

## Executive Committee Meeting Minutes

Tab 1

**Background:**

Minutes of the February 3, 2016, 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  
FEBRUARY 3, 2016**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair	Kristen Cox
Gladys Cortez	Lora Taylor

**COMMITTEE MEMBERS ABSENT**

Michael Peace

**COUNCIL MEMBERS PRESENT**

Meagan Sumbera	John Thomas
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**STAFF PRESENT**

Beth Stalvey, Executive Director	Joanna Cordry Cynthia Ellison	Wendy Jones Joshua Ryf
Martha Cantu	Danny Fikac	Koren Vogel

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, February 3, 2016, in the Colony Ballroom E at the Sonesta Bee Cave Austin Hotel, 12525 Bee Cave Parkway, Bee Cave, TX 78738. Council Chair Mary Durham called the meeting to order at 3:08 PM.

**1. INTRODUCTIONS**

Committee members and staff were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered

**3. CONSIDERATION OF MINUTES**

The minutes were reviewed and no additions or corrections were noted.

**MOTION:** To approve the minutes of the November 4, 2015, Executive Committee meeting as presented.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Council Chair Mary Durham reported the expected absences for the meeting which include Kristine Clark and Andy Crim. She noted that Crim submitted a letter of resignation on February 2, 2016, citing work and family conflicts that prevent him from attending meetings or placing a priority on Council business. Durham will also not be able to attend the Committee meetings on Thursday and has asked Council Vice-Chair Kristen Cox to facilitate the Committee of the Whole meeting as well as the Council meeting.

Durham also reported that Penny Larkin who was the Department of Aging and Disability Services (DADS) alternate representative has moved from DADS to the Texas Health and Human

Services Commission (HHSC). Donnie Wilson continues to serve as the DADS representative and plans to bring Justin Babineaux to the meetings as they expect Babineaux to be named to the alternate position.

Texas A&M Center on Disability and Development representative Dalun Zhang will attend Thursday's Committee of the Whole meeting in a non-voting capacity because A&M alternate Meagan Sumbera will attend all meetings to officially represent that agency.

## 5. EXECUTIVE DIRECTOR'S REPORT

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

- Family to Family: Events stipend for up to \$4,500 for the *10<sup>th</sup> Annual Special Education and Transition Conference and Resource Fair* on March 5, 2016, in Houston.
- The Arc of Texas: Events stipend for up to \$6,000 for *The Arc of Texas 23<sup>rd</sup> Annual Inclusion Works Conference* on February 7-9, 2016, in Houston.
- Attention Deficit Disorders Association – Southern Region: Events stipend for the *28<sup>th</sup> Annual ADDA-SR Conference* on February 27, 2016, in Houston.
- Austin Travis County Integral Care: Events stipend for the *Central Texas African American Family Support Conference* on February 25-26, 2016, in Austin.
- Austin Travis County Integral Care: Speakers stipend for the *Central Texas African American Family Support Conference* on February 25-26, 2016, in Austin.
- Texas State Independent Living Council: Events stipend for the *Annual Texas Statewide Independent Living Conference* on April 3-5, 2016, in San Antonio.
- Children's Disabilities Information Coalition: Events stipend for the *27<sup>th</sup> Annual Children's Disabilities Symposium* on March 19, 2016, in El Paso.

Stalvey also noted that TCDD staff will be attending some of these upcoming conferences not only as participants but in an exhibitor capacity to provide information about Council resources and to speak to individuals who may have an interest in becoming Council members.

Stalvey provided an update on TCDD staff noting that Grants Management Director Sonya Hosey has returned to the office on a part-time basis and expects to transition to a full-time schedule in the coming weeks. Interviews were held for the vacant Grants Management Specialist position but a candidate was not selected and the position will be re-posted.

Stalvey briefly discussed the Annual Program Performance Report, noting that she will provide details at the Committee of the Whole meeting, but highlighted the one-page summary was included in Council meeting materials. She offered thanks to Planning Coordinator Joanna Cordry and Planning Specialist Danny Fikac who prepared the report but added that all staff contributed. Stalvey expressed her appreciation for this report in that it provides a thorough summary of the year's activities. Cordry noted that the report shows the extent to which Public Policy and Grants Management activities are working together and expects this to be even more evident in next year's report as well as the development of the 2017-2021 State Plan. Stalvey also noted that staff are becoming more mindful of storing reportable data so that it is easier to summarize when preparing future reports.

Stalvey discussed agency representation on the Council as it relates to health and human services agencies consolidation. She reminded members that Sunset legislation will consolidate five agencies into one by 2017 and that vocational rehabilitation services will move to the Texas Workforce Commission. The Developmental Disabilities Act outlines specific programs that must

be represented on the Council: Individuals with Disabilities Education Act (TEA), Rehabilitation Act of 1973 (DARS), Older Americans Act (DADS), Title V of the Social Security Act (DSHS), Title XIX of the Social Security Act (HHSC). Staff will consult with AIDD and work with HHSC leadership as well as the Governor's Appointments Office to designate "program" representatives and not "agency" representatives to ensure that there is not one agency representative with four votes.

Stalvey reported that funding for DD Councils across the country for FY 2016 was increased by \$1 million from FY 2015. It is still unknown how much of an increase TCDD will receive but that figure will be reported to members once the notice of grant award is received.

## **6. GRANTS ACTIVITIES REPORTS**

Executive Director Stalvey provided updates on specific grant projects. She noted that the Building Community Capacity through Collaboration project from A Circle of Ten had issues regarding match funds and were initially sent a letter stating that TCDD funds needed to be returned to compensate for the lack of match funds. Staff completed additional reviews and worked with the grantee to obtain documentation to determine that they are now in compliance with match funds and are completing the final four weeks of the project.

The Community Organizing project from Texas Advocates has established a new project timeline due to a change in organizational structure, staff members and support from the Arc of Texas. It is hoped that circumstances will be resolved so that the project will be considered for continuation funding at the May 2016 meeting.

Stalvey reported a technical change in project funding to Volar for the Building Community Capacity through Collaboration project. The Executive Committee approved funding of up to \$150,000 but funding was initially reported at \$145,476. The grantee requested the full amount of \$150,000 so this was awarded and an additional vote is not needed.

The Building Community Capacity through Collaboration project from Community Healthcore returned \$29,000 from the previous year's funding that was unspent due to staff changes. This has been reallocated to other projects.

The Request for Proposals (RFP) for the Public Policy Fellows project is undergoing technical revisions by staff and will be posted in March with an expectation for the Executive Committee to consider applications at the August meeting. A September start date for the project is expected.

Outreach and Development projects are still pending and it is expected that the RFP will be posted in June. TCDD staff are continuing to work on in-house contracts to administer the Partners in Policymaking project.

Senior Grants Management Specialist Cynthia Ellison reviewed the Independent Audit Status Report and noted that projects from Region 17 Education Service Center (ESC) and Texas State Independent Living Council that show as incomplete have now been completed and should read as "none/done" regarding recommendations/resolutions. Ellison further reviewed the Grants Monitoring Exceptions Report noting that Region 17 ESC is still pending while waiting on audit reports that are expected in February, but all other projects are now complete. Members did not have questions or express concerns with either report.

Ellison next reviewed the Risk Assessment Report that highlights projects to be considered for continuation funding as well as new awards. Members reviewed the reasons for projects that need additional monitoring but did not express concerns.

**7. TCDD QUARTERLY FINANCIAL REPORT**

Operations Director Cantu reviewed the quarterly financial report noting that FY 2014 funds have been fully obligated and \$6 is expected to lapse at this time. Grantees have until September 30, 2016 to spend those funds and if any additional FY 2014 funds are returned as unspent, that amount will lapse as well.

Staff are waiting for final expenditures for operating expenses from FY 2015 but approximately \$1,305,000 was spent leaving approximately \$3,400,000 for grant projects. \$2,200,000 was obligated to projects leaving \$1,200,000 to be used for current year projects. Once the final notice of grant award is received for FY 2016 and funds are allocated, it is expected there will continue to be a surplus of funds available. Members discussed ideas for future projects that could be presented and discussed with the Project Development Committee.

Cantu discussed operating expense expenditures for FY 2016 and reported that these are on target for the year. Members expressed no concerns. Cantu reviewed expenses from current projects as well as a yearly summary of stipend expenditures.

**8. CONSIDERATION OF CONTINUATION GRANT AWARDS**

TCDD Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to Any Baby Can for the health and fitness project. The project offers a 32-week curriculum, focused on children with disabilities and their families, that provides education and exploration of adaptive/inclusive fitness activities. She noted that goals for the project include training 50 families each project year and with one quarter of the 4<sup>th</sup> year remaining, 177 families have been served and 18 more are expected. No compliance or reporting issues were noted and staff recommend continued funding. Jones also noted that this project continues to ask for less funding with each project year and plans to be sustainable at the conclusion of TCDD funding.

**MOTION:** To approve up to \$131,165 in continuation funding to Any Baby Can for the final year of a five-year Health and Fitness project.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

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

Grants Management Specialist Jones reviewed the executive summary for continuation funding to the Texas Department of Assistive and Rehabilitative Services (DARS) for Project HIRE higher education project. Jones noted that she attended the recent Project Advisory Committee (PAC) meeting and continues to be impressed with the level of PAC member commitment. She also noted that four students were graduating during her visit and two of those students were deaf which is significant because project staff initially thought they would not complete the program due to attitudinal barriers. No compliance issues were noted with this project. It was noted that DARS is looking to expand this project into existing services statewide.

**MOTION:** To approve up to \$225,000 in continuation funding to the Texas Department of Assistive and Rehabilitative Services for the final year of a five-year higher education project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 2) Council members requested staff attendance at the kick-off event for the final year of the project.

Jones reviewed the executive summary for continuation funding to Texas State Independent Living Council for the Health and Fitness project. This model partners with Centers for Independent Living and incorporates grant activities into the existing daily program. Jones cited an example of one Center that offered gardening activities which were not part of the grant project but the vegetables and herbs grown in the existing gardening class were used in a healthy cooking class as part of the grant project. Fitness, meditation and classes with adaptive equipment are included. Classes have been offered at three sites and will expand to one additional site for the final year.

**MOTION:** To approve up to \$230,000 in continuation funding to Texas State Independent Living Council for the final year of a five-year health and fitness project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 3) Durham requested a presentation from this project.

Committee members and staff discussed the number of projects that will be considered for continuation funding at the May 2016 meeting and determined that a separate meeting in April will not be needed.

## 9. **REVIEW PANEL RECOMMENDATIONS**

Planning Specialist Danny Fikac reviewed the RFP goals of the Accessible Transportation Summits project to include at least three collaborative events focusing on local transportation issues. Fikac reported that two proposals were received and reviewed by the independent review panel. The panel unanimously selected the proposed project from Texas State Independent Living Council (SILC). SILC proposes five summits over five years in Austin (2), McAllen, Waco, and Galveston with different themes for each summit. Issues to be addressed at the summits include local ordinances, funding, rural transportation, connectivity, boundary line coordination between counties, safe and accessible streets and technological solutions. The only concerns noted were an aggressive calendar with a proposed summit for this winter after a start date in September. Fikac did note that the proposal builds on existing work of the SILC and includes recommendations for developing advocates in different areas. Council members stressed the participation of Texas Department of Transportation as a collaborative partner in the summits.

A second proposal from Community Options, Inc. was reviewed by the panel but was not recommended for consideration of funding.

**MOTION:** To approve grant funding of up to \$150,000 per year for up to five years to Texas State Independent Living Council for Accessible Transportations Summits project.

**MADE BY:** Lora Taylor

**SECOND:** Kristen Cox

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

Planning Coordinator Cordry discussed the review panel evaluation of Leadership Development and Advocacy Training proposals. She noted that 10 proposals were reviewed but that one additional proposal that should have been reviewed was omitted because it appeared that a budget was not submitted when it was submitted separately. The review panel members will need to evaluate all proposals received in accordance with TCDD review policies.

**10. REVIEW AND PROPOSED REVISIONS TO THE TEXAS ADMINISTRATIVE CODE**

Chair Durham reminded members of the discussion at the November 2015 meeting regarding proposed revisions to the Texas Administrative Code. The revisions were posted in the Texas Register for the month of December and no comments were received. Executive Director Stalvey reviewed the primary change that is related to grantee reimbursements to allow for withholding of payment or suspension/termination of funding when the grantee is not in compliance with project reporting.

**MOTION:** To recommend Council approval of revisions of TCDD rules in the Texas Administrative Code.

**MADE BY:** Lora Taylor

**SECOND:** Kristen Cox

The motion **passed** unanimously.

**11. PROPOSED REVISIONS TO COUNCIL POLICIES AND PROCEDURES**

Executive Director Stalvey reviewed draft revisions to Council Policies and Procedures which further define revisions proposed in the Texas Administrative Code regarding payment withholding to non-compliant grantees. Revisions are also proposed to define Council membership for representatives of state programs (instead of agencies) and additional definition of Conflict of Interest policies. Other proposed revisions indicate further definition of the appeals of funding process to specifically note that a funding appeal is not an opportunity for an applicant to submit additional information resulting in a re-consideration of the proposal but that appeals are only considered for review of proper process. A final revision is proposed to Council procedures to increase the amount of reimbursement for attendant and respite care for Council member travel. It was noted that the Council cannot consider for approval until the May meeting because of policy that requires a 10-day notification before consideration.

**MOTION:** To recommend Council approval of proposed revisions to Council Policies and Procedures after the 10-day notification period.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor (Attachment 5)

The motion **passed** unanimously.

**12. CONFLICT OF INTEREST DISCLOSURES**

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

**13. EXECUTIVE SESSION: EVALUATION OF EXECUTIVE DIRECTOR**

Chair Durham announced that the Executive Committee of the Texas Council for Developmental Disabilities would meet in closed session pursuant to Section 551.71 of the Government Code related to personnel matters. A quorum of the Committee was present. The time was 4:55 PM on February 3, 2016.

At 5:20 PM on February 3, 2016, the Executive Committee reconvened in open session. Chair Durham announced that the Committee did not take any action during its closed meeting discussion on personnel matters.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 5:22 PM.

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Beth Stalvey  
Secretary to the Council

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Date

# Attachments

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

**Date:** 2/3/2016

**Review of Proposed Activities & Budget**

**ITEM: A**

**Grantee:** Any Baby Can of San Antonio **Year: 5 of 5**  
**Project Title:** Health & Fitness for Individuals with Developmental Disabilities (Any Body Can)  
**Project Location:** Atascosa, Bexar, Comal, Frio, Gonzales, Guadalupe, Medina, Uvalde, and Wilson Counties

**Website:** [anybabycansa.org/services/health-wellness](http://anybabycansa.org/services/health-wellness)

**TCDD RFP Intent:**

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs.

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

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

**Project Goals and Accomplishments for Years 1- 4:**

**Goal:** The achievement of optimal health, physical fitness, actualization and inclusion of individuals with developmental disabilities and the maintenance of a lifestyle conducive to physical fitness, as demonstrated by 80 families actively enroll and complete the 32-week program.

**Accomplishments per goal:**

The project participated in outreach activities such as the Mayor's Fitness Council and SiClovvia, at which staff gave live demonstrations of program exercises. The program features an 8 month curriculum with progress documented via pre- and post-program surveys. The curriculum, developed prior to program inception, has been certified by the National Strength and Conditioning Association, which allows Any Body Can staff to train YMCA and San Antonio Parks and Recreation staff on working with individuals with developmental disabilities. As of November 2015, 177 families have participated; the goal was to have 50 families per year participate the program. The grantee is confident that at least 18 more families will complete the program by the end of the current budget period. Participating families receive weekly consultations with a Registered Dietician, Physical Therapist, and adapted physical educators who help create a health and fitness plan. Families also have access to community fitness facilities. The program is conducted in 4 phases (Jump Start, Exploration, Inclusion, and Self Training) that guide families through the process of incorporating physical fitness and healthy eating into their lives.

**Proposed Goals and Objectives for Year 5:**

**Goal:** Same as above.

**Objectives:**

- 1) In year 5, the project will enroll 60 new families, of which at least 50 will complete the 32 week training.
  - 2) Ninety percent (90%) of participants will explore at least one new recreational/fitness activity within the first 12 weeks of enrollment.
  - 3) Community fitness venue staff will be familiarized with issues and behaviors of participating individuals and will be trained in appropriate strategies to promote a mutually successful experience.
  - 4) Fifty percent (50%) of participants will continue the chosen activity for at least 4 weeks following program completion, and
  - 5) Ninety percent (90%) of participants will have improved measures in at least two wellness areas and will report program satisfaction.
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**Council Considerations:**

**Public Policy Considerations:** The grantee has repeatedly stated a goal of systemic inclusion of fitness for students with DD in school funding, yet no activities, outcomes or discussion are shown in this 5th year continuation request.

**Grant Management Considerations:** The goal of this project was to have at least 50 families participate in the program per year. This year's projections are 5 families short of that goal. No other compliance or programmatic issues are noted.

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

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
<b>Expended Year 1</b> (Consultant: \$17,800)	\$228,610/\$228,610	\$95,640/\$93,250	\$324,250/\$321,860
<b>Expended Year 2</b> (Consultant: \$18,000)	\$228,610/\$228,610	\$76,203/\$76,203	\$304,813/\$304,813
<b>Expended Year 3</b> (Consultant: \$16,400)	\$205,749/\$205,749	\$68,583/\$68,583	\$274,332/\$274,332
<b>Expended Year 4</b> (8 months)(Consultant: \$15,600 match)	\$120,123/\$174,887	\$38,974/\$58,296	\$159,097/\$233,183
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	\$130,506	\$43,361	\$173,867
<b>II. Travel</b>	659	0	659
<b>III. Purchased services</b>	0	0	0
<b>IV. Property/Materials</b>	0	361	361
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$131,165	\$43,722	\$174,887

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

**Date:** 2/3/2016

**Review of Proposed Activities & Budget**

**ITEM: C**

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

**Year: 5 of 5**

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

**Project Location:** Hidalgo County

**Website:** <http://drsprojecthire.com>

**TCDD RFP Intent:**

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or or vocational/technical programs that were originally designed for students with disabilities.

**Authorized Funding:** TCDD has approved up to \$225,000 for up to five years.

**Expected Results:** Project HIRE, by grant year five, will graduate or certify at least ten (10) individuals with developmental disabilities from South Texas College (STC).

**Project Goals and Accomplishments for Years 1-4:**

**Goal:** Select 18 individuals with developmental disabilities for the project and provide initial college and vocational readiness trainings, job shadowing opportunities, and wrap-around services for academic success

***Accomplishments per goal:***

Contracts were developed between DARS and the University of Texas-Pan American (UTPA), STC, Dr. Paul Wehman, Access Granted, and Dr. Lynn Fischer, who, with the project advisory committee (PAC), conducted program design and planning meetings. Cohort #1 consisted of 12 selected participants; followed by 15 in Cohort#2; 16 in Cohort #3; and 9 in Cohort #4. Educational coaches provided social skills and other supports. Bi-annual Person Centered Planning (PCP) meetings were conducted for all participants. Each participant has had a1-on-1 educational coach available in 1 or more classes. The project secured short to long-term business mentoring opportunities for 25 participants with various employers. DARS has presented at 5 state conferences and 4 national conferences over 4 grant years. A total of 8 project participants have graduated with various academic certificates degrees such as culinary arts, legal office specialist, mechanics, business management and multimedia specialist, with 5 of those graduates gaining employment in the field of their choice. An additional 4 participants are anticipated to graduate in December 2015.

**Proposed Goals and Objectives for Year 5:**

**Goal:** Create and demonstrate how to provide supports to students with DD how to provide supports to students with DD enrolled in an academic/vocational certificate program and graduate or certify a minimum of 10 individuals with DD to enable them to gain education and experience needed to meet their educational/ employment goals by 3/31/2017.

**Objectives:**

- 1) Select at least 5 participants for Cohort #5
- 2) Work with at least 5 new businesses, educational or service-related entities to help them gain a better understanding of the benefits of supporting students with DD in post-secondary education and employment settings
- 3) Collect data by Project Evaluator to create a "how-to" final report

**Council Considerations:**

**Public Policy Considerations:** PP staff look forward to receiving the "how to" (under development; due Spring 2016) tool for higher education institutions to develop their own programs for people with DD. As Project HIRE supports its replication in the El Paso Project HIGHER program, they are encouraged to highlight their media plan.

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Job placement specialists report the benefits of time-limited internships, as they give employers an opportunity to get to know potential employees on a no-risk basis and have proven successful in leading to longer term placements. Project HIRE may want to further explore internships as a way to increase job placements for STC graduates. A comparison of students who were and were not placed after graduation might also yield insights not only for Project HIRE but also for others endeavoring to place persons with disabilities in competitive integrated jobs of their choice.

**Grant Management Considerations:** No compliance issues; no concerns.

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

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
<b>Expended Year 1</b> (Consultant: \$86,502)	\$225,000/\$225,000	\$32,093/\$31,425	\$257,093/\$256,425
<b>Expended Year 2</b> (Consultant: \$81,326)	\$225,000/\$225,000	\$45,598/\$15,060	\$270,598/\$240,060
<b>Expended Year 3</b> (Consultant: \$196,812)	\$213,404/\$225,000	\$51,164/\$15,060	\$264,568/\$240,060
<b>Expended Year 4</b> (6 months)(Consultant: \$196,572)	\$58,836/\$225,000	\$72,312/\$22,500	\$131,148/\$247,500
<b>Amount requested for Year 5 budget:</b>			
<b>I. Personnel Services</b>	0	0	\$0
<b>II. Travel</b>	0	0	\$0
<b>III. Purchased Services</b> (Consultant: \$203,573)	204,545	22,500	\$227,045
<b>IV. Property/Materials</b>	0	0	\$0
<b>V. Rental/Leasing</b>	0	0	\$0
<b>VI. Utilities</b>	0	0	\$0
<b>VII. Other (Indirect Costs)</b>	20,455	0	\$20,455
period totals	225,000	22,500	\$247,500

Texas Council for Developmental Disabilities  
**Executive Committee – Review of Proposed Activities & Budget**  
**ITEM: B**

**Date:** 02/03/2016

**Grantee:** Texas Statewide Independent Living Council (TX SILC)

**Year:** 5 of 5

**Project Title:** Health & Fitness (Getting Fit to Live, Work, and Play!)

**Project Location:** Brazos Valley; Lubbock; El Paso

**Website:** txsilc.org/healthandfitness

**TCDD RFP Intent:**

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs.

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

**Expected Results:** Grantees are expected to demonstrate how to:

- 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and
- 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

**Project Goals and Accomplishments for Years 1-4:**

**Goal 1:** Improve the overall health and fitness of people with developmental disabilities by providing access to appropriate programs for at least 150 individuals (50 for each of 3 sites)

**Goal 2:** Provide evidence-based, data-supported report to demonstrate project efficacy.

**Accomplishments per goal:**

The project has a three-tiered approach to developing programs that improve health:

- 1) Increasing the availability of and access to fitness programs for individuals with disabilities;
- 2) Connecting consumers to established health programs in pilot areas; and
- 3) Increasing awareness of the importance of health and fitness programs for people with disabilities. Centers use Independent Living Plans to determine and track consumer goals and progress. To date, the project has served 163 individuals: 37 at Brazos Valley Center for Independent Living (BVCIL), 92 at LIFE/ RUN, and 34 at Volar Center for Independent Living. Collectively, the programs exceed the targeted 150 individuals served.

**Proposed Goals and Objectives for Year 5:**

**Goals:** Same as above.

**Objectives:**

- 1) Continue in-house and community-based health and fitness programs at LIFE/RUN, BVCIL and Mounting Horizons Center for Independent Living (MHCIL);
- 2) Produce *Getting Fit to Live, Work & Play: Best Practices and Training Manual*;
- 3) Provide data collection and reporting system to demonstrate project efficacy; and
- 4) Produce *Getting Fit to Live, Work, and Play: A Study on Wellness and Developmental Disabilities* report.

Council Considerations:

**Public Policy Considerations:** There are no activities, outcomes, or discuss r.e. public policy goals to achieve lasting change via policy. PP Staff continue to recommend that the grantee work with Managed Care Organization to include their health and fitness activities as “value added service” for persons enrolled in Medicaid.

**Grant Management Considerations:** No compliance issues; no concerns.

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

**Continuation Budget Detail Summary for Texas SILC Health and Fitness Project**

<b>Expended Amounts Years 1 through 4</b>	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
Year 1 (Consultant \$133,876)	\$219,472 / \$219,472	\$55,741 / \$54,868	\$275,213 / \$274,340
Year 2 (Consultant \$133,876)	\$250,000 / \$250,000	\$64,957 / \$53,583	\$314,957 / \$303,583
Year 3 (Consultant \$133,876)	\$245,000 / \$245,000	\$64,646 / \$51,980	\$309,646 / \$296,980
Year 4 (5 months)(Consultant \$126,500)	\$123,079 / \$238,000	\$33,467 / \$51,600	\$156,546 / \$289,600

**Year 5 Texas SILC Health and Fitness Project Continuation Budget Request Summary**

<b>Amount Requested by Item for Year 5 budget:</b>	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
1. Personnel services	121,364	0	121,364
2. Travel	3,267	0	3,267
3. Purchased services (\$68,000 consultants)	86,172	61,560	147,732
4. Property/Materials	850	0	850
5. Rental/Leasing	12,325	0	12,325
6. Utilities	6,022	0	6,022
Budget period totals	\$230,000	\$61,560	\$291,560

**TO:** TCDD Executive Committee  
**FROM:** Danny Fikac, Planning Specialist  
**SUBJECT:** Summary of Review Panel Recommendations  
**DATE:** February 3, 2016

TCDD staff convened review panels to evaluate proposals for two TCDD Request for Proposals (RFPs):

- Accessible Transportation Summits (1 project to be funded)
- Leadership Development and Advocacy Training (up to 4 projects can be funded)

This memo includes information and recommendations for the Accessible Transportation Summits. Information and recommendations for the Leadership Development and Advocacy Training proposals will be emailed to Executive Committee members prior to the meeting, and hard copies will be included in the meeting folder.

1. **Accessible Transportation Summits RFP Goal:** For this project, the grantee will coordinate and host at least three transportation summits for organizations and individuals who will actively collaborate with others in their community to address local transportation issues. The grantee will also provide support to the communities to develop, adapt, or revise plans to guide what they are doing at a local level, and they will share this information with other groups. The grantee will survey stakeholders to gather information about their experiences and goals, share this information with TCDD as well as share recommendations that can be used to develop further develop policy actions and future projects. During the posting period, TCDD received two proposals for this RFP.

**Authorized funding amount per RFP:** TCDD has made available up to \$150,000 per year, for the first, second, and third years; up to \$125,000 for the fourth year; and up to \$100,000 for the fifth year.

The review panel ranked proposals as follows:

1. Texas State Independent Living Center (SILC)

The review panel unanimously selected the proposed project from SILC. One additional proposal was received but was not recommended.

**Summaries of review panel and staff follow.** Summaries of review panel comments for proposals not recommended for funding by the panel are included for information purposes. These are not reviewed by staff

## **Accessible Transportation Summits Proposal(s) Recommended for Funding**

**Organization:** TX State Independent Living Center (SILC)

**Funding Requested:** \$150,000

**Location of Main Office:** Austin, TX

**Match:** \$50,000

### **Strengths Noted by the Review Panel:**

- The Review Panel agreed that the proposal was well written and clear.
- The Panel acknowledged that transportation issues are statewide, and it is a positive that SILC has planned summits in four different areas of the state, including designated poverty counties.
- SILC has planned more transportation summits than the RFP required.
- The proposal demonstrates activities used to recruit, involve and support individuals' participation.
- SILC has demonstrated experience and knowledge about transportation and mobility issues and barriers and are qualified to perform the activities in the proposal.
- SILC has developed an accessible transportation network that includes the 27 independent living centers and a partnership with Texas Department of Transportation.
- The proposed project includes diverse traditional and nontraditional partners for the summits.
- As an incentive for participation, SILC offers continuing education credits.
- The continuation of the transportation summits appears to be possible due to SILC utilizing vendor fees.

### **Additional Strengths Noted by TCDD Staff:**

- Each of the five transportation summits will include a unique transportation public policy issue.
- Each summit issue is relevant to the community in which it's being held. Issues to be addressed include: local ordinances; funding complexities; rural transportation connectivity; county or boundary line coordination; safe and accessible streets and sidewalks; technological solutions, ADA paratransit.
- There is also a summit dedicated to public policy advocacy.
- TX SILC will conclude with a final report that documents the project efforts and provides recommendations regarding accessible transportation and alternative funding sources to serve as a roadmap for system-wide expansion of accessible transportation projects.

**Note:** SILC should look into resources available from the National Aging and Disability Transportation Center, a new Federal Transit Administration technical assistance center that will: provide technical assistance, information and referral; develop and field training; implement an interactive communication and outreach strategy; and offer grant funding to support communities to assess needs and develop innovative transportation solutions.

### **Concerns Noted by the Review Panel:**

- SILC already has summits planned and did not address performing pre-summit surveys to determine issues and barrier topics for the summits.
- The time between summits may not be enough to allow thorough follow up surveys and data collection.
- SILC plans to track 30 individuals after the summit to monitor their progress with understanding and knowledge about transportation and mobility issues. The Review Panel believes there should be a high number of tracked individuals. The performance measures that stated that 500 attendees would be trained in transportation and that 400 participants would be trained in transportation advocacy.

### **Additional Concerns Noted by TCDD Staff:**

- The SILC's proposed budget needs clarification and revision.

# Texas Council for Developmental Disabilities

## Council Policies

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# Texas Council for Developmental Disabilities

## Council Policies

Adopted by Council November 10, 2000

Revisions Approved May 10, 2002, August 8, 2003, August 13, 2004, November 5, 2004; February 4, 2005; February 3, 2006, November 3, 2006, August 3, 2007, February 22, 2008, February 12, 2010 and May 6, 2011

### III. MEMBERS *(Revised 11/03/06)*

- A. Membership. Members of the Council are appointed by the Governor in a manner consistent with federal (**Developmental Disabilities and Assistance Act**) and **Texas** state law. Members shall include individuals with developmental disabilities, parents of individuals with developmental disabilities, and representatives designated by the chief executive officer representing **the following federal and state programs.**
1. **The Individuals with Disabilities Education Act**
  2. **The Rehabilitation Act of 1973**
  3. **The Older Americans Act**
  4. **Title V of the Social Security Act**
  5. **Title XIX of the Social Security Act**
  6. **State Protection and Advocacy System funded under the DD Act**
  7. **University Center for Excellence in Developmental Disabilities (UCEDD at University of Texas)**
  8. **University Center for Excellence in Developmental Disabilities (UCEDD at Texas A&M University)**
  9. **Representatives of local and non-governmental agencies concerned with services for individuals with developmental disabilities**
  10. **Representatives of private non-profit groups concerned with services for individuals with developmental disabilities**
- B. Terms. Members of the Council serve staggered terms as specified in state statute.
- C. Council Member Expenses. Council members serve without salary but are entitled to receive reimbursement for actual expenses for all approved activities consistent with Council policies and state law.
- D. Conflict of Interest. Council members shall adhere to the Conflict of Interest Disclosure Policy as approved by the Council as Appendix I.

### IX. TCDD GRANTS PROJECTS *(Revised 05/06/11)*

- A. Scope
1. As authorized by 40 TAC 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.
  2. These sections govern the submission and review of project proposals and the award, amendment, and termination of project contracts.
- B. Overview of TCDD Grants
1. The Council will identify priorities for funding projects based on the approved TCDD State Plan for Texans with Developmental Disabilities.
  2. Sources.
    - (a) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

- (b) Unsolicited proposals may be submitted by organizations consistent with procedures approved for such submissions by the Project Development Committee.
  - (c) The Council may develop projects with organizations without competitive proposals when only one known best expert is available, for business necessity, or when otherwise allowed by Council determination.
  - (d) Nothing herein shall be construed to prohibit any firm, agency, or organization with which any member of the Council is associated from receiving a grant from the Council providing the Council member does not receive compensation or financial gain from the grant as **outlined in the Conflict of Interest policy**.
3. Requests for Proposals will be published in the Texas Register and a notice will be provided to organizations on the Council's Web site and mailing list.
  4. TCDD may reject all applications submitted in response to a request for proposals and may cancel a grant solicitation at any point before a grant award is finalized.
  5. Council staff provides technical assistance and support to grant projects including training for new grantees. Council staff also monitor grantee accomplishments and compliance with TCDD Grants procedures by conducting one or more on-site monitoring visit(s) to each grant project annually unless otherwise provided by a risk assessment methodology approved by the Audit Committee. Summary reports of on-site visits are provided to the Executive Committee.
  6. TCDD funds shall not be used to conduct clinical research.
- C. General Selection Criteria
1. Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council.
  2. Evaluation Criteria shall include but not be limited to:
    - a. program quality as determined by a peer review process; and
    - b. the cost of the proposed project.
  3. The Council may consider additional factors in determining best value, including:
    - (c) financial ability to perform services;
    - (d) state and regional needs and priorities;
    - (e) improved access for unserved or underserved areas and or groups of individuals;
    - (f) ability to continue services after conclusion of grant funding, if applicable; and
    - (g) past performance and compliance.
- D. Application Requirements
1. Council staff shall develop a "Grant Application Packet" for each Request for Proposal. Grant Application Packets shall be available upon request from the Texas Council for Developmental Disabilities with each Request for Proposal and will be made available at the Council's Web Site.
  2. The Grant Application Packet will include at a minimum:
    - (a) goals describing the purpose for the grant program;
    - (b) eligibility requirements;
    - (c) description of the project activities and outcomes;
    - (d) application forms and instructions;
    - (e) application requirements and restrictions; and

- (f) selection criteria and the process to evaluate grant proposals and select proposals for awards.
  - 3. The Applicant shall use the format included in the Grant Application Packet. A proposal which is submitted in a format that is substantially different from the Council's format will not be considered.
  - 4. Proposals received after the closing date will not be considered, unless an exception is approved. The Executive Director is authorized to approve requests for exceptions for good cause received prior to the closing date. Exceptions requested after the closing date may be approved only by the Executive Committee. Any exceptions shall be documented in writing and retained as part of the grant application file.
  - 5. Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.
- E. Screening of Proposals
- 1. Council staff will screen applications to determine if all information has been provided in a timely fashion, on prescribed forms.
  - 2. An application must be complete for consideration and shall include a signature by the proper authorizing official.
  - 3. Council staff will provide written notification to applicants eliminated through the screening process.
- F. Peer Review Process
- 1. The Council shall use peer reviewers to evaluate proposals submitted in competitive requests for proposals, exclusive of stipends grant proposals when the award is greater than \$15,000.
  - 2. Council staff shall serve as the review panel for stipends grant proposals and for other grants when authorized funding \$15,000 or less yearly.
  - 3. All reviewers shall disclose any conflicts of interest with individuals associated with applications to be reviewed.
  - 4. The Executive Director shall submit recommendations for Review Panel members to the Executive Committee for approval. Council members and staff will be asked for suggestions of professionals and public citizens to evaluate proposals. Reviewers may not evaluate proposals in which there is, or is an appearance of, a conflict of interest.
  - 5. Council staff shall provide written instructions and training for all Review Panel members.
  - 6. Council staff shall convene a meeting with each Review Panel and shall record the summary evaluation of the review of each proposal.
- G. Funding Decisions
- 1. Council staff shall submit a recommended priority ranked list of applicants for possible funding. Final approval of organizations to receive grant funding exclusive of stipends grant awards, shall be determined by the Executive Committee.
  - 2. Final approval of organizations to receive grant funding for stipends projects shall be made by the Executive Director. Notice of such actions shall be provided in a timely manner to the Executive Committee and Council.
  - 3. Council staff may negotiate with selected applicants to determine the final terms of the award. To receive an award, the applicant must agree to perform the activities as presented in the request for proposals and accept any additional or special terms or conditions listed in the grant award and any changes in the grant application. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.

4. Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.
5. Applicants must give assurances that the grantee will abide by the terms of the grant award; the Uniform Grant Management Standards (UGMS) adopted by the Governor's Office of Budget and Planning, and federal Rules related to these funds promulgated by the Office of Management and Budget (OMB) where applicable, as determined by Council staff; and these policies.
6. The Council Executive Director may negotiate and approve changes in the project proposal that address concerns and weaknesses noted from the review process, and/or which assure consistency with the intent of the RFP. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.
7. Council staff shall notify unsuccessful applicants in writing.

H. Continuation Funding

1. Projects may be eligible for continuation funding as specified in the original request for proposals. Continuation funding will not be automatic. Consideration for continuation funding will include a review of the project's accomplishments, progress toward stated goals and objectives, financial management of grant funds, compliance with reporting requirements, review of the most recent project audit, review of findings from TCDD onsite reviews, and development of alternative funding. The grantee shall submit a proposal for continuation funding as requested by TCDD staff.
2. The Executive Committee may approve continuation grants after a review in accordance with the provisions of these policies. A summary of past accomplishments and future activities of each project awarded continuation funding shall be provided to the Council.

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. **An appeal is not an opportunity for an applicant to provide additional information that could have been included in the original proposal. To do so would create a two-stage review process that is not part of the Council's current policies.**
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 or of 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. **The report may not include an evaluation of additional information provided by the appellant when such information could have been included in the original proposal.**
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.

#### **J. Payment Withhold of Grant Funding**

1. **The Executive Director may grant a payment withhold of grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to comply with the terms of the grant, after consulting with the Council Chair. The Executive Committee shall be notified of any payment withhold.**
2. **TCDD shall provide written notice to the grantee of the proposed payment withhold of grant funding at least 10 business days (2nd revised deadline) prior to any withheld payments.**
3. **That notice shall state the reasons for the payment withhold of funding and the procedure for requesting reconsideration.**
4. **If report(s) are not received by the 2nd revised deadline (10 business days from the initial request), TCDD will implement an immediate hold on all payments to the grantee pending receipt of any late report(s).**
5. **When late reports are received from a project after a payment hold has been initiated, TCDD will restore payment for requests pending for not more than 60 calendar days but may partially restore payments for the any period beyond 60 calendar days in arrears as outlined.**
6. **The payment withheld will be rescinded and any outstanding payment requests processed, except that:**
  - (a) **Payments will be restored for only the past 60 calendar days. Reimbursements for any period of a payment withheld for more than 60 calendar days may be partially restored in the following manner:**
    - i. **Payments for the period from 60 – 90 calendar days will be restored at 90% of the requested amount.**
    - ii. **Payments for the period from 90 – 120 calendar days will be restored at 50% of the requested amount.**
    - iii. **Payments for the period longer than 120 calendar days past will not be restored.**
7. **A Notice of Grant Award for any project that is more than 60 calendar days late in submitting required reports will be prepared with a payment hold in place until all reports are received. The same schedule for reducing the amount of payments restored as noted above will apply.**
8. **Any reports required from the prior grant award period will cause the subsequent award to be subject to the same payment withhold process and schedule for partially restoring payments.**
9. **In the event that withheld payments are not fully restored, the grantee may appeal to the Executive Director. Any appeal will be considered by the Executive Committee at its next regularly scheduled meeting. Actions of the Executive Committee on such appeals are final.(Item I – Appeals)**
10. **Payment withhold will remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is suspended.**

#### **K. Suspension of Grant Funding**

1. The Executive Director may suspend grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to

comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or if the original purposes for which funding was approved are no longer evidenced. The Executive Committee shall be notified of any suspensions.

2. TCDD staff shall provide written notice to the grantee of the proposed suspension of grant funding at least 10 workdays prior to any suspension except as provided by Section L, Subsection 3. That notice shall state the reasons for the suspension of funding and the procedure for requesting reconsideration.
3. A suspension may be effective immediately if, after consulting with the Council Chair, the Executive Director determines that delayed action does not protect the interests of the Council.
4. A grantee shall have the opportunity to request reconsideration of the suspension of grant funding. The grantee must provide a written request for reconsideration to the Executive Director no later than 10 workdays after receiving notice of suspension of funding. A request for reconsideration must include all facts and information the grantee considers to be relevant to the situation and a proposed plan of correction. If a grantee does not request reconsideration in writing within the specified time period the grantee will be deemed to have waived any further review and grant funding will be suspended.
5. If the Executive Director determines that the responses of the grantee are not satisfactory, the grantee's authority to obligate funds may be suspended. TCDD staff shall provide the grantee a written notice of suspension that will set the effective date for suspension and identify any allowable costs that the grantee may incur during the period of suspension.
6. Suspensions remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is terminated.

#### L. Termination of Grant Funding

1. The Council or the Executive Committee may terminate grant funding prior to the end of the grant budget period if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or the original purposes for which funding was approved are no longer evidenced.
2. The Executive Director may recommend to the Executive Committee termination of grant funding if corrective actions are not taken during a suspension period or if the corrective actions are not sufficient to remedy the concerns. In such instances, the Executive Director shall provide a summary report to the Executive Committee including the reasons for which a termination of funding is recommended, additional information provided by the grantee pursuant to a request for reconsideration, if any, corrective actions proposed by the grantee, and the proposed date for termination of funding.
3. The grantee shall be provided written notice of the recommendation to terminate funding at least 10 workdays prior to the meeting of the Executive Committee to consider that recommendation. Such notice shall include the date and location of the Executive Committee meeting where the recommendation to terminate funding will be considered.
4. The decision of the Executive Committee is final.
5. The Executive Director may also recommend to the Executive Committee that grant funding be terminated without an initial suspension of funds. In such instances, the grantee will be provided written notice of the recommendation to terminate funding at least 45 calendar days prior to the proposed termination. That notice shall state the reasons for the termination of funding, the proposed date of termination, and the procedure for requesting reconsideration.

6. The grantee shall have the opportunity to request reconsideration of the proposed termination-by filing a written request for reconsideration with the Executive Director not later than 10 workdays after receiving notice of the proposed termination.
7. If circumstances warrant, grant funding may be terminated by the Executive Committee or Council for cause without notice of suspension when delayed action does not protect the interests of the Council. In such instances, TCDD staff shall provide written notification of the termination which shall include the reason(s) for such action and instructions for termination or closeout of the grant.
8. Grant funding may also be terminated may by mutual agreement or by the grantee when the grantee's authorizing official gives written notification to the Executive Director. TCDD staff shall provide written notification of termination by joint agreement, or written acknowledgement of the termination notice if by the grantee. Such notice or acknowledgement shall include written instructions for termination or closeout of the grant.
9. The TCDD Executive Director may approve TCDD assuming the federal share of any obligations that cannot be cancelled.
10. A grant, or portion thereof, may also be terminated at the grantee's request by approval of the TCDD Executive Director.
11. Between the time of the proposed termination and the final decision of the Executive Committee, TCDD may withhold further funding. In the event the Executive Committee's decision is favorable to the grantee, the funds shall be promptly distributed to the grantee.

**M. Financial Monitoring and Independent Audits**

1. Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards.
2. Project specific independent audits, annual independent review by a qualified CPA, agreed upon procedures of engagement for review by a qualified CPA, and/or other monitoring strategies shall be required of grantees not subject to annual independent audit requirements by OMB or UGMS. Appropriate monitoring strategies shall be based on an assessment of risk of each grantee and procedures approved by the Audit Committee.
3. The Council shall reimburse the grantee for the reasonable cost of the required audit or other required monitoring activity. TCDD staff shall determine the need for independent audits of grantees receiving less than \$100,000 annually of DD funds based on an assessment of risk of each grantee.
4. Staff shall provide to the Audit Committee a summary of the findings of each independent audit or required monitoring activity and the status of corrective actions required.

**N. Funding Restrictions**

Grantees will be subject to the following funding restrictions, unless statute or Council rules require otherwise:

1. TCDD shall provide not more than 75% of the total project costs from federal DD funds except for activities in designated poverty areas in which case federal funds provided by the Council shall be not more than 90% of total costs.
2. The Executive Director may reduce or waive the matching requirement of individual grant projects when deemed appropriate and shall report any such waiver to the Executive Committee.
3. Grantees are responsible to provide funds for the additional costs of project activities from non-federal sources.
4. DD funds are allowed for indirect administrative costs up to 10% of total project expenses. Any portion of indirect costs above 10% may be allowed as part of the required non-federal participant share.

5. Donated time and services may be included as a match contribution unless otherwise restricted by a specific request for proposals.
  6. Council staff shall provide information about allowable non-federal sources of funds upon request.
  7. No organization shall receive more than three (3) grants from the Council at any time.
  8. Unallowable costs.  
Information is available from Council staff concerning unallowable costs. Such costs will include but are not limited to the following:
    - a. bad debts;
    - b. entertainment;
    - c. legislative expenses;
    - d. expenses required to be reported as lobbying by state statute; and
    - e. merit salary increases that total more than 5% of an individual's salary during a 12 month period.
  9. Any revenues received from projects funded by the Council must be reported quarterly on forms provided by the Council. Council staff must approve use of such funds.
- . TCDD Grants Policies and Procedures
1. All grantees shall receive a TCDD Grants Manual that contains all requirements, procedures, and reporting forms for grantees.
  2. The Executive Director will approve all revisions to a project work-plan, including performance measures, staffing pattern, or budget, providing the changes are within the total budget and general scope of work approved by the Council.
  3. A grantee seeking to increase the authorized funding amount, length of project, or scope of work shall file a request with the Council. The request shall be submitted to the Executive Director with a justification for the change. The Executive Director shall review the request and make a recommendation to the Council. The Council's decision to approve or deny the request is final.

**COUNCIL PROCEDURES**  
***Revisions Approved – May 2011***  
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### **COUNCIL PROCEDURE 11. MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY**

1. **General.** State statute authorizes Council members to receive reimbursement for "actual expenses incurred in performing their duties, including travel, meals, lodging, and telephone long distance charges" (112.015 HRC, V.T.C.A.). Separately, language in the state appropriations act also directs agencies to conserve funds by maximizing economy and efficiency when planning travel, and stipulates that travel reimbursements are for "necessary and reasonable expenses" ... "only when the purposes of the travel clearly involve official state business..." It is therefore the policy of the TCDD that:
  - a. Council members are encouraged to stay at the hotel where rates have been negotiated by staff, or at a hotel with comparable state government rates. When group rates have not been negotiated, members are eligible for lodging expenses that are reasonably comparable to "state government rates" in that location. Reimbursement for lodging for Council members may not exceed twice the maximum rate for state employees.
  - b. Council members shall be eligible for reimbursement for actual expenses for meals, but not more than twice the maximum rate for state employees. An overnight stay is not required for reimbursement for actual meal expenses.
  - c. Council members are expected to attend the majority of the event for which travel reimbursement is requested. If the member also conducts non-Council business while in the same location, it is expected that travel expenses will be allocated accordingly to Council and non-Council business.
  - d. Council members may receive reimbursement for reasonable and necessary personal assistance services, including attendants and respite care. Reimbursement for travel expenses for personal attendants is limited to the same amounts as would apply to the Council member.
2. **Travel Advance.** Council members may request a travel advance to avoid financial hardship due to Council related travel expenses.
3. **Exceptions.** Recognizing that individual circumstances may require exceptions to the expense limitations noted above, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
4. **Travel Events.** Reimbursement for travel expenses will be authorized in the following situations:
  - a. Travel expenses to attend Council and Committee meetings are authorized in advance and do not require prior approval of the Chair except as noted below.
  - b. Travel expenses are also authorized in advance to attend meetings on behalf of the Council, to speak or testify on behalf of the Council, or to otherwise act as a Council representative at the request of the Council Chair or the Executive Director.
  - c. Council members may request approval to attend a conference, workshop or other event related to the Council's business, including events coordinated by TCDD grantees with funds awarded by the Council. In general, approval will be limited to no more than one such event per year for each Council member. The requesting member must demonstrate the importance to the Council of the event in the justification on the travel request form. The requesting member is responsible to submit a travel request form in advance and submit for consideration by the Chair.
5. **Agency Representatives:** Members who are representatives of State Agencies (or their alternates) are eligible for reimbursement for travel expenses in the same manner as all other Council members except that Council policy asks that their agency be responsible for travel expenses for the first Council or Committee meeting during the fiscal year. Otherwise, these guidelines are applicable to all Council members.

**6. Exceptions.**

- a. Council members are not eligible to receive reimbursement for travel expenses from TCDD funded stipends grantees.
- b. In general, Council members should not receive reimbursement from other TCDD funded grantees for travel expenses. Exceptions may be approved in advance by the Executive Director or Chair.

**7. Travel Guidelines and Reimbursement Procedures.**

- a. **State Contracted Travel Vendors.** State travel regulations require all persons traveling on state business, including Council members, to use the contracted state travel vendors and follow all state travel rules.
- b. **Air Transportation.**
  - i. TCDD staff will purchase airline tickets for Council members through a direct billing process. Please contact the TCDD Executive Assistant with the dates and times of travel so that she may make the appropriate arrangements. Confirmation will be e-mailed or faxed to the member.
  - ii. Even though airfare is charged directly, **airline receipts must be submitted** with a reimbursement request.
  - iii. First class airfare is not payable unless it is the only flight available to conduct Council business or is required as a reasonable accommodation.
  - iv. Cancellation charges are payable only if travel was canceled for a TCDD business-related reason.
  - v. If Council members depart from a location other than their home city and travel to conduct approved Council business, reimbursement is limited to the average coach airfare between their home city and destination or departure point and destination, whichever is less.
- c. **Lodging.**
  - i. Council members are **not** exempt from state, county, and local hotel/motel occupancy tax and will be reimbursed for these charges
  - ii. Original lodging **receipts** are required. If the receipt is lost, a copy of the receipt, a copy of the canceled check, a credit card slip or letter from the hotel/motel will be accepted as proof of payment. The receipt must include the following information:
    - Date(s) of travel
    - Name of traveler
    - Name of hotel/motel
    - Amount of lodging charge
    - Number of people occupying room
- d. **Meals. Receipts** are not required but meals should be itemized on back of travel expense record. Please note: reimbursement is not allowable for some items including liquor, tips, and entertainment.
- e. **Personally Owned Automobiles.** Members are entitled to be reimbursed for mileage incurred driving to meetings or to and from the airport, etc. Reimbursement may not exceed the actual number of miles traveled for business purposes and the current maximum mileage reimbursement rate. The number of miles allowable for reimbursement may not exceed the mileage for the most cost-effective reasonably safe route. And, the number of miles traveled may be determined by the vehicle's odometer reading or by an online mapping service such as mapquest.com

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- f. Mileage is also reimburseable for travel if someone transports the member to the airport and picks them up upon their return. In those instances, the roundtrip mileage is allowable for both trips so long as it is less than the cost of parking the Council member's car at the airport. Parking fees incurred while on official state business are also an allowable expense.
- g. **Rental Cars.** The use of rental cars by Council members **must be approved by the Council Chair in advance.** In most instances, taxi or limousine services should be used since they are more economical than rental cars for Council business activities. Rental cars are also direct billed per state contracts so must be coordinated by the TCDD Executive Assistant. A receipt is required for rental cars.
- h. **Public Transportation.** The original receipts are required for airfare, bus, or trains but not for inner-city bus, taxi, shuttle, mass transit, and limousine fares. An itemized list of all claims showing destination, date, and amounts of each trip for public transportation must be shown on the Travel Voucher.

In all instances, Council members are expected to use the most economical method of transportation, considering all relevant circumstances.

- i. **Personal Assistance Services.**

- i. Council members with disabilities who require personal assistance services may pay and be reimbursed for fees and actual travel expenses of an attendant not to exceed the allowable travel expenses for Council members. Receipts for fees and all attendant travel expenses are required. Attendant services fees may not exceed \$20 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.
  - ii. If assistance is obtained by the Council member, i.e., bell hop to aid with luggage, and monies are given in return for assistance, that amount may be claimed as an "attendant cost." A receipt is required.
  - iii. Council members who require respite care services for a child with a disability during the time they are away from home are eligible for reimbursement of fees for such services not to exceed \$20 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required for those hours that are in addition to what the member would otherwise have paid during that time period. Receipts for respite services fees are required.
  - iv. Reimbursements for personal assistance services may not supplant other sources of funds that would have reimbursed similar services during the same time period. Family members living in the same home as the member are generally not eligible for reimbursement for providing personal assistance services but are eligible for other travel expenses incurred when providing assistance to a council member. However, individuals who are a certified waiver provider for their family member may be reimbursed for those expenses.
- j. **Travel Advances.** Travel advances are available to assist Council members to avoid financial hardship due to Council related travel expenses. Prior approval is required. Requests for travel advances must be received by TCDD staff at least 15 workdays prior to the departure date of travel. Please contact the TCDD Executive Assistant for further information about travel advances.
- k. **Miscellaneous Expenses.** Other TCDD business related expenses such as telephone calls, postage and copying costs incurred while in travel status are also reimbursable and should be included on the travel expense record. If any of these expenses are incurred while not in travel status, please submit receipts separately and a purchase voucher will be prepared.

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- l. **Individual Circumstances.** Recognizing that individual circumstances may require exceptions to the expense limitations noted, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
- m. **Processing of Travel Vouchers.** Once a completed Travel Expense Record is received by TCDD staff, it takes about 5-10 workdays to process in the TCDD office and the TEA Travel Section before a state warrant to be mailed to the Council member. Checks will be direct-deposited for Council members employed by a state agency unless instructed otherwise. All questions regarding processing of travel vouchers can be addressed to the TCDD Executive Assistant. Council members are asked to submit all travel expense information within 10 workdays of when the travel occurred. Reimbursement for expenses after vouchers are submitted require special approval.

Revisions Approved April 8, 2010

Approved May 6, 2011