

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the August 3, 2011, Executive Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

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

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
AUGUST 3, 2011**

COMMITTEE MEMBERS PRESENT

| | | |
|--|------------------------------|--------------------------------|
| Brenda Coleman Beattie, Council Chair | Hunter Adkins John Morris | Richard Tisch Susan Vardell |
|--|------------------------------|--------------------------------|

STAFF MEMBERS PRESENT

| | | |
|--|----------------------------------|----------------------------|
| Roger Webb, Executive Director Martha Cantu | Joanna Cordry Cynthia Ellison | Wendy Jones Koren Vogel |
|--|----------------------------------|----------------------------|

GUESTS PRESENT

| | | |
|--------------|-------------|--------------------------|
| Thelma Scott | Carole Zoom | Travis Wilson, attendant |
|--------------|-------------|--------------------------|

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on August 3, 2011 in the Goldenrod Room at the Hilton Austin Airport, 9515 Hotel Drive, Austin, TX 78719. Council Chair Brenda Coleman-Beattie called the meeting to order at 3:40 PM.

1. INTRODUCTIONS

Committee members and staff were introduced.

2. PUBLIC COMMENTS

The Committee received public comments from Thelma Scott of the Barbara Jordan Endeavors Corporation. Ms. Scott expressed appreciation for the \$10,000 grant for an Outreach and Development project. Scott also indicated that her organization partnered with another organization to jointly develop a proposal to another TCDD Request for Proposals (RFP). However, the other organization decided to submit an application alone. Coleman-Beattie thanked Ms. Scott for making the Council aware of the situation and suggested the Project Development Committee discuss this matter at a future Committee meeting.

3. APPROVAL OF MINUTES

The Committee reviewed the minutes from the May 4, 2011, Committee meeting. .

MOTION: To approve May 4, 2011, Executive Committee meeting minutes as presented.

MADE BY: John Morris

SECOND: Rick Tisch

The motion **passed** unanimously.

4. CHAIR'S REPORT

Coleman-Beattie indicated that seven members have indicated they are not attending these meetings: Kimberly Blackmon, Andy Crim, Mary Durham, Marcia Dwyer, Deneesa Rasmussen, Lora Taylor, Penny Seay, UT Center for Disability Studies. She also noted that the TEA representative, Kathy Clayton, and alternate, Margaret Christen, have both separated from TEA. Another TEA staff member will attend these meetings. Council Member Deneesa Rasmussen submitted her resignation due to challenges in scheduling. New appointments or reappointments are expected in September.

After reviewing anticipated discussion items for these meetings, Coleman-Beattie decided to conduct all business as a full body meeting as the Council or as a Committee of the Whole. The Project Development Committee and Public Policy Committee will not meet this quarter. Coleman-Beattie asked for feedback about this format following the meetings.

Council Vice-Chair John Morris was recently elected to the Board of the National Association of Councils on Developmental Disabilities (NACDD). John has actively participated on different NACDD workgroups including substantive involvement in planning for NACDD annual conferences as well as the recent Technical Assistance Institute.

Coleman-Beattie discussed national conferences that members may want to consider attending including the 2011 Southwest Conference on Disability in Albuquerque, NM in October; the NACDD Fall Conference in Washington, DC in November; and the Alliance for Full Participation 2011 Summit in Washington, DC in November.

Coleman-Beattie indicated that Public Policy Committee Chair Rick Tisch has asked to step aside as Chair of that Committee. Susan Vardell indicates she is interested in continuing as Chair of the Project Development Committee. Coleman-Beattie has discussed the Public Policy Committee chair position with other Council members but most have declined due to time constraints. Tisch will continue to serve as the Public Policy Committee Chair through the November 2011 meeting.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb indicated that Web Administrator Rosalinda Lopez and Grants Management Director Patrice LeBlanc both retired from state service during the past quarter. Public Policy Director Angela Lello left TCDD in July after accepting a Joseph Kennedy Fellowship for the next year in Washington, D.C. Public Policy Specialist Cassie Laws-Fisher expects to return from maternity leave around November 1st. Webb also indicated that Communications Coordinator Melissa Loe now directly supervises public information and communications activities, including supervision of website maintenance managed by part-time contract employee Annette Berksan. Senior Grants Management Specialist Sonya Hosey is serving as interim Grants Management Director. Webb hopes to begin the recruitment and selection process for the director positions in late August or early September.

Hosey is currently attending the first Gulf Coast African American Family Support Conference in Houston hosted by TCDD grantee Parents Anonymous. In addition, Hosey has also been asked to serve as Conference Planning Chair for the Central Texas African American Family Support Conference. Public Policy Specialist Belinda Carlton and Public Policy Assistant Melissa Rosser will help staff a booth sponsored by DD Councils at the National Conference on State Legislators in San Antonio in mid-August. Various DD Councils, including TCDD, provided materials for the booth.

Webb provided a summary of bills with administrative impact and noted that very few have any notable impact on TCDD administrative functions other than the change in sunset review schedules. The Sunset Review process for TCDD and other state health and human services agencies was postponed until 2015 with agency self-evaluations likely beginning in summer 2013. Employee salaries and benefits were not changed.

TCDD federal funds for FY 2011 will be 0.02% less than funding for FY 2010, a reduction of \$10,213. Funding for FY 2012 funding has not yet been determined by Congress.

The Committee discussed options to hold November 2011 meetings outside of Austin. Chair Coleman-Beattie asked staff to research options for a location with a more relaxed environment

for those meetings to provide an opportunity for members to become better acquainted with each other while still conducting the Council's business. Information about Lakeway Resort on Lake Travis and Embassy Suites in San Marcos was reviewed. The Committee agreed to discuss this further with the Council.

Following discussion during the May Council meeting, options have also been explored to hold the May 2012 meeting in El Paso, Houston, or Dallas – Ft. Worth. Free meeting space offered in El Paso by Mateo Delgado is not available for at least another year due to property renovations. Information concerning sites in the other locations was reviewed. Meeting in other locations offers an opportunity for the public to provide input to the Council and Committees. Members also discussed ways to arrange opportunities for input from around the state in other formats such as town hall meetings with video feeds that would allow Council Members in those areas to attend. Coleman-Beattie added that input for the Biennial Disability Report could be obtained through regional meetings and would like this option to be explored once a Public Policy Director has been hired. Webb noted that the Committee will later discuss the proposal for TCDD support of public input at Council meetings but that this discussion of town hall meetings, video technology, etc., provides other ideas of ways to obtain input from the public. Further discussion will take place with the entire Council.

Webb discussed an opportunity to apply for funds from the Administration on Developmental Disabilities (ADD) for Projects of National Significance to improve employment outcomes for youth and young adults with developmental disabilities. Webb convened a consortium of representatives from DARS, DADS, TEA, HHSC, and other organizations to discuss this RFP. After several meetings, a decision was made to not submit an application due to limited agency staffing resources at this time. The group however agreed to continue discussions around "Employment First" strategies and best practices and to discuss policy issues.

6. GRANTS ACTIVITIES REPORTS

Webb and Grants Management Specialist Cynthia Ellison reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report and noted that no concerns were found by staff.

7. CONTINUATION GRANT AWARDS

Grants Specialist Wendy Jones reviewed the executive summary for the Arc of Texas Microboard Collaboration project. She reminded members of this project's request last year to increase funding by \$9,200 and the Committee's decision to allow that increase provided that funds in following years were decreased by a similar amount. For year 4, Arc proposes a reduction of \$4,628 for a total request of \$69,893. (Attachment 1)

MOTION: To approve continuation grant funding for the Arc of Texas Microboard Collaboration project for up to \$69,893 for year 4 of 5.

MADE BY: Rick Tisch

SECOND: Brenda Coleman-Beattie

The motion **passed** without opposition. Susan Vardell abstained from the vote, noting that a Microboard has been established to assist with the care of her son Michael.

Webb reviewed the request for continuation funding from Parents Anonymous for the Gulf Coast African American Family Support Conference. (Attachment 2) Senior Grants Specialist Sonya Hosey is assigned to this project and is currently attending the first conference in Houston. Grants Specialist Ellison manages another Parents Anonymous project and was available to

provide additional information about the grantee. Webb indicated that TCDD staff do not recommend approving continuation funding to Parents Anonymous for this project. Various concerns have led to a significant investment of TCDD grant staff time to monitor project activities, ensure activities are completed by approved deadlines, and provide guidance concerning activities expected in the approved workplan including missed opportunities to leverage additional financial support for the current event. Staff feel that TCDD resources could be used more effectively in a different manner to continue providing support for the Gulf Coast conference. Ms. Hosey has been involved in a collaborative effort with various groups in the Houston that are the driving force behind the first conference. The grantee, Parents Anonymous, is located in California and has not established a substantive presence in the Houston area as suggested by their initial application. Staff expect the conference to still be a success and believe the collaborating organizations are committed to continuing the conference in future years. Coleman-Beattie asked the Committee to first consider continued funding to Parents Anonymous for this project, and to then consider how to continue TCDD support for the Gulf Coast conference. She first addressed the continuation request from Parents Anonymous and again noted that the selection of this grantee was based in part on their commitment to have local staff involved in the conference planning.

MOTION: To not approve funding to Parents Anonymous for years 2 and 3 of the Gulf Coast African American Family Support Conference.

MADE BY: Brenda Coleman-Beattie

SECOND: John Morris

The motion **passed** unanimously. Coleman-Beattie noted that she does not have a conflict of interest as a board member for Travis County Integral Care regarding her support of this action.

Webb indicated that TCDD staff will develop a proposal for consideration in November to continue DD funding support for the gulf coast conferences in a different manner. Coleman-Beattie asked that any proposal be in accordance with TCDD policies regarding soliciting proposals for grants. Others agreed that a solicitation is important so that TCDD avoids any appearance of sole-source funding. Committee members expressed support for the intent of the project providing that TCDD policies are followed with any efforts to continue the project.

8. **CONSIDERATION OF NEW GRANTS**

Planning Coordinator Joanna Cordry discussed the intent of the Higher Education for Students with Developmental Disabilities project which is designed to provide “wrap-around” services to allow students with developmental disabilities the opportunity to complete a post-secondary educational program such as college or technical training that would lead to employment. TCDD did not receive any applications in response to the initial posting of the RFP in December of 2009. The RFP was reissued in March of 2011 at a slightly higher funding amount, but in May 2011, after receiving feedback from potential applicants that the expected outcomes were still not feasible given the funding amount, the Council agreed to increase the funding amount to \$225,000 per year for up to five years. Thirteen (13) applications were received and reviewed according to TCDD procedures. Twelve (12) applications were reviewed by the panel; the 13th application was not viewed as allowable since it did not meet criteria in the RFP for funding amounts allowed and for appropriate practice models.

The review panel considered three applications as fundable: the Department of Assistive and Rehabilitative Services (DARS) for a project in Hidalgo County, Texas A&M University, and Texas Tech University Burkhart Center for Autism Education. The panel agreed that three other applications are fundable if notable concerns are resolved: Palo Alto College, University of

Houston, and the University of North Texas. The other six applications were determined to not be fundable. Cordry reviewed with the Committee the findings from the review panel for the top six applications. Staff noted that the DARS project would be administratively located in the agency's central office in Austin with program activities managed by the staff in Hidalgo County. The Committee discussed the merits and concerns of each proposal.

MOTION: To approved the requested funding amounts, not to exceed \$225,000 per year for five years, to the Department of Assistive and Rehabilitative Services in Hidalgo County, Texas A&M University, and Texas Tech University Burkhart Center for Autism Education for Higher Education for Students with Developmental Disabilities projects.

MADE BY: Rick Tisch

SECOND: Hunter Adkins

Committee member John Morris expressed concerns that the three applications categorized as "fundable with notable concerns" were being overlooked. Coleman-Beattie asked if they were put in this category due to the amount of time that might be required by staff. Cordry indicated that any staff concerns were not shared with the review panel, and that the recommendations on the summaries provided were from the review panel, independent of staff input. Morris expressed further concern that applicants were not allowed to respond to the concerns noted by the review panel. It was noted that the TCDD's current process for reviewing applications is not a two-step process. As such, it does not allow applicants an opportunity to respond to concerns noted in the review process. Susan Vardell noted that the current process was intended to not give applicants a "second chance" and that all applicants are submitting applications with the same instructions.

The motion **passed** with John Morris opposed and Susan Vardell abstaining. (Attachments 3-5)

Committee members discussed possible revisions to the current process for reviewing grant applications and the information provided by review panels. Staff were asked to review the process with the Committee at the February 2012 meeting and to offer suggestions for possible revisions. Committee members agreed that applications would be reviewed according to the existing procedures until such time as the Committee approves any revisions. Cordry also agreed to ask upcoming review panels to rank proposals when appropriate.

9. PUBLIC INPUT SUPPORT EXECUTIVE SUMMARY

Webb reviewed a draft Executive Summary for a project to coordinate travel for individuals to travel to Austin to provide public input at Council or Committee meetings which was developed in response to Executive Committee discussions about ways to get input from advocates around the state. The project as drafted would provide funds for a grantee to coordinate and purchase travel arrangements, respite or attendant services as necessary to assist individuals to speak at Council or Committee meetings. Members discussed this possible project compared to meetings in various locations around the state to gather public input and agreed both ideas should be explored. Members agreed that both approaches have merit providing the purpose of soliciting public input is clearly defined.

MOTION: To recommend Council approval of the Executive Summary for Public Input Support and ask staff to develop cost estimates and options for regional meetings.

MADE BY: John Morris

SECOND: Susan Vardell

The Committee discussed the purpose of encouraging public input and questioned if it is cost-effective to bring people to Austin for a short, time-limited comment. Members also discussed the role of the Council to assist individuals to provide input regardless of their point of view. Members agreed to defer this discussion in order to gather additional input from the Public Policy and Project Development Committees about when public input would help inform Committee discussions, and the types of issues that might benefit from additional input. Coleman-Beattie asked both Committees to discuss this matter during November meetings.

The motion was **withdrawn**.

10. CONSIDERATION OF NEW GRANT AWARDS (continued)

Cordry reviewed independent review panel recommendations on applications received for Expansion of Existing Leadership Development and Advocacy Skill Training projects. This RFP was available only to existing DD Leadership Development and Advocacy Skills Training project grantees that are nearing the end of their funding period. The review panel reviewed five proposals and recommended two as "fundable" and three as "fundable if concerns are resolved". TCDD grants staff provided additional information about how those concerns might be addressed.

MOTION: To award funding of up to \$40,000 for the first year and up to \$20,000 for the second year to the Brighton Center and to Region 19 Education Service Center for *Expansion of Existing Leadership Development and Advocacy Skills Training* projects.

MADE BY: John Morris

SECOND: Rick Tisch

Members discussed the intent of expanding current projects and felt that all should be considered if the concerns were addressed. The motion was **withdrawn**.

MOTION: To award funding of up to \$40,000 for the first year and up to \$20,000 for the second year for *Expansion of Existing Leadership Development and Advocacy Skills Training* projects to the Brighton Center and Region 19 Education Service Center; and to Imagine Enterprises, Paso del Norte Children's Development Center, and SER-Jobs for Progress on the Gulf Coast if the concerns noted are addressed in an appropriate manner

MADE BY: Susan Vardell

SECOND: Brenda Coleman-Beattie

The motion **passed** without opposition. John Morris abstained due to a business relationship of his employer with Paso del Norte Children's Development Center in El Paso. (Attachments 7-11)

11. MEMORANDUM OF UNDERSTANDING WITH TEXAS EDUCATION AGENCY

Coleman-Beattie commented that the Memorandum of Understanding (MOU) with the Texas Education Agency (TEA) outlines the duties of TEA as the designated state agency for TCDD and allows TEA to receive up to \$50,000 annually for those efforts. TCDD Operations Director Martha Cantu discussed proposed revisions to the MOU for FY 2012 recommended by TCDD's

internal auditor including a clarification of technology services provided to TCDD and indicating that TCDD will be included in TEA's business continuity plan. TEA concurs with the revisions.

MOTION: To recommend Council approval of proposed revisions to the Memorandum of Understanding between the Texas Council for Developmental Disabilities and the Texas Education Agency.

MADE BY: Brenda Coleman-Beattie

SECOND: Susan Vardell

The motion **passed** without opposition. (Attachment 12)

12. TCDD QUARTERLY FINANCIAL REPORT

Cantu reviewed the Quarterly Financial Report. The Committee found no concerns but asked that a footnote clarify that hotel meeting space for quarterly meetings is included in rental expenses, and clarify that audio-visual equipment for the quarterly meetings is included in rental of computer equipment to explain variances in those expenditure categories.

13. TCDD FY 2012 OPERATING EXPENSE BUDGET

Webb reviewed the proposed operating expense budget for FY 2012 and indicated that this proposed budget assumes level federal funding for FY 2011. The proposed budget for FY 12 increases by \$31,190 over the amount budgeted for FY 2011 due to anticipated increases for professional services and travel expenses. Webb noted that any unexpended funds at the end of the fiscal year are made available for grant projects. Cantu noted the proposed budget includes funds for 17 positions with the 18th position included in contingency funds.

Coleman-Beattie proposed that funds budgeted for out-of-state travel remain equal to travel funds budgeted for FY 2011. She also recommended that funds not be included in the budget at this time for the 18th position since we do not plan to fill that position in the near future. The Committee discussed the merits of keeping contingency funds for the FTE and discussed with staff how to manage that position recognizing that in the current fiscal climate it is less likely that TCDD will see any notable increase in federal funding in the near future. Cantu reminded members that the MOU with TEA retains the right for TCDD to request use of that position.

MOTION: To approve FY 2012 Operating Expense Budget without the \$50,000 in contingency funds for one FTE and decreasing funds for out-of-state travel to FY 2011 levels. Those funds will be moved to funds available for grants.

MADE BY: John Morris

SECOND: Brenda Coleman-Beattie

The motion **passed** unanimously. (Attachment 13)

14. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed Conflict of Interest disclosure statements from members and staff with no noted concerns.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 7:32 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 08/03/11

Review of Proposed Activities & Budget

ITEM: A

Grantee: The Arc of Texas

Year: 4 of 5

Project Title: Texas Microboard Collaboration

Project Location: Austin

TCDD RFP Intent:

The primary goal of this project is to provide individuals with disabilities a system or vehicle that supports self-determination and real support from people who know and care about them. The concept of microboards will provide a self-determined, supported lifestyle for Texans with disabilities. TCDD has approved funding of up to \$115,000 per year for up to five years.

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

Goal1: Real Life and Microboards will provide the knowledge and support needed to advocate for services and supports for individuals with disabilities to promote independence and community inclusion. This service will also provide a system designed to help the individual(s) support the dream for their life.

Goal 2: The Texas Microboard Collaboration provides a self-determined system of support for community living by partnering with individuals and families to develop microboards for Texans with disabilities.

Accomplishments per goal: 47 microboards were formed and 33 presentations were provided over Years 1 through 3. In the third year, the Collaboration began providing PATH (Planning Alternative Tomorrows with Hope) person-centered planning facilitator trainings.

Goals and Objectives for Year 4:

Goal1: The Texas Microboard Collaboration provides a self-determined system of support for community living by partnering with individuals and families to develop microboards for Texans with disabilities.

Goal 2: Roll out a "train the trainer" model of PATH facilitation.

Objectives: Form 5 additional provider & 20 natural support microboards; provide 1 PATH facilitator training; provide 8 presentations to regional coordinators; & conduct quarterly continuing education meetings via webcam.

Staff Considerations: Public Policy considerations: none noted. The Council approved increased funding (\$9200) for year 3; with the condition that project budget would be reduced by that amount over the remaining years of the grant. Budget for year 4 has been reduced by \$4,628 with an additional reduction of \$4,572 planned for year 5.

Continuation Budget Detail Summary

| | | Federal | Match | Totals |
|--|---|----------|----------|-----------|
| Amount expended for year 1 | | \$83,475 | \$34,074 | \$117,549 |
| Amount expended for year 2 | | \$78,772 | \$34,862 | \$113,634 |
| Amount expended for year 3 (based on 8 months) | | \$55,169 | \$15,004 | \$70,173 |
| Amount requested for budget: | | | | |
| I. | Personnel services | 42,880 | 22,941 | 65,821 |
| II. | Travel | 7,105 | 0 | 7,105 |
| III. | Purchased services (\$14,400 consultant services) | 16,600 | 2,400 | 19,000 |
| IV. | Property/Materials | 1,720 | 0 | 1,720 |
| V. | Rental/Leasing | 100 | 1,200 | 1,300 |
| VI. | Utilities | 1,488 | 0 | 1,488 |
| VII. | Other | 0 | 0 | 0 |
| Budget period totals | | \$69,893 | \$26,541 | \$96,434 |

Texas Council for Developmental Disabilities

Continuation Budget Detail Summary

| | Federal | Match | Totals |
|---|----------|---------|----------|
| Amount expended in year 1 (\$13,940 consultants) (Based on 8 months \$50,000 awarded.) | \$26,194 | \$9,088 | \$35,282 |
| Amount requested for next year budget: | | | |
| I. Personnel services | 17,282 | 0 | 17,282 |
| II. Travel | 2,000 | 0 | 2,000 |
| III. Purchased services (\$5,000 consultant) | 5,000 | 8,500 | 13,500 |
| IV. Property/Materials | 0 | 500 | 500 |
| V. Rental/Leasing | 7,500 | 0 | 7,500 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other | 2,718 | 0 | 2,718 |
| Budget period totals \$ | \$34,500 | \$9,000 | \$43,500 |

Attachment 2

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 08/03/11

Review of Proposed Activities & Budget

ITEM: B

Grantee: Parents Anonymous, Inc.

Year: 2 of 3

Project Title: Gulf Coast of Texas African-American Family Support Conference

Project Location: Houston

TCDD RFP Intent:

The primary goal of this project is to establish an African-American Family Support Conference modeled on the *Central Texas African-American Family Support Conference (CTAAFSC)* hosted annually in Austin by Austin Travis County Integral Care (ATCIC). The project is responsible for hosting a yearly regional conference, free to people with disabilities and their families, and sponsored by community partners from both public and private sectors. The conference will strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education supports, and partnerships. TCDD has approved funding of up to \$50,000 for year one; \$35,000 for year 2; and \$15,000 for year 3 for funding up to three years.

Project Goals and Accomplishments for Year 1:

Goal : To coordinate one Regional Texas African- American Support Conference annually for up to 150 individuals for three years; to increase persons with disabilities and their family members capacity to advocate and receive quality care for mental, physical health and have access to wellness information and resources in their communities.

Accomplishments per goal: The Gulf Coast of Texas African-American Family Support Conference (GCTAAFSC) is scheduled for August 4, 2011; titled "Keeping it Real: Resources to Empower Consumers, Youth and Families." The conference keynote speakers are Representative Garnet Coleman, District 147 and King Davis, Ph.D., School of Social Work, University of Texas; and conference content areas include: 1) Understanding Health Disparities; 2) Making Connections with Providers; 3) Building and Sustaining Faith-based Linkages; and 4) Effective Community Outreach to African-American Families and Rural Populations. As of July 11, 2011, the project has 105 people registered, 29 exhibitors, and 13 co-sponsors and supporters.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: To hold a 1-day conference with 150 participants; to maintain up to 10 Ad Hoc representatives from the Houston and Gulf Coast area including minority and culturally diverse individuals with developmental disabilities and/or their family members, professionals, funders and other relevant stakeholders.

Council Considerations: Public Policy considerations: none noted. TCDD grant staff concerns: No organizations have offered funding support, only in-kind resources. Project did not agree to charge a nominal fee for non-profit exhibitors; social media launched in April not effectively utilized; more than 10% of TCDD grant specialist time on this project alone; out-of-state project (staff) prohibits effective coordination with Houston network in terms of sustainability. TCDD grant staff recommend maintaining funding investment in future Houston area AAFSC events but through a different mechanism. Staff thus recommends not approving this continuation award.

Sustainability: The grantee did not maximize the opportunity in Year 1 to secure funds generated by grant-supported activities necessary to expand the project. (e.g., conference and exhibitors fees).

Administrative Oversight: The proposed budget for year 2 includes three staff each on TCDD grants funds at 5% time on project; salaries and fringe benefits total \$17,282; consultant services are proposed for \$5,000; and out-of-state travel for \$2000 for a total of \$24,282 of the funds available, or 70% of the total budget.

Community Presence: The grantee does not have a physical presence in the Houston area to effectively build capacity (e.g., proposed one face-to-face meeting with various committees and potential funders during the 2nd year).

Attachment 3

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
RFP: # 2011-1R Higher Education for People with Developmental Disabilities

| | |
|-------------------------------------|--|
| Applicant Organization: | Department of Assistive and Rehabilitative Services (DARS) |
| Key Project Staff: | Laura Villarreal (Project Director); Leigh Ann Godinez, Linda Leal (Co-Coordiators) |
| Project Location (counties): | Hidalgo County (Rio Grande Valley Region) |

Project Abstract:

From the proposal: **PROJECT HIRE (Helping Individuals Reach Employment)** is an innovative program to support individuals with severe developmental disabilities to complete post-secondary education at South Texas College. Through this initiative, the Department of Assistive and Rehabilitative Services (DARS), Division for Rehabilitation Services (DRS) will supplement the Vocational Rehabilitation Program (VR) with wrap-around services not currently provided by VR to assist participants with one-on-one supports such as educational coaches, individual and family support, and college/employment readiness. These services are unprecedented in Hidalgo County. The wrap-around services provide the intervention necessary to help participants succeed in post-secondary education, job training, and ultimately achieve employment.

Year 1 Budget

| | |
|----------------------------------|------------------|
| Funding amount requested: | \$225,000 |
| Match: | \$ 28,620 |
| Total Project Cost: | \$253,620 |

Strengths:

- The majority of funds will be used directly on student support.
- There is a strong emphasis on including businesses.
- Goals and objectives are very well developed.
- The recruitment plan is comprehensive.
- The organization appears to have the experience to be able to do everything planned.
- They plan to implement activities in an under-served area.
- This proposal is one of the few that specifically states people with severe disabilities would be served.

Needs:

- The evaluation component is weak; there doesn't appear to be much information about developing profiles or case studies, and it is unclear what data will be collected.
- The Project Advisory Committee (PAC) does not have a strong role, and a faculty person who can provide expertise on curriculum development and modification should be on the PAC.
- There isn't much "systems change" envisioned for community partners.

Questions/Concerns: An agency the size of DARS should be able to attract/include a national expert, and this would make the proposal stronger.

Final Recommendation: Fundable

Attachment 4

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary

RFP: # 2011-1R Higher Education for People with Developmental Disabilities

| | |
|-------------------------------------|--|
| Applicant Organization: | Texas A&M University (College Station) |
| Key Project Staff: | Dr. Dalun Zhang (Project Director) Eric Roberts (Project Coordinator) |
| Project Location (counties): | Statewide |

Project Abstract:

From the proposal: The Center on Disability and Development at TAMU will develop an inclusive postsecondary education program that has the necessary supports to ensure access, participation and successful performance by individuals with developmental disabilities. The purpose of this program is to provide people with disabilities an inclusive postsecondary certificate program that considers individual needs and is based on their career choice. This program will provide two semester of training, which includes a supervised field-based practicum leading to certificate and job placement. The certificate program will provide students with a wide range of choices to pursue employment in human service.

Year 1 Budget

| | |
|----------------------------------|------------------|
| Funding amount requested: | \$225,000 |
| Match: | \$ 80,476 |
| Total Project Cost: | \$305,476 |

Strengths:

- There is good parent and youth representation.
- The goals, objectives and activities are well thought out and all points in the RFP are covered. The description of the major milestones covers everything well.
- The team members are identified, and their roles are clearly defined.
- The sustainability plan is promising.
- The plan includes good usage of assistive technology in both school and workplace.
- The products produced should be beneficial.
- The Project Director is one of the leading researchers in the developmental disability field.

Needs (to be addressed):

- The evaluation plan should include businesses – what are their needs to be able to do a better job of hiring people with developmental disabilities?
- There needs to be a better description of what exactly the funding for student living support will cover.

Questions/Concerns:

- The narrow field of study (health and human services) will limit the application pool (of students).
- The proposal would have been stronger with more involvement of youth/family members in the proposal development.

Final Recommendation: Fundable

Attachment 5

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
RFP: # 2011-1R Higher Education for People with Developmental Disabilities

| | |
|-------------------------------------|--|
| Applicant Organization: | Texas Tech-Burkhart Center for Autism Education (Lubbock) |
| Key Project Staff: | DeAnn Lechtenberger, Ph.D (Project Director) Dave Richman, Ph.D (Co-Investigator) |
| Project Location (counties): | Statewide |

Project Abstract:

From the proposal: Connections for Academic Success and Employment is a rural collaborative partnership of the Burkhart Center for Autism Education and Research (the Burkhart Center); Texas Tech University (TTU), a 4 year university; South Plains College (SPC), a regional community college; Department of Assistive and Rehabilitative Services (DARS); and local community business partners. This proposed project will bring together the collective resources from each of these partnering entities to help identify, recruit, and retain students with developmental disabilities, ages 18-25, who are interested in furthering their education beyond high school and in exploring career pathways and pursuing meaningful employment.

Year 1 Budget

Funding amount requested: \$208,909
Match: \$ 78,465
Total Project Cost: \$287,374

Strengths:

- The applicant did a focus group of people with developmental disabilities to develop the proposal.
- The wrap-around process is well-described, and the applicant has experience with wrap around.
- Strong likelihood the project will be sustainable after the grant ends.
- They have a good plan to address the need for cultural diversity in the membership of the Project Advisory Committee (PAC).
- There is a good plan for using/accessing assistive technology.
- Some of the project activities will take place in rural areas that are underserved.
- The applicant utilizes every aspect of their program to be able to provide exposure to and training for a wide range of careers.
- They will serve people on 3 different campuses.
- The proposal includes a plan to follow-up after the program.

Needs:

- More business/community contacts should be developed.
- More people with disabilities should be included as project staff and/or leaders in the implementation of the project.

- The public policy statement focuses on empowering students to ask for more money for services; it would be more appropriate to focus on working more globally to change perceptions and eliminate other barriers to employment.
- The plan is to merge the program with Project SEARCH; however, Project SEARCH does not have the strong educational component evident in this program. Will the educational component be lost?
- There should be more focus on producing systems change in the business arena.
- The proposal addresses the need for diversity on the PAC, but does not address the same need in the student population.
- The recruitment plan is not clear.
- There is a plan to provide individual assistance around employment, but it is not clear what that assistance will be.
- The large difference in learning specialists' salary needs to be explained.
- The applicant needs to provide more information about the amount of money being paid for consultant services.

Final Recommendation: Fundable

Attachment 7

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
Expansion of Leadership Development & Advocacy Skills Training Projects

| | |
|-------------------------------------|--|
| Applicant Organization: | Brighton School (San Antonio) |
| Key Project Staff: | Lorene Dillard (Project Director); Manuel Garcia (Project Coordinator) |
| Project Location (counties): | Bexar, Kendall, Comal, and Guadalupe |

Project Abstract:

From the proposal: The Parent Alliance for Learning and Support program provides classroom and hands-on training to parents of children with disabilities, young adults with disabilities and community members in the areas of self, IDEA and general advocacy. All training for parents of children with disabilities and young adults (ages 15-22) with disabilities are provided through curriculums which allow hands-on learning environment. The training provided through the PALS program works to improve the quality of life for individuals with disabilities by providing them a voice until their own voice can be heard.

Year 1 Budget

| | |
|----------------------------------|------------------|
| Funding amount requested: | \$ 40,000 |
| Match: | \$162,091 |
| Total Project Cost: | \$202,091 |

Strengths:

- The applicant will support parental involvement, which is important.
- The proposal includes a multifaceted analysis of the origin of the issues and pulled together a strong partnership to address these issues.
- Their program appears to be the only program of this type in the area.
- They should be able to sustain activities; their continuation plan is strong.
- They will expand the impact of their previous activities through their partnerships.

Needs:

- The proposal would be stronger if the applicant, in their response, considered “cultural diversity” in a broader light. There are many aspects of “cultural diversity” beyond language issues. For example, they might have discussed the diversity of disability and/or referenced other aspects of culture.
- The applicant didn’t provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization’s ability to solve problems.
- The proposal is not specific about which educational issues will be addressed.

Final Recommendation: Funding Recommended.

Attachment 8

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
Expansion of Leadership Development & Advocacy Skills Training Projects

| | |
|-------------------------------------|--|
| Applicant Organization: | Education Service Center – Region 19 (El Paso) |
| Key Project Staff: | Ricardo Razo (Project Director); Josue Rodriguez (Project Coordinator) |
| Project Location (counties): | El Paso, and Hudspeth |

Project Abstract:

From the proposal: The Education Service Center - Region 19 and the Paso Del Norte Youth Leadership Forum (YLF) program is requesting support to expand the impact of the current YLF training program and to serve as a resource to other organizations in the community. The requested funds will provide for advanced leadership development and advocacy building activities for young people with disabilities, ages 16-21, who need continued support and advanced training to participate in school and non-disability community organizations such as the Hugh O'Brian Youth Leadership Seminar, the El Paso Mayor's 100 Teens Program, the United Way Global Youth Day Organization and other community organizations.

Year 1 Budget

| | |
|----------------------------------|-----------------|
| Funding amount requested: | \$40,000 |
| Match: | \$ 4,444 |
| Total Project Cost: | \$44,444 |

Strengths:

- Using participants from previous project to mentor others is a good idea.
- The applicant plans to support youth to participate in other non-disability activities/clubs/communities, which is innovative and not frequently done.
- The applicant's partnerships are strong, especially their partnerships with school districts and colleges.
- The organization's experience in this area was reflected in their ability to think through how to implement activities.
- This proposal's cultural diversity plan was one of the most specific of all proposals.

Needs:

- The applicant didn't provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization's ability to solve problems.

Final Recommendation: Funding recommended.

Attachment 9

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
Expansion of Leadership Development & Advocacy Skills Training Projects

| | |
|-------------------------------------|---|
| Applicant Organization: | Imagine Enterprises |
| Key Project Staff: | Sandy (Hardy) Smith (Project Director); Angela DeLeon (Project Coordinator) |
| Project Location (counties): | The area covered by Region 14 ESC - 43 school districts in West Texas |

Project Abstract:

From the proposal: Using a Peer Mentoring training model, Imagine Proposes to increase the capacity and impact of graduates of the Youth Leadership and Advocacy project. In partnership with the Betty Hardwick Center, Region 14 ESC, and Not Without Us Center for Independent Living, the Youth Leadership and Advocacy project will train 6 Peer-to-Peer Trainers to instruct 50 youth as Peer Mentors over the two years of the project. Peer-to-Peer Trainers recruited from the current graduates will receive intensive support and coaching from Imagine staff to provide training in Peer-to-Peer supports, leadership, advocacy, community living, continued education and employment.

Year 1 Budget

| | |
|----------------------------------|-----------------|
| Funding amount requested: | \$40,000 |
| Match: | \$13,333 |
| Total Project Cost: | \$53,333 |

Strengths:

- The organization has strong partnerships.
- The organization has a solid fundraising plan.
- The description of the issues related to cultural diversity is strong.
- The sustainability plan is innovative and broad based.
- The organization is experienced and understands the needs.

Needs:

- The applicant needs a stronger, more specific plan for outreach to increase the diversity of the people they serve. They may need to hire staff or a contractor to address this.
- It's unclear how this is an expansion of the impact of their previous activities. Is the intention to increase capacity of partners as "expansion"? If so, this should have been more clearly noted.
- The connection between project work and outcomes is not clear; it was hard to identify the milestones.

NOTE: There were no funds in the budget specifically identified to ensure that all activities are accessible. This might be because the organization expects to absorb these costs, but this should be clarified.

Final Recommendation: Funding recommended if they can demonstrate how this approach will expand the impact of their previous project.

Attachment 10

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
Expansion of Leadership Development & Advocacy Skills Training Projects

| | |
|-------------------------------------|--|
| Applicant Organization: | The Paso del Norte Children’s Development Center (El Paso) |
| Key Project Staff: | Gilda Lopez, MA, Director (Project Director), Project Coordinator to be named |
| Project Location (counties): | El Paso |

Project Abstract:

From the proposal: The Paso del Norte Children’s Development Center is requesting \$40,000 which will be matched with agency funds to expand the scope and focus of the already in place and operational Leadership Academy for Families. With the requested funding our agency will add a much needed Parent to Parent mentoring component to this program; provide curriculum enhancements; and increase the overall numbers of families we support. These improvements and expansion of program scope will have a permanent and lasting impact on the community of El Paso, Texas, and become a permanent component of the services we provide.

Year 1 Budget

| | |
|----------------------------------|-----------------|
| Funding amount requested: | \$40,000 |
| Match: | \$10,000 |
| Total Project Cost: | \$50,000 |

Strengths:

- This is clearly an expansion; the project is well-framed in the proposal.
- The parent to parent component – supporting parents to assist other parents, within the public school system, is a good approach.
- The organization involves siblings of youth with disabilities in the programs they offer, not just the parents and/or the youth who have disabilities.
- The organization has strong relationships and broad partnerships.

Needs:

- The discussion of the target population is vague.
- Proposal would be stronger if specific numbers were provided. For example, how many people does this organization serve?
- The sustainability plan is weak and needs more specifics.
- The applicant didn’t provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization’s ability to solve problems.

NOTE: The proposal notes the percentage of the children in the area that have been identified as having special health care needs; it seems low.

Final Recommendation: Funding recommended IF the needs are addressed to the satisfaction of TCDD.

Attachment 11

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary
Expansion of Leadership Development & Advocacy Skills Training Projects

| | |
|-------------------------------------|---|
| Applicant Organization: | SER - Jobs for Progress of the Texas Gulf Coast, Inc. (Houston) |
| Key Project Staff: | Johnny Bright (Project Director); Francesca Garcia (Project Coordinator) |
| Project Location (counties): | Harris and Galveston, City of Houston and surrounding areas of the Southeast Texas Gulf Coast |

Project Abstract:

From the proposal: Building on knowledge gained from first-hand experience, SER aims to expand the availability and community impact of the agency’s existing TCDD Leadership Development and Advocacy Skills Training using a multi-faceted approach. SER will do so by increasing the involvement of partner agencies, clients and other stakeholders in publishing refined, targeted, best-practice-based curriculum. This curriculum will build on effective existing training structures by introducing an interactive train-the-trainer component for community stakeholders and service providers, who will in turn conduct their own trainings. Furthermore, SER proposes incorporating technology and multimedia resources to ensure greater accessibility of information to clients and the general public.

Year 1 Budget

| | |
|----------------------------------|-----------------|
| Funding amount requested: | \$40,000 |
| Match: | \$10,000 |
| Total Project Cost: | \$50,000 |

Strengths:

- This was the only proposal that identified previous barriers and stated how they addressed them (this evidences an ability to solve problem).
- They are planning to implement social media into the project which should improve their ability to reach more people.
- The use of a “Train the Trainer” model will expand the number of people who have the capacity to provide training to others.
- In the description of issues and needs related to cultural diversity, they did a good job of addressing needs related to both diversity of disability and diversity of ethnicity.

Needs:

- The Project Advisory Committee (PAC) must be more involved for this project to be successful and sustainable. The proposal notes they have had limited PAC involvement in the past; how will they address this problem?
- The sustainability plan needs to be better fleshed out. Why is the PAC not involved in addressing sustainability?

Final Recommendation: Funding recommended IF they can show they will have strong PAC involvement.

Attachment 12

Memorandum of Understanding

Texas Council for Developmental Disabilities and The Texas Education Agency

I. PURPOSE

This Memorandum of Understanding ("MOU") is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the "TCDD," and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the "TEA". The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the "DD Act", and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the "State Act." Consistent with the DD Act, the Governor of Texas has designated TEA as the "designated state agency" to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

II. GENERAL AGREEMENTS

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. TEA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the "supervisor's supervisor" when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD's intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner, it is TEA's intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carryout TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE's, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of required fiscal reports to state and federal authorities.
- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

IV. HUMAN RESOURCES

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

V. INFORMATION TECHNOLOGY SERVICES

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.

- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections (including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.
- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website (www.txdcc.state.tx.us) and email (e.g. Roger.Webb@tcdd.state.tx.us)

VI. OTHER ADMINISTRATIVE SERVICES

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA (Office of Organizational Effectiveness) to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

VII. OTHER UNDERSTANDINGS

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.

- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

IX. GENERAL PROVISIONS

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

X. TERM OF AGREEMENT

This MOU shall commence on September 1, 2011 and shall terminate on August 31, 2012. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

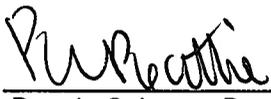
THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

TCDD further certifies that it has the authority to receive the above services by authority granted in: **Executive Order RP-37.**

TEA further certifies that it has authority to perform the above services by authority granted in: **Executive Order RP-37.**

Texas Council for Developmental Disabilities

Texas Education Agency

By: 
Brenda Coleman-Beattie
TCDD Chair

By: 
Shirley Beaulieu,
Associate Commissioner for Finance and
~~Operations~~/CFO (Acting)

Date: 8/5/11

Date: 9-14-11

Attachment 13

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
PROPOSED FY 2012 BUDGET**

| | BUDGETED FY 2011 (10/10-9/11) | % OF WHOLE | PROJECTED YEAR END EXPENDITURES FY 2011 (10/10-9/11) | % OF WHOLE | PROPOSED BUDGET FY 2012 (10/11-9/12) | % OF WHOLE | VARIANCE | NOTES |
|---------------------------------|---|---------------|--|---------------|---|---------------|-----------------|-------|
| Revenues | | | | | | | | |
| <i>Federal Allotment</i> | \$5,095,817 | 100.0% | \$5,095,817 | 100.0% | \$5,095,817 | 100.0% | \$0 | 1 |
| | | 0.0% | | 0.0% | | | | |
| Total Revenues | \$5,095,817 | 100.0% | \$5,095,817 | 100.0% | \$5,095,817 | 100.0% | \$0 | |
| Expenses | | | | | | | | |
| <i>Council Operations</i> | 18 FTE | | 18 FTE | | 17 FTE | | | |
| Salaries | \$1,020,785 | 20.0% | 942,975 | 18.5% | \$960,403 | 18.8% | (\$60,382) | |
| Benefits | 290,028 | 5.7% | 255,885 | 5.0% | 287,138 | 5.6% | (2,890) | |
| Professional Services | 87,680 | 1.7% | 41,396 | 0.8% | 97,000 | 1.9% | 9,320 | 2 |
| Travel - Council | 59,500 | 1.2% | 32,007 | 0.6% | 61,500 | 1.2% | 2,000 | 3 |
| Travel - Staff | 22,000 | 0.4% | 10,546 | 0.2% | 24,000 | 0.5% | 2,000 | 3 |
| Supplies | 12,000 | 0.2% | 8,409 | 0.2% | 10,000 | 0.2% | (2,000) | |
| Utilities | 41,700 | 0.8% | 35,403 | 0.7% | 41,700 | 0.8% | 0 | 4 |
| Rent - Building - Space | 79,546 | 1.6% | 58,621 | 1.2% | 79,618 | 1.6% | 72 | 5 |
| Rent - Computers - Equip | 64,220 | 1.3% | 37,572 | 0.7% | 64,220 | 1.3% | 0 | 6 |
| Capital Expenditures | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | |
| Other Oper. Expenses | 85,580 | 1.7% | 50,146 | 1.0% | 168,650 | 3.3% | 83,070 | 7 |
| Total Operating Expenses | \$1,763,039 | 34.6% | \$1,472,960 | 28.9% | \$1,794,229 | 35.2% | \$31,190 | |
| Admin. Reimb. To TEA | \$50,000 | 1.0% | \$50,000 | 1.0% | \$50,000 | 1.0% | | |
| Available for Grants | \$3,282,778 | 64.4% | \$3,572,857 | 70.1% | \$3,251,588 | 63.8% | (\$31,190) | |
| TOTAL EXPENSES | \$5,095,817 | 100% | \$5,095,817 | 100% | \$5,095,817 | 100% | \$0 | |

NOTES:

¹ Level funding with FY 2011

² Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$10,000; Legal Services - \$3,000; Facilitator/Tech Writer - \$3,000; Review Panelist - \$8,000; DD Suite - \$3,000; Temp. Employment Agencies - \$0; Web Hosting - \$2,000; Computer Programming w/TEA \$15,000; Other contracted \$3,000

³ Travel - In-State Council - \$50,500; Out-of-State Council - \$15,500
Travel - In-State Staff - \$12,500; Out-of-State Staff - \$9,500

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

⁵ Rent-Building & Space: Office & Storage Space - \$44,546; Meeting Rooms - \$35,000

⁶ Rent-Machine - Rental of laptops - \$22,800; Rental of AV for meetings - \$35,000; Rental of copier - \$6,420

⁷ Other OE: Membership - \$21,000; Printing - \$8,000; Contingency for 18th FTE - \$50,400, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, Phone and Awards - \$87,750