

Background:

Minutes of the August 3–4, 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 August 3-4, 2016 — MINUTES

<u>Committee Members Present</u>	<u>Committee Members Absent</u>	<u>Staff Present</u>
Mary Durham, Council Chair	Michael Peace	Beth Stalvey, Executive Director
Gladys Cortez		Martha Cantu
Kristen Cox	<u>Council Members Present</u>	Joanna Cordry
Lora Taylor	Amy Sharp	Cynthia Ellison
	<u>Guests Present</u>	Danny Fikac
	Kyle Cox	Jessica Ramos
		Joshua Ryf
		Koren Vogel

Thursday, August 3, 2016

Call To Order

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, August 3, 2016, in the Limestone Room at the Horseshoe Bay Resort, 200 Hi Circle, Horseshoe Bay, TX 78657. Council Chair Mary Durham called the meeting to order at 3:05 PM.

1. **Introductions**

Committee members, staff and guests were introduced.

2. **Public Comments**

No public comments were offered to the Committee.

3. **Consideration of Minutes**

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

MOTION: To approve the minutes of the May 4, 2016, Executive Committee meeting as presented.

MADE BY: Kristen Cox

SECOND: Lora Taylor

The motion **passed** unanimously.

4. **Chair's Report**

Council Chair Durham reported the expected absences for the meeting, which include Kristine Clark, Dana Perry and Brandon Pharris. Ron Roberts of Texas Education Agency will attend meetings as a non-voting member. He expects to be named as the representative of that agency but official notification has not been received. Rachel Jew of the Department of State Health Services also expects to be named as that agency's representative to replace Manda Hall and she will attend along with alternate representative Ivy Goldstein. Durham noted that she and Executive Director Beth Stalvey continue to work with staff at the Governor's appointments office

and hope that Council member vacancies will be filled in the near future. Durham also discussed member absences and referred members to the attendance chart in the Council meeting materials.

5. Executive Director's Report

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

- American Association on Intellectual and Developmental Disabilities – Texas Chapter (AAIDD-TX): Events stipend for up to \$6,000 for the 41st AAIDD-TX Convention on July 19-22, 2016, in San Antonio.
- Texas Advocates: Events stipend for up to \$5,950 for the 2016 Texas Advocates Annual Convention on August 12-14, 2016, in San Marcos.
- Down Syndrome Diagnosis Network (DSDN): Speakers stipend for up to \$3,450 for the Rockin' Mon Retreat on September 9-10, 2016 in Grapevine.
- Providers Alliance for Community Services of Texas (PACSTX): Speakers stipend for up to \$7,500 for the PACSTX 2016 Annual Convention on September 14-16, 2016 in Galveston.
- Texas Tribune: Events stipend for up to \$7,400 for the 6th Annual Texas Tribune Festival on September 23-25, 2016 in Austin.
- Helpful Interventions: Events stipend for up to \$3,720 for the Gulf Coast of Texas African American Family Support Conference on October 8, 2016 in Houston.
- Helpful Interventions: Speakers stipend for up to \$3,750 for the Gulf Coast of Texas African American Family Support Conference on October 8, 2016 in Houston.

Stalvey provided an update on TCDD staff noting that Public Policy staff have had an intern for the summer, Lindsey Zischkale, who worked on issues related to long-term services and supports. Public Policy Director Jessica Ramos added that Zischkale's work was especially helpful in providing background information for TCDD public input and in updating the sections of the Biennial Disability Report on those issues.

An offer of employment has been extended to a candidate for the vacant Public Policy Specialist position and it is hoped that an announcement will be available soon. The vacant Grants Management Specialist will be posted again for applications following an interview process that selected an applicant who ultimately turned down the position.

Stalvey provided further staff updates to note that Joanna Cordry's position has been reclassified to a Planning Director position in response to reflect her increased responsibilities in federal reporting, and planning development as well as oversight, staff supervision and Committee support.

Stalvey reported that A Circle of Ten (C10) has filed a formal complaint following the close of their Building Community Capacity through Collaboration project. The complaint centers around

equipment purchased with grant funds that C10 does not feel should have to be returned. TCDD policies allow for a formal complaint to be filed when a grantee is in disagreement with a staff member's decision and C10 has exercised that option. The procedure for a formal complaint is that an investigation into the complaint be conducted and that the Council be made aware of the status of the complaint on a quarterly basis. Stalvey has confirmed with Texas Education Agency as well as the technical assistance center at the National Association of Councils on Developmental Disabilities (NACDD) that the request to C10 for the return of two laptop computers and a braille printer meets federal and state guidelines. A response stating this confirmation of policy was sent to C10 as well as to the legislators and other organizations that were made aware of the original complaint. Staff will continue to provide updates to the Council on the progress of C10's compliance.

TCDD received an increase to FY 2016 funding due to a one time re-allotment of funds from Puerto Rico. The money was distributed across all DD Councils and TCDD received \$102,470 and this will be noted in the financial reports.

Stalvey reminded Committee members of previous Committee action to recommend Council consideration of updates to the Council Policies and Procedures based on recent updates to the Council's Administrative Code. Per Council policy, members received written notice of these revisions more than 10 days prior to consideration and this topic is now on the Council agenda for Friday's meeting.

Stalvey reviewed activities planned for the Committee of the Whole meeting that will focus on employment for people with disabilities. Texas Workforce Commission (TWC) Executive Director Larry Temple will discuss the transition of vocational rehabilitation and other services provided by the Department of Assistive and Rehabilitation Services to TWC. Employment First Taskforce Chair Stephanie Sokolosky will update members on taskforce recommendations. Jean Langendorf will present findings from the recent Disability Rights Texas report on Sub-minimum wage entitled *Living on a Dime and Left Behind*. Chair Durham will report on her participation with the National Taskforce on Workforce Development and Employability for People with Disabilities. And Public Policy Specialist Linda Logan will discuss federal and state policies on employment.

Stalvey also noted that during Friday's Council meeting a local member of the community will give his story about his son with disabilities as he moved through different educational settings as well as his employment and access to services and supports, specifically in a rural area. Committee members expressed an interest in a presentation from someone who previously resided in an institution and now lives in the community. A presentation from Eva Luna Castro on tax structure and funding for services was also suggested.

Stalvey and Planning Director Cordry attended the annual NACDD conference in July where staff and participants from Texas Tech University provided a well-received presentation on the TCDD higher education project (Project CASE). In conjunction with the NACDD conference, the Technical Assistance Institute hosted by the Administration on Intellectual and Developmental Disabilities (AIDD) was held and Stalvey and Cordry learned of new performance measures as well as the new format for FY 2017 reporting. The Administration on Community Living (ACL),

which oversees AIDD, has instituted the new reporting system and requires DD Councils to be the first agencies to use the new system. The FY 2017 – 2021 state plan will be submitted on August 15, 2016 using this new system.

The Council has applied to ACL for a Partnerships in Employment grant which requires a partnership collaborative and the components of the grant are similar to Employment First Taskforce activities and would focus on transition activities for young adults. Notifications of the grant award will happen in September.

6. Grants Activities Reports

Grants Management Director Cynthia Ellison provided an update on new leadership and advocacy grant projects noting that Family to Family began that project on August 1, 2016, Paso del Norte will begin on September 1, 2016, and Easter Seals is still in negotiations for a start date and other project details. Ellison reviewed the Independent Audit Status Report noting that ten audits were completed during the quarter without any significant findings. She also reviewed the Grants Monitoring Exceptions Report noting that four onsite reviews were completed during the quarter and that the pending status for Reaching Families Advocacy and Support Group has now been completed.

7. TCDD Quarterly Financial Report

Operations Director Martha Cantu reviewed the TCDD Administrative and Expense budget, noting that with 9 months of the fiscal year complete, 68% of the budget has been spent. This is average for this point in the fiscal year and staff have no concerns regarding expenditures.

Cantu next reviewed the summary of funds and explained new formatting that includes Committee member recommendations. The color coding of categories coordinates with a pie chart that shows amounts and percentages of the budget for each category. Operating expenses are broken down into two categories to document the amount of administrative funds being spent on state plan activities. Federal requirements are that at least 70% of funding is spent on state plan activities with TCDD currently spending 84% on those activities.

All FY 2015 funding has been assigned with no plans to return any of that year's funds to AIDD. \$1,046,093 of FY 2016 funding remains to be assigned and this will happen before September 1, 2017. Amounts shown for FY 2017 and FY 2018 are projected based on amounts equal to FY 2016.

8. FY 2017 Operating Expense Budget

Operations Director Cantu reviewed the proposed budget for FY 2017 operating expenses and noted this is based on level funding from FY 2016. She noted that the proposed budget increases by \$155,316 from the previous year but added that it is less than the increase from FY 2015 to FY 2016. The increases are a result of reclassifications to staff positions but other categories such as professional services were decreased.

MOTION: To recommend Council approval of the proposed FY 2017 Operating Expense budget at \$1,958,780.

MADE BY: Gladys Cortez

SECOND: Lora Taylor

The motion **passed** unanimously.

9. Appeal of Funding Decision — Mounting Horizons

Executive Director Stalvey discussed the appeal of funding decision from Mounting Horizons who submitted an application for the Leadership and Advocacy RFP. In her investigation, there is no evidence that TCDD process was not followed in the review of the proposal. The content of the appeal letter contained additional information about the proposed project in direct response to the comments from the independent review panel. Consideration of this new content would constitute a two-step proposal review process and that is not allowable under TCDD policy.

MOTION: To uphold the Executive Committee decision to not fund a Leadership and Advocacy project with Mounting Horizons.

MADE BY: Gladys Cortez

SECOND: Lora Taylor

The motion **passed** unanimously.

10. Consideration of Continuation Grant Awards

TCDD Grants Management Specialists Sonya Hosey and Wendy Jones provided information to the Committee via conference call. Hosey reviewed the executive summary for continuation funding to Volar Center for Independent Living for its Building Community Capacity through Collaboration project. The project's intent is to reduce the need for institutionalization of people with developmental disabilities. Areas of focus include behavior support, supported employment, youth leadership, transition planning, and post-secondary education. Highlights of the project include a network increase of 26 partnerships, six students enrolled in higher education with seven more planned for the upcoming school year, 30 individuals served in the youth leadership development initiative, 33 families are being served in the I/DD transition planning initiative, and 116 participants in seminars on behavioral support. Funding has been requested for the third year of this five year project at \$150,000. No concerns were noted for this project. Committee members requested a greater acknowledgement of TCDD funding through social media and other efforts.

MOTION: To approve up to \$150,000 in continuation funding to Volar Center for Independent Living for the third year of a five-year Building Community Capacity through Collaboration project.

MADE BY: Lora Taylor

SECOND: Kristen Cox

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

Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to Texas Tech University for its support of Project SEARCH grant. The intent of this project is to provide support to school districts, businesses, and/or entities that wish to contract on this business-led school-to-work transition model. The primary goal is to assist ten new Project SEARCH sites and at the completion of the 4th year of the project, 11 new sites have been established with plans for an additional three for the final year. 83% of the students who have completed the program have obtained employment. No major compliance issues were noted but the project staff were counseled on the lack of a first quarter project advisory committee meeting and this should not happen again.

MOTION: To approve up to \$174,348 in continuation funding to Texas Tech University for the final year of a five-year support for Project SEARCH project.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

Members questioned the level of need for the students served through Project SEARCH and it was noticed that although data is not collected, the national model serves a large number of students with autism. The motion **passed** unanimously. (Attachment 2).

Grants Management Director Ellison reviewed the executive summary for continuation funding to Light & Salt Association for the second of a four year Culturally Appropriate Family Supports project known as Project SMILE. The project is an expansion of the previous Outreach and Development project to help individuals with developmental disabilities and their families receive culturally appropriate community-based services and supports. All of the first year goals have been met. 46 classes have been held for students with developmental disabilities, 19 monthly support groups were held throughout the Houston area with 302 participants, three online support group meetings were held and 50 one-on one counseling sessions took place. Through these sessions families obtain assistance with development of IEPs and gaining access to social services.

MOTION: To approve up to \$75,000 in continuation funding to Light and Salt Association for the second year of a four-year Culturally Appropriate Family Supports project.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

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

11. Review Panel Recommendations

Planning Director Cordry presented the review panel recommendations for Public Policy Fellows projects. Cordry noted that two proposals were received but only one was reviewed because the second came in just minutes after the deadline. The evaluated proposal was submitted by EveryChild, Inc. and would focus on family-based alternatives, specifically the policy issues regarding transitioning children from institutions to family-based alternative settings such as Medicaid waiver funding. Strengths include the organization's previously established relationships with government and other entities, and a clear understanding of the Texas systems that provide support to families. No significant concerns were noted by the review panel or staff members.

MOTION: To approve grant funding of up to \$67,500 per year for up to two years to EveryChild, Inc. for a Public Policy Fellowship project.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

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

Cordry and Planning Specialist Danny Fikac presented review panel recommendations for a Higher Education Collaborative project. The purpose of the project is to develop a sustainable collaborative that includes TCDD's Higher Education for Employment projects and other post-secondary programs that have demonstrated success in fully including students with developmental disabilities. Project activities would include the gathering of information about needed system changes, providing technical assistance to at least ten institutions by the end of the project, increasing awareness of and access to programs, developing and implementing a plan to measure student outcomes, and ensuring sustainability of the collaborative.

Two proposals were received from West Central Texas Regional Foundation (WCTRF) and Texas A&M University (TAMU) and were evaluated by an independent review panel. Both were found to be of high quality and both were recommended as fundable options. Committee members discussed the proposed funding amounts for each project noting that WCTRF proposed \$727,582 per year and A&M proposed an average of \$458,740 per year. Cordry reminded members that the RFP did not specify a funding amount but asked for budgets based on the proposed work. Final grant amounts would be negotiated between TCDD and the selected organization.

WCTRF would include institutions in approximately 1/3 of the state, covering 95 counties and 27 designated poverty areas. Strengths noted by the review panel include internships as a critical component, employment opportunities for people with developmental disabilities, an increasing number of participants throughout the project, and collaboration with a diverse group of partners. Concerns included the fact that many key project personnel had not been identified and qualifications not established, and a lack of an effective outline for a service delivery system that would promote inclusion.

Texas A&M proposed to close gaps for individuals with intellectual disabilities having access to traditional post-secondary settings by expanding the Texas Post-Secondary Education models within Texas A&M and the University of Texas to ten different universities. Strengths noted by the review panel include well qualified personnel to carry out the project, a demonstrated history of successfully providing best practices, and the use of already established networks. Concerns included a lack of innovation and unclear plans to include underserved populations.

Committee members discussed details of both project proposals and inquired about review panel discussions. It was reported that the review panel cited strengths of WCTRF in terms of “out of the box thinking”, the location of the project, and inclusion of underserved populations. Members cited the strength of Texas A&M to have a more statewide reach, and including more universities.

Members clarified that proposed funding amounts for Texas A&M were as follows: year 1) \$377,217; year 2) \$450,789, year 3) \$525,616, year 4) \$532,939, and year 5) \$407,137.

MOTION: To approve grant funding of an average of up to \$458,740 per year for up to five years to Texas A&M University for a Higher Education Collaborative.

MADE BY: Kristen Cox

SECOND: Lora Taylor

The motion passed unanimously. (Attachment 5)

Cordry next presented a proposal for an Outreach and Development project from Imagine Enterprises on behalf of a staff member who is volunteering in the El Paso area to increase participation in the Project HIGHER education program and improve employment outcomes through a targeted campaign to Hispanic families. Imagine Enterprises would help with infrastructure, match funding, reporting and financial management. Activities would include printing and distribution of Spanish language materials, hosting bilingual town hall meetings regarding Project HIGHER, recruitment of community partners, and collection of data for best practices.

Committee members discussed the proposal and clarified that it will involve outreach for a new project, Project HIGHER, which does not receive TCDD funding but is modeled after TCDD Project HIRE.

MOTION: To approve grant funding of up to \$10,000 for up to 18 months to Imagine Enterprises for an Outreach and Development project.

MADE BY: Kristen Cox

SECOND: Lora Taylor

The motion passed unanimously. (Attachment 6)

12. Approval of Review Panel Members

Planning Director Cordry requested a change in process to approving TCDD Independent Review Panel members and recommends bringing a short list of applicants to each quarterly Executive Committee meeting that includes basic qualifications for each applicant instead of the annual review. Chair Durham agreed to this new process for a standing agenda item. Cordry presented six names of individuals who have submitted recent applications along with their stated qualifications. Members discussed the names presented and agreed to add three individuals to the Review Panel list.

MOTION: To approve Elizabeth Lewis, Ann Outlaw and Jessica Smith to be included in the list of potential TCDD Independent Review Panel members.

MADE BY: Kristen Cox

SECOND: Lora Taylor

The motion passed unanimously. (Attachment 7)

13. Memorandum of Understanding with Texas Education Agency

Operations Director Cantu presented the FY 2017 Memorandum of Understanding with Texas Education Agency (TEA). She noted that the only change for the upcoming year is for TEA to manage TCDD's toll-free phone number through their administrative services.

MOTION: To recommend Council approval of the FY 2017 Memorandum of Understanding with Texas Education Agency.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

The motion passed unanimously.

14. Conflict of Interest Disclosure

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

15. Other Updates

Committee members discussed the dates of the February 2017 Council and Committee meetings noting that the meeting will be shifted to the second week in February due to hotel availability.

16. Executive Session: Evaluation of Executive Director

Chair Durham announced 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 5:21 PM on August 3, 2016.

At 5:39 PM on August 3, 2016, the Executive Committee reconvened in open session. Chair

Durheim announced the Committee did not take any action during its closed meeting discussion on personnel matters.

Recess

Chair Durheim recessed the Executive Committee at 5:40 PM.

<u>Committee Members Present</u>	<u>Committee Members Absent</u>	<u>Staff Present</u>
Mary Durheim, Council Chair	Kristen Cox	Beth Stalvey, Executive
Gladys Cortez	Michael Peace	Director
Lora Taylor		Martha Cantu
		Joanna Cordry
		Cynthia Ellison
		Jessica Ramos
		Koren Vogel

Thursday, August 4, 2016

Reconvene

Chair Durheim reconvened the Executive Committee in the same location on Thursday, August 4, 2016 at 4:40 PM.

17. Committee Chair Debriefing

Public Policy Committee Chair Lora Taylor reported that the Public Policy Committee will recommend Council approval of the 2017 Public Policy Priorities. TCDD Position Statements were also discussed and the Committee will recommend Council approval of statements on Employment and Transition but elected to table discussion on the Education statement in order to obtain more research on charter schools.

Project Development Committee Chair Gladys Cortez noted that the Project Development Committee will recommend Council approval of the executive summary on future Public Policy Fellows projects.

Adjourn

Chair Durheim adjourned the Executive Committee at 4:52 PM

Beth Stalvey, Secretary to the Council Date

Attachments

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

ITEM: A

Date: 8/3/16

Grantee: Volar Center for Independent Living

Year: 3 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 for Year 1–2:

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.

Year 1: The network includes representation from 55 agencies and organizations and implemented five approved initiatives to provide a variety of services including emergency respite, supported employment, transition planning, youth leadership, and post-secondary education. Received 32 referrals for transition planning initiative and 21 families received support. One student helped by the planner was in the process of being admitted to a State Supported Living Center (SLLC). Under the post-secondary initiative, 18 students were referred and 6 students selected to participate in the first cohort of the 2015 fall semester at El Paso Community College (EPCC). The Youth Leadership Development (YLD) Assistant provided leadership and advocacy training to 30 young people with disabilities. As result of the training, some of the YLD participants met with legislators on Capital Day in Austin. The project also provided 391 hours of emergency respite assistance.

Year 2: The network is comprised of 81 partners from public and private organizations and individuals and family members which implemented five approved initiatives to provide a variety of services including 1) behavioral support, 2) supported employment, 3) transition planning, 4) youth leadership development, and 5) post-secondary education. Six students enrolled in the first cohort of post-secondary education resulted in enrollment in the Machinist Certificate program, Information and Technology in Business program, Office Assistant program; and, in the Travel Counselor/Airline Reservations certificate program. These students received educational coach support and specialized support services to address their individual academic and personal needs. One student experienced a crisis and the El Paso Police Department was initially called. Therefore, with the intervention of the Project Higher educational coach, the student received the necessary services and supports to deal with the issues that were creating a volatile situation. For the 2016-2017 academic year, seven students was selected to participate in the second cohort of the fall semester for Project Higher. Since the beginning of the project, 328 people attended presentations provided by the Youth Development Coordinator which provided information on adult and community services, leadership, advocacy, self-determination, career and employment, and transition planning to include postsecondary goals and resources. Under the I/DD transition planning initiative which provides comprehensive/interagency linkage, transition planning and family support, the initiative has received 40 referrals, seven did not qualify and 33 new families are being served. One 18-

year-old individual which had no services and prior medical history in the United States is now enrolled in high school, linked to a primary doctor, receives speech, occupational and physical therapy, receives Medicaid and enrolled in the interest list of the Medicaid waiver programs and DARS. The behavioral support initiative conducted two seminars geared to understanding children's behavior and had 116 participants. Thirty students are being served under the leadership development program.

Proposed Goals and Objectives for Year 3:

Goal 1: Same as above

Objectives: 1) Assist families and young adults that have I/DD and a co-occurring mental health diagnosis, between the ages of 13-21 with a comprehensive person centered transition plan; 2) The I/DD Institute will establish a project advisory committee of community and provider representatives to provide input and support to identify provider staff training needs, existing resources and training in the community; 3) Provide Educational Coach Model as a support service for students with I/DD in need of intensive and wraparound services at EPCC; and, 4) The Youth Leadership Development program will provide advocacy and leadership skills to 30 students ages 16-22 in high school or college to participate in post-secondary education, and/or employment, and participate in the community.

Staff Recommendations:

Grant Management Considerations: Considerable risk monitoring (awards within awards; award amount).

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

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (12 months) (Consultant: \$82,915)	\$125,000/\$125,000	\$14,483/\$25,408	\$139,483/\$150,408
Expended Year 2 (8 months) (Consultant: \$(103,274))	\$150,000/\$92,124	\$18,174/\$17,818	\$168,174/\$109,942

Amounts Requested for Year Three Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$39,989	\$39,989	39,989
2. Travel	\$1,153	\$0	\$1,153
3. Purchased Services (Consultants: \$105,025)	\$105,025	\$7,500	\$112,525
4. Property/Materials	\$1,411	\$0	\$1,411
5. Rental/Leasing	\$1,881	\$3,370	\$5,251
6. Utilities	\$541	\$0	\$541
7. Other (Indirect Costs)	\$0	\$5,988	\$5,988
Budget period totals:	\$150,000	\$16,858	\$166,858

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

ITEM: B

Date: 8/3/16

Grantee: Texas Tech University

Year: 5 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 Year 1-4:

Goal: 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.

Accomplishment per goal: Texas has 11 sites through support from this project. Preliminary numbers indicate that 83% of students who completed the program obtained employment. Final data will be announced at the Project SEARCH National Conference in August. There were 10 programs that graduated Project SEARCH interns in 2014-2015, with an estimated 90 students completed the program. A total of 36 student interns were employed throughout the state from the TCDD supported sites. The project has arranged for 7 new programs that will start students in fall 2016.

Project Goals and Objectives for Year 5:

Goal 1: TechWorks for Texas (TWT) will continue to support the 10 newly certified Project SEARCH sites in Texas by the end of Year 4, 2) Assist entities across the state indicating an interest to establish a Project SEARCH site to receive technical assistance and training; 3) Provide evaluative information on the implementation of Project SEARCH in Texas community sites to TCDD, DARS, and other relevant stakeholders

Objectives: 1) TechWorks for Texas (TWT) will support the development of up to 3 newly certified Project SEARCH sites in Texas by the end of Year 5 of this grant; 2) Assist entities across the state indicating an interest to establish a Project SEARCH site to receive technical assistance and training; and 3) Provide evaluative information on the implementation of Project SEARCH in Texas community sites to TCDD, DARS, and other relevant stakeholders

Council Considerations:

Grant Management Considerations: The project did not conduct a first quarter PAC meeting; Risk Assessment: Considerable.

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

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (Consultant: \$45,000)	\$174,854/\$174,854	\$58,784/\$59,523	\$233,638/\$234,377
Expended Year 2 (Consultant: \$45,000)	\$174,666/\$174,666	\$58,751/\$58,751	\$233,417/\$233,417
Expended Year 3 (Consultant: \$45,000)	\$174,716/\$174,715	\$58,768/\$58,768	\$233,484/\$233,483
Expended Year 4 (7 months) (Consultant: \$51,780)	\$174,656/\$55,159	\$58,748/\$18,553	\$233,404/\$73,712

Amounts Requested for Year Three Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$82,821	\$0	\$82,821
2. Travel	\$21,039	\$0	\$21,039
3. Purchased Services (Consultants: \$53,000)	\$53,000	\$0	\$53,000
4. Property/Materials	\$1,636	\$0	\$1,636
5. Rental/Leasing	\$0	\$0	\$0
6. Utilities	\$0	\$0	\$0
7. Other (Indirect Costs)	\$15,850	\$58,643	\$74,493
Budget period totals:	\$174,346	\$58,643	\$232,989

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

ITEM: C

Date: 8/3/16

Grantee: Light and Salt Association

Year: 2 of 4

Project Title: Project SMILE

Project Location: Harris, Fort Bend, Montgomery, Brazoria, Galveston

Website: www.light-salt.org

TCDD RFP Intent: The project intent is to help selected organization(s) build on the work done during the previous project from TCDD to help individuals with developmental disabilities and their families receive culturally appropriate community-based services and supports.

Authorized Funding: TCDD has approved up to \$75,000 for up to 4 years.

Expected Results: At least one conference or training and other activities to support at least 100 families or individuals to get their needs from service providers met; support at least 3 leaders from the individuals being trained and provide information to TCDD to change programs or policies to promote culturally appropriate services and supports; and, grow the organization.

Project Goals and Accomplishments for Year 1:

Goal: To improve the quality of life among Asian Americans (AA) affected by developmental disabilities and to increase public awareness about developmental disabilities.

Accomplishment per goal: Outreach strategies were implemented to increase public awareness of developmental disabilities through television and radio programs, seminars, newsletters and musical performances; 46 classes were held in which 16 students with developmental disabilities attended; through the individual assistance services, a student has obtained employment with Walmart; 19 monthly support groups were held throughout the Houston area with a total of 302 participants, three online support group meetings with 27 families participating; 50 units of one-to-one counseling sessions and individual assistance to parents with children with developmental disabilities; and, two parents with children with developmental disabilities attended the Texas Transition Conference.

Project Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Increase public awareness of DD; improve the life of at least 100 individuals with DD by providing culturally and linguistically personalized counseling and/or language assistance during the IEP meeting for family members of DD-impacted children; empower at least 100 Asian American family members with better knowledge, resources, and skills to raise children that have DD; and, recruit and train at least three individuals with DD or their family members to become advocates for individuals with DD.

Staff Recommendations:

Grant Management Considerations: No concerns; moderate risk monitoring (award within awards).

Staff Recommendation: TCDD staff recommends the Council to consider continued funding.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1) (7 months) (Consultant: \$10,278)	\$75,000/\$34,445	\$36,262/\$23,030	\$111,262/\$57,475

Amounts Requested for Year Three Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$54,685	\$19,200	\$73,885
2. Travel	\$500	\$0	\$500
3. Purchased Services (Consultants: \$53,000)	\$12,770	\$4,500	\$17,270
4. Property/Materials	\$1,045	\$0	\$1,045
5. Rental/Leasing	\$6,000	\$2,600	\$8,600
6. Utilities	\$0	\$360	\$360
7. Other (Indirect Costs)	\$0	\$0	\$0
Budget period totals:	\$75,000	\$26,660	\$101,660

2016-1 TCDD Policy Fellow

Organization: EveryChild, Inc.

Funding Requested: \$67,500

Location of Main Office: Austin, TX

Match: \$22,500

Summary of Proposal:

The target population for the policy work will be children and young adults under age 22 with developmental disabilities and their families. The Policy Fellow will learn about family based alternatives for children and youth with intellectual and developmental disabilities who are living in facilities under the auspices of the Texas Department of Aging and Disability Services (DADS) and the Department of Family and Protective Services (DFPS). They will also learn about state Medicaid and Medicaid waivers that can support children to live with families instead of in institutions and other relevant state and community level disability policies affecting the ability of children and youth with developmental disabilities to live a full and meaningful life in a family.

Strengths Noted by the Review Panel:

- EveryChild has developed many relationships with government and other entities.
- The proposal identifies existing resources or opportunities.
- Self-determination is not discussed specifically; however, through the Project Advisory Committee (PAC), families and people with disabilities will be included and provide expertise.
- They were very thorough in the plan to train the policy fellow.
- The proposal reflects meaningful input from a range of stakeholders, including people with developmental disabilities. The proposal promotes full inclusion and independence for individuals with developmental disabilities and their families.
- EveryChild appears to have a clear understanding of the Texas system that provides support to families and individuals as well as how to create policy change.
- Significant emphasis is placed on building relationships.
- The TCDD Policy Fellow will be provided with a mentor from EveryChild to help in developing a deep understanding of policy and skills to effectively engage in policy issues.
- The mentor, EveryChild staff, and additional stakeholders, will meet at least weekly.
- Raised public awareness could impact large numbers of individuals and their families.

Additional Strengths Noted by TCDD Staff:

- EveryChild would be a quality placement for a public policy fellow.

Concerns Noted by the Review Panel:

- There does not appear to be clear evidence of collaboration with non-traditional partners, although it is assumed EveryChild will do so.
- The proposal does not show how, other than through the PAC, individuals with disabilities would be assisting with the project.
- There are no specifics about recruiting from around Texas, although this is probably the case.
- It's assumed the program director will be the mentor, but job duties should be better defined.

Additional Concerns Noted by TCDD Staff:

- EveryChild's proposed budget needs clarification and revision.

2016-2 Higher Education Collaborative Proposal Ranked Second

Organization: Texas A&M University

Funding Requested: \$458,740 (avg)

Location of Main Office: College Station, TX

Match: \$168,827 (avg)

Summary of Proposal:

The Higher Education Collaborative (HEC) project will provide an opportunity to close gaps for individuals with intellectual disabilities having access to and succeeding in postsecondary education settings traditionally attended by students without disabilities. Through the HEC project, ten additional higher education programs and fields of study will be accessible to individuals with intellectual/developmental disabilities (IDD). The HEC project goal is to support ten replications of the Texas Post-Secondary Education models within the Texas A&M University and University of Texas systems as well as two additional institutions. Replication of the four TPSE model frameworks will support individuals with IDD access to higher education in specific career fields of their choice.

Strengths Noted by the Review Panel:

- Overall the application is well written, with some areas (e.g., milestones) more descriptive than others (e.g., sustainability).
- The institutions and personnel are well qualified to carry out the proposed project.
- The proposal certainly addresses best practices as noted in the research and literature review.
- The project appears well-planned to make a strong impact towards providing post-secondary schooling for individuals with developmental disabilities in an inclusive environment.
- Individuals are also included on the advisory committee.
- The proposal describes the development of an exceptionally strong collaborative effort between universities and other government agencies.
- Public awareness is one of the biggest benefits, as communities in Texas will see individuals with disabilities successfully employed in various employment settings. Because some of the larger universities will be targeted, the project should increase public awareness.
- The applicant has a demonstrated history of successfully providing innovative best practices and services that promote inclusion, person centered practices and statewide conferences.

- Most effort is directed at U.T. and A & M systems. This allows use of already established statewide networks.
- The proposal includes a plan for a summer preparatory program, which is a strong activity.
- The applicant is an institute of higher education and a current grantee, which should facilitate both networking and a realistic understanding of how to "sell" the project.
- Sustainability will be facilitated by using existing networks.

Additional Strengths Noted by TCDD Staff:

- The Texas A&M response discusses principles of Employment First and indicates the grant's public policy contribution will be the development a model that other institutes of higher education can use.
- The A&M response reflects knowledge of current policy issues related to disparities in employment of people with and without disabilities.

Concerns Noted by the Review Panel:

- Although the project pulls together a number of resources to support post-secondary education for students with a developmental disability, it suffers from a lack of innovation and rigor.
- Only superficial references are made to underserved populations.
- The project only funds one year for each replication of the project which may minimize the overall impact of the project.
- Much less effort will be put into smaller universities or community colleges, many of which provide the career training mentioned in the proposal.
- The employer piece seems vague.
- The applicant refers to some previous research on higher education inclusion programs, but the proposal would have been stronger by the translation of research into practice or the adoption of innovation.
- The evaluation plan is pretty general; what should be measured, when, and how not very clear. For example, the applicant says a goal is to establish a more tightly coupled system with wrap-around services, but it is not addressed in the evaluation plan.

- Discussion of challenges of higher education inclusion programs in general is good, but the application would have been stronger if the applicant had been more specific about how the program had successfully overcome some of these challenges in the current project.

Additional Concerns Noted by TCDD Staff:

- Texas A&M University's proposed budget needs clarification and revision.

TO: TCDD Executive Committee
FROM: Joanna Cordry, Planning Coordinator
Cynthia Ellison, Grants Management Director
Jessica Ramos, Public Policy Director
SUBJECT: Summary of Outreach and Development Proposal
DATE: July 14, 2016

The TCDD staff review panel reviewed one Outreach and Development proposal received this quarter. If funded, this would be the final project eligible for funding prior to September 2016, after which the new Outreach and Development Request for Proposals (RFP) will be posted.

Background

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

TCDD's Goals in Funding These Grants:

1. Increase TCDD's understanding of different values, cultures, and customs that exist in Texas and how cultural issues may impact how services should be provided; and
2. Support activities that the community determined will help people they work with who have disabilities to receive support that is culturally appropriate.

Criteria for Evaluation of Proposals

The reviewers use only the following criteria based on the RFP requirements to evaluate proposals:

- Those conducting project activities are people who identify closely with a specific ethnic/cultural minority group working in an appropriate manner to increase access to culturally appropriate supports and services for individuals with disabilities of a similar cultural background.
- The project will deepen TCDD's understanding of that culture's values, cultures, and customs.

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

Recommendations:

TCDD staff recommend the Council consider the attached proposal for funding.

Applicant: Imagine Enterprises to provide infrastructure, match, and help with reporting and financial management; Project activities will be conducted by a life-long Hispanic member of the El Paso community who is employed by Imagine Enterprises.

Length of time in existence: Project as described — less than one year, Imagine Enterprises — 22 years

Group Size: 1 person with multiple partners

Geographic Location: El Paso

Amount Requested: \$10,000

Meeting Frequency: regular, unscheduled meetings/contact with other partners

Ethnic/Cultural Group Served: The proposed project and project director works primarily with people who are Hispanic. Imagine Enterprises serves Hispanic/Latino, Black, Caucasian.

Organization Mission: No mission stated.

Project goal: to increase participation in the Project HIGHER education program and improve employment outcomes through a targeted campaign to Hispanic families in El Paso County.

Planned Activities:

- Print and distribute materials in Spanish.
- Host bilingual town hall meetings to address questions/concerns about Project Higher.
- Recruit more community partners and conduct training opportunities about resources.
- Partner with Project Higher to provide more support and education to Hispanic families.
- Help Project Higher and community organizations to secure supports for employment.

- Collect data and publish a “best practices” list for future marketing, recruitment, and follow-up activities.

TCDD Staff Comments: The proposal includes a description of cultural issues that may limit self-determination and result in Hispanic families not seeking help for their children outside of their immediate or extended family and proposes to work directly with families to address issues and concerns.

Current partners include El Paso Community College, the University of Texas at El Paso, Children’s Disabilities Information Coalition; and Businesses United for Inclusion, Leadership, and Diversity. Others, including the Department of Assistive and Rehabilitative Services, Volar ILC, and Education Service Center 19 help students procure employment in his/her field of study following attainment of their certificate.

The staff person who will be doing the work in El Paso, Celeste Perez Contreras, is employed by Imagine Enterprises. She has been working toward the project goal as a volunteer. It is assumed that the funding provided by TCDD would provide her with support to expand her work, but it is unclear from the budget how much of the funding will be used for her salary/wages. Staff also have additional questions concerning the budget.

While Imagine Enterprises is not the type of organization typically funded for these type of projects, TCDD has previously providing funding to the Arc of Greater Houston to support one of their staff to implement a support/education group for Spanish-speaking mothers (2010).

New Reviewer Applications

Last Name	First Name	Home City	Qualifications (as provided by applicant)
Baskerville	Markee	Fort Worth	I am knowledgeable in employment, transportation, recreation, child care, advocacy and community organization, education and early Intervention, health/mental health.
Castillo	Elizabeth	Houston	My son is 4 yrs. old and was diagnosed with Autism. He is currently on speech, occupational and music therapy. I have tried enrolling him in the Applied Behavior Analysis program and insurance has denied it. This was recommended by his neurologist.
Inyanza	Filex	Frisco	I provide non-medical transportation to individuals with disabilities to medical appointments, picking up drug prescriptions, and running some errands.
Lewis	Elizabeth	Austin	I am a cultural and medical anthropologist specializing in cultural understandings of disability. I have conducted long-term research on family experiences raising children with disabilities, parent-led advocacy, disability rights, diagnostic trends, and health. I also have a sister with multiple disabilities, so on a personal level I am closely familiar with family experiences across the life course. Finally, I have conducted research on the experiences of (typical) siblings of individuals with disabilities.
Outlaw	Ann	Austin	I have worked on numerous National Institute for Disability, Independent Living, and Rehabilitation Research projects in my role at American Institutes for Research (formally SEDL). I have more than 14 years of experience, the past four of which have been dedicated to developing expertise in disability research and knowledge translation, and getting research results into the hands of people with disabilities and practitioners. Prior to joining SEDL in 2011, I was a policy analyst at the Texas Council on Family Violence, where I focused on monitoring legislation, providing training and technical assistance on best practices of safe technology use by survivors of domestic violence, legal rights of people with limited English proficiency; and I researched trends for constituents. I also was a case manager for people with disabilities at Austin Integral Care (formally Austin Travis County MHMR) and for youth with behavioral and mental health issues at Mercy Home for Boys and Girls at Chicago.

New Reviewer Applications

Last Name	First Name	Home City	Qualifications (as provided by applicant)
Smith	Jessica	Austin	I have been working in the field of Applied Behavior Analysis (ABA) and Autism for over 4 years. I have a Master of education in special education with a focus on Autism and related developmental disorders and a specification on Applied Behavior Analysis. I am a board certified behavior analyst (BCBA) and currently work as a case manager for one of the largest ABA providers in the country. I provide 1:1 ABA therapy to individuals on the ASD spectrum and develop skills programs for their learning needs.