

**Texas Council for Developmental Disabilities
Quarterly Meeting
Marriott Austin South
4415 IH-35 South
Austin, TX 78744**

Meeting Schedule

Wednesday, February 8, 2012

3:30 PM – 6:00 PM
Executive Committee Meeting
Room: Limestone 2

Thursday, February 9, 2012

9:30 AM – 12:45 PM
Committee of the Whole
Room: Salon C&D
Lunch provided for Council Members and staff

1:00 PM – 5:00 PM
Project Development Committee Meeting
Room: Bluebonnet

Public Policy Committee Meeting
Room: Limestone 2

Friday, February 10, 2012

8:30 AM – 12:00 Noon
Council Meeting
Room: Salon C&D



Texas Council for Developmental Disabilities

Executive Committee Meeting - Agenda

Austin Marriott South

Room: Limestone 2

Wednesday, February 8, 2012 3:30 – 6:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of November 2, 2011 Minutes** Tab 1 
4. **Chair's Report**
 - A. National Conferences
 - B. Other Updates
5. **Executive Director's Report** Tab 2
 - A. Council Member Appointments Update
 - B. Staffing Update
 - C. Stipends Applications Approved
 - D. State and Federal Affairs Update
 - E. ADD Self Advocate Summit
 - F. Other Updates
6. **Grants Activities Reports** Tab 3
 - A. Independent Audit Status Report
 - B. Grants Monitoring Exceptions Report
7. **Appeal of Funding Decision – Texas Impact Education Fund** Tab 4 
8. **Continuation Grant Awards** Tab 5
 - A. SafePlace – *Meaningful Relationships project* 
 - B. The Arc of San Angelo – *Alternatives to Guardianship* 
9. **TCDD Quarterly Financial Report** Tab 6
10. **Review of TCDD Rules** Tab 7
11. **Conflict of Interest Disclosures**
12. **Executive Session: Annual Evaluation of Executive Director**
13. **Other Updates**

Adjourn



Texas Council for Developmental Disabilities

Committee of the Whole Meeting - Agenda

Austin Marriott South

Room: Salon C&D

Thursday, February 9, 2012 9:30 AM – 12:45 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Chair's Remarks**
 - A. Updates
 - B. Key Agenda Items
 - C. Conference Reports
4. **Presentations – Cultural Competence**
 - A. Outreach and Development Project – Friends and Families of Asians with Special Needs
 - B. Texas Assistive Technology Partnership

Lunch Buffet
5. **Future Projects / State Plan Implementation**
 - A. Measures for Education Projects and Activities
 - B. TCDD Public Education / Awareness Projects and Activities

Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Austin Marriott South

Room: Bluebonnet

Thursday, February 9, 2012 1:00 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of November 3, 2011, Minutes** Tab 8 
4. **Chair's Remarks**
5. **Grants and Projects Report** Tab 9
 - A. Staff Report
 - B. Projected Available Funds
6. **Public Information Report**
7. **Member Updates**
8. **State Plan Implementation & Future Funding Activities**
 - A. Next Steps – Outreach & Development Activities
 - B. Measures for Education Projects and Activities
 - D. Health Goal Activities
 - E. Leadership and Advocacy Training Network
9. **Future Project Funding Priorities** Tab 10 
10. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Public Policy Committee Meeting - Agenda

Austin Marriott South

Room: Limestone 2

Thursday, February 9, 2012 1:00 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of November 3, 2011, Minutes** Tab 11 
4. **Chairs Remarks**
 - A. Vice-Chair Selection
 - B. Other Updates
5. **Member Updates**
6. **Public Policy Issues** Tab 12
 - A. State Policy Issues
 - B. Update on State Supported Living Center Monitoring Activities
 - C. Federal Policy Issues
7. **Public Information Report** Tab 13
8. **TCDD 2012 Biennial Disability Report Update** Tab 15
9. **Review of Position Statements** Tab 14
 - A. Transportation 
 - B. Children & Families 
 - C. Right to Privacy 
 - D. Emergency Preparedness 
10. **Future Projects / State Plan Implementation**
 - A. Measures for Education Projects and Activities
 - B. TCDD Public Education / Awareness Projects and Activities
11. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Council Meeting - Agenda

Austin Marriott South

Room: Salon C&D

Friday, February 10, 2012 9:00 AM – 12:00 Noon



Action Item

Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
 - A. Consideration of Minutes Tab 16 
 - B. Excused Absences of Council Members 
4. **Chair's Report**
5. **Executive Director's Report**
6. **Election of Council Vice-Chair** Tab 17 
7. **Election of Consumer Member-at-Large to Executive Committee** Tab 17 
8. **Future Funding Activities**
 - A. Outreach and Development Projects 
 - B. Other Recommended Projects 
9. **Future Funding Priorities** Tab 10 
10. **TCDD Position Statements** Tab 14 
11. **State Plan Implementation Discussions**
12. **Public Policy Committee Report**
 - A. Public Policy Issues Tab 12
 - B. Public Information Report Tab 13
 - C. TCDD 2012 Biennial Report Update Tab 15
 - D. Other Discussion Items
13. **Project Development Committee Report**
 - A. Grants and Projects Report Tab 9
 - B. Future Projects / State Plan Implementation
 - C. Other Discussion Items
14. **Executive Committee Report**
 - A. Grant Activities Report Tab 3
 - B. Consideration of Appeal Tab 4
 - C. Continuation Grant Awards Tab 5
 - D. TCDD Quarterly Financial Report Tab 6
 - E. Review of TCDD Rules Tab 7
 - F. Conflict of Interest Disclosures
15. **Announcements and Updates** Tab 18

Adjourn

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the November 2, 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
NOVEMBER 2, 2011**

COMMITTEE MEMBERS PRESENT

John C. Morris, Council Vice-Chair	Hunter Adkins Joe Rivas	Susan Vardell
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COMMITTEE MEMBERS ABSENT

Brenda Coleman-Beattie,
Council Chair

COUNCIL MEMBER PRESENT

Andrew Crim

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Joanna Cordry Cynthia Ellison	Wendy Jones Melissa Loe
Martha Cantu	Sonya Hosey	Koren Vogel

GUESTS PRESENT

Chynna Burwell, attendant Leticia Finely, attendant

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on November 2, 2011, in the Creekside Room at the Sheraton Austin at the Capitol Hotel, 701 East 11th Street, Austin, TX 78701. Council Vice-Chair John Morris called the meeting to order at 3:34 PM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

The Committee reviewed the minutes from the August 3, 2011, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the August 3, 2011, Executive Committee meeting as presented.

MADE BY: Hunter Adkins

SECOND: Susan Vardell

The motion **passed** unanimously.

4. CHAIR'S REPORT

Executive Director Roger Webb indicated that Council Chair Brenda Coleman-Beattie was absent due to family matters. Webb discussed with Committee members that Coleman-Beattie submitted her resignation to Governor on October 6, 2011, due to increasing demands on her time to tend to family obligations. Coleman-Beattie will remain Chair of the Council until the

Governor designates someone to that position, but has asked Vice-Chair John Morris to serve as Acting Chair following this quarter's meeting until a new Chair designation is finalized.

Webb reviewed the excused absences for these meetings including Rick Tisch, Kristen Cox, Mike Benz/Amy Sharp, Texas A&M Center on Disability and Development, Dana Perry, Diana Kern, Andy Crim.

Webb also reviewed the status of Council Member appointments and noted that Gladys Cortez of McAllen, who was appointed to replace Marcia Dwyer, attended orientation earlier in the day. The appointee to refill Rene Requenez's position withdrew her name from consideration before it was finalized. Kristine Bissmeyer and Joe Rivas have been appointed to new terms which expire in 2017. Appointments have not been made to replace Requenez and Deneesa Rasmussen, who resigned, and Mary Durham who is still serving in a "hold-over" capacity until her replacement is named. Cindy Swain has been designated as the representative from the Texas Education Agency and also attended new member training and orientation. Coleman-Beattie has asked Rivas to Chair the Public Policy Committee, asked DADS representative Jeff Kaufmann to join the Audit Committee in the position vacated by Marcia Dwyer.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb indicated that selection teams are reviewing applications for the Public Policy Director and Grants Management Director positions and expect to schedule interviews later in November. Webb also noted that Public Policy Specialist Cassie Fisher has returned from maternity leave.

The TCDD People First document will be printed in a college textbook giving TCDD credit for that material. The FY 2012-2016 State Plan has been submitted to the Administration on Developmental Disabilities and is currently being reviewed in a new peer review process by other Council Executive Directors and staff. ADD expects to provide feedback to Councils by mid-November.

Webb noted that the inaugural Texas Formula One Race is planned for the Austin area on November 18, 2012. While this date is not in direct conflict with the Councils usual fall meeting dates of November 7-9, 2012, hotel prices for that time period are expected to be very high due to the arrival of race crews and media. Staff suggest scheduling the fall 2012 meeting for October 24-26, 2012, when prices should be more reasonable. Committee members agreed with the proposed dates.

Webb indicated that DD Councils are currently funded under a Continuing Resolution through November 19, 2011, at FY 2011 levels. The Senate Appropriations Committee has recommended level funding for FY 12, but the House Appropriations Committee could not agree on various appropriations bills. The National Association of DD Councils (NACDD) expects "mark-up" for Health and Human Services programs in late December. Separately, the "Super Committee" is tasked with identifying \$1.3 trillion in savings by November 23, 2011, and Congress would be required to vote on those reductions without amendments. It is unknown at this time if the Committee will agree on those recommendations which would mandate an 8% reduction in funding for domestic programs for FY 13. That could result in a reduction for TCDD of approximately \$400,000.

Webb reviewed the Council's approval of solicit a contract to provide training for grantees regarding project sustainability. Operations Director Martha Cantu indicated that a Request for Quotes (RFQ) was posted on September 29, 2011, and closed October 20, 2011. Three proposals were received and reviewed by Cantu, Planning Coordinator Joanna Cordry and Senior Grants Management Specialist Sonya Hosey. Staff and TEA contracts personnel will

meet with the top applicant to review their proposal. Unless difficulties arise, staff expected to start that contract January 2, 2012, with the project operating throughout the calendar year.

Webb and Cantu reviewed a draft Survey of Employee Engagement that will be conducted with TCDD staff in spring 2012. The survey includes standard questions for all state agencies and any additional questions requested by each agency. Committee members were asked to provide suggestions to Cantu of additional questions for TCDD.

6. GRANTS ACTIVITIES REPORTS

Senior Grants Management Specialist Hosey reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report and noted that no concerns were found by staff. Annual independent audits from two grantees were forwarded for desk review, and six on-site visits were conducted during the past quarter with no outstanding concerns.

7. APPEAL OF FUNDING DECISION

Webb reviewed the Committee's decision during the August 2011 meeting to not award continuation funding to Parents Anonymous to support additional Gulf Coast of Texas African American Family Support Conferences (GCTAAFSC). Although the project was successful, staff and Committee members agreed that the grantee did not comply with expectations of the original request for proposals and the approved workplan sufficiently to warrant continued funding. TCDD staff and a number of organizations from the Houston area were very involved in aspects of conference planning and contributed to a successful event. Parents Anonymous, based in California, did not have or establish a local presence in Texas as indicated in their proposal and TCDD staff provided considerable effort to work with the grantee and assist in coordinating some efforts with local agencies, advocates and stakeholders who helped with the conference.

Parents Anonymous has appealed the decision to not approve continued funding for the project. Webb reviewed materials provided to members including the notification of Parents Anonymous that continuation funded was not approved; Parents Anonymous' appeal letter; an acknowledgment that TCDD received the appeal; TCDD's appeals process; and a summary report to the Committee concerning the review process and information provided by Parents Anonymous in this appeal. (Materials available upon request.) Webb noted that Parents Anonymous did not provide any additional information related to the issues outlined, nor did they suggest that the TCDD did not follow existing procedures. Staff recommend maintaining the original decision to not provide continuation funding to Parents Anonymous for this project. The Project Development Committee will be reviewing a proposed Executive Summary to solicit new applications from organizations involved with the first event to continue support for the Gulf Coast African American Family Support Conferences. Committee members discussed the appeal and agreed to affirm the decision to not continue funding to this grantee.

MOTION: To sustain the decision to not award continuation funding to Parents Anonymous for the GCTAAFSC project.

MADE BY: Susan Vardell

SECOND: John Morris

The motion **passed** unanimously.

8. CONTINUATION GRANT AWARDS

Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to Texas Parent to Parent for the Public Policy Collaboration project. (Attachment 1) In

spite of a delayed start-up following water damage to their office, the project trained 126 self-advocates and 219 family members to provide public testimony. Committee members discussed the number of participants targeted for year two, and asked if policy leaders are aware that they have been “adopted” by an advocate. Staff will provide that information at the next Committee meeting.

MOTION: To approve funding of up to \$61,780 to Texas Parent to Parent for year two of the five year Public Policy Collaboration project.

MADE BY: Susan Vardell

SECOND: Joe Rivas

The motion **passed** unanimously

9. **CONSIDERATION OF NEW GRANT AWARDS**

Planning Coordinator Cordry provided a brief overview of recommendations from the independent review panel of proposals received for four Requests for Proposals (RFPs). Cordry first discussed proposals for Leadership Development and Advocacy Skills Training projects. This RFP authorized up to six projects for up to \$75,000 per year for up to three years. Cordry noted that the summary memo provided to members in the meeting materials mistakenly indicated the projects’ duration was up to five years; the actual authorized duration is three years. Eight applications were received for this project. The review panel recommended seven applications as fundable and ranked those in a preferred order for funding. Cordry noted that the project proposed by NAMI Texas, Inc. may not train the number of individuals called for in the RFP because it is a “train the trainer” module, but the project expects to be sustainable and have long-term impact. She also noted that the Arc of Dallas proposal is an expansion of a prior project from 1996 and that the Arc of the Gulf Coast was determined to be a “riskier” project because it proposes to develop a new “self-advocacy” club for high-school aged youth with and without disabilities, and this club will have to compete against many other clubs for members.

Cordry discussed each proposal in more detail with Committee members. Members discussed approving seven projects if sufficient funds are available.

MOTION: To approve funding of the requested amounts for Leadership Development and Advocacy Skills Training projects, not to exceed \$75,000 per year for three years, to Texas Advocates, Texas A&M, NAMI Texas, The Arc of Dallas, The Arc of Texas, The Arc of the Gulf Coast, and Texas State Independent Living Council.

MADE BY: John Morris

SECOND: Hunter Adkins and Joe Rivas

Vardell asked staff to further clarify with Texas A&M that they understand that this will be their third project until at least 2013.

The motion **passed** unanimously. (Attachments 2-8)

Cordry next reviewed proposals for Inclusive Faith-Based Communities Symposium projects. This RFP authorizes up to 4 projects for up to \$75,000 per year for up to three years. Projects are expected to host 2 symposiums for faith-based communities to gain and share information about how to support and fully include people with developmental disabilities and their families.

The review panel ranked three proposals as a tie for the first-ranked proposal, and deemed one additional proposal as fundable. Four other applications were not considered fundable although one was considered to have an excellent idea but it was beyond the scope of this RFP.

During discussion, members noted that one proposal had a significant number of “needs” identified by the review panel. TCDD staff advised that those items could be addressed by revisions to the workplan before awarding funding, and did not overall reflect the quality of the proposal. Members also noted that one project serves counties in west Texas where there are not many resources.

MOTION: To approve funding of the requested amounts, not to exceed \$75,000 per year for three years, for Inclusive Faith-Based Communities Symposium projects to OneStar Foundation, The Arc of Greater Tarrant County – dba IDD Needs Council of Tarrant County, Jewish Family Services of Dallas, and West Central Texas Regional Foundation.

MADE BY: Susan Vardell

SECOND: Joe Rivas

The motion **passed** unanimously. (Attachments 9-12)

Cordry reviewed the proposals for Enabling Technology: Collaborating for the Future projects. This RFP authorized up to 3 projects for a combined total of up to \$750,000 per year for no more than five years to develop and demonstrate technology that enables people with disabilities to gain and maintain competitive employment or participate more fully in classroom settings. Although the number of applications was less than hoped for, two projects were deemed fundable while two other proposals were considered as not fundable.

Committee members discussed the proprietary arrangements for technology developed through these projects. TCDD staff indicated that TCDD’s general counsel recommended including language in the grant award that outlines a shared ownership between TCDD and the grantee. Members discussed the timelines for developing technology and noted that often there are setbacks and other obstacles that need to be taken into account. Members also noted that for the projects to be successful there needs to be appropriate marketing strategies and observed that many consumers may not have the financial resources to purchase what is developed. Morris noted that in his position with the Texas Technology Access Program, there are many applications available for people with disabilities but he has not seen anything focused on employment or job coaching. Members also mentioned that changing technology could limit the future usefulness of a product if operating software updates render an application incompatible.

MOTION: To approve funding not to exceed \$225,000 per year for Enabling Technology projects to Educational Programs Inspiring Communities, Inc. and to Strategic Education Solutions, LLC, for up to three years with the option of funding for years four and five.

MADE BY: John Morris

SECOND: Joe Rivas

The motion **passed** unanimously. (Attachments 13-14)

Cordry and Grants Management Specialist Wendy Jones reviewed proposals for Health and Fitness for People with Developmental Disabilities projects. This RFP authorized two projects with funding up to \$250,000 per year for up to five years. Eight applications were received and four were recommended as fundable. Members noted that the applications from Texas Tech and Texas State Independent Living Council (SILC) are research projects, and the Texas SILC project refers to a "control group" which would necessitate the need for an Institutional Review Board (IRB). Council Member Crim provided information on this requirement and noted that if the group does not plan to publish their research, an IRB may not be necessary.

MOTION: To approve funding for Health and Fitness projects not to exceed the requested amounts to Any Baby Can, Epilepsy Foundation Texas, and Texas SILC.

MADE BY: Susan Vardell

SECOND: Hunter Adkins

The motion **passed** with one member opposed and no abstentions. (Attachments 15-17)

10. **TCDD QUARTERLY FINANCIAL REPORT**

Morris reminded members that the TCDD Operating Budget for FY 2012 approved during August 2011 meetings limited funds for out-of-state travel to FY 11 levels. Funds available for out-of-state travel will support travel for one member to the Southwest Disability Conference that occurred in Albuquerque in October, (Joe Rivas); Morris and Kristen Cox to attend the NACDD Fall Conference in Washington, D.C. in November; one member to attend the Disability Policy Seminar in Washington D.C., next spring; and Morris to attend the ADD Technical Assistance Institute next summer. Morris will travel twice due to his obligations as a member of the NACDD Board. Webb commented that he and Morris have discussed support needs for members while in travel status such as attendant needs, respite, etc., and that those additional costs should not limit who can travel. This is a difficult situation since the Council wants to be mindful of budget constraints of other agencies. Morris indicated that at this point all planned travel will be funded but there are not funds available for additional events trips.

Cantu reviewed the Quarterly Financial Report. The Summary of Funds shows that all funds for FY 2010 have been expended. Cantu and Webb noted that operating expenses for FY 2010 and 2011 were expended from FY 10 funds due to the limited number of current grantees available for awarding funds. This results in more FY 2011 funds for grants which can be obligated through FY 2012. With projects now approved for funding, staff do not anticipate concerns after the current year. Cantu noted that she expects TCDD will end FY 2011 with \$770,000 carried forward to FY 12 for obligation. The Committee had no questions and found no concerns.

11. **CONFLICT OF INTEREST DISCLOSURES**

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

ADJOURN

Vice-Chair Morris adjourned the Council meeting at 6:05 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

**Texas Council for Developmental Disabilities
Executive Committee**

Review of Proposed Activities & Budget

Date: 11/02/11
Grantee: Texas Parent to Parent (TxP2P)
Project Title: Public Policy Collaboration
Project Location: Austin

ITEM: A
Year: 2 of 5

TCDD RFP Intent:

The project intent is for multiple projects that will assist TCDD to promote and participate in collaborative activities related to public policy. For the purposes of this RFP, "collaboration" is defined as "organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal. The Council did not establish specific funding amounts for projects; applicants were expected to propose the amount of funds needed to complete the activity or activities they propose. TCDD has approved funding for up to five years.

Project Goals and Accomplishments for Year 1:

Goal One: Texas Parent to Parent (TxP2P) will develop the Adopt-a-Legislator Program that will utilize parent volunteers of children with disabilities, young self-advocates or siblings to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

Accomplishments per goal: The project trained parents to create testimony and present at the Legislative Hearings, reaching 126 self-advocates and 219 family members. The project also trained 1 self-advocate and 1 individual to be TxP2P Advocacy Network volunteers. TxP2P presented to the Central Texas Autism Society on the legislative session and at the Texas Advanced Leadership and Advocacy Conference (TALAC) 2011 on "How to Turn your Concerns into Legislation."

Proposed Goals and Objectives for Year 2:

Goal: Same As Above

Objectives: Train 50 additional parents and 20 additional young self-advocates, write a minimum of 4 Advocacy Pages for Quarterly Newsletter, and provide bi-monthly trainings via conference calls, webinars, and/or Facebook.

Council Considerations: Public Policy Considerations: This project actively supported advocates to present stories to agencies and the legislature. TCDD staff have provided consultation concerning allowable advocacy efforts and strategies. Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$43,725 consultants) (based on 4 months)	\$14,543	\$15,188	\$29,731
Amount requested for next year budget:			
I. Personnel Services	30,650	1136	31,786
II. Travel	1920	0	1920
III. Purchased Services (\$ 28,325 consultants/subcontracts)	24,520	40,037	64,557
IV. Property/Materials	1710	0	1710
V. Rental/Leasing	2980	0	2980
VI. Utilities	0	300	300
VII. Other (Indirect Cost Rate)	0	0	0
Budget period totals	\$ 61,780	\$41,473	\$103,253

Attachments

2-8

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	Texas Advocates
Key Project Staff:	Project Director: Rona Statman Project Coordinator: Tanya Winters
Project Location (counties):	Travis, Bexar, Atascosa, Guadalupe, Cameron Willacy, Hidalgo, and Starr

Project Abstract:

Texas Advocates will train and support State Supported Living Center (SSLC) residents and community organizations so that **Self Advocate Voices are Engaged** to create change for themselves and their community. Texas Advocates will provide trainings for Austin and San Antonio SSLCs and Rio Grande State Center with community participants on the history of the disability movement, self determination and self advocacy. Self Advocates will learn to speak up for themselves on real life issues such as transition and employment. Texas Advocates will support/train SSLC residents and community organizations through statewide training, individual and community self advocacy activities, and social media.

Year 1 Budget

Funding amount requested: \$75,000
Match: \$14,729
Total Project Cost: \$89,729

Strengths:

- The project activities will cover a wide geographic area.
- The project would train residents of State Supported Living Centers, and support them to improve their ability to advocate for themselves.
- Project staff will give people templates to track their advocacy activities.
- The announcements and training materials developed through the project will be in Spanish and English, large print and Braille.
- The proposal includes information about many different types of accommodations that could be provided if necessary.
- The proposer has identified many specific fundraising activities.
- The Project Coordinator has a disability, and other self-advocates will assume leadership roles.
- The referenced proven best practices in training and 21st century learning; the proposer is not going to “reinvent the wheel.”
- The organization already has an established network and infrastructure in place.
- The proposer plans to develop a “train the trainer manual” that can be used widely and in the future, after TCDD funding has ended.
- The proposer will use pre- and post- surveys to assess changes in knowledge and/or ability. They plan to conduct phone surveys, which might increase their survey participation rate.
- The proposer will have ongoing (quarterly) meetings to develop sustainability.

Needs:

- The proposer should re-evaluate if the amount of money budgeted to staff is necessary. If less was spent on paying staff, more could be used to provide ongoing support for self-advocates' activities. Alternately, perhaps other sources of funding could be used to support the project activities.
- The proposer should work on developing non-traditional partnerships with community businesses and other organizations.

Questions/Concerns:

Final Recommendation: Fundable.

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

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

Project Abstract:

Texas A&M University proposes to establish a leadership and advocacy program for youth with and without disabilities and their parents. The program will provide direct instruction to students in their classrooms, support community and school leadership projects, and provide information to parents for them to support students in the community. Both special education classrooms and classrooms structured for students at risk for dropping out of school will be involved in this program. With the assistance of mentors, youth will practice learned skills in the community by implementing leadership projects. Parents of support groups will receive instruction for supporting students' instruction.

Year 1 Budget

Funding amount requested: \$75,000
Match: \$19,949
Total Project Cost: \$94,949

Strengths:

- A&M has an established infrastructure that could support the project long term, and the staff have good experience.
- A&M plans to work to get their training embedded in classrooms, and they will provide support for educators.
- The target population is broad, inclusive, and will involve students at risk of dropping out of school.
- The proposal's emphasis on addressing bullying is timely; addressing an issue that is the subject of many education-related policy discussions and widely reported on in the media may provide an opportunity to raise awareness of the experiences of kids with developmental disabilities.
- People with developmental disabilities will drive the project; over half of the advisory committee will be people with developmental disabilities.
- The evaluation plan is strong piece is strong and reaches beyond participant satisfaction to address outcomes. The feedback received through the evaluation process will used to improve the project.
- The project builds on existing programs and uses evidence based processes/programming.
- The partnerships are strong and well-defined.
- The budget includes funding to pay student workers.

Needs:

- More detail about the student worker should be provided. Is this the same person as the graduate student? If so, the budget needs to be clarified to ensure that the amount of money the graduate student will be paid is appropriate. If the student worker is a high school or undergraduate student, that should be clarified. It would be preferable for the student worker to be a person who has a disability.
- The continuation plan is vague; more detail should be provided.
- The explanation of how technology will be used is vague; more detail should be provided.
- The proposal should address the disproportionately high dropout rates for some ethnic groups compared to others and how this might impact students with disabilities. For example, are students with disabilities of some ethnicities at a greater risk for dropping out of school than students with disabilities of other ethnicities? If so, then the most “at-risk” population should be included, and care should be taken to ensure that project activities are culturally and linguistically appropriate.

Questions/Concerns: The project activities sound similar to the “No Place for Hate” program. Is this project expanding or replicating No Place for Hate?

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	NAMI Texas, Inc. (Austin)
Key Project Staff:	Project Director: Robin Peyson Project Coordinator: new position, not yet filled
Project Location (counties):	All regions of Texas

Project Abstract:

Consumers, their families, and interested others must become leaders with strong voices advocating for change. The National Alliance on Mental Illness Texas (NAMI TX) will lead a two-day leadership and advocacy “train the trainer” conference for Consumers. This training will spur grassroots efforts to improve leadership skills among local consumers and others to teach and encourage advocacy on behalf of those with mental illness in local communities. Conference attendees will advocate in their own communities, develop regional Consumer Councils as a structure to continue the project longterm, and offer advocacy and leadership training locally.

Year 1 Budget

Funding amount requested: **\$ 75,001.01**
Match: **\$ 45,326.20**
Total Project Cost: **\$120,326.21**

Strengths:

- The proposal notes that 50% of the activities will be in rural areas.
- The proposer will use a “train the trainer” model, and the trainers will go back to provide local training. This will help them develop a workforce and a stronger infrastructure. To ensure that the work continues, follow up will be done; and the proposer plans to have sustained contact with trainers/trainees.
- The proposer will reach people where they live.
- This proposal addresses a huge need - many people in Texas who have mental illness do not receive sufficient supports, and there is a great deal of stigma around having a mental illness.
- The organization has an existing network and infrastructure.
- Self-advocates are involved in the implementation.
- There is a plan to develop podcasts and videos of the training that can be used repeatedly and/or by people unable to personally attend the training
- The organization plans to have at least 1 person in each region that speaks Spanish.
- Over 50% of the total project cost will be match.
- The organization plans to use membership fees for sustainability, although they will also look for support from foundations and/or businesses.
- The plan will use evidenced-based processes.

Needs:

- The proposer needs to address how accommodations will be provided if necessary.
- The proposer should consider working more closely with institutions and/or mental health providers.
- The proposer needs to provide more details about how trainers will be supported on an ongoing basis after they have been trained.

Questions/Concerns:

- The term “consumers” is offensive to some people. It is preferable to use “individuals,” “people,” or something that better reflects People First language.

Final Recommendation: Fundable.

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	The Arc of Dallas
Key Project Staff:	Project Director: Sherry Wacasey Project Coordinator: Rita Callens
Project Location (counties):	Collin, Dallas, and Rockwall

Project Abstract:

Advocates for Choice and Change North Texas (ACCNT) empowers individuals, their families, and other members of the community to create changes in public policy that increase viable supports and opportunities for people with disabilities living in the community. To accomplish this goal, ACCNT will provide proven advocacy and leadership training; facilitate an inclusive grassroots advocacy network in North Texas, and help facilitate advocacy activities that promote full inclusion for people with disabilities in their communities. This program is an expansion of The Arc's current Leadership Institute and Advocate Leaders program and the re-establishing of a grassroots advocacy group.

Year 1 Budget

Funding amount requested: \$75,000
Match: \$25,000
Total Project Cost: \$100,000

Strengths:

- The proposer intends to build and expand on an existing program and re-establish a grassroots advocacy group.
- The proposer is an organization that does a lot of good for many people.
- The proposer appears to have many strong partnerships in the community, including non-service organizations.
- The letters of support are strong: 2 are from family members of past participants; 8 letters are from organizations that state they will collaborate with the proposer.
- The proposal states that different styles of learning will be accommodated and that best practices will be used. The proposer will provide in-depth training over time in a small group situation and will solicit feedback to improve the programming as time goes on.
- Over 60% of the people who will be trained will be self-advocates.
- The proposal clearly explains how the use of technology and social media will support the project activities, and they will use a wide range of types of technology (such as group texting).
- The proposer has been able to identify quite a bit of match and plans to use volunteers to support project activities.
- The proposer has a good outreach plan to ensure that they reach people of different ethnicities.

Needs:

- The proposal would be strengthened if there was an indication that people with disabilities would be employed in leadership roles.
- The evaluation plan and the plan to monitor participant involvement need to be strengthened.
- The budget justification requires more detail.

Questions/Concerns:

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	The Arc of Texas (Austin)
Key Project Staff:	Project Director: Amy Mizcles Project Coordinator: Ginger Mayeaux
Project Location (counties):	Austin, San Antonio, Rio Grande Valley, and Amarillo/Central Plains Region

Project Abstract:

Through Project MOVE, The Arc will build capacity by partnering with Arc chapters and other local groups to provide training and ongoing support to **Mobilize and Organize** self advocates, families and allies to use their **Voices to Empower** communities and create meaningful change. The Arc will develop curriculum based on nationally accredited organizing strategies, provide training (including train-the-trainer) and ongoing technical assistance to ensure local groups can implement and sustain advocacy efforts. Project MOVE will give advocates skills and power to take collective action on their own behalf, win concrete improvements in their lives, and shift current relations of power.

Year 1 Budget

Funding amount requested: \$75,000
Match: \$11,806
Total Project Cost: \$86,806

Strengths:

- The proposer will be using a “Train the Trainer” model.
- The proposer plans to use funds “more effectively/efficiently” to build infrastructure that will enable the project activities to be sustainable.
- The project will be implemented across 24 counties: 18 of these are rural; 18 have a high poverty rate.
- The proposer has relationships with other organizations representing a diverse group of people.
- Training materials will be in Spanish and English and will be modified to accommodate different disabilities.
- The proposer will track participants’ advocacy activities.
- The proposer has identified the need for a new curriculum.
- At least 160 activities are built into the training.

Needs:

- The proposer needs to build more partnerships with organizations outside of the disability arena.
- The proposer plans to use project funds and time to develop a new curriculum when many already exist that could be used.
- The role of the Project Advisory Committee is not clear.

- The proposal would be stronger if a person with a disability was employed in a leadership role.

Questions/Concerns:

Final Recommendation: Fundable.

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	The Arc of Gulf Coast (Alvin)
Key Project Staff:	Project Director: to be determined Project Coordinator: Joanne Mayes Youth Coordinator: Rhonda Meek
Project Location (counties):	Brazoria, Wharton, Matagorda, and Galveston

Project Abstract:

The Arc of the Gulf Coast believes learning self-advocacy and leadership starts in school by actively promoting student-centered education plans, self-advocacy and self-determination. The Self-Advocacy Youth Club initiative is in partnership with local Arc's of Wharton and Matagorda County and respective school districts. A primary goal is for 70 youth with disabilities, ages 15-22, will develop self-advocacy skills to demonstrate during their Individual Education Plan process. Additionally, 70 students without labels and family members will participate as trusted allies. The Club provides a mechanism to learn leadership skills, host presentations and sustain the project beyond grant funds.

Year 1 Budget

Funding amount requested: **\$ 75,000**
Match: **\$ 25,000**
Total Project Cost: **\$100,000**

Strengths:

- The Project Coordinator has a child with a disability.
- The proposer appears to be a very collaborative organization.
- The proposed project will include youth with disabilities and youth without disabilities (proposer notes that the football team wants to participate) in inclusive activities.
- The proposal includes good information about how accommodations will be provided, how technology will be used to support activities, and various teaching approaches that will be implemented.
- The proposer plans to increase the number of schools involved each year and expect programs to be sustainable without TCDD funding by the third year.
- The proposer plans to address transition needs in addition to self-advocacy.
- The proposer plans to work with a culturally diverse group of youth and has identified possible issues that will need to be addressed.
- The evaluation plan is strong incorporates a feedback loop that will help them improve project activities on an ongoing basis.
- The organization's Board of Directors is diverse and includes self-advocates.

Needs:

- The proposal needs more detail about how data will be collected.
- The proposer needs to confirm that the youth have access to the technology they will need to participate in all activities.

- Key staff have not yet been hired.
- Information must be provided to justify the budget. In particular, the proposer must address why so much money is needed for consultants; it might be more beneficial to use this money to support club activities.

Questions/Concerns:

It's difficult to evaluate how likely it is that this program will be successful, in part because success will require that the club be youth-driven and have staff support. In addition, a strong foundation should already exist, or it will be hard to get the club off the ground. There are many unknowns that depend on the culture of the student body: will youth want to meet twice a month? Will a "self-advocates club" be an inclusive club, and will enough youth be comfortable "stepping up" and taking a leadership role in a self-advocacy club?

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-3 Leadership Development and Advocacy Skills Training

Applicant Organization:	Texas State Independent Living Council (SILC) (Austin)
Key Project Staff:	Development Coordinator: to be identified Project Specialist: to be identified
Project Location (counties):	Statewide

Project Abstract:

The Statewide Independent Living Council's (SILC) mission is to assure that Texans with disabilities have access to quality Independent Living (IL) services by providing a framework for service delivery. The SILC will implement an innovative statewide, cross-disability, multi-agency conference to promote the IL philosophy. This conference is attended by 350 participants; with intent to incrementally add 75 participants with developmental disabilities yearly.

The conference will provide technical assistance and training to facilitate participant exposure to IL; provide opportunities to develop peer relationships by enhancing collaborative learning and personal networking; offer participants meaningful sessions that address self-advocacy, legislative advocacy, and leadership.

Year 1 Budget

Funding amount requested: \$75,000
Match: \$29,200
Total Project Cost: \$104,200

Strengths:

- The organization is run by self-advocates and is an EEO employer.
- The proposer plans to address needs in rural areas.
- The proposer specifically states they will use practices that have been evaluated for effectiveness of practice across cultures, and they intend to partner with NAACP and LULAC to reach people they haven't reached before.
- The proposer plans to provide follow-up to activities started during conference.
- The proposer's sustainability plan is probably realistic – they will charge exhibitor fees and make use of AmeriCorps volunteers as much as possible, and they will continue to develop other funding sources.

Needs:

- It is unclear in the proposal if people with cognitive disabilities will be included in implementation of the project.
- The proposer might consider developing a strategy to reach out to Asian communities, as well as African American and Hispanic, if possible.
- The staff that will implement this project has not yet been identified, so it's difficult to evaluate their experience.
- Parts of the budget are incorrect, and the budget justification doesn't include enough detail.

- The proposal needs more information about how the organization will continue to support people after the conference and how they will follow-up with participants.
- The proposal would be strengthened if the applicant used technology or other strategies to try to reach people who cannot attend a conference in person.

Questions/Concerns:

Final Recommendation: Fundable

Attachments

9-12

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	OneStar Foundation (Austin)
Key Project Staff:	Project Director: Liz Darling Project Coordinator: Suzanne Potts
Project Location (counties):	Travis County

Project Abstract:

The Austin Interfaith Inclusion Network will be created through partnerships between OneStar Foundation, Jewish Family Service and Texas A&M University’s Center on Disability and Development. The Network will be an ongoing, self-sustaining, alliance of faith-based organizations in Austin, Texas committed to including people with developmental disabilities and loved ones in faith-based practices, community service, and programs. Inclusion successes, concerns and barriers will be identified and will inform two annual symposia featuring local and national experts, focusing on best practices, goal setting, and collaborative problem solving. During the year one symposium, the Network members will create organizational and community-wide inclusion plans.

Year 1 Budget

Funding amount requested: **\$71,453**
Match: **\$18,435**
Total Project Cost: **\$89,888**

Strengths:

- The proposer recognizes the existence of many barriers, including those that relate to attitude, physical access, and administration.
- The proposer appears to understand “full” inclusion; the proposal notes that people may “live in the community but are not part of the community.”
- The proposal emphasizes person-centered planning, and the proposer has a connection to the Institute for Person-Centered Practices.
- The proposer intends to build on momentum created by Jewish Family Services.
- The proposer plans to address emerging issues.
- The proposer will establish practices that can be replicated.
- The proposal included strong letters of support that were individually drafted and describe specific commitments.
- The proposer plans for network to arise out of this effort; this appears to be a realistic goal as well as an honest one.
- The proposal was very well written.

Needs:

- The proposal should include more information about how the project will include people with various types of disabilities, including mental illness, and how outreach will be done to ensure that people of different ethnicities are included.
- The proposer needs to develop a more robust recruitment plan.

- The proposer should more fully explore how partnerships can be truly reciprocal.
- The proposer should provide more information related to what actions they will take to address public policy issues.
- It was difficult to tell who, exactly, was going to be doing what. More detail should be provided regarding the roles of staff, partners, and volunteers.

Questions/Concerns:

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	The Arc of Greater Tarrant County dba IDD Needs Council of Tarrant County (Fort Worth)
Key Project Staff:	Project Director: Beth Cain Project Coordinator: N/A
Project Location (counties):	Tarrant County

Project Abstract:

The Arc GTC dba the IDD Needs Council of Tarrant County will partner with the local faith-based community to initiate a partnership designed to enhance and facilitate full inclusiveness of people with an IDD diagnosis into faith communities of their choice. Two faith-based symposiums, over three years, will be developed and held to share information on inclusive practices. Each participating group will return to their community with an implementation plan, supports, follow-up and the charge to assist other groups in duplicating their efforts. A research component will be included to evaluate successes and the impact of inclusion in faith communities.

Year 1 Budget

Funding amount requested: **\$ 75,000**
Match: **\$ 25,000**
Total Project Cost: **\$100,000**

Strengths:

- The proposer plans to build on what already exists.
- The proposal describes a strong, diverse partnership, and one of the partner organizations is the Intellectual Developmental Disabilities Needs Council of Tarrant County. They will be able to provide input into the project activities from multiple perspectives.
- The proposal focuses on the contributions that people with developmental disabilities can make to their community. They acknowledge the interdependence of people living in communities, and it appears that people with developmental disabilities and their families will be equal partners in the project – partners who will have the opportunity to both give and receive.
- The proposer plans to use non-TCDD funds to pay for social workers to provide some support and to do research.
- Using the initial Leadership Luncheon as a catalyst for an open discussion about faith and inclusion is a great idea and could get the project off to a strong start.
- The proposer recognizes that faith-based groups have a need for education and knowledge around specific issues, and they plan to address the need for churches to receive support and training to manage behavioral challenges.
- The proposal specifically states that they are focusing on “inclusion for all,” which is consistent with TCDD values.
- The hotel in which the Symposiums will be held might be an attractive, neutral location that might increase the likelihood of a wide range of people coming.

- Educational materials will be in different formats.
- The partners plan to develop respite programs that are much needed.

Needs:

- Having social workers serve as consultants to churches is a plan that must be carefully considered; the secular, progressive culture of social work might not be a good fit with the leadership of all churches.
- The budget does not include money for staff; without more information, it's difficult to determine if this is appropriate and/or realistic.
- The hotel in which the symposiums will be held is quite expensive. There might be a less expensive location that would still be neutral and have the necessary capacity.
- More information should be provided about what technical assistance and follow-up will be provided to participating faith communities. Whoever is providing the technical assistance will need to make sure they understand how faith communities operate.
- The proposer should make every effort to involve the seminaries and other pastoral training programs in the area as much as possible.

Questions/Concerns:

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	Jewish Family Service of Dallas
Key Project Staff:	Project Director/Coordinator: Teri Kachur
Project Location (counties):	Dallas, Collin, Denton and Rockwall Counties

Project Abstract:

Our Greater Dallas area symposium will create collaborative initiative to share successful community awareness building and inclusion strategies for fully embracing people with disabilities and their families with leadership and consumers from a cross-section of faith communities. Participants will be empowered to create opportunities within and between respective communities that support a person or family with a disability and their efforts to reach their highest potential socially, emotionally, behaviorally, academically and spiritually. The symposium will serve as a springboard for ongoing evaluation, feedback, dialogue and program enhancement towards further learning and program and resource development opportunities.

Year 1 Budget

Funding amount requested: **\$ 75,000**
Match: **\$ 25,000**
Total Project Cost: **\$100,000**

Strengths:

- The proposer understands the struggles that people with developmental disabilities and their families experience as well as the struggles communities have in supporting people and their families.
- The organization has previous related work experience and appears to have the capability of carrying out the project. They demonstrate they can successfully host a symposium, and they have a history of being involved in interfaith work.
- The proposer appears to understand the need for, and benefits of, partnerships, and will partner with a wide range of other organizations.
- The roles of the Project Advisory Committee (PAC) are clearly identified.
- The proposal outlined how the work will continue after TCDD funding ends.
- The organization appears to be “a leader among groups” who provides consultation and guidance to others.
- The letters of support provided are strong and indicate a commitment to collaboration.

Needs:

- The steps that will be taken to meet the goals must be more fully explained and outlined.
- The proposer plans to have the PAC to develop the plans for sustainability and evaluation; however, the proposer needs to take responsibility for ensuring that the PAC comes up with clear, realistic plans.

- The organization should consider ways to involve individuals in addition to organizations.
- It is not clear why there are funds budgeted for out-of-state travel, especially since funds have not been identified to reimburse in-state mileage or expenses for the advisory committee.
- The amount of money budgeted for speakers seems excessive considering that well-known speakers in the field of disability and faith do not generally charge high rates.
- The proposer should provide information, technical assistance, and guidance to other faith communities, but it isn't appropriate to expect others to necessarily follow their model. Faith communities must decide themselves what will work for them.
- The proposer should give additional thought to how they can partner with governmental agencies to increase the impact of their project.
- The proposer needs to develop a more robust plan for recruitment.
- The proposer should indicate where the symposium will be held.

Questions/Concerns:

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to "reinvent the wheel."

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	West Central Texas Regional Foundation
Key Project Staff:	Project Director: Michelle Parker Project Coordinator: to be determined
Project Location (counties):	Callahan, Jones, and Taylor Counties

Project Abstract:

The West Central Texas Regional Foundation's Aging and Disability Resource Center (ADRC) will host two educational symposiums designed to present best practices, dispel misperceptions, and design/complete a self-evaluation tool for diverse faith-based organizations assessing internal programming and physical structures with regard to persons with developmental disabilities. A Project Coordinator will collect resulting best practices, and provide advocacy and technical assistance to faith-based organizations. An online directory of faith-based organizations listing accessible programming and structures will be available to persons with disabilities and their families. Faith-based organizations will learn appropriate outreach, and understand the benefits of inclusive programming for all.

Year 1 Budget

Funding amount requested: **\$ 75,000**
Match: **\$ 27,496**
Total Project Cost: **\$102,496**

Strengths:

- The organization has a history of working with people with disabilities.
- The proposal did a good job of addressing diversity, and the project will include different ethnicities and involve rural areas.
- The directory that will be developed could be very beneficial to a lot of people in the region.
- The proposer understands that faith communities/churches need more information and education to be able to support/include people with developmental disabilities.
- The President of the Abilene Association of Congregations has committed to being involved as an advisor.
- The job description of the coordinator was excellent.
- The partnership between an aging and disability resource center and faith-based communities could have broad impact beyond the original goal

Needs:

- The proposal doesn't address how the symposiums would be sustained after TCDD funding ends.
- There is no funding for the actual symposium in the budget; the proposer needs to clarify how the symposium will be funded.

- The proposal needs more detail to outline the planned actions – at the very least, the proposal should have more than one milestone and should state where the symposiums will be held.
- The proposer plans to develop an assessment tool; these already exist. When choosing an assessment tool, the proposer should ensure that the assessment tool is “gift-based” rather than “need-based.”

Questions/Concerns:

None of the proposals indicated an awareness of the significant amount of information and resources that are already available. This information can be gathered by doing an internet search; and it should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

Final Recommendation: Fundable (with qualifications)

Attachments

13-14

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-5 Enabling Technology: Collaborating for the Future

Applicant Organization:	Educational Programs Inspiring Communities, Inc. (Houston)
Key Project Staff:	Project Director: Jane Cummins Project Coordinator: Ross Castillo, Ph.D.
Project Location (counties):	Harris

Project Abstract:

“Working with HEART” is a project designed to create new applications and acquire technology to demonstrate that people with developmental disabilities can maintain competitive employment with new supports. The project is collaboration between a Houston-area non-profit program known as “H.E.A.R.T.” that educates, trains, and employs adults with developmental disabilities, and a private technology firm called “Blue Lance Group” that has a history of creating and designing customized applications and software. The project will create apps that will then be tested in H.E.A.R.T.’s vending machine employment program to teach participants how to complete inventory and achieve other employment related goals.

Year 1 Budget

Funding amount requested: \$225,000
Match: \$ 75,000
Total Project Cost: \$300,000

Strengths:

- The proposer has identified and is focusing on a specific employment outcome: increasing employment of participants as measured by a change in wages.
- The proposer will make use of an existing worksite.
- The proposer gave a lot of thought to what type of technology would be most beneficial in assisting people to meet the goal of increased employment.
- The project design includes a consumer satisfaction component that will ensure that there is involvement of people with developmental disabilities.
- The proposer has identified a specific target audience.
- The partners have the expertise to implement the project, and the partnership is consistent with the intention of the Request for Proposal to involve a “generic” industrial technology company as a partner.
- The proposal is well-written, well-organized, and is supported by solid logic.
- This proposal provides the strongest plan for sustainability out of all proposals received, and it appears to be a realistic plan.
- This proposer did a better job of addressing diversity of disability than any of the other proposals received.

Needs:

- The proposer should ensure they examine how individual characteristics of the participants (and/or their disability) might impact how they use technology.
- The budget indicates that \$177,000 will be paid to the subcontractor and does not provide detail on how these funds will be used. This must be explained further, and the proposer should provide a more detailed description of the contract partner.
- The proposer should collect additional employment data beyond just wages as there might be other indicators of success (if wages do not increase).
- The proposer must address the requirement to allow sufficient time for TCDD to review and approve all products prior to use.
- The proposer should provide more information about the criteria that will be used to determine eligibility for the project.

Final Review Panel Recommendation: Fundable, Ranked 1st.

Additional Staff Questions/Concerns:

- Applicant website indicates 72% of their funds are from grants. Application materials indicate last year's budget of \$625k. That may raise a concern about sustainability in future should other grants end.
- Objectives for years 2-5 seem pretty slim. However, TCDD's experience is that the first year of new projects frequently is somewhat of a "start-up" year that involves a lot of planning and learning about TCDD requirements. Thus, it may be appropriate for the Executive Committee to approve funding for 2-3 years, with an option to extend funding for the full five years if the work requires that length of time. That should allow the proposer the necessary time to develop the initial application and ensure that a more complete plan for years 4 and 5 is provided to the Executive Committee before funding is approved for those years.
- It is not clear if the applicant plans to charge for the application after its creation (for sustainability) or if it will be free.
- There is no mention of marketing the availability of the application after creation. This will need to be addressed.

NOTE: TCDD staff will confirm, prior to funding, that recommended proposers understand that rights to products developed through this grant belong to TCDD.

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-5 Enabling Technology: Collaborating for the Future

Applicant Organization:	Strategic Education Solutions, LLC (Austin)
Key Project Staff:	Project Director: Cynthia Burrow Project Coordinator: To Be Hired
Project Location (counties):	Harris

Project Abstract:

Strategic Education Solutions, Harris County Department of Education, and Trinity Education Group will collaboratively develop a “virtual job coach” application. The web-based application will deliver visually-rich instructional modules addressing job-search, job application, and workforce skills processes and strategies. The primary audience for the application is adults with cognitive disabilities; however, instructional pedagogy and online delivery appropriate for this audience will also be highly beneficial to adults with other developmental disabilities and those without developmental disabilities. A moderated online community and mobile application will further support users with specific questions and concerns related to securing employment and succeeding in the workplace.

Year 1 Budget

Funding amount requested: **\$225,292**
Match: **\$ 25,055**
Total Project Cost: **\$250,347**

Strengths:

- The proposer clearly describes a strong partnership between experienced organizations that have worked together in the past. The proposer defines the roles within the partnerships well, demonstrates that the partnership includes good technological expertise, and explains how the involvement of the Harris County Department of Education will facilitate good access to the target population and to the technology.
- The proposed Virtual Job Coach application has the potential to be very beneficial to people.
- The proposal is clear, well-organized, and includes very realistic first year milestones.
- The process through which the instructional modules will be developed reflects best practices in instructional design.
- The proposal includes specific well-thought out reasons for the selection of the target population and analyzes cultural diversity as it relates to that population.
- A well-designed needs assessment will inform the design of the product and the process for recruiting participants.
- The composition of the Project Advisory Committee (PAC) is well-thought-out.
- The proposer plans to work with TCDD staff to avoid duplication of services or effort.

Needs:

- The proposer needs to narrow down the specific characteristics of the target population even further.
- The pilot study involves only 10 people, which is the minimum required in the Request for Proposals (RFP). Any attrition number of project participants without replacement would cause this group to be unacceptably small.
- The proposer must address the requirement to allow sufficient time for TCDD to review and approve all products prior to use.
- The proposer did not address sustainability in the proposal.
- Because the proposer didn't address the reasons for low employment, it's hard to evaluate whether or not the application is likely to be successful.
- There is little evidence of input from people with developmental disabilities in the plan, other than as members of the PAC. People with developmental disabilities should be actively involved in planning and/or implementation throughout the project.
- The evaluation component should include employment outcome data.
- The proposer and TCDD staff need to examine the roles and percentage of time allotted by the Project Director and the Project Coordinator to determine if they accurately reflect what will be necessary for the project to succeed, or if they need to be re-aligned.
- The large gap in the salaries of the Project Director and Project Coordinator should be justified.

Final Review Panel Recommendation: Fundable, Ranked 2nd.

Note(s):

- The proposal would have been strengthened by the inclusion of more detail (for example, additional information about the parameters of what would be included in Virtual Job Coach).
- TCDD will confirm, prior to funding, that both recommended applicants understand that rights to products developed through this grant belong to TCDD.

Additional Staff Questions/Concerns:

- Objectives for years 2-5 note only that the applicant will develop additional models. However, TCDD's experience is that the first year of new projects frequently is somewhat of a "start-up" year that involves a lot of planning and learning about TCDD requirements. Thus, it may be appropriate for the Executive Committee to approve funding for 2-3 years, with an option to extend funding for the full five years if the work requires that length of time. That should allow the proposer the necessary time to develop the initial application and ensure that a more complete plan for years 4 and 5 is provided to the Executive Committee before funding is approved for those years.
- It seems limiting for the app to only be "county-wide" after year 5. Why could it not be applicable across the state or nation?

Attachments

15-17

TCDD Request for Proposal Reviewer Summary
RFP # 2011-6 Health and Fitness for People with Developmental Disabilities

Applicant Organization:	Any Baby Can of San Antonio Inc.
Key Project Staff:	Project Director: Alfred Chavira Project Coordinator: to be hired
Project Location (counties):	Atascosa, Bexar, Comal, Frio, Gonzales, Guadalupe, Medina, Uvalde, Wilson

Project Abstract:

The Project proposed by Any Baby Can of San Antonio, Inc. will strive to promote optimal health, physical fitness actualization and inclusion of individuals with developmental disabilities through the offerings of recreational/fitness exploration, support and education. Each individual will become aware of the need to incorporate health and wellness into their lifestyle and will be given the appropriate tools and knowledge to sustain the changes achieved.

Year 1 Budget

Funding amount requested: \$228,610.45
Match: \$ 76,203.58
Total Project Cost: \$304,814.03

Strengths:

- Transportation barriers have been addressed.
- The implementation plan is strong, well thought out, logical and realistic.
- Physician statements will be required before participants can enroll in the program and begin activities.
- The target population is broken down by demographics and need; the organization appears to understand their target population.
- Participants will have “buddies” or “coaches” to provide motivation.
- Assistive technology/adaptive equipment needs were considered.
- Home exercise kits will be provided for participants.
- Partnerships are strong, as evidenced by letters of intent.
- Follow-up will be conducted via phone calls and/or in-home visits.
- Participants and families will have reduced-cost memberships indefinitely per an agreement with the YMCA.
- Inclusive recreational facility staff will be trained, and that training will include sensitivity training.
- Staff members are well qualified.
- The proposal emphasizes and places a high value on participant choice.

Needs:

- Since activities will take place at the YMCA and other “off site” locations, the amount requested for rental/leasing may not be justified.

- Who will serve on the Project Advisory Committee (PAC) was not described well, and it was not clear what the PAC's role would be.
- It is unclear how people with developmental disabilities were included in development and/or whether they will have leadership roles.
- More discussion is needed regarding how participants will be supported in years two and three.

Final Recommendation: Fundable

Additional Staff Questions/Concerns:

The Walk for Autism event is budgeted for \$5,000, which does not seem appropriate since it's an existing activity. To be approved, the applicant would have to show that those funds would be needed for modifications to make the walk more inclusive.

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-6 Health and Fitness for People with Developmental Disabilities

Applicant Organization:	Epilepsy Foundation Texas
Key Project Staff:	Project Director: Joe Wappelhorst Project Coordinator to be named
Project Location (counties):	Not noted

Project Abstract:

The goal of this project is to establish a fitness and healthy lifestyle program for individuals with developmental disabilities (DD) and epilepsy and their caregivers in rural communities of Texas. This project will be based on the concepts of the Get FIT (Fitness, Integration, and Training) program developed in 2008. The Get FIT program was created to promote a healthy lifestyle for people with intellectual and developmental disabilities. The proposed project will take the Get FIT concepts and translate them into individualized packages, allowing implementation in the rural community. Additional aspects will be developed to address outcomes specific to epilepsy.

Year 1 Budget

Funding amount requested: \$249,443
Match: \$ 77,616
Total Project Cost: \$327,049

Strengths:

- People with disabilities will be included in leadership roles.
- Multiple rural sites will be served.
- Technology was addressed in terms of how it can be used and whether participants will have access.
- Goals and activities are clearly written with a sound implementation plan.
- Additional funding sources will be pursued.
- The organization has the longevity, experience, and background necessary for successful implementation.
- The Project Advisory Committee and its role were described well.
- A need for the project was well established; the applicant appeared to understand the population.
- Needed services will be provided to an isolated population.

Needs:

- The required experience for the project coordinator seemed low in relation to the position's responsibilities; someone with more experience and/or education should be sought.
- The description of possible additional funding sources is vague.
- Further exploration of the use of assistive technology to support participants is needed.

- The application does not describe supports that will help people participate in activities of their choice.
- Cultural diversity was not addressed in recruitment and support.
- It appears that activities will be brought to participants. If this is not the case, transportation needs must be addressed.

Final Recommendation: Fundable

TCDD Request for Proposal Reviewer Summary
RFP # 2011-6 Health and Fitness for People with Developmental Disabilities

Applicant Organization:	Texas Statewide Independent Living Council (SILC)
Key Project Staff:	Project Director: Regina Blye Project Coordinator: (TBA)
Project Location (counties):	Brazos Valley area: College Station, and Bryan, Texas and West Texas area: Lubbock, Texas

Project Abstract:

The Texas SILC will develop evidence-based Health and Fitness programs for people with developmental disabilities, while partnering with the Texas Association of Centers for Independent Living (TACIL) to provide technical assistance to Centers for Independent Living (CILs). The project will have a two-pronged approach to develop programs that improve health; increase access to fitness programs; improve health outcomes; and increase awareness of the importance of Health and Fitness programs for people with developmental disabilities. Two CILs will become model sites for Health and Fitness programs and the project will distribute annual *Getting Fit to Live, Work, and Play* reports statewide.

Year 1 Budget

Funding amount requested: **\$219,472**
Match: **\$ 54,868**
Total Project Cost: **\$274,340**

Strengths:

- The applicant provided thorough information about Project Advisory Committee (PAC) members.
- The first year milestones contain good detail.
- The organization has the experience; this is their demographic.
- Sustainability could be achieved through the independent living center network across the state.
- Anecdotal testimonies will be part of evaluation (as requested in Request for Proposals).
- Cultural diversity was addressed well.
- Public policy issues were addressed well.
- Consumer satisfaction surveys will be conducted monthly, which will provide direct feedback.
- Hands-on activities such as weight watchers, Zoomba, etc., are named.

Needs:

- There is no mention of assistive devices/adaptive equipment.
- The application lacks detail regarding “proactive supports” in years two and three.

- Travel costs are relatively high, especially since the Project Advisory Committee (PAC) will meet face to face only once.
- It is unclear why the project requires out-of-state travel.

Review Panel Note: It should be clear that members of the “Control group” should be offered the choice to participate; it should only include people who choose not to participate.

Final Recommendation: Fundable

Additional Staff Questions/Concerns:

Agree with the Review Panel Note above. For all projects funded under this title, TCDD should be cautious about including activities that might require the need for an Institutional Review Board (IRB) process, which applies when using people as research subjects.

Background:

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Stipend Grants. Stipend applications were approved during the quarter from the following five organizations:
 1. Partners Resource Network: for up to \$5,998 for the *Statewide Parent Leadership Conference* on December 2-3, 2011, in Austin.
 2. Arc of Texas: for up to \$6,000 for the *Inclusion Works Conference* on February 1-4, 2012, in Austin.
 3. Attention Deficit Disorders Association – Southern Region: for up to \$6,000 for the *24th Annual ADDA-SR Conference* on February 17-18, 2012, in Houston.
 4. Texas A&M University: for up to \$6,000 for the *Texas Transition Conference* on February 7-9, 2012, in Austin.
 5. Southwest Chapter of Autism Society for America: for up to \$1,200 for the *Techniques for Systematic Teaching and Reducing Behavior Challenges in Students with ASD* on March 30, 2012 in El Paso.

- **State and Federal Affairs Update** –TCDD staff will provide updates about various state and federal matters during the meetings.

- **TCDD Planning Calendar** – We have again included a calendar of key activities that will be discussed in Council and Committee meetings during the next year. A few staff activities are also included.

- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Important Terms:

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

Executive Committee

Agenda Item 5.

Expected Action:

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

CONSUMER STIPENDS PROPOSALS

Date: 11/09/11

Executive Director Review

ITEM: 1

Organization: Partners Resource Network
City, State: Beaumont, TX

Federal: \$ 5,998
Match: \$ 3,000

Event: Conference: Statewide Parent Leadership Conference
Date: December 2 – 3, 2011
Hotel: Austin Airport Hilton
City, State: Austin, TX

Previously Funded: Yes: 2007, 2006, 2005, 2004, 2003

Comments: The conference will examine challenges facing families of persons with disabilities that extend beyond the school day and school years. Participants' opinions/concerns will be passed on to agencies and others who can make a difference. The Conference will end with a viewing of PRN' s DVD about IDEA's Procedural Safeguards.

Considerations: The conference sponsors propose to provide stipends for "20 parents of children with developmental disabilities for these expenses:"

Lodging – 20 individuals
(20 @ \$99.00 + 8.91 (9% tax)/individual for 2 nights) = \$2158.00

Registration – 20 individuals
(20 @ \$140.00/individual) = \$2800.00

Respite Services – 20 individuals
(20 @ \$52.00/individual) = \$1040.00

Total cost (federal): = \$5998.00

Applicant match covers meals, transportation, etc:
Per diem (meals, transportation, etc.)
(20 @ \$150.00/individual) = \$3000.00

Total cost (match): = \$3000.00

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

Approved: (yes no) _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 11/14/11

Executive Director Review

ITEM: 3

Organization: Attention Deficit Disorders Association-Southern
Region
City, State: Houston, TX

Federal: \$ 6,000
Match: \$ 1,000

Event: Conference: 24th Annual ADDA-SR Conference
Date: February 17-18, 2012
Hotel: Sheraton North Houston
City, State: Houston, Texas

Previously Funded: **Yes:** 2011, 2010, 2009, 2008, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1996, 1995

Comments: This conference is designed for those with ADHD, family members and those who impact the lives of these children and adults. Those coping with this disability will learn consumer empowerment and community integration skills to improve their quality of life.

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

Registration –15 individuals	
(15 @ \$100.00/individual/day for 2 days)	= \$ 3000.00
Lodging –15 individuals	
(15 @ \$100.00/night for 2 nights double occupancy)	= \$ 3000.00
Total cost (federal):	= \$ 6000.00

Applicant match covers registration fees:	
Registration – 4 individuals	
(4 @ \$100.00/individual/day for 2 days)	= \$ 800.00
Lodging – 1 individual	
(1 @ \$100.00/night for 2 nights)	= \$ 200.00
Total cost (match):	= \$1000.00

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

Approved: **yes** **no** _____ **Date:** _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 11/14/11

Executive Director Review

ITEM: 4

Organization: Texas A&M University
City, State: College Station, TX

Federal: \$ 6,000
Match: \$ 3,800

Event: Conference: Texas Transition Conference
Date: February 7-9, 2011
Hotel: Doubletree Hotel
City, State: Austin, Texas

Previously Funded: Yes: 2011, 2010, 2009, 2008, 2007, 2006, 2003

Comments: The Texas Transition Conference is a 3 day conference dedicated to providing up to date information about best practices related to transition from school to work, legal requirements, and best practices in secondary and post-secondary education for persons with disabilities.

Considerations: The conference sponsors propose to provide stipends to cover registration and lodging costs:

Registration – for up to 40 individuals	
(40 @ \$100.00/individual)	= \$4000.00
Total registration cost = \$195/individual, the remainder will be met by matching funds	
Lodging - 20 individuals	
(20 @ \$50/individual/night for 2 nights)	= \$2000.00
Total cost (federal):	= \$6000.00

Applicant match covers Registration:	
Registration – 40 individuals	
(40 @ \$95.00/individual balance of \$195 total)	= \$3800.00
Total cost (match):	= \$3800.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 12/28/11

Executive Director Review

ITEM: 5

Organization: Southwest Chapter Autism Society of America
City, State: El Paso, TX

Federal: \$ 1,200
Match: \$ 140

Event: Conference: Techniques for Systematic Teaching and Reducing Behavior Challenges in Students with ASD
Date: March 30, 2012
Location: El Paso Water Utilities/TechH2O Center
City, State: El Paso, Texas

Previously Funded: 2005, 2007, 2008, 2009, 2010

Comments: Dr. Jim Ball designed this presentation for parents and professionals to introduce systematic techniques for treating autism and related disorders. He will use lectures, videos, demonstrations, and hands-on activities.

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

Registration – 20 individuals
(20 @ \$60.00/individual/one day) = \$1,200.00
Total cost (federal): = \$1,200.00

Applicant match covers registration expenses balance:
Registration – 20 individuals
(20 @ \$7.00/individual) = \$ 140.00
Total cost (match): = \$ 140.00

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

Approved: yes no _____ Date: _____

Comments: _____

TCDD Planning Calendar

February 2012

February 2012

- **Quarterly Meetings**
 - **Council**
 - ✓ **Vice-Chair elected**
 - ✓ **Consumer Member-at-large to Executive Committee elected**
 - **Executive Committee**
 - ✓ **Executive Session re: Personnel Matters**
 - ✓ **Approval to Publish TCDD Rules for Re-Adoption**
 - Time allowed for Members to visit Senator and/or Representative (odd years)
- Terms of 1/3 of public members expire February 1 of odd years
- 2014: TCDD Sunset review update
- 2015: Sunset Commission report for TCDD submitted to 84th Texas Legislature

March 2012

April 2012

- **Executive Committee**
 - **Consideration of Continuation Grant Awards**

May 2012

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
 - ✓ 2013 Only: Review TCDD Sunset Review Process; Timeline for Self-Evaluation
 - ✓ 2014 & 2015: TCDD Sunset Review Update
 - **Executive Committee**
 - ✓ **Consideration of Continuation Grant Awards**
 - ✓ **Final approval of TCDD Rules for Re-adoption**
 - **Public Policy Committee**
 - ✓ Initial Consideration of Biennial Report Special Focus, if any (odd-numbered years)
- May 28, 2013: 83rd Texas Legislature Adjourns Sine Die after 160 days in session

June 2012

- **Beginning of Grant Projects Annual Budget Cycle (most projects)**

July 2012

August 2012

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Operating Expense Budget for Following Year** – Executive Committee
 - ✓ **Preliminary Review of Biennial Disability Report Recommendations** (even-numbered years)
 - Committee of the Whole
 - ✓ **Approve State Plan / Amendments** – Committee of the Whole

- ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA** – Executive Committee
- ✓ **Approve Biennial Disability Report Special Focus**, (odd-numbered years) – Committee of the Whole
- ✓ **Consideration of Possible TCDD Projects or Activities (every year)**; Summary of Texas Legislative Session (odd-number years)– Public Policy Committee
- **Executive Committee**
 - ✓ **Review/Approve & Continuation Grant Awards**
 - ✓ 2016: Initial Review of TCDD Rules for Re-adoption
- **Audit Committee**
 - ✓ **Review Status of Internal Auditing Activities for Current Year** (Optional)
- **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments** – submitted electronically to ADD by August 15th
- 2013: TCDD Sunset Self-Evaluation Submitted (Estimated)
- 2014: TCDD Sunset Review update.

September 2012

- **State Fiscal Year begins September 1**

October 2012

- **Council and Federal Fiscal Year begins October 1**
- **Audit Committee Reviews and Approves Annual Internal Audit Report & Internal Audit Plan**

November 2012

- **Annual Internal Audit Report and Audit Plan submitted to State Auditor & others by November 1st**
- **Quarterly Meetings**
 - **Council**
 - ✓ **Nominating Committee established**
 - ✓ **Approval of prior year Internal Audit Reports and current year Internal Audit Plan**
 - ✓ Biennial Report Recommendations Finalized (even-numbered years) – C.O.W.
 - ✓ Approval of TCDD Public Policy Priorities (even-numbered years) – Public Policy Comm
- Executive Committee – Approve Pool of Review Panel Members (even-numbered years)
- 2016: Approval to Publish TCDD Rules for Re-adoption
- Fall 2013: Sunset staff prepare TCDD report; Sunset Commission holds public hearing, determine recommendations
- 2014: TCDD Sunset review update.

December 2012

- 2012: Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner – December 1st of **even** numbered years

January 2013

- **Annual Report (PPR) submitted electronically submitted to ADD by January 1st**
- January 10, 2013: 83rd Texas Legislature convenes (2nd Tuesday of January)
- 2015 Only: Monitor Sunset Legislation to Reauthorize TCDD during 84th Legislature

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
February 2010 – November 2011**

Council Member	11/11	8/11	5/11	2/11 meeting cancelled	11/10	8/10	5/10	2/10
B. Coleman-Beattie	P	P	P	NA	P	P	P	EA-Th P-FR
H. Adkins	P	P	P	NA	P	P	P	P
K. Blackmon	P	EA	P	NA	P	EA	P	P
K. Clark	P	P	EA	NA	EA – Th P - Fr	P	P	P
G. Cortez	P	NA	NA	NA	NA	NA	NA	NA
K. Cox	EA	P	P	NA	EA – Th P - Fr	P	P	P
A. Crim	P – Th EA – Fr	EA	P	NA	P	P	P	P
M. Delgado	P	P	P	NA	P	P	P	P
C. Johnston	P	P	EA	NA	P	P	P	P
D. Kern	EA	P	EA	NA	P	P	EA	P
J. Morris	P	P EA -Fr	P	NA	P	P	EA	P
D. Perry	EA	P	EA	NA	P	EA	P	P
J. Rivas	P	P	P	NA	P	P	P	P
L. Taylor	P	EA	P	NA	EA	P	P	P
R. Tisch	EA	P	P	NA	P	P	P	P
S. Vardell	P	P	P	NA	EA	P-Wed EA-Th & Fr	P	P
DRT (AI)	P	P	P	NA	P	P	P	EA-Th P-Fr
UT CDS	P	EA	EA	NA	EA	P	A	EA
A&M CDD	EA	P	EA	NA	EA	P	P-Th EA-Fr	P
DADS	P	P	P	NA	P	P	P	P
DARS	P	P	P-Th EA-Fr	NA	EA	P	P	P
DSHS	P	P	P	NA	P	P	P	P-Th EA-Fr
HHSC	P	P	P	NA	EA	P-Th EA-Fr	P	P
TEA	P	P	P	NA	EA	P	P	P

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

Background:

- **Independent Audit Status Report** – Grants Management Staff will review the Independent Audit Status report which summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – The Grants Monitoring Exceptions Report enclosed summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.

Executive Committee

Agenda Item 6.

Expected Action:

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

Council

Agenda Item 14. A.

Expected Action:

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

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Brighton School, Inc.	8/31/2011	1/6/2012	Cundiff, Rogers & Solt	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent for desk review.
Easter Seals	8/31/2011	12/27/2011	PMB Helin Donovan, LLP.	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent for desk review.
Family to Family Network Inc	6/30/2011	11/15/2011	Tribolet Fuller & Co., PLLC	None.	None/Done.
Family to Family Network Inc	6/30/2010	11/15/2011	Tribolet Fuller & Co., PLLC	None.	None/Done.
Parents Anonymous, Inc.	9/30/2010	9/22/2011	Smith Marion & Co., CPA	None.	Don Mikeska, recommended obtaining a copy of the management letter and a copy of the required auditor communication with those charged in governance of audit. After speaking with the auditor on 1/3/12, no management letter was prepared, because there were no deficiencies. A copy of the required auditor communication with those charged in governance of audit was received 1/4/12.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2011 – Sept. 30, 2012). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Region 17 ESC	8/31/2011	12/22/2011	Bolinger, Segars, Gilbert & Moss, LLP	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent for desk review.
Texas A&M Research Foundation	8/30/2011	1/2/2012	Ingram, Wallis & Co., P.C.	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent for desk review.
Texas A&M Research Foundation	8/30/2010	1/3/2012	Ingram, Wallis & Co., P.C.	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent for desk review.
The Arc of Greater Tarrant County	12/31/2010	11/2/2011	The Walton Group, LLC	None.	None/Done.
The Arc of Greater Tarrant County	12/31/2009	11/2/2011	The Walton Group, LLC	None.	None/Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2011 – Sept. 30, 2012). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTS MONITORING EXCEPTIONS REPORT

GRANTEE <i>PROJECT TITLE</i>	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
Paso del Norte Children's Development Center <i>Expansion – Leadership Development and Advocacy Training Project</i>	Initial	12/08/11	Copies of Personnel Activity Report (PARs)	Documents requested: 12/13/11 Documents due: 1/24/11	Pending

December 2011

Consideration of Appeal**Tab 4****Background:**

At the November 2, 2011 meeting, the Executive Committee reviewed recommendations from the review panel for the Inclusive Faith-Based Symposium projects. The Committee authorized funding for four proposals recommended as fundable by the independent review panel. The Texas Impact Education Fund submitted two proposals for projects, one to initiate activities in the Dallas-Ft. Worth and Houston areas of the state, the second to initiate activities in Austin and South Texas. Neither of the proposals submitted by the Texas Impact Education Fund was recommended for funding by the review panel and neither proposal was approved for funding.

The Texas Impact Education Fund has appealed TCDD's decision to not approve funding for either proposal. Material regarding this appeal was previously e-mailed to Committee members on January 2, 2012, and is included behind this tab. The Executive Committee will review the appeal during this Committee meeting. Per TCDD Policies, the decision of the Executive Committee is final.

Executive Committee**Agenda Item 7.****Expected Action:**

The Executive Committee will review the information provided and consider the request for appeal from Texas Impact Education Fund.

Council**Agenda Item 14. B.****Expected Action:**

The Council will receive a report on decision of the Executive Committee.



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Brenda Coleman-Beattie, Chair
John Morris, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee

FROM: Roger Webb, Executive Director

SUBJECT: Review of Appeal: Texas Impact Foundation Fund

DATE: January 2, 2012

Texas Impact Foundation Fund submitted two proposals in response to the TCDD Request for Proposals for Inclusive Faith-Based Communities projects. Both proposals were similar in overall design with one targeted to faith communities in Dallas/Ft. Worth and Houston, the second targeted to faith communities in Austin and South Texas. An independent review panel reviewed eight applications received for this RFP which authorized funds for up to four projects. The review panel recommended four of the eight proposals for funding. The remaining 4 proposals were not viewed as fundable by the review panel based on their evaluation of each proposal's strengths and weaknesses. The review panel included both proposals submitted by Texas Impact Foundation Fund among those not considered to be fundable.

The Executive Committee reviewed recommendations from the review panel for these projects during the Committee meeting November 2nd, 2011. The Committee concurred with the recommendations of the review panel and authorized funding for the four proposals recommended as fundable. Neither of the proposals submitted by the Texas Impact Foundation Fund was approved for funding.

Texas Impact Foundation Fund submitted an appeal to that funding decision which was received by TCDD November 17, 2011, asking in particular for consideration of their proposal focusing on faith communities in Austin and South Texas. This written appeal was received within the timeline required by the TCDD Policy regarding Appeal of Funding Decision. The written appeal and the TCDD Policy regarding Appeal of Funding Decisions are attached. Also attached is the summary of the Review Panel's comments.

The appeal from Texas Impact Foundation Fund expresses concerns for various findings of the review panel and provides clarification in response to some of those items by offering additional information not included in their original proposals. We note that the purpose of the Council's Process to Appeal a funding decision is to ensure that TCDD procedures were followed, and that the information provided in a proposal was reviewed fairly and objectively. The Process to Appeal is not designed as an opportunity to provide additional information for consideration when such information could have been included in the original proposal. To do so would in essence create a second review process that is not part of TCDD's current procedures.

In summary, we offer these comments in response to items in the appeal from the Texas Impact Foundation Fund (TIFF):

- TIFF comments that *"...the Panel stated in their decision letter that part of the decision not to fund us was based on what they felt was our failure to be clear that each of the proposals was a stand-alone project."* TIFF indicates in their appeal that the "submission letter" with their proposals clearly pointed out that their proposals were separate. TIFF notes separately in their appeal that the two proposals are *"identical in substance but aimed at different areas of the state"*.

The Review Panel noted as a Need for each proposal that *“The proposal would have been stronger if it had been written specifically for the geographic area of the state in which activities would occur.”* Submittal letters (cover letters) are not a required part of an application packet and are not provided to the review panel with proposals. However, TCDD’s review suggests that the review panel understood that the projects were proposed as separate projects, but felt that each proposal would have been strengthened had each had activities more specifically tailored to the characteristics of the faith communities in each of those different geographic regions.

TCDD also notes that the RFP Application Packet for this RFP details the components of a complete application. That Packet includes a Table of Contents that also serves as a checklist. A “Cover Letter” is not noted as a part of a complete application. Review panels are provided with copies of each applicant’s proposal and required attachments. Since cover letters are not part of the application packet as described in the instructions, such letters are not provided to reviewers.

- TIFF indicates in their appeal their intent to continue key aspects with or without funding, but also indicates that the symposia events themselves may not be sustainable without ongoing funding. TIFF indicated in both proposals *“If the project is successful, the changes in knowledge, attitudes and behaviors in congregations will be sustainable within the shared life of a congregation.”* Both proposals indicated a commitment to reprint and update publications as needed, subject to the availability of funding, and to maintain web content indefinitely, but did not indicate an intent to coordinate additional symposium or to provide other assistance and support to maintain project activities beyond the grant period. TCDD concurs with the reviewers concerns that a core activity of the project is to coordinate symposium as learning and sharing opportunities without which the key elements of the project are not sustained. TIFF acknowledges in their appeal that congregations will likely need continued support to sustain lasting change.
- TIFF indicates that key staff of the Coalition of Texans with Disabilities were consulted during the development of the proposals as were others with an understanding of disability issues. While they note in the proposal that *“Bryson Smith of the Coalition of Texans with Disabilities has agreed to serve on the PAC,”* there is no information included in the original proposal that indicates that people with developmental disabilities and/or their family members were involved in developing the proposal.
- TIFF provided additional information in the appeal about the background of staff related to disability issues, and expresses surprise at the Panel’s observation that no information was available about the Project Director for either project since that position(s) has not yet been hired. TCDD views the review panel’s observation about the project director for each project as an observation that since those positions were to be hired, no information was available concerning the disability related experience the director might bring to the project. And while the additional information provided concerning staff expertise is meaningful, that information was not included in the original application.
- Additional information in response to various concerns was provided in the appeal, however, the appeal, but the appeal process is not intended as an opportunity to provide additional information when that information could have been included in the original proposal.

TCDD staff reviewed the review panel process for reviews of applications submitted for the Inclusive Faith-Based Communities Symposium project RFP and found no concerns regarding procedural matters. We believe the deliberations of the review panel were fair and objective and appropriately reviewed information provided in the proposals submitted by Texas Impact Foundation Fund without bias in determining recommendations for

the Council's consideration. As noted above, the review panel's recommendation for these two proposals was: *Not Fundable*.

Based on our review of this matter, we do not see any indication of any procedural concerns in this review process. The majority of the information provided by Texas Impact Foundation Fund in the appeal was not provided in the original proposal. When reviewing recommendations from the Review Panel, the Executive Committee did not request additional information related to either proposal. We therefore have no reason to recommend considering that information further at this time and recommend affirming the Committee's original decision to not offer funding to Texas Impact Foundation Fund for other proposed project.

Attachments:

- Written Appeal from Texas Impact Foundation Fund
- TCDD Policy – Appeal of Funding Decisions
- Review Panel Summaries of TIFF Proposals for RFP #2011-4: Inclusive Faith-Based Communities Symposium



Texas Impact was established in 1973 to be a voice of religious social concern to the Texas Legislature.

RECEIVED NOV 17 2011

November 16, 2011

Member Organizations

- Christian Church**
(Disciples of Christ)
Bluebonnet Area
Coastal Plains Area
Trinity-Brazos Area
Southwest Region
- Episcopal Church**
Episcopal Diocese of West Texas
- Evangelical Lutheran Church in America**
Northern Texas-Northern Louisiana Synod
Texas-Louisiana Gulf Coast Synod
Southwestern Texas Synod
- Presbyterian Church (USA)**
Grace Presbytery
Mission Presbytery
Palo Duro Presbytery
- Society of Friends**
South Central Yearly Meeting
- United Church of Christ**
South Central Conference
- United Methodist Church**
Central Texas Conference
North Texas Conference
Northwest Texas Conference
Southwest Texas Conference
Texas Conference
United Methodist Women
- American Jewish Committee**
American Jewish Congress
Austin Area Interreligious Ministries
Church Women United
Bread for the World
Freedom and Justice Foundation
National Council of Jewish Women
- See Moorhead**
Executive Director

Dear Mr. Webb,

Texas Impact appreciates this opportunity to appeal the decision of the Review Panel, which recommended that we not receive TCDD funding for our proposed project "Keeping the Faith: Building a Culture of Inclusion in Texas Faith Communities." Our proposal was in response to TCDD's RFP "Inclusive Faith-Based Symposium." Our South Texas project abstract and proposal are attached.

We proposed two projects, identical in substance but aimed at different areas of the state. We chose this approach to ensure that the resources for either project would not be spread too thin by trying to reach too many congregations. Neither proposal referred to the other; they were two separate proposals that were not dependent on each other and we clearly pointed this out in our submission letter, but the Panel stated in their decision letter that part of their decision not to fund us was based on what they felt was our failure to be clear that each of the proposals was a stand-alone project.

The Review Panel noted several significant strengths in our proposed projects, including our deep relationships within the faith community. They also indicated several areas that they characterized as "Needs." In most cases, we believe that our proposals addressed the areas characterized as Needs, so we would like to respond to those comments.

We are confused that the Panel described so many important aspects of our proposals as Strengths and then still said the project was "unfundable." We are especially disappointed that the Panel did not recommend funding our South Texas project. Congregations in South Texas are strained in many ways, and face many serious needs. They could really use the specific investment that our proposed project would provide, and our faith partners there were especially enthusiastic about the possible opportunity to do concentrated work around inclusion.

We want to stress that we have approached our proposals from within the framework of the Texas faith community, with which we are very familiar. This includes assumptions about the characteristics of local congregations; the modes of communication and outreach that faith communities employ; and the connectational networks that exist to facilitate recruitment and inclusion. In response to the Panel's comments, we are providing some additional details about these structures that we hope will clarify our strategies and assumptions.

As the Panel points out, there are existing resources that some congregations could use to improve practices related to inclusion. But time and again, experience shows that congregations require consistent support and concrete, accountable objectives



climate and energy stewardship for Texas faith communities

to achieve **sustainable culture change**. Texas Impact is the only organization of its kind in our state: an interfaith network of more than 20,000, with the formal support of denominational bodies and congregation-based connection numbering in the millions. We are able to provide the continuous engagement within the faith community that is required to move congregations forward. Sustained engagement, appreciation for congregational challenges and connectional relationships are truly key ingredients to realizing TCDD's hopes for the faith community.

We are eager to address the Panel's comments, and hope to convince you that our projects are fundable. We are requesting that, upon review of the information we provide in this appeal, you recommend that TCDD fund at least one of the two projects we proposed.

Needs Identified by the Review Panel

- 1. There is no plan for sustainability, and the proposer indicates that they would not continue project activities without funding.**

We are somewhat confused by this comment because the proposals state that the projects are sustainable and that Texas Impact will continue key aspects with or without funding. The only component of the projects that **may** not be sustainable without ongoing funding is the symposia events themselves, but we explain that denominational bodies may want to maintain this program with their own funding, and whether they do or not, the inclusion network program will be up and running in a sustainable level by that point.

- 2. There was no evidence that people with developmental disabilities and/or families were involved in developing the project parameters or writing proposal.**

We apologize that we did not provide sufficiently detailed information about our project development process in our proposal. Texas Impact consulted with Bryson Smith and Dennis Borel from the Coalition of Texans with Disabilities in developing our proposals. We mention that Mr. Smith has agreed to serve on the PAC, and CTD submitted a letter of support for our project, but we understand that it was an oversight that we did not state in the proposals that Mr. Smith and Mr. Borel had provided expertise in the development of the proposals.

Before we even committed to developing our proposals, we consulted via email and phone with several families and pastors of individuals with developmental disabilities who are in the Texas Impact network, and we received enthusiastic support, suggestions for direction in the proposals, and commitments to participate in the PAC if invited, including from a United Methodist pastor in Austin who is the parent of an adult child with autism. However, we did not include names of any of these individuals in our proposals—since we are proposing a formal structure for establishing the PAC intended to maximize diversity, we have been careful not to promise slots to any individuals in advance of the process.

- 3. The proposer needs more detailed recruitment plans to bring in families and other organizations.**

As stated above, we will conduct recruitment through our 20,000-strong network. As we describe in our "Partnerships" section, we also will work closely with the local convening bodies of the faith community. These bodies are ideally suited to both broad-based and targeted

recruitment, and they have detailed knowledge of the families and individuals in their jurisdictions. For example, the “Districts” of the United Methodist Church have monthly meetings for clergy and lay leaders. These meetings provide the kind of forum where Texas Impact staff (or, ideally, PAC members) could make presentations, recruit congregations to participate in symposia, and learn about concerns or successes of specific local congregations that require detailed follow-up. Most faith communities have this kind of leadership forum.

In addition, many local communities host regular meetings for “religious educators,” “mission/outreach teams,” women’s ecumenical units, and other interest groups. These are important opportunities to network and recruit; more importantly, full inclusion means that people with disabilities and their families have the opportunity to participate fully in these faith-based opportunities. For example, Church Women United will need to consider how women with mental retardation are included in CWU’s programs and projects.

- 4. The staff do not appear to have sufficient background related to disability issues. The Project Coordinator has not yet been hired; this could be a person who has related experience, but this cannot be evaluated without the person in place.**

Existing Texas Impact staff have disability issue background that is not detailed in the proposals. As a Team Leader on the Texas Performance Review for eight years, Texas Impact Executive Director Bee Moorhead contributed to legislative recommendations around housing and workforce policy for Texans with disabilities and represented the Texas Comptroller of Public Accounts in interagency workgroups on disability policy. As a current member of PolicyLINK’s 15-member Community Advisory Committee on Equity, Ms. Moorhead is in relationship with experts on inclusion from around the nation and is providing leadership to the national dialogue around equity for all people regardless of race, gender, disability, age, religion or other factors.

We were surprised at the Panel’s observation that we had not hired a Project Coordinator yet, given that we had no assurance of funding. We would certainly expect the Project Coordinator to have significant disability issue expertise in addition to faith community expertise and connections. Texas Impact’s board hopes to build organizational expertise in disability policy in advance of the HHSC Sunset review and we expect to use this project as a foundational project from which to develop more robust institutional background.

Finally, from the standpoint of meeting TCDD’s needs through this project, we feel that the uniquely vital aspect of Texas Impact’s expertise is in our relationships and demonstrated success in bridging the gap between local faith communities and secular issue experts.

- 5. The proposal includes a plan to develop a “best practices” manual; this is not needed.**

We completely agree with the Panel that “reinventing the wheel” is a waste of valuable resources. As part of our project development process we investigated the resources currently available to faith communities seeking to become inclusive, and we found gaps in the available products. Our proposal envisions several products, including online and hard copy materials, and only one of these received negative feedback from the Panel; this was the manual for congregations.

Our proposed manual would address gaps in current resources in at least the following ways:

1. It will include best practices/lessons learned from Texas congregations, bringing to bear specific information useful in our state.
 2. It will be an interactive tool for Faith Based Inclusion Networks that would grow over time with input from local congregations through the project website.
 3. It will be free, accessible and easily distributable even to small and low-income congregations. Resources such as the "That All May Worship" handbook are expensive and difficult to obtain. "That All May Worship" is listed in Cokesbury (the most widely used religious bookstore) as out of print.
 4. It will be explicitly interfaith, including theological grounding from many faith traditions. Many of the resources currently available focus on the Christian community, such as "The Disability Resource Manual: A Practical Guide for Churches and Church Leaders."
 5. It will follow Texas Impact's "S-W-I-M" (Stewardship, Worship, Instruction and Mission) model of congregational engagement, which builds specific initiatives such as inclusion into the complete fabric of congregational life with attention to the liturgical year, life-cycle ministries, and functional ministries such as missions.
 6. It will be user-friendly for the local congregational team. Many guides, while useful, are long and tend to be narrowly focused such as "Welcomed and Valued." Local congregation leaders of all faiths tell us they value succinct, clear step-by-step guides that invoke Texas-specific contexts.
- 6. The proposal would have been stronger if it had been written specifically for the geographic area of the state in which the activities would occur.**

We built our two proposals around the faith infrastructures located in the geographic areas of the state where the projects would take place. Thus, for example, we focused on two districts of the United Methodist Church and the Lutheran synod in South Texas as core partners in our South Texas proposal. Each area of the state has geographic-specific challenges for inclusion, and the congregations in those areas are best able to describe their local challenges.

7. **They were not clear if the organization would have the capacity to implement one of the two projects they proposed if the other is not funded.**

As was stated earlier, we specifically did not link the two proposals in case we would receive only enough resources to carry out one of the two projects, and we stated in our cover letter that the two projects are not linked.

Thank you very much for your time and consideration.

Grace and Peace,



The Reverend T. Randall Smith, D.Min.
President of the Board of Directors
Texas Impact Education Fund

Texas Council for Developmental Disabilities

Council Policies

Section X. TCDD Grant Projects

I. Appeal of Funding Decisions

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



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 E-Mail TXDDC@txddc.state.tx.us
<http://www.txddc.state.tx.us>

Brenda Coleman-Beattie, Chair
 John Morris, Vice Chair
 Roger A. Webb, Executive Director

TO: TCDD Executive Committee
FROM: Joanna Cordry, Planning Coordinator
SUBJECT: Summary of Review Panel Recommendations
DATE: 11/2/2011

TCDD staff convened independent review panels to review proposals received in response to 4 TCDD Request for Proposals (RFPs):

- RFP #2011-3 Leadership Development and Advocacy Skills Training Projects
- RFP #2011-4 Inclusive Faith-Based Communities Symposium
- RFP #2011-5 Enabling Technology: Collaborating for the Future
- RFP #2011-6 Health and Fitness for People with Developmental Disabilities

The panels' recommendations for funding are summarized below, and summaries of each application are attached.

RFP #2011-3 Leadership Development and Advocacy Skills Training Projects

Purpose: to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies.

Funding Amount/Duration: up to \$75,000 per year, per project, for up to 5 years.

Number of Projects: up to 6

Leadership Development & Advocacy Skills Training - Fundable		
Rank	Organization	Notes
1	Texas Advocates	Will provide training to residents of State Supported Living Centers
2	Texas A&M	Will provide training in public schools, focus on youth considered at-risk for dropping out
3	NAMI Texas, Inc.	Will train trainers and provide support for them to train others in their community
4	The Arc of Dallas	Will revive grassroots organization
5	The Arc of Texas	Will develop curriculum that includes best practice in community organizing
6	The Arc of the Gulf Coast	Will start self-advocacy clubs at local schools
7	Texas State Independent Living Council	Will build onto annual conference

Leadership Development & Advocacy Skills Training - Not Fundable		

Barbara Jordan Endeavors Foundation	No additional comments
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RFP #2011-4 Inclusive Faith-Based Communities Symposium

Purpose: to develop and host 2 symposium, approximately 1 year apart, for faith-based communities to gain and share information about how to support and fully include people with developmental disabilities and their families in their communities.

Funding Amount/Duration: up to \$75,000 per year, per project, for up to 3 years.

Number of Projects: up to 4

Inclusive Faith-Based Communities Symposium - Fundable		
Rank	Organization	Notes
1	OneStar Foundation	The review panel discussed these proposals at length and could not come to an agreement that would break this 3-way tie
1	The Arc of Greater Tarrant County dba the IDD Needs Council of Tarrant County	
1	Jewish Family Service of Dallas	
4	West Central Texas Regional Foundation	No additional comments

Inclusive Faith-Based Communities Symposium - Not Fundable	
Organization	Notes
NAMI Texas, Inc.	The review panel was in agreement that the proposed project was an excellent idea and met an important need. However, it was not consistent with the intent of the RFP. The review panel strongly suggested the Council consider either supporting this organization to work with others or developing additional projects based on this proposed model.
Texas Impact Education Fund – DFW & Houston	No additional comments
Texas Impact Education Fund – Austin & S. Texas	No additional comments
The Sower Foundation, Inc.	Proposal disqualified due to missing submission deadlines.

RFP #2011-5 Enabling Technology: Collaborating for the Future

Purpose: to promote collaboration between entities to develop and demonstrate new technology, or demonstrate innovative ways to use existing technology, that enables people with developmental disabilities to gain and maintain competitive employment and/or support students with developmental disabilities to participate more fully in the classroom.

Funding Amount/Duration: up to \$750,000 per year, total, for all three projects combined. No project may be longer than 5 years in duration.

Number of Projects: up to three

Enabling Technology: Collaborating for the Future - Fundable		
Rank	Organization	Notes
1	Educational Programs Inspiring Communities, Inc.	Will develop an application for mobile devices that will help individuals with developmental disabilities take inventory and achieve other employment goals
2	Strategic Education Solutions, LLC	Will develop a Virtual Job Coach application for mobile devices

Enabling Technology: Collaborating for the Future – Not Fundable	
Organization	Notes
Barbara Jordan Endeavors Corporation	No additional comments
Easter Seals of Houston, Inc.	No additional comments

RFP #2011-6 Health and Fitness for People with Developmental Disabilities

Purpose: to will demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs to help achieve their health and fitness goals.

Funding Amount/Duration: up to \$250,000 per year, per project, for up to 5 years

Number of Projects: up to 2

Health and Fitness for People with Developmental Disabilities - Fundable		
Rank	Organization	Notes
1	Any Baby Can	No additional comments
2	Epilepsy Foundation	No additional comments
3	Texas Statewide Independent Living Council	No additional comments
4	Texas Tech University	No additional comments

Health and Fitness for People with Developmental Disabilities – Not Fundable	
Organization	Notes
AgePlan, Inc.	No additional comments
5-Star Living LLC	No additional comments
University of North Texas	No additional comments
University of Texas - Pan American	No additional comments

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	Texas Impact Education Fund (Austin) Austin & South Texas Proposal
Key Project Staff:	Project Director: Bee Moorhead Project Manager: to be hired
Project Location (counties):	Zapata, Hidalgo, Starr, Webb, Cameron and Travis Counties

Project Abstract:

We propose an ambitious project that will work with cohorts of faith communities in two diverse Texas regions to develop sustainable faith-based leadership models for inclusion of individuals with developmental disabilities and their families, within congregations and in the larger community. The project will result in new practices for participating congregations and serve as the basis for a nationally applicable “best-practices” publication. Participating congregation members will be educated on developmental disability issues and become effective advocates for inclusion in their local communities and beyond. The project will build on groundwork being done at the national level in many faith traditions.

Year 1 Budget

Funding amount requested: \$74,548
Match: \$14,445
Total Project Cost: \$89,023

Strengths:

- The proposal is well written and demonstrates knowledge and understanding of faith-based communities as well as sufficient organizational experience.
- The proposer is clearly well-connected in the public policy arena.
- The proposer has a long history of working with communities of faith, and they have strong connections with the Austin seminary and several faith groups. The organization's experience has taught them that some faith communities and their leaders would like the opportunity to learn from secular experts.
- The proposal included a sufficient discussion of barriers; more importantly, the proposer demonstrates an understanding of the need for the inclusion of people with developmental disabilities.
- The proposer understood the need for cultural competence.

Needs:

- The proposer needs more detailed recruitment plans to bring in families and other organizations.
- There was no evidence that people with developmental disabilities and/or families were involved in developing the project parameters or writing proposal.

- The staff do not appear to have sufficient background related to disability issues. The Project Coordinator has not yet been hired; this could be a person who has related experience, but this cannot be evaluated without the person in place.
- There is no plan for sustainability, and the proposer indicates that they would not continue project activities without funding.
- The proposal includes a plan to develop a “best practices” manual; this is not needed.
- The proposal would have been stronger if it had been written specifically for the geographic area of the state in which the activities would occur.
- They were not clear if the organization would have the capacity to implement one of the two projects they proposed if the other is not funded.

Questions/Concerns:

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

Final Recommendation: Not Fundable

TCDD Request for Proposal Reviewer Summary
RFP: # 2011-4 Inclusive Faith-Based Communities Symposium

Applicant Organization:	Texas Impact Education Fund (Austin) Dallas & Houston Proposal
Key Project Staff:	Project Director: Bee Moorhead Project Manager: to be hired
Project Location (counties):	Dallas, Tarrant, Hunt, Harris, Waller, and Galveston Counties

Project Abstract:

We propose an ambitious project that will work with cohorts of faith communities in two diverse Texas regions to develop sustainable faith-based leadership models for inclusion of individuals with developmental disabilities and their families, within congregations and in the larger community. The project will result in new practices for participating congregations and serve as the basis for a nationally applicable “best-practices” publication. Participating congregation members will be educated on developmental disability issues and become effective advocates for inclusion in their local communities and beyond. The project will build on groundwork being done at the national level in many faith traditions.

Year 1 Budget

Funding amount requested: \$74,548
Match: \$14,445
Total Project Cost: \$89,023

Strengths:

- The proposal is well written and demonstrates knowledge and understanding of faith-based communities as well as sufficient organizational experience.
- The proposer is clearly well-connected in the public policy arena.
- The proposer has a long history of working with communities of faith, and they have strong connections with the Austin seminary and several faith groups. The organization's experience has taught them that some faith communities and their leaders would like the opportunity to learn from secular experts.
- The proposal included a sufficient discussion of barriers; more importantly, the proposer demonstrates an understanding of the need for the inclusion of people with developmental disabilities.
- The proposer understood the need for cultural competence.

Needs:

- The proposer needs more detailed recruitment plans to bring in families and other organizations.
- There was no evidence that people with developmental disabilities and/or families were involved in developing the project parameters or writing proposal.

- The staff do not appear to have sufficient background related to disability issues. The Project Coordinator has not yet been hired; this could be a person who has related experience, but this cannot be evaluated without the person in place.
- There is no plan for sustainability, and the proposer indicates that they would not continue project activities without funding.
- The proposal includes a plan to develop a “best practices” manual; this is not needed.
- The proposal would have been stronger if it had been written specifically for the geographic area of the state in which the activities would occur.
- It seems unlikely that the organization would be able to implement the project activities in Dallas if they do not have staff living in that area.
- The proposer would benefit from involvement of the seminaries and other pastoral training programs in the area.
- They were not clear if the organization would have the capacity to implement one of the two projects they proposed if the other is not funded.

Questions/Concerns:

None of the proposals demonstrated a very good grasp of how much information and resources are already available. This information can be gathered by doing an internet search, and this research should be done prior to implementation of project activities. There is no need to “reinvent the wheel.”

Final Recommendation: Not Fundable

Continuation Grant Awards

Tab 5

Background:

Two current grant projects will be reviewed this quarter for an additional year of funding. Executive Summaries are included for continuation funding for:

- A. Safeplace: *Meaningful Relationships*
- B. The Arc of San Angelo: *Alternatives to Guardianship*

Important Terms:

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

Executive Committee

Agenda Item 8.

Expected Action:

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

Council

Agenda Item 14. C.

Expected Action:

The Council will receive a report on Executive Committee decisions.

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 02/08/12

Review of Proposed Activities & Budget

ITEM: A

Grantee: SafePlace

Year: 2 of 3

Project Title: Meaningful Relationships

Project Location: Austin/Travis County, Seguin/Guadalupe County

TCDD RFP Intent:

The project intent is to try to ensure that at least 60 people with developmental disabilities will indicate that they are more satisfied and happier with their personal relationships after participating in project activities and at least 3 organizations will have changed their policy and/or procedures to improve their ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships. TCDD has approved funding of up to \$125,000 per year for up to three years.

Project Goals and Accomplishments for Year(s) 1:

Goal: The overall goal of the project is to create a replicable, successful and self-directed model for adults with developmental disabilities to develop lasting and meaningful relationships with other people based on shared interests.

Accomplishments per goal: The “Nurturing Workshop” was held and it was adapted to be used for this project’s purpose; staff from 1 provider participated in the adapted ‘dreams’ workshop; MOU’s were developed with 2 disability service providers to accomplish the goals and objectives of this project; a 3-part series of classes to guide activities with participants was developed; recruited 36 adults with developmental disabilities to participate in project activities; and began a series of educational classes with the project participants.

Proposed Goals and Objectives for Year 2:

Goal: Same As Above

Objectives: Support at least 20 people with developmental disabilities to increase their satisfaction and happiness with personal relationships based on self-chosen common interests; at least 1 disability service provider organization will change or develop (and institutionalize) new policies and/or procedures to improve its ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships with others; and, work with recreational, volunteer, faith-based, leisure, civic or other organizations chosen by project participants to increase access to activities and programs which will increase opportunities to connect with others who have shared interests.

Council Considerations: Public Policy Considerations: Supporting individuals with significant disabilities to develop positive personal relationships is an important effort related to information suggesting that individuals with more relationships with non-paid care-givers are less likely to be the subject of abuse and neglect. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$17,250 consultants)	\$64,672	\$23,838	\$88,510
Amount requested for next year budget:			
I. Personnel services	100,302	42,736	143,038
II. Travel	3010	600	3610
III. Purchased services	13,170	1725	14,895
IV. Property/materials	540	180	720
V. Rental/leasing	0	1649	1649
VI. Utilities	0	1681	1681
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$ 117,022	\$48,571	\$165,593

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 02/08/12

Review of Proposed Activities & Budget

ITEM: B

Grantee: The Arc of San Angelo

Year: 2 of 3

Project Title: Alternatives to Guardianship: Volunteer-Supported Decision-Making Advocate Pilot

Project Location: San Angelo

TCDD RFP Intent:

The project intent is to fund a project that will demonstrate how volunteers can provide appropriate supports to help individuals with intellectual and other developmental disabilities to make decisions concerning their own lives. In 2009, the Texas Legislature passed HB 1454 directing the Health and Human Services Commission (HHSC) to develop and evaluate two Volunteer Supported Decision-Making Advocate pilot programs that will provide supported decision-making services to persons with intellectual and developmental disabilities and other cognitive disabilities. The Department of Aging and Disability Services (DADS) was directed by HHSC to develop and implement the pilot program and to provide the legislature with a report and recommendations. TCDD has partnered with DADS to implement the pilot. TCDD has approved funding of up to \$75,000 per year for up to three years.

Project Goals and Accomplishments for Year 1:

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

Accomplishments per goal: The project explored service delivery methods in Year 1, identifying both legal and implementation barriers in the process. Project leaders explored solutions and established diversion as a priority with education and execution of advanced directives as a secondary activity. The project selected strategies to address individual needs. In addition, the project assisted with the Restoration of Rights for one individual, helped establish Advance Directives through Medical Power of Attorneys for 10 individuals (thus preventing unwarranted guardianship restrictions).

Proposed Goals and Objectives for Year 2:

Goal: Same As Above

Objectives: Recruit, train, and support volunteers to support 5 participants in Diversion of Guardianship and 10 Additional Participants in Executing Medical Power of Attorney.

Council Considerations: Public Policy Considerations: TCDD and DADS hope to use information and experiences of this project to expand alternatives to legal guardianship for individuals with significant disabilities. Staff concerns: This project may need an additional onsite visit to review TCDD procedures (e.g. compliance of RARs, quarterly reports, and other TCDD requirements); however, Council consideration of continued funding for this project is recommended.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 5 months)	\$25,930	\$8,205	\$34,135
Amount requested for next year budget:			
I. Personnel services	69,044	6930	75,974
II. Travel	0	0	0
III. Purchased services	1527	6500	8027
IV. Property/Materials	0	600	600
V. Rental/Leasing	0	10,793	10,793
VI. Utilities	3370	0	3,370
VII. Other (Indirect Cost Rate)	0	0	0
Budget period totals	\$ 73,941	\$24,823	\$98,764

**RISK ASSESSMENT FOR CONTINUATION GRANT AWARDS
06/01/11 – 05/31/12**

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	SafePlace	\$117,022	\$1.9 mil	2	
B	The Arc of San Angelo	\$73,941	\$7,500	1	

KEY

	Extensive Risk Management (all levels of control plus audit)
	Considerable Risk Management (most levels of control plus independent review by CPA)
	Moderate Risk (operating & monitoring controls & agreed upon procedures engagement by CPA)
	Monitor or Accept (basic monitoring only)

TCDD RISK MATRIX
FY 2012

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

KEY: 1st letter denotes impact; 2nd letter denotes probability.

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

Use for Risk Management Plan:

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

Use for Annual Audit Plan:

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

***Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review.**
No risk activities means monitoring strategies will be performed at the lowest level under the award amount.
NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.

**MONITORING STRATEGIES
FY 2012**

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

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

GRANT PROJECTS:

Level 1 GRAY

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

Level 2 GREEN

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

Level 3 YELLOW

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

Level 4 RED

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

ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on an as needed basis.

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

Background:

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

- Summary of Funds FY 2010-2013 – Revenues and expenditures budgeted and expended/projected for each federal fiscal year allotment are summarized, with a projected year end balance. Note that these expenditures are tied to the fiscal year grant award to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year.
- FY 2011 Expense Budgets – Shows expenses from October 1, 2010, thru September 30, 2011. All expenses are reported by expense category and by type of staff activity, and show that expenses remain within approved budget for the fiscal year.
- FY 2012 Expense Budgets – Shows expenses from October 1, 2011, thru September 30, 2012. All expenses are reported by expense category and by type of staff activity, and show that expenses remain within approved budget for the fiscal year.
- Current Grants/Contracts Projections – Reports expenditures/anticipated awards for each grant project, both current and planned. Shows years from 2010 – 2013.
- Stipends Expenditures – Provides a summary of funds awarded or expended for each stipend grant award, the number of individuals benefiting from a stipend from each grant, and how many of those participants also received stipend support previously from that organization.

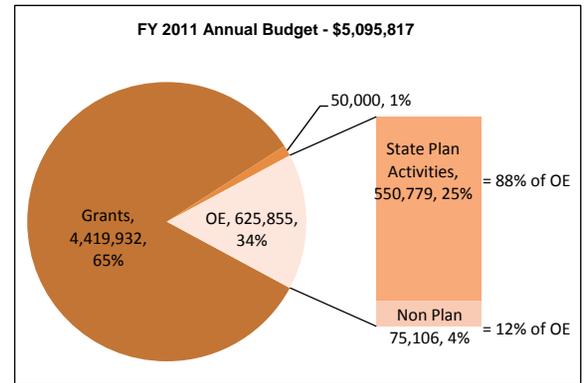
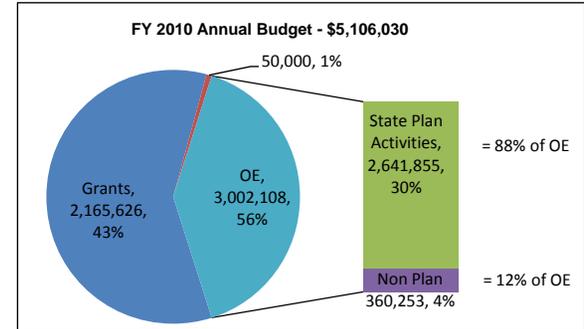
Notes:

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

<p><u>Executive Committee</u></p> <p><u>Agenda Item 9.</u></p>	<p><u>Expected Action:</u></p> <p>The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.</p>
<p><u>Council</u></p> <p><u>Agenda Item 14. D.</u></p>	<p><u>Expected Action:</u></p> <p>The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.</p>

**Texas Council for Developmental Disabilities
Summary of Funds FY 2010 - 2013
January 2012**

Model Key				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
	10/1/2008-9/30/2011	10/1/2009-9/30/2012	10/1/2010-9/30/2013	10/1/2011-9/30/2014
Line Item	FY 2010	FY 2011	FY 2012	FY 2013
REVENUES				
Federal Funds				
Estimate of budget award	\$5,106,030	\$5,095,817	\$5,095,817	\$5,095,817
Award amount	\$5,106,030	\$5,095,817	\$5,095,817	\$5,095,817
Budget difference (Estimate of budget award - Award amount)	\$0	\$0	\$0	\$0
Prior year difference (Current FY Award - Prior FY Award)	\$70,264	(\$10,213)	\$0	\$0
EXPENDITURES				
Operating Expenses				
Approved Budget	\$1,803,250	\$1,813,039	\$1,788,829	\$1,788,829
Expenses	\$3,052,108	\$675,885	\$1,788,829	\$1,788,829
Balance for Grants (Budget - Expenses)	(\$1,248,858)	\$1,137,154	\$0	\$0
Grants and Projects Expenses				
Available	\$2,053,922	\$4,419,932	\$3,306,988	\$3,306,988
Actual	\$2,053,922	\$3,616,169	\$3,626,911	\$2,775,282
Current Projects Difference (Available - Actual)	\$0	\$803,763	(\$319,923)	\$531,706
Planned	\$0	\$62,975	\$775,000	\$675,000
Current & Planned Projects Difference (Available - Actual - Planned)	\$0	\$740,788	(\$1,094,923)	(\$143,294)
Total Expenditures	\$5,106,030	\$4,355,029	\$6,190,740	\$5,239,111
BALANCE AVAILABLE FOR FUTURE YEARS & PROJECTS	\$0	\$740,788	(\$1,094,923)	(\$143,294)



NOTES:

- 1) Final Allotment per ADD Notice for FY 2010-FY 2011; Notice of Estimated Allotment for FY12 is \$5,095,817.
- 2) 2010 Balance was fully obligated by the end of Sept. 2011.
- 3) Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.
- 4) Remaining balance of funds is available for award in subsequent year.
- 5) Grants - When OE expended is less than OE budgeted, the funds available for grants will increase; a negative variance represents an increase in funds for grants.
- 6) Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.
- 7) Planned Grants & Projects Expenses include projects planned and approved but not initiated. Total amounts authorized are reflected although actual awards approved may be less.

Texas Council for Developmental Disabilities

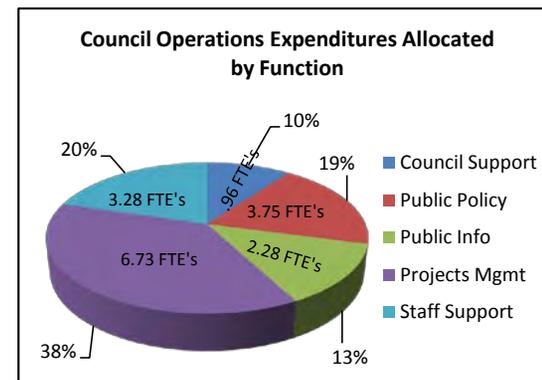
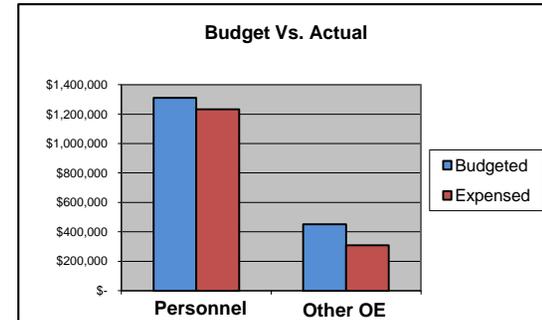
FY 11 Admin & Expense Budget

Oct. 1, 2010 thru
Sep. 30, 2011

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
Personnel (18 FTEs)				
Salaries	1,020,785	1,020,785	927,572	93,213
Benefits	290,028	290,028	305,401	(15,373)
Total Personnel	\$ 1,310,813	\$ 1,310,813	\$ 1,232,973	\$ 77,840
Operating				
Professional Services ¹	87,680	87,680	78,421	9,259
Out-of-State Travel ²	18,500	18,500	4,415	14,085
In-State Travel ³	63,000	63,000	32,832	30,168
Supplies	12,000	12,000	10,764	1,236
Utilities	41,700	41,700	36,641	5,059
Rent - Building - Space	79,546	79,546	55,065	24,481
Rent - Computers - Equip ⁴	64,220	64,220	40,331	23,889
Capital Expenditures	-	-	-	-
Other OE ⁵	85,580	85,580	49,168	36,412
Total Operating	\$ 452,226	\$ 452,226	\$ 307,637	\$ 144,589
Total Expenses	Budget	YTD Budgeted	Actual	Variance
	1,763,039	1,763,039	1,540,610	222,429
Admin Reim to TEA	50,000	100.0%	87.4%	
TOTAL	\$ 1,813,039		\$ 1,590,610	
Expenditures by Function				
Council Support				
\$ 155,427	\$ 294,495	\$ 201,046	\$ 575,902	\$ 313,740

NOTES:

- ¹ Auditor - \$25,000/\$17,625; CPA Desk Reviews - \$10,000/\$1,950; Legal Svs - \$3,000/\$478
Other Professional Services (Web Hosting) - \$1,800/\$10,474; Data Center Services - \$22,380/\$22,692
Other Professional Services (Mass DD Council) - \$3,000/\$3,000; Reviewers - \$8,000/\$5,225; Temp. Services - \$1,500/\$16,977
- ² Travel - Out-of-State Council - \$11,500 /\$1,602 ; Travel - Out-of-State Staff - \$7,000 /\$2,813
- ³ Travel - In-State Council - \$48,000 /\$22,459; Travel - In-State Staff - \$15,000 /\$10,374;
- ⁴ Computer lease - \$22,800/\$17,545; AV Equipment - \$35,000/\$16,719; Copier - \$6,420/\$6,067
- ⁵ Other OE - NACDD Dues - \$19,471, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.



Texas Council for Developmental Disabilities

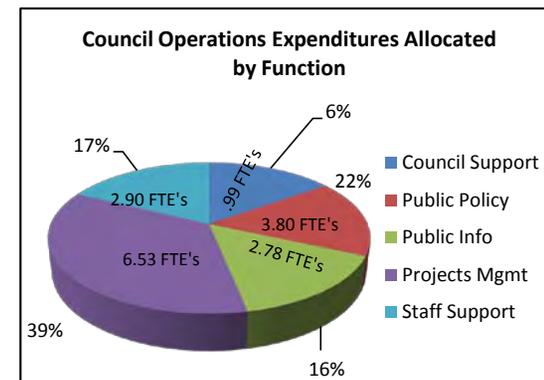
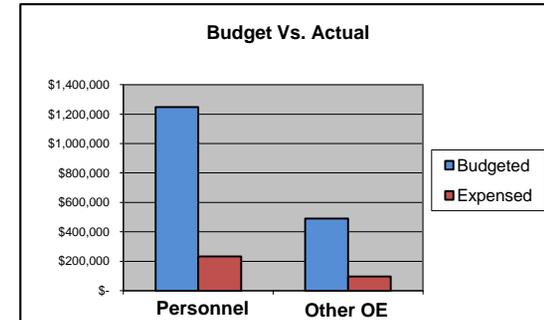
FY 12 Admin & Expense Budget

Oct. 1, 2011 thru
Dec. 31, 2011

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
Personnel (18 FTEs)				
Salaries	960,403	240,101	192,135	47,965
Benefits	287,138	71,785	41,442	30,342
Total Personnel	\$ 1,247,541	\$ 311,885	\$ 233,578	\$ 78,308
Operating				
Professional Services ¹	97,000	24,250	27,314	(3,064)
Out-of-State Travel ²	18,500	4,625	7,915	(3,290)
In-State Travel ³	62,000	15,500	10,638	4,862
Supplies	10,000	2,500	2,466	34
Utilities	41,700	10,425	7,200	3,225
Rent - Building - Space	79,618	19,905	20,729	(824)
Rent - Computers - Equip ⁴	64,220	16,055	9,582	6,473
Capital Expenditures	-	-	-	-
Other OE ⁵	118,250	29,563	11,280	18,282
Total Operating	\$ 491,288	\$ 122,822	\$ 97,125	\$ 25,697
Total Expenses	Budget	YTD Budgeted	Actual	Variance
	1,738,829	434,707	330,702	104,005
Admin Reim to TEA	50,000	25.0%	19.0%	
TOTAL	\$ 1,788,829		\$ 380,702	
Expenditures by Function				
Council Support				
\$ 49,986	\$ 54,815	\$ 49,988	\$ 117,364	\$ 58,550
Public Policy				
Public Info				
Projects Mgmt				
Staff Support				

NOTES:

- ¹ Auditor - \$25,000/\$1,398; CPA Desk Reviews - \$10,000/\$0; Legal Svs - \$3,000/\$0
Other Professional Services (Web Hosting) - \$2,000/\$150; Data Center Services - \$22,380/\$4,200
Other Professional Services (Mass DD Council) - \$3,000/\$3000; Reviewers - \$8,000/\$6,654; Temp. Services - \$20,111/\$11,914
- ² Travel - Out-of-State Council - \$11,500 /\$6,304 ; Travel - Out-of-State Staff - \$7,000 /\$1,611
- ³ Travel - In-State Council - \$50,000 /\$8,915; Travel - In-State Staff - \$12,000 /\$1,723;
- ⁴ Computer lease - \$22,800/\$2,634; AV Equipment - \$35,000/\$6,170; Copier - \$6,420/\$779
- ⁵ Other OE - NACDD Dues - \$0, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.



GRANTS/CONTRACTS PROJECTIONS

Grantee Name	Project Title	2010		2011		2012		2013	
		Budget/Expenses							
A Circle of Ten	Capacity Building			25,000					
Any Baby Can of San Antonio, Inc	Health & Fitness 1			228,641		228,610		205,749	
Apalachicola Creek Indians	Outreach & Development 1	10,000	10,000						
Arc of the Gulf Coast	New Leadership Development & Advocacy Skills Trng (NLDAST 6)			75,000		75,000		75,000	
Barbara Jordan Endeavors Corp	Outreach & Development 4			9,855	4,919				
Biennial Report	Biennial Report-Printing & Production	125,000	16,648			50,000			
Brighton School, Inc.	Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2)	40,000	14,287	20,000					
Brighton School, Inc.	L&A Specialized Advocacy Training 1	15,106	15,106						
Community Healthcare (formerly Sabine Valley Center)	Self-Employment 1	150,000	91,920	12,704		125,000			
Department of Assistive and Rehabilitative Services	Higher Education 3			225,000		225,000		225,000	
Easter Seals	ASSET	25,000	21,307						
Educational Programs Inspiring Communities, Inc,	Enabling Technology 1			225,000		225,000		225,000	
Epilepsy Foundation Texas	Health & Fitness 2			249,443		235,000		222,000	
Family to Family Network Inc	L&A Local Basic Advocacy Training 1	85,274	77,374	20,736					
Friends and Families of Asians with Special Needs	Outreach and Development 3	9,866	8,354						
Gulf Coast African American Family Support Conference	Gulf Coast African American Family Support Conference					35,000		35,000	

Grantee Name	Project Title	2010		2011		2012		2013	
		Budget/Expenses							
Imagine Enterprises Inc	Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3)	40,000	4,645	20,000					
Imagine Enterprises Inc	Youth Leadership Training 3	50,000	50,000						
Jewish Family Service of Dallas	Inclusive Faith-Based Symposium 3			75,000		75,000		75,000	
Light & Salt Association	Outreach & Development 5	10,000	2,983						
NAMI Texas	L&A Specialized Advocacy Training 2	7,450	4,298						
NAMI Texas	New Leadership Development & Advocacy Skills Trng (NLDAST 3)			75,000		75,000		75,000	
OneStar Foundation	Inclusive Faith-Based Symposium 1			71,453		75,000		75,000	
Parents Anonymous, Inc.	African American Family Support Conference	50,000	49,404						
Parents Anonymous, Inc.	Statewide Advocacy Network	25,000	25,000						
Paso del Norte Children's Development Center	Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 1)	40,000	1,896	20,000					
Region 17 ESC	PBS-HS	120,000	77,723	40,000		120,000			
Region 17 ESC	PBS-ID	90,000	68,988	40,000		115,000			
Region 19 ESC	Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4)	40,000	12,558	20,000					
Region 19 ESC	Youth Leadership Training 5	18,901	14,956						
SafePlace	Meaningful Relationships	105,475	72,104	125,000		125,000			
SER Jobs for Progress	Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 5)			40,000		20,000			
SER Jobs for Progress	L&A Local Basic Advocacy Training 2	33,402	33,373						

Grantee Name	Project Title	2010		2011		2012		2013	
		Budget/Expenses							
Strategic Education Solutions, LLC	Enabling Technology 2			225,000		250,000		250,000	
Syracuse University	L&A Advocacy U	43,750	43,179						
Texas A&M Research Foundation	Youth Leadership Training Statewide	75,000	75,000						
Texas A&M University	Higher Education 1			225,000		225,000		225,000	
Texas A&M University	L&A Statewide Advanced Training	96,182	38,439	103,818		150,000		37,500	
Texas A&M University	New Leadership Development & Advocacy Skills Trng (NLDAST 2)			75,000		75,000		75,000	
Texas Advocates	New Leadership Development & Advocacy Skills Trng (NLDAST 1)			75,000		75,000		75,000	
Texas Advocates	Peer to Peer Self-Advocacy Training: Led by People with Disabilities	72,072	45,998						
Texas Center for Disability Studies	Support for Advisory Committee Member Travel	33,191	29,927	54,740	6,419	30,000			
Texas Parent to Parent	Public Policy Collaboration Activities	65,588	22,943	61,780		65,033		65,033	
Texas State Independent Living Council	Health & Fitness 3			219,472		215,750		235,000	
Texas State Independent Living Council	New Leadership Development & Advocacy Skills Trng (NLDAST 7)			75,000		75,000		75,000	
Texas Tech University	Higher Education 2			209,384		225,000		225,000	
Texas Tech University	Teacher Preparation for Inclusive Education Project	330,456	209,966	99,999					
The Arc of Dallas	New Leadership Development & Advocacy Skills Trng (NLDAST 4)			75,000		75,000		75,000	
The Arc of Greater Houston	Outreach & Development 2	7,170	7,170						
The Arc of Greater Tarrant County	Inclusive Faith-Based Symposium 2			75,000		75,000		75,000	

Grantee Name	Project Title	2010		2011		2012		2013	
		Budget/Expenses							
The Arc of Greater Tarrant County	L&A Local Basic Advocacy Training 3	19,390	19,390						
The Arc of San Angelo	Alternatives to Guardianship-Volunteer Advocate Pilot Program	74,922	25,930	75,000		75,000			
The Arc of Texas	L&A Specialized Advocacy Training 3	86,475	86,475	7,249	7,249				
The Arc of Texas	New Leadership Development & Advocacy Skills Trng (NLDAST 5)			75,000		75,000		75,000	
The Arc of Texas	Texas Microboard Collaboration	101,059	87,831	76,834	6,971	62,518			
TIRR/Independent Living Research Utilization (ILRU)	Accessible New Housing Project	20,000	752						
VSA Arts of Texas	Self-Employment 2	100,000	75,947	25,000					
West Central Texas Regional Foundation	Inclusive Faith-Based Symposium 4			74,894		75,000		75,000	
KEY: Budget/Expenses in Bold = Grant Closed	Sub Totals	2,215,729	1,441,871	3,526,002	25,558	3,626,911		2,775,282	
	Stipends	75,000	53,815	75,000	36,967	75,000	0	75,000	0
	Total Grants	2,290,729	1,495,686	3,601,002	62,525	3,701,911		2,850,282	

Grantee Name	Project Title	2010 Budget/Expenses	2011 Budget/Expenses	2012 Budget/Expenses	2013 Budget/Expenses
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PLANNED GRANTS/CONTRACTS PROJECTIONS

Grants for Outreach & Development	Grants for Outreach & Development		62,975		
PP Committee-Capacity Building	PP Committee-Capacity Building-Balance			50,000	50,000
Project Search	Project Search			175,000	175,000
Regional Network Development	Regional Network Development			75,000	
Statewide Leadership Advocacy Training Network	Statewide Leadership Advocacy Training Network			75,000	50,000
Transportation	Transportation			400,000	400,000
Planned Grant Totals			62,975	775,000	675,000

Grantee Name	Project Title	2010 Budget/Expenses	2011 Budget/Expenses	2012 Budget/Expenses	2013 Budget/Expenses
	Federal Allotment:	\$5,106,030	\$5,095,817	\$5,095,817	\$5,095,817
	Operating Expenses:	3,052,108	675,885	1,788,829	1,788,829
	Available for Grants:	1,978,922	4,344,932	3,231,988	3,231,988
	Available for Stipends:	75,000	75,000	75,000	75,000
	Total Available Funds:	2,053,922	4,419,932	3,306,988	3,306,988
	Grants/Stipends Awarded/ Final Obligations:	2,053,922	3,616,169	3,626,911	2,775,282
	Stipends Balance:	21,185	38,033	75,000	75,000
	Grants Balance:	-21,185	765,730	-394,923	456,706
	Balance/Deficit:	\$0	\$803,763	(\$319,923)	\$531,706
	Est Available for Reobligation-OE	0	222,429	0	0
	Current Grants Projected Balance/Deficit	\$0	\$1,026,192	(\$319,923)	\$531,706
	Planned Grants Totals	\$0	\$62,975	\$775,000	\$675,000
	Current and Planned Grants Total Projected Balance/Deficit	\$0	\$963,217	(\$1,094,923)	(\$143,294)

Note: Obligations of federal funds must be completed within 24 months of beginning of fiscal year. Funds may be expended during 36 months from beginning of fiscal year. 11 balance will be obligated Sept 12.

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

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
FYE 9-30-11					
Volar Center for Independent Living	Oct-2010	5,995	58	1	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Oct-2010	5,386	23	8	<input checked="" type="checkbox"/>
NAMI Texas	Oct-2010	5,980	52	2	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2011	6,000	27	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2011	1,400	8	2	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Apr-2011	1,200	20	2	<input checked="" type="checkbox"/>
Texas State Independent Living Council	Apr-2011	6,000	24	4	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Apr-2011	2,973	15	10	<input checked="" type="checkbox"/>
Brain Injury Association of Texas	Apr-2011	1,366	11	2	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2011	6,000	40	11	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2011	5,552	17	0	<input checked="" type="checkbox"/>
Texas Advocates	Aug-2011	5,769	60	24	<input checked="" type="checkbox"/>
TOTALS:		\$53,621	355	66	

FYE 9-30-12					
Volar Center for Independent Living	Oct-2011	6,000	73	5	<input checked="" type="checkbox"/>
Partners Resource Network	Dec-2011	5,998	22	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2012	6,000			<input type="checkbox"/>
ADDA-SR	Feb-2012	6,000			<input type="checkbox"/>
The Arc of Texas	Feb-2012	6,000			<input type="checkbox"/>
SW Chapter Autism Society of America	Mar-2012	1,200			<input type="checkbox"/>
TOTALS:		\$31,198	95	5	

NOTE: Budgeted amount used if stipend not closed.

Background:

State agencies are responsible to review administrative rules adopted by the agency at least once every four years and to readopt rules when there is a continuing need, with revisions as appropriate. TCDD last reviewed and readopted Rules in 2008 as attached.

Staff will review requirements of Texas Government Code concerning review, revision and readoption of agency rules. The Committee will be asked to discuss any possible revisions to current Rules at this meeting with final adoption tentatively planned for the May 2012 meeting. Staff will coordinate the required notice of a Rule Review Schedule in the Texas Register to provide public notice of this process.

Executive Committee**Agenda Item 10.****Expected Action:**

The Committee will review and provide input to staff. No action is anticipated at this meeting.

Council**Agenda Item 14. E.****Expected Action:**

The Council will review discussions on this item. No action is anticipated.

Texas Administrative Code

Title 40 Part 21

Social Services Texas Council for Developmental Disabilities

(As Adopted February 2008)

Chapter §876	General Provisions
§876.1	Definitions
§876.2	Legal Authority
§876.3	Administration
§876.4	Responsibilities of the Council
§876.5	TCDD State Plan
§876.6	Powers and Duties of the Executive Director
§876.7	Committees of the Council
§876.8	Standards of Conduct
§876.9	Charges of Access to Public Records
§876.10	Petition for Adoption of Rules
876.11	Applicability of Open Meetings Law
§876.12	Alternative Dispute Resolution Process
Chapter §877	Grant Awards
§877.1	General
§877.2	Application and Review Process
§877.3	Suspension or Termination of Funding
§877.4	Appeal of Funding Decisions
§877.5	Confidentiality of Records

TITLE 40. SOCIAL SERVICES AND ASSISTANCE

PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Chapter 876. GENERAL PROVISIONS

§876.1 Definitions

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Council --Texas Council for Developmental Disabilities.

(2) Designated State agency -- the State agency designated by the Governor to provide administrative support to the Council.

(3) Developmental disability – The term "developmental disability" has the meaning as defined in federal law, the Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 6000 et seq).

(4) Executive director -- Chief administrative officer of the Texas Council for Developmental Disabilities.

(5) Grant – An award of financial assistance, including cooperative agreements, in the form of money, property provided in lieu of money, or other financial assistance paid or furnished by the Council to an eligible recipient to carry out a program in accordance with the rules, regulations and guidance provided by the Council.

§876.2 Legal Authority

(a) These rules are adopted under provisions of the Texas Human Resources Code, Title 40, Chapter 112.

(b) The following federal laws and regulations are adopted by reference into this part:

(1) Developmental Disabilities Assistance and Bill of Rights Act as Amended (U.S.C. 6000 et. seq.); and

(2) Developmental Disabilities Program, 45 Code of Federal Regulations, Parts 1385-1387.

§876.3 Administration

(a) The Texas Council for Developmental Disabilities is a joint state-federal program designed to promote the development of a consumer and family-centered, comprehensive system and a coordinated array of culturally competent services, supports, and other assistance designed to achieve independence, productivity, and integration and inclusion into the community for individuals with developmental disabilities.

(b) The Council performs its responsibilities through staff activities, grants or contracts to public, or nonprofit, or private for-profit organizations and in other ways as determined by the Council to carry out the state plan.

(c) The Council shall enter into a memorandum of understanding with the designated state agency which sets forth their respective roles;

(d) The designated state agency carries out the functions set forth in applicable federal and state laws and regulations and the memorandum of understanding with the Council.

§876.4 Responsibilities of the Council

The Council is an agency within the executive branch, but functions independently within its statutory authority to serve the long-term public interest. The Council is responsible for establishing the policy framework through which the agency carries out its statutory responsibilities. Specifically, the Council shall:

- (1) exercise the authority provided by law to adopt policies and rules governing Council activities;
- (2) develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff of the Council;
- (3) approve the state plan and amendments;
- (4) serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law;
- (5) oversee operations of the Council for integrity, effectiveness, and efficiency;
- (6) approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff
- (7) ensure projects and activities comply with all applicable federal and state requirements; and
- (8) other responsibilities as provided by Council policies.

§876.5 TCDD State Plan

The Council develops and submits the "TCDD State Plan for Texans with Developmental Disabilities" in a manner consistent with federal law and regulations. The state plan may be revised and updated after public review and comment as provided by the federal requirements. The plan is available from the offices of the Texas Council for Developmental Disabilities.

§876.6 Powers and Duties of the Executive Director

The executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and this chapter and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council approved activities consistent with policies approved by the Council. The director may delegate responsibilities to Council staff as appropriate.

§876.7 Committees of the Council

The Council may establish standing and special committees of Council members to expedite the work of the Council. Members shall be appointed to Committees in the manner provided by Council policies.

§876.8 Standards of Conduct

- (a) Standards of conduct of members and employees of the council are governed by Texas Government Code Annotated, Chapter 572, and by Human Resources Code Chapter 112.0161.
- (b) Council members and staff shall adhere to the conflict of interest policy approved by the Council.

§876.9 Charges of Access to Public Records

- (a) The charge to any person requesting copies of any public record of the Council will be the charge established by the Buildings and Procurements Commission at 1 TAC §§111.61-111.70.
- (b) The Council may reduce or waive these charges at the discretion of the executive director if there is a public benefit.

§876.10 Petition for Rules or Changes to Rules

Any interested person may petition the Council for a rule or rule change by submitting a request to the executive director in a manner and form as directed by the Council, consistent with state law.

§876.11 Applicability of Open Meetings Act

(a) The official minutes of all Council and committee meetings are kept in TCDD staff offices, are posted on the TCDD website, and are available for public review as authorized by the Open Meetings Act.

(b) Opportunities to provide public comments are provided at each Council and committee meeting. The chair of the Council or committee may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

§876.12 Alternative Dispute Resolution

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by the State and any other party to attempt to resolve any claim for breach of contract made by any party against the State as applicable.

Chapter 877 GRANT AWARDS

§877.1 General

(a) As authorized by Human Resources Code Title 40, Chapter 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.

(b) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

(c) Unsolicited proposals may be submitted by organizations and will be considered consistent with Council policies and procedures.

(d) The Council may develop projects with organizations without competitive proposals as allowed by state and federal requirements and Council policies.

(e) All grantees shall comply with applicable state and federal requirements including the Texas Uniform Grant Management Standards, Office of Management and Budget (OMB) circulars, and Council grants procedures.

(f) Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards. Project specific independent reviews and other procedures may be required of grantees not subject to annual independent audit requirements of OMB or UGMS consistent with Council policies. The Council shall reimburse the grantees for the reasonable cost of the required audit activities.

(g) Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.

(h) The Council may limit by policy the amount of Council funds allowed to reimburse indirect costs of projects. Any indirect costs of a grantee above those amounts may be allowed as part of the required non-federal participant share.

(i) Donated time and services may be included as a financial match contribution unless otherwise restricted by a specific request for proposals or by state or federal requirements.

(j) No organization shall receive more than three (3) direct grants from the Council at any time.

§877.2 Application and Review Process

- (a) All requests for proposals will be published in the Texas Register and posted on the Council's website, and a notice will be provided to interested parties.
- (b) Proposal information for each request for proposal shall be available upon request from Council offices and will be made available at the Council's website.
- (c) Proposals received after the closing date will not be considered unless an exception is approved in a manner consistent with Council policies.
- (d) Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.
- (e) Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council and meet the requirements and intent of the Council as provided in the request for proposals.
- (f) Final approval of organizations to receive grant funding shall be determined by the Council consistent with Council policies.
- (g) Council staff may negotiate with selected applicants to determine the final terms of the award.

§877.3 Suspension or Termination of Funding

- (a) If a grantee fails to comply with the terms of the grant, the Council may suspend authority to obligate or receive grant funding pending the result of corrective measures.
- (b) The Council, in its complete discretion, may terminate authority to obligate or receive grant funding prior to the end of the funding period if corrective actions are not taken during the suspension period, or if the deficiency is serious enough to warrant immediate termination.
- (c) A grant, or portion thereof, may also be terminated at the grantee's request by approval of the Council executive director.
- (d) The procedure to request reconsideration of a suspension or termination of funding shall be included in grant award materials.

§877.4 Appeal of Funding Decisions

Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The appeals process adopted by the Council shall be included in grant application materials.

§877.6 Confidentiality of Records

A grantee that provides direct services to individuals under a Council grant must have a system to protect client records from inappropriate disclosure. Disclosure of confidential information must be in accordance with applicable law.

Background:

Minutes of the November 3, 2011, Project Development Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

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

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
PROJECT DEVELOPMENT COMMITTEE
THURSDAY, NOVEMBER 3, 2011

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

Susan Vardell, Chair	Andrew Crim	John Morris
Kimberly Blackmon	Mary Durheim	Cindy Swain, TEA
Gladys Cortez	Kathy Griffis-Bailey	

COMMITTEE MEMBERS ABSENT

Kristen Cox
Diana Kern
Dana Perry

GUESTS PRESENT

Gina Fuller - Attendant

STAFF PRESENT

Jeri Barnard	Sonya Hosey
Martha Cantu	Wendy Jones
Joanna Cordry	Lucy Walker
Cynthia Ellison	

CALL TO ORDER

The Project Development Committee met on Thursday, November 3, 2011, in Salon H at the Sheraton Austin at the Capitol, 701 East 11th Street, Austin, Texas 78701. Chair Susan Vardell called the meeting to order at 2:00 p.m. A quorum was present.

1. INTRODUCTION OF COMMITTEE MEMBERS, STAFF AND VISITORS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. CHAIR'S REPORT

Committee Chair Susan Vardell reported that the Executive Committee approved funding for new projects that responded to Request for Proposals (RFPs) for Health and Fitness for People with Developmental Disabilities; Enabling Technology: Collaborating for the Future; Leadership and Advocacy Skills Training Projects; and Inclusive Faith-based Communities Symposium. She also explained the Council's process to review and approve proposals submitted for (RFPs).

4. COMMITTEE REPRESENTATIVE TO THE NOMINATING COMMITTEE

Chair Vardell asked for a nomination for a member of the Committee to serve on the Nominating Committee, and reviewed the Committee's responsibilities. Kathy Griffis-Bailey offered to serve as the member on the Nominating Committee.

MOTION: To select Kathy Griffis-Bailey as a member of the Nominating Committee.

MADE BY: Andrew Crim

SECOND: John Morris

The motion **passed** without opposition

5. GRANTS AND PROJECTS REPORT

A. Staff Activities Report

Public Information Specialist, Lucy Walker provided updates on materials distributed, social media, and website visits. She also discussed with the committee Public Policy staff activities with various community organizations. The committee suggested staff provide a presentation on the metrics being used to evaluate public information activities at a future Council meeting. Planning Coordinator Joanna Cordry provided an update on the federal performance measures; DD Suite; and the Capacity Building Facilitator Contract. Senior Grant Specialist Sonya Hosey provided an update on the status of initiating new projects approved at the last Council meeting.

B. Projected Available Funds

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report including the Summary of Funds for FY 2009-2012; FY 2011 Expense Budgets; Current Grants and Contracts Projections; and Stipends Expenditures.

6. MEMBER UPDATES

The Committee received reports from Council members Andrew Crim and Kathy Griffis-Bailey about advocacy-related activities in which they have been involved.

7. STATE PLAN IMPLEMENTATION AND FUTURE FUNDING ACTIVITIES

The Committee reviewed progress made on the State Plan Goals and Objectives and action to be taken in the next 3-6 months.

A. Next Steps – Outreach and Development Activities

Cordry reviewed with the committee the Outreach and Development Activities and the Committee recommended developing a workgroup consisting of John Morris, Gladys Cortez, Cindy Swain, and Andrew Crim to continue to build on lessons learned and next steps of Outreach and Development Projects.

MOTION: To recommend a workgroup for the Outreach and Development Projects to consider contracting with up to 3 projects.

MADE BY: John Morris

SECOND: Kimberly Blackmon

The motion **passed** without opposition.

B. Transportation Projects

The Committee reviewed the executive summary presented by Cordry for a Transportation project and recommended Council approval for funding of up to \$400,000 per year for up to 5 years for 1 project.

MOTION: To recommend Council approval of the Transportation project executive summary allowing funding of up to \$400,000 per year for up to 5 years for 1 project.

MADE BY: John Morris

SECOND: Andrew Crim

The motion **passed** with Andrew Crim opposed.

C. Measures for Education Projects and Activities

Cordry reviewed the State Plan Goals and Objectives and action to be taken in the next 3 to 6 months for Goal 1, Goal 3, and Goal 5. Staff will review and bring back information to the February 2012 Council meeting concerning education measures, next steps for outreach and development activities, and the possibility of developing a relationship with an existing foundation or creating a new foundation to provide funds for expenses that might be helpful for various grantees to support project activities that cannot be paid for with TCDD funds.

D. Project SEARCH

The Committee reviewed the executive summary presented by Cordry on project SEARCH, and recommended Council approval of the project with funding of up to \$175,000 per year up to 5 years, for 1 project.

MOTION: To recommend Council approval of the Project SEARCH Executive Summary allowing funding of up to \$175,000 per year for up to 5 years, for 1 project.

MADE BY: John Morris

SECOND: Gladys Cortez

The motion **passed** without opposition.

E. Gulf Coast African American Family Support Conference Executive Summary

The Committee reviewed the executive summary presented by Hosey for the Gulf Coast of Texas African American Family Support Conference, that was developed through a grant initially approved in November 2008 and awarded to Parents Anonymous. The Committee recommended Council approval to continue funding support for the GCTAAFSC for up to \$35,000 for years 1 and 2; and \$15,000 for year 3, and limiting applications to organizations in the Greater Houston area that were involved in supporting the initial conference held in August 2011.

MOTION: To recommend Council approval of the executive summary on the Gulf Coast African American Family Support Conference allowing funding for of up to \$35,000 for years 1 and 2, and \$15,000 for year 3.

MADE BY: Mary Durheim

SECOND: John Morris

The motion **passed** without opposition.

8. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and reprioritized the Future Funding Activities Priorities list to reflect the Enabling Technology Project as #1; Project SEARCH #2; Leadership and Advocacy #3; Outreach and Development #4; Health and Fitness #5; Transportation #6; Statewide Leadership and Advocacy Training Network #7; and Funders Roundtable #8.

MOTION: To recommend Council approval of revisions to the Future Funding Activities Priority List as discussed by the Committee.

MADE BY: John Morris

SECOND: Andrew Crim

The motion **passed** without opposition.

9. PUBLIC INPUT TO THE COUNCIL

The Committee discussed Public Input to the Council and the various ways that it could be collected. The Committee agreed that over the past few years, relevant, informative public input has best been gathered when staff have traveled to other regions of the state to speak with people one-on-one or in groups about specific issues. The Committee's recommendation is for staff to continue to visit various regions in the State when public input is desired and to share that input with the Council.

ADJOURN

There being no further business, Chair Susan Vardell adjourned the meeting at 5:15 PM.

Roger A. Webb, Secretary to the Council

Date

Background:

The quarterly Grants and Projects Report is enclosed for review by Committee members. TCDD staff may also provide updates to the Committee of notable achievement or items of concern. Items included in this report are:

- TCDD Projects Training Schedule – This calendar of training events planned by TCDD grant projects during the next six months is included as general information for Committee and Council members.
- Grant Project Highlights – The quarterly Grant Project Highlights Report is enclosed for review by Committee members. This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. Different grantees are highlighted each quarter.

Important Terms:

Bilingual: In two languages, usually English and Spanish.

<p><u>Project Development Committee</u> <u>Agenda Item 5.</u></p>	<p><u>Expected Action:</u> No action anticipated; information item only.</p>
<p><u>Council</u> <u>Agenda Item 13. A.</u></p>	<p><u>Expected Action:</u> The Council will review discussions on this item. No action is anticipated.</p>

TCDD Projects' Training Schedule

February 2012 – July 2012

February

- 3-4** **El Paso del Norte Youth Leadership Forum**
Border Conference on Special Education
Education Service Center-Region 19
6611 Boeing Drive (El Paso)
9:00am-2:00pm
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free
- 8-9** **Arc of Texas – Microboards**
PATH Facilitators' Training
MHMRA Conference Center, Room B
7033 Southwest Freeway (Houston)
9:00am-4:00pm
Contact Amy Stabeno at (512) 454-6694 or astabeno@thearcoftexas.org
Open to the Public
Cost: \$250; \$50 discount per person on groups of two or more
- 10** **Paso del Norte Children's Development Center**
Parent to Parent Mentor Project
Positive Parenting – Spanish/English
1101 E. Schuster Ave. (El Paso)
10:00am-12:00noon
Contact Gilda Lopez at (915) 544-8484
Open to the Public
Free
- 11** **El Paso del Norte Youth Leadership Forum**
Post Secondary Education and Assistive Technology
El Paso Community College Day
El Paso Community College (El Paso)
9:00am-2:00pm
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free
- 16** **VSA Arts of Texas**
Arts and Disability Discussion Group
3701 Guadalupe St. (Austin)
11:30am-1:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public – RSVP required
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

February

- 17** **Paso del Norte Children's Development Center**
Parent to Parent Mentor Project
Transition – Spanish/English
1101 E. Schuster Ave. (El Paso)
10:00am-12:00noon
Contact Gilda Lopez at (915) 544-8484
Open to the Public
Free
- 18** **VSA Arts of Texas**
Open Mic Night
3701 Guadalupe St. (Austin)
7:00pm-9:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free
- 24** **Paso del Norte Children's Development Center**
Parent to Parent Mentor Project
IEP Facilitator Training
Presented by Juan Alderete – Region 19
1101 E. Schuster Ave. (El Paso)
10:00am-12:00noon
Contact Gilda Lopez at (915) 544-8484
Open to the Public
Free
- 26-28** **Texas A&M Statewide Advanced Leadership and Public Policy Advocacy Training**
Texas Advanced Leadership and Advocacy Conference (TALAC)
Embassy Suites Austin Central
5901 North IH-35 (Austin)
3:00pm-12noon
Contact Jaime Duran at (979) 845-1884 or talac@tamu.edu
Open to the Public
Cost: Professional Rate - \$300, all inclusive
Professional Rate - \$150, no hotel accommodations
Individual/Family Member Rate - \$190, all inclusive
Individual/Family Member Rate - \$110, no hotel accommodations

March

- 3** **Family to Family Network**
Collaboration with Katy Independent School District
Cinco Ranch High School
Cinco Ranch Blvd. (Katy)
Katy Special Education Conference
DLNH Youth Advocacy Training
Variety of topics for Youth and Parents
Community Resource Fair
Contact Family to Family Network at (713) 466-6304
Register online beginning January 15, 2012 at:
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>
Registration Closes February 25, 2012 or when registration reaches 500
Free for Youth and Parents

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

- El Paso del Norte Youth Leadership Forum**
Children's Disabilities Information Coalition Conference
El Dorado High School (El Paso)
Date and Time to be Determined
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free
- 7** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Location to be Determined (Texarkana)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 8** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Location to be Determined (Texarkana)
9:00am-11:00am
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 8** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
2:00pm-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 9** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 15** **VSA Arts of Texas**
Arts and Disability Discussion Group
3701 Guadalupe St. (Austin)
11:30am-1:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public – RSVP required
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

March

17 **VSA Arts of Texas**
Open Mic Night
3701 Guadalupe St. (Austin)
7:00pm-9:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free

24 **El Paso del Norte Youth Leadership Forum**
Career Awareness and Resources in the Community
Workforce Solutions Upper Rio Grande
1359 Lomaland Dr. (El Paso)
9:00am-2:00pm
Peer Mentoring Session
12:30pm-2:00pm
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free

April

15 **VSA Arts of Texas**
Arts and Disability Discussion Group
3701 Guadalupe St. (Austin)
11:30am-1:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public – RSVP required
Free

21 **El Paso del Norte Youth Leadership Forum**
Financial Literacy and Resources in the Community: Building Self Sufficiency
Education Service Center-Region 19
6611 Boeing Dr. (El Paso)
9:00am-2:00pm
Peer Mentoring Session
12:30pm-2:00pm
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free

21 **Family to Family Network**
Collaboration with To Be Determined
Location to Determined
Spanish Disability Leadership Training (Presented in Spanish)
Topics include: Inclusion, Transition, Self-Advocacy and Empowerment
Community Resource Fair
Trainers: Diana Avila, Ana Calvo and Dawn Thurmond
Contact Family to Family Network at (713) 466-6304
For more information and registration: <http://familytofamilynetwork.org/programs/sp-leadership-a-advocacy>
Free for Adults with Disabilities, Families and Community Members
Limited Childcare Available
Pre-registration required

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

April

21

VSA Arts of Texas

Open Mic Night
3701 Guadalupe St. (Austin)
7:00pm-9:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free

May

20

El Paso del Norte Youth Leadership Forum

YLF Celebration!
Vista del Sol Conference Center (El Paso)
5:00pm-9:00pm
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free

El Paso del Norte Youth Leadership Forum

Hugh O'Brian Youth Leadership Academy
Education Service Center-Region 19
6611 Boeing Dr. (El Paso)
Date and Time to be Determined
Contact Rick Razo at (915) 780-5091
Open to individuals registered as YLF delegates
Free

June

No Trainings scheduled at this time

July

No Trainings scheduled at this time

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

**TCDD Project Highlights
February 2012**

**Grantee: Syracuse University
Advocacy U**

Project Title: Advocacy "U" Resource Center
Project Location: Syracuse, NY – Statewide

Year: 3 of 3
TCDD Budgeted: \$93,750

RFP Intent: The project intent is to develop and maintain an online clearinghouse that is accessible to individuals and to advocacy organizations. The website will include listings of ongoing advocacy, leadership, and community organizing training programs around the state and will include training opportunities for people of all ages.

Accomplishments: The project met its goal as the Advocacy U website was launched and is now available in the public domain. All contract specified requirements are contained within the site. A trained partner network is in place.

Products: Advocacy "U" website: <http://www.advocacyu.org/>; Advocacy U Site Administrator Manual, Advocacy U Partner Training Manual.

**Grantee: Region 17 Education Service Center
Positive Behavior Intervention Support**

Project Title: PBIS-Head Start
Project Location: Lubbock and surrounding area

Year: 4 of 5
TCDD Budgeted: \$120,000

RFP Intent: This was an unsolicited idea. This project will provide training to staff employed by early childhood settings, child care settings, and pre-school settings. Training is a four-tier model focusing on relationship building, classroom management and organization, social emotional development, and individual behavior interventions.

Accomplishments: The project developed training curriculum for the PBIS-Head Start project. Training and ongoing support was provided to fourteen Head Start sites since the beginning of the project. Improved childcare programs and policies have emerged as a result.

Products:
None

Future Funding Priorities

Tab 10

Background:

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

Project Development Committee

Agenda Item 9.

Expected Action:

The Committee will review possible future funding activities and determine the priority order for any new projects recommended for funding.

Council

Agenda Item 9.

Expected Action:

The Council will consider recommendations from the Project Development Committee.

TCDD Future Funding Activities Priority List

As of
November 3, 2011

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
1.	ENABLING TECHNOLOGY: (tech supporting independence) up to 3 yrs with possible 2 additional yrs	<i>2 approved</i>	\$750,000 collectively /yr	05/06/11	05/27/11	Feb – Apr '12	Feb – Apr '16
2.	PROJECT SEARCH up to 5 yrs	1	\$175,000 /yr	11/03/11	4/27/2012	9/4/2012	8/31/2017
3.	LEADERSHIP & ADVOCACY NEXT STEPS: New Leadership and Advocacy via RFP up to 3 yrs	<i>7 approved</i>	\$75,000/yr ea	05/06/11	05/27/11	12/01/11	11/30/14
	Regional Network Development new* 2 yrs	3	\$25,000/yr ea	"	TBD	TBD	TBD
4.	OUTREACH CONSULTANT – ON GOING	1	\$500,000/yr/2 yrs	05/14/04	FINAL	FINAL	FINAL
	Gulf Coast of Texas African American Family Support Conf Up to 3 years	1	\$35,000 yrs 1-2; \$15,000 yr 3	11/03/11	01/13/12	06/01/12	05/31/15
	Inclusive Faith Based Symposium –re post up to 3 yrs	4	\$75,000/yr	11/13/09	05/20/11	01/01/12	11/30/15
	GRANTS (minority communities collaborations) 5 - Outreach and Development Projects awarded thru 7/12 up to 1 yr	10	\$10,000/yr ea	05/14/04	07/02/10	12/31/10	1 yr max
5.	HEALTH AND FITNESS up to 5 yrs	<i>3 approved</i>	\$250,000/yr ea	05/06/11	06/03/11	01/01/12	12/31/17
6.	Transportation up to 5 yrs	1	\$400,000/yr	11/03/11	6/29/2012	12/3/2012	11/30/2017
7.	Statewide Leadership Advocacy Training Network ext 2 yrs	1	\$75yr1:\$50yr2	11/3/10	TBD	TBD	TBD
8.	FUNDERS ROUNDTABLE: (TCDD staff participation)	1	No Funding	11/03/10	N/A	01/01/11	TBD

LEGEND: Open RFP or proposal received are under review at time of printing.

Proposals have been approved, awarded or are in the process of beginning since last Council meeting.

note: /yr = available each year of project; (\$) = amount approved 1st year; * = limited to statewide network members; (4) designate the count of mini-grants approved.

Background:

Minutes of the November 3, 2011, Public Policy Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

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

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
NOVEMBER 3, 2011**

COMMITTEE MEMBERS PRESENT

Joe Rivas, Chair	Kevin Estes, HHSC	Sara Kendall, DARS
Hunter Adkins	Mary Faithfull, DRT	Penny Seay, UTCDS
Kristine Bissmeyer	Cindy Johnston	Lora Taylor
Mateo Delgado	Jeff Kaufmann, DADS	

COMMITTEE MEMBERS ABSENT

Michael Benz	Rick Tisch
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STAFF MEMBERS PRESENT

Belinda Carlton	Melissa Loe	Lucy Walker
Cassie Fisher	Melissa Rosser	Roger Webb

GUESTS

Chynna Burwell	Leticia Finely	Ileene Robinson
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CALL TO ORDER

The Public Policy Committee convened on Thursday, November 3, 2011, in the Capitol F Room of the Sheraton Austin at the Capitol; Austin, TX 78701. Committee Chair Joe Rivas called those present to order at 2:00 PM.

1. INTRODUCTION

Committee members, staff, and guests were introduced.

2. PUBLIC COMMENTS

Ileene Robinson recommended that Council members acquire a book that details legislators and staff with contact information.

3. CHAIR'S REMARKS

Public Policy Chair Joe Rivas indicated to the Committee that he is currently an instructor at two community colleges and was recently asked to serve on the board of directors for REACH of Dallas. Chair Rivas advised that he would like committee statements to last no longer than three to five minutes, with discussion being no longer than five to ten minutes. He recommended that guest speakers be allotted ten minutes for a presentation with minimal questions.

4. MEMBER UPDATES

Jeff Kauffmann, DADS, reported that the agency hired Don Henderson as a contractor (recently retired) to address direct support worker issues. In one month, Henderson has made notable progress.

5. COMMITTEE REPRESENTATIVE TO NOMINATING COMMITTEE

MOTION: To select Kristine Bissmeyer as the Public Policy Committee's representative to the Nominating Committee.

MADE BY: Cindy Johnston

SECOND: Lora Taylor

The motion **passed** unanimously.

6. PUBLIC POLICY ISSUES

A. State Policy Issues

Executive Director Roger Webb briefed the committee on cost-containment efforts being implemented by the Department of Aging and Disability Services (DADS), at the request of the Legislature. A coalition of disability organizations collaborated to produce webinars in an effort to better inform the public about the impact that cost-containment measures could have on them.

Director Webb also briefed the committee on TCDD's participation in a workgroup to advise the Board of Nursing (BON) and DADS on the implementation of a new law pertaining to medication management in the Home and Community-based Services (HCS) and Texas Home Living (TxHML) waiver programs. During the 82nd legislative session legislators approved Senate Bill 1875, which authorizes the BON and DADS to allow staff other than a registered nurse to administer medication. Previously only registered nurses were permitted to administer medication for individuals in the HCS and TxHML program.

Director Webb provided a briefing on the implementation of Senate Bill 1075, which established an emergency announcement when individuals with intellectual and developmental disabilities are missing, similar to the Amber Alert for missing children or the Silver Alert for missing seniors. One area that remains to be settled is what to call the alert.

Communication Coordinator Melissa Loe updated the committee on the implementation of Early Childhood Intervention (ECI) funding cuts. Funding for ECI was reduced by 14 percent. Although children currently receiving services through the ECI program will not have services cut unless deemed appropriate during the child's annual review, the eligibility standards are more stringent for future participants.

Public Policy Specialist Belinda Carlton gave an update on a proposed rule under the Affordable Care Act intended to streamline the application process for Medicaid. However, the proposal would block access by some working people with disabilities to services and supports necessary to remain in the workforce. Therefore, TCDD submitted input to the Health and Human Services Department, bringing this matter to the department's attention.

B. Update on State Supported Living Center Monitoring Activities

The Committee received a briefing from Public Policy Assistant Melissa Rosser on the efforts of the Department of Aging and Disability Services (DADS) to comply with the U.S. Department of Justice Settlement Agreement (SA) regarding state supported living centers (SSLCs). Overall, there was not significant improvement in the facilities' compliance with the SA. Improvement in compliance at Mexia and Lufkin SSLCs was nine percent from the first review to the second review. The level of compliance improved at six SSLCs from the first review to the second review, whereas three SSLCs stayed the same. Four SSLCs lowered compliance levels between the first and second reviews.

C. Federal Policy Issues

The Committee discussed specific federal policy issues currently under consideration by the US Congress, including the reauthorization of education laws.

Belinda Carlton informed the committee that TCDD joined with other organizations in submitting comments regarding a Health and Human Services Commission (HHSC) proposal to restrict the number of prescriptions allowed for non-institutionalized adults to three per month. Because of the threat to health and safety this restriction would cause, HHSC determined that it will not pursue the limitation.

Webb updated the committee on the status of the federal budget, which is pending a decision of the supercommittee that was established to determine \$1.3 trillion in federal spending savings. Proposals from the supercommittee must be approved by the House and Senate by December 23. If this does not occur, there is an automatic provision for most programs to have funding reductions for FY 2013 of approximately 8% from funding levels for FY 2011.

Carlton also updated the committee on comments TCDD submitted to the U.S. Department of Housing and Urban Development regarding accessibility in manufactured housing.

Rosser provided the committee with information about the federal Elementary and Secondary Education Act (ESEA). The Senate Health, Education, Labor, and Pensions (HELP) Committee approved a bill that would reauthorize ESEA on October 20. The proposal would include a number of changes for students with disabilities, including Universal Design for Learning, Positive Behavioral Interventions and Supports, and Multi-Tiered Systems of Support. However, advocates are concerned about accountability measures and teacher qualifications in the bill.

Rosser also informed the committee about a notice of proposed rulemaking (NPRM) to amend the Individuals with Disabilities Education Act (IDEA). Changes are proposed regarding the circumstances under which a state or local educational agency may utilize a child's or parent's public benefits of insurance to pay for services.

7. PUBLIC INFORMATION REPORT

Communication Coordinator Melissa Loe reported to the Committee about staff public information and outreach activities. Since the Council directed staff to create awareness and build connections, TCDD has participated in the Inclusion Team of Texas (ITT) with other disability groups to promote volunteerism as an inclusive activity for people with disabilities. Staff recently updated the Higher Education Resource Guide. The People First Language handout is the most requested TCDD resource. An academic book publisher recently requested to reprint it in a textbook. Staff continues to post information through our social media outlets, and the number of people following TCDD's updates continues to increase. In the next several months, TCDD will transition to a new website.

7. STRATEGIES TO IMPROVE EARLY CHILDHOOD SERVICES

Following discussion during the August 2011 Council meetings on strategies to improve Early Childhood Services, the committee was informed that the National Early Childhood Technical Assistance Center (NECTAC) will be meeting later this year to discuss their strategic plan. NECTAC will inform TCDD if or when there is a need for additional collaboration on improving Early Childhood Services.

8. TCDD 2012 BIENNIAL DISABILITY REPORT UPDATE

The committee reviewed an initial outline of activities planned to complete the 2012 Biennial Disability Report. The Council approved a special focus for the 2012 report on *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction*. Staff will explore relevant data that may be available from other state agencies. Staff will also oversee the administration of a survey instrument that will be distributed online, and personal stories will also be gathered on the special focus topic. Staff plan to solicit bids for technical writing of the report and hope to have a contractor selected before the February meeting.

9. STATE PLAN IMPLEMENTATION AND FUTURE FUNDING ACTIVITIES

The Committee had an initial discussion on the implementation of the State Plan Goals and Objectives. Discussion on specific suggestions will take place at the February meeting.

10. PUBLIC INPUT TO THE COUNCIL

The committee discussed the purposes for which public input would be desired and helpful. There was also discussion about which segments of the population from whom the Council would like to hear. The committee also discussed potential methods for receiving public input.

11. ADJOURN

There being no further business, Rivas adjourned the meeting at 4:51 PM.

Roger A. Webb
Secretary to the Council

Date

Background:

Staff will provide updates on the following policy areas of interest:

A. **State Policy Issues**

Staff will provide an update of recent public policy activities, including the implementation of legislation and the budget adopted by the 82nd Legislature.

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

The Committee will receive an update on recent Department of Justice monitoring team reports of State Supported Living Centers. Staff will also discuss with the Committee recent advocacy efforts and discussions in response to those reports. Materials are enclosed related to this item.

C. **Update on Federal Policy Issues**

TCDD Public Policy staff will provide an overview of the status and implementation of various federal legislative initiatives that impact people with developmental disabilities. Additional information is provided in meeting materials.

Public Policy Committee

Agenda Item 6.

Expected Action:

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

Council

Agenda Item 12. A.

Expected Action:

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

PUBLIC POLICY ACTIVITIES SUMMARY REPORT

November 2011 – February 2012

Long-term Services and Supports

- TCDD staff continue to participate in relevant DADS meetings, such as the Promoting Independence Advisory Committee, the Money Follows the Person Demonstration Advisory Committee and Community-based Services Interest List Stakeholders.
- Staff continue to participate in the Public-Private Provider Workgroup discussing current issues impacting the delivery of long-term services and supports for individuals with developmental disabilities.
- Staff continue to collaborate with colleague organizations regarding the implementation of the settlement with the Department of Justice concerning Texas State Supported Living Centers.
- Staff participated in meetings regarding the implementation of the Culture Change Initiative at Brenham State Supported Living Center required by HB 3197.
- Staff continue to participate as a member of the DADS Aging and Disability Resource Center Advisory Committee (ADRC), and the DADS Lifespan Respite Services Advisory Committee.
- Staff participated in round table work sessions hosted by DADS to address options to reduce administrative costs and requirements in the Home and Community-based Services (HCS), Texas Home Living (TxHmL) and Intermediate Care Facility (ICF) programs.
- Staff continue to collaborate with stakeholders to strengthen the role of service coordination in the HCS program by addressing issues associated with the service planning process and ensuring that consumers have meaningful input via planned focus groups.
- Staff participate as a member of the SB 1857 Advisory Committee to provide input to DADS and the Board of Nursing concerning revised protocols for medication management in the HCS, TxHmL and ICF programs.
- TCDD staff participated in DADS strategic planning meetings associated with ongoing activities relating to Disability History and Awareness.

Education

- TCDD staff continue to monitor meetings and activities related to Early Childhood Intervention Services in Texas.

Healthcare

- Staff continue to monitor implementation of cost containment directives, including expansion of Medicaid managed care through 1115 Medicaid Flexibility waivers and Medicare Equalization.
- Staff continue to monitor the impact of health care reform and Medicaid cost containment requirements of the 82nd Texas Legislature on services for people with development disabilities, including participation in the monthly My Medicaid Matters initiative and Cover Texas Now, an ad hoc healthcare advocacy coalition.

Housing

- Staff continue to work with TDHCA staff, attend board, stakeholder and monthly Disability Advisory Workgroup meetings.
- Staff continue to participate in housing advocate groups, including the Disability Policy Consortium and issue based ad hoc groups.

Mental Health

- Staff continue to participate on the DSHS Council for Advising and Planning (CAP) for the Prevention and Treatment of Mental and Substance Use Disorders.
- Staff continue to participate in the Texas Children's Mental Health Forums, developing a policy agenda to advance children's mental health in Texas.
- Staff continue to participate in adult mental health policy planning meetings organized by Mental Health America Texas.
- Staffs continue to monitor and attend agency meetings, research mental health policy and practice through attending forums and taskforce meetings, and build coalitions and collaborative relationships with different mental health stakeholders, advocates and self-advocates.

Employment

- TCDD has submitted comments and recommendations to the National Association of Council on Developmental Disabilities (NACDD) concerning proposed rules to set a "utilization goal" for federal contractors that seven percent of their employees be individuals with disabilities.
- Staff collaborated on submitting a Request for Qualifications (RFQ) to contract with a technical writer for the 2012 Biennial Disability Report.
- Staff met with the Texas Office for the Prevention of Developmental Disabilities (TOPDD) to discuss the 2012 Biennial Disability Report and strategies to improve coordination.
- TCDD worked with agency staff to collect data on employment for the 2012 Biennial Disability Report.
- Staff provided feedback on NACDD's Legislative Agenda for the 112th Congress.
- Staff participated in the State Employment Leadership Network (SELN) teleconference on Employment First.
- Staff collaborated and updated TCDD's fact sheet for NACDD with the focus on employment accomplishments in Texas.

Transportation

- TCDD continues to monitor Capital Metro/Metro Access and various changes in services for people with disabilities. TCDD assisted Capital Metro in publicizing information regarding services for people who lost their transportation in various withdrawn districts.
- TCDD continues to monitor various metropolitan planning organizations and review changes to the long-range transportation plan.
- Staff has continued participation on the Texas Disability Task Force on Emergency Management.

Children and Families

- TCDD continues to participate in various child protective services meetings and work with stakeholders, advocates and self advocates.
- TCDD continues to collaborate with agency staff on child protective services issues.
- TCDD continues to monitor implementation of the foster care redesign.



Texas Health and Human Services

NEWS RELEASE

THOMAS M. SUEHS
EXECUTIVE COMMISSIONER

Date: Dec. 12, 2011

Contact: Stephanie Goodman, 512-424-6951

AUSTIN – Texas today received approval from the Centers for Medicare and Medicaid Services (CMS) for a waiver that allows the state to expand Medicaid managed care while preserving hospital funding, provides incentive payments for health care improvements and directs more funding to hospitals that serve large numbers of uninsured patients.

“This waiver will allow us to replace an archaic federal Medicaid funding system with one built around local solutions that rewards hospitals for patient care and innovation,” said Texas Health and Human Services Executive Commissioner Tom Suehs. “These reforms will allow us to ensure the best, most efficient use of Medicaid funding and improve services for Texans.”

HHSC applied for the waiver earlier this year, at the direction of Gov. Rick Perry and the Texas Legislature, to identify innovative, state-based solutions to Texas’ health care needs. Under the waiver, communities and hospitals will form regional health partnerships that support more localized health care solutions. The partnerships will identify ways to improve health services that address the specific needs of their region in order to qualify for incentive payments. These projects will be monitored and measured to ensure the funding is used efficiently and effectively.

Under managed care, the state pays a set fee each month to a health plan to provide care for a Medicaid client, who selects a primary doctor from the plan’s network to coordinate his or her care. This emphasizes more coordinated and efficient patient treatment. Federal rules generally mean that states that expand managed care will see a reduction in funding to hospitals under the Medicaid Upper Payment Limit program. This five-year waiver will allow for both, enabling Texas to continue receiving these federal funds while allowing for an expansion of managed care.

News Release: Texas Gets Approval for Cost-Saving Medicaid Improvements

"It was critical we maintain those payments for our hospitals, but we also want to make sure we know how those tax dollars are being spent; our reform plan does both," Suehs said. "Our plan ensures hospitals serving the most uninsured patients and providing the best services will get the most funding."

Suehs thanked CMS for working with the state on the waiver and approving a solution that would help meet the unique health care needs of different regions of Texas.

Hospitals providing care to uninsured patients will continue to receive funding to care for them, as well as physician, clinic and other services, and traditional inpatient costs. The waiver does not change who is eligible to get Medicaid or the services they can receive.

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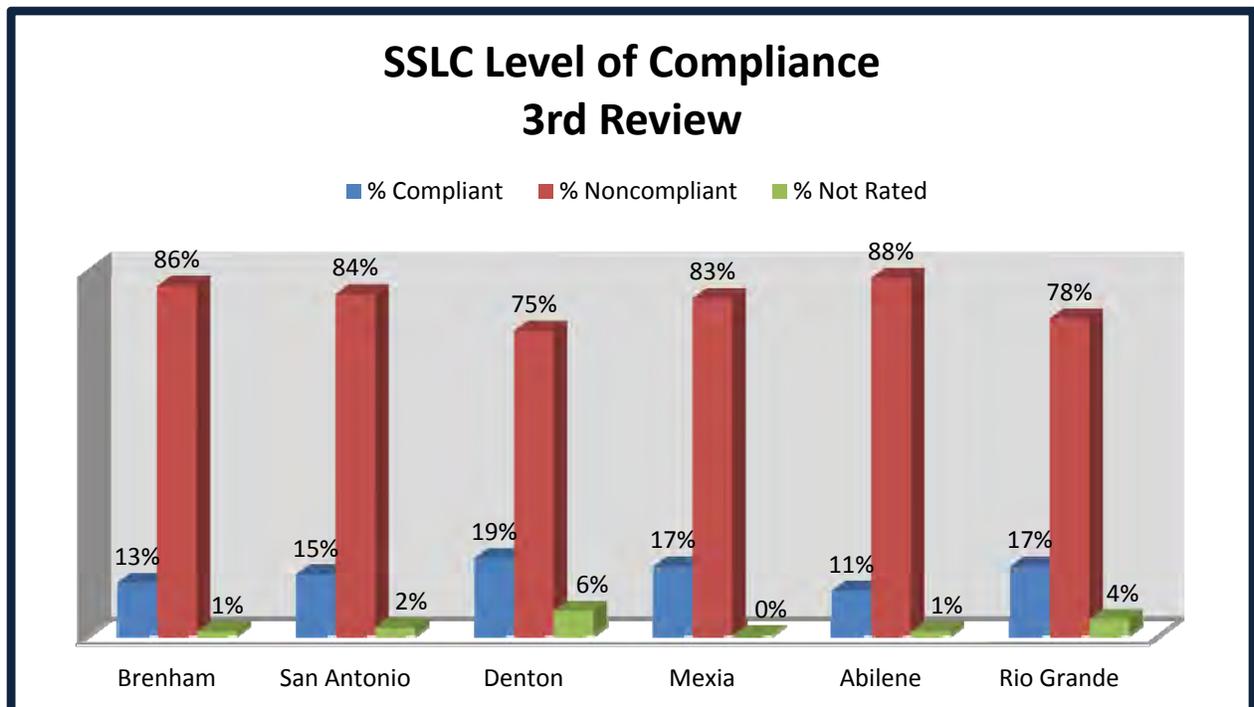
Decisions	CBA		CLASS		HCS		MDCP		Totals
	Data current through 12/5/11		Data current through 12/8/11		Data current through 12/8/11		Data current through 12/2/11		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
Exception Granted	2553	97.37%	1458	100.00%	1146	99.91%	914	98.60%	6,071
Exception not Granted	69	2.63%	0		1	0.09%	13	1.40%	83
Service Delivered Prior to 12/1/2011	355		10		4		9		378
Service Reduced – Reqst from individual	58		1067		463		51		1,639
Service Terminated – Reqst from individual	3		0		9		0		12
Total	3,038		2,535		1,623		987		8,183
Total Unduplicated Number of Individuals	2,702		2,044		1,427		984		7,157

NOTE: Data shown was calculated directly from raw data that has not yet been validated in the QAI Data Mart

State Supported Living Centers Monitoring Update

In June 2009, the State of Texas/Department of Aging and Disability Services (DADS) and the U.S. Department of Justice (DOJ) entered into a Settlement Agreement (SA) that covers the 12 State Supported Living Centers (SSLC) and the ICF component of Rio Grande State Center. As determined by the Settlement Agreement, three monitors are responsible for monitoring the facilities' compliance with the SA and related Health Care Guidelines. The monitoring teams examine activities in 20 different aspects of care provided to residents in each facility to determine the status of each facility's compliance with provisions of the U.S. DOJ Settlement Agreement. Within each section, there are a varying number of more specific provisions. Each provision is rated as in substantial compliance or noncompliance with the terms of the Settlement Agreement. There are also provisions that are not rated if the monitoring team had insufficient information to rate a provision.

Baseline reviews of the facilities were conducted from January through May 2010. The first round of compliance reviews were completed from July 2010 to January 2011 to report on each facility's compliance with the SA. The second compliance reviews of each facility began in February 2011 and concluded in mid-July 2011. The monitors released the third reviews of Corpus Christi and El Paso in September 2011, which were covered in last quarter's Council meeting. This report covers the reports issued in the third round of compliance reviews for Brenham, San Antonio, Denton, Mexia & Abilene SSLCs as well as Rio Grande State Center. Some aggregate information is available on the second compliance reviews of all SSLCs. In addition, information is provided about the third compliance reviews conducted thus far.



Brenham State Supported Living Center (BSSLC)

BSSLC was rated as substantially compliant on 13 percent of provisions assessed by the monitoring team, with 86 percent of provisions rated as noncompliant, and one percent not rated. The monitoring

team noted significant improvement in management of restraints, although at the time of the review, the use of restraint for crisis intervention was trending upward. Allegations of abuse and neglect were on the rise, but according to monitors, this could be due to additional training and cameras monitoring activity in public areas since the number of unusual incidents and injuries were on the decline. Although BSSLC had implemented a new risk assessment process, most risk assessments were not completed in a timely manner. Although there were improvements in skill acquisition programs, overall implementation of those programs was viewed as inadequate, and individuals were often observed in situations that lacked functional activity. 12 individuals transitioned to community placement in the past six months, which was a high pace, according to monitors. Monitors also note that BSSLC was not in compliance with most of the provisions of this section and needs improvement in various key areas.

San Antonio State Supported Living Center (SASSLC)

SASSLC was rated as in substantial compliance in 15 percent of the provisions assessed by the monitoring team. 84 percent of provisions were noncompliant. 14 of the 20 areas evaluated had zero percent compliance with the SA. The monitoring team noted little progress toward substantial compliance in psychological care and services. The monitoring team also expressed concern that 10 percent of the population had standing do not resuscitate orders, even though the diagnoses were not considered terminal. SASSLC made progress in reducing the use of restraint, focusing in particular on the individuals with the highest number of restraints at the facility. As a result, the individual who had the greatest number of restraints in the six months prior to the last monitoring visit had received no restraints in the six months leading up to the most recent monitoring visit. From February 1 through July 27, 2011, the Department of Family and Protective Services (DFPS) confirmed 10 allegations of physical abuse, one allegation of emotional/verbal abuse, and 16 allegations of neglect. There were also 32 serious incidents at the facility, including five deaths and 23 serious injuries, which did not involve allegations of abuse or neglect. Little progress was seen related to quality assurance, and the facility is considering how to implement the person centered planning process. Positive efforts were noted in integrated clinical care, psychiatric care, nursing care and pharmacy services while concerns were also noted in most of these areas. Some residents have not received a communications assessment in more than 10 years. The monitoring team noted slow progress in meeting requirements for providing services in the most integrated setting and recommended that a coordinated effort be made to refer more individuals for community placement, since few individuals were referred and placed during the review period. Obstacles to referral and placement were not adequately identified or addressed, and monitors recommend that staff need to consider each individual's preferences, support needs and safety concerns, and be more involved helping individuals select providers and learn how to make good choices.

Denton State Supported Living Center (DSSLC)

The monitoring team rated DSSLC as compliant in 33 of 161 provisions assessed, which comprised 19 percent compliance. This is an improvement from 13 percent compliance in the second review. Although progress was noted in the area of restraint, no provisions in this area were rated as in compliance. The primary obstacles to achieving compliance in this area were cited as deficient practices and documentation associated with medical restraint, specifically pre-treatment sedation. Though the monitoring team noted progress in the area of abuse, neglect, and incident management, there were continued problems associated with timely investigations by DFPS, as initial investigatory activity often exceeded the 24-hour mandate, sometimes by several days. The monitoring team found two allegations of abuse that were not referred to law enforcement. Quality Assurance activities, designed to measure compliance with the settlement agreement, consisted of the identification of administrative steps rather than the implementation of a broader strategic plan to correct identified systemic problems. Although

there is much more interdisciplinary discussion at Personal Support Planning meetings, it is still not evident that services, supports, and treatments are planned in an integrated manner. Team members attended meetings without an awareness of a person's current status and needs; and failed to conduct strengths based comprehensive assessments focused on individualized preferences and needs. Identified strategies also failed to reflect encouragement of meaningful community participation; and though barriers to living in the most integrated setting were identified goals, objectives or service strategies to overcome barriers were not consistently specified. Across multiple disciplines (risk, psychological, physical and nutritional, PT/OT, communication), assessments were found lacking, outdated or simply not integrated into the overall care plan. DSSLC still does not have a mechanism to ensure physician's clinical competency and the Quarterly Drug Regimen Review process does not meet standard of care. Although DSSLC has made a number of improvements in transitioning residents to the most integrated community setting, the pace of transferring residents, one percent of the population in the last six months, was well below that of most other SSLCs. Failure in assuring adequate and timely assessments is cited as a significant barrier to transition activities.

Mexia State Supported Living Center (MSSLC)

83 percent of the provisions assessed by the DOJ Monitoring Team were rated as noncompliant, with 17 of 20 sections assessed rated as 100 percent noncompliant. In the past six months, 103 individuals were restrained 499 times. Although this was not a notable improvement from the previous six months, the monitoring team observed that fewer individuals were experiencing repeated restraints. The vast majority (312) of these were physical restraints, although 150 were the use of mechanical restraints (mittens or helmets) and 37 were chemical restraints. The Department of Family and Protective Services (DFPS) confirmed 10 allegations of physical abuse, one allegation of emotional/verbal abuse, and 16 allegations of neglect in the last six months. A total of 1,590 injuries were reported during the monitoring period, which included 25 serious injuries that resulted in fractures or necessitated the use of sutures. The monitoring team noted that individuals were being referred and were transitioning to the community at an appropriate level. The monitoring team recommended better documentation of whether individuals transitioned to the community successfully or were subsequently jailed, admitted to a psychiatric facility, or returned to MSSLC. Due to significant rates of turnover in the medical staff that is expected to continue for the foreseeable future, the monitoring team recommended that MSSLC develop strategies for addressing continued staff turnover. Staff was not accurately identifying risk factors for individuals. In some cases when risk was identified, there was no plan in place to address it.

Abilene State Supported Living Center (ABSSLC)

ABSSLC was rated as in substantial compliance in 11 percent of the provisions that were evaluated. 15 of the 20 areas that were assessed were 100 percent noncompliant. The monitoring team pointed out ABSSLC's use of restraint has improved, particularly the monitoring, review, and documentation processes. However, the use of restraint increased in the month of July 2011. The monitoring team also expressed concern that restraint monitors did not arrive quickly enough after restraint was applied. In the area of abuse, neglect, and incident management, the monitoring team called for investigation of non-serious and peer-caused injuries, which is currently not being done. Moreover, there were 50 substantiated allegations of abuse between January 1 and June 30, 2011, which is the same number of abuse cases confirmed during the 2010 calendar year. In the first half of 2011, there were also 46 substantiated allegations of neglect. The monitoring team noted that the assessments for determining individual risk levels were inadequate in creating and completing action plans for addressing risk. The level of staffing of the psychiatric department was inadequate. Although 219 of the 433 individuals residing at ABSSLC were prescribed psychotropic medication, the facility had less than 1.5 full-time equivalent (FTE) psychiatrists. No progress was made in the nursing care in critical clinical areas. Little

improvement was noted since the previous review in the area of habilitation, training, and skill acquisition programs. The training available was limited and often not age appropriate or individualized, and overall engagement remained low. Transitioning individuals to the most integrated setting continued to be a problem area for ABSSLC. Although some improvements were made, staff assessments did not include recommendations about whether individuals should transition to the community.

Rio Grande State Center (RGSC)

The monitoring team rated 17 percent of the provisions evaluated as in substantial compliance. 78 percent were noncompliant, and four percent of provisions were not rated. Of the 20 areas of care assessed by the monitoring team, RGSC was 100 percent noncompliant in 15 areas. RGSC made progress in the use of restraint, particularly in the use of pre-treatment sedation for dental procedures; however, progress was still needed in the use of pre-treatment sedation and restraint for medical procedures. Half of the provisions regarding the use of restraint were not rated by the monitoring team due to insufficient documentation. Facility policies regarding abuse, neglect, and incident management were brought into compliance with the settlement agreement. The monitoring team recommended that RGSC improve response time to incidents and in commencing investigations. During the review period (February 1 – July 31, 2011), there were three incidents of abuse and three incidents of neglect. There was not significant progress made in the area of habilitation, training, education, and skill acquisition programs. The monitoring team noted that individuals were frequently observed to not be engaged in meaningful activity. Although only one person had transitioned into the community since the previous compliance visit, the monitoring team observed significant improvement in RGSC referring individuals for movement to a more integrated setting. However, individual support plans did not address obstacles adequately. Although obstacles may be identified, strategies to overcome those obstacles were often not addressed. Risk assessments were frequently missing and were often not sufficiently comprehensive to enable an accurate determination of individual risk. RGSC does not have a system in place to respond to side effects of psychotropic medications or to provide more frequent monitoring of medication side effects when clinically necessary.

Federal Policy Issues

FY 2012 Appropriations

The final appropriations package for fiscal year 2012, completed on December 17, provides a total of \$1.043 trillion for discretionary programs, \$7 billion less than FY 2011. This number reflects the overall discretionary figure Congress and the President agreed to when they passed the Budget Control Act (debt ceiling deal) in August. The bill provides \$156.3 billion in discretionary funding for Labor, Health and Human Services, and Education programs. This total is \$1.1 billion below last year's level and \$24.5 billion below the President's request. The Association of University Centers on Disabilities (AUCD) prepared a report on the final appropriations package that is available online:

<http://www.aucd.org/docs/policy/appropriations/Final%20FY%202012%20Budget%20Table%20and%20Analysis-%20FINAL%2012-27-11.pdf>.

This appropriations package includes funding for DD Councils and our sister programs (Protection & Advocacy Systems and University Centers) at FY 2011 levels except for an across-the-board reduction of 0.189 percent. We estimate funding for TCDD for the current year (FY 2012) to be approximately \$5,085,000, or \$10,000 below last year's funding. Funding for the Voting Access program and for ADD Projects of National Significance were both reduced significantly

The next step is for the President to submit his FY 2013 budget request to Congress, typically in the first week of February. Once the Administration's budget request is released, the Congress will then begin to develop a congressional budget resolution. The Budget Control Act (BCA) set a discretionary spending cap of \$1.047 trillion for FY 2013. We expect House Republican leaders to push for an even lower cap.

CLASS Act

On January 18, 2012, the House Ways and Means Committee is scheduled to markup a bill to repeal the Community Living Assistance Services and Supports (CLASS) Act, H.R. 1173. In October, 2011, the Administration announced that it was halting implementation of the CLASS program due to problems it believes must be resolved before implementation can move forward. Some Members of Congress are using the Administration's action to call for a full repeal of the CLASS Act rather than looking to make needed changes.

The CLASS program was created to help working adults prepare for their future in the event they need help maintaining independence in the community. It was also intended to take the pressure off Medicaid, so that Medicaid can better serve the needs of people with disabilities and low income communities. Without a program like CLASS, the Medicaid program will continue to take on the load of long term service needs for many Americans who will be forced into a lifetime of poverty to qualify for this assistance.

More information about the CLASS program is available here:

<http://www.advanceclass.org/background/class-act-basics>. AUCD signed onto a letter to Members of the Ways and Means Committee urging them oppose the legislation, which is available to view online: <http://www.aucd.org/docs/New%20Folder/Group%20Letter%20CLASS%20Repeal%20House%20Ways%20and%20Means%20Committee%201-17-12.pdf>.

Sources: The Arc of the U.S. and the Association of University Centers for Disability

Background:

Staff have compiled a report of recent staff public information activities for the committee’s review.

Public Policy Committee

Agenda Item 7.

Expected Action:

The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.

Council Meeting

Agenda Item 12. B.

Expected Action:

The Council will receive a report of the Committee’s discussion on this item. No action is anticipated.

Public Information Update (Oct - Dec 2011)

Creating Awareness & Building Connections

- TCDD collaborated with several other groups to help celebrate October as Persons with Disability History and Awareness Month.
- TCDD staff continue to participate in the Inclusion Team of Texas (ITT) with other disability groups. ITT is working to promote volunteerism as an inclusive activity for people with disabilities.
- Staff attended the first meeting of the Disability Emergency Management Task Force. The group's charge includes providing input to the Texas Preparedness Advisory Council and inclusion planning for Texans with disabilities, and enhancing the state and local emergency management plans to include planning for functional needs.
- Staff attended the Governor's Committee on People with Disabilities meeting and awards ceremony.
- TCDD issued press releases on new grant projects. Public Policy staff worked with legislative offices to jointly announce awards for these projects:
 - SER-Jobs for Progress Leadership and Advocacy Expansion (Houston)
 - DARS Higher Education Project (Rio Grande Valley)
 - OneStar Foundation Inclusive Faith-based Communities Symposium (Austin)
 - Texas A&M University: Higher Ed project (College Station)
- TCDD issued news releases announcing the hiring of the Grants Management Director and Public Policy Director. The news ran in the Austin Business Journal, Houston Business Journal and Taylor Daily Press.
- An updated version of the People First Language handout is available on the TCDD website. The new version includes a different layout and Spanish translation on one side.
 - Mental Health America of Eastern Missouri requested and was given permission to post the document to its "For the Media" section of the organization's website.
 - A parent in Illinois used the handout while speaking at four high school child development classes.
- Permission was granted to print TCDD's Resource Guide to Higher Education in the International Journal of Disability Studies' special issue on the theme of "Disability, Barrier-Free Campus and Higher Education." The journal is published in New Delhi, India, and devoted to disability, rehabilitation and human rights issues.
- TCDD provided materials for the Texas School for the Deaf annual Transition Fair in November.
- Staff represented TCDD at the Destination... Life Regional Transition Fair. The annual fair is held at Round Rock High School and invites parents and students from nine Austin-area school districts. TCDD distributed resources related to higher education, employment and upcoming events and conferences.
- Staff responded to 50 requests for Information & Referral in the past quarter.
- Staff are working on the TCDD 2011 Annual Report which provides a brief overview of grant projects as well as staff and grantee accomplishments.
- A handout for individuals interesting in applying for appointment to TCDD is now available on the TCDD website: http://www.txddc.state.tx.us/about_us/council/membership_how.asp.

Social Media Update

This report details the usage and activities of TCDD's Facebook Fan and Twitter pages for 2011.

Facebook is a social networking website that allows users to create a profile, connect with other users as friends or fans and exchange messages, including automatic notifications when they update their profile.

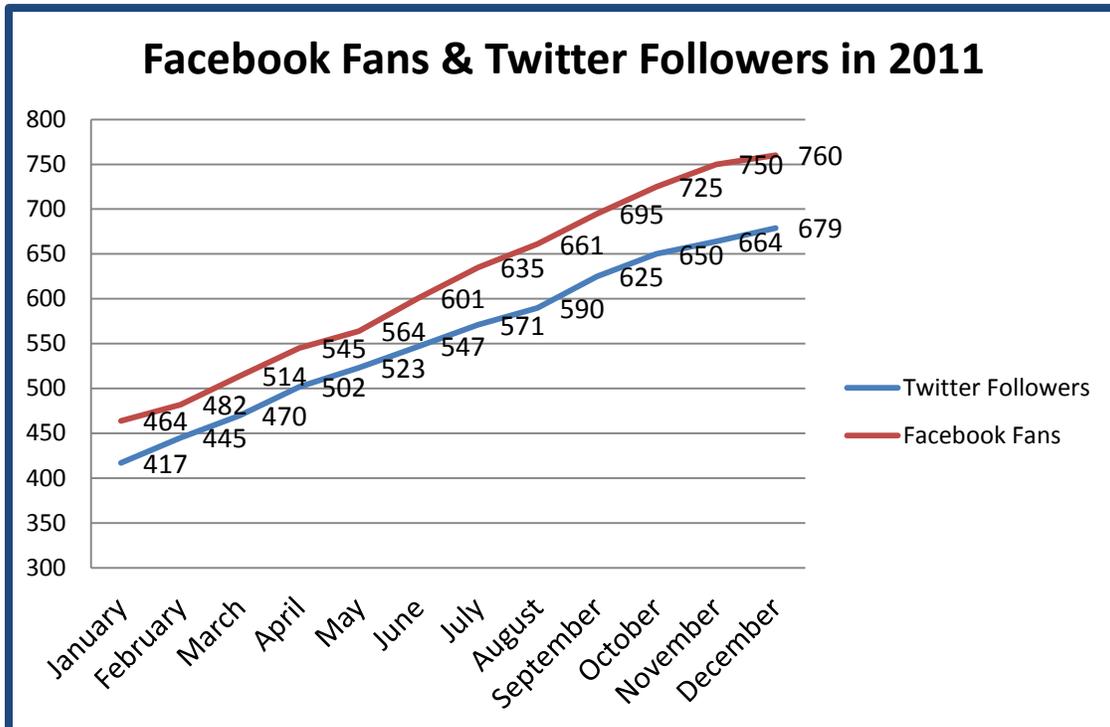
TCDD operates a Facebook fan page that is regularly updated. The page offers a number of ways to connect with TCDD's Facebook fans. TCDD may post news and updates on its Wall or in the Notes section (which is a content publishing platform or blog). In addition, TCDD can create or promote events through Facebook. Moreover, individuals have the opportunity to post questions, comments, or to offer feedback via TCDD's Wall or send private messages.

Public Information Update (Oct - Dec 2011)

Twitter provides a slightly more limited forum, with each post, known as a Tweet, limited to 140 characters. However, Twitter allows users to repost (or Retweet) information from other Twitter users quickly and easily and does allow for some interaction between users.

During 2011, the TCDD Facebook fan page gained 296 new fans, with a total of 760 Facebook fans (Facebook users who have indicated they *Like* the page) at the end of the year. The page has 952 monthly active users, which is an increase from 246 monthly active users in December 2010. During the same amount of time, the TCDD Twitter feed gained 262 additional followers, with 679 followers at the end of December 2011.

Chart 1. TCDD Facebook & Twitter Users



This chart demonstrates the number of TCDD Facebook page fans as well as the number of TCDD Twitter Followers during each month of 2011.

TCDD Facebook fan page users live in 20 countries around the world. However, they mainly reside in the United States (87 percent of TCDD fans). 2.6 percent reside in Australia, and 2 percent in the United Kingdom. The remaining countries represented among TCDD's fans comprise no more than one percent of the total number of fans each. TCDD Facebook fans speak six different languages. 96 percent of TCDD Facebook fans speak English. The language spoken by the next highest proportion of TCDD fans is Spanish, which comprises less than one percent of TCDD fans.

Chart 2. Demographic Characteristics of TCDD Facebook Fans

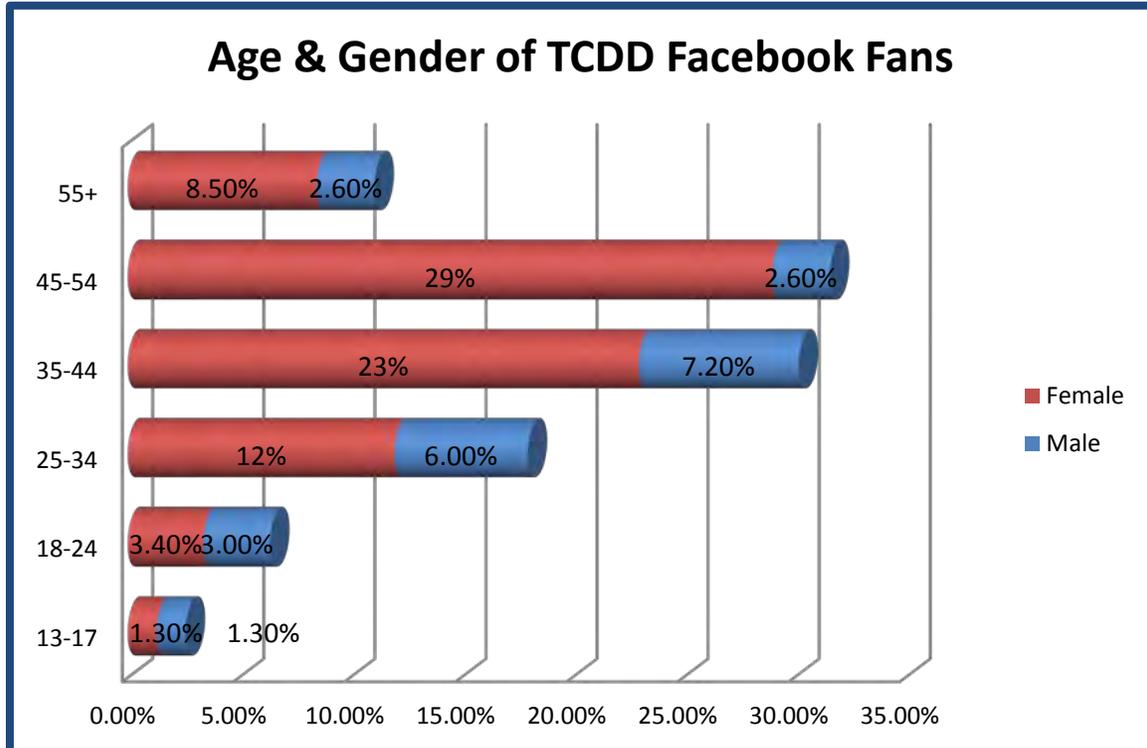


Chart 2 shows the demographic characteristics of current TCDD Facebook fans, with gender and age characteristics. The percentages shown reflect the proportion of each group of the total number of fans.

76 percent of TCDD Facebook fans are Female. The vast majority of TCDD fans are between the ages of 25 and 54, and comprise 80 percent of users.

Chart 3. TCDD Social Media Outreach

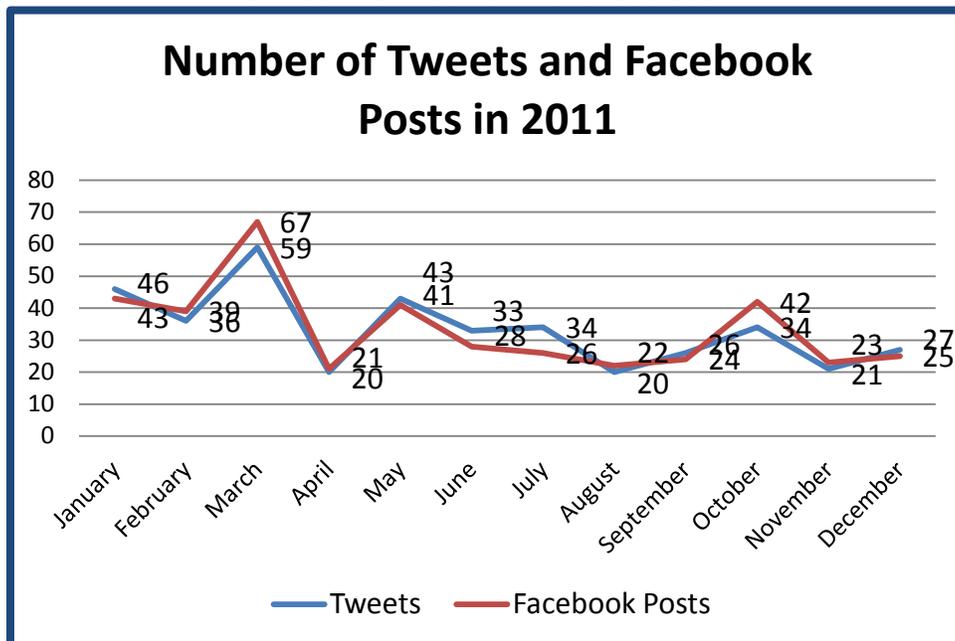


Chart 3 indicates the number of times TCDD shared information on its Facebook page and Twitter feed for each month in 2011.

When TCDD posts a news story, resource, or policy information on Facebook, TCDD fans can engage with the content by liking it, commenting on it, or sharing it on their own pages. They may also unsubscribe from the page to avoid viewing TCDD content in their News Feed in the future.

TCDD Email Update

TCDD's email software allows staff to track the number of recipients who open or forward an email announcement; the number of recipients who access the information contained in the email (i.e. hyperlinks and downloads); and whether the recipients are from state agencies, council members, grantees, etc.

- As of January 2012, there are 962 recipients signed up to receive TCDD emails.
- As of January 2012, there are 737 electronic FYI newsletter recipients; the remaining subscribers opt to receive specific information, such as TCDD News and Events. In addition, 46 individuals request the quarterly printed FYI newsletter.

TCDD Website Update

Website Visits from Texas, 2011

January 1, 2011 – December 31, 2011

For calendar year 2011, there were 51,315 visits to the TCDD website from 500 Texas cities. This represents 56.11% of the total visits (91,454) to the site.



Top 25 Cities	# Visits to the Site
Austin	10,373
Houston	7,085
Dallas	4,072
San Antonio	3,351
Ft Worth	1,448
El Paso	843
Arlington	788
Lubbock	788
McAllen	784
College Station	763
Denton	706
Plano	663
Corpus Christi	592
Waco	480
Irving	453
Round Rock	403
Richardson	402
Spring	395
Amarillo	349
Sugar Land	340
Tyler	329
Ballinger	328
Killeen	301
Beaumont	282
Carrollton	276

Background:

The Council has developed “position statements” on various issue areas to express the Council’s views and beliefs on each of those issues. The Public Policy Committee reviews and recommends revisions to existing Position Statements every four years. Staff solicited input this quarter regarding proposed revisions from Council members on the following position statements:

- Right to Privacy
- Transportation
- Children and Families
- Emergency Preparedness

Revisions suggested by Council members and/or staff are included in the draft materials. Comments in **RED** represent Council member input whereas comments in **BLUE** were suggested by TCDD staff.

The table below reflects the most recent dates that position statements were reviewed (the statements in **bold** are currently under review). The Public Policy Committee will review a schedule to update TCDD’s Position Statements prior to the 83rd Session of the Texas Legislature, which begins in January 2013.

Position Statements Last Reviewed

Employment	Aug '09	Education	Feb '10	Emergency Preparedness	May '10
		Criminal Competency	Feb '10		
Transition	Aug '09	Children & Families	Feb '10	Services Coordination	May '10
Aging & DD	Nov '09	Family Support	Feb '10	Guardianship	May '10
Transportation	Nov '09	Right to Privacy	May '10	Access to Health Care	Aug '10
				Community Living	Aug '10

Public Policy Committee

Agenda Item 9.

Expected Action:

The Committee will review provide recommendations to the Council for revisions to those Position Statements reviewed, and may provide guidance to staff as appropriate for a schedule to review remaining Statements.

Council

Agenda Item 10.

Expected Action:

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



Public Transportation Systems Position Statement

Within our society, freedom of movement is a fundamental right; however, it remains a largely unfulfilled promise for citizens with disabilities. Transportation is essential to any effort to enable all citizens to live as independently as they choose, to engage in productive self-sustaining activity, to participate in all facets of community life, and to be fully integrated in their communities. A transportation system should be a seamlessly connected network with a pedestrian infrastructure linked to all modes of public transportation including taxi services, bus, light rail, trains and airplanes as well as cars and bicycles. A public transportation system must meet the needs of citizens in an accessible and affordable manner.

The Texas Council for Developmental Disabilities believes that all publicly funded and/or regulated transportation service systems must be:

- seamlessly coordinated at state, federal and local levels among all modes of transportation;
- expanded in suburban, urban, rural and unincorporated areas to connect places people live with places they work, shop, socialize, worship, attend school, access health care, etc.; and
- be fully accessible to all people with disabilities

[The Council advocates that people with disabilities actively be actively represented on boards and advisory groups for both public and private entities that oversee or provide transportation services.](#)

The Council will continue to work collaboratively with partners such as agencies representing seniors, [people with disabilities](#) and low income families, who share transportation concerns, to continue to seek solutions now and in the future.

Reviewed ~~November 13, 2009~~ February 09, 2012



Children and Families Position Statement

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

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

The Texas Council for Developmental Disabilities believes that:

- ❑ All children can and should live in a family. All children need a family to best grow, develop and thrive. All children deserve the love, nurturing and permanency that are unique to family life.
- ❑ Families come from many cultures and are multidimensional. No matter its composition or cultural background, a family offers a child a home and a lifelong commitment to love, belonging and permanency. Parents with disabilities are capable of and do provide loving families and homes to children.
- ❑ Families, including parents with disabilities, should have available the level of supports and services needed to keep children with disabilities in their own homes. Family support services should include, but are not limited to, respite care, provision of rehabilitation and assistive technologies, personal assistant services, parent training and counseling, vehicular and home modifications, and assistance with extraordinary expenses associated with disabilities. In addition, since the vast majority (over 85%) of individuals with disabilities reside with families in their own households, families of children with disabilities need access to appropriate child care and to before- and after-school programs. Child care for children with disabilities should be affordable, safe, appropriate and in the most integrated setting.
- ❑ Providers of family support services must have education and training that will prepare them to work with people with disabilities in inclusive settings to achieve this goal.
- ❑ To be effective and beneficial, supports and services must be easy to access, family-driven, individualized, flexible to changing needs and circumstances, culturally sensitive and based on functional needs rather than categorical labels.

(Continued)

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

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

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

Comment [c1]: Kathy Griffith Bailey comment:
Since the state includes the executive, legislative and judiciary branches, "State of Texas" may be too broad and not specify where responsibility for adopting the policy really is.

Reviewed ~~February 12, 2010~~ February 09, 2012



Right to Privacy Position Statement

The Texas Council for Developmental Disabilities recognizes that people with disabilities have the same right to privacy as all people have in our nation. Confidentiality has historically been a cornerstone in providing services and medical care to people. The level of privacy protected under the Fourth Amendment of the U.S. Constitution is being challenged by the rapidly developing interactive technologies with a quickly emerging global information infrastructure.

In this age of the evolving information and communication technologies, the Council recognizes the positive role that the electronic media brings to the compilation and exchange of information. Our government agencies, businesses and non-profit agencies now have the advantage of quick exchange of information and the ability to gather and analyze massive amounts of information. This new capacity can help in streamlining business, reducing costs and ensuring appropriate services for people. However, this new capacity for data collection can also be used intentionally or unintentionally to the detriment of the people the government agencies serve. The Council believes that the following basic principles should be applied to all information data collection systems.

- ❑ Individuals, government entities, profit and nonprofit organizations, and businesses have a shared responsibility for the secure use of personal information.
- ❑ Prior to the collection and dissemination of personal and identifiable information, each individual should be advised of:
 - the specifics of personal information to be collected and/or released;
 - the entity which is collecting the information and the entity to which the information will be released;
 - the purpose for which the information is to be collected and/or released;
 - the individual's legal rights to privacy and confidentiality of personal information;
 - the administrative procedures to follow to review personal information;
 - the process to remove, correct or add information that has been entered in a data collection system;
 - the avenues of recourse to recover damages in the case of improper use and/or disclosure of personal information; and

(Continued)

- the degree of risk that personal information may be inadvertently collected by other entities through the electronic transmission processes.

- ❑ Those who obtain, possess or retain personal information should make efforts ~~should be made~~ to ensure that such personal information is not inadvertently shared, obtained, or collected by unauthorized parties through the process of electronic data transmission.
- ❑ Directories of an individual's personal information which may include personal identity; social security number; religious, political or organizational affiliations; employment; educational, medical, psychiatric, psychological, financial, and legal history; and family status should be used only as originally allowed by the individual.

| Reviewed ~~May 7, 2010~~ February 9, 2012



Emergency Preparedness Position Statement

People with disabilities deserve respectful, prompt and efficient assistance during [“shelter in place,”](#) evacuation, and relocation resulting from a natural disaster or emergency event. Individuals must have access to appropriate and accessible transportation, shelter, medical and mental health care, and information on temporary support services. The Texas Council for Developmental Disabilities believes that to achieve this, people with disabilities and their families, state agencies, first responders, relief workers, and local and state government must work together to create emergency preparedness systems and plans that are responsive to people with disabilities’ needs and stated preferences. There also must be a priority on people with disabilities and their families creating individual emergency preparedness plans.

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

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

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

Background:

Title IV, Chapter 531, Section 531.0235 of the Texas Government Code requires TCDD, jointly with the Office of Prevention, to prepare a biennial report on the state of services to persons with disabilities in Texas. This report is to be provided to the Governor, Lieutenant Governor, Speaker of the House of Representatives, and the Executive Commissioner of Health and Human Services no later than December 1st of even-numbered years, prior to the beginning of each regular session of the Texas Legislature. The next report is therefore due by December 1, 2012.

The Council has approved a special focus for the 2012 Biennial Report on: *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction.*

An initial outline of specific activities planned to complete this special focus topic will be discussed with the Committee as outlined in the meeting materials.

Public Policy Committee

Agenda Item 8.

Expected Action:

The Committee will review proposed activities for the 2012 Biennial Disability Report and provide guidance as appropriate.

Council

Agenda Item 12. C.

Expected Action:

The Council will receive a report from the Committee concerning activities to complete the 2012 Biennial Report and provide guidance as appropriate.

ID	Task Name	Start	Finish	Novem	Decem	January	Februa	March	April	May	June	July	August	Septem	October	Novem	Decem
1	Meet with Agency Representatives to Discuss Data	Thu 11/3/11	Thu 11/3/11														
2	Meetings with the Texas Office of the Prevention of Developmental D	Wed 11/9/11	Mon 12/3/12														
3	Post Technical Writer Request for Qualifications (RFQ)	Thu 1/5/12	Wed 1/18/12														
4	Receive and Review Bids for Technical Writer	Tue 1/31/12	Mon 2/20/12														
5	Start Contract for Technical Writer	Mon 2/27/12	Mon 12/31/12														
6	Analysis and Synthesis of Data (Technical Writer)	Mon 2/27/12	Fri 6/1/12														
7	Draft Final Report	Mon 6/4/12	Fri 9/28/12														
8	Council Meeting: Review Information and Draft Recommendations	Wed 8/1/12	Fri 8/3/12														
9	Report Layout and Design	Mon 8/6/12	Fri 9/28/12														
10	Final Recommendations Reviewed / Approved by Council	Wed 10/24/12	Fri 10/26/12														
11	Final Copy to Printer	Thu 11/1/12	Fri 11/16/12														
12	Disseminate Final Report to Leadership	Fri 11/30/12	Fri 11/30/12														
13	Launch Final Report Electronically	Mon 12/3/12	Mon 12/3/12														



2012 Biennial Report Project Timeline
November 3, 2011

Task		Rolled Up Task		External Tasks	
Progress		Rolled Up Milestone		Project Summary	
Milestone		Rolled Up Progress		Group By Summary	
Summary		Split		Deadline	

1 Meet with Agency Representatives to Discuss Data

- TCDD will develop all of the survey questions to ensure validity and consistency
- Collaborate with DADS, HHSC, legislative offices, MHMR Centers, and others as necessary

Background:

The Council will review the minutes from the November 4, 2011, Council meeting and November 3, 2011, Committee of the Whole meeting.

Council

Agenda Item 3. A.

Expected Action:

The Council will review, revise as appropriate, and approve the minutes from the August meetings.

**COUNCIL MEETING
DRAFT MINUTES
NOVEMBER 4, 2011**

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Mary Durheim	John C. Morris
Hunter Adkins	Kevin Estes, HHSC	Joe Rivas
Kristine Bissmeyer	Mary Faithfull, DRT	Penny Seay, UT CDS
Kimberly Blackmon	Kathy Griffis-Bailey, DSHS	Cindy Swain, TEA
Gladys Cortez	Cindy Johnston	Lora Taylor
Mateo Delgado	Jeff Kaufmann, DADS	Susan Vardell
	Sara Kendall, DARS	

COUNCIL MEMBERS ABSENT

Kristen Cox	Dana Perry	Richard Tisch
Andrew Crim	Mike Benz/Amy Sharp, A&M CDD	
Diana Kern		

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Belinda Carlton	Melissa Loe
Jeri Barnard	Cynthia Ellison	Melissa Rosser
Martha Cantu	Cassie Fisher	Koren Vogel
Joanna Cordry	Sonya Hosey	Lucy Walker
	Wendy Jones	

GUESTS PRESENT

Chynna Burwell	Leticia Finely	Thelma Scott
Lillian Davis	Gina Fuller	Jaye Stepp
James Faragoza	Ilene Robinson	

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, November 4, 2011, in the Capitol E Ballroom of the Sheraton Austin at the Capitol Hotel, 701 East 11th Street, Austin, TX 78701. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:00 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

Council member Lora Taylor provided information on her recent trip to Morgan's Wonderland in San Antonio, a theme park designed for families to include individuals with disabilities. Taylor indicated that her family enjoyed the experience and recommends it to others.

3. CONSENT ITEMS

Chair Coleman-Beattie asked for a motion to approve minutes of the August 2011 Council meetings and to excuse absences of Kristen Cox, Andrew Crim, Diana Kern, Dana Perry, Mike Benz/Amy Sharp (A&M Center on Disability and Development), and Richard Tisch.

MOTION: To approve the excused absences and minutes of the August 4-5, 2011, Council Meeting.

MADE BY: Lora Taylor

SECOND: Cindy Johnston

The motion **passed** unanimously.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb indicated that interview teams are reviewing applications for the Grants Management and Public Policy Director positions and expect to conduct interviews during the next several weeks. It is hoped that both positions will be filled by the first of the year.

The usual dates for the November 2012 Council meeting are very close to the inaugural Formula One race in the Austin area. Area hotels expect room rates to be 4-5 times higher than usual during that period. Staff propose rescheduling the fall 2012 meetings to October 24-26, 2012 to avoid this concern. Council members were asked to indicate if they have conflicts with those dates.

6. COUNCIL REPRESENTATIVE TO NOMINATING COMMITTEE

Coleman-Beattie reviewed the process for establishing the Council's Nominating Committee. The Public Policy Committee and the Project Development Committee each select one member. A third member is selected by the Council. The Nominating Committee will bring forward nominations for the position of Council Vice-Chair and the Consumer Delegate-at-Large to the Executive Committee at the February 2012 meeting.

John Morris currently serves as Vice-Chair and is eligible for a second consecutive term. Coleman-Beattie reminded members that she has asked Morris to serve as Acting Chair of the Council during her absence and until the Governor designates another member as Chair. Morris can continue in that role as Vice-Chair. Hunter Adkins is serving in her first term as the Consumer Delegate-at-Large to the Executive Committee and those terms are not limited.

Project Development Committee Chair Susan Vardell reported that Kathy Griffis-Bailey was selected by that Committee. Public Policy Committee Chair Joe Rivas reported that Kris Bissmeyer was selected by that Committee. Bissmeyer nominated Lora Taylor as the third member of the Committee.

MOTION: To approve Lora Taylor, Kris Bissmeyer and Kathy Griffis-Bailey as members of the Nominating Committee.

MADE BY: Brenda Coleman-Beattie (Motions from Committee do not need a second)

The motion **passed** unanimously.

Coleman-Beattie asked Committee members to accept Ms. Bissmeyer as Chair of the Nominating Committee, and Bissmeyer accepted.

7. STATE PLAN IMPLEMENTATION & FUTURE FUNDING ACTIVITIES

Coleman-Beattie provided a brief overview of the process for developing the Council's State Plan and noted that amendments could be made during the next year.

Vardell reviewed discussions of the Project Development Committee for a transportation project noting that feedback from grantees indicates transportation is a significant obstacle for people with disabilities. The proposed project (Attachment 1) expects pre and post assessment/evaluation of project activities to determine change concerning the expected outcome of an increase in access to transportation for people with disabilities in one health and human services region.

Vardell next described the proposal for an expansion of Project Search which is a school-to-work model for people with disabilities (Attachment 2). There is at least one active project in Texas at Seton Hospital (Austin) with four others in planning stages. The proposed TCDD grant would provide coordination between these five projects and the Department of Assistive and Rehabilitative Services (DARS), and would provide funding for ten additional project sites. The proposed project would provide organizational work and assist in coordinating with the national sponsors of the project. Coleman-Beattie noted that the current project at Seton trains individuals to assemble operating room tool kits and explained that the jobs are meaningful in nature and not the jobs typically available for people with disabilities. DARS representative Sara Kendall indicated that jobs from Project Search nationally include positions with banks, universities, hospitals and other locations with the goal of providing individuals full-time employment that includes employer benefits, with supervisors providing natural supports instead of job coaches. The student completes a 9-month internship with the goal of obtaining a job from the sponsoring employer.

Vardell reviewed the Committee's recommendations for continued support for the Gulf Coast of Texas African American Family Support Conference (Attachment 3). Webb provided additional background information, reminding members of the original RFP to replicate the Central Texas African American Family Support Conference. A grant was awarded to Parents Anonymous for that project. The Executive Committee decided to not approve continued funding to Parents Anonymous for the second year of the project because of various concerns. The first conference, conducted in August was very successful in large part because the involvement of TCDD staff and local community organizations. It is the Council's intent to continue providing support for additional conferences by soliciting proposals from other organizations. The proposed Executive Summary for this project solicits proposals from organizations that were directly involved with the first conference and authorizes up to \$35,000 per year for two years and up to \$15,000 for the third year which should support two additional conferences.

Vardell reported that the Project Development Committee also discussed possible next steps to build on the experiences of Outreach and Development projects that receive up to \$10,000 for one year. The Committee is pleased with the outcomes of these projects but acknowledges the significant amount of staff time devoted to projects with small funding amounts. The Committee established an ad-hoc workgroup to discuss this matter further and identify ways to continue these type projects or obtain similar outcomes from grass-root minority groups with less TCDD staff support. The workgroup includes John Morris, Andy Crim, Gladys Cortez and Cindy Swain. The Committee recognizes that the Outreach and Development projects now concluding (Arc of Greater Houston, Apalachicola Creek Indians, and Friends and Families of Asians with Special Needs) have valuable information and insights to share with TCDD and suggested contracting with those organizations to facilitate further discussions as appropriate. Further discussion clarified that the Committee's intent is to obtain information from current grantees related to enhancing the cultural competence of future TCDD projects and for current projects to provide input for future TCDD Outreach and Development efforts. Vardell again commented about the difficulties for TCDD staff to monitor a large number of small Outreach and Development grants because each project can be rather time consuming even though they are small grant awards. Other suggestions included appointing an advisory group to explore the impact of new projects, including the cultural competence of grantees, and the possibility of developing a relationship with non-profit organizations that could provide funding without some of TCDD's restrictions to assist grantees. The ad-hoc workgroup will consider these suggestions.

MOTION: To approve a Transportation project as recommended by the Project Development Committee with funding of up to \$400,000 per year for up to five years.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

MOTION: To approve a Project Search project as recommended by the Project Development Committee with funding of up to \$175,000 per year for up to five years.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

MOTION: To approve the Gulf Coast of Texas African American Support Conference project as recommended by the Project Development Committee with funding of up to \$55,000 per year for two years and \$15,000 for the year three.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

Vardell discussed the Committee's recommendation to contract with the Friends and Families of Asians with Special Needs, Apalachicola Creek Indians, & Arc of Greater Houston to provide input on cultural competence for future TCDD projects. Council members discussed the need to evaluate the Outreach and Development projects and determine next steps for TCDD activities, and agreed for the ad hoc workgroup to determine logical strategies to continue these relationships. Webb indicated that staff can coordinate reimbursement for travel expenses if needed without formal action by the Council. Members also agreed that these grantees might be able to provide useful information for the 2012 Biennial Report.

8. FUTURE FUNDING PRIORITIES

Project Development Committee Chair Vardell reviewed that Committee's discussion about priorities for future projects and asked for approval for projects to be prioritized as follows:

1. Enabling Technology
2. Project Search
3. Leadership and Advocacy Next Steps – New Training Projects and Regional Network Development
4. Ongoing Outreach Consultant Activities (including Inclusive Faith-Based Communities)
5. Health & Fitness
6. Transportation
7. Statewide Leadership Advocacy Training Network
8. Funders Roundtable

MOTION: To approve the TCDD Future Funding Activities Priority List as indicated above.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

9. PUBLIC INPUT TO THE COUNCIL

Strategies for fostering quality public input to inform Council discussions were discussed by the Public Policy and Project Development Committees. Chair Vardell reported that Project Development Committee members felt the best way to obtain meaningful input is through town hall meetings. She noted that the TCDD has attempted to gather input from stakeholders in a

number of ways to with varied degrees of success, and commented that social media and electronic surveys provide new opportunities. Committee Chair Joe Rivas reported similar discussions by the Public Policy Committee, and noted that more focused “prompts” could be provided through social media outlets to solicit responses. The Public Policy Committee also asked for staff to coordinate a town hall meeting in conjunction with the May 2012 Council meeting in Dallas to obtain input from members of that community.

10. PUBLIC COMMENTS (continued)

Chair Coleman-Beattie offered a second opportunity for public comments for guests who were unable to be present at the beginning of the meeting. Thelma Scott of the Barbara Jordan Endeavors Corporation spoke on their Outreach and Development project and thanked the Council for that grant. She asked for additional support with managing this project. Lillian Davis also spoke on work of the Barbara Jordan Endeavors Corporation. Ilene Robinson encouraged members to visit group homes for individuals with intellectual and developmental disabilities.

11. INTERNAL AUDIT CHARTER

Council Vice-Chair and Audit Committee Chair John Morris introduced TCDD Internal Auditor Jaye Stepp who presented the Internal Audit Charter for annual review. No revisions were made this year. (Attachment 4)

MOTION: To approve the TCDD Internal Audit Charter.

MADE BY: Mateo Delgado

SECOND: Kathy Griffis-Bailey

The motion **passed** unanimously.

12. REVIEW OF TCDD INTERNAL AUDIT REPORTS

Several Audit reports are provided to the Governor’s Office of Budget, Planning and Oversight; Legislative Budget Board; State Auditor’s Office; and Sunset Advisory Commission each year by November 1st. The Audit Committee met in October to approve the reports for submission. These reports can be amended if Council members desire any changes.

Stepp first reviewed the FY 2011 Internal Audit Report which focused on grantee monitoring. (Attachment 5) Stepp reported that only one missing document was found in her review of grantee monitoring. She suggested a checklist for each project to track all necessary documents which is now implemented by grants staff. No other concerns were noted.

MOTION: To approve the TCDD FY 2011 Internal Audit Report.

MADE BY: Kathy Griffis-Bailey

SECOND: Cindy Johnston

The motion **passed** unanimously.

The TCDD Annual Internal Audit Report is a summary of all internal audit activities for the fiscal year and includes the Internal Audit Plan for FY 2011, External Quality Assurance Review, List of Audits Completed, List of Consulting Engagements and Non-Audit Services, Organizational Chart, Report on Other Internal Audit Activities, Internal Audit Plan for FY 2012, External Audit Services, and Reporting Suspected Fraud and Abuse. (Attachment 6)

MOTION: To approve the TCDD FY 2011 Annual Internal Audit Report.

MADE BY: Brenda Coleman-Beattie

SECOND: Kris Bissmeyer

The motion **passed** unanimously.

Stapp next discussed the Internal Audit Activity Report on Quality Assurance and Improvement Program. This report focuses on Stepp's efforts to provide internal audit activities by industry standards. It is not sent to oversight agencies but was provided to staff and Committee members.

Stapp concluded by reviewing the TCDD Internal Audit Plan for FY 2012. (Attachment 7) The proposed internal audit focus for FY 2012 is:

1. Monitoring of Funding Obligations and Liquidations
2. Consult, Advise & Monitor the development of grantee reporting database (DD Suite)
3. Follow up on prior year audit recommendations.

MOTION: To approve the FY 2012 Internal Audit Plan.

MADE BY: Lora Taylor

SECOND: Kathy Griffis-Bailey

The motion **passed** unanimously. Stepp once again complimented TCDD staff for their openness to recommendations from the auditor, and their willingness to make corrective actions.

13. STRATEGIES TO IMPROVE EARLY CHILDHOOD SERVICES

Public Policy Committee Chair Rivas and Communications Coordinator Melissa Loe discussed Early Childhood Services. TEA representative Cindy Swain reported that the National Early Childhood Technical Assistance Center (NECTEC) has concluded its current activities but is scheduled to meet again in November. The TEA representative to that advisory committee will again express TCDD's offer to coordinate on various activities.

14. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Rivas reviewed with members the summary of staff public policy activities and the updated summary of State Supported Living Center Compliance Reports. Communications Coordinator Loe reviewed staff Public Information Activities during the past quarter. Staff are currently reviewing and updating information on the TCDD website. Loe also discussed TCDD followers on Twitter and fans on Facebook both of which have increased over time.

Rivas reviewed staff activities planned to complete the special focus of the 2012 Biennial Disability Report: *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction*. Public Policy Specialist Cassie Fisher has taken the lead on this report.

15. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Vardell discussed a contract that will assist TCDD Leadership Development and Advocacy Skills Training projects to develop sustainability plans. Committee members discussed their personal advocacy efforts from the past quarter and reviewed the TCDD projects training schedule.

16. EXECUTIVE COMMITTEE REPORT

Council Vice-Chair Morris discussed the Executive Committee’s review of an appeal of the decision to not award 2nd year continuation funding to Parents Anonymous for the Gulf Coast African American Family Support Conference project. The Committee agreed that information provided by Parents Anonymous in the appeal could have been included in their original applications, and did not find any concerns regarding the review process. The Committee determined to maintain the previous decision to not approve continuation funding for that grantee. Morris also noted that the Council has now approved a recommendation from the Project Development Committee to continue funding support for additional conferences by soliciting proposals from organizations directly involved in the first event. Coleman-Beattie noted that the original award for this project to an out-of-state grantee anticipated the grantee would have a visible presence in Texas. She therefore views this as a “lesson learned” and encouraged the Council to carefully consider the type of project before approving funds to a grantee from outside Texas in the future.

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report and indicated that the Committee did not have any concerns or recommendations.

Morris reviewed the grant projects approved by the Committee:

- Continuation funding of up to \$61,780 to Texas Parent to Parent for the Public Policy Collaboration project to for the second year of a five year project.
- Funding of up to \$75,000 per year for up to three years for new Leadership Development and Advocacy projects to Texas Advocates, Texas A&M University, NAMI Texas, Arc of Dallas, Arc of Texas, Arc of the Gulf Coast and Texas State independent Living Council (SILC).
- Funding of up to \$75,000 per year for up to three years for new Inclusive Faith-Based Communities Symposium projects to OneStar Foundation, Arc of Greater Tarrant County (dba IDD Needs Council of Tarrant County), Jewish Family Services of Dallas, and West Texas Regional Foundation.
- Funding of up to \$225,000 per year for up to three years (with an option for two more years) for new Enabling Technology projects to Educational Programs Inspiring Communities, Inc., and Strategic Educational Solutions, LLC.
- Funding of up to \$250,000 per year for up to five years for new Health and Fitness projects years to Any Baby Can, Epilepsy Foundation, and Texas SILC.

Morris reminded members to update their Conflict of Interest Disclosure forms as necessary.

17. AUDIT COMMITTEE REPORT

Morris directed members to the minutes of the October 2011 Audit Committee meeting and invited members to attend future Audit Committee meetings.

18. ANNOUNCEMENTS AND UPDATES

Disability Rights Texas Representative Mary Faithfull shared information about special education training for parents of students with disabilities. The trainings will take place in rural, mid-size locations throughout the state and are free of charge.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 11:29 AM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

Future Funding Proposal

Executive Summary

Proposed Transportation Project

Issue:

Texans with developmental disabilities and their families continue to experience barriers to full inclusion in their communities that are due to insufficient access to the transportation they need to participate. Among other problems, public transit frequently is too limited in availability, does not meet the needs of individuals, and/or is difficult to navigate.

The Texas Council for Developmental Disabilities' (TCDD) Five Year State Plan places a high priority on improving transportation for Texans with disabilities. TCDD has demonstrated that establishing and building the capacity of local transportation alliances that include people with developmental disabilities and their allies is an effective and sustainable method to create systems change in transportation systems in both urban and rural areas in Texas.

TCDD's previous project coordinated and assisted with community recruitment, training, and organizing, and provided the initial funding and technical assistance to facilitate the self-sufficiency of each alliance. In addition, the project linked the alliances together and developed commitments from a wide range of partners who might positively influence transportation planning at the state level. Last, but not least, the project included a targeted public awareness component. The project was able to develop active alliances that enabled people with disabilities to influence transportation planning in San Antonio, Fort Worth, East Texas, Houston, and El Paso. Some of these alliances continue to be active and have been able to secure additional funding to support ongoing work.

State Plan Goal and Objective:

Goal 4: In at least one Health and Human Service (HHS) region, increase the percent of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/2016.

***Objective 1:** Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/2015.*

***Objective 2:** Build the capacity of at least four local organizations in that Region to provide transportation training to people with developmental disabilities by 9/30/2016.*

Proposed Project Description:

TCDD intends to fund 1 project to address transportation issues and include the following activities:

- Identify a single HHSC region that demonstrates a high need for transportation planning (to be defined by the potential grantee);
- Develop new transportation alliances that are actively working on transportation issues and demonstrating positive results in at least 60% of the counties in that region;
- Train, mentor, and/or provide other supports to ensure that all alliances include people with disabilities;
- Ensure that local alliances receive technical assistance and/or training as is needed;
- Pursue non-traditional partnerships and coordinate outreach activities to recruit individuals to be involved in project activities and local alliances;
- Coordinate with other transportation alliances/networks, advocates, and/or other TCDD grantees to inform advocacy work, share information, and maximize available resources when possible;
- Implement marketing and public awareness activities to increase understanding of transportation issues of people with developmental disabilities;
- Train local organizations to provide effective travel training to individuals with developmental disabilities; and
- Develop and coordinate an evaluation plan that will yield the necessary data for TCDD.

Expected Grant Outcome(s):

There will be an increase in the percent of people with developmental disabilities living in a single Health and Human Services Commission Region who report they have access to the transportation they need to participate in their community.

Proposed Measures of Success:

The grantee must report the following data by September 15, 2016:

- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *prior to implementation of project activities.*
- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *after 3 years of implementation of project activities.*
- Report quarterly on the total dollars leveraged through project activities, in any region.
- Report quarterly on number of individuals with disabilities who attain membership on transportation planning entities and are active in transportation planning within the selected region.
- Report quarterly on number of local organizations that begin to provide travel training to individuals with developmental disabilities; and

- Report quarterly on number of individuals with disabilities receiving travel training from local organizations as a result of this grant.

Proposed Funding Amount:

Up to \$400,000 per year for up to five years, for 1 project.

Proposed Amount of Required Match:

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

Proposed Duration:

Up to five years.

Other Considerations:

None.

Attachment 2

Future Funding Proposal

Executive Summary

Proposed Project: Project SEARCH

Issue:

Texans with developmental disabilities continue to experience higher unemployment rates than Texans who do not have disabilities. Parents of youth who have developmental disabilities also report that the transition from high school to a career is a particularly difficult, involved, and confusing process. Project SEARCH, a business-led school-to-work transition model, has demonstrated success in developing internships for students with developmental disabilities that lead to integrated employment that pays the prevailing wage for a given job. Since it started in Cincinnati in 1996, Project SEARCH has approved over 150 programs in 42 states and 4 countries. Sites in various stages of implementation are currently located in Austin, El Paso, and Fort Worth; individuals and businesses in other areas have indicated a strong interest in establishing more approved sites.

The Project SEARCH model requires a partnership between multiple state agencies (representing education, vocational rehabilitation, the long-term support agency, and a community rehabilitation provider) as well as businesses and families. The Texas Department of Assistive and Rehabilitative Services (DARS), in addition to participating at the local level in the sites, has actively supported the development of Project SEARCH sites across Texas for over a year. DARS staff maintains contact with the Project SEARCH national office and provides technical assistance to Texas businesses. Through this effort, DARS can gather information about emerging barriers and identify possible opportunities for sites to share resources and/or coordinate activities. However, as the number of sites expands, it will be difficult for DARS to continue in this role. It may also be preferable for the agency/organization that supports and coordinates work between all the sites not be one of the agencies involved in project implementation.

Developmental Disabilities Councils have played key roles in supporting the successful initiation and/or growth of Project SEARCH in multiple states. The Texas Council for Developmental Disabilities could also facilitate the expansion and the evaluation of Project SEARCH in Texas by providing funding to an organization to:

- facilitate the development of new sites across the state;
- coordinate activities of existing sites and collaborate with DARS to ensure that all available resources are used effectively and efficiently;
- evaluate the factors that influence the degree of success of any specific program and share this information broadly;
- explore, with the approval and assistance of the Project SEARCH national office, adapted models through which a wider range of businesses might successfully implement Project SEARCH; and

- gather information about barriers and work with the appropriate agency or organization to remove these barriers.

TCDD and DARS staff met to discuss what types of activities might be helpful. The project outlined below draws on those discussions and supports collaboration between DARS, the Project SEARCH national office, and Project SEARCH sites (existing and future) in Texas to facilitate the establishment of as many successful, sustainable Project SEARCH sites in Texas as possible. The grantee would serve in a supportive role, ensuring that each business has “ownership” of their site, and would agree not to use the Project SEARCH model or brand in any way that is not fully supported by the Project SEARCH national office. Additionally, the selected grantee would not be a partner involved in implementing a specific Project SEARCH site and nor could the grantee be a state agency.

State Plan Goal and Objective:

Goal 2: Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, by 9/30/2016.

Objective 3: Partner with other organizations to expand and evaluate the impact of Project SEARCH in Texas, by 9/30/2016.

Proposed Project Description:

TCDD intends to fund one (1) project to expand and evaluate the impact of Project SEARCH in Texas by implementing the following activities:

- Support coordination between the Project SEARCH national office, Project SEARCH sites in Texas, DARS, and other state agencies that become involved.
- Identify barriers that sites and/or other partners encounter (for example, ensuring that families have access to benefits counseling as a part of their participating in Project SEARCH) and seek to resolve those barriers in a collaborative manner with participating agencies.
- Conduct outreach/marketing activities to create additional interest in Project SEARCH sites across Texas.
- Provide technical assistance to organizations interested in establishing Project SEARCH sites in Texas.
- With the approval of and guidance from the Project SEARCH national office, explore adaptation and/or expansion of the model to other types of business and/or to non-students.
- Support an annual site visit from the Project Search national office or their approved national TA provider.
- Prepare a final evaluation for TCDD as outlined below.

Expected Grant Outcome(s):

1. At least 10 new sites in Texas will be approved by Project Search by the end of year 4.

2. A final evaluation report will be provided to TCDD that includes information regarding:
 - Savings achieved by businesses implementing Project SEARCH;
 - The employment outcomes of the students who participated in Project SEARCH, analyzed by type of disability, socio-economic background, and ethnicity; and
 - Information about barriers encountered.

Proposed Measures of Success:

- The grantee will report the number of Project SEARCH sites established, and the number of students who obtain jobs at each site.
- Staff from participating sites, DARS, the Project SEARCH national office, and others participating in the collaborative effort will be surveyed to determine grantee effectiveness.

Proposed Funding Amount:

Up to \$175,000 per year for up to five years, for one project.

Proposed Amount of Required Match:

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

Proposed Duration:

Up to five years.

Other Considerations:

None.

Attachment 3

Future Funding Proposal Executive Summary Gulf Coast of Texas African American Family Support Conference

Background:

The Council initially approved an Executive Summary to fund a conference in Houston that replicates the Central Texas African American Family Support conference (CTAAFSC) hosted by Austin Travis County Integral Care (ATCIC) and sponsored by community partners from the public and private sectors. The CTAAFSC is an annual event that has been successful in addressing myths about mental illness, treatment for mental illness, and issues related to health disparities experienced by African Americans. The CTAAFSC targets the African American community and focuses on providing culturally appropriate information for African Americans in a culturally appropriate forum, and also embraces all members of the community regardless of race/ethnicity. The mission of the CTAAFSC is to strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education, supports, and partnerships. It strives to increase individual and family awareness of available behavioral and physical healthcare services, reduce stigma, and eliminate health disparities.

TCDD released an RFP for this project February 12, 2010 and received 3 applications. The Executive Committee approved the review panel recommendation to award funds to Parents Anonymous, Inc., (PA) for this project. PA proposed to provide support and coordination for a Regional Texas African American Family Support Conference for three years in Greater Houston, later named the Gulf Coast of Texas African American Family Support Conference.

TCDD initially authorized up to \$50,000 to Parents Anonymous, Inc., for the first year; \$35,000 for year 2; and \$15,000 for year 3 of a three-year project to host the Gulf Coast of Texas African American Family Support Conference in Greater Houston. The project started on Sept. 1, 2010, and hosted the first conference on August 4, 2011, in the Greater Houston area for up to 121 people with disabilities, their families, community members and professionals on available health care services (behavioral and physical) through culturally sensitive education supports and partnerships.

At the August 2011 Council meeting the TCDD Executive Committee reviewed information provided by staff regarding efforts of Parents Anonymous to date and voted to not continue funding to Parents Anonymous for years 2 and 3 of the Gulf Coast of Texas African American Family Support Conference project. The Council believes that it is crucial to the long term viability and success of this effort to have an organization with presence within the geographic region; and believes this is essential for the conference to effectively build capacity and sustainability.

State Plan Goal and Objective:

Goal 5: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and have access as needed to necessary healthcare, behavior supports, community services, and/or respite, by 9/31/2016.

Objective 3: As funds are available, demonstrate and evaluate other strategies to support individuals with developmental disabilities to improve and/or maintain their health and well-being.

Expected Outcome:

An annual, sustainable, event modeled on the Central Texas African American Family Support Conference will be held annually in Greater Houston.

Project Description:

The Gulf Coast of Texas African American Family Support Conference would be established as a yearly event, free to people with disabilities and their families, hosted by a local organization and sponsored by community partners from the public and private sectors. TCDD staff recommend soliciting new proposals to support two additional conferences consistent with the Council's original intent. It is also recommended that a key criteria for this new solicitation be that the applicant organization have an existing, substantive involvement in the planning and coordination of the first conference held in August 2011. That involvement is central to the model of CTAAFSC that is managed by community advocates who volunteer their time. The hosting organization would be required to follow the model of the CTAAFSC closely and would be required to seek and support active involvement of: committee members involved in the 2011 Gulf Coast of Texas African American Family Support Conference; leaders of faith-based organizations; mental and physical health-care professionals (including researchers) who focus on health disparities experienced by African Americans; African American community organizations (such as sororities or fraternities); local businesses; provider organizations; and local civil justice advocates. Prior to grant award, the applicant organization(s) would be required to obtain an agreement from ATCIC confirming their willingness to continue to provide guidance and share information.

Proposed Funding Amount:

\$35,000 for year 1; \$35,000 for year 2; \$15,000 for year 3.
The applicant organization will submit a proposal to outline how funds will be used. For example: Presenters fees, Venue costs, and other project-related costs.

Proposed Duration:

TCDD funding would be offered for up to 3 years. TCDD would expect the conference to continue without TCDD funding after the initial 3 years.

Other Considerations:

Funding priority will be given to involved members (e.g., Project Advisory Committee and Ad Hoc Committee) who had direct experience with the 2011 Gulf Coast of Texas African American Family Support Conference. The hosting organization selected will show evidence of collaboration with committee members involved in the 2011 conference. The hosting organization must have presence within the geographic region and outline a plan to build capacity and sustainability after TCDD funds ends.

Attachment 4



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT CHARTER

Fiscal Year 2012

Prepared by:
Rupert & Associates, P.C.
Certified Public Accountants

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve operations. The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.

The internal audit charter is a formal document that establishes the internal audit activity's position within the organization; authorizes access to records, personnel, and physical properties relevant to any function under review; free and unrestricted access to the Council and the Audit Committee; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

DEFINITION OF INTERNAL AUDITING

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

CHIEF AUDIT EXECUTIVE

The Texas Council for Developmental Disabilities contracts for internal audit services to meet the requirements of the Texas Internal Audit Act. The Texas Internal Audit Act §2102.006 requires that the internal auditor be either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). The Institute of Internal Auditor's Professional Standards recommends that the Chief Audit Executive possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Audit Professional (CGAP) or Certified Information Systems Auditor (CISA). In keeping with these guidelines, TCDD's contracted internal auditor serves as the agency's Chief Audit Executive.

OBJECTIVES AND SCOPE OF WORK

Assurance Objectives

The objectives of assurance services are to provide formal, independent assurance to management and the Audit Committee that the organization's assets are safeguarded, that operating efficiency is enhanced, and that compliance is maintained with prescribed laws, and management and Board policies. The assurance services objectives also include independent assessment of the organization's risk awareness and management, reliability and integrity of the organization's data, and achievement of the organization's goals and objectives.

Consulting Objectives

The objectives of consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. No assurance is provided. The objectives of consulting services are to provide formal assessments and advice on the front-end of projects so that risks may be managed and internal controls may be designed at the beginning of a project. Typically, the objectives and the scope of the projects are agreed to by management.

Scope

The scope of work of the internal auditing activity is to determine whether the organization's framework of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Risk and control information is effectively communicated throughout the organization.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Systems are established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and whether the organization is in compliance.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are monitored and achieved in line with the organization's mission.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.
- Internal controls are in place and are functioning effectively to accomplish business objectives.
- Information technology controls including systems security controls are in place and are functioning effectively.
- Specific operations, processes and programs are reviewed at the request of management or the Audit Committee.

During the performance of audit work, recommendations for improvement in risk management, control, and governance processes may be identified. This information will be communicated to the appropriate level of management and the Audit Committee.

AUTHORITY

The chief audit executive, or contract internal auditor, and staff of the internal auditing activity are authorized to:

- Have unrestricted access to all agency divisions, departments, personnel, activities, confidential and non-confidential data and records, information systems, physical property, and contractors relevant to the performance of engagements, subject to applicable state and federal laws.
- Have access to contractor records and files in line with contract terms and specifically the 'right to audit' section.
- Have full and free access to the chair of the Audit Committee, Audit Committee members, and the executive director.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish assurance and consulting objectives.
- Obtain the necessary assistance of agency personnel in units of the organization where audits are performed, as well as other specialized services from within or outside the organization.
- Obtain timely reports from management on actions proposed and taken pertaining to audit recommendations.

The chief audit executive and staff of the internal auditing activity are not authorized to:

- Perform any operational duties for the organization, its sub-grantees or contractors. Compliance duties are not considered operational duties.
- Initiate or approve accounting transactions external to the internal auditing activity.
- Direct the activities of any organization employee external to the internal auditing activity, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

INDEPENDENCE AND OBJECTIVITY

To provide for the independence of the internal audit activity, the internal auditor reports functionally to the Audit Committee and administratively to the executive director or his designee in a manner outlined in the section on Accountability.

RESPONSIBILITIES AND ACCOUNTABILILTY

Responsibilities

The chief audit executive and staff of the internal auditing activity have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, considering any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as provide periodic updates.
- Implement the approved audit plan including appropriate plan amendments and special tasks or projects requested by management and the Audit Committee.
- Assess the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Evaluate and assess significant new or changing functions, services, processes, operations, and internal controls concurrent with their development, implementation, and/or expansion.
- Issue periodic reports to the audit committee and management summarizing results of audit activities, including monitoring the implementation of previous audit recommendations.
- Keep management and the Audit Committee informed of emerging trends and successful practices in risk management, control, and governance.
- Assist in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal controls.
- Report immediately any known incident of significant fraud to executive management, the Audit Committee, the Board, and the State Auditor's Office.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Maintain an effective quality assurance program to include training, internal reviews, and external reviews.
- Prepare an annual report and submit the report before November 1st of each year to the Governor's Office, the Legislative Budget Board, the Sunset Advisory Commission, the State Auditor's Office, the agency's governing board, and the agency's administrator. The form and content of the report will be determined by the State Auditor.

Accountability

The chief audit executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and the executive director to:

- Provide an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth in the current year's annual audit plan.
- Report significant issues related to the processes for controlling the activities of TCDD, its sub-grantees and contractors, including potential improvement to those processes, and provide information concerning such issues through resolution.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of internal audit resources.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

STANDARDS OF AUDIT PRACTICE

The internal auditing activity shall be governed by adherence to the following standards:

- *Texas Government Code*, Chapter 2102 (Texas Internal Auditing Act)
- *International Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors.
- *Government Auditing Standards* of the United States Government Accountability Office.

SIGNATURE SECTION

The Internal Audit Charter was adopted by the Texas Council for Developmental Disabilities on this ____19th____ day of October, 2011.

Roger Webb, Executive Director

Brenda Coleman-Beattie, Council Chair

John Morris, Audit Committee Chair

Jaye Stepp, Chief Audit Executive

Attachment 5



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Internal Audit Report #2011-1

Grantee Monitoring

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

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Acronyms and Abbreviations

- CPA Comptroller of Public Accounts, Texas
- DSA Designated State Agency
- GAO Government Accountability Office, US
- IIA Institute of Internal Auditors, International
- OMB Office of Management & Budget, US
- OP Operating Procedures
- SAO State Auditor’s Office, Texas
- TAC Texas Administrative Code
- TCDD Texas Council for Developmental Disabilities
- TEA Texas Education Agency
- TGC Texas Government Code
- UGMS Uniform Grants Management Standards, Texas



Internal Audit Report

July 15, 2011

Audit Committee and Council Members
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit procedures conducted in fiscal year 2011. Included in this report are the purpose, scope, results, and recommendations of the audit, as well as management's responses to those recommendations.

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

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

Rupert & Associates, P.C.

Certified Public Accountants
Austin, Texas

Executive Summary

Audit Purpose

The Texas Council for Developmental Disabilities' (TCDD) annual internal audit plan is risk-based, with specific audit areas and objectives determined after an annual risk assessment update is conducted by management and the internal auditor. The Internal Audit plan developed for TCDD for fiscal year 2011 consisted of the following objectives:

1. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
2. Follow up on prior audit recommendations.

Key Observations

1. TCDD has policies and procedures in place to ensure that their grantee monitoring procedures comply with federal and state guidance.
2. The controls over the monitoring procedures were tested and were found to be effective. Some oral recommendations were made to staff for minor opportunities for improvement – i.e., naming conventions for files and folders.
3. Data management and safeguarding responsibilities are in place and staff members are aware of their individual responsibilities in this regard.
4. All prior audit recommendations have been addressed by TCDD.

Significant Recommendations

2011-1-1 Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

Audit Results and Recommendations

BACKGROUND & PURPOSE

The Texas Council for Developmental Disabilities awards the majority of their funds to grantees to promote independence, productivity, and community integration for people with disabilities. Based on the significance of grants to the overall TCDD budget, mission, goals and objectives, grant administration processes, including grant management and grantee monitoring, have always been high on the risk radar at TCDD and closely monitored. This year's audit focus was on grantee monitoring processes.

CRITERIA

OMB Circulars

- A-87 "Cost Principles for State, Local, and Indian Tribal Governments," for cost principles (relocated to 2 CFR, Part 225);
- A-102 "Grants and Cooperative Agreements with State and Local Governments" – for administrative requirements;
- A-133 "Audits of States, Local Governments and Non-Profit Organizations" – for audit requirements;

Texas Administrative Code

- TAC 5.141 thru 5.147 Uniform Grant Management Standards

SCOPE, METHODOLOGY, & OBJECTIVES

The scope of the audit included an evaluation of the TCDD's processes, policies, and procedures to ensure compliance with federal and state guidance and tests of controls and details to evaluate the effectiveness and efficiency of those processes. The scope was limited to considering current processes in place for grants awarded during the past three fiscal years.

The audit methodology included interviews, questionnaires, and discussions with various personnel at TCDD as well as sampling of current grants and tests of controls and details. Criteria for compliance were developed by reviewing the OMB's and UGMS for monitoring requirements and comparing these requirements to monitoring activities at TCDD. TCDD's operating procedures and the TCDD Grants Manual were also used to identify procedures related to grantee monitoring for tests of controls and tests of details.

The agreed-upon audit objectives were to –

- A.Evaluate compliance with state grant monitoring requirements.
- B.Evaluate the effectiveness of processes and controls over grantee monitoring.
- C.Evaluate the processes and controls for data management and safeguarding of data.

AUDIT RESULTS BY OBJECTIVE

Audit Objective A: To determine if current processes and controls in place and in use by TCDD staff for monitoring grantees comply with identified monitoring requirements.

Results and Conclusions:

TCDD's grantee monitoring processes were found to be in compliance with Federal and State guidance, as well as with TCDD's internal written procedures. Test procedures included the development of a compliance worksheet, where grantee monitoring requirements of the various OMBs and UGMS were identified. These requirements were then compared to TCDD's written policies and procedures. The TCDD processes as well as management's assertions about monitoring performance were tested in substantive tests of controls and details by sampling grantees and reviewing their file folders, both electronic and hard copies, to support performance of stated processes. The grantee files supported TCDD monitoring activities performed and documented. Minor changes discussed with staff included naming conventions for files and document storage for improving overall organization of grantee files.

Audit Objective B: Through substantive testing, determine if TCDD is following their procedures and if these processes and controls provide an adequate level of monitoring of grantees as identified in the Compliance section of this audit.

Results and Conclusions:

A random sample of grantees was selected for testing of controls and details. Criteria for testing were TCDD's procedures and management assertions, and the grantees' records – both electronic and hard copy – were reviewed for elements that support performance as identified. File content was present as expected, mostly in electronic format and some hard copies; often both, as the agency continues the transition to electronic files. In addition, several new activities have been implemented that reflect a proactive monitoring program at TCDD:

- The Onsite Review forms reflect a revision date of 6/17/10, evidencing recent review and update.
- An Onsite Log has been initiated to track all projects, identify specialist, project period, monitoring requirements, scheduled dates and completed dates.
- The grantee risk assessment process is reviewed, updated, and reported to Council annually.
- An Audit Log has been initiated to track audit reports received.
- The Desk Review checklist for internal review of grantee audit reports is in use.
- The Audit Requirements section of the TCDD Grants Manual was updated to add language for grantees to request their auditor's peer review report, and for TCDD to request the grantees' management letter along with their audit report.
- A Match / Waiver Report was initiated for the Council meetings.
- An exceptions report was developed for reporting grantee issues to the Council.

TCDD's grantee monitoring processes and controls are being followed and are effective, based on our tests of details in the hard copy and electronic grantee files tested. There were minimal errors noted, clerical errors and one missing audit report. These errors or omissions are within a tolerable level.

Audit Objective C: Evaluate the data management processes and controls for safeguarding of data.

Results and Conclusions:

Through interviews with management and the test work performed during other fieldwork, it was determined that processes and controls are in place to ensure data is appropriately managed and safeguarded. Responsibilities have been assigned for maintaining the grantee files, both electronic and hard copies. Access to electronic files is limited to staff whose job prescribes that they have access. Electronic files are backed up on the TEA servers, according to TEA policies. Hard files are kept in a file cabinet, locked, within the locked TCDD offices. Keys are assigned to appropriate staff and processes are in place to allow access when the key-holder is out of the office.

Responsibilities have been assigned for an annual review of hard copy and e-files to determine which ones are ready to archive / warehouse and which ones have exceeded record retention requirements and are ready for disposal.

TCDD's processes and controls to safeguard and adequately maintain the grantee files are in place, are followed, and are effective based on minimal missing grantee data.

AUDIT RECOMMENDATIONS & MANAGEMENT RESPONSES

Recommendation 2011-1-1:

Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

Management Response 2011-1-1:

The TCDD Acting Grants Management Director, Systems Support Specialist, Grants Specialists and Project Development Assistant are the designated staff for implementing the following action plan within 90 business days and no later than November 18, 2011.

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report FY-2011

The designated staff will:

- 1) Meet to discuss the Audit recommendations no later than August 30, 2011.
- 2) Identify processes to improve grantee filing systems and a process to ensure grantee files have all required documentations no later than September 30, 2011.
- 3) Develop a grantee file checklist to track all expected grant-related documents, date received, and staff initials; to be completed no later than October 31, 2011.
- 4) Implement a grantee filing system and checklist to ensure all grantees files are complete no later than November 18, 2011.

We believe that these processes and internal tracking will effectively improve TCDDs Grants data management system.

TCDD - Internal Audit Report FY-2011

Follow Up on Prior Audit Recommendations

<i>Rpt #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Rec #</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>
2010-01	8/31/2010	TAC 202 - Information Security Audit			
	Objective A	Determine the roles and responsibilities of TCDD and TEA related to TAC 202 compliance.	2010-1	Develop a written Business Recovery Plan for TCDD that will interface with TEA efforts for systems and business recovery in the event of an incident. The objective of the document is to ensure that necessary procedures to address the business recovery needs of the entity in the event of an incident have been identified, are thoroughly thought out, are comprehensive, and are appropriately documented and communicated to staff.	<p>Implemented: TCDD has adopted OP 01-11 Business Continuity Planning that establishes procedures for TCDD business continuity planning in order to ensure the quick and effective recovery of mission-essential business functions in the event of a disaster or major business interruption that impairs the operations of the TCDD.</p> <p>TCDD IT functions are included in the TEA Business Continuity Plan version 1.0 dated January 2010.</p> <p><u>UPDATE 07/11:</u> TCDD met with TEA Business Continuity Project Manager and TEA has updated their BCP to incorporate TCDD into their recovery process. TCDD has completed material that has become part of the Appendix. Further some TCDD staff have been included on BCP planning committees. Revisions are proposed to the TCDD / TEA Memorandum of Understanding (section VI) stating that TEA will include TCDD in their BCP for systems and business recovery.</p>
	Objective B	Determine if TCDD has adequate procedures in place to ensure that they meet their responsibilities as described in TEA's information security procedures.	2010-2	Agency policy calls for employees to sign an acknowledgement of appropriate usage policy at the time of hire. In addition to this initial acknowledgement, TCDD should encourage a reiteration of the risks of inappropriate technology usage. TEA could be asked to provide their internet security class to all TCDD staff in a series of classes. The series would serve to raise awareness and reinforce appropriate usage policies.	<p>Implemented: TEA currently offers security classes through their Office of Organizational Effectiveness. These classes are open to TCDD staff. TCDD staff receive emails regarding security class curriculum and schedules. TCDD staff is encouraged to sign up for these classes to raise security awareness and reinforce security usage. Several TCDD staff have taken advantage of security classes offered by TEA and have shared information with other TCDD staff. Appropriate use of technology is discussed periodically during TCDD staff meetings.</p> <p><u>UPDATE 07/11:</u> TCDD continues to encourage TCDD staff to take security classes offered by TEA. Operations Director Martha Cantu has completed the Series X classes and has shared curriculum information with staff at staff meetings. Professional Development opportunities has been added to Section VI of the MOU. The MOU clarifies the responsibilities of TEA IT Security.</p>

TCDD - Internal Audit Report FY-2011

Follow Up on Prior Audit Recommendations

<i>Rpt #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Rec #</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>
2010-01	8/31/2010	TAC 202 - Information Security Audit			
	Objective C	Evaluate monitoring and oversight of TCDD information security control processes.	2010-3	TCDD should work with the TEA ISO to identify the level of IT security support to be provided by TEA and the activities for which TCDD is responsible. The interagency MOU should be revisited to clearly define the responsibilities for these procedures, including IT security oversight.	<p>Implemented</p> <p>By TEA IT protocols, TCDD staff do not have "administrative rights" for TCDD computers. TEA is responsible for all software installation on TCDD computers and related software audits and intrusion testing and reporting. TCDD believes the responsibilities of TEA and of TCDD related to IT services and security are clear and appropriate within the current MOU. The MOU defines the information technology support provided for TCDD by TEA, including support through the Department of Information Resources and the state Data Center Service. It includes support to desktop and laptop computers, printers, networking, server and infrastructure, E-mail accounts, network connection (including LAN equipment and data circuits) and related hardware and software. In addition, TCDD works with the ISO to determine costs and services associated with DIR/DCS Server Infrastructure, E-mail accounts, and services provided by Northrop Grumman for desktops and laptops.</p> <p><u>UPDATE 07/11</u>: As discussed above, the MOU with TEA has been revisited with proposed revisions regarding the BCP.</p>

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Texas Council for Developmental Disabilities, Audit Committee

John Morris, Chair
Andrew Crim, Member
Jeffrey Kaufmann, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director
Patrice LeBlanc, Grants Management Director

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Attachment 6



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ANNUAL INTERNAL AUDIT REPORT

Fiscal Year 2011

Presented to
TCDD Audit Committee
October 19, 2011

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

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2011

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Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2011

I. Internal Audit Plan for Fiscal Year 2011

The internal audit plan for TCDD for fiscal year 2011 was based on risks identified in the annual risk assessment update process in September of 2010. The plan identified the following objectives as the focus for internal audit activities in fiscal year 2011.

1. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
2. Follow up on prior year audit recommendations.

II. External Quality Assurance Review (QAR)

An external quality assurance review was performed in April of 2009 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period July 2007 through June 2009. The contracted internal audit function at TCDD was found to fully comply with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). Opportunities for improvement recommended by the reviewer include:

1. Consider updating the Audit Committee Charter
2. Plan future audit projects to include evaluation of organizational governance

Recommendations from the QAR have been implemented. The Audit Committee Charter was reviewed and updated in October of 2009 and will be reviewed annually and updated as needed. Future audit projects will include elements of organizational governance within other audit programs as appropriate.

III. List of Audits Completed

The table on the following page provides a list of audits completed during fiscal year 2011 with high-level objectives, summarized key audit observations and recommendations, including impact and implementation status of each.

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III. List of Audits Completed Showing High-Level Objectives, Observations / Findings, Recommendations, and Status

<i>Report # / Rec #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>	<i>Fiscal Impact / Other Impact</i>
2011-1	7/15/2011	Grantee Monitoring			
	Objective A	Determine if current processes and controls in place and in use by TCDD staff for monitoring grantees comply with identified monitoring requirements.	TCDD's grantee monitoring processes were found to be in compliance with Federal and State guidance, as well as with TCDD's internal written procedures.	<u>No Recommendations</u>	
	Objective B	Determine if TCDD is following their procedures and if the processes and controls provide an adequate level of monitoring of grantees.	TCDD's grantee monitoring processes and controls are being followed and are effective, with minimal errors noted including clerical errors and one missing report. The errors were not significant; the missing report could have been noted with better oversight controls. See Objective C.	<u>No Recommendations</u>	
2011-1-1	Objective C	Evaluate the data management processes and controls for safeguarding of data.	Processes and controls are in place to ensure data is appropriately managed and safeguarded. Responsibilities have been assigned for annual review of files for retention purposes. A process to ensure review for completeness of files should be implemented.	<u>Implemented:</u> Grants Management staff will meet to identify a process to ensure grantee files completeness and develop a checklist to track documents.	Operational efficiencies and adherence to TCDD procedures

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ANNUAL INTERNAL AUDIT REPORT – FY-2011

IV. List of Consulting Engagements and Non-audit Services Completed Showing High-Level Objectives, Observations/Results, Recommendations, and Status

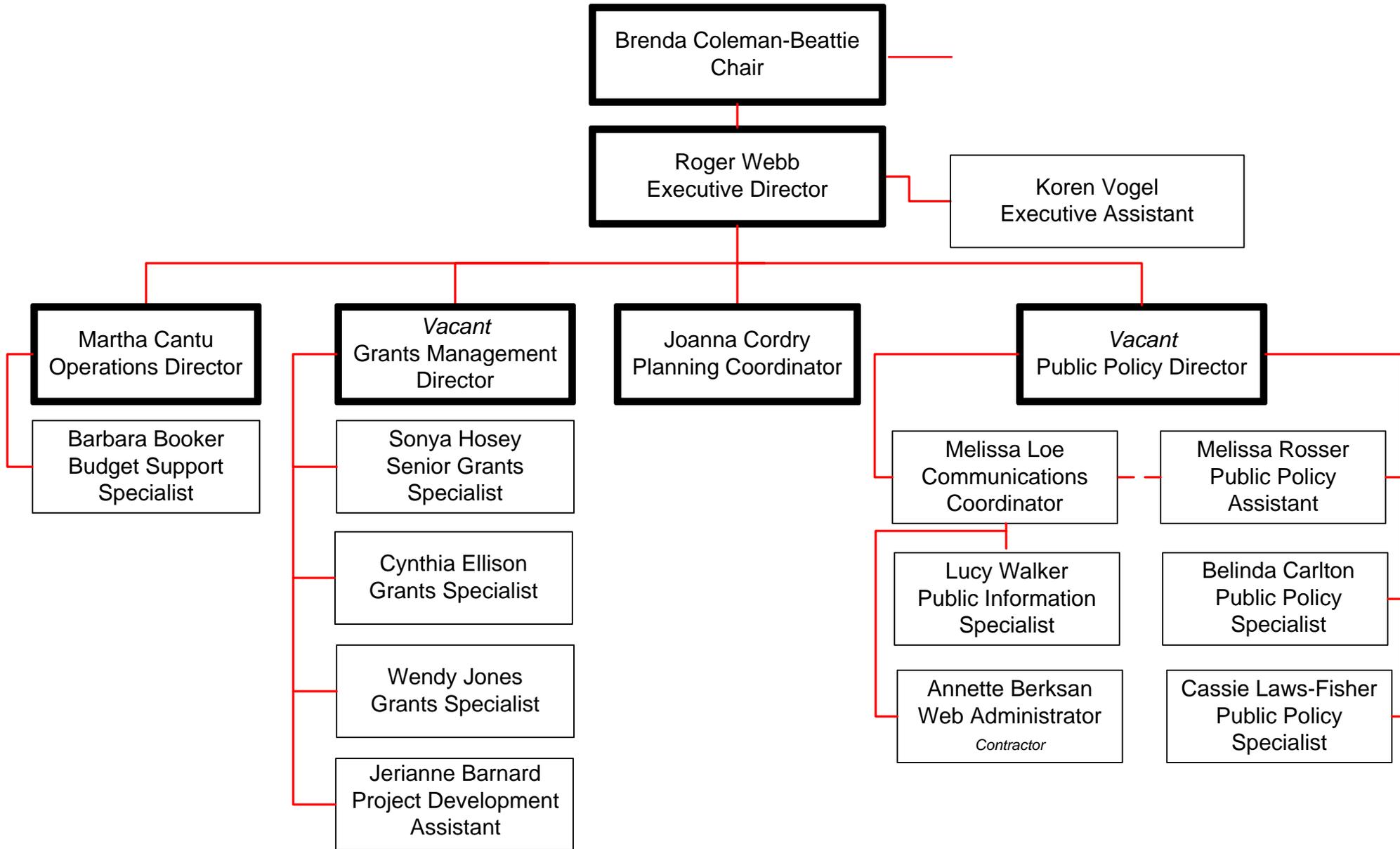
The Internal Auditor did not perform any consulting engagements, as defined in *The International Standards for the Professional Practice of Internal Auditing*, or non-audit services, as defined in *Government Auditing Standards, July 2007 Revision*, Sections 3.25-3.30 for the Texas Council for Developmental Disabilities in fiscal year 2011.

V. Organizational Chart

A current organizational chart is provided on the following page. The Council has an Audit Committee, with responsibilities and duties outlined in TCDD Policy.

There is no organizational chart for the internal audit function because that activity is contracted out to Rupert & Associates, Certified Public Accountants, in Austin Texas.

Texas Council for Developmental Disabilities



**Texas Council for Developmental Disabilities (TCDD)
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VI. Report on Other Internal Audit Activities

Activity	Impact
Annual Risk Assessment Update	Facilitated management in the annual review and update of their risk assessment, including fraud risk factors, and mitigating strategies.
Internal Audit Quality Assurance and Improvement Program (QAIP)	Professional standards checklists, working paper reviews and quality self-assessments are employed on all audits.
External Quality Assurance Reviews (QAR)	External Quality Assurance Reviews are performed on the internal audit function at TCDD in accordance with the Texas Internal Auditing Act.
State Agency Internal Audit Forum (SAIAF)	Participated in SAIAF to stay abreast of changes in legislation that may impact internal audit's role in Texas.
Training sponsored by The Institute of Internal Auditors and the State Auditor's Office	Attend various audit and internal audit training events to stay abreast of changes in professional standards.

VII. Internal Audit Plan for Fiscal Year 2012

Based on the updated risk assessment, the proposed internal audit focus for FY-2012 is:

1. Monitoring of Funding Obligations and Liquidations: Review and evaluate current monitoring procedures and controls over funding obligations and liquidations.
2. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
3. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit areas proposed is IT security over social media sites.

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2011

VIII. External Audit Services

External audit services procured in fiscal year 2011 consisted of the internal audit function and independent CPA services for performing desk reviews on grantee audit reports.

IX. Reporting Suspected Fraud and Abuse

Actions taken to implement the requirements of Article IX, Section 17.05, and Article XII, Section 5(c), the General Appropriations Act (81st Legislature) and Texas Government Code, Section 321.022) include the placement of a link on the TCDD website to connect users directly to the State Auditor's Office website page for reporting suspected fraud, waste, or abuse.

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

**Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2011**

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee

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Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director

Oversight Agencies

Governor's Office of Budget, Planning, and Policy

Legislative Budget Board

State Auditor's Office

Sunset Advisory Commission

Attachment 7



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT PLAN

Fiscal Year 2012

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

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September 27, 2011

Members of the Council,
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2012 Internal Audit Plan for your review and approval, in accordance with the Texas Internal Auditing Act.

Chapter 2102 of the Government Code requires that the internal audit plan be risk-based and include areas identified through a risk assessment process. This document presents the risk assessment results, the proposed audit plan, and a summary of the internal audits performed in prior years at TCDD.

The FY 2012 Internal Audit Plan that follows is submitted for your approval.

Respectfully,

Rupert & Associates, PC

Certified Public Accountants
Austin, Texas

Section 1: RISK ASSESSMENT

This section presents the update of the Texas Council for Developmental Disabilities (TCDD) Risk Assessment for FY 2012, and establishes the foundation for the Internal Audit Plan presented in the next section.

TCDD continues to refine Grants Administration procedures for monitoring grantee performance, and TCDD staff also continues to participate in the design and development of the DD Suite – an electronic grantee reporting database – in conjunction with DD Councils from other states.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2011. Management continues to exhibit a commitment to improving operational efficiencies and performance, including their voluntary participation in and responsiveness to the internal audit function.

Purpose

The TCDD risk assessment provides management and board members with a prioritized list of risks associated with their activities. From these risks, a management strategy is developed. The risk assessment allows the Board to identify the risks being monitored by management and evaluate the effectiveness of controls and responses to those risks.

Concepts of Risk

Risk is defined as the level of exposure to uncertainties that an agency must comprehend and manage to effectively and efficiently achieve its objectives and execute its strategies. Risk is a measurement of the likelihood that an organization's goals and objectives will not be achieved. Controls are anything that improves the likelihood that goals and objectives will be achieved.

Methodology

The Texas Council for Developmental Disabilities' risk assessment process includes three parts: (1) identifying agency activities; (2) identifying and rating risks for each activity; and (3) identifying actions to mitigate risks. The risk assessment update contemplates additional risks to be added and also considers additional controls put in place. The risk assessment update is used to determine the highest risk areas for the current year's audit plan.

Risk Footprint

The attached risk assessment footprint reflects the prioritized risks as identified and ranked in the current year's risk assessment update. Each risk identified in the matrix is assigned two risk factors of High, Medium, or Low based on the impact the risk would have on the agency if it occurred and the probability of occurrence. By combining these measures the agency develops a priority ranking for each risk factor. The following key provides the level of risk management that will be employed by the agency for each potential risk factor ranking:

- HH, HM – Extensive Risk Management that includes monitoring by management and an internal audit.
- HL, MH – Considerable Risk Management that includes monitoring by management and a less in depth audit.
- MM, ML, LH – Manage and monitor the risk
- LM, LL – Monitor or accept the risk

Results

The results of the risk assessment shown in Exhibit 1 illustrate changes in the prioritization and organization of consolidated activities and risk factor priorities based on the current year's update. The highest-risk areas are marked in red and, as in the prior year, relate to activities in Grant Administration, Executive and Administrative functions, and the Public Policy and Information area.

Risks in the red area require oversight controls to ensure that the supervisory and operating controls are working. Oversight controls can include exception reports, status reports, analytical reviews, variance analysis, etc. These controls are performed by representatives of executive management, on information provided by supervisory management. Areas within this highest risk category should also be considered for inclusion in the internal audit plan.

Activities that fall within the yellow risk category require considerable risk management. Under this category of risk executive management or their designees should perform oversight controls to ensure that supervisory and monitoring controls are working. If internal audit provides services in this area, it is to ensure that oversight of the supervisory controls are appropriate and are being performed.

The last two categories of risk are marked in green and gray. Risks falling within the green areas rely on department managers to provide oversight by ensuring that supervisory controls and operating controls are working. Department managers should report to the Executive Director on the condition of these risks. Risks in the gray area are low risk areas that are managed by operating and supervisory controls and executive management accepts the residual risk in these areas.

Section 2: FY 2011 INTERNAL AUDIT PLAN

The Texas Internal Auditing Act requires certain audits to be performed on a periodic basis. Required audits include audits of the department's accounting systems and controls, administrative systems and controls, electronic data processing systems and controls, and other major systems and controls.

The *International Standards for the Professional Practice of Internal Auditing* requires the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes. The internal audit activity must evaluate risk exposures, including the potential for the occurrence of fraud and how it is managed. The auditor assists the organization in maintaining effective controls by evaluating the effectiveness and efficiency of the risk management process and by promoting continuous improvement. Specifically, the internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information,
- Effectiveness and efficiency of operations,
- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts.

Internal auditors are required to ascertain the extent to which management has established adequate criteria to determine whether objectives and goals have been accomplished.

Based on the updated risk assessment, the proposed internal audit focus for FY-2012 is:

1. Monitoring of Funding Obligations and Liquidations: Review and evaluate current monitoring procedures and controls over funding obligations and liquidations.
2. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
3. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit area proposed is IT security over social media sites.

**Section 3:
HISTORY OF
INTERNAL AUDITS AT TCDD**

2011	Grantee Monitoring
2010	Information Security TAC 202
2009	Contract Administration and Management Quality Assurance Review
2008	Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management Process (database and hard copy files)
2007	Grantee Monitoring: Onsite Review Process Internal Administrative Operating Procedures Grantee Reporting Database Development (DD Suite)
2006	Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls Administrative Policies and Procedures
2005	Grantee Risk Assessment Model Evaluation Master Grantee Records Maintenance Process Fraud Prevention and Reduction Policy Administrative & Project Development Procedures
2004	Follow-up on MATRS Review Findings Grantee Risk Assessment Model Development Electronic Grants Manual Review
2003	Grants Manual Compliance Review TRC Performance Audit Review
2002	Grants Administration

Attachment 1:
FY12 Risk Footprint

RISK ASSESSMENT FOOTPRINT - Texas Council for Developmental Disabilities

ACTIVITY/PRIORITY	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	
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CONSOLIDATED ACTIVITY			1			2			3			4			5			6			7			8							
5	Grant Administration	H	M	Insufficient monitoring of grant expenditures	H	L	Providing inadequate or inappropriate guidance to grantees	H	L	Non-compliance with federal or state regulations (OMB / UGMS)	H	L	Fraud and/or inappropriate use of federal funds																		
1	Executive and Administrative	H	M	Violation of state and/or federal rules or regulations	M	M	Inadequate monitoring of funding obligations and liquidations	M	M	Inadequate monitoring of fiscal reporting system	M	L	Insufficient succession planning for executive management	L	L	Ineffective governance functions															
4	Public Policy and Information	H	M	Violation of state or federal rules	M	L	Inaccurate policy interpretations provided to constituents	M	M	Negatively impact relationships	M	M	Communications mis-information; lack of control																		
6	Information Technology	H	L	Unauthorized access to data set	H	L	Loss of data / data integrity	M	M	Inadequate oversight in design and implementation of DD Suite	M	L	Unauthorized access to TCDD website	L	M	Increased vulnerability from social networking															
8	DSA Administrative Support: Finance & Accounting, Human Resources, Purchasing	M	L	Inadequate contract administration & management	M	L	HR: Hiring unqualified employees; inadequately addressing employee performance / productivity	M	L	HR: Non-compliance with current HR policies & reporting requirements	L	L	Overspend or under spend budget	L	L	Inaccurate reports to management and board	L	L	Purchasing: Improper / unauthorized procurements; incorrect postings	L	L	Lack of segregation of duties	L	L	Inadequate infrastructure support: mail services, supplies, property management	L	L				
7	Council Support	M	L	Non-compliance with state and federal requirements	M	L	Non-compliance with Council policies and procedures	M	L	Insufficient logistical support																					
2	Planning, Evaluating and Reporting	M	L	Non-compliance with state or federal requirements	M	L	Poorly planned	M	M	Documentation processes are insufficient for reporting requirements	L	M	Negatively impact relationships																		
3	Project Development	M	M	Non-compliance with approved procedures	M	L	Poorly planned																								
9	Designated State Agency (DSA) Operational Relationship	M	L	DSA / Council Separation of Authority	L	L	Fair reimbursement for DSA support	L	L	Inaccurate accounting information reported to State and/or Federal Government	L	L	Inadequate or inappropriate guidance from DSA																		

Report Distribution Page

Texas Council for Developmental Disabilities, Audit Committee

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Sunset Advisory Commission

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**COMMITTEE OF THE WHOLE
DRAFT MINUTES
NOVEMBER 3, 2011**

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Mateo Delgado Mary Durheim	Sara Kendall, DARS John C. Morris
Hunter Adkins	Kevin Estes, HHSC	Joe Rivas
Kris Bissmeyer	Mary Faithfull, DRT	Penny Seay, UT CDS
Kimberly Blackmon	Kathy Griffis-Bailey, DSHS	Cindy Swain, TEA
Gladys Cortez	Cindy Johnston	Lora Taylor
Andy Crim	Jeff Kaufmann, DADS	Susan Vardell

COUNCIL MEMBERS ABSENT

Kristen Cox	Mike Benz/Amy Sharp, A&M CDD
Diana Kern	Rick Tisch
Dana Perry	

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Joanna Cordry Cynthia Ellison	Melissa Loe Melissa Rosser
Jeri Barnard	Cassie Fisher	Koren Vogel
Martha Cantu	Sonya Hosey	Lucy Walker
Belinda Carlton	Wendy Jones	

GUESTS PRESENT

Mary Sixwomen Blount	James Faragoza	Judy Kantorczyk
Chynna Burwell	Leticia Finely	Ilene Robinson
King Davis	Gina Fuller	Myrta Torres

CALL TO ORDER:

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, November 3, 2011, in the Capitol E Ballroom of the Sheraton Austin at the Capitol Hotel, 701 East 11th Street, Austin, TX 78701. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:30 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

Ilene Robinson provided public comments on Congregation Beth Yeshurun in Houston which has recently formed a committee to explore the needs of individuals with developmental disabilities. A special "inclusion" Shabbat service was held recently. Brenham and Richmond State Supported Living Centers provided transportation to this service but individuals from group homes were unable to participate because of a lack of transportation. She noted other instances of transportation issues in the Houston area for people with disabilities.

3. CHAIR'S REMARKS

Chair Coleman-Beattie announced she submitted a letter of resignation to the Governor's office in October. She explained this was due to family issues that are now requiring more of her time and attention than expected. Coleman-Beattie indicated that Vice-Chair John Morris will serve as Acting Chair until the Governor has designated a member to replace her as Chair. She noted that she has recommended Morris' appointment as Chair to the Governor's appointments staff.

Coleman-Beattie announced that Joe Rivas has agreed to serve as Chair of the Public Policy Committee, and commented that having self-advocates as leaders of the Council says a great deal about the Council and its mission to serve Texans with Disabilities. Coleman-Beattie also thanked Susan Vardell for her continued leadership as Project Development Committee Chair.

Rivas provided a report on his experience at the Southwest Disability Conference. He felt it was the best conference he has attended as there were a variety of programs for different interests. He is interested in presenting at next year's conference.

Vardell reviewed key items for the Project Development Committee including the selection of a member to the nominating committee, discussion of state plan implementation through future projects, and discussion of ways to collect meaningful public input to the Council.

At the request of Chair Rivas, Executive Director Roger Webb reviewed key items for the Public Policy Committee including the selection of a nominating committee member, updates of state and federal policy issues, discussion of staff activities on policy issues, continued discussion of strategies to improve early childhood services, update on the progress of the TCDD 2012 Biennial Disability Report, and discussion of ways to collect meaningful input to the Council.

4. PRESENTATIONS – CULTURAL COMPETENCE

TCDD Grants Management Specialist Sonya Hosey discussed the Council's progress on cultural competency in grant projects, noting that ten years ago, few projects were coordinated by members of minority communities and few grant materials were translated into Spanish or other languages. As progress is made in these areas, there is still a need for continued education regarding cultural competence. Hosey introduced King Davis, PhD, who discussed "Race, Ethnicity, Poverty, Gender, Disability, & Language: Pathways to Human Services". Davis discussed disparities between ethnic and social groups and the collective cost of those disparities. He presented a model of Integrated Community Collaborative Care to meet the needs of individuals through services provided by a variety of organizations.

The Council also received presentations from two grantees about their Outreach and Development projects. Dr. Mary Sixwomen Blount of the Apalachicola Band of Creek Indians, Maybank, Texas, provided information on their project which conducted a survey of tribe members to gather consumer input on community involvement and independence. In response to that input, projects were developed that focused on cooking for independent living, a gospel choir, and a "reading rodeo" that provided free rodeo tickets to individuals who participated in a library resources program. Blount discussed the obstacles encountered with appropriate use of grant funds and the lessons learned from the project.

Myrta Torres, Outreach Coordinator of the Arc of Greater Houston, provided information on their project "Empowering Hispanic Families to Access Community IDD Resources". This program provided training to meet the culturally specific needs of Spanish speaking families to better understand services and supports available for family members with developmental disabilities. The project impacted 250 people through monthly trainings and a one-day conference. The Arc of Greater Houston will continue to expand its Spanish speaking services.

ADJOURN

Chair Coleman-Beattie adjourned the Committee of the Whole at 1:15 PM.

Roger A. Webb, Secretary to the Council

Date

Election of Vice-Chair and Consumer Member-at-Large to Executive Committee

Tab 17

Background:

The Council Nominating Committee will provide recommendations for the Council Vice-Chair and the Consumer Member-at-Large to the Executive Committee. Nominations from the floor may also be accepted. A document that outlines the Nominating Committee Procedures and election process is included.

Council Meeting

Agenda Item 6 & 7.

Expected Action:

The Council will elect a Council Vice-Chair and Consumer Delegate-at-Large to the Executive Committee.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES (TCDD) Nominations Information

Background:

Council Policies provide for the Council Nominating Committee to present a recommendation for the office of Council Vice-Chair, and a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting. The Nominating Committee was established during November quarterly meetings with Kris Bissmeyer (Public Policy Committee Representative), Lora Taylor (Project Development Committee Representative) and Kathy Griffis-Bailey (selected by the Council). Kris Bissmeyer is chairing the Nominating Committee this year.

During the past quarter, the Nominating Committee has considered recommendations for both of these positions and will bring forward nominations during the February Council meeting. Nominations from the floor may also be accepted. Nominating Committee Procedures are enclosed.

VICE CHAIR: When considering a nomination for Council Vice-Chair, please remember that in addition to the “usual responsibilities” as Vice-Chair, this person also Chairs the Council’s Audit Committee. TCDD Policies provide that an agency representative to the Council is **not** eligible to serve as Council Vice-Chair (i.e. those from the following agencies: DADS, DARS, DSHS, HHSC, TEA, Advocacy, Inc., the Center for Disability Studies, and the Center for Disability and Development). The chart below lists the Council members who are eligible for nomination.

TCDD policies also stipulate that Council members may serve no more than two consecutive, one-year terms as Vice-Chair. John Morris is serving in his first term as Council Vice-Chair position and is eligible to serve a second term. And as you know, Chair Brenda Coleman-Beattie has provided her resignation to the Governor and has asked John to serve as Acting Chair until the Governor designates John or another Council member to be chair. Current Committee Chairs are eligible for nomination to serve as Vice-Chair as well as newly appointed Council members, excluding the agency representatives. The chart that follows lists Council members who are eligible to be nominated for the office of Vice-Chair.

Council Member	Term Expires	From
Hunter Adkins	2015	Lakeway (Austin)
Kris Bissmeyer *	2017	San Antonio
Gladys Cortez	2017	McAllen
Kristen Cox	2015	El Paso
Andrew Crim	2013	Ft. Worth
Mateo Delgado	2013	El Paso
Mary Durham	2011	McAllen
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander
Dana Perry	2015	Brownwood
Joe Rivas	2017	Denton
Rick Tisch	2015	Spring
Lora Taylor *	2013	Houston
Susan Vardell	2013	Sherman

*Members of the Nominating Committee may not be nominated by the Committee.

CONSUMER DELEGATE-AT-LARGE: Council Policies do not limit the number of terms a member may serve as the primary consumer delegate-at-large on the Executive Committee. Hunter Adkins is currently serving in her first term as the primary consumer delegate-at-large on the Executive Committee, and is eligible to be nominated for another term. Diana Kern, Joe Rivas, and John Morris have each previously served one or more terms as the Consumer Member-At-Large. Consumer Council members who are eligible for this nomination are:

Council Member	Term Expires	From
Hunter Adkins	2015	Lakeway (Austin
Kimberly Blackman	2015	Ft. Worth
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander
Joe Rivas	2017	Denton

From: Council Policies

V. OFFICERS

- A. Positions and Qualifications. Officers of the Council shall be a Chair and Vice-Chair. A representative of a state agency may not serve as an officer of the Council.
- B. Appointment and Election Procedures.
 - 1. The Council Chair shall be designated by the Governor to serve a term at the will of the Governor.
 - 2. The Council Vice-Chair shall be elected by the Council at the first regular Council meeting of the new calendar year except for a vacancy. The term of office for the Council Vice-Chair shall be one calendar year. No member may hold the office of Council Vice-Chair for more than two consecutive full terms.
- C. Vacancies in Office
 - 1. A vacancy in the office of Council Chair may be filled only by the Governor. The Council Vice-Chair shall perform the duties of the Chair during the period of vacancy.
 - 2. A vacancy in the office of Vice-Chair may be filled by a majority vote of the members present at any scheduled meeting of the Council. Vice-Chairs elected in this manner shall serve until the election of a Vice-Chair at the first regular Council meeting of the new calendar year.

D. Duties of Officers

1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:
 - (a) The Chair shall preside at all Council meetings.
 - (b) The Chair shall serve as the Chair of the Executive Committee and as a voting, ex-officio member of all committees except the Nominating Committee.
 - (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
 - (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
 - (e) The Chair shall call special meetings of the Council, as necessary.
 - (f) The Chair shall approve the agenda for each Council meeting.
 - (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
 - (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
 - (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
 - (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
 - (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
 - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,
 - ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

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

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

VII. COMMITTEES OF THE COUNCIL

G. Nominating Committee Duties and Composition

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

COUNCIL PROCEDURE #7: NOMINATING COMMITTEE ELECTION PROCEDURES

1. **Council Member Input.** The Nominating Committee shall solicit input from Council members prior to determining nominations for Council Vice-Chair and for Consumer Member-at-Large to the Executive Committee.
2. **Meetings.** Meetings of the Nominating Committee shall be restricted to members of the Committee only.
3. **Members Not Eligible.** Nominating Committee members are not eligible for nomination for Vice-Chair or Consumer Member-at-Large.
4. **Nominations from the Floor.** Nominations by Council members from the floor will follow presentation of each nomination by the Nominating Committee. Nominations from the floor do not require a second.
5. **Ballot.** If more than one individual is nominated for a position, the election shall be by secret ballot. The Nominating Committee Chair shall count the ballots and announce the outcome.
6. **Vacancy.** A vacancy in the office of either position may be filled by a majority vote of the members present at any scheduled meeting of the full Council. Nominations shall be made by the Chair of the Nominating Committee, with additional nominations accepted from the floor. Individuals elected in this manner shall serve until regular elections at the next winter Council meeting.

Quarterly Council and Committee Meetings

Tentative Dates

May 2-4, 2012
Sheraton Downtown Dallas

August 1-3, 2012

October 24-26, 2012

February 6-8, 2013

Council Meeting

Agenda Item 15.

Expected Action:

Discussion only; no action is anticipated.

Background:

Updated documents of Council Member Information.

- Council Roster
- Committee Roster
- Member Terms

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

COMMITTEE ROSTER

February 2012

Public Policy Committee¹

Joe Rivas, Chair

Hunter Adkins

Michael Benz (Amy Sharp-Alternate), Texas A&M Center on Disability and Development

Kristine Clark

Mateo Delgado

Mary Faithfull (Patty Anderson-Alternate), Disability Rights Texas (DRT)

Frank Genco, Health & Human Services Commission (HHSC)

Cindy Johnston

Jeff Kaufmann, Department of Aging & Disability Services (DADS)

Sara Kendall, Department of Assistive and Rehabilitative Services (DARS)

Penny Seay (Sandy Graham-Alternate), UT-Austin Center for Disability Studies

Lora Taylor

Rick Tisch

Project Development Committee¹

Susan Vardell, Chair

Dana Perry, Vice-Chair

Kimberly Blackmon

Kristen Cox

Andrew Crim

Diana Kern

John Morris

Cindy Swain, Texas Education Agency (TEA)

Vacant (Kathy Griffis-Bailey-Alternate), Department of State Health Services (DSHS)

Gladys Cortez is not yet assigned to a Committee.

Audit Committee

John Morris, Chair

Andrew Crim

Mary Durham

Jeff Kaufmann

Brenda Coleman-Beattie (non-voting ex officio)

Executive Committee

Brenda Coleman-Beattie, Chair

John Morris, Vice-Chair

Susan Vardell, Project Development Committee Chair

Joe Rivas, Public Policy Committee Chair

Hunter Adkins, Consumer Member-at-Large

¹ The Chair (Brenda Coleman-Beattie) and Vice Chair (John Morris) of the Council are voting, ex-officio members of the Public Policy and the Project Development Committees.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Ending Dates of Member Terms

Terms Expire February 1st

2011	2013	2015	2017
Mary Durham Vacant	Brenda Coleman-Beattie Andrew Crim Mateo Delgado Cindy Johnston John Morris Lora Taylor Susan Vardell	Hunter Adkins Kimberly Blackmon Kristen Cox Diana Kern Dana Perry Richard Tisch Vacant	Kristine Clark Gladys Cortez Joe Rivas

Agency/Organization Representatives (Alternates)

Disability Rights Texas
Center for Disability Studies (UT)
Center on Disability and Development (A&M)
Texas Education Agency
Texas Health and Human Services Commission
Dept. of Aging and Disability Services
Dept. of Assistive and Rehabilitative Services
Dept. of State Health Services

Mary Faithfull (Patty Anderson)
Penny Seay (Sandy Graham)
Michael Benz (Amy Sharp)
Cindy Swain
Frank Genco
Jeff Kaufmann
Sara Kendall
Vacant, (Kathy Griffis-Bailey)

A list of commonly used acronyms related to disabilities and services is included for your reference.

Common Disability Related Acronyms

-A-

AAA	Area Agency on Aging
AAIDD-TX	American Association on Intellectual and Developmental Disabilities
AARP	American Association of Retired Persons
ACA	Patient Protection and Affordable Care Act (federal health care reform approved March 2010)
ACF	Administration for Children and Families
ADA	Americans with Disabilities Act
ADAAG	Americans with Disability Act Accessibility Guidelines
ADD	Administration on Developmental Disabilities, Office of Human Development Services, U.S. Department of Health and Human Services
DD	Attention Deficit Disorder
ADHD	Attention Deficit/Hyperactivity Disorder
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
AEP	Alternative Education Program
AFDC	Aid to Families with Dependent Children (now called TANF)
AI	Advocacy, Inc. (name changed to Disability Rights Texas, March 2011)
AIRS	Accessibility Internet Rally (Accessible website building competition)
APS	Adult Protective Services (Division of DFPS)
APSE	Association for Persons in Supported Employment
ARD	Admission, review and dismissal
Arc-Texas	The Arc of Texas
AT	Assistive Technology
ATW	Aging Texas Well (DADS program)
AUCD	Association of University Centers on Disabilities

-C-

CAP	Client Assistance Program (related to voc rehab, federally funded, under DRTx/state P&As)
CBA	Community Based Alternatives (Medicaid waiver)
CCAD	Community Care for the Aged and Disabled
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CDD	Center for Disability and Development, TX A&M University
CDS	Texas Center for Disability Studies, University of Texas/Austin
CDS	Consumer Directed Services
CHIP	Children's Health Insurance Program
CHODO	Community Housing Development Organization
CIL	Center for Independent Living
CLASS	Community Living Assistance and Support Services (Medicaid waiver in Texas)
CLASS	Community Living Assistance Services and Supports program (a component of federal health care reform)
CLOIP	Community Living Options Information Process
COG	Council of Government

COLA	Cost of Living Adjustment
CMS	Centers for Medicare and Medicaid Services
CP	Cerebral Palsy
CPPP	Center for Public Policy Priorities
CPS	Child Protective Services (Division of DFPS)
CRCG	Community Resource Coordination Group
CRCGA	Community Resource Coordination Group for Adults
CSHCN	Children with Special Health Care Needs
CTD	Coalition of Texans with Disabilities
CMPAS	Consumer-Managed Personal Assistance Services
CW/CWP	Consolidated Waiver/Program (Medicaid waiver)

-D-

DADS	Texas Department of Aging and Disability Services
DARS	Texas Department of Assistive and Rehabilitative Services
DBS	Division for Blind Services (DARS)
DBMD	Deaf Blind/Multiple Disability
DD	Developmental Disabilities
DD Act	Developmental Disabilities and Bill of Rights Act
DDS	Disability Determination Services
D&E	Diagnosis and Evaluation
DAEP	Disciplinary Alternative Education Program
DFPS	Texas Department of Family and Protective Services
DHHS	Office for Deaf and Hard of Hearing Services (DARS)
DME	Durable medical equipment
DOCC	Delivery of Chronic Care
DPC	Texas Disability Policy Consortium
DRS	Division for Rehabilitation Services (DARS)
DRTx	Disability Rights Texas (name changed from Advocacy, Inc., March 2011)
DSA	Designated State Agency
DSHS	Texas Department of State Health Services

-E-

ECI	Early Childhood Intervention
EEOC	Equal Employment Opportunity Commission
EMS	Emergency Medical Services
EPSDT	Early and Periodic Screening, Diagnosis and Treatment
ESC	Education Service Center
ESY	Extended School Year ("summer school"; formerly EYS)

-F-

F2F	Family to Family Network (TCDD grantee, Houston)
FAPE	Free Appropriate Public Education
FAQs	Frequently Asked Questions
FEMA	Federal Management Emergency Agency
FERPA	Family Educational Rights and Privacy Act
FFY	Federal fiscal year (Begins Oct. 1)

FHA	Fair Housing Act 1968
FHAA	Federal Housing Act Amendments of 1988
FHEO	Fair Housing and Equal Opportunity
FMAP	Federal Medicaid Assistance Percentages
FNS	Food and Nutrition Service, U.S. Department of Agriculture (administers SNAP/Food Stamps, etc.)
FPL	Federal poverty level
FTE	Full-time equivalent (equal to one staff person working full-time for one year)
FY	Fiscal Year (The state FY begins Sept. 1. The federal FY begins Oct. 1.)
FYI	For your information

-G-

GCPD	Governor's Committee for People with Disabilities
GOBPP	Governor's Office Budget, Planning & Policy Division
GR	General Revenue

-H-

HAVA	Federal Help America Vote Act of 2002
HB	House Bill
HCS	Home and Community-based Services (Medicaid waiver/Texas)
HCBS	Home and community-based services (Medicaid waiver program/U.S.)
HCFA	Health Care Financing Administration (now called CMS)
HHS	Health and Human Services
HHSC	Texas Health and Human Services Commission
HICAP	Health Information Counseling and Advocacy Program
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
HOME	HOME Investment Partnerships Program
HOYO	Home of Your Own program
HRC	Human Resources Code (state)
HUB	Historically underutilized business
HUD	U.S. Department of Housing and Urban Development

-I-

IAC	Interagency Contract
ICF/ID (ICFs/ID)	Intermediate Care Facility for Persons with Intellectual Disability
ICF/MR	Intermediate Care Facility for Persons with Mental Retardation (Outdated term. See ICF/ID.)
ICM	Integrated care management
ID/DD	Intellectual Disability / Developmental Disability
IDD	Intellectual and Developmental Disabilities
IDEA	Individuals with Disabilities Education Act
IDEIA	Individuals with Disabilities Education Improvement Act of 2004
IDT	Interdisciplinary Treatment Team
IEP	Individual Education Program
IFSP	Individual Family Service Plan
IHFS	In-Home and Family Support

ILC Independent Living Center
ILRU Independent Living Research Utilization project at Texas Institute for
Rehabilitation and Research, Houston
ITP Individual Transition Plan
I&R Information and Referral
ISD Independent School District

-J-

JJAEP Juvenile Justice Alternative Education Programs
JTPA Job Training Partnership Act

-L-

LAN Local Advocacy Network
LAR Legally authorized representative
LAR Legislative Appropriations Request
LBB Legislative Budget Board
L-HHS-ED Labor, Health and Human Services and Education Committee in U.S. House
of Representatives
LMHA Local Mental Health Authority
LMRA Local Authorities (previously called Mental Retardation Authorities)
LOC Level of care
LON Level of need
LRE Least restrictive environment
LTC Long-term care
LTCR Long Term Care Regulatory
LTSS Long Term Services and Supports
LVN Licensed Vocational Nurse
LWDB Local Workforce Development Board (under Texas Workforce Commission)

-M-

MBI Medicaid Buy-In
MCAC Medical Care Advisory Committee
MDCP Medically Dependent Children Program (Medicaid waiver)
Medicare:
Part A: Coverage for hospital and in-patient services
Part B: Coverage for doctor visits, outpatient services, durable medical equipment
Part C: Makes Medicare services available through private plans (HMO, PPO, etc.)
Part D: Coverage for prescription drugs (also called Medicare Rx)
Medicare Rx Medicare Part D Prescription Drug Program
MFP Money Follows the Person
MH Mental Health
MHA Mental Health Authority
MMA Medicare Modernization Act
(Medicare Prescription Drug Improvement and Modernization Act of 2003)
MR Mental Retardation (*Outdated term*)
Preferred term is: intellectual and developmental disabilities

MRA Mental Retardation Authority (*Outdated term*)
Preferred term is: Local Authority
MTP Medical Transportation Program
MOA Memorandum of Agreement
MOU Memorandum of Understanding
MSA Metropolitan Statistical Areas

-N-

NACDD National Association of Councils on Developmental Disabilities
NAMI National Alliance on Mental Illness
NAMI Texas National Alliance on Mental Illness of Texas
NASDDDS National Association of State Directors of Developmental Disabilities Services, Inc.
NASDSE National Association of State Directors of Special Education
NCLB No Child Left Behind Act
NDRN National Disability Rights Network (national organization of state P&As)
NF Nursing facility (commonly called a nursing home)
NOFA Notice of Funding Availability
NPRM Notice of Proposed Rulemaking

-O-

OAA Older Americans Act
OAG Office of the Attorney General
 OCD Obsessive Compulsive Disorder
OCR Office of Civil Rights
OCTS Office of Community Transportation Services
ODEP Office of Disability Employment Policy in U.S. Department of Labor (DOL)
OSEP Office of Special Education Programs (in OSERS)
OSERS Office of Special Education and Rehabilitative Services (U.S. Dept. of Education)
OT Occupational therapy

-P-

P2P Texas Parent to Parent organization (TCDD grantee)
P&As Protection and Advocacy agencies (state-level, e.g. Disability Rights Texas)
PAC Project Advisory Committee
PACE Program of All-inclusive Care for the Elderly (DADS)
PACER Parent Advocacy Coalition for Educational Rights
PACSTX Providers Alliance for Community Services of Texas
PART Parent Association for the Retarded of Texas
PAS Personal Assistance Services
PASARR Preadmission Screening and Resident Reviews
PASS Plan for Achieving Self-Support (an SSI work incentive provision)
PBIS Positive behavioral interventions and supports
PCCM Primary care case management
PCP Primary care physician or Primary care provider
PDD Pervasive Developmental Disorder
PDL Preferred Drug List
PDP Person-Directed Planning

PEIMS	Public Education Information Management System (computer-based)
PHA	Public Housing Authority
PHC	Primary Health Care Program (also Primary Home Care)
PIAC	Promoting Independence Advisory Committee
P.L.	Public Law
PMSA	Primary Metropolitan Statistical Areas – Bureau of the Census term
PNS	Projects of National Significance
PPAT	Private Providers Association of Texas (intellectual and developmental disabilities)
PPO	Preferred provider organization
PT	Physical therapy
PTAC	Public Transportation Advisory Committee

-Q-

Q&A	Questions and Answers
QAIS	Quality Assurance and Improvement System
QMB	Qualified Medicare Beneficiary
QMRP	Qualified MR Professional (<i>Outdated term</i>) Preferred terminology for MR is: intellectual and developmental disabilities

-R-

RAR	Request for advance or reimbursement (for TCDD grantees)
RFI	Request for ideas
RFP	Request for proposals
RN	Registered Nurse

-S-

SABE	Self Advocates Becoming Empowered
SABR	Statewide Architectural Barrier Removal Program
SB	Senate Bill
SBOE	State Board of Education
SCR	Senate Concurrent Resolution
SDA	Service delivery area
SFY	State fiscal year
SGA	Substantial gainful activity
SHIP	State Health Insurance Program
SILC	Texas State Independent Living Council
SNAP	Supplemental Nutrition Assistance Program (previously called Food Stamps)
SNF	Skilled Nursing Facility
SRO	Shared Responsibility Option
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSLC	State Supported Living Center (previously called a State School)
STAP	Specialized Telecommunications Assistance Program
STAR	State of Texas Access Reform (Texas Medicaid managed care program)

STAR+PLUS	(Texas Medicaid managed care program designed to provide health care, acute and long-term services and support through a managed care system)
STARRTM	State of Texas Assessments of Academic Readiness (to replace the TAKS program, Spring 2012)

-T-

TA	Technical Assistance
TAAS	Texas Assessment of Academic Skills achievement test
TAC	Texas Administrative Code
TAKS	Texas Assessment of Knowledge and Skills (to be replaced with STAAR program, Spring 2012)
TALAC	Texas Advanced Leadership and Advocacy Conference
TANF	Temporary Assistance for Needy Families
TASA	Texas Association of School Administrators
TAS	Texas Accessibility Standards
TASB	Texas Association of School Boards
TASP	Texas Academic Skills Program
TBI	Traumatic brain injury
TBIAC	Texas Traumatic Brain Injury Advisory Council
TBPC	Texas Building and Procurement Commission
TBRA	Tenant Based Rental Assistance
TCASE	Texas Council of Administrators of Special Education
TCDD	Texas Council for Developmental Disabilities
TCDS	Texas Center for Disability Studies, University of Texas/Austin
TCIC	Texas Community Integration Collaborative
TCOOMMI	Texas Correctional Office on Offenders with Medical or Mental Impairments
TDD	Telecommunication device for persons with hearing impairments (also TTY)
TDHCA	Texas Department of Housing and Community Affairs
TDI	Texas Department of Insurance
TEA	Texas Education Agency
TEC	Texas Education Code
TEFRA	Tax Equity and Fiscal Responsibility Act of 1982 (allows states to extend Medicaid coverage to certain children with disabilities)
TEKS	Texas Essential Knowledge and Skills
THECB	Texas Higher Education Coordinating Board
THSteps	Texas Health Steps (known nationally as the EPSDT Program)
TIERS	Texas Integrated Eligibility Redesign System
TIRN	Texas Information and Referral Network (operates 2-1-1 Texas)
TIRR/ILRU	The Institute for Rehabilitation and Research/Independent Living Research Utilization
Title XIX	Medicaid Program (federal)
Title XX	Social Services Block Grant Program (federal)
TMHP	Texas Medicaid and Healthcare Partnership
TSTA	Texas State Teachers Association
TTAP	Texas Technology Access Program
TTY	Teletypewriters (also see TDD)
TWC	Texas Workforce Commission
TWIC	Texas Workforce Investment Council

TxHmL Texas Home Living Medicaid waiver program
TxDOT Texas Department of Transportation
TxP2P Texas Parent to Parent (TCDD grantee)

-U-

UCEDD University Center for Excellence in Developmental Disabilities

-V-

VAC Vocational Adjustment Coordinator
VR Vocational Rehabilitation
VSATX VSA Texas (organization on arts and disability)

-W-

WIA Workforce Investment Act of 1998
WIIA Work Incentives Improvement Act of 1999
WIC Women, Infants, and Children program

-Y-

YLF Youth Leadership Forum (TCDD Grant)