

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
FEBRUARY 6, 2013**

**COMMITTEE MEMBERS PRESENT**

May Durham, Council Chair	Gladys Cortez	Joe Rivas
Hunter Adkins	John C. Morris	

**COUNCIL MEMBERS PRESENT**

Kristen Cox	Manda Hall, MD, DSHS	Rick Tisch
Kathy Griffis-Bailey, DSHS	Scott McAvoy	

**STAFF PRESENT**

Roger Webb, Executive Director	Joanna Cordry Cynthia Ellison	Susan Mihalik Jessica Ramos
Martha Cantu	Wendy Jones	Koren Vogel

**GUESTS PRESENT**

Maria Granados	Marissa Quist
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**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, February 6, 2013, in Room 108 at the AT&T Executive Education and Conference Center, 1900 University, Austin, TX 78705. Council Chair Mary Durham called the meeting to order at 3:03 PM.

**1. INTRODUCTIONS**

Committee and Council members, staff and guests were introduced. It was noted that Gladys Cortez is representing the Project Development Committee at this meeting. Kathy Griffis-Bailey introduced Dr. Manda Hall who was recently appointed as the Council representative from the Department of State Health Services (DSHS). Griffis-Bailey will remain the alternate from DSHS. Hall has attended Council orientation and is therefore eligible to vote.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CONSIDERATION OF MINUTES**

The committee reviewed the minutes of the October 24, 2012, Committee meeting. No revisions were offered.

**MOTION:** To approve the minutes of the October 24, 2012, Executive Committee meeting as presented.

**MADE BY:** John Morris

**SECOND:** Hunter Adkins

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham advised members of the excused absences for Kris Clark, Andy Crim, Mateo Delgado, Cindy Johnston, and Susan Vardell. Diana Kern will also be absent on Friday only.

**5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Webb updated members on various matters. He indicated that a decision about the Public Policy Specialist vacancy will be made soon and the Public Policy Assistant position is expected to be posted within the next quarter. A part-time, temporary employee, Richard Welch, is currently assisting staff in that position.

Webb discussed progress of the Accessible Transportation project. He reminded members of decisions made last quarter regarding the proposal from Texas Legal Services and noted that TCDD staff met with representatives from Texas Legal Services regarding a Council recommended development period for the project. Texas Legal Services has submitted a revised proposal that grants staff expect to review next week.

Webb reviewed stipend grants approved this quarter and noted that in addition to Events stipends, Disability-Related Presentations stipends were issued for the first time. Event stipend grants were approved for the following applicants:

- Texas A & M University for up to \$6,000 for the 2013 *Texas Transition Conference* on February 21-22, 2013, in Austin.
- The Arc of Texas for up to \$5,852 for the *Inclusion Works! Conference* on February 7-9, 2013, in Austin.
- Attention Deficit Disorders Association Southern Region for up to \$5,912 for the 25<sup>th</sup> *Annual ADDA – SR Conference* on February 22-23, 2013, in Irving.
- Austin Travis County Integral Care for up to \$6,000 for the 13<sup>th</sup> *Annual Central Texas African American Family Support Conference* on February 28 – March 1, 2013, in Austin.
- Coalition of Texans with Disabilities: for up to \$3,000 for the 35<sup>th</sup> *Annual Convention* on March 4-5, 2013, in Austin.

Disability-Related Presentations grants were approved for:

- Austin Travis County Integral Care for up to \$6,000 for the 13<sup>th</sup> *Annual Central Texas African American Family Support Conference* on February 28 – March 1, 2013, in Austin.
- Jewish Family Services Disability-Related Presentations Support was awarded for up to \$5,000 for *The Shooting Beauty Project at Reelabilities Houston Film Festival* on February 12-13, 2013, in Houston.

Members and staff discussed the process for organizations to apply and how those grantees use those funds to support participants. A concern was expressed that organizations seem to repeatedly award stipends to the same individuals and outreach to other individuals does not take place. Grants staff indicated that organizations are asked to give a preference to those who have not previously received a stipend from that organization and are encouraged to advertise the availability of stipend funds for the event.

Webb provided a state and federal affairs update and noted that Congress has passed a Continuing Resolution funding most domestic discretionary programs at FY12 levels thru March

27, 2013, with a 0.612% reduction. That reduction is approximately \$30,000 for TCDD. It is unknown at this point if another Continuing Resolution will be passed for the remainder of FY13. Congress also agreed to defer "sequestration" action until March 1, 2013. If no agreement is reached, that action is expected to result in an 8.2% reduction in funds for most domestic programs, or approximately \$415,000 for TCDD.

Webb referred members to a handout summarizing bills filed in the Texas Legislature that would have impact on administrative operations for state agencies. As it is still early in the session, these bills have not had hearings or action at this time.

Webb discussed the Central Texas African American Family Support Conference. He noted that an offer for TCDD sponsorship for registration was extended to Austin-area Council members. Dr. Hall and John Morris will attend along with several staff members. TCDD will sponsor an exhibit booth at the conference and is listed as a co-sponsor for event support.

A mid-quarter Executive Committee meeting will be scheduled for April 2013 to allow members adequate time to review the large number of continuation grant awards during the next quarter. A date will be determined after this quarter's election of a new Vice-Chair.

Webb discussed public information and communications activities during the past quarter. The 2012 Biennial Disability Report was completed at the end of November 2012 and was delivered to state officials prior to the December 1 deadline. The report was a more coordinated effort with the Texas Office for Prevention of Developmental Disabilities (TOPDD) than it has been in the past with TOPDD providing data from a study conducted on special education and employment. The new TCDD website is live and members have provided feedback for easier viewing of Council materials between the public site and Council Member Only site. The TCDD FY 2012 Annual Report is in the final stages and should be available within the next several weeks.

Webb discussed upcoming out-of-state events including the Disability Policy Seminar in Washington DC on April 15-17, 2013. He noted that TCDD staff may not attend this event due to staff activities surrounding the legislative session but members who are interested in attending should contact Chair Durham. NACDD will hold an annual conference in conjunction with the AIDD Technical Assistance Institute in July. He also noted that the Association of People Supporting EmploymentFirst (APSE) will hold its national conference in Indianapolis, June 25-27, 2013.

A large number of advocacy organizations are coordinating for a My Medicaid Matters rally at the Texas Capitol on March 5, 2013. A number of events that receive stipends from TCDD are occurring at this time including the Texas Advanced Leadership and Advocacy Conference (TALAC), Coalition of Texans with Disabilities (CTD), and the Statewide Independent Living Centers (SILC) conference. Many of the participants in those events who are in town and may also choose to attend the rally.

Webb discussed enhanced efforts to assist individuals at the Austin State Supported Living Center (AUS SSLC) who have expressed a desire to transition to community programs. TCDD staff have had discussions with Austin-Travis County Integral Care (ATCIC) about their activities

as the lead local authority for transitions from AUS SSLC, including the Council's interest in capturing some of the stories of individuals who are moving to the community. He also noted that the Department of Aging and Disability Services (DADS) is interested in working with the Institute on Community Integration for 2-day training for SSLC and community provider staff about person-centered thinking approaches. The Institute is the joint effort of Texas' two University Centers for Excellence in Development Disabilities.

Staff expect to post the Request for Proposals (RFP) for the Accessible Parking Campaign within the next quarter. The review process for this project will be conducted differently than a typical RFP due to the nature of the project. Members agreed that the review panel should include experts in marketing plus staff, similar to the review of contract proposals.

**6. GRANT ACTIVITIES REPORT**

Executive Director Webb discussed the grant awarded to Healthy Interventions for the Gulf Coast of Texas African American Family Support Conference (GCTAAFSC) project. The RFP for this project authorized \$35,000 for the first two years of the project, \$15,000 for the third year. As a small non-profit organization with mostly volunteer staff, Healthy Interventions does not have the overall administrative support capacity within its organization that Austin-Travis County Integral Care does in supporting the Central Texas event. Grants Management Director Sonya Hosey has been working closely with the GCTAAFSC project and expects to discuss a proposal with the Committee during the next meeting to increase the grant award to Healthy Interventions above the amounts currently authorized.

Webb and Grants Management Specialist Cynthia Ellison discussed the Independent Audit Status Report and Grants Monitoring Exceptions Reports. One grantee independent audit was sent for desk review and no exceptions were noted. Ellison discussed the SER Jobs for Progress Expansion of Leadership Development and Advocacy Skills Training project that has not provided various reports and documentation requested by TCDD. Ellison indicated that the grantee has also not requested reimbursement from TCDD at this time but is progressing as expected overall in initiating activities on the approved work-plan.

**7. CONSIDERATION OF NEW GRANT AWARDS**

Planning Coordinator Joanna Cordry reviewed the summary of Review Panel recommendations of proposals for the recent Family Involvement in Schools RFP. One proposal was received from Region 17 Education Service Center. The applicant requested funding of \$200,000 per year although the RFP allows up to \$300,000. TCDD staff understand that the applicant was concerned about matching funds. Cordry indicated that the review panel did not feel that the applicant requested enough funding to complete some of the expected activities such as the needs assessment, and may need additional resources for travel. Cordry also noted that a subcontractor on this project is an organization with future plans to build a residential facility although that is not from TCDD funding or part of this project. That organization would provide summer activities for students with disabilities as part of this project. Staff recommend funding of the proposal and allowing the applicant to use the full amount for travel and all necessary activities.

**MOTION:** To approve funding for the Family Involvement in Schools project to Region 17 Education Service Center for up to \$300,000 per year for up to five years.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

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

Cordry next discussed applications for Self-Advocates as Speakers project. This project will enable a grantee to provide support for self-advocates to participate as speakers at conferences. The project will provide training for individuals to be capable speakers, travel assistance for those individuals to attend various events, and will work with conferences to help identify speaker opportunities for presenters with developmental disabilities. Two proposals were received and the review panel recommended both for funding. The proposal from VSA was ranked slightly higher due to its innovative approach to training development. Although the RFP approved funding for one project, staff recommend funding both proposals due to strong applications, differences in approach, and the availability of funds.

**MOTION:** To approve funding for Self-Advocates as Speakers projects for up to \$125,000 per year for up to four years to VSA of Texas and to Imagine Enterprises.

**MADE BY:** John Morris

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 2)

**8. CONSIDERATION OF CONTINUATION GRANT AWARDS**

TCDD Grants Management Specialists reviewed Executive Summaries for projects eligible for continuation grant awards. Grants Specialist Wendy Jones reviewed the summary for the Any Baby Can of San Antonio Health and Fitness Project. The project includes an 8-month curriculum that coordinates health and fitness activities for the entire family including members with disabilities. The project met its goal of 30 families participating in the first year and plans to enroll at least 50 families for year 2 in addition to establishing additional venues/partnerships within the community.

**MOTION:** To approve funding of up to \$228,610 to Any Baby Can for the second year of a five-year Health and Fitness project.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

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

Jones reviewed the Executive Summary for a health and fitness project with the Texas Statewide Independent Living Council (SILC) which is partnering with Centers for Independent Living in

College Station, Lubbock & El Paso to provide health and fitness classes at each center. The grantee had a goal to serve 30 individuals in year 1 and has served 72 in the College Station and Lubbock areas. Another 22 individuals have just begun the program in El Paso and the grantee has a goal to serve at least 60 individuals during year 2. Jones clarified that The Austin Center for Independent Living was to be an original partner but withdrew for various reasons. The grantee thus started late with VOLAR center in El Paso.

**MOTION:** To approve funding of up to \$250,000 to Texas SILC for year two of a five year Health and Fitness Project.

**MADE BY:** Joe Rivas

**SECOND:** Hunter Adkins

The motion **passed** with one member opposed. (Attachment 4)

Grants Specialist Susan Mihalik reviewed the Executive Summary for the Jewish Family Services of Dallas Inclusive Faith-Based Communities Symposium project. Mihalik indicated that the first symposium is scheduled for late February 2013. During the first year the project administered a consumer survey and has built a collaborative of varied faith communities throughout four counties. The symposium will present leaders from different faiths as well as self-advocates to present ideas for inclusive communities.

**MOTION:** To approve funding of up to \$75,000 to Jewish Family Services of Dallas for year 2 of a 3 year Inclusive Faith Based Communities Symposium Project.

**MADE BY:** John Morris

**SECOND:** Joe Rivas

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

Grants Specialist Cynthia Ellison reviewed the Executive Summary for the NAMI Texas Leadership and Advocacy Training Project. NAMI has held one Consumer Advocate Conference with 23 participants and is conducting local trainings in the Dallas and Sugar Land areas with 20-25 participants each. A second conference is planned in August 2013 with participation expected to be around 120 self-advocates and 80 family members.

**MOTION:** To approve funding of up to \$74,971 to NAMI Texas for year two of a three year Leadership and Advocacy Training Project.

**MOTION BY:** John Morris

**SECOND:** Joe Rivas

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

Mihalik reviewed the Executive Summary for the Arc of Dallas Leadership and Advocacy Training Project. The program offers a 12-week curriculum and trained approximately 100 participants, just short of the 120 goal. The second year will add training components on internet safety and resources and will train previous participants as trainers for a second 12-week curriculum.

**MOTION:** To approve funding of up to \$75,000 to Arc of Dallas for year two of a three year Leadership and Advocacy Skills Training Project.

**MOTION BY:** Joe Rivas

**SECOND:** Hunter Adkins

The motion **passed** unanimously. (Attachment 7)

Jones reviewed the Executive Summary for the Arc of Texas Leadership Development and Advocacy Skills Training project. The project proposed a series of 6 trainings in Austin and 2 trainings each in Rio Grande Valley, San Antonio and Amarillo areas with a goal of 100 participants. Jones noted that 64 participants (16 in each area) is a more likely outcome because the trainings are offered as a series and participants may not attend each event. The grant received an extension of year 1 through April 2013 to achieve those measures. For year 2 it will expand to one additional community (San Angelo) and provide training for 56 new participants. Planning Coordinator Cordry also noted that part of the grantee's first year was spent creating the curriculum.

**MOTION:** To approve funding of up to \$75,000 to Arc of Texas for year two of a three year Leadership and Advocacy Skills Training Project.

**MOTION BY:** Gladys Cortez

**SECOND:** Hunter Adkins

The motion **passed** with one member opposed. (Attachment 8)

Mihalik reviewed the Executive Summary for the Texas Parent to Parent Public Policy Collaboration project. She noted that the project has changed its title from "Adopt a Legislator"

to “Texas Parent to Parent Advocacy Network” and discussed the different participant activities including legislator meetings, agency stakeholder participation, preparation for legislative session, etc. More than 160 participants have engaged in training at this point.

**MOTION:** To approve funding of up to \$58,700 to Texas Parent to Parent for year three of a five year Public Policy Collaboration Project.

**MOTION BY:** John Morris

**SECOND:** Joe Rivas

The motion **passed** unanimously. (Attachment 9) Chair Durham requested this grantee provide a presentation of the project at a future Council meeting.

**9. OPTIONS FOR INITIATING PROJECTS**

Planning Coordinator Cordry discussed staff efforts to respond to recommendations from the recent TCDD internal audit to develop options to liquidate funds in an expedited manner when necessary. She noted that grantees may not spend all of the funds awarded or projects may not start when expected which leaves funds available and at risk of not being utilized. Staff explored options that are consistent with state plan activities as well as within federal guidelines. The Committee discussed options such as partnering with other agencies on projects, offering extra funding to current grantees for additional impacts, funding research and evaluation of needs throughout the state, and providing funds for distribution of products. The Committee agreed to consider this further at the April Executive Committee meeting and Chair Durham asked staff to bring additional information on these ideas if time allows but asked staff not to conduct additional extensive research until later in the year.

**10. TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. She noted that \$1,120 from FY 2011 funds was not spent by a stipend grantee and approximately \$6,000 was not expended on an administrative contact. TCDD staff were not advised in either instance in a timely manner and were thus unable to obligate those funds to other projects prior in a timely manner. Cantu expects a surplus of approximately \$351,000 from FY 2012 funds to become available for grants. As noted earlier, TCDD has received a partial award of FY 2013 funds for the time period through March 27, 2013. Since 2010, current year operating expenses have been charged to prior year funds to fully expend those amounts. Cantu expects to expense 3 quarters of FY 2013 to FY 12 funds and expects to be able to “catch up” from that point forward and expense 12 months of operating expenses to each year of federal funds now that additional grant projects are coming online. Webb and Cantu reviewed the projected use of funds for grant projects over the next few years and noted that the deficits shown in the reports will likely not occur due to unspent funds from staff salaries, delayed project startup, grantees not using their entire budget, etc. Cantu further reviewed the Operating Expense budget and noted that a surplus of approximately \$250,000 will become available from last year’s funds. The Committee also reviewed information showing amounts from each year of funds expended by each grant project.

**11. CONFLICT OF INTEREST DISCLOSURES**

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

**12. EXECUTIVE SESSION: ANNUAL EVALUTION OF EXECUTIVE DIRECTOR**

Chair Durham announced that the Executive Committee of the Texas Council for Developmental Disabilities would meet in closed session pursuant to Section 551.71 of the Government Code related to personnel matters. A quorum of the Committee was present. The time was 5:37 PM on February 6, 2013. At 5:57 PM on February 6, 2013, the Executive Committee reconvened in open session. Chair Durham announced that the Committee did not take any action during its closed meeting discussion on personnel matters.

**13. OTHER UPDATES**

No further updates were discussed.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 6:02 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# EXECUTIVE COMMITTEE CLOSED SESSION

## Certified Agenda

Wednesday, February 6, 2013

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**COMMITTEE MEMBERS PRESENT:** Chair Mary Durham, Vice-Chair John Morris, Joe Rivas, Gladys Cortez, Hunter Adkins

**STAFF PRESENT:** Martha Cantu, Operations Director

### CALL TO ORDER

Chair Mary Durham announced that a quorum of the Committee was present and called the meeting to order at 5:37 PM on Wednesday, February 6, 2013. The Committee met in closed session pursuant to Texas Government Code Chapter 551, Section 551.074, to discuss matters involving personnel.

### I. EXECUTIVE DIRECTOR ANNUAL APPRAISAL

Council Chair Durham and other members of the Executive Committee discussed matters related to the annual performance appraisal of Executive Director Roger Webb. Durham and members of the Executive Committee acknowledged Webb's exceptional performance in implementing State Plan activities, oversight of the development of grants projects and overseeing fiscal affairs of the Council, including monitoring grant funds according to state and federal regulations. The Executive Committee further acknowledged Webb's leadership abilities and management of personnel matters, and his supportive role to the Chair, Council members, and national DD councils.

### II. RECESS

Chair Durham announced the closed session was concluded 5:57 PM Wednesday, February 6, 2013. No actions were taken.

Certified Agenda approved by the Committee:

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Mary Durham, Chair

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Date

# **Attachment 1**

**Review Panel Summary****“Family Involvement in Schools”****Proposer: Region XVII ESC**

**Project Area:** Year 1: Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden.

**Project Director:** Laura Skeen

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>TCDD Funds</b>	200,000	200,000	200,000	200,000	200,000
<b>Match</b>	37,778	37,778	37,778	37,778	37,778

**Project Abstract:** The Family Involvement project will provide training, coaching, technical assistance and access to resources for schools and families within Region 17’s geographical area. Collaboration between the schools, families and local community partners is a key component of the project in order to identify and address barriers to family involvement in schools.

Training, supported by individualized coaching, will focus on effective communication, home/school collaboration and pertinent topics for parents that will foster engagement in their child’s education. While coaching and particular trainings will be offered only to the current year’s cohort, other opportunities will be available to all of Region 17.

**General Comments**

**Strength:** The proposal is written in respectful language, reflects TCDD’s values and philosophy, and describes a project to educate others on how to work with families of children with disabilities. The proposal states that people with disabilities and/or family members will be involved in the implementation of the project.

**Strength:** The proposal appears to have the support of the educational community.

**Strength:** The proposal indicates a history of providing good quality services in the targeted area. Letters of support from a range of community partners and the history of past successful TCDD projects indicate the agency has the capacity, commitment, and dedication to the targeted population needed to effectively implement a project in this region.

**Weakness:** It is not clear on how much people with disabilities or family members were involved or influenced the development in the development of the proposal. The proposers should provide more detail regarding how they will be included in the implementation. The project seems to be heavily based upon professional development, and at times appears to reflect the intention to “do to” or “do for” families rather than to do “with” families.

**Note:** The proposer indicates they intend to work with a new cohort each year, in additional areas consisting of Shared Service Arrangements plus large stand-alone school districts. This will be an important part of the project to demonstrate whether the model works in diverse areas (especially rural areas). The proposer may need to start working on developing partnerships and assessing needs in each area well before they begin project activities there.

## Quality of Plan(s)

**Strength:** The proposal identifies existing partnerships/collaborations and describes a history of working successfully with key organizations within the targeted community area.

**Weakness:** The proposal does identify an excellent list of partners, but some necessary partners appear to be missing, and there is no elaboration on how the named partnerships will function to support the families to come to the activities and ARD meetings. The proposer should elaborate on how they will partner with families, PTO/PTA organizations, transportation providers, faith-based organizations, public housing agencies, different afterschool programs, or other organizations such as Special Olympics.

**Weakness:** The proposal needs additional detail regarding:

- Increasing attendance at ARDs, trainings, and other events: How will this be done? What are the “family activities” referenced in the plan?
- Training: How does the proposer know training is needed? What will training include? Who exactly will be trained? When a certain number of school districts are attending a training, how many people can each district send, and how many will be parents?
- How will communication between schools and families be improved?

Some of these questions can likely be answered by the proposer prior to the project beginning, but some may require the completion of a better needs assessment as one of the initial activities of the project.

**Note:** If possible, it would be a great opportunity for team building for a school and one of their parents to attend State Conferences along with the ESC staff.

**Note:** 2220 is a lofty goal for the ESC-17 service area. Trainings and events will need to be provided in the target audience’s home community for greater participation. Provision of childcare and/or respite will also most likely be necessary along with food (evening meetings are generally about 6:00 pm and that is right in dinnertime. If meetings are any later, they run into younger children’s bedtime). The Review Panel strongly suggests requiring at least two parents on the PAC as their input could be invaluable in the planning process.

## Monitoring and Evaluation

**Strength:** The indicators mentioned are a good way to produce reliable quantitative data to measure outcomes.

**Strength:** The proposal includes a copy of the Texas Survey of Students Receiving Special Education Services that evaluates the parent’s assessment of the existing communication, environment, and ARD/IEP participation and results. The survey, which is most likely evidence-based since used by TEA, effectively reflects how the parents feel and think about those topics and may provide useful information to measure whether parents’ perceptions change throughout the implementation of the project.

**Weakness:** The survey to be used does not yield information from individuals/parents/family members to identify what barriers and gaps cause unfavorable responses to survey questions. The proposer will need to implement a different method to hear from families what barriers may need to be addressed (such as: transportation issues; communication issues stemming from lack of interpreters; inadequate notice of scheduled trainings and meetings; conflicts with time of day that meetings are scheduled; lack of child care and/or respite care so parents/family members can attend meetings; or a lack of understanding of the importance and advantages to the student that family participation produces).

**Weakness:** The proposal does not discuss the method of distribution and collection of the survey. Directly mailing the survey to participants rather than distributing to children at school might eliminate any temptation to exclude “problem parents” and/or the failure of children to remember to provide the survey to their parents.

**Note:** The evaluation section might be strengthened if the proposer could gather data in regards to attendance.

### **Identification of Target Population and Activities to Support Diversity**

**Strength:** The proposer plans to use bilingual staff in the area to coach families and schools.

**Weakness:** The proposal need additional detail to ensure that materials are available for the targeted population(s) in the formats needed – in languages other than English; in Braille, large print, or electronically; with captioning; via sign language; or in language that is appropriate for the educational, economical, and social background of participants.

### **Relevant Public Policy Issues**

**Weakness:** The proposer should, as a part of this project, either maintain familiarity with current or potential policy issues that could impact the project or work with other(s) who can provide this information. For example, if funding for existing special education services and/or waiver services are in jeopardy, how might that impact the project? How might changes in current laws and policies impact the activities and outcomes for this project? Are there ways the proposer can support advocacy for continuation of existing services or an increase of supports needed to meet the needs of people with disabilities and their families?

### **Organizational Structure & Qualifications of Personnel**

**Strength:** The strengths of the ESC-17 Special Education staff are well-documented; they appear to have the expertise and experience to be successful with this type of work. In particular, Laura Skeen, Anna Phillips, Val Meixner have the reputation of being welcoming, helpful and inclusive, without judgment, and have a great deal of experience providing parents with support to be appropriately involved in ESC activities. The Special Education Department’s staff are diverse in both their skills and their ethnicity.

### **Financial Information & Sustainability**

**Strength:** For the most part, the proposal clearly explains funds will be used.

**Weakness:** The proposal seems heavy on consultant and employee fees and travel reimbursement, but little money is used to provide transportation vouchers to the families that can't come to ARDs, PAC meetings, or other events. The proposal does not identify possible resources for transportation-related needs, food, or childcare for parents/individuals to attend project trainings or other non-PAC related meetings. The proposer should attempt to identify funding and/or donated resources to eliminate potential barriers to participation by families in project activities.

**Weakness:** ESC-17 expects the positive results to motivate the community to continue the project, which

may or may not sustain activities. The proposer should plan to develop an active plan to create sustainability from “Day 1” of the project.

**Weakness:** The budget does not include funds to support bilingual staff, translation of material, or interpretation from English or Spanish to other languages (including American Sign Language). If non-federal funds will be used to cover this, those funds might be counted as match.

**Weakness:** ESC-17 will have the same expenses for staff, equipment and rental/leasing, whether this project is funded or not, so it is not clear why TCDD funds should be used for this. Perhaps a portion of these expenses could be redirected to Travel so a parent & a school staff person could attend State Conferences with ESC-17 staff.

**Weakness:** Contracting with High Point Village (HPV) to provide services is a concern due to distance from the SELCO schools. Activities will have to be on each school’s campus and not just at the HPV as is the norm. HPV is located in southwest Lubbock and the SELCO schools are in Eastern Lubbock County. In addition, financial information does not clearly indicate how funds allocated in support of the summer camp conducted by High Point Village to provide respite care will result in increased/improved parental participation in school-related activities.

**Note:** Will \$500 reserved for printing will that realistically cover the cost of fliers, training materials, and surveys? And, there are no funds allocated to assist in the costs schools will incur to run evening or after-school events – will this be match provided by schools?

# **Attachment 2**



**Weakness:** The proposer does not state that they understand that TCDD has final approval before any organizations receive stipends to pay presenters.

### **Monitoring and Evaluation**

**Strength:** The evaluation plan meets and exceeds the requirements of the RFP. Audience and participant feedback will be included, and individuals will have access to both hard copy and online evaluation tools as well as a 1-800 number that already exists. Follow-up to gather more detail will be conducted as appropriate. In addition, the proposer intends to evaluate staff performance and uses assessment information to improve the project.

**Weakness:** The proposer should provide more detail to explain how the information gathered through the many evaluations will assess effectiveness (as opposed to satisfaction or another measure).

**NOTE:** The proposer might want to consider conducting an assessment (such as a focus group) before beginning the project in order to discover, more fully, what needs and resources exist, and to both solicit and plant new ideas. In addition, while adding a Spanish component is a plus, the proposer must take care to ensure that materials are written at a level that respondents can understand easily.

### **Identification of Target Population and Activities to Support Diversity**

**Strength:** The proposal specifically states the group of speakers and mentors/trainers developed will represent diverse cultures, ethnicities, genders, disabilities, and geographic areas. It appears that people of diverse cultures, ethnicities and disabilities are involved project design, implementation and evaluation.

**Strength:** The current Director has a certificate of training proficiency in cultural competency (Spanish and English), and the proposal states that training and support activities will address issues of cultural competence.

**Strength:** The proposer demonstrates the ability to network, and already has partnerships in place will allow the proposer to focus on three counties the first year. The proposer already has an email list of over 3,000 people and organizations that they say reflects broad diversity.

**Weakness:** More details are needed about processes. The proposer states they will develop and use an application, selection and contracting process that ensures diversity, but does not describe the actual process that will be used to select participants. The proposer does not specify exactly how training and support activities will address issues of cultural competence. It is unclear if youth will be involved or what age “young adults” encompasses. If the proposer is working with underage youth, they will need to allot funds for guardians).

### **Relevant Public Policy Issues**

**Weakness:** The proposal mentions several issues relevant to people with disabilities (i.e., institutional bias, transit, housing), but is not specific about how this project might impact public policy or how public policy issues might impact the success of this project.

**Note:** The proposal appears to be focused on youth and young people, but this section discussed people becoming disabled through aging, which seems inconsistent with the focus.

### **Organizational Structure & Qualifications of Personnel**

**Strength:** The proposer appears to have a proven record of accomplishment with TCDD grants, and the project leaders are experienced. A self-advocate will be in a key position. The proposer appears to be a good fit for this project, based on their “Actual Lives” experience.

**Strength:** Young adults and people with disabilities will be involved in the Project Advisory Committee (PAC), and people with developmental disabilities will serve as staff and are on the Board of Directors.

**Weakness:** Additional information is needed about project personnel to justify the number of personnel. The role of the Project Assistant is missing from the Project Personnel and Qualifications section. The narrative references a Project Mentor(s), but provides no additional details.

**Note:** The proposer states they are “working on” adding a Marketing / Development Director to the team, but does not provide information regarding the likelihood of this happening nor the timeline.

### **Financial Information & Sustainability**

**Strength:** The proposal includes specific activities to address sustainability (some of which are already in place) and has sustained previous activities from previous grants beyond the funding period. The organization appears to have multiple partners and funding supports.

**Weakness:** Although potential sources of funding are identified, the proposal does not include enough detail to present a clear and convincing plan to obtain such funds.

**Weakness:** No calculations are included to cover operational cost of PAC. Will PAC members be reimbursed, be expected to pay their own travel expenses, or are no expenses expected? This should be explained.

**Note:** The Project Assistant earns a greater annual salary than the Finance Manager and Project Coordinator, which seems odd. Is this correct?

**Review Panel Summary      “Self-Advocates as Speakers”      Proposer: Imagine Enterprises**

**Project Area:** Statewide/TBD

**Project Director:** Cheryl Harris

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>TCDD Funds</b>	125,000	125,000	125,000	125,000	N/A
<b>Match</b>	41,667	41,667	42,500	45,000	N/A

**Project Abstract:** Project SPEAK – Sharing Personal Experiences and Knowledge – will recruit, train and support at least 50 self-advocates from diverse backgrounds to deliver presentations in local and state venues where their message will have an impact. Using our existing statewide network of relationships and marketing materials specific to the grant, Imagine will recruit organizations to sponsor 12 teams of five self-advocates. Each team will get training to develop speaking and presentation skills. Each self-advocate will choose, research and develop topics for presentations, with accompanying materials. With support from Project SPEAK mentors and facilitators, self-advocates will deliver presentations in meetings, conferences or trainings.

**General Comments**

**Strength:** The proposal is very well-written, demonstrates knowledge of services supports for persons with developmental disabilities, and reflects the basic value of persons with disabilities to practice self-determination.

**Strength:** The project described builds on the proposer’s current relationships and seeks to establish diverse teams of presenters as a strategy for success and sustainability. The proposer intends to make good use of existing resources for training on presentation skills.

**Weakness:** This proposal does not offer any unique ideas about the curriculum or diversity of presentation approach and formats.

**Note:** The proposer appears to assume that there are no self-advocates (other than the Project Peer Mentor) who may step up as facilitators or mentors at the initiation of the project. There may very well be, and it may happen, that not all who are interested in participating will need all the training to be provided.

**Quality of Plan(s)**

**Strength:** The proposer addresses all of the requirements for this section and describes a solidly designed program. The proposer intends to recruit teams of 5 members by using an existing network of partners for recruitment on an ongoing basis.

**Strength:** A professional marketing consultant will add strength to recruitment efforts.

**Strength:** Team members’ personal concerns and interests will play a part in recruitment. Individuals will be matched to conferences based on self-advocates interests and knowledge, and individualized speaker products and marketing materials (including leave-behind packets) will help self-advocates gain traction and build their reputations as speakers.

**Strength:** The proposer intends to support local teams to develop marketing strategies to promote themselves and engage potential audiences, which would be a very powerful way to help self-advocates to be empowered and take responsibility for this aspect of project success. The proposer also speaks of marketing self-advocates' presentations to organizations using information bulletins, social networking, brochures, business cards, etc.

**Weakness:** The proposal lacks specifics on several aspects of the plan, which makes feasibility difficult to evaluate. For example, there is no description of how they will provide the various types of supports that advocates may need to access and use technology to participate in online meetings. In addition, the proposal mentions a variety of communications strategies to appeal to different types of audiences as important, but does not elaborate on what those strategies will be.

**Weakness:** The proposer does not state that conference materials will clearly state that individuals supported through this grant are expressing their personal views, not the views of TCDD, and that they understand that TCDD has final approval before any organizations receive stipends to pay presenters.

**Note:** The proposer may wish to consider ways in which technology can support people with more severe disabilities and can assist individuals to develop unique presentations. For example, the proposal mentions Powerpoint, but video provides a visual presentation that may be more powerful.

### **Monitoring and Evaluation**

**Strength:** The evaluation plan meets the requirements of the RFP and includes audience and participant feedback.

**Weakness:** The proposer could strengthen the evaluation plan by adding a way to monitor effectiveness of trainers, consultants, peer mentors, and training materials.

**NOTE:** The proposer might want to consider conducting an assessment (such as a focus group) before beginning the project in order to discover more fully what needs exist and to both solicit and plant new ideas.

### **Identification of Target Population and Activities to Support Diversity**

**Strength:** There is evidence of representation of diversity in all of its facets: disability, age, ethnicities, and geographic areas. They also plan to consider diversity of topics, not just disability but also employment, finance, and housing. In addition, the proposal demonstrates an understanding that the sponsoring organizations, conference hosts, and audiences also have cultures to which speakers must be sensitive.

**Weakness:** It is not clear how exactly the proposer will select and place participants to assure team diversity.

### **Relevant Public Policy Issues**

**Weakness:** The proposal speaks of potentially adding new voices to the dialogue about the future and of educating self-advocates, but does not discuss or even explore how this might impact public policy.

### **Organizational Structure & Qualifications of Personnel**

**Strength:** The staff are highly qualified and have experience with TCDD grants. A self-advocate holds a key position. The organization is well-founded and networks throughout the state with other organizations; the proposer submitted very positive and supportive letters of intent from the 3 designated initial sponsor organizations. The organization has a highly qualified presentation skills coach already on board.

### **Financial Information & Sustainability**

**Weakness:** The proposal was vague on sustainability. The proposer plans to use a “team support approach,” to help with sustainability; expects the infrastructure to be sustained; and intends to explore the use of individual and organizational resources (including other community-based organizations and speakers’ bureaus). However, their plan could use more details. It is not clear if the proposer will train and support new speakers or if only individuals currently trained will receive continued support after the grant ends.

**Weakness:** More specifics are needed to justify the budget. The roles of all the project staff are unclear and may overlap. It is not clear why it is necessary for three staff to travel, or where they are traveling.

# **Attachment 3**

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

**Date:** 02/06/2013

**ITEM: A**

**Grantee:** Any Baby Can of San Antonio

**Year: 2 of 5**

**Project Title:** Health & Fitness for Individuals with Developmental Disabilities (Any Body Can)

**Project Location:** Atascosa, Bexar, Comal, Frio, Gonzales, Guadalupe, Medina, Uvalde, and Wilson Counties

**TCDD RFP Intent:**

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals. TCDD has approved funding up to \$250,000 per year for up to five years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** The achievement of optimal health, physical fitness, actualization and inclusion of individuals with developmental disabilities and the maintenance of a lifestyle conducive to physical fitness

*Accomplishments per goal:*

The project participated in outreach activities such as the Mayor's Fitness Council, at which staff gave live demonstrations of program exercises. The Project Director presented at the Autism State Conference on visual aids and introducing adapted, inclusive exercise programs to families and children with developmental disabilities. Program curriculum, developed prior to project inception, has been submitted for American Council on Exercise certification. Successful completion will allow Any Baby Can to train facility (such as YMCA) staff on working with individuals with developmental disabilities. As of December 2012, 30 families have been enrolled and are actively participating. The program features an 8 month curriculum with progress documented via pre- and post-program surveys. Participating families receive weekly consultations with a Registered Dietician, Physical Therapist, and adapted physical educators who help create a health and fitness plan. Families also have access to community fitness facilities. The program is conducted in 4 phases (Jump Start, Exploration, Inclusion, and Self Training) that guide families through the process of incorporating physical fitness and healthy eating into their lives.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** 1) Enroll 50 new families, of which at least 40 will complete the 32 week training and 2) Establish new partnerships with and train staff in at least 4 recreational venues

**Council Considerations: Public Policy Considerations:** The grantee has identified access to healthy food as a barrier to health and fitness. The City of San Antonio's Mayor's Fitness Council is identified as a partner. The fitness council is creating a food policy council to give residents a voice in how best to improve access to healthy food. The grantee has the opportunity to affect public policy as a stakeholder via the food policy council and the opportunity to ensure that people with disabilities are included as stakeholders. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$35,860 consultants) (based on 8 months) Award amount \$228,610	\$127,918	\$57,678	\$185,596
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	166,646	41,697	208,343
<b>II. Travel</b>	8,192	0	8,192
<b>III. Purchased services</b> (\$25,330 consultants)	39,453	11,991	51,444
<b>IV. Property/Materials</b>	5,566	0	5,566
<b>V. Rental/Leasing</b>	6,000	22,515	28,515
<b>VI. Utilities</b>	2,753	0	2,753
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$228,610	\$76,203	\$304,813

# **Attachment 4**

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

**Date:** 02/06/2013

**ITEM: B**  
**Year: 2 of 5**

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

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

**Project Location:** Brazos Valley (College Station, Bryan); West Texas (Lubbock); Volar CIL (El Paso)

**TCDD RFP Intent:**

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

**Project Goals and Accomplishments for Year 1:**

**Goal 1:** Improve the overall health and fitness of people with developmental disabilities by providing access to appropriate programs.

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

***Accomplishments per goal:***

The project has a three-tiered approach to developing programs that improve health: 1) Increasing the availability of and access to fitness programs for individuals with disabilities; 2) Connecting consumers to established health programs in pilot areas; and 3) Increasing awareness of the importance of health and fitness programs for people with disabilities. The Texas Association of Centers for Independent Living (TACIL), was forced to withdraw from the project due to the Executive Director's unexpected illness. TX SILC has added Volar CIL (El Paso) as a partner and will absorb the remainder of TACIL's responsibilities. In the first year, the project conducted trainings on the benefits of health and fitness for staff at all partner sites. Demonstration sites began identifying consumers and developing and disseminating marketing materials. Partner Brazos Valley CIL has 24 active participants and LIFE/RUN CIL has 48 active participants with another 22 in the process of establishing a health and fitness plan. The project provided technical assistance and training to partners to build capacity toward access to health and fitness services; identified and began collecting participant baseline data; and began compiling data to be used for the Year 1 report.

**Proposed Goals and Objectives for Year 2:**

**Goals:** Same as above.

**Objectives:** 1) Continue in-house and community-based health and fitness programs at LIFE/RUN and BVCIL; 2) Develop Health and Fitness program at VOLAR CIL; 3) Provide data collection and reporting system to demonstrate project efficacy; and 3) Produce *Getting Fit to Live, Work, and Play: A Study on Wellness and Developmental Disabilities* report.

**Council Considerations: Public Policy Considerations:** TCDD will review the annual report when it is ready. Public Information staff members are available to provide technical assistance regarding identifying partners and stakeholders to whom to distribute it. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$111,441 consultants) (based on 7 months) Award amount \$219,475	\$119,777	\$38,786	\$158,563
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	83,455	0	83,455
<b>II. Travel</b>	1,832	0	1,832
<b>III. Purchased services</b> (\$133,876 consultants)	152,594	65,000	217,594
<b>IV. Property/Materials</b>	2,219	0	2,219
<b>V. Rental/Leasing</b>	4,406	0	4,406
<b>VI. Utilities</b>	4,837	0	4,837
<b>VII. Other</b> (Officers' Insurance)	657	0	657
Budget period totals	\$250,000	\$65,000	\$315,000

# **Attachment 5**

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

**Date:** 02/06/13  
**Grantee:** Jewish Family Service of Dallas  
**Project Title:** Inclusive Faith-Based Communities Symposium  
**Project Location:** Dallas

**ITEM:** C  
**Year:** 2 of 3

**TCDD RFP Intent:**

The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased. TCDD has approved funding up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** To increase formal and informal community supports available to individuals with intellectual and developmental disabilities.

*Accomplishments per goal:* The project is succeeding in building a collaborative of varied faith communities throughout the target region including Dallas, Collin, Denton, and Rockwall counties. Project staff identified key leadership within faith-based communities and engaged community support agencies to share and implement successful program models for individuals with IDD. Staff developed and administered a community consumer survey reaching out to consumers representing a wide variety of faiths, ethnicities, and areas of IDD. Results indicated that more than 50% of respondents believe their faith community does little to accommodate people with disabilities. A lack of services and inadequate staff training were identified as perceived barriers to participation. Survey feedback was used to plan first-year symposium scheduled for February 25, 2013.

**Proposed Goals and Objectives for Year 2:**

**Goal 1:** Continue to increase formal and informal community supports available to individuals with intellectual and developmental disabilities and their families through faith-based communities.

**Objectives:** Engage at least 5-10 additional faith-based organizations in the implementation of inclusion initiatives identified through symposium breakout sessions serving 5-10% of their community membership.

**Goal 2:** Measure consumer satisfaction with new and increased programming to ensure that individuals with intellectual and developmental disabilities and their families feel a sense of belonging in their faith community.

**Objectives:** Develop a variety of methods to measure the success of these inclusion initiatives, both for the target consumers and the community leaders of target organizations, to potentially include surveys, blog vehicles, social media groups, and peer-to-peer testimonials.

**Staff Recommendations:** In year one the grantee surveyed their communities and learned the barriers to inclusion for families and individuals with developmental disabilities and determined that many of the needed resources already exist. The tacit public policy impact of year two is to engage community leaders and consumers in inclusion strategies, to build stronger ties to disability organizations and a stronger orientation towards promoting social justice. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (\$11,250 consultants) (based on 9 months) Award amount \$75,000	\$28,945	\$8,876	\$37,821
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	42,742	14,247	56,989
<b>II. Travel</b>	4,031	1,344	5,375
<b>III. Purchased services</b> (\$11,250 consultants)	18,327	6,109	24,436
<b>IV. Equipment/Supplies</b>	0	0	0
<b>V. Rental/Leasing</b>	9,900	3,300	13,200
<b>VI. Utilities</b>	0	0	0
<b>VII. Other</b>	0	0	0
Budget period totals	\$75,000	\$25,000	\$100,000

# **Attachment 6**

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

**Date:** 02/06/13

**ITEM:** D

**Grantee:** NAMI Texas, Inc. (National Alliance on Mental Illness)

**Year:** 2 of 3

**Project Title:** Leadership and Advocacy Training Project

**Project Location:** Austin - Statewide

**TCDD RFP Intent:**

The project intent is to continue development of a network of training programs and resources to assist Texans with developmental disabilities and their families to have support and training needed to be strong leaders and advocates. TCDD has approved funding of up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** A 2-day leadership and advocacy train-the-trainer conference for 20-40 Consumer Council members; consumer advocates will provide local advocacy and leadership training, work to create affiliate Consumer Councils and advocate on behalf of people living with mental illness; and identify means of sustaining leadership and advocacy training and other grant activities.

*Accomplishments per goal:* The project held the Consumer Advocate Conference on November 1-2, 2012 in Austin. There were 23 attendees at this conference, 20 self advocates, 2 family members and 1 professional. After the conference, 2 local trainings were held, one in Dallas in which 15 self advocates and 5 family members were trained and 1 in Sugarland in which 25 self advocates were trained.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Consumer Advocates will provide and participate in advocacy and leadership training and work to create and expand Consumer Councils, and advocate on behalf of people living with a mental illness; and, host a 2-day advocacy and leadership conference by August 2013.

**Objectives:** Provide local training for 80 family members and friends and 120 consumers; complete 300 advocacy contacts statewide; increase NAMI Texas Consumer Council membership from 20-30 and form 7 affiliate Consumer Councils with a total of 28 members statewide.

**Council Considerations:** Public Policy considerations: The grantee demonstrates a command of current statewide policy issues for Texans with serious mental illness. The grantee uses quarterly conference calls to discuss new public policy issues affecting people with mental illness, to identify potential next steps and to hold advocates accountable planning their local trainings. By having the Advocacy Coordinator travel to each region and conduct monthly calls to mentor advocates, this grantee appears to be training a core group that is supported and has the potential to make a considerable impact on mental health policy in the near term. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (\$750 consultants) (based on 5 months) Award amount \$75,000	\$21,738	\$6481	\$28,219
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	53,642	0	53,642
<b>II. Travel</b>	5667	0	5667
<b>III. Purchased services (\$1500 consultants)</b>	13,310	43,749	57,059
<b>IV. Property/Materials</b>	372	0	372
<b>V. Rental/Leasing</b>	0	22,522	22,522
<b>VI. Utilities</b>	1980	480	2460
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$ 74,971	\$66,751	\$141,722

# **Attachment 7**

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

**Date:** 02/06/13  
**Grantee:** The Arc of Dallas  
**Project Title:** Leadership Development and Advocacy Skills  
**Project Location:** Dallas

**ITEM:** F  
**Year:** 2 of 3

**TCDD RFP Intent:**

The intent of the Expansion of Existing Leadership Development and Advocacy Skills Training (Exp-LDAST) RFP was to expand the impact of TCDD leadership development and advocacy skills training projects that have been funded through previous RFPs. The organization must have achieved outcomes as state in the original RFP under which they were funded. TCDD has approved funding up to \$75,000 for up to 3 years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** The goal of Advocates for Choice and Change North Texas (ACCNT) is to develop an organized group of people empowered to effect quality of life improvements through public policy by engaging in self-advocacy and self-determination.

*Accomplishments per goal:* 75 people completed Leadership Institute 1, a 12-week curriculum that focuses on topics in self-advocacy such as government and legislative processes, public speaking, accessing community resources, etc. 30 additional graduates slated to complete the course prior to Dec. 31, 2012. Two new sections were added to the curriculum: "Internet Safety" and "Using Internet as a Resource." After completion of Leadership Institute 1, two participants self-reported abuse at the hands of their caregivers and another participant initiated the process of getting her voting rights reinstated. The Arc is starting a new facilitated advocacy project to form an advisory council with the Community for Permanent Supported Housing to train self-advocate groups. Staff collaborated with the Arc of Texas to update and improve curriculum and plan to offer a new 12-week curriculum that will cover strategic advocacy, effective communication, and increased awareness through volunteerism.

**Proposed Goals and Objectives for Year 2:**

**Goal(s):** Same as Above

**Objective(s):** Prepare at least 80 advocates annually to engage government and systems in effective self-advocacy. Develop and maintain community of at least 100 self-advocates that choose and facilitate their advocacy goals. Facilitate 4 or more self-determined advocacy activities. Implement sustainability plan by generating memberships, in-kind donations, volunteer support, contributions, etc.

**Staff Recommendations:** Public Policy Considerations: The Arc of Dallas demonstrates a strong command of policy issues important to people with disabilities. Their strong focus on social media and self determination in their training for individuals, their families, and other disability groups in the region is clear. Engagement in their grassroots advocacy network to create changes in public policy is evident, as the project goals include coordinated legislative visits on identified issues. The Arc is committed to engaging self-advocates and notably changed their training to include individuals with more profound intellectual disabilities; No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (Based on 8 months) (\$66,419 consultants) Award amount \$75,000	\$58,260	\$37,201	\$95,461
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	0	11,776	11,776
<b>II. Travel</b>	3,031	4,244	7,275
<b>III. Purchased services</b> (\$66,419 consultants)	69,419	50,205	119,624
<b>IV. Equipment/Supplies</b>	2,550	1,911	4,461
<b>V. Rental/Leasing</b>	0	8,623	8,623
<b>VI. Utilities</b>	0	2,661	2,661
<b>VII. Other</b>	0	0	0
Budget period totals	\$75,000	\$79,420	\$154,420

# **Attachment 8**

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

**Date:** 02/06/2013

**ITEM: F**

**Grantee:** Arc of Texas

**Year: 2 of 3**

**Project Title:** New Leadership Development and Advocacy Skills Training

**Project Location:** Austin, San Antonio, Rio Grande Valley, and the Amarillo/Central Plains Region

**TCDD RFP Intent:**

The intent of the new Leadership Development and Advocacy Skills Training Projects RFP is to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies. TCDD has approved funding up to \$75,000 for up to three years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** Project MOVE (**M**obilized, **O**rganized **V**oices **E**mpowered) will provide training and ongoing support to **mobilize** and **organize** self advocates, families, and allies to use their **voices** together to **empower** communities to create meaningful change for themselves, their community, and Texas.

*Accomplishments per goal:*

The Arc partnered with local Arc chapters, Texas Advocates chapters, local Easter Seals, local Down Syndrome Associations and other relevant organizations in each target area to implement Project MOVE. Recruitment has taken place at all 4 communities. As of December 2012, 2 trainings have been conducted in Austin for 23 participants and 1 in the Rio Grande Valley for 26 participants. Additional trainings have been scheduled in Austin, San Antonio, the Rio Grande Valley, and Amarillo. The project will request a change of budget period to allow additional time to complete trainings, community events and other approved workplan activities.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** 1) Select at least one new community for training (San Angelo); 2) Continue work in current communities; 3) Provide training in at least 3 communities for at least 56 new participants; 4) Provide training for 45 participants from other local/state organizations for a total 141 new individuals

**Council Considerations: Public Policy Considerations:** This project's goal is to create meaningful policy change for people with developmental disabilities. We look forward to learning more about the policy changes chosen by the local groups. The grantee has substantial potential to influence policy as the result of the strategic locations chosen for organizing and mobilizing self advocates with disabilities, families, and allies. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$3,800 consultants) (based on 9 months) Award amount \$75,000	\$33,632	\$10,361	\$43,993
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	49,207	10,990	60,197
<b>II. Travel</b>	6,735	0	6,735
<b>III. Purchased services</b> (\$2,400 consultants)	13,818	0	13,818
<b>IV. Property/Materials</b>	2,900	0	2,900
<b>V. Rental/Leasing</b>	300	1,200	1,500
<b>VI. Utilities</b>	2,040	0	2,040
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$75,000	\$12,190	\$87,190

# **Attachment 9**

**Texas Council for Developmental Disabilities  
Executive Committee**

Date: 02/06/13

Review of Proposed Activities & Budget

ITEM: H

Grantee: Texas Parent to Parent (TxP2P)

Year: 3 of 5

Project Title: Public Policy Collaboration

Project Location: Austin

**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 amount of funds needed to complete the proposed activities. TCDD has approved funding for up to five years.

**Project Goals and Accomplishments for Year(s) 1-2:**

**Goal year(s) 1-2:** Develop the TxP2P 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:* In year one, this project trained parents to create testimony and present at Legislative Hearings, reaching 126 self-advocates and 219 family members. 1 self-advocate and 1 individual were trained to be TxP2P Advocacy Network volunteers. TxP2P presented to 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." In year two, TxP2P held their 8<sup>th</sup> Annual Parent Conference. Staff provided 6 face-to-face trainings in 6 Texas cities; 160 total participants. 7 individuals participated in 3 conference calls that covered topics relating to the upcoming legislative session. 89 advocates made legislative visits and/or attended stakeholder meetings; some advocates chose to bring their families with them while engaging in these activities. Select testimonies given by self-advocates were recorded to be used for future volunteer trainings. Participating self-advocate age range was expanded to include all interested persons.

**Proposed Goals and Objectives for Year 3:**

**Goal(s):** Develop the TxP2P Advocacy Network that will utilize parent volunteers of children with disabilities, young self-advocates, siblings, and other interested people to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

**Objective(s):** Continue to create program documents, training curriculum, advertise the program, and recruit family volunteers. Train 30-85 people to advocate for issues that impact individuals with disabilities, provide support/information to volunteers, and stay current on state issues that impact people with disabilities.

**Staff Recommendations:** Public Policy Considerations: TxP2P is providing training on the legislative process and issues across the state to individuals from 33 collaborating organizations and seem to have a strong commitment to diversity. They are building expertise in stakeholders and building relationships with policy makers. If they reach their goal to have two "adopters" for Texas Legislators in each district making monthly contact it will have significant impact. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
Amount expended in year 1 (\$375 consultants) Award amount \$65,588	\$65,588	\$39,482	\$105,070
Amount expended in year 2 (\$375 consultants) (Based on 6 months) Award Amount \$61,780	37,341	18,130	55,471
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	38,312	1,136	39,448
<b>II. Travel</b>	3,000	0	3,000
<b>III. Purchased services</b> (\$375 consultants)	12,756	28,101	40,857
<b>IV. Equipment/Supplies</b>	1,200	0	1,200
<b>V. Rental/leasing</b>	2,232	0	2,232
<b>VI. Utilities</b>	1,200	0	1,200
<b>VII. Other</b>	0	0	0
Budget period totals	\$58,700	\$29,237	\$87,937