action is anticipated.

**Council  
Agenda Item 15. A.**

### **Expected Action:**

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

## TCDD Project Highlights NOVEMBER 2014

### Outreach and Development Project

**RFP Intent:** The project intent is to develop and incorporate activities to increase involvement in Council related activities from individuals who more accurately reflect the diversity that exists in Texas. TCDD needs to understand better the different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided. We hope to do this by building relationships with organizations that are working to improve the lives of individuals from ethnic minority cultures.

#### Grantee: REACH Families

Project Title: Outreach and Development

Year: 1

Project Location: Dallas, Tarrant and Collin Counties

TCDD Budgeted: \$10,000

REACH Families will support families that have children with special needs, educating them on various topics related to raising children with special needs to enable them to care and advocate for their children. The grant will also bring awareness to the community by holding a resource fair, making presentations, translating literature and making this literature available to families in their native languages.

#### **Accomplishments:**

- There have been at least 40 plus families that have participated in the monthly meetings to date. Speakers at these meetings include educational advocates, local authority representatives, and assistive technology specialists and licensed family counselors.
- Provided case management services and attended Admission, Review and Dismissal (ARD) meetings with families.
- Participated in and had a booth at the Ethiopian Day Celebration in Plano for 2 days.
- Held an educational and awareness event in conjunction with Ethiopian Healthcare Providers Association in October 2013.
- Reached out to the Ethiopian Muslim community through an event with Ethiopian Darussalam Muslim Mothers Group and participated and passed out flyers during an annual religious celebration at Trinity Ethiopian Church in January 2014.
- The project presented at a Muslim Community religious convention and provided information for parents with children with autism.
- The project presented at a physician conference in Washington D.C. and provided information for parents with children with autism.

#### **Sustainability:**

The organization will reach out to many organizations that have similar goals such as ours. We will seek help from them in educating and supporting all families. And, the organization has partnered with the following organizations and will continue to work them:

- Ethiopian Health Professional Assoc;
- Mutual Assistance Assoc. for Ethiopian Community;
- Faith-based organizations;
- National Autism Assoc. of North Texas;
- Region 10 and Region 9 Educational Centers; and,
- Metrocare/Local Authority for Dallas County.

## Higher Education Project

**RFP Intent:** To develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or vocational/technical programs that were originally designed for students without disabilities.

### Grantee: Texas A & M University

Project Title: Bridge to Career in Human Services

Year: 4

Project Location: Statewide

TCDD Budgeted \$225,000

Texas A&M University proposes the *Bridget to Career in Human Service* project will provide inclusive postsecondary education to individuals with intellectual and developmental disabilities. Students in the program will work on a certificate to prepare them for a career in a human service area. This program will provide a full-year of training, which includes a supervised field-based practicum leading to a certificate and job placement. The certificate program will provide students with a wide range of choices to pursue employment in human service.

### Accomplishments:

- There were 25 students admitted to the 5-week summer program in the summer of 2013 of which 21 continued in the fall program and graduated in May 2014.
- Fall program consist of independent living skills, self-determination, familiarity with the online College of Direct Support curriculum, disability and development, professionalism, practicum placement and job placement assistance.
- Of the 21 students that graduated in 2013, 14 are competitively employed in the field of their choice.
- There were 30 applicants for the 2014 academic year and 16 students have been admitted to the program for the 2014 academic year.
- Evaluation results of the 2012-2013 students indicate that of the 9 graduates, 7 were still competitively employed after one year.
- The project has made advancement toward recognition as a Comprehensive Transition and Postsecondary program so that students attending the program will have access to Federal Financial Aid.

### Sustainability:

- The project has met the goal of sustainability by garnering the support of DRS and DBS to fund individuals to attend the 4 Week Bridge to Career summer training program.
- DARS has also established a system so that counselors may expend funds to access the Bridge to Career training program.
- The project staff will continue to work with the university on formal approval to proceed with submission of the application to the office of Federal Financial Aid and will be meeting with the Dean of Texas A&M's College of Education in the month of September.

## Selection of Nominating Committee Member

Tab 11

### Background:

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

The Nominating Committee will bring forward nominations at the February Council meeting for Council Vice-Chair and for the consumer (self-advocate) member-at-large on the Executive Committee. TCDD Policies limit members from serving no more than two consecutive terms as Vice-Chair. **Andy Crim** is currently serving in his second term as Council Vice-Chair and is not eligible by current Policies to serve another term.

Council Policies do not limit the number of consecutive terms that a member may serve as the consumer member-at-large to the Executive Committee. **Diana Kern** is in her second consecutive term as the consumer member-at-large and is eligible for another term. She previously served terms in 2006 & 2007.

Please remember that members of the nominating committee are **not** eligible to be considered for a nomination to either of these positions. State agency representatives are eligible to serve on the nominating committee but may not serve as Council Vice-Chair.

Project Development  
Committee  
Agenda Item 10.

### Expected Action:

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

Public Policy Committee  
Agenda Item 6.

### Expected Action:

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

Council  
Agenda Item 7.

### Expected Action:

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

**V. OFFICERS**

- A. Positions and Qualifications. Officers of the Council shall be a Chair and Vice-Chair. A representative of a state agency may not serve as an officer of the Council.
- B. Appointment and Election Procedures.
  - 1. The Council Chair shall be designated by the Governor to serve a term at the will of the Governor.
  - 2. The Council Vice-Chair shall be elected by the Council at the first regular Council meeting of the new calendar year except for a vacancy. The term of office for the Council Vice-Chair shall be one calendar year. No member may hold the office of Council Vice-Chair for more than two consecutive full terms.
- C. Vacancies in Office
  - 1. A vacancy in the office of Council Chair may be filled only by the Governor. The Council Vice-Chair shall perform the duties of the Chair during the period of vacancy.
  - 2. A vacancy in the office of Vice-Chair may be filled by a majority vote of the members present at any scheduled meeting of the Council. Vice-Chairs elected in this manner shall serve until the election of a Vice-Chair at the first regular Council meeting of the new calendar year.
- D. Duties of Officers
  - 1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:
    - (a) The Chair shall preside at all Council meetings.
    - (b) The Chair shall serve as the Chair of the Executive Committee and as a voting, ex-officio member of all committees except the Nominating Committee.
    - (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
    - (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
    - (e) The Chair shall call special meetings of the Council, as necessary.
    - (f) The Chair shall approve the agenda for each Council meeting.
    - (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
    - (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
    - (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
    - (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
    - (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
      - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,

- ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

In the event three or more Council members place in writing a request for recession of this authority to the Executive Committee, this authorization may be temporarily suspended by the Executive Committee pending full review by the Council. The Executive Committee shall review and affirm or disaffirm such actions and recommend to the Council continuance or discontinuance of authority for such matters.

- 2. The responsibilities of the Vice-Chair shall include, but not be limited to, the following duties:
  - a. The Vice-Chair shall perform the duties of the Chair in all cases when the Chair is unable to serve.
  - b. The Vice-Chair serves as Chair of the Audit Committee.
  - c. The Vice-Chair shall be a voting ex-officio member of all other committees except the Nominating Committee.
  - d. The Vice-Chair shall assume such additional duties as may be requested by the Chair.

## **VII. COMMITTEES OF THE COUNCIL**

### **G. Nominating Committee Duties and Composition**

- 1. The Nominating Committee shall have the following powers and duties, and others that may be designated from time to time by the Council:
  - (a) Presents a recommendation to the full Council for the office of Council Vice-Chair at the winter Council meeting.
  - (b) Presents a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting.
- 2. Each standing committee except the Executive Committee shall elect one member for the Nominating Committee prior to the fall Council meeting.
- 3. At the fall Council meeting, the Council shall elect a member who is not an Executive Committee member to serve as a member of the Nominating Committee and, if necessary, an additional member to ensure a committee of not less than three nor more than five members. The members of the nominating committee shall select a Chair from among the members of the committee.

## Future Activities for State Plan Implementation

Tab 12

### **Background:**

Behind this tab is a draft Executive Summary of a project to provide support to students partnering with individuals who have developmental disabilities to conduct research on certain disability-related topics.

If you have any questions or thoughts related to this Executive Summary, please contact Joanna Cordry, Planning Coordinator, at (512) 437-5410 or [Joanna.Cordry@tcdd.texas.gov](mailto:Joanna.Cordry@tcdd.texas.gov).

The Committee will also discuss other ideas that might enhance the impact of current TCDD activities, such as next steps for current projects, additional ways to encourage the development of advanced leadership and advocacy skills, and a potential partnership with the Center for Elimination of Disparities and Disproportionality.

**Project Development  
Committee  
Agenda Item 7.**

### **Expected Action:**

The Committee will discuss the Executive Summary and may make recommendations to the Council.

**Council  
Agenda Item 10. A.**

### **Expected Action:**

The Council will consider recommendations from the Project Development Committee.

# Executive Summary

## Support for Expenses for Research on Disability-related Topics

### Project Goal

**State Plan Goal 7, Objective 2, Activity 3:** Support the Council to develop and fund projects to explore innovative ideas and/or provide timely solutions to emerging needs, as funds allow.

### Proposed Funding Amount

Up to \$25,000 per year per proposed research project for research-related expenses, accommodations for self-advocates, and stipends for self-advocates or stakeholders who could not otherwise participate, for up to 3 projects.

### Proposed Duration

Up to five years per project.

### Background

TCDD's FY 2012-2016 State Plan notes that additional, as-yet-unavailable data may be needed to better understand complex issues, to develop innovative solutions to existing problems, and to enable TCDD to evaluate the degree to which its activities result in improving the lives of people with developmental disabilities. For example:

- The state does not routinely gather specific data regarding individuals who have developmental disabilities and are not receiving the services and supports they need to be included in their community. In 2010, TCDD surveyed a sample of individuals who were on the interest list for CLASS, HCS, or both. Survey responses were received from 1,922 people. Responders provided some demographic information and answered questions regarding what services they were receiving, what prompted them to sign up on an interest list, which service from a list of available services they would want first if offered, and when they expected their service needs to change. The data informed the TCDD 2010 Biennial Disability Report and recommendations. Additional data regarding needs can benefit TCDD in both capacity building and advocacy efforts.
- TCDD is aware that people who are ethnic and racial minorities and people living in rural areas are generally more likely to be unserved or underserved. Through the Outreach and Development grants and other outreach efforts, TCDD is more aware of some of the attitudinal and practice barriers preventing some individuals who strongly identify with an ethnic or racial minority group from receiving appropriate services. However, to fully understand how widely these barriers are experienced and whether or not the barriers are being addressed effectively, TCDD would need data collected from across the state.
- Younger individuals with developmental disabilities who grew up attending their neighborhood schools and being included in their communities may have had significantly different experiences than older individuals who generally had less support. However, TCDD rarely receives input from individuals in their teens and twenties. Having better information about the experiences and world views of this younger group could help TCDD to effectively reach out to

and attract young self-advocates to be involved in advocacy activities. It would also enable TCDD to better foresee and plan for the types of opportunities that adults will want in the future.

- The evaluation of certain activities in the State Plan would be best performed by independent researchers. Examples include an evaluation of Higher Education programs that prepare individuals with developmental disabilities for careers (Activity 3 under Objective 2.1); activities to evaluate TCDD's leadership and advocacy programs (Goal 6); and possibly activities to respond to the recommendation of the Sunset Commission staff to conduct ongoing evaluation of grant projects for 3-5 years after completion of funding from TCDD.

These types of data collection activities are generally beyond TCDD's existing staff resources, as is independent research that could result in the development of new, innovative models for providing services and supports.

At the May 2014 Project Development Committee meeting, Committee members expressed interest in providing funds to support research-related expenses for students working on disability related topics if that research would further inform the Council's Goals and Objectives. The Committee felt that various data collection activities would be useful. The Committee also noted that supporting students who are interested in disability-related topics might encourage new researchers to focus on disability issues in their future careers. TCDD staff have developed this idea further, taking into account some barriers that would make the activity, as originally envisioned, unwieldy:

- "Grants" cannot be awarded to individuals.
- TCDD can contract with individuals. However, contracts are reimbursed after expenses are incurred (no advancing of funds) which likely would be difficult for students on limited budgets.
- Awarding a grant to an organization that is not closely connected to the student's school to disburse funding to individuals for research might result in insufficient technical oversight of student research.

TCDD staff recommend awarding TCDD grant funds to academic programs that are willing to support faculty advisors to provide oversight of student work. That support would be considered a "matching contribution," although TCDD may not be able to capture the support as "match." TCDD funds could be used for research-related expenses, stipends or accommodations for a self-advocate to serve as an advisor or colleague to work with the students, and stipends to support the participation of other stakeholders who tend to be underrepresented in the type of research being done, if stipends are necessary to allow that involvement.

## **Expected Outcome**

Products expected from the project include a final report that provides a thorough explanation of the background, methodology, conclusions, and limitations of the research.

In addition to the products, the primary outcome of these particular projects would be increased knowledge of at least one specific issue of importance to the Council, resulting in improved decision-making.

Other potential outcomes would include potential changes to students' perceptions of the benefits of collaborating with individuals who have developmental disabilities on research projects.

Project staff would be expected to report on the following Administration on Intellectual and Developmental Disabilities Performance Measure:

SA01 People trained in area related to goal/objective.

## **Project Description**

TCDD funds will support at least one university, college, technical school, or professional school located in Texas to oversee research projects related to TCDD State Plan Goals and Objectives. Each project must include at least two researchers, one of whom must be a student and one of whom must be an individual with a developmental disability. There would be no upper limit on the number of researchers who may be involved in the project, and preference would be given to projects that will involve a number of students in a group project, as this would enable a larger number of students to be exposed to work that supports the Council's mission and might result in encouraging several students to consider further work or employment that benefits people with developmental disabilities.

Research must be directly related to an existing State Plan Goal and Objective, be conducted in a manner that is consistent with the mission and positions of the Council, and adequately address and/or identify disparities or disproportionalities. It must also provide TCDD with new information about:

- best practices in providing services and supports to individuals with developmental disabilities, including best practices in promoting self-advocacy, leadership and self-determination;
- the needs of Texans with developmental disabilities and their families;
- the direct experiences of individuals who have developmental disabilities; or
- TCDD's success or failure to create systems change.

If approval by an Institutional Review Board is required, the program receiving the grant funds and the faculty providing oversight would be responsible for obtaining approval. Funding for activities may be withheld if approval is not obtained.

TCDD would allow funds to be used to support stipends for researchers who are also stakeholders if needed; accommodations for individuals with developmental disabilities (including expenses for an attendant); transportation, meals, and lodging for research-related travel; equipment and materials to support implementation of surveys, interviews, or focus groups; expenses related to processing and analysis of data; or indirect costs of the sponsoring organization per TCDD policies. Other expenses may be approved if required for project activities.

## **Other Considerations**

TCDD may either stipulate what the topic of the research might be or allow researchers to propose topics.

**Future Project Funding Priorities****Tab 13****Background:**

This chart includes all projects previously 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 recommend revisions to the priority order as the Committee determines is appropriate.

**Project Development  
Committee  
Agenda Item 8.**

**Expected Action:**

The Committee will review Future Project Funding Priorities and recommend revisions to the Council.

**Council  
Agenda Item 10. B.**

**Expected Action:**

The Council will consider recommendations from the Project Development Committee.

# TCDD Future Funding Activities Priority List

As of August 8, 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>Targeted Online Training</b> <b>up to 2 yrs.</b>	Up to 12 Webinars/ podcasts	*\$10K for "set up" \$15K/yr for products	8/08/14	NA	12/1/14	8/31/16
2.	<b>Understanding Employment Options and Supports Conference</b> <b>up to 2 yrs.</b>	1	\$150,000/yr.	10/25/13	12/01/14	6/01/15	5/31/17
3.	<b>Culturally Competent Family Support</b> <b>up to 4 yrs.</b>	5	\$75,000/yr.	5/03/13	12/01/14	6/01/15	11/30/18
4.	<b>Leadership Development and Advocacy Training</b> <b>up to 5 yrs.</b>	4	*\$75,000/yr.	8/08/14	TBD	TBD	TBD
5.	<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
6.	<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</b> – two proposals to be reviewed by TCDD November 2014 (TBD if interested)	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

1. Up to \$10K for development of the template and guide; up to \$15K per year, for development of up to 12 products using the template

4. Additional funding may be made available to provide reasonable accommodations.

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.

**Public Policy Committee Meeting Minutes**

**Tab 14**

**Background:**

Minutes of the May 8, 2014 and August 7, 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

**PUBLIC POLICY COMMITTEE MEETING  
DRAFT MINUTES  
August 7, 2014**

**COMMITTEE MEMBERS PRESENT**

Kristen Cox, Chair  
Patty Anderson, DRTx  
Hunter Adkins  
Mateo Delgado

Mary Durham  
Stephen Gersuk  
Sara Kendall, DARS  
Penny Larkin, DADS

Amy Sharp, TAMU-UCEDD  
Lora Taylor  
Nancy Walker, HHSC  
April Young, HHSC

**COMMITTEE MEMBERS ABSENT**

Mary Faithfull, DRTx  
Cindy Johnston

Penny Seay, TCDS

**COUNCIL MEMBERS PRESENT**

Kristine Clark

**GUEST PRESENT**

Susan Maxwell

**STAFF PRESENT**

Roger A. Webb,  
Executive Director  
Belinda Carlton

Celina Galván  
Jessica Ramos  
Joshua Ryf

**CALL TO ORDER**

The Public Policy Committee convened on Thursday, August 7, 2014, in the Longhorn Room at the Hilton Austin Airport, Austin, Texas 78719. Committee Chair Kristen Cox called those present to order at 1:10 p.m.

**1. INTRODUCTIONS**

Committee Chair Kristen Cox asked Committee members and staff to introduce themselves, and share a policy change that would be meaningful to themselves or people with disabilities.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CONSIDERATION OF MAY 8, 2014, MINUTES**

The Committee reviewed the minutes from the May 8, 2014, Public Policy Committee meeting.

**MOTION:** To approve the minutes of the May 8, 2014, Public Policy Committee meeting, as presented.

**MADE BY:** Lora Taylor

**SECOND:** Kris Clark

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Kristen Cox reported to the committee the outcome of the review of proposals for phase two of the Accessible Parking Awareness Campaign projects. This Request for Proposals originated in the Public Policy Committee. Two organizations were awarded funds to develop plans to initiate public awareness activities. After reviewing recommendations from the review panel of those two proposals for phase two, the Executive Committee determined to not approve either proposal for funding. However, one of the applicants will be offered an opportunity to resubmit a proposal that more thoroughly addresses specific elements (budget, marketing plan, etc.).

**5. MEMBER UPDATES**

Council member Mateo Delgado reported that his four-year old son, Shooter, is taking martial arts classes, which will help to foster discipline and potentially support bone strength.

Chair Kristen Cox reported on her difficulty and frustration in obtaining public transportation while traveling with her son who uses a wheelchair.

Council member Hunter Adkins reported that she traveled for the first time alone, without her mother, to the NACDD Conference in Washington, D.C., in June. She shared that she and her personal attendant encountered difficulty with transportation on a tour bus because the driver did not know how to use the wheelchair lift.

**6. PUBLIC POLICY ISSUES**

Public Policy Director Jessica Ramos provided updates on public policy issues beginning with the U.S. Department of Justice's Consent Decree with the state of Rhode Island concerning sheltered workshops and segregated employment. The article prepared by TCDD staff, *Blueprint for Integrated Employment* provides background on what is in the decree and how it may inform what Texas decides to do around the issue of integrated employment opportunities for people with developmental disabilities who currently work or spend their days in segregated environments.

Ms. Ramos reported that in Texas there are 113 employers who hold Section 14(c) Certificates, a waiver that authorizes employers to pay people with disabilities less than the federal minimum wage. Employers are paying some employees as little as a penny an hour. Ramos reported that additional investigation and data is needed to determine exactly what is going on in Texas as it relates to subminimum wage, and suggested the committee explore concerns around subminimum wage and sheltered workshops in the future as an emerging issue in Texas.

Ramos reported that the Senate Bill (SB) 7 initiative on managed care is rolling out, but that there had been mailing errors in every distribution as part of the rollout. Some advocates believe that delaying the rollout would do more harm than good because so many people have worked hard to prepare themselves for the September 1 transition. April Young (HHSC) reminded the committee that August 15, 2014, is the deadline for enrolling with a managed care organization (MCO).

Ms. Ramos introduced *My Health Passport* and reported that everyone in an Intermediate Care Facility (ICF) or using a DD waiver would receive assistance from a managed care service coordinator to fill out this form. Ramos reported on the Health Insurance Premium Payment (HIPP) Program, which helps families pay for health insurance they get through their employers. People who qualify for STAR+PLUS Medicaid and those who are already in the program can be enrolled in both HIPP and STAR+PLUS.

Ms. Ramos called attention to the one page summary of the 30 page comments on *Special Education Rule Changes* in the Handout Folder.

Ramos reminded the committee of discussion concerning State Supported Living Centers (SSLC) during the Committee of the Whole. She indicated that she looked forward to the downsizing taking place at the Austin SSLC a more person-centered process in the future.

Council member Penny Larkin reported that there are 71 Austin SSLC residents scheduled to be moved, 28 people have requested community referrals, and 19 people have requested to move to other facilities. As of August 9, 2014, there are 269 residents at the Austin SSLC.

Ramos reported on federal policy issues stating that Congress has completed a surprising amount of work at the end of the last session. The ABLE Act progressed to the House floor and both the Autism Cares Act and the Workforce Innovation and Opportunity Act (WIOA) were recently signed by the president.

Chair Kristen Cox moved to recess at 2:18 p.m. for 10 minutes.

Chair Cox reconvened the committee meeting at 2:30 p.m. and invited Council member Kristine Clark to introduce her son, Will, to the committee.

## 7. Revisions of TCDD Position Statements

Chair Cox introduced the proposed draft of the Family Support Position Statement.

**MOTION:** To recommend Council approval of the Family Support Position Statement as revised.

**MADE BY:** Lora Taylor

**SECOND:** Hunter Adkins

The motion **passed** by consensus.

Chair Cox introduced the proposed draft of the Children and Families Position Statement.

**MOTION:** To recommend Council approval of the Children and Families Position Statement as revised.

**MADE BY:** Mary Durham

**SECOND:** Lori Taylor

The motion **passed** by consensus.

Chair Cox introduced the proposed draft of the Emergency Preparedness Position Statement as revised.

**MOTION:** To recommend Council approval of the Emergency Preparedness position Statement as revised.

**MADE BY:** Mary Durham

**SECOND:** Mateo Delgado

The motion **passed** by consensus.

Chair Cox stated that because some revisions to the Community Living Position Statement were not distributed to the committee in advance for review, the Community Living Position Statement will be considered during the November 2014 Committee meeting.

The Committee took no action.

## **8. 2015 PUBLIC POLICY PRIORITIES**

Chair Kristen Cox reminded the committee of an earlier recommendation to have a one-page list of priorities. Public Policy Director Ramos stated that the Public Policy Priorities included in the binder is a draft for the committee's consideration.

After much discussion, the Committee supported the 2015 Public Policy Priorities as drafted. However, the committee agreed that Long-Term Services and Supports, and Employment should be the top two priorities.

## **9. 2014 BIENNIAL DISABILITY REPORT RECOMMENDATIONS**

Chair Kristen Cox asked that the word "to" be inserted between "ability" and "set" in the second to the last sentence of the report recommendations. Mrs. Cox indicated the document is the staff recommendations for inclusion in the Biennial Disabilities Report.

The Committee took no action on the 2015 Biennial Disability Report recommendations. The Committee will take final action during the November 2014 Committee meeting

**10. PUBLIC INFORMATION REPORT**

Ms. Ramos called to the committee’s attention the Public Information Report, behind Tab 16. Ms. Ramos reported that she is confident that new Communications Coordinator Joshua Ryf, would increase social media traffic and engagement. She also noted Public Policy Specialist Belinda Carlton’s comments to the Texas Department of Housing and Community Affairs regarding the use of funds from the Amy Young Barrier Removal Program in manufactured housing.

**ADJOURN**

There being no further business, Committee Chair Cox adjourned the meeting at 3:10 p.m.

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

\_\_\_\_\_  
Date

**Background:**

**A. State Policy Issues**

TCDD Staff will provide an update regarding recent public policy activities.

Discussion topics include:

- Legislative Appropriation Requests (LARs)
  - Health and Human Services (HHSC) Agencies
  - Office of Court Administration (OCA)
- Sunset Review Activities

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

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

Discussion topics include:

- Four Year Report about the state’s progress in meeting the terms of the DOJ Settlement Agreement
- State Supported Living Center (SSLC) Long-term Plan Input

**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 Home and Community Based Services (HCBS) Settings Rule Input, and Medical Marijuana.

**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 7.**

**Expected Action:**

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

**Council**  
**Agenda Item 16. B.**

**Expected Action:**

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

Public Comment  
Legislative Budget Board  
**Texas Judicial Council - Office of Court Administration**  
August 27, 2014

My name is Belinda Carlton and I am a Public Policy Specialist with the Texas Council for Developmental Disabilities (TCDD). TCDD is established by federal law and is governed by a 27 member board, appointed by the Governor, 60% of whom are individuals with developmental disabilities or family members of individuals with disabilities. The Council's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives.

Today I am speaking on behalf of TCDD and the Guardianship Reform and Supported Decision-Making Group (GRSDM) workgroup about Exceptional Items 3 and 7 in the Office of Court Administration Legislative Appropriations Request.

The GRSDM came together in June 2013 to look at the need for policy reforms and less restrictive alternatives in guardianship. GRSDM includes individuals and groups likely to intersect with guardianship and representatives of the legal profession, family members and advocacy organizations that cross age and disability. Some GRSDM participants, including me, also contribute to the Working Interdisciplinary Network of Guardianship Stakeholders, a project of the Texas Supreme Court administered by the Office of Court Administration. Both groups are working to improve guardianship and advance alternatives, such as supported decision-making.

While many people appointed as guardians serve compassionately, often without any compensation, some guardians exploit and abuse those they are charged with protecting. According to the U.S. Government Accountability Office (GAO), incidents of mistreatment and neglect are increasing. They cite a primary cause is the court's failure to oversee guardians once they are appointed, allowing the abuse of vulnerable seniors and their assets to continue.<sup>1</sup> Examples of abuses in Texas were included in the GAO report.

The question of who is overseeing the guardian goes back to ancient times but its contemporary meaning remains clear: those with responsibilities for others must themselves be responsible. Many Texas courts are not guarding people under guardianship, in part because Texas has a decentralized

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<sup>1</sup>Cases of Financial Exploitation, Neglect, and Abuse of Seniors. United States Government Accountability Office. Retrieved August 19, 2014 from <http://www.gao.gov/assets/320/310741.pdf>

court system in which guardianship cases are handled in three different types of courts by judges who may or may not be lawyers and in part by the surge in guardianship cases associated with the rapid increase of aging Texans.

Exceptional Items 3 and 7 in the OCA legislative appropriation request are directed toward assisting our courts with guardianship cases. Exceptional Item 3 will establish a cloud based uniform case management system. Texas does not have a centralized reporting system for guardianship and we even have some rural courts without computers. If funded, this data system could help the state promote alternatives to guardianship. Expanded use of alternatives to guardianship is important for a few reasons. We do not have enough people to serve as guardians and, as Texans, the preservation of individual liberties and civil rights are values we share. Data could help us know if guardianship is legal, fraudulent, driven by the financial incentive, or if a guardianship is for the purpose of placing a person in an institutional setting, at a much greater cost for our state.

Our purpose is to preserve and protect the civil rights of persons under guardianship, including the right to live in their own home. Item 7 will fund five Guardianship Compliance Specialists to review applications for guardianship and annual reports by guardians and take proper steps when there are deficiencies or potential abuse and neglect. Above this, the specialists need to be trained to investigate whether the guardianship is necessary and if alternatives to guardianship would avoid the need for appointment of a guardian or enable a person under guardianship to move to a limited guardianship or to have the guardianship lifted and their individual liberty and civil rights restored.

We appreciate the commitment and creativity of the Office of Court Administration to enhance the capacity of our courts. Thank you for the opportunity to speak to you on the Office of Court Administration Legislative Appropriations Request.

Belinda Carlton, CPM  
Public Policy Specialist

Attachment: TCDD Guardianship Position Statement  
GRSDM Seven Priorities for Guardianship Reform and Supported Decision-making

# State Supported Living Centers Settlement Agreement Update

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The State of Texas entered into a Settlement Agreement with the U.S. Department of Justice (DOJ) in June 2009 to address concerns and deficiencies in the state's 13 State Supported Living Centers (SSLCs). The purpose of the Settlement Agreement is to: increase protections of SSLC residents; bring supports and services up to generally accepted professional standards of care; provide the most appropriate level of care to SSLC residents; and provide residents with information about and the choice to transition to the most integrated community placement possible.

The Settlement Agreement anticipated that Texas would implement all provisions of the Agreement at each of the SSLCs within four years of the Agreement's effective date, and sustained compliance with each provision for at least one year. The Settlement Agreement with the DOJ required independent monitors to provide an assessment of the status of compliance with its 20 substantive provisions after four years. *Monitors' Four-Year Report to Court and Parties* was released in June and provides explicit recommendations about how to improve SSLC services.

The Report identifies existing obstacles to substantial compliance; areas where the Monitors believe action is needed across the entire SSLCs system; and significant progress that should lead to substantial compliance, as well as a description of substantial compliance achieved. The Monitors provide overall comments, as well as recommendations for systemic actions, where appropriate.

The SSLCs have taken many actions to improve the quality and provision of protections, services and supports, and to work towards achieving substantial compliance. However, according to the report, the quality of service and support provided to residents varied across SSLCs and across Settlement Agreement provisions.

Overall, the SSLCs met the requirements for substantial compliance for about a quarter to one-third of the provisions. No SSLC exited from monitoring of any substantive provision, and only three SSLCs had achieved substantial compliance with any substantive section.

The monitors recommended that the state hire consultants to bring the state into compliance in three of the 20 substantive provisions: Section C - Protection from Harm – Restraints; Section T – Providing Services in the Most Integrated Setting Appropriate to Meet a Person's Needs; and Section U - Consent.

According to the report, at this rate, it appears unlikely that the State will meet substantial compliance with the majority of provisions anytime soon.

## **Resources**

[Monitors' Four-Year Report to Court and Parties](#)

## **TCDD Related Content**

[Public Comment – State Supported Living Center Long Term Plan](#)

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**Public Comment**  
**Department of Aging and Disability Services Council**  
**State Supported Living Center Long-term Plan**  
**September 11, 2014**

Good morning. My name is Jessica Ramos and I am the Public Policy Director with the Texas Council for Developmental Disabilities. Thank you for the opportunity to provide input to the Department of Aging and Disability Services (DADS) 10 year plan for the provision of services to persons residing in State Supported Living Centers (SSLCs). TCDD is established by federal law and is governed by 27 board members, appointed by the Governor, 60% of whom are individuals with developmental disabilities or family members of individuals with disabilities. The Council's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives.

TCDD continues to commend DADS for implementing proposals from community advocates that we believe are improvements to the SSLC system. Specifically, we're very pleased with the significant commitment made by DADS to provide Person Centered Thinking training at all of the SSLCs and the opportunity provided to the Texas Advocates to train and support SSLC residents so that Self Advocate Voices are Engaged (Project SAVE) to create change for themselves and their community. DADS support of the enhanced transition work being done by Austin Travis County Integral Care at the Austin SSLC has been lauded by many and we would be remiss if we did not acknowledge the tremendous outcomes for individuals and the promising practices that we believe should be expanded throughout the system. We hope that the SSLC long-term plan will include and expand all of these practices.

TCDD has been making recommendations for the last several biennia to 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 anticipated savings so that more persons with disabilities have the opportunity to be included in their communities. The Sunset Advisory Commission Staff Report recommendations regarding the consolidation and closure of six SSLCs are consistent with our longstanding rebalancing recommendations and provide substantial supporting evidence that should be used as a primary resource in the preparation of the State Supported Living Center Long-term Plan.

The Council continues to support a moratorium on new admissions to SSLCs based on the circumstances necessitating the U.S. Department of Justice's (DOJ) involvement in the SSLC system and the lack of substantial compliance with about 70 percent of the agreement's provisions. The Council also supports the position that people with developmental disabilities should have access to high-quality services and supports wherever they live. Planning for substantial compliance with all of the provisions in the settlement agreement should be a central feature of the State Supported Living Center Long-term Plan.

The Sunset Advisory Commission recommends that the State Supported Living Centers should have the authority to be paid to provide services to community based waiver participants. The State Supported Living Center Long-term Plan should be explicit that resources should not be diverted or expanded to serve persons in the community until the state can demonstrate substantial compliance with the DOJ settlement agreement. The plan should lay out the circumstances that need to exist before undertaking a project that would require resources for a new billing infrastructure, program rules, monitoring and staff. The SSLC system has enough priorities to occupy the next decade without developing a new business model.

The DOJ settlement agreement regarding the 13 SSLCs in Texas sought to: increase protections of SSLC residents; bring supports and services up to generally accepted professional standards of care; provide the most appropriate level of care to SSLC residents; and provide residents with information about and the choice to transition to the most integrated community placement possible. The settlement agreement with the DOJ required the monitors to provide an assessment of the status of compliance. It was released in June and provides explicit recommendations about how to improve SSLC services. It is notable that the monitors recommended that the state hire consultants to bring the state into compliance in only three of the 20 substantive provisions: Section C - Protection from Harm – Restraints; Section T – Providing Services in the Most Integrated Setting Appropriate to Meet a Person’s Needs; and Section U - Consent.

In Section T, Providing Services in the Most Integrated Setting Appropriate to Meet a Person’s Needs, of the Four Year Report, the monitors question whether the state has the *capacity* to develop an acceptable community living discharge planning process and specifically recommends that the state hire consultants to work with all facilities on the development and implementation of adequate process. The monitors affirm that some transitions were significantly delayed and that some people who should have been recommended for transition were not. The State Supported Living Center Long-term Plan should include the expectation that DADS hire consultants to work on the discharge planning process so that people who can transition to the community do so with all deliberate speed.

In Section U, Consent, of the Four Year Report, the monitors identified the conflict relating to facility directors making decisions for individuals without guardians and considered to be incapacitated. It should be noted that federal case law finds that persons in institutions without guardians or involved family members who *can* live in the community but cannot express a preference should be provided with community-based services. TCDD supports the monitor’s recommendation for the state to employ an expert to focus on alternatives to guardianship that will support community living for people with disabilities. These alternatives should include the supported decision making methods that were reported to be working well in at least one SSLC.

To address both Section T and Section U, the State Supported Living Center Long-term Plan should require that DADS develop and implement a peer support program *for* individuals with IDD *by* individuals with IDD which will be a significant way to encourage more empowerment and choice. Peer support is currently being used by DSHS at state hospitals. TCDD recommends that DADS and the Department of State Health Services to collaborate to develop and implement a Medicaid funded peer support program to assist with supported decision making and community transition.

The State Supported Living Center Long-term Plan requires an objective review of census trends, consumer preference and quality of care. All of the other objective reviews have resulted in the acknowledgment that the profile of the system far exceeds demand and that people prefer to receive services in the community. The plan should lay out an expectation for fewer institutions and to bring services up to generally accepted professional standards of care for those remaining.

Thank you for the opportunity to provide input on behalf of the Texas Council for Developmental Disabilities.

Jessica Ramos  
Public Policy Director

## Home and Community Based Settings Rule Input

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August 18, 2014

To whom it may concern:

Thank you for the opportunity to provide input on the Impact of Federal HCBS Rules on DADS 1915 (c) Waiver Programs. These comments are submitted on behalf of Disability Rights Texas, EveryChild, Inc., Texas Council for Developmental Disabilities and The Arc of Texas. The Department of Aging and Disability Services cultivates an inclusive environment in which stakeholders have ample opportunity to be involved in the development and modification of waiver program principles, rules, policies, procedures, and guidelines. As a result, many waiver features substantially meet expectations in the Federal HCBS Rule, but there is great variation in the degree to which each of the waiver's services comply. We would be remiss if we did not acknowledge that, until recently, we were unaware that the CLASS renewal triggered the assessment process for the other four waivers. Had we understood that, we would have engaged agency staff much sooner.

### HCBS Transition

The Texas Legislature has instructed state agencies on a number of occasions to make program modifications in the interest of moving the system toward more efficiency and uniformity. The resulting processes occurred in silos, which we agree was necessary in the initial phases. The Federal HCBS Rule gives the state the opportunity to comply with these directives more meaningfully and systematically improve all of the waivers by streamlining their rules and requirements through assessing and developing remediation plans across all of the waivers by topic/service through extensive stakeholder input for each waiver.

It is difficult to provide meaningful input given that stakeholders only have access to the high-level six page summary document that covers five waiver programs. The ideal process would include the perspective of people with disabilities, their families, providers, advocates *and* state staff. Although we are reluctant to recommend an **HCBS Settings Transition Workgroup**, it is necessary to get meaningful input to determine how close Texas programs come to full compliance.

Fortunately, Texas has the opportunity to assess and remediate the waivers in advance of the transition of long-term services and supports into managed care. For this reason, the STAR+Plus waiver and its accompanying rules, policies and procedures must be included in the purview of a broader HCBS Settings Transition Workgroup.

The state is set on a course that will lead to a single functional long-term services and supports system. An HCBS Settings Transition Workgroup should be required to recommend that the most meaningful features of each of the waivers, those that support community integration and independence, be expanded to each of the other waivers as part of each waiver's remediation in preparation for the consolidation anticipated in future years. Example: HCS and Texas Home Living program rules are written such that they clearly recognize that the provision of respite in institutional settings is not a best

practice and we believe the same logic should apply to the other waivers without regard for what the Federal HCBS Rule allows. It is okay for Texas to be better.

We appreciate the acknowledgement that the Deaf Blind with Multiple Disabilities waiver program requires substantial remediation and we look forward to being included in that process. We recommend that the remediation plan start by building on the good work that has been done in other programs.

## Person Centered Planning

When the CLASS waiver was developed, rules included Quality of Life Standards, similar to the HCS Principles, against which providers were held accountable. Over the years the language has been removed from the waiver and rules and de-emphasized. Although CLASS case managers and providers are required to receive training on person centered planning, it does not appear that providers are monitored and held accountable to the principles of person centered planning in the planning process. The Intellectual and Developmental Disability System Improvement Workgroup redesigned the HCS person directed planning (PDP) process based on best practices and with substantial stakeholder input that included self-advocates. The process was field-tested and all involved in the development of the process agreed that it should be expanded to other programs.

While we support expansion of HCS planning process, we also recognize that there are areas that need improvement. For example, although the HCS survey process ensures that the person is included in the PDP process and that PDP items are reflected in the implementation plan, there is no enforcement of the requirement that the person was involved in the development of the implementation plan. We can fix that.

## Settings Assessment

We do not agree that all existing settings where HCS waiver services are delivered can be considered in compliance with the HCBS settings regulations because we are not confident that they can be adequately assessed without asking waiver participants. It is essential that the assessment of these settings include the perspective of the people living under the current state regulations. Unfortunately, anecdotal evidence suggests that the intent of the program structure and rules may not always be evident to program participants. Program participants report having bedtimes and being forced to go to day habilitation programs not of their choosing despite the fact that state staff report that the intent of program rules is not to default people into day habilitation settings at all and that choice of day habilitation settings, if desired, is required. What's more, providers report that it is their *right* to move people based on a "business decision" rather than the desire of the person making the move. It would be good to know the extent to which the participant experience differs from the intent of rule language in order to make improvements. Please find a way to solicit and integrate waiver participant perspectives into this process. Focus groups and participant surveys are being used by other states and may be a good way to achieve an inclusive process.

The Federal HCBS Rule provides Texas with the opportunity to truly assess and make improvements to waiver programs so that waiver participants will be integrated in and have support for full access to services in the greater community, including opportunities to seek employment and work in competitive integrated settings, to control personal resources, and to engage in community life in the same way as people who are not waiver participants. Certainly the fact that more than 25% of HCS waiver participants have no right to personal spending should specifically be addressed somewhere in future documents.

## Day Habilitation Redesign

Although no guidance has been received on non-residential settings, all agree that there is major work to be done. We believe that sheltered workshops and provider-owned and/or controlled day service settings, as currently operated, should be presumed to be settings that isolate individuals receiving HCBS from the broader community. Let's take this opportunity to make the most of community-based integrated employment and community based integrated non-work. There is no need to wait for CMS guidance, especially because the Sunset Advisory Commission adopted a management action that would require DADS to create an advisory committee to address the redesign of day habilitation programs, including appropriate funding for services; reimbursable settings and services; staffing ratio requirements; safety requirements; and other required standards. In addition to community-based waiver providers, day habilitation facility owners, and advocates, we recommend an additional modification that the committee should include a substantial number of persons who use or have used day habilitation services.

## Future Services Provided in Institutional Settings

The Sunset Advisory Commission recommends that State Supported Living Centers have the authority to be paid to provide services to community based waiver participants. The HCBS Settings Transition Workgroup should study and make recommendations about whether and how this can be implemented in light of the Federal HCBS Settings Rule.

## Other Areas to Improve

We don't want to lose the unique features provided in some of the waivers and understand that there will continue to be variability in the services offered to individuals based on demonstrated needs. The provision of respite in MDCP, orientation and mobility and intervener services in DBMD, habilitation and specialized therapies in CLASS, and transition assistance available in some of the waivers are integral to supporting community integration and independence. We don't want to lose those, but there may be others who could benefit from such services. There are also waiver services that are meaningful and should be available to people in all of the waivers like supported employment and employment assistance.

Other areas where the rules need to be addressed or strengthened include:

- Visitability standards;
- unimpeded, private, and uncensored communication and visitation with persons of the program participant's choice;
- access to the religious services of one's choosing;
- co-location and spacing requirements that discriminate against persons with disabilities;
- self-advocacy and peer supports;
- rules that encourage the development or maintenance of maximum self-reliance and independence with a goal of self-sufficiency;
- limiting the use of assisted living facilities (ALFs) and, if continued in DBMD and STAR+Plus, program rules that prevent the isolation of individuals in "institution-like" settings;
- access to certain consumer directed services in group home and host home settings;
- service limits that limit access to the greater community or cause risk of institutionalization;
- a community living options information process that encourages the most integrated settings and includes ongoing information to people in group homes and host homes, not just for those in institutions; and
- uniform mandatory participation (program termination) requirements without sufficient due process protections.

These are all issues that need to be addressed regardless of the service delivery model especially in light of the system transition.

Again, because of our inclusion in the variety of stakeholder input opportunities provided by DADS, we are confident that the state is in pretty good shape in a lot of areas. But let's not miss an opportunity to improve our system and make it the best that it can be. It is hoped that the attached input will be integrated into future transition plan documents.

Respectfully submitted,

Susan Murphree, Disability Rights Texas

Elizabeth Tucker, EveryChild, Inc.

Jessica Ramos, Texas Council for Developmental Disabilities

Jeff Miller, The Arc of Texas

\*The full 16 pages of comments are available at:

<https://hcbadvocacy.files.wordpress.com/2014/04/advocate-input-8-81-14.pdf>

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES & EMPLOYMENT FIRST TASK FORCE**  
**Comments on HCBS Settings Rule - Provided to HHSC and DADS**  
**October 13, 2014**

Good morning (afternoon). I'm Roger Webb, Executive Director the Texas Council for Developmental Disabilities. I'm also testifying today as Chair of the Texas Employment First Task Force Employment and want to focus these remarks on day habilitation services currently used by HCS, CLASS, and TxHmL waiver participants. While we appreciate that day habilitation programs were developed to meet real needs, our thinking about inclusion of individuals with intellectual and developmental disabilities has evolved over the past two decades. We believe that as currently designed day habilitation services isolate individuals from meaningful involvement in community activities and will require the state's attention to come into compliance with the new CMS HCBS settings rule.

Work is a fundamental value and aspiration in American culture. All people, including those with disabilities, gain many benefits from having a job. People are healthier, safer and happiest with meaningful work. They have relationships with co-workers, fewer health issues, and an increased sense of well-being. They report a greater sense of accomplishment, increasing their feelings of competence and self-worth, and contribute to the economy.

Many people with disabilities live at or below the poverty level, and earning income helps supplement their resources and improves the quality of their lives. Individuals with disabilities are much less likely to have a job than individuals without disabilities. In June of 2014, about 63% of working-age Americans were employed. In contrast, only 36% of people with disabilities in the United States were employed, and only 23.4% of people with cognitive disabilities. Data for Texans with disabilities is similar.

Employment First is a mindset that integrated competitive employment should be the expected outcome for people with developmental and other disabilities. Federal and state policy has paved the way to support opportunities for people with disabilities to have meaningful jobs in their communities. Texas is one of at least 42 states with Employment First efforts. The wide range of attention and emphasis on Employment First is encouraging, and it provides a potential catalyst for the long needed increase in workforce participation for individuals with disabilities. With an increasing emphasis on integrated employment and an Employment First philosophy, the nation is poised for transformation that could put Americans with disabilities on a path out of poverty and towards self-sufficiency.

The 83<sup>rd</sup> Texas Legislature passed Senate Bill 1226 that established that **it is the policy of the state that earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age Texans with disabilities who receive public benefits**. That legislation also established the interagency Employment-First Task Force to promote competitive employment of individuals with disabilities and the expectation that individuals with disabilities are able to meet the same employment standards, responsibilities, and expectations as other working-age adults.

I have provided copies of the Task Force's first report to the Legislature and policy leadership which includes more than 70 recommendations to various state agencies. Among those are recommendations to refocus day habilitation services provided in various Medicaid waivers including:

- HHSC and TEA should develop information for students, adults and families about the impact of employment on benefits and how work incentives can be utilized (including Social Security work incentives).
- HHSC, DADS and DARS should provide guidance regarding coordination of employment assistance and supported employment Medicaid waiver services with DARS vocational rehabilitation services, so that the individual receiving services experiences a seamless transition between agencies/providers as needed.
- HHSC should
  - ✓ Establish goals to increase the number of individuals in integrated, competitive employment and to decrease the number of individuals in workshops and sub-minimum wage.
  - ✓ Develop technical assistance and financial incentives for workshop providers to convert services to supported, competitive employment.
- HHSC enterprise agencies should provide staff training for front-line service delivery staff to implement employment services and supports in a way that will achieve integrated competitive employment outcomes.
- DADS should ensure that service coordinators and case managers should inform waiver program recipients on the availability of a person-centered planning (PCP) process as an Employment Assistance service delivery option. The PCP process includes discovery about employment options and planning for desired outcomes.

The Task Force also included recommendations concerning sub-minimum wage employment. Texas currently has more than 100 employers that utilize certificates from the Department of Labor to pay “sub-minimum wages” to individuals with disabilities working in sheltered workshops or enclaves. Sheltered workshops and enclaves typically do not promote full inclusion; do not generally teach readily transferrable or relevant work skills; and usually do not provide wages which allow workers to break the cycle of poverty.

Some workers with disabilities in Texas earn as little as 1 ½ - 10 cents per hour despite working for a highly profitable local business. A recent report reviewed studies in other states that indicate state’s save money by providing job coaches for individuals to be successfully employed rather than paying for the costs of sheltered employment. Over time, states receive more in taxes paid by those new employees, even considering the costs of job coaching, than they would have paid to keep those individuals in a sheltered workshop.

The EFTF recommends:

- ✓ HHSC and the HHS Enterprise agencies should adopt by September 1, 2016, a plan that provides funding to convert sheltered workshop/enclave work programs to individualized, community based employment services;
- ✓ By September 1, 2019, HHSC and the HHS Enterprise agencies should prohibit the use of state funds for programs offered in sheltered workshops and enclaves.

Texas and other states developed day habilitation programs, work activities centers and sheltered workshops recognizing the need to have viable day program options for individuals with intellectual and developmental disabilities. Those programs are incredibly important in the lives of many individuals, but they are also a legacy of our past. We realize now that we can do better. We also realize it will take considerable work by agencies and providers working together with self-advocates and families to design program options that people want and the resources and incentives for providers to make that transition. It may not be easy, but it is an opportunity for Texas to proactively move forward by ensuring that day programs provided in all Texas waivers comport with the principle and the spirit of the Employment First Policy now adopted by the Legislature. It’s important for people with disabilities, and it’s important for Texas.

## Revisions to TCDD Position Statements

Tab 16

### 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:

#### **FOR CONSIDERATION AT THE NOVEMBER MEETING**

- A. Community Living Draft
- B. Education Draft
- C. Access to Health Care Draft
- D. Right to Privacy 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 8.

#### **Expected Action:**

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

### Council Agenda Item 11.

#### **Expected Action:**

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

# 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, 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.

### **Approved in May**

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.

### **August Edits**

Adults with disabilities shall have choice and control about where to 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 consolidate and 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 living as independently

as desired and maintaining quality community placement living is a feasible outcome for individuals with disabilities.

### **Gersuk Proposed Revisions**

Within the constraints of safety for themselves and others, adults with disabilities have the right to choose where, how, and with whom they live, and shall be provided with information and assistance needed to make informed decisions. The state of Texas must allocate the resources to expand the availability of all living options and associated supports and services for people with disabilities. Community living is the preferred alternative when it affords the least restrictive environment, but the decision ultimately rests with the person.

### **Gersuk Proposed Revisions with Staff Suggestions**

~~Within the constraints of safety for themselves and others,~~ Adults with disabilities have the right to choose where, how, and with whom they live, and shall be provided with information and assistance needed to make informed decisions. The state of Texas must allocate the resources to expand the availability of all **community** living options and associated supports and services for people with disabilities **and to ensure the safety and quality of supports in whatever setting is chosen by each individual.** Community living is the preferred alternative when it affords the least restrictive environment, but the decision ultimately rests with the person **with the disability.**

### **Taylor Proposed Revisions**

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 expand the support community living options and associated supports and services 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. Ultimately, the decision as to where to live remains with the individual.~~



## Education

### Draft Position Statement

~~All people with disabilities in Texas should have the opportunity to achieve their maximum potential for independence, productivity and integration into the community. Education is a lifelong learning process which is vital to attaining a full and complete life. The postsecondary results of an appropriate public school education for students with disabilities should be evidenced by employment, enrollment in postsecondary education, or both within one year of leaving exiting high school.~~

**Comment [COU1]:** "Leaving" sounded too much like dropping out and of course graduation is not always the final outcome.

The Texas Council for Developmental Disabilities supports the position that ~~It is therefore the position of the Texas Council for Developmental Disabilities that~~ all students, have a right to learn, play and work with students their own age, with and without disabilities, in the same schools, classrooms and other educational programs attended by their brothers, sisters and neighbors, and that schools, classrooms and programs must be both physically and programmatically accessible to all students. It is the position of the Council, as well as the policy of the state, that all children should be treated with dignity and respect when addressing their behavioral and disciplinary needs.

All students regardless of individual needs must be provided with individualized appropriate instruction, research-based positive behavioral interventions and supports, access to the general curriculum, and related services in the least restrictive environment. Related services include but are not limited to adaptive aids, assistive technology, modifications, therapies and supplementary aides. The delivery of individually appropriate instruction and related services must be provided by qualified teachers and service providers with administrative support and opportunities for continued ~~and~~ ongoing professional development in all areas of identified need. ~~It is the position of the Council, as well as the policy of the state, that all children should be treated with dignity and respect when addressing their behavioral and disciplinary needs.~~

~~All people with disabilities in Texas should have the opportunity to achieve their maximum potential for independence, productivity and integration into the community. Education is a lifelong process which is vital to attaining a full and complete life. The postsecondary results of an appropriate public school education for students with disabilities should be evidenced by employment, enrollment in postsecondary education, or both within one year of leaving high school.~~

~~The Council supports the position that e~~Charter schools or schools accepting voucher payments must provide students the same educational rights and opportunities that they would be accorded in the public education system. The Council believes that schools that accept state money to educate students must accept any student with a developmental disability who may apply for admission to that school; abide by federal and state education laws that protect the rights of students with disabilities; abide by Section 504 of the Rehabilitation Act that requires any entity receiving federal funds to include people with

disabilities in its program, and accept any student at the state rate of payment asking for no additional tuition or fees beyond the normal fees required by the student's local education agency. If these criteria are not met, then the Council adamantly opposes publicly funded school vouchers and charter schools. The Council ~~is opposed~~ does not support ~~to~~ any initiative that would deplete funds from the public education system and ultimately from those funds available for the education of students with disabilities.

*(Continued)*

The ~~Council supports the position that~~ full inclusion of Texas students with disabilities should be approached as a value and underlying philosophy by which we educate all students. We believe that successful inclusion requires that teacher education programs prepare all educators and administrators to work with the full range of students in inclusive settings. Special education is not a separate educational system, but rather a service provided to people with specific needs within the general educational system. Professional preparation programs should emphasize the shared responsibility of all educators and administrators for every student.

~~The Council supports the position that~~ Full inclusion requires the ongoing, shared responsibility of students, parents, guardians, educators, administrators and the community at large.

~~It is therefore the position of the Texas Council for Developmental Disabilities that all students have a right to learn, play and work with students their own age, with and without disabilities, in the same schools, classrooms and other educational programs attended by their brothers, sisters and neighbors, and that schools, classrooms and programs must be both physically and programmatically accessible to all students.~~

Reviewed July 26, 2012

## Access to Health Care

### Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that all people, regardless of their disability, age, or ability to pay, should have access to affordable, comprehensive health care. TCDD supports healthcare initiatives and efforts to increase the access and affordability of health insurance for everyone.

The Texas Council for Developmental Disabilities [support the expansion of Medicaid for Texas under the federal Affordable Care Act. The expansion would have covered an additional 1.2 million Texans by 2016. We support](#) the position that in any consideration of changes to the [healthcare](#) financing and delivery system in the United States, the well-being of the patient must be the highest priority. The Council strongly supports the reform measures and principles set forth in this statement as providing individuals consistent access to patient centered, timely, unencumbered, affordable and appropriate health care and universal coverage while maintaining physicians as an integral component to providing the highest quality treatment.

The Council supports the position that as policymakers considers [healthcare](#) reforms they should:

- Ensure patients are empowered to control and decide how their own [healthcare](#) dollars are spent;
- ~~Eliminate pre-existing condition exclusions;~~
- Ensure unencumbered access to specialty care;
- Make [healthcare](#) coverage more affordable;
- Improve value and increase quality on our [healthcare](#) system;
- Extend both coverage and access for the uninsured and under-insured;
- Avoid establishing new unsustainable programs;
- Provide comprehensive, culturally and linguistically appropriate behavioral [and mental](#) health services and supports;
- Provide services in the context of a [patient centered](#) medical home, where the clinician works in partnership with the individual and/or family to ensure that all of the medical and nonmedical needs of the person are met;
- Ensure that children and adults with behavioral [and/or](#) mental health concerns have access to screening, diagnosis and treatment that is not subject to arbitrary limits on coverage and integrated into the broader [healthcare](#) system;
- Ensure that people with disabilities of all ages and their families have access to health care that responds to their needs over their lifetimes, and provides continuity of care that helps treat and prevent chronic conditions;

- Ensure that people with disabilities and their families receive comprehensive health, rehabilitation, and long term support services provided on the basis of individual need, preference, and choice;

*(Continued)*

- Ensure that people with disabilities and their families have equitable and affordable access to health coverage programs and not be burdened with disproportionate costs;

The Council is concerned about proposals to block grant Medicaid because people with disabilities are especially vulnerable to reductions in Medicaid spending since they typically require more health services and long term supports that call for deep reductions in Medicare and Medicaid payments.

Reforms are necessary to strengthen the current Medicaid program so that it provides accessible, high-quality healthcare services to people with disabilities enrolled in the program; with examples changes that include, but are not limited to, evidence-based practices and payment structures that attract providers.

Reviewed May 3, 2012



## **Right to Privacy**

### **Draft Position Statement**

The Texas Council for Developmental Disabilities recognizes that people with disabilities have the same right to privacy as all people have in our nation. Confidentiality has historically been a cornerstone in providing services and medical care to people. The level of privacy protected under the Fourth Amendment of the U.S. Constitution is being challenged by the rapidly developing interactive technologies with a quickly emerging global information infrastructure.

In this age of the evolving information and communication technologies, the Council recognizes the positive role that the electronic media brings to the compilation and exchange of information. Our government agencies, businesses and non-profit agencies now have the advantage of quick exchange of information and the ability to gather and analyze massive amounts of information. This new capacity can help in streamlining business, reducing costs and ensuring appropriate services for people. However, this new capacity for data collection can also be used intentionally or unintentionally to the detriment of the people the government agencies serve. The Council supports the position that the following basic principles should be applied to all information data collection systems:

- ❑ Individuals, government entities, nonprofit organizations, and businesses have a shared responsibility for the secure use of personal information.
- ❑ Prior to the collection and dissemination of personal and identifiable information, each individual should be advised of:
  - the specifics of personal information to be collected and/or released;
  - the entity which is collecting the information and the entity to which the information will be released;
  - the purpose for which the information is to be collected and/or released;
  - the individual's legal rights to privacy and confidentiality of personal information;
  - the administrative procedures to follow to review personal information;
  - the process to remove, correct or add information that has been entered in a data collection system;
  - the avenues of recourse to recover damages in the case of improper use and/or disclosure of personal information; and
  - the degree of risk that personal information may be inadvertently collected by other entities through the electronic transmission processes.

*(Continued)*

- ❑ Those who obtain, possess or retain personal information should make efforts to ensure that such personal information is not inadvertently shared, obtained, or collected by unauthorized parties through the process of electronic data transmission.
- ❑ Directories of an individual's personal information should be used only as originally allowed by the individual. Personal identifiable information which may include: personal identity;
  - social security number;
  - religious, political or organizational affiliations;
  - employment; educational, medical, psychiatric, psychological, and financial status, and
  - legal history; and
  - family status ~~should be used only as originally allowed by the individual.~~

Reviewed ~~February 9, 2012~~

## Public Information Report

Tab 17

### Background:

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

Discussion topic includes:

- Public Information Report
- Get HIPP with STAR+PLUS

**Project Development  
Committee  
Agenda Item 6. A.**

### **Expected Action:**

The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.

**Public Policy Committee  
Agenda Item 9.**

### **Expected Action:**

The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.

**Council Meeting  
Agenda Item 16. A.**

### **Expected Action:**

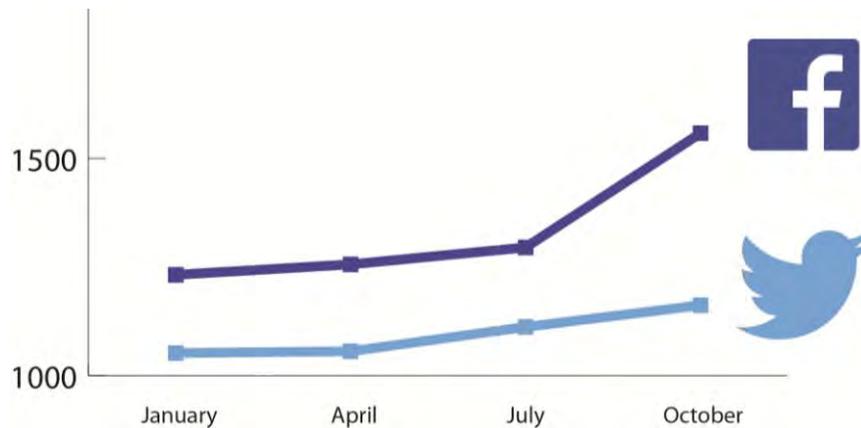
The Council will receive a report of Committee discussions on this item. No action is anticipated.

# TCDD Public Information Report

This report covers a 90-day period from July 7, 2014 to October 7, 2014.

## Outreach Tools

PLATFORM	PREVIOUS FANS (7/7/14)	CURRENT FANS (10/7/14)	PERCENT CHANGE
Facebook	1332	1558	17%
Twitter	1130	1162	3%
Email	873	862	1.3%



Note: If you don't already, you can like TCDD on [Facebook](#), follow TCDD on [Twitter](#), and sign-up to receive TCDD [eNews](#).

## Top Facebook Posts

TITLE/TOPIC	REACH	POST CLICKS	LIKES, COMMENTS & SHARES
New York to Use New Accessibility Signage	2425	126	131
Parents of Children with DD Practice Mindfulness	1481	46	51
TCDD Welcomes New Communications Coordinator	1356	187	189
School District Sued Over "Calm Rooms"	1209	119	16
Video: 'Happy' in Sign Language	1004	26	21
Thank You, Erin	880	160	40
[Pic] Just arrived: 2014 NDEAM Posters!	390	26	78
[Video] Another 'Frozen' Sing-Along	404	69	28
[Video] What It Feels Like To Have A Child With A Disability	906	51	38

*Reach: the number of unique people who received impressions of a Page post*

*Post Clicks: the number of times a person clicks anywhere on a post (image, video, link, "See More")*

*Likes, Comments & Shares: the sum of all likes, comments and shares on a post*

Note: TCDD began posting regularly at 8 p.m. most nights, which is the peak time that our fans are online. The previous practice was to post primarily during business hours.

## Email Messages

SUBJECT	RECIPIENTS	OPEN RATE
TCDD Position - Project Management Assistant	873	29.0%
August News & Features	870	25.2%
TCDD Seeks Public Policy Specialist	871	26.5%
Continuity of Care During Transition to STAR+PLUS	872	28.9%
September News & Features	867	28.3%
STAR+PLUS Feedback Sessions	863	27.1%

Note: An open rate between 15-17% is considered to be a “healthy” open rate.

## Website Posts & Articles

[TCDD Welcomes New Communications Coordinator](#)  
[Special Education Advocacy: Due Process Hearings & ARD Meetings](#)  
[Updated: Changing Medicaid Benefits](#)  
[Changes to STAAR Tests for Students with Disabilities](#)  
[Sunset Commission Adopts SSLC Recommendations](#)  
[Keep Your Prescriptions Filled While Transitioning to STAR+PLUS](#)  
[STAR+PLUS Continuity of Care Safeguards](#)  
[STAR+PLUS Feedback Sessions](#)  
[Sunset Staff Recommends Continuation of TCDD](#)

## Most-Visited Webpages

TITLE	VISITS
<a href="#">People First Language</a>	2382
<a href="#">Updated Texas Service Dog Law 14 Facts for 2014</a>	1939
<a href="#">Jobs</a>	773
<a href="#">Texas Legislature</a>	764
<a href="#">What is Developmental Disability?</a>	576

## Materials Distributed

TITLE	QUANTITY
<a href="#">People First handouts</a>	202
<a href="#">Higher Education Guide</a> (2013)	5
<a href="#">Next Step</a> DVD	1

Note: Staff responded to 107 requests for information and referral in the past quarter.



## Get HIPP with STAR+PLUS

Families with at least one person who gets Medicaid may be eligible to enroll in the Health Insurance Premium Payment (HIPP) program. HIPP covers the premium or part of the premium for employer-sponsored health insurance. If it is found to be cost-effective, HIPP may cover the health insurance premium for the Medicaid member and their family. People with both Medicaid and HIPP coverage don't have to pay deductibles, co-payments, or co-insurance when they receive Medicaid-covered services from a provider that accepts Medicaid. The provider is reimbursed for these expenses by Medicaid.

Families say that it is pretty easy to participate. The State determines eligibility annually or when there is a change in the family's insurance information, like premium or insurance company changes. Once enrolled, the reimbursement process just involves faxing in a pay stub once a month. The premium reimbursement can be direct deposited into a personal bank account.

**STAR+PLUS:** Some people enrolled in a 1915(c) waiver for people with intellectual and developmental disabilities (IDD) and also people who reside in a community-based intermediate care facility for individuals with an intellectual disability or related conditions (ICF/ID) receive acute care services through the STAR+PLUS Medicaid managed care program. Acute care services include doctor's visits, hospital visits, and prescription drugs. The 1915(c) waiver programs are:

- Community Living Assistance and Support Services (CLASS),
- Deaf Blind with Multiple Disabilities (DBMD),
- Home and Community-based Services (HCS), and
- Texas Home Living (TxHmL).

People with disabilities may be eligible for HIPP if they are:

- enrolled in a 1915(c) waiver program or reside in an ICF/ID,
- enrolled in STAR+PLUS, and
- have access to employer-sponsored health insurance.

If this is the case, HIPP will reimburse clients for employer-sponsored health insurance premiums.

If a person is enrolled in both STAR+PLUS and HIPP:

- The State will **cover the premiums** for the employer-sponsored health insurance for Medicaid-covered services provided by a Medicaid provider,
- STAR+PLUS managed care organizations (MCOs) will **cover cost-sharing** related to the employer-sponsored insurance for Medicaid-covered services provided by a Medicaid provider,
- STAR+PLUS MCOs will also **cover Medicaid-covered medical services** provided by a Medicaid provider **not available** through the employer-sponsored health insurance, and
- The 1915(c) waiver programs and ICF/ID will provide **long-term services and supports**.

People enrolled in both STAR+PLUS and HIPP can have two separate primary care providers (PCPs) – one for each program. However, people are responsible for all associated costs related to their employer-sponsored health insurance, not covered by Medicaid, or if the PCP or specialist they visit are not Medicaid-enrolled providers.

**STAR:** People enrolled in STAR Medicaid cannot also be enrolled in HIPP. If a person is approved for HIPP and they are already enrolled in STAR, they will automatically be switched from STAR to traditional Medicaid.

To learn more about the HIPP program, and to apply, go to [www.getHIPPTexas.com](http://www.getHIPPTexas.com). If you have questions about HIPP and Medicaid coverage, call the HIPP helpline at 1-800-440-0493.

Published October 13, 2014

## 2014 Biennial Disability Report Recommendations

Tab 18

### 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.

Draft recommendations will be included as a handout at the time of the meeting.

### Public Policy Committee Agenda Item 10.

#### Expected Action:

The Public Policy Committee will consider the 2014 Biennial Disability Report recommendations and may provide input and guidance to staff or recommendations for Council consideration.

### Council Agenda Item 12.

#### Expected Action:

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

**Audit Committee Minutes**

**Tab 19**

**Background:**

Minutes from the August 7, 2014, 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  
AUGUST 7, 2014**

**COMMITTEE MEMBERS PRESENT**

Andrew Crim, Chair

Mary Durham, Council Chair

Scott McAvoy

**COMMITTEE MEMBERS ABSENT**

John Morris

**COUNCIL MEMBERS PRESENT**

Gladys Cortez

Lora Taylor

**STAFF MEMBERS PRESENT**

Roger Webb,  
Executive Director

Martha Cantu  
Joanna Cordry

Sonya Hosey  
Koren Vogel

**GUESTS PRESENT**

Jaye Stepp, Rupert & Associates

**CALL TO ORDER**

The Audit Committee of the Texas Council for Developmental Disabilities convened on Thursday, August 7, 2014, in the Wildflower Room at the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. Committee Chair Andrew Crim called the meeting to order at 4:06 PM. A quorum was not initially present.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced. Lora Taylor acknowledged that she is considering serving on the Audit Committee to replace Jeff Kaufmann. As the representative from the Texas Department of Aging and Disability Services (DADS), Kaufmann is no longer a Council member since he is no longer employed at DADS, thus the vacancy on the Audit Committee.

**2. REQUEST FOR QUALIFICATIONS FOR INTERNAL AUDIT ACTIVITIES**

Crim reported that Jaye Stepp is stepping down from her position as TCDD Internal Auditor. Stepp is separating from her position at Rupert & Associates and that firm no longer has staff available to fulfill the duties of the TCDD contract for internal audit activities.

TCDD Operations Director Martha Cantu discussed the process to select a new auditor and noted that the process has been streamlined since the last time TCDD posted a Request for Qualifications for audit services. Cantu reported that TCDD has access to the Texas Multiple Award Schedule (TXMAS) which is a list of pre-approved and pre-qualified vendors for specific services. TCDD can contact the specific vendors for audit activities via email to ask for a "statement of work" which would include qualifications, services, background, etc. Cantu noted that five Austin firms are listed for audit services and she will contact all five. Applicants can provide a pricing structure based on the statement of work and interviews can be conducted with the firms who provide a response. The consensus of the Committee was to utilize this process and Committee member Scott McAvoy offered to assist with the interview process.

It was noted that Council policy requires the internal auditor to be approved by the Council. If the process can be completed prior to the November meeting, the Audit Committee can meet at that time and provide a recommendation for approval by the Council.

Internal Auditor Jaye Stepp added that any firm experienced in audit activities should provide a Quality Assurance Review (QAR) or "peer review". Stepp also noted that she is available to answer questions as well as assist on an interim basis based on a personal services contract if necessary.

**3. APPROVAL OF MINUTES**

A quorum now being present, the Committee reviewed the minutes from the October 23, 2013, Committee meeting. No revisions were offered

**MOTION:** To approve the minutes of the October 23, 2013 Audit Committee meeting as presented.

**MADE BY:** Mary Durham

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

**4. FY 2014 RFP ADVISORY REPORT**

Stepp discussed Internal Audit Report #2014-1 conducted as an advisory project on TCDD's Request for Proposals (RFP) process. She noted that she spent a great deal of time attempting to find ways to improve the process but acknowledged that TCDD implemented changes to streamline the process for some projects during 2013 and those actions have been effective. She concluded that the documentation provided identified and organizes the process and activities and included appropriate and adequate review and oversight control steps. Stepp also acknowledged looking to other state DD Councils regarding their RFP process but found the responses to be that most others are looking to Texas as an example.

**MOTION:** To accept Internal Audit Report #2014-1.

**MADE BY:** Mary Durham

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

**5. FY 2014 ANNUAL INTERNAL AUDIT REPORT**

Stepp reviewed the FY 2014 Internal Audit Report but noted that the format for submission to the State Auditor's Office for FY 2014 was not available when the report was drafted. As this format has just been released, it can be revised before submission. Stepp discussed Part I of the report noting that TCDD is in compliance with House Bill 16 which requires audit reports to be posted to the agency website within 30 days of approval. Part II of the report notes the advisory project reported in Internal Audit Report #2014-1. Part III of the report notes that the advisory project is considered a consulting engagement as defined in *The International Standard for Professional*

*Practice of Internal Auditing.* Part IV of the report notes the Quality Assurance Review was conducted in 2012 and no significant weaknesses were identified at that time. As Part V of the report concerns the Internal Audit Plan for FY 2015. Stepp noted that once a new internal auditor is selected and a risk assessment is completed, an amendment with this information can be filed. Part VI of the report defined external audit services for FY 2014 as internal audit functions and independent desk reviews of grant audit reports. Part VII of the report notes that TCDD is in compliance with the General Appropriations Act and the Texas Government Code in that TCDD has a link on the agency website directly to the State Auditor's website for reporting suspected fraud, waste or abuse.

**MOTION:** To recommend Council approval of the FY 2014 Annual Internal Audit Report.

**MADE BY:** Scott McAvoy

**SECOND:** Andy Crim

The motion **passed** unanimously.

**6. OTHER UPDATES**

Stepp expressed her pleasure in working with TCDD for over a decade.

Executive Director Webb provided a history of the Audit Committee and Internal Audit Activities beginning when Texas Rehabilitation Commission was the designated state agency for TCDD. Committee and the Council members present discussed expanding the number of members of the Audit Committee. Members noted that conducting Committee business would be more effective with more members available for meetings. Members discussed a percentage of Council members but noted 7 members to be a good number.

**MOTION:** To recommend revision to Council policies to expand the number of Audit Committee members

**MADE BY:** Mary Durham

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

**ADJOURN**

Committee Chair Crim adjourned the Audit Committee meeting at 5:12 PM.

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Roger A. Webb  
Secretary to the Council

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Date

## Internal Auditor for TCDD

Tab 20

### Background:

As staff reviewed last quarter, Jaye Stepp, the TCDD Auditor, returned to full-time employment with a state agency and left Rupert & Associates, PC, September 1<sup>st</sup>. Rupert & Associates no longer have other qualified internal auditors and chose to not renew the contract for internal auditing services with TCDD for FY 2015. TCDD Operations Coordinator Cantu coordinated with TEA to solicit proposals for internal audit services beginning this fall. A review team consisting of Audit Committee members Andy Crim and Scott McAvoy, and TCDD staff Roger Webb, Martha Cantu, and Sonya Hosey met on October 1, 2014, to review the proposal received from Weaver & Tidwell with representatives from Weaver, Daniel Graves, CPA and Adam Jones, State Government Services Advisor.

TCDD Policies provide for the Audit Committee to make a recommendation to the Council concerning the internal auditor. The Committee will discuss the proposal from Weaver with members of the interview team prior to making a recommendation to the Council. Behind this tab is a one-page, tri-fold handout that summarizes Weaver's proposal for internal audit services for TCDD. This handout will assist Council Members to familiarize themselves with the services of Weaver prior to these discussions. A longer summary of the proposal from Weaver will be available at the Audit Committee meeting.

### Audit Committee Agenda Item 3.

#### Expected Action:

The Committee will review the proposal for internal audit services for TCDD and may make recommendations to the Council for the selection of an internal auditor.

### Council Agenda Item 8.

#### Expected Action:

The Council will review consider recommendations from the Committee.

# ENGAGEMENT APPROACH

## Overview

### Risk Assessment

- Develop structure and methodology
- Determine risk profiles and assign ratings
- Perform assessment

### Internal Audit Plan

- Prepare division-specific audit plans
- Determine areas requiring annual reviews
- Plan approval

### Internal Audit Execution

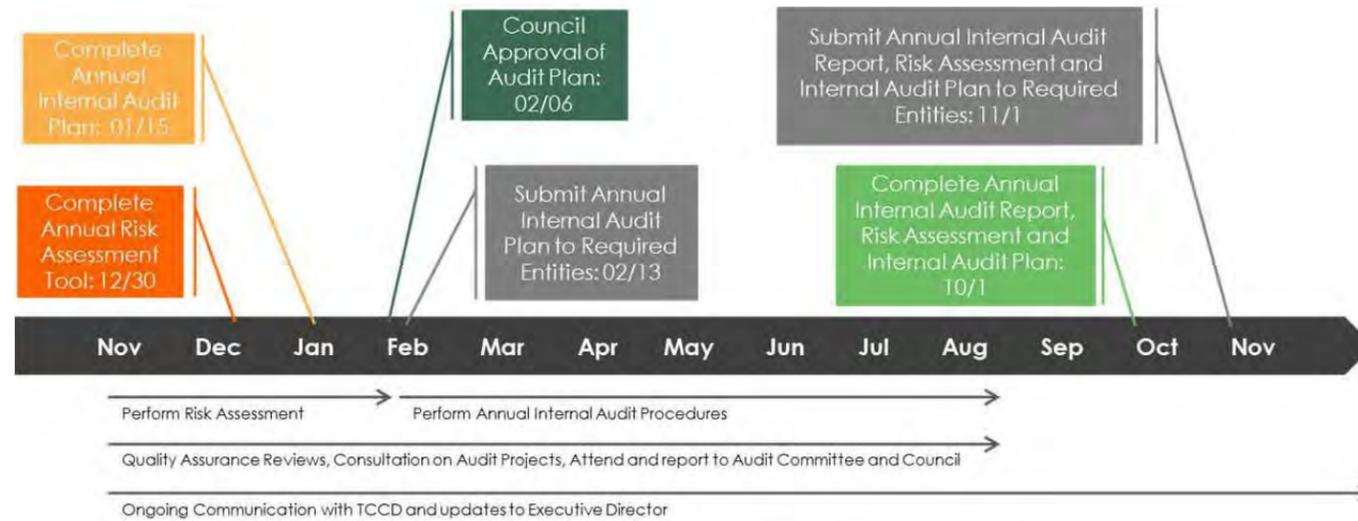
- Review risk and determine scope
- Perform internal audit procedures
- Provide reporting and recommendations

### Reporting

- Compile results and issue internal audit reports
- Prepare Annual Internal Audit Plan
- Present results

## Key Milestones

Weaver will work with TCDD to minimize impact on TCDD staff and maximize efficiency of our resources. Our approach is collaborative, with a focus on continuous communication throughout.



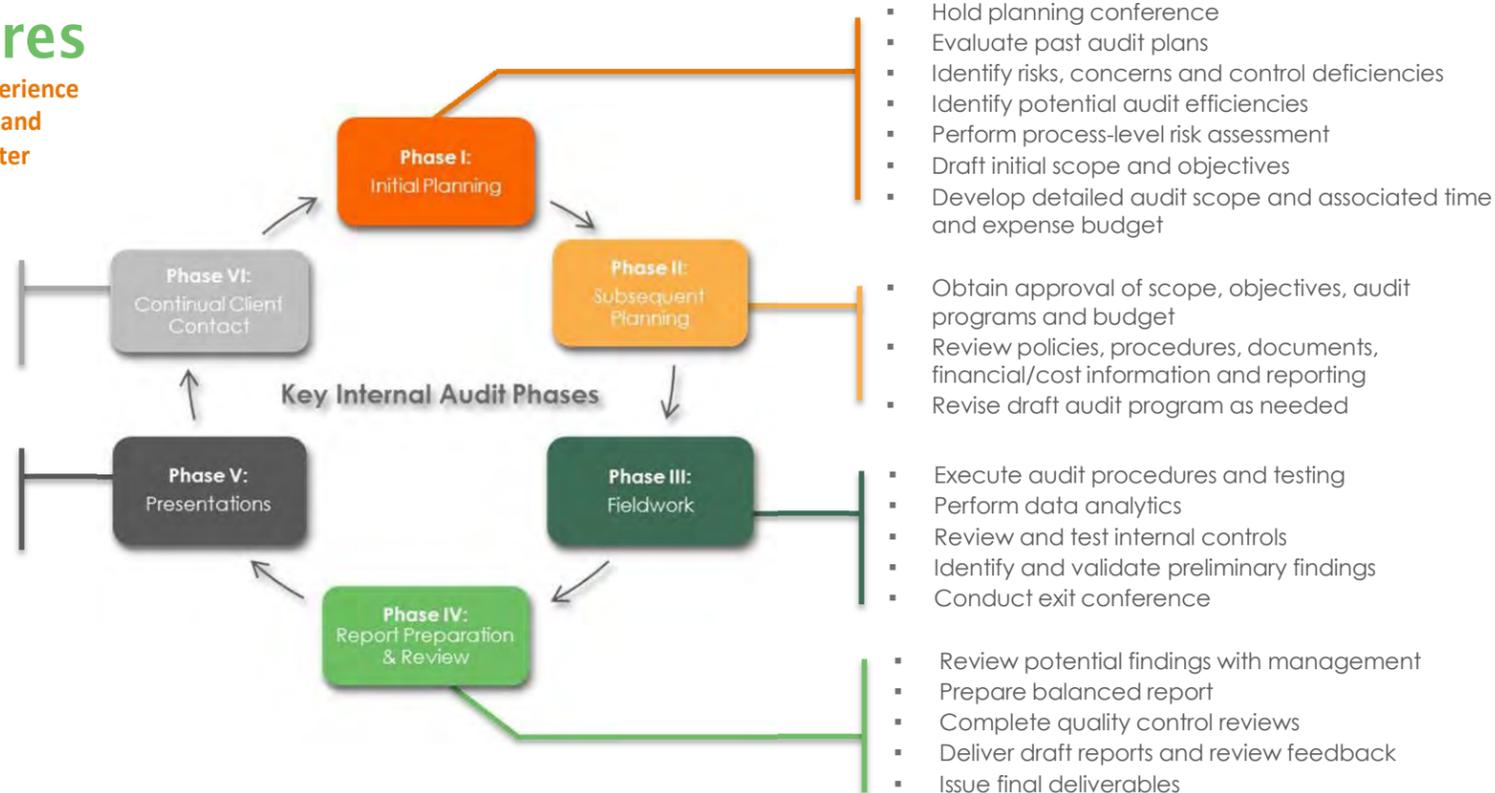
## NOTES

## Internal Audit Procedures

Weaver will leverage our extensive multidisciplinary experience providing internal audit services for government entities and nonprofit organizations, along with in-house subject matter expertise, to help TCDD achieve its strategic goals.

- Answer client questions throughout the year
- Provide access as needed to Weaver SMEs
- Communicate new issues affecting TCDD operations
- Answer questions regarding implementation of PFCs

- Conduct entrance conferences
- Present progress reports
- Conduct exit conferences
- Present reports to management



## TEAM LEADERSHIP

Alyssa G. Martin, CPA, MBA  
Engagement Partner

- 25+ years of experience in public accounting, including 17 years of internal control process and risk management experience
- Focus on operational analysis, internal audit, risk management, IT audits, fraud prevention and quality assurance reviews, with clients such as ERS, Austin Community College, CPRIT, Houston-Galveston Area Council, and the North Central Texas Council of Governments and Texas Military Forces

Daniel Graves, CPA  
Senior Manager, Risk Advisory Services

- 9+ years of experience in public accounting, including seven years of internal control process and IT risk management, with a focus on internal audit, risk assessment, internal control consulting, IT audit, fraud prevention and business process management/improvement
- Managed engagements for clients such as CPRIT, Texas Military Forces, Austin Community College and the North Central Texas Council of Governments

Adam Jones  
Advisor, State Government

- 20+ years of experience in Texas State Government
- Nine years as Deputy Commissioner and COO of the TEA, where he chaired the Fraud, Risk Assessment and Compliance Committee

## COST EFFICIENCY

Weaver understands the importance of cost efficiency for public sector organizations. We take a function-specific approach, staffing the right resources at the right time, so our overall engagement fee of \$37,700 is based on a **blended, flat rate of \$145 per hour**—regardless of staff level.

## OUR QUALIFICATIONS

### Advisory Services

#### Risk and IT Advisory Services.

- Advisory Services for hundreds of clients across the state of Texas
- Interdisciplinary team with a holistic approach
  - Internal Audit: independent, objective assurance and consulting
  - IT Advisory: IT audit, governance and compliance
  - Data Analytics: increasing efficiency and fraud prevention/detection

### Public Sector Focus

Weaver's dedicated Public Sector practice includes more than 120 professionals focused on providing specialized services for the complex needs of public sector entities.

- More than 300 government, education and nonprofit clients
- Active participation and membership in standards-setting bodies, including the AICPA, GFOA, and IIA
- State government services advisor with 20+ years' experience in Texas state government

### Representative Clients

Weaver provides a complete range of assurance and advisory services to a wide array of public sector and nonprofit entities.



## THE WEAVER DIFFERENCE

#### Partner Involvement

- Oversight and collaboration during the audit
- Year-round communication

#### Collaboration

- Focus on long-term strategy
- Alignment with TCDD operations and personnel skills and availability

#### Holistic Approach

- Leverage in-house specialists, including information technology and government services SMEs

#### Audit Efficiency

- Minimize work allocated to TCDD and information requests
- Electronic work paper management

#### Function-Specific Staffing

- Customized to TCDD's needs over time
- Year-to-year continuity

Internal Audit Services  
Texas Council for  
Developmental  
Disabilities

October 1, 2014



**Background:**

The Council will review the minutes from the August 8, 2014, Council meeting and August 7, 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 August meetings.

**COUNCIL MEETING  
DRAFT MINUTES  
AUGUST 8, 2014**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Council Chair  
Hunter Adkins  
Patty Anderson, DRT  
Kimberly Blackmon  
Kristine Clark  
Gladys Cortez  
Kristen Cox

Andrew Crim  
Mateo Delgado  
Stephen Gersuk  
Manda Hall, DSHS  
Sara Kendall, DARS  
Diana Kern  
Penny Larkin, DADS

Scott McAvoy  
Amy Sharp, A&M CDD  
Cindy Swain, TEA  
Lora Taylor  
Rick Tisch  
Susan Vardell  
April Young, HHSC

**COUNCIL MEMBERS ABSENT**

Cindy Johnston  
John Morris

Dana Perry  
Penny Seay, UT CDS

David Taylor

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director  
Martha Cantu  
Belinda Carlton  
Joanna Cordry

Celina Galvan  
Sonya Hosey  
Cynthia Ellison  
Wendy Jones

Susan Mihalik  
Jessica Ramos  
Joshua Ryf  
Koren Vogel

**GUESTS PRESENT**

Ashley Butler  
David Chapple  
Eric Clow

Erik Fajardo  
Jordana Gerlach  
Ivy Goldstein, DSHS

John Harper  
Celia Hughes  
Susan Maxwell

**CALL TO ORDER**

The Texas Council for Developmental Disabilities convened on Friday, August 8, 2014, in the Chennault Room of the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. Council Chair Mary Durham called the meeting to order at 8:34 AM.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered to the Council.

**3. CONSENT ITEMS**

Council members reviewed the minutes of the May 2014 Council and Committee of the Whole meetings. Dr. Manda Hall noted that her agency was listed incorrectly at the bottom of page 1. This will be corrected for the record. Durham reviewed the absences for this meeting of Cindy Johnston, John Morris, Dana Perry, David Taylor and Penny Seay (UT CDS). Since there was no objection, the consent items were approved by acclamation.

**4. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Roger Webb discussed the Sunset Commission review of TCDD. Meetings between TCDD staff and Sunset Commission staff took place over the summer. A draft report is expected early September for TCDD review and comments followed by an exit interview September 16, 2014. The final reports about TCDD and various other agencies are expected early October. The Sunset Commission will review the staff reports and take public comments on recommendations on those agencies November 12-13, 2014, and expects to make final decisions in mid-December.

**5. REVISIONS TO TCDD POSITION STATEMENTS**

Public Policy Committee Chair Kristen Cox reported that the Committee accepted revisions as presented for the Family Support, Children and Families, and Emergency Preparedness position statements. The Committee agreed to continue discussions about possible further revisions to the Community Living position statement at the November 2014 meeting.

**MOTION:** To approve revisions to the Family Support, Children and Families and Emergency Preparedness position statements as presented.

**MADE BY:** Kristen Cox for the Public Policy Committee (motions from Committee do not need a second.)

The motion **passed** unanimously. (Attachments 1-3 as approved.)

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

Project Development Committee Chair Gladys Cortez reviewed the Committee's discussion about future projects to implement the TCDD State Plan. The Committee approved an executive summary for Leadership Development and Advocacy Skills Training projects for up to four projects for up to \$75,000 per year. (Attachment 4) The Committee also approved the executive summary for Targeted Online Training for stakeholders that proposes up to \$10,000 to develop a webinar template and guide, and up to \$15,000 per year for two years for the development of products. (Attachment 5)

**MOTION:** To approve the Executive Summaries for Leadership Development and Advocacy Skills Training projects and for Targeted Online Training activities as presented.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** unanimously.

**7. GRANTEE PRESENTATION: VSA ARTS OF TEXAS – SELF-ADVOCATES AS SPEAKERS**

The Council received a presentation from VSA Arts of Texas about the Self-Advocates as Speakers Project. Executive Director Celia Hughes and Project Coordinator Eric Clow provided details about the "Opening Minds, Opening Doors" project. The purpose of the project is to increase the number of speakers with disabilities at conferences and events. 20 participants have been trained in the Austin area and the project is expanding to El Paso. The training began with a 6-week pilot program in September 2013 where participants developed and presented their personal stories. Additional classes included writing intensive classes as well as creative expression to develop participant's stories. In March 2014, participants began a series of preparation sessions to showcase their speeches. Current classes are nurturing ongoing participants and training new participants. Project

Coordinators are currently looking for opportunities for participants to offer presentations. They have already presented at several conferences, an Olmstead event and to the Cap Metro – Metro Access Advisory Committee.

Council members enjoyed three presentations from project participants. Jordana Gerlach provided a PowerPoint presentation on her fused glass art work, David Chapple spoke on his journey to independent living, and Ashley Butler spoke on her job search and employment with HEB.

**8. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION (continued)**

Chair Durham reported that the Executive Committee recommends a 6-month extension of the Arc of San Angelo for the Alternatives to Guardianship project to allow the grantee to develop stories that illustrate successful alternatives to guardianship as well as barriers and concerns for supported-decision making. These stories would be presented as ten 1-page documents to use in advocacy efforts during the next legislative session. Since this extension is beyond funding originally authorized for this project, Council approval is required.

**MOTION:** To approve funding of up to \$25,000 for a 6-month extension of the Arc of San Angelo for the Alternatives to Guardianship project as presented.

**MADE BY:** Mary Durham for the Executive Committee

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

Project Development Committee Chair Cortez reported that the Committee revised priorities for Future Project Funding in the following order: 1) Targeted Online Training; 2) Understanding Employment Options and Supports Conference; 3) Culturally Competent Family Supports; 4) Leadership Development and Advocacy Training Projects; 5) Partnership with African-American Clergy to Support Family; 6) Accessible Transportation Projects.

**MOTION:** To approve revised Future Project Funding Priorities as presented.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** unanimously.

**9. FY 2015 OPERATING BUDGET**

Operations Director Martha Cantu reviewed the proposed operating expense budget for FY 2015 (October 1, 2014 – September 30, 2015). The proposed budget reduces operating expenses by \$67,000 compared to FY 2014 due to improved monitoring of various expense categories. Operating expenses includes staff salaries and benefits, professional services, Council member and staff travel expenses, supplies, office space and utilities and rental of computer equipment. The total proposed budget for FY 2015 is \$1,560,928 and \$50,000 is budgeted to the Texas Education Agency (TEA) for administrative support. Any budgeted amounts not expended at the end of the fiscal year will become available for grant projects.

**MOTION:** To approve the FY 2015 Operating Expense budget as presented.

**MADE BY:** Mary Durham for the Executive Committee

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

**10. ANNUAL REVIEW OF MEMORANDUM OF UNDERSTANDING WITH TEA**

Cantu next reviewed the Memorandum of Understanding (MOU) with TEA. This document establishes the roles and responsibilities of the designated state agency and is reviewed annually. Neither TCDD nor TEA recommend changes to this year's MOU.

**MOTION:** To approve the FY 2015 Memorandum of Understanding with TEA.

**MADE BY:** Mary Durham for the Executive Committee

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

**11. FY 2014 ANNUAL INTERNAL AUDIT REPORT**

Council Vice-Chair and Audit Committee Chair Andy Crim reported that Lora Taylor has agreed to serve on the Audit Committee replacing Jeff Kaufmann who is no longer a representative to the Council. Crim also reported that Jaye Stepp will complete her services as Internal Auditor at the end of August because she is ending her employment with Rupert and Associates. The Committee reviewed the FY 2014 Internal Audit Report with Stepp. Crim noted the Committee had no concerns with the report and indicated Stepp will revise the report to this year's prescribed format from the State Auditor's Office prior to submission but that no content changes will be made. It was suggested that the paragraph on Page 3 of the report that describes the RFP award process should be revised to say "The Executive Committee on behalf of the Council approves proposals to fund, dependent on successful negotiation of work-plan and budget".

**MOTION:** To approve the FY 2014 Internal Audit Report with the revision as noted.

**MADE BY:** Andy Crim for the Audit Committee

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

Operations Director Cantu reviewed the process TCDD will use to obtain a new Internal Auditor. TCDD will solicit vendors who have been previously approved through the Texas Multiple Award Schedule (TXMAS) program and request a statement of work (including fee schedule) from organizations interested in providing internal audit services to TCDD. Applicants will be interviewed and the Audit Committee will meet in November to make a recommendation to the Council.

**12. TCDD PUBLIC POLICY PRIORITIES**

Public Policy Committee Chair Cox reported that the Committee discussed 2015 Public Policy Priorities as presented in meeting materials. The Committee agreed that Long-Term Services and Supports and Employment are the top two priorities and agreed to keep Education and Guardianship as listed in the document. (Attachment 10)

**MOTION:** To approve the 2015 Public Policy Priorities.

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

The motion **passed** unanimously.

**13. 2014 BIENNIAL DISABILITY REPORT RECOMMENDATIONS**

Public Policy Committee Chair Cox reported that the Committee discussed the 2014 Biennial Disability Report but that no action was taken on recommendations. This will be further discussed at the November meeting and a recommendation will be made to the Council at that time. Executive Director Webb noted that staff will contract with a technical writer to draft the report.

**14. EXECUTIVE COMMITTEE REPORT**

Grants Management Director Sonya Hosey reviewed the Independent Audit Status Report, the Grants Monitoring Exceptions Report and Risk Assessment report noting that there were no issues or concerns with any of the reports.

Hosey provided members with a summary of grant funding approved by the Executive Committee meeting and five event stipends and speaker stipends awards approved by the Executive Director. New grant funding was approved for Texas Advocates for a Self-Advocate Grassroots Community Organizing project. Continuation grant funding was approved for five projects.

Operations Director Cantu reviewed the quarterly financial reports noting that FY 2012 funding has been closed out with only \$2,802 in lapsed funds. Those funds were not identified by grantees in time to be reallocated to other projects. FY 2013 funds have been fully obligated. Staff expect current deficits projected for FY 2014 and FY 2015 will be resolved through unspent operating expense or grant funds. Committee members did not have concerns regarding the financial reports.

The Executive Committee reviewed Council member and staff Conflict of Interest disclosures and found no concerns.

**15. AUDIT COMMITTEE REPORT**

Audit Committee Chair Crim further discussed the plans to obtain a contract for internal auditing services and noted that the new auditor will develop the FY 2015 Audit Plan. The FY 2014 Internal Audit Report can be amended at that time if desired to include the FY 2015 Audit Plan.

**16. PROJECT DEVELOPMENT COMMITTEE REPORT**

Project Development Committee Chair Cortez had no further items to report.

**17. PUBLIC POLICY COMMITTEE REPORT**

Public Policy Committee Chair Cox reported that the Committee received policy updates on Senate Bill 7 implementation activities, Employment First Task Force activities, and State Supported Living Center activities. The Committee reviewed a Public Information Report including statistics on TCDD social media activities.

Executive Director Webb discussed the upcoming Candidate Forum hosted by the Disability Action Project to be held on September 24, 2014. TCDD is a co-host of the event and has committed approximately \$5,000 for CART translation, interpreter services and simulcast broadcasting.

**18. ANNOUNCEMENTS AND UPDATES**

Council members discussed dates of future meetings November 5-7, 2014, at the Marriott Austin South, February 4-6, 2015, May 6-8, 2015, and August 5-7, 2015. Chair Durham reminded members

of the Sunset Commission hearings November 12-13, 2014, where public comments about TCDD will be accepted.

**ADJOURN**

Council Chair Durham adjourned the meeting at 10:31 AM.

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

\_\_\_\_\_  
Date

# **Attachment 1**



## Family Support 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. Emotional, social and economic challenges accompany a family's commitment to their family member with a developmental disability.

Throughout an individual's lifespan, 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.

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 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.

# **Attachment 2**



## Children and Families

### Position Statement

The Texas Council for Developmental Disabilities supports the position that all 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.

- ❑ When children cannot remain in their own families, for whatever reason, 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.
- ❑ 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.

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.

Approved August 8, 2014

# **Attachment 3**



## Emergency Preparedness Position Statement

The Texas Council for Developmental Disabilities supports the position that 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. 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 following principles as 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.

Approved August 8, 2014

# **Attachment 4**

# 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.

# **Attachment 5**

# 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.

# **Attachment 6**

**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.

<b>Budget Detail Summary</b>			
	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

# **Attachment 7**

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

	BUDGETED		PROPOSED FY 2015 BUDGET		PROPOSED		VARIANCE	NOTES
	FY 2014	% OF WHOLE	YEAR END EXPENDITURES FY 2014	% OF WHOLE	BUDGET FY 2015	% OF WHOLE		
	(10/13-9/14)		(10/13-9/14)		(10/14-9/15)			
<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>	
<b>Admin. Reimb. To TEA</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>		
<b>Available for Grants</b>	<b>\$3,125,856</b>	<b>65.1%</b>	<b>\$3,200,035</b>	<b>66.6%</b>	<b>\$3,193,136</b>	<b>66.5%</b>	<b>\$67,280</b>	
<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

# **Attachment 8**

# 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.

### 11. **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 carry out 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) and email (e.g. 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 (OMS) 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: **August 8, 2014**

Date: 7-3-14

# **Attachment 9**



**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

**Table of Contents**

I. Compliance with House Bill 16: Posting the Internal Audit Plan, Internal Audit Annual Report and Other Audit information on Internet Web site .....1

II. Internal Audit Plan for Fiscal Year 2014.....1

III. Consulting Services and Non-Audit Services Completed .....1

IV. External Quality Assurance Review (Peer Review) .....2

V. Internal Audit Plan for Fiscal Year 2015.....2

VI. External Audit Services Procured in Fiscal Year 2014 .....2

VII. Reporting Suspected Fraud and Abuse.....2

Report Distribution List .....3

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

# **Attachment 10**



## 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.

**COMMITTEE OF THE WHOLE  
DRAFT MINUTES  
AUGUST 7, 2014**

**COUNCIL MEMBERS PRESENT**

Mary Durham, Council Chair	Andrew Crim	Scott McAvoy
Hunter Adkins	Mateo Delgado	Amy Sharp, A&M CDD
Patty Anderson, DRT	Stephen Gersuk	Cindy Swain, TEA
Kimberly Blackmon	Manda Hall, DSHS	Lora Taylor
Kristine Clark	Sara Kendall, DARS	Richard Tisch
Gladys Cortez	Diana Kern	Susan Vardell
Kristen Cox	Penny Larkin, DADS	

**COUNCIL MEMBERS ABSENT**

Cindy Johnston	Dana Perry	David Taylor
John Morris	Penny Seay, UT CDS	Nancy Walker, HHSC

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Joanna Cordry	Jessica Ramos
Martha Cantu	Celina Galvan	Fernando Rodriguez
Belinda Carlton	Sonya Hosey	Joshua Ryf
	Wendy Jones	Koren Vogel

**GUESTS PRESENT**

Kari Brock	Ivy Goldstein, DSHS	Jason Sabo
Jennifer Esterline	Susan Maxwell	
Gina Fuller	Ginger Mayeaux	

**CALL TO ORDER**

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, August 7, 2014, in the Chennault Room of the Hilton Austin Airport, 9515 Hotel Drive, Austin, TX 78719. Council Chair Mary Durham called the meeting to order at 9:03 AM.

**1. INTRODUCTIONS**

Council members, staff and guests introduced themselves.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. PRESENTATION: ADVOCACY FOR POLICY CHANGE**

Executive Director Roger Webb introduced Jason Sabo, founder of Frontera Strategy, who provided an outlook on the 2015 Texas Legislature. Sabo has previously worked with Council members on advocacy strategies to provide an effective message for legislators and state agency staff members. His presentation included a brief review of actions taken during the 2013 Texas Legislature and expected outcomes for the 2014 elections including expectations for changes to legislative committee leadership. He also provided guidance on the differences between lobbying and

advocacy including a review of ideas for advocacy strategies. Sabo emphasized focusing on 1-2 issues, concentrating on powerful data, recruiting unexpected messengers, capitalizing on the political process and following up after successful efforts. He provided examples of these five strategies and discussed how they could apply to TCDD priority issues of long-term services and supports, education, employment and guardianship.

#### **4. SUNSET STAFF REPORTS FOR DARS, DSHS & DADS**

TCDD Public Policy Director Jessica Ramos presented a summary of Sunset Commission Staff Recommendations for the Department of Assistive and Rehabilitative Services (DARS), the Department of State Health Services (DSHS) and the Department of Aging and Disability Services (DADS). She provided an overview of the Sunset Commission Review process and noted that the Sunset Commission expects to make final decision on these health and human services agencies August 13, 2014. Sunset staff recommendations for DARS include integration of blind services into vocational rehabilitation services, better coordination with Texas Workforce Commission services, targeting high schools with the highest need for transition services and increased support for the independent living centers network. Sunset staff recommendations for DSHS include elimination of eight advisory committees, improvement of mental health crisis capacity, and integration of mental health and substance abuse services with greater outcome measures. Sunset staff recommendations for DADS include closure of the Austin State Supported Living Center (SSLC) by 2017, establishing an SSLC Closure Commission to determine for five additional SSLC closures to be implemented by 2022, and investment of the savings from the SSLC closures in crisis support and enhanced services for individuals with complex needs in community settings. Ramos also noted that final Sunset staff recommendations for TCDD, Texas Health and Human Services Commission and 6 other agencies will be released in mid-October with public hearings scheduled for November 12-13, 2014. Final Sunset Commission recommendations for those agencies will be released on December 10, 2014.

#### **5. MEMBER UPDATES**

Council member Stephen Gersuk provided the story of his son Stephen and their family's decision for Stephen's placement at the Denton State Supported Living Center (SSLC). Stephen was diagnosed as an infant with Cornelia de Lange Syndrome and has had challenging behaviors as a result of this condition. The Gersuk family attempted a group home residence for Stephen but found this to be an unsuccessful and abusive environment. Gersuk described Stephen's life at Denton SSLC to be the most inclusive environment for him in that he participates in a great number of activities and that he and his family find the setting to be safe and nurturing.

#### **6. CHAIR AND EXECUTIVE DIRECTOR REMARKS**

Chair Durham reviewed expected Council member absences for this quarter's meetings including Cindy Johnston, Dana Perry and David Taylor.

Executive Director Webb indicated that the Governor's Appointments Office expect to make TCDD appointments in early fall 2014. At least four appointments are expected, replacing Joe Rivas who resigned, Cindy Johnston who is not interested in another term, and John Morris and Susan Vardell who are not eligible for reappointment. Reappointments are expected for Andy Crim, Mateo Delgado, Stephen Gersuk and Lora Taylor.

Durham and Webb along with TCDD Vice-Chair Andy Crim and Public Policy Director Ramos reported on the NACDD conference and AIDD Technical Assistance Institute which took place in July

in Washington DC. The conference was also attended by Council member Hunter Adkins and Grants Management Specialist Susan Mihalik.

Webb noted the recent departures of Public Policy Specialist Erin Lawler and Project Management Assistant Theresa Esquivel and welcomed new Communications Coordinator Joshua Ryf and Fernando Rodriguez who is serving in a temporary position as the Project Management Assistant. Webb also noted that Planning Coordinator Joanna Cordry has been elected to the NACDD Board of Directors.

Public Policy Specialist Belinda Carlton reported on her participation in the World Congress on Guardianship and noted that it was a highlight of her career to discuss supported decision making policy with advocates from around the world.

**7. GRANT PROJECT HIGHLIGHTS**

Grants Management Specialist Wendy Jones provided highlights of two TCDD grant projects: Arc of Texas Project MOVE (leadership development and advocacy skills training) and VSA Arts of Texas Opening Minds, Opening Doors (promoting self-advocates as speakers). Representatives from both projects will provide presentations to Council members during this quarter’s meetings.

**8. PRESENTATION: ARC OF TEXAS PROJECT MOVE**

Jones introduced project manager Kari Brock and Ginger Mayeaux who discussed the Arc of Texas Project MOVE. MOVE stands for Mobilize and Organize self-advocates, families and allies to use their Voices to Empower communities and create meaningful change. The project has trained over 600 individuals through partnerships with local Arc chapters in Austin, San Antonio, Lubbock, El Paso, San Angelo, Richmond and the lower Rio Grande Valley.

**ADJOURN**

Council Chair Durham adjourned the Committee of the Whole adjourned at 12:50 PM.

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

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Date

**Quarterly Council and Committee Meetings**

**Tentative Dates**

**February 4-6, 2015**

*Holiday Inn Austin Midtown*

**May 6-8, 2015**

**August 5-7, 2015**

**November 4-6, 2014**

*To be determined based on hotel availability!*

**Council Meeting**  
**Agenda Item 17.**

**Expected Action:**

Discussion only; no action is anticipated.