

**Texas Council for Developmental Disabilities
Quarterly Meeting
Hilton Austin Airport Hotel
9515 Hotel Drive
Austin, Texas 78719**

Meeting Schedule

Wednesday, February 5, 2014

3:00 PM – 6:00 PM
Executive Committee Meeting
Room: Goldenrod

Thursday, February 6, 2014

9:00 AM – 1:30 PM
Committee of the Whole
Room: Chennault
Lunch provided for Council Members and staff

1:45 PM – 5:00 PM
Project Development Committee Meeting
Room: Longhorn

Public Policy Committee Meeting
Room: Wildflower

Friday, February 7, 2014

8:30 AM – 11:30 AM
Council Meeting
Room: Chennault



Texas Council for Developmental Disabilities

Executive Committee Meeting - Agenda

Hilton Austin Airport Hotel

Room: Goldenrod

Wednesday, February 5, 2014 3:00 PM – 6:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of October 23, 2013, Minutes** Tab 1 
4. **Chair's Report**
5. **Executive Director's Report** Tab 2
 - A. Staffing Update
 - B. State and Federal Affairs Update
 - C. Stipends Approved
 - D. Other Updates
6. **Grants Activities Reports** Tab 3
 - A. Grants and Projects Update
 - B. Independent Audit Status Report
 - C. Grants Monitoring Exceptions Report
7. **Consideration of Outreach and Development Project Proposals** Tab 4
 - A. Nuevos Horizontes de Starr County
 - B. Baylor Autism Resource Center
8. **Consideration of Continuation Grant Awards** Tab 5
 - A. Any Baby Can – *Health & Fitness* 
 - B. Texas A&M University – *Higher Education* 
 - C. Texas Parent to Parent – *Public Policy Collaboration* 
 - D. Texas SILC – *Health & Fitness* 
 - E. The Arc of Dallas – *Advocacy Skills Training* 
 - F. VSA Arts of Texas– *Self-Advocates as Speakers* 
9. **TCDD Quarterly Financial Report** Tab 6
10. **Conflict of Interest Disclosures**
11. **Other Updates**

Adjourn



Texas Council for Developmental Disabilities

Committee of the Whole Meeting - Agenda

Hilton Austin Airport Hotel

Room: Chennault

Thursday, February 6, 2014 9:00 AM – 1:30 PM



Action Item

Call to Order

1. Introductions
2. Public Comments
3. Chair & Executive Director Remarks
4. Presentation: Center for Elimination of Disproportionality and Disparities
5. Grant Project Highlights Tab 8
6. Council Member Training: Internal Audit Controls
Lunch Buffet
7. Presentation: 1115 Waiver Transformation Projects with Intellectual & Developmental Disabilities Focus
8. Other Updates

Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Hilton Austin Airport

Room: Longhorn

Thursday, February 6, 2014 1:45 PM – 5:00 PM



Action Item

Call to Order

1. Introductions
2. Public Comments
3. Consideration of October 24, 2013, Minutes
4. Chair's Remarks
5. Member Updates
6. Staff Reports
 - A. Public Information Report
 - B. Status of New/Approved Projects
 - C. Projected Available Funds
 - D. Other Updates
7. Future Activities for State Plan Implementation
8. Future Project Funding Priorities
9. Other Discussion Items

Tab 7



Tab 8

Tab 13

Tab 9



Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Hilton Austin Airport

Room: Longhorn

Thursday, February 6, 2014 1:45 PM – 5:00 PM



Action Item

Call to Order

1. Introductions
2. Public Comments
3. Consideration of October 24, 2013, Minutes
4. Chair's Remarks
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 - A. Public Information Report
 - B. Status of New/Approved Projects
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8. Future Project Funding Priorities
9. Other Discussion Items

Tab 7



Tab 8

Tab 13

Tab 9



Adjourn



Texas Council for Developmental Disabilities

Council Meeting - Agenda

Hilton Austin Airport Hotel

Room: Chennault

Friday, February 7, 2014 8:30 AM – 11:30 AM



Action Item

Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
 - A. Consideration of Minutes Tab 14 
 - B. Excused Absences of Council Members 
4. **Presentation: Centro di Mi Salud Outreach and Development Project**
5. **Chair's Report**
6. **Executive Director's Report**
7. **Election of Council Vice-Chair** Tab 15 
8. **Election of Consumer (Self-Advocate) Member to Executive Committee** Tab 15 
9. **Revisions to TCDD Position Statements** Tab 11
 - A. Employment 
 - B. Guardianship 
 - C. Aging with Developmental Disabilities 
 - D. Public Transportation 
10. **Executive Committee Report**
 - A. Grants Activities Report Tab 3
 - B. Grant Awards Tab 4-5
 - C. TCDD Quarterly Financial Report Tab 6
 - D. Conflict of Interest Disclosures
 - E. Other Discussion Items
11. **Project Development Committee Report**
 - A. Grants and Projects Report Tab 8
 - B. Future Funding Activities for State Plan Implementation
 - C. Other Discussion Items
12. **Public Policy Committee Report**
 - A. Public Information Report Tab 13
 - B. Public Policy Issues Tab 12
 - C. Other Discussion Items
13. **Announcements and Updates** Tab 16

Adjourn

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the October 23, 2013, 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
OCTOBER 23, 2013**

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair	Kristen Cox	Diana Kern
Gladys Cortez	Andrew Crim	

COUNCIL MEMBERS PRESENT

John Morris

STAFF PRESENT

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

GUESTS PRESENT

Erick Fajardo, Sunset Advisory Commission

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, October 23, 2013, in the Guadalupe/Barton Creek Rooms at the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Chair Mary Durham called the meeting to order at 3:00 PM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF MINUTES

The minutes were reviewed and corrections were offered to the spelling of Chair Durham's name in two places and to an error of transposed numbers at the bottom of page 1.

MOTION: To approve the minutes of the August 8, 2013, Executive Committee meeting with the corrections as noted.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

The motion **passed** unanimously.

4. CHAIR'S REPORT

Executive Director Roger Webb discussed TCDD support of proposed Person-Centered Thinking Training. TCDD has participated in discussions with the Texas Department of Aging and Disability Services (DADS) and the DD Network Partners (Disability Rights Texas, Texas Center for Disability

Studies, and the Center on Disability and Development at Texas A&M) about assistance that might be provided to DADS in the effort to transition individuals from Austin State Supported Living Center (SSLC) to community living situations. DADS is now interested in training for some SSLC staff and some Central Office staff to become certified trainers in Person-Centered Thinking practices. Per Council policies that allow the Council Chair to act on behalf of the Council for time-sensitive matters, Chair Durham, in consultation with Vice-Chair Andrew Crim, approved up to \$30,000 of TCDD funds over two years as part of the funding for this training. Additional information was provided about DADS and CDS funding for this initiative, the background of this PCT training, training requirements, and a description of staff that will be trained. The Committee concurred with Chair Durham's decision to approve funding for this training project.

Durham and Webb reviewed absences of members for this meeting including Mateo Delgado, Cindy Johnston, Dana Perry, Lora Taylor, Amy Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only). Webb reminded members that this will be Joe Rivas's last Council meeting following his resignation. Durham noted that she has spoken with Gabby Fuentes, Governor's Appointments Office, and does not expect new appointments to the Council until at least spring 2014.

Kristen Cox reported that she recently attended a Medical Transition conference in Houston and is concerned about changes to the standard of health care which may not allow older teens to be treated in children's hospitals and how this conflicts with current practices for medical transition. She suggested this may be something the Council researches and addresses in the future. Gladys Cortez also discussed an idea for a Sibling Leadership Network in Texas.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb reported on TCDD staff changes including new employees Peggy Oster who began as the Web Administrator on September 13, 2013, and Erin Lawler who begins as Public Policy Specialist on November 1, 2013. Jeri Barnard, Project Management Assistant, will retire from state service on October 31, 2013, and Sandra Justice is filling that position as a temporary employee during the hiring process.

Webb updated members on the federal budget status noting that Congress has passed a Continuing Resolution to fund programs at FY 2013 levels through January 15, 2014. This is 29% of the fiscal year which equals approximately \$1.4 million for TCDD's partial allotment. Webb also noted that staff and office expenses will be expensed from FY 2013 funds likely through January 1, 2014.

No stipend grants were awarded during the previous quarter. Webb brought the members' attention to the attendance roster which is included with each quarter's meeting materials.

6. GRANT ACTIVITIES REPORT

Webb and Grants Management Director Sonya Hosey reviewed the Grants Activities Reports and discussed follow-up activities concerning the Arc of Texas' misappropriation of funds. TCDD was notified in late June of fraudulent activity within the Arc of Texas Master Pooled Trust and advised that investigations were taking place. TCDD provided grant funding for the trust several years ago at its inception but now only funds other projects with the Arc of Texas. An internal forensic audit was conducted of Arc funds and TCDD was notified October 18, 2013, that no TCDD funds were compromised. It was determined that the fraud took place from dormant accounts managed by the

Trust. TCDD continues to monitor and conduct on-site visits per policy in accordance with the risk assessment of each grant project. TCDD staff consulted with Internal Auditor Jaye Stepp for recommendations on this issue. Ms. Stepp is currently reviewing Arc-Tx information.

Hosey reviewed the Independent Audit Status Report and noted that one project from Texas Tech University was forwarded to Don Mikeska for Desk Review. Mr. Mikeska's contract with TCDD has ended and a new contract for desk reviews of TCDD projects has been secured with Abi-Bankole, P.C.

Hosey further reviewed the Grants Monitoring Exceptions Report and noted that items requested from VSA Arts of Texas and the Texas Department of Assistive and Rehabilitative Services which show as pending on the report are now complete. Information requested from Imagine Enterprises is currently pending as staff obtain match documentation from the project's new financial advisor.

Committee members and staff reviewed the TCDD Risk Matrix for monitoring grant projects and found no concerns. Clarification was provided on what constitutes low or minimal risk.

7. TCDD SUNSET REVIEW UPDATE

Webb and Operations Director Martha Cantu provided an update on activities surrounding the TCDD Sunset Review. Sunset Commission staff members Erick Fajardo and Anne Bradley have been assigned to TCDD and plan to begin their review in May 2014 and may be present at TCDD Committee and Council meetings prior to that time. The TCDD Self-Evaluation Report was submitted to the Sunset Commission in late August prior to the September 1, 2013, deadline. It can be viewed on the Commission's website and is available from TCDD staff.

8. CONSIDERATION OF REVIEW PANEL RECOMMENDATIONS FOR ACCESSIBLE PARKING PROJECT

TCDD Planning Coordinator Joanna Cordry discussed the State Plan goal related to the Accessible Parking Campaign. A Request for Proposals (RFP) was published for up to two projects for up to \$40,000 each to develop proposed awareness activities, with additional funding available to implement approved activities. Three proposals were received and reviewed by four review panel members who unanimously recommended two projects for funding. Those two organizations are in the same geographic location with similar goals and the panel suggested they could work together. Committee members discussed these proposals and agreed that funding would be approved to each separately but collaboration between the organizations would be encouraged.

MOTION: To approve funding of up to \$40,000 to Access Empowerment and up to \$40,000 to Travis County to develop Accessible Parking Campaign proposals for consideration by TCDD, with collaboration between the projects encouraged.

MADE BY: Andy Crim

SECOND: Kristen Cox

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

9. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT PROPOSALS

Cordry next reviewed proposals received from three organizations for Outreach and Development Grants that were reviewed by TCDD staff per Council approved procedures. Members discussed applications from Launch Point CDC, Inc., in Houston, Moody Clinic in Brownsville, and The Arc Del Paso in El Paso. The review of the application from Launch Point CDC, Inc., indicates a lack of clarity in the project's purpose as well as the ethnic background of the organization's leaders and members. Members discussed the application from the Moody Clinic with some concerns about the organization's previous work but noted support for a project in the area that may allow access to regional issues and become a potential learning experience for the Council. The application from The Arc Del Paso was favorable to all.

MOTION: To not approve funding to Launch Point CDC, Inc.

MADE BY: Diana Kern

SECOND: Gladys Cortez

The motion **passed** unanimously.

MOTION: To approve funding of up to \$10,000 for up to 18 months to the Moody Clinic for an Outreach and Development Project.

MADE BY: Andy Crim

SECOND: Diana Kern

The motion **passed** unanimously.

MOTION: To approve funding of up to \$10,000 for up to 18 months to The Arc Del Paso for an Outreach and Development Project.

MADE BY: Diana Kern

SECOND: Andy Crim

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

10. CONSIDERATION OF GRANT AWARDS

TCDD Grants Management staff reviewed Executive Summaries for projects eligible for continuation grant awards. Grants Management Director Hosey reviewed the executive summary for continuation funding for A Circle of Ten for the Increasing Capacity Training Project. This project provides training and assistance for grantees to obtain long-term sustainability. Ms. Hosey discussed the history of the project to this point and noted that 16 of the 17 targeted grantees participated in training during year one of the project but only 7 grantees continued training into the second year. Many grantees are applying for and receiving funding from collaborating organizations. A Circle of Ten plans to work with an additional 5-10 grantees during the third year of the project. Hosey also reviewed an opportunity for A Circle of Ten to expand efforts during the third year of the project by

developing a collaborative Funder's Forum Conference for 75-100 people to find opportunities to sustain programs with various resources. Since the proposed Funder's Forum is a new activity, the Committee was asked to recommend final approval to the Council if favorable about that effort.

MOTION: To approve funding of up to \$25,000 to A Circle of Ten for the third and final year of an Increasing Capacity Training Project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously.

MOTION: To recommend Council approval of funding of up to \$25,000 to A Circle of Ten to coordinate a Funder's Forum.

MADE BY: Mary Durham

SECOND: Diana Kern

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

Grants Specialist Wendy Jones reviewed the Executive Summary for continuation funding of the Department of Assistive and Rehabilitative Services (DARS) Project HIRE. This project provides a model for inclusive higher education for students with severe disabilities. The project has established contracts between DARS, South Texas College, and the University of Texas-Pan American to provide services for students which include evaluations, assistive technology, ongoing support, training and business mentoring. Currently, 27 students are enrolled in the program with the first expected graduates in 2014 and 10 additional students are expected for the next group. The project has received considerable positive publicity.

MOTION: To approve funding of up to \$225,000 to the Texas Department of Assistive and Rehabilitative Services for the third year of the Project HIRE higher education project.

MADE BY: Mary Durham

SECOND: Andy Crim

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

Ms. Jones next reviewed the Executive Summary for continuation funding of the Texas Tech University Project CASE higher education grant. In collaboration with the Burkhart Center, South Plains College and other agencies, Texas Tech University is recruiting, training and securing meaningful employment for students with developmental disabilities. 23 participants have enrolled, two graduated and one transferred to another college. The rest are expected to graduate between 2014 - 2017. Ten additional students will be selected in the third year.

MOTION: To approve funding of up to \$220,089 to Texas Tech University for the third year of a five-year Project CASE higher education project.

MADE BY: Andy Crim

SECOND: Gladys Cortez

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

Jones next reviewed the Executive Summary for continuation funding of the Texas Statewide Independent Living Council (TX SILC) Leadership Development and Advocacy Skills Training project. The project provides a comprehensive statewide conference for networking, information sharing and advocacy training. The "Connected to Independent Living" conference was held March 3-5, 2013, and another conference is planned for 2014.

MOTION: To approve funding of up to \$75,000 to the Texas Statewide Independent Living Council for the third and final year of a statewide Leadership Development and Advocacy Skills Training project.

MADE BY: Diana Kern

SECOND: Andy Crim

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

Executive Director Webb and Grants Management Specialist Susan Mihalik reviewed the Executive Summary from the West Central Texas Regional Foundation for the Inclusive Faith-Based Communities Symposium project. Staff acknowledged that there are differing opinions about the continuation of the project. Mihalik noted the first symposium on April 13, 2012, was not successful in part due to a lack of marketing. She reviewed the action plan that has been developed for this project. Steps to improve the next symposium planned for April 2014 include a self-evaluation survey distributed to representatives of faith-based organizations, hosting of several smaller events, and an information session for community members and leaders of faith-based organizations. A new project coordinator has been hired as well.

MOTION: To approve funding of up to \$75,000 to the West Central Regional Foundation for the third and final year of an Inclusive Faith-Based Communities Symposium project.

MADE BY: Andy Crim

SECOND: Diana Kern

The motion **passed** with no abstentions and one member opposed. (Attachment 7)

Jones reviewed the Executive Summary from Texas Tech University for Phase 2 funding of the Building Community Capacity through Collaboration project. With Phase 1 funding, the grantee developed a strategic plan based on community needs to build the capacity of a community to

provide health-care services, behavior supports, respite care and other supports needed to avoid the need for institutional placement for individuals with developmental disabilities. A strategic plan has been developed to encourage higher expectations for people with developmental disabilities to live, work, and play in more inclusive communities and the grantee is seeking Phase 2 funding to implement that plan. First year goals include identification of current supports and services in addition to identification of individuals with developmental disabilities to assess their needs. Staff expressed some concerns about the lack of stakeholder involvement in the development of the strategic plan but agreed that heightened grants monitoring during the implementation phase would hopefully address any issues.

MOTION: To approve funding of up to \$150,000 to Texas Tech University for the first of a five-year Building Community Capacity through Collaboration project, with increased oversight by TCDD staff.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously. (Attachment 8)

11. TCDD QUARTERLY FINANCIAL REPORT

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. Ms. Cantu presented the summary of funds for Fiscal Years 2011 – 2014. She noted that although a small negative balance shows for FY 2013 and a large negative balance shows for FY 2014, there will be a balance of unspent project funds to cover the deficit for FY 2013 and savings in operating expenses and unexpended funds from other projects will cover the deficit for FY 2014. Cantu also noted that the Administrative and Expense Budget Summary only includes expenses incurred at the time of the report. One additional month of salaries and other expenses have occurred since that time. Members did not have concerns regarding the financial reports.

12. CONFLICT OF INTEREST DISCLOSURES

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

13. OTHER DISCUSSION ITEMS

The Committee reviewed the schedule of the meetings and discussed future meeting dates and locations. Cordry discussed a current survey conducted by Disability Rights Texas to determine the needs and issues that are most important to people with disabilities.

ADJOURN

Chair Durham adjourned the Executive Committee at 6:19 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1



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

Mary Durham, Chair
Andrew Crim, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee
FROM: Joanna Cordry, Planning Coordinator
SUBJECT: Summary of Review Panel Recommendations
DATE: October 16, 2013

TCDD staff convened an independent panel to review three proposals submitted in response to TCDD's Accessible Parking Awareness Campaign Request for Proposals (RFP) that announced the availability of funds for up to two projects to develop ideas and proposed strategies to:

- educate drivers about the impact parking violations have on people with accessible parking placards and license plates, and
- decrease the number of accessible parking violations.

In addition, TCDD expected that working collaboratively with other organizations, including a marketing firm, to develop and evaluate the results of a targeted educational campaign would also build TCDD's capacity to implement successful educational campaigns in the future. Thus, this activity was intended to serve as a learning opportunity.

The review panel consisted of four people with different types of expertise and backgrounds: two people are family members of a person with a developmental disability; two people have professional marketing expertise; two people have experience working with marketing entities; and two people have experience working collaboratively on advocacy or social change projects.

The review panel unanimously recommended the proposals submitted by Access Empowerment and Travis County be considered for funding. The panel did not recommend funding the proposal submitted by EGS research and Consulting. Attached are summaries of the review panel's comments.

One important note: the panel acknowledged that the proposal submitted by Travis County did not directly follow the guidelines of the RFP. Rather than outline a plan for conducting market research and developing a campaign based on that research, Travis County submitted a proposal to develop and implement a campaign. They did not provide information about market research. However, the panel still felt that their proposal was "exciting," noted that they were partnering with a marketing firm with experience in creating culture change, and speculated that working with a government entity might be more likely to create permanent systems change.

The panel also noted that the two proposals recommended for funding had complementary strengths, and that TCDD would be wise to ensure that any organization funded under this RFP be expected to involve advisors who have experience in and knowledge about creating behavior change as well as people who have business backgrounds.

Accessible Parking Awareness Campaign Review Panel Summary

Access Empowerment

Proposing work in Hays and Travis Counties

Requesting \$40,053 for 6 months

Strengths

The organization is lead by people who have disabilities, and the leadership is dedicated to expanding accessibility and seeks opportunities to create positive change in all endeavors.

- The Project Director appears to have excellent experience and already is focused on issues of mobility in the Austin area
- The Board of Directors is very involved
- The marketing consultant is the parent of a child who has disabilities.

The plan is detailed, and the timeline is realistic.

Weaknesses

The proposal does not provide details about the research that will be conducted, although it does indicate that marketing trends, effective social change marketing strategies, and issues will be identified.

The marketing consultant does not appear to have a strong market research and advertising background (she is more of a writer, filmmaker, event planner, and advocate). Also, the selection of a single individual to create a marketing plan instead of a firm with marketing and creative depth and considerable social change experience is a concern unless input also will be gathered from behavior/social change experts and business and government stakeholders, who may serve on an advisory panel. The budgeted amount for the marketing consultant, \$35,000, seems high for this project if she is indeed doing the work alone.

The proposal states that Access Empowerment will secure a Memorandum of Understanding (MOU) from the Hays County Commissioner's Court and Travis County District 5 Constable's office to represent government stakeholders within 15 days, but there is no evidence they can do this. In fact, Travis County submitted a separate proposal that included no mention of partnering with Access Empowerment, which suggests that Travis County might not be aware of Access Empowerment's desire to work together.

Although Access Empowerment has an excellent Board, it appears that two people will execute this project with intermittent input from the Advisory Panel. A project to be rolled out to the public in two counties may require the commitment of an organization with deeper paid-staff structure and experience. In addition, there does not appear to be a system of checks and balances for finances. It is unclear if the Board Treasurer handles financial activities.

EGS Research and Consulting

Proposing work in Harris County

Requesting \$40,000

Strengths

The narrative focuses heavily on gathering research and reflects the solid research credentials of the Proposal's program director. The research efforts described in this proposal reflect outstanding business and public practice, and Ms. Smith has excellent credentials and experience in the area of research, which is an important aspect of this project.

The creative and research firm identified in the proposal appears to have the structure, experience with public issue/awareness campaigns, and outstanding qualifications to complete the work specified in the proposal or a Phase II implementation.

The proposer intends to align with the existing resources in Houston and states that there are 500 volunteers with whom they hope to work, which is exciting. However, there is no strong evidence that the proposer will really be able to do this.

Weaknesses

This proposal feels clinical and academic and does not give one the sense that the proposer has a strong connection to people with disabilities or to community partners. The necessity for such extensive research work is uncertain as it is clear from the narrative that a lot of research and practice results may exist to help identify and formulate messaging.

It appears that Ms. Smith will be conducting much of the work independently, without significant direct participation of stakeholders, and her experience with issues and projects related to individuals with disabilities seems limited.

The proposal anticipates that individuals with disabilities and their families or advocacy groups will provide input through interviews, but does not specify how individuals and family members of those with disabilities will be recruited or included in meaningful ways throughout the project (such as through an input-feedback-input-feedback process).

The proposal does not specify how the resources to implement an education campaign will be identified, whether success measures will be defined, or how other organizations will actively participate in the process. The proposal leaves questions about how the work will be completed, and it's difficult to know if enough time has been dedicated to the project by Project Director, especially given the amount of traveling to be done.

Funds for contracted services, including a telephone survey and completion of the entire strategic plan by an agency, appear inadequate. No funds are budgeted to pay the financial person (nor is this noted as match).

Travis County

Proposing work in Travis County
Requesting \$37,125

Strengths

The organization is versed in the issue as a government agency implementing accessible parking policy and would be able to roll out a campaign very quickly.

The applicant can sustain a successful campaign beyond the terms of this project and envisions opportunities to expand an awareness campaign to other counties in Texas. As a government entity and an enforcement organization, the applicant may have great influence on other governmental agencies through conferences and dissemination of the project's results.

Supporting letters from organizations serving the interests of individuals with disabilities who will partner in Phase II show the proposer has support.

This was the only proposal to specifically state that the need for materials and products in Spanish will be addressed.

The budget makes excellent use of funds and demonstrates good use of various resources, which offers TCDD a lot of “bang for the buck.”

Weaknesses

There is a marked absence of a market research component prior to defining the message for a marketing campaign or determining the appropriateness of those activities, including what audiences to target and what resources and activities may be most effective with those audiences. It is unclear why the proposer did not address the market research component, and it is extremely unfortunate because that was the intent of the RFP. So, while this proposal had the most energy and most likely presented the plan with the best value, it missed the point of the RFP. It is possible that the research has already been done; however, if that is the case, that information should have been included in the proposal.

The identified partners are pretty much "institutional" – entities that are typically involved in disability-related projects. There do not appear to be a lot of grassroots, everyday people on the list.

The Executive Assistant, rather than the Education and Outreach Coordinator, will be the Project Director, which seems odd without further explanation or justification.

The proposal does not discuss how feedback from stakeholders would be incorporated into the project on an ongoing basis. The proposer should be sure to solicit input and advice from a range of people with different backgrounds, including people with developmental disabilities, behavior/social change experts and business representatives.

Attachment 2



TEXAS COUNCIL *for* DEVELOPMENTAL DISABILITIES

(512) 437-5432
(800) 262-0334
TDD (512) 437-5431
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E-Mail TXDDC@txddc.state.tx.us
<http://www.txddc.state.tx.us>

Mary Durham, Chair
Andrew Crim, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee

FROM: Sonya Hosey, Grants Management Director
Jessica Ramos, Public Policy Director
Joanna Cordry, Planning Coordinator

SUBJECT: Summary of Outreach and Development Proposals

- Launch Point CDC, Inc.
- Moody Clinic
- The Arc Del Paso

DATE: October 7, 2013

The TCDD staff review panel reviewed 3 Outreach and Development proposals received this quarter.

Background

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

TCDD's Goals in Funding These Grants

1. Develop partnerships to increase TCDD's understanding of different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided; and
2. Support activities that the group has determined will help members of their community who have disabilities to receive support that is culturally appropriate.

Criteria for Evaluation of Proposals

The TCDD staff review panel use the following criteria to evaluate if funding the proposal is consistent with the goals above:

- The group is made up of people who identify with a specific ethnic/cultural minority group who are working to increase access to culturally appropriate supports and services for individuals with disabilities of a similar cultural background.
- Working together will deepen TCDD's understanding of that cultures' values, cultures, and customs.

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

Recommendations:

TCDD staff recommend the Committee review and discuss all three applications and fund those that best meet TCDD's goals. The complete proposal, 5-9 pages in length, will be available at the Executive Committee meeting.

Outreach and Development Grant Applications Summary

Applicant:	Launch Point CDC, Inc.	Length of time in existence: 20 years
Group Size:	25-30 members	Geographic Location: Houston, TX
Amount Requested:	\$9,985	Meeting Frequency: Monthly
Ethnic/Cultural Group Served :	Black, Asian, Hispanic	
Organization Mission:	To provide ancillary services to students with disabilities and their families to enrich their standard of living while pursuing independent and educational advancement.	
Planned Activities:	Facilitate 12 workshops (monthly) to HISD schools and community centers; workshops will provide disability sensitivity awareness education to the community and introduce healthy habits, health management, tools, education, skills, resources, and opportunities to help youth and adults who have disabilities eliminate barriers.	
Public Policy Implications:	The application doesn't provide enough information to discern whether the applicant will increase access to culturally appropriate services. Although a broad network of organizations are listed, it's unclear how they will contribute toward the success of the proposed workshops. The applying organization's commitment to cultural competence or that the organization is made up of people who identify with a specific ethnic/cultural minority group is not apparent. As such, policy implications for this outreach and development proposal cannot be determined.	
Planning Considerations:	<p>The proposal indicates that the organization serves people from three different ethnic minority groups with different cultural characteristics, does not reference cultural competence, and it is not apparent if their staff belong to these ethnic groups. Their website indicates they serve a wide variety of youth and do not focus solely on youth with disabilities. It does not appear that assisting people with developmental disabilities to receive culturally competent services is not their primary goal.</p> <p>The proposal indicates they work with a wide range of partners. They have been partners with the Barbara Jordan Endeavors Foundation, a former grant recipient.</p>	
Grants Management Comments:	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. This organization serves ethnic/cultural groups (Black, Asian, and Hispanic/Latino) and seeks TCDD funds to provide disability sensitivity awareness education to the community and introduce healthy habits, health management, tools, education, skills, resources and opportunities to improve quality of life. However, it is not clear if the members and/or leadership of the organization belongs to one of these ethnic/racial groups.</p> <p>It's not clear what the grant will do to "raise awareness of resources available for families and youth experiencing the difficulties of living with insensitive environments to the needs of those with disabilities." Grants staff are not clear how healthy habits, health management, and other awareness relate to insensitive environments and how those topics are related to services and support that are culturally competent.</p> <p>The organization identified several organizations to collaborate on this project; some will provide space, educational materials, and presenters.</p> <p>The budget allocates TCDD funds for costs of key personnel and consultants to carry-out project related activities, printing and travel. The line item amount for consultants (workshop presenters) is incorrect. If approved, TCDD Grants staff will assist with final negotiations. These costs are reasonable and allowable in comparison to professional rates. The project included line items the organization can cover for match.</p> <p>If approved, TCDD grants staff recommend authorizing up to \$10,000 should we determine other expenses that are necessary for a successful project.</p>	

Applicant:	Moody Clinic	Length of time in existence: 61 years
Group Size:	18 board members	Geographic Location: Brownsville, TX
Amount Requested:	\$10,000	Meeting Frequency: 5 days a week
Ethnic/Cultural Group Served :	Primarily Hispanic – 92.7%	
Organization Mission:	To provide the highest quality rehabilitative services to maximize the potential of children with special needs.	
Planned Activities:	<p>Conduct an awareness campaign that reaches Hispanic American families living along the Texas/Mexico border, so that developmental delays can be identified and caught early and to address bullying. This will be done by:</p> <ul style="list-style-type: none"> • Developing educational materials • Supporting families of children with special needs to serve as volunteer advisors, speakers and community liaisons • Disseminating information via television, radio, social media, and news websites 	
Public Policy Implications:	The proposal meets criteria for outreach and development. It will develop culturally appropriate community education materials to address the under diagnosis and late diagnosis of developmental disabilities among Hispanic children. The value of quality education materials could extend beyond Brownsville.	
Planning Considerations:	<p>While this is not a grassroots organization such as the majority of organizations funded under this RFP, it is an organization that is led primarily by Hispanics and that provides culturally competent services for a population that is mostly Hispanic. In addition, the organization is in a part of a Texas that TCDD has rarely reached – an area on the border that has both an exceptionally high poverty rate and exceptionally low education levels. These factors probably make it unlikely that TCDD would receive a proposal directly from a “grassroots” group in this area. TCDD would benefit from partnering with this organization to learn more from the individuals they serve.</p> <p>The goal of this project addresses an identified need. In addition, recently published studies suggest that Hispanic children who have autism are typically diagnosed later than other children. This project might be able to provide information that would be relevant to this finding and that might contribute to efforts to address this issue.</p>	
Grants Management Comments:	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. This organization serves 92.7% Hispanic/Latino groups in extreme South Texas near the Texas/Mexico border and seeks funds to create awareness of developmental disabilities so that early interventions are sought for families with children with disabilities. TCDD may potentially learn how to improve access to services and outreach to families and communities in this area of the State.</p> <p>The organization did not provide names of specific organizations that will work on this project, but identified in general Brownsville ISD and other entities.</p> <p>The budget allocates TCDD funds for allowable costs of key personnel to carry-out project related activities, printing, media, and travel. The line item amounts noted for printing/copying, production time, PSAs, and travel will require detailed justifications. These costs are reasonable and allowable in comparison to professional rates. The project did not include line items the organization can cover for match.</p> <p>If approved, TCDD Grants staff will assist with final negotiations.</p>	

Applicant:	The Arc Del Paso	Length of time in existence: 2.5 years
Group Size:	30	Geographic Location: El Paso
Amount Requested:	\$10,000	Meeting Frequency: Monthly board meetings; quarterly general meetings
Ethnic/Cultural Group Served :	90% Hispanic	
Organization Mission:	This organization states they are “committed to providing high quality, caring, culturally competent, home and community-based services to individuals with intellectual and developmental disabilities, their families, and caregivers living in El Paso County. Programmatic goals include job development and placement; day habilitation; residential living; respite care; and advocacy.”	
Planned Activities:	<p>Activities to promote and expand services for Hispanic adults with IDD:</p> <ul style="list-style-type: none"> • Design and create a website • Development and dissemination of culturally-appropriate marketing materials • Preparatory work to hire a program manager • Provide salary support for the first 3 months of salary for the program manager to secure and implement a contract with DADS to provide HCS services 	
Public Policy Implications:	The long term goals of the applicant - to create small community designed day habilitation programs - and their work with TCDDs BC3 grantee to develop community capacity to prevent institutionalization, make this a project to watch. Sustainability and replication will be significant challenges.	
Planning Considerations:	This appears to be a newly developed Arc chapter that has worked with the Arc of Texas, state agencies, and other local stakeholders to become established and intends to provides culturally competent services in an area with a poverty rate that is higher than average. The proposal notes that in addition to the local authority, there is only one other non-profit serving individuals with IDD in the area; the remainder are for-profit. TCDD would most likely benefit from partnering with this organization to learn more from the individuals they serve, and this project appears to meet an identified need. Please see Grants Management note regarding day habilitation.	
Grants Management Comments:	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. This organization serves 90% Hispanic/Latino groups in El Paso and seeks funds to create culturally competent marketing materials and to hire a staff to secure and implement a DADS contract as a Home & Community-based Services (HCS) provider of day habilitation and other long term services. Grant staff believe this proposal meets the need to help people receive culturally competent services and supports, improve access to services, and believes TCDD would benefit from partnering with organizations to learn more from the individuals and families they will serve in the El Paso area. However, day habilitation services are not always consistent with TCDD views of integrated community settings.</p> <p>The budget allocates TCDD funds for allowable costs for key personnel, consultants, and printing/copying to carry-out project related activities. The project included line items the organization can cover for match. Project costs are reasonable and allowable in comparison to professional rates.</p> <p>If approved, TCDD Grants staff will assist with final negotiations.</p>	

Attachment 3

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 10/23/13

ITEM: A

Grantee: A Circle of Ten, Inc. (C10)

Year: 3 of 3

Project Title: Increasing Capacity in the Existing Development and Advocacy Skills Training Project

Project Location: Austin, Houston, Dallas &/or San Antonio

TCDD RFP Intent:

TCDD initially posted an RFP for activities to train and assist TCDD grantees that provide leadership development and advocacy skills training to successfully obtain funding or other resources that increase the ability of those training activities to be sustained when grant support from TCDD terminates. The Contractor will provide training and assistance to 10-17 grants within Houston, Dallas, and Austin. TCDD approved funding up to \$25,000 to provide training to increase the capacity expecting to review after year one for possible continuation. TCDD later approved up to 2 additional years; the second award period will end December 2013.

TCDD is seeking this grantee to continue contract and to incorporate some activities beyond the current contract in the building community capacity contract. Additional activities include training additional TCDD grantees; and coordinating a Funder's Forum & conference that includes public policy issues and advocacy opportunities (pre-session); an opportunity to provide input into state plan objectives & activities; and a meeting of the Texas Funders Roundtable. Council approval is requested for an increased amount to include these additional activities in addition to continuing activities from the current contract.

Current Authorized Funding: TCDD has approved up to \$25,000 for up to three years.

Expected Outcomes: Funding leveraged to assist sustainability efforts of various TCDD grant projects; evidence of projects sustained with various types of funding and resources past TCDD grant funds; C10 will identify specific outcomes/accomplishments for each of 10-17 TCDD grantees; and C10 will provide information about grantees that need additional support to sustain their programs.

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

Goal: To build the capacity of 10-17 TCDD grantees in three locations (Austin, Houston, Dallas &/or San Antonio) through leadership training and support to 20-34 staff &/or family members of people with developmental disabilities to leverage TCDD funding and sustain programs with various types of funding and resources past TCDD grants.

Accomplishments per goal: Year One: Worked with 16 of 17 TCDD leadership and advocacy grantees to offer three 3-day seminars on grant writing and incorporating collaborative grant ideas. Had thirty-seven (37) participants in capacity building training, capacity building surveys, and phone interviews. Identified statewide and regional grant resources; and involved additional partners to gain State, Federal and private funding to leverage funds. The Meadows Foundation funded Circle of Ten and the City of Houston Parks & Recreation finalized a Memorandum of Understanding to include TCDD grantees and non-TCDD agencies in their services and grants with an option to host the Funders' Forum. The funding and memorandum brings together 10 partners to address veterans, people with disabilities, and at-risk youth.

Year Two: Offered 7 TCDD grantees: 1) Six 3-day seminars with 30 representatives; 2) 3-day seminar incorporating collaborative grant ideas; and 3) submitted eight new grants that included existing/potential TCDD grantees and complimentary agencies and identified finalization of program and budget development for at least one large collaborative effort. As a result, partners received two awards for TCDDs BC3 Expanding Community Collaborative Capacity grants; TCDD stipend award for DiversAbility Event; and submitted grant proposals to Houston Endowment, US Department of Agriculture Rural Utility Services, Kresge Foundation, and the US Department of Housing & Urban Development for Asian Housing Initiative in Harris & Ft. Bend Counties.

Texas Council for Developmental Disabilities

Proposed Goals and Objectives for Year 3:

Goal: Build the capacity of the 5-10 TCDD select grantees from Years One/Two and an additional *10-15 TCDD grantee agencies in existing/new networks; and host Funders Forum & Conference. *New TCDD grantees identified by TCDD.

Objectives: 1) Provide a 3-day Process of Collaboration Seminar on Linking Leadership, Grassroots Community Organizing, Innovative Program Development, Grant Research, and Grant Writing; 2) Part II – The Next Step, incorporates real grant ideas into the curriculum; 3) Guided Alliance will guide from concept through next steps of finalization of program development, budget development and completion/submission of grant application (s) for at least one collaborative effort; and 4) Present the 10th Annual Funder’s Forum & Conference to 75-100 staff and/or family members of people with developmental disabilities to leverage funding and sustain programs with various resources past TCDD grants.

Council Considerations: No staff concerns, match not required per contract; If recommended favorably by the Executive Committee, the Council will be asked to consider funding to continue contract and additional \$25,000 to incorporate additional activities for final year of contract. Staff included 2-separate budgets to include the current capacity building contract and additional budget to include the Funders Forum and Conference Event.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (no consultants)	\$25,000/\$25,000	\$0/\$0	\$25,000
Amount expended in year 2	\$25,000/\$15,947	\$0/\$0	\$15,947
Amount requested for year 3 contract:			
I. Personnel Services	22,559	10,098	32,657
II. Travel	1690	0	1690
III. Purchased Services	550	500	1050
IV. Property/Materials	200	0	200
V. Rental/Leasing	0	1,500	1,500
VI. Utilities	0	0	0
VII. Other	0	0	0
Budget period totals	\$24,999	12,098	37,097
Amount requested for Funders Forum/Conference			
I. Personnel Services	21,048	10,098	31,146
II. Travel	2520	0	2520
III. Purchased Services	550	0	550
IV. Property/Materials	522	0	522
V. Rental/Leasing	0	7500	7500
VI. Utilities	360	0	360
VII. Other	0	0	0
Budget period totals	\$25,000	\$17,598	\$42,598

Attachment 4

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: B

Grantee: Department of Assistive & Rehabilitative Services (DARS)

Year: 3 of 5

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

Project Location: Hidalgo County

Website: <http://drsprojecthire.com>

TCDD RFP Intent:

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

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

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

Project Goals and Accomplishments for Years 1-2:

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

Accomplishments per goal:

Contracts were developed between DARS and the University of Texas-Pan American (UTPA), STC, Dr. Paul Wehman, Access Granted, and Dr. Lynn Fischer, who, with the project advisory committee (PAC), conducted program design and planning meetings. Participant applications were developed and orientations were conducted at STC in English, Spanish, and American Sign Language. Individual meetings with potential participants and their families took place. PAC members developed an applicant scoring mechanism and counselors prepared packets for the interview team, which met with each applicant along with parents and school personnel. Assistive Technology (AT) Evaluations were completed for each of a total of 27 participants. All completed the summer training and began classes at STC. A total of 12 long-term business mentors have been secured. The project has presented at hearings, conferences, and has garnered considerable publicity. There are currently 23 actively enrolled participants, 13 with business mentors and it is expected that 2 participants from the first cohort will graduate spring 2014.

Proposed Goals and Objectives for Year 3:

Goal: Select a minimum of 10 additional individuals with developmental disabilities for Cohort 3.

Objectives: Continue to work with project partners to provide assistive technology and business mentors; Continue the post-secondary programs.

Staff Recommendations:

Public Policy Considerations: This project has elevated disability policy issues in their community, improving educational opportunities and access to accommodations beyond expectations. Other higher education institutions would benefit from learning about their experiences. The "money follows the person" approach to providing supported higher education is as innovative as it is exciting.

Grant Management Considerations: No concerns; high risk monitoring (awards within award).TCDD staff frequently participate in trainings and annual onsite reviews.

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

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1	\$225,000 / \$225,000	\$31,425 / \$32,093	\$256,425 / \$257,093
Expended Year 2 (6 months) (Consultant:\$81,326)	\$225,000 / \$89,458	\$15,060 / \$4,270	\$240,060 / \$93,728
Amount requested for Year 3 budget:			
I. Personnel Services	0	0	0
II. Travel	0	0	0
III. Purchased Services (\$196,812 consultants)	200,700	14,760	215,460
IV. Property/Materials	3,845	0	3,845
V. Rental/Leasing	0	300	300
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	20,455	0	20,455
Budget period totals	\$225,000	\$15,060	\$240,060

Attachment 5

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas Tech University

Year: 3 of 5

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

Project Location: Statewide

Website: none

TCDD RFP Intent:

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

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

Expected Results: Project CASE will create a replicable, sustainable higher education model that will build a collaborative partnership with the Burkhart Center, TX Tech University, South Plains College, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in their field of choice.

Project Goals and Accomplishments for Years 1-2:

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

Accomplishments per goal:

A totally of 23 participants have been enrolled in Project CASE. Of those, 2 have graduated and one has transferred to the Sul Ross Gaming Program in Alpine, TX. The remaining participants are expected to complete their programs between 2014-2017 and 1 will have completed a Master's Degree in Architecture. Several business mentors have been secured. Most students request to do their internships in the summer due to heavy study and tutoring schedules, but 4 students have found full- or part-time employment in their field of choice.

Proposed Goals and Objectives for Year 3:

Goal: Select a minimum of 10 additional individuals with developmental disabilities for Cohort 3.

Objectives: Maintain a caseload of 10 Project CASE participants per Learning Specialist.

Staff Recommendations:

Public Policy Considerations: This grantee is encouraged to leverage the project's positive outcomes to enhance local community awareness of and support for sustainability and expansion.

Grant Management Considerations: No concerns; high risk monitoring due to award amount. TCDD staff will conduct annual onsite reviews.

Staff Recommendation: TCDD staff recommends continued funding for this project

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$209,384/\$209,054	\$79,725/\$98,256	\$289,109/\$307,310
Expended Year 2 (9 months) (Consultant:\$13,686)	\$217,079/\$117,638	\$72,377/\$45,874	\$289,456/\$163,512
Amount requested for Year 3 budget:			
I. Personnel services	190,144	0	190,144
II. Travel	11,107	0	11,107
III. Purchased Services (\$13,788 sub awards)	16,838	0	16,838
IV. Property/Materials	2,000	0	2,000
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	0	73,363	20,455
Budget period totals	\$220,089	\$73,363	\$293,452

Attachment 6

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: D

Grantee: Texas Statewide Independent Living Council (TX SILC)

Year: 3 of 3

Project Title: New Leadership Development and Advocacy Skills Training

Project Location: Statewide

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.

Authorized Funding: TCDD has approved up to \$75,000 for up to 3 years.

Project Goals and Accomplishments for Years 1-2:

Goal: Provide a comprehensive Statewide Independent Living Conference targeting consumers, family members, service providers, rehabilitation counselors, and other stakeholders in the disability community for the purpose of networking, information sharing, and advocacy training.

Accomplishments per goal:

The project specialist conducted extensive planning activities prior to the conference, collected registrations and stipend applications, sought new and previous conference sponsors, and promoted the conference via e-mail blasts and weekly newsletters. The "Connected to Independent Living" conference was held March 3-5, 2013. Attendees received 2 full days of sessions with 30 exhibitors, including community partners. Conference evaluation and other follow-up activities were conducted to determine needs, growth areas, and consumer satisfaction, which will guide planning for the 2014 conference. In Year 2, the SILC used social media and web-based communication applications. The project facilitated the experience of 60 individuals with disabilities at the conference. TCDD funds allows the offering of stipends to at least 48 people with developmental disabilities to attend the conference; cover expenses for a full-time employee to coordinate activities and to network with the community; and create an active advisory committee that provides input, advocacy and leadership initiatives that has helped with planning and outreach activities.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: Recruit diverse community partners, associations, and stakeholders; research and develop agency, identifying keynote speakers; create a marketing plan to provide extensive statewide outreach; and create evaluation tools and disseminate findings.

Staff Considerations:

Public Policy Considerations: Because DARS failed to receive funding for new Independent Living Centers and in order to ensure statewide access to IL services, all entities associated with ILCs should concentrate efforts on identifying, developing and articulating ILD outcomes in every available venue, including the Statewide Independent Living Conference. **Grants Management Considerations:** No concerns; moderate risk monitoring due to award amount and sub-awards. **Staff Recommendations:** TCDD staff recommends continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$75,000/\$75,000	\$25,000/\$27,530	\$100,000/\$102,530
Expended Year 2 (7 months)(Consultants \$1200)	\$75,000/\$53,685	\$29,000/\$23,884	\$104,000/\$77,569
Amount requested for Year 2 budget:			
I. Personnel Services	42,707	0	42,707
II. Travel	2,124	0	2,124
III. Purchased Services (\$1,200 consultants)	22,779	29,000	51,779
IV. Property/Materials	1,040	0	1,040
V. Rental/Leasing	3,633	0	3,633
VI. Utilities	2,717	0	2,717
VII. Other	0	0	0
Budget period totals	\$75,000	\$29,000	\$104,000

Attachment 7

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

Date: 10/23/13

Review of Proposed Activities & Budget

Item: E

Grantee: West Central Texas Regional Foundation

Year: 3 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Abilene (Callahan, Jones, & Taylor Counties)

Website: www.wctcog.org

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.

Authorized Funding: TCDD has approved up to \$75,000 per year for up to three years

Year 1: \$74,894 Year 2: \$74,322 Year 3: \$74,988

Expected Results: Faith communities will understand the benefit of inclusion.

Project Goals and Accomplishments for Year 2:

Goal: To work with faith-based community organizations, community partners and persons with disabilities to more fully include underserved people with disabilities in outreach and programming across the rural region and within the metropolitan area, ensuring active participation within faith-based communities for all.

Accomplishments per goal: Held first faith inclusion symposium on April 13, 2013. Several media were developed for this event: program of events, booth registration form, attendee registration form, and a satisfaction survey. Staff secured a keynote speaker for the event as well as sign language interpreters and community members to lead the required breakout sessions. Developed a self-evaluation survey to distribute to representatives of faith-based organizations. Turnout to the symposium was lower than expected; therefore, project staff worked with the Project Advisory Committee to develop a corrective action plan to address difficulties in reaching project goals. The action plan includes hosting several smaller events leading up to the next symposium (April 2014) as well as an information session for community members and the leadership of faith-based organizations.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: Hold a series of good quality workshops as well as a symposium that encourages attendance from faith based and community based organizations in an effort to advocate for and support Faith based Organizations that currently have programming for the disability community or those organizations that are attempting to create such programming.

Staff Recommendations:

Public Policy Considerations: Increasing exposure of members of faith communities to persons with developmental disabilities will make it more likely that members of faith communities will have awareness about issues important to persons with disabilities. Having people who are not connected with the service delivery system in the lives of persons with developmental disabilities also is a significant protective factor. Finally, faith leaders typically also are leaders in the broader community with access to decision makers.

Grant Management Considerations: The project is not in compliance with some requirements of the Request for Proposal (RFP). Project staff have developed a comprehensive corrective action plan to address these concerns. **Goals relating to the action plan were established by the Grants Specialist and the grantee was unable to meet all of these goals.** **Staff Recommendation:** TCDD staff does not recommend continuation funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (Consultant: \$0)	\$74,894/\$74,894	\$20,193/\$20,794	\$95,087/\$95,688
Expended Year 2 (4 months) (Consultant: \$748)	\$74,322/\$22,822	\$24,576/\$7,113	98,898/\$29,935
Amount requested for Year 2 budget:			
I. Personnel Services	58,731	16,518	75,249
II. Travel	750	0	750
III. Purchased Services (\$748 consultants)	4,112	7,551	11,663
IV. Property/Materials	500	460	960
V. Rental/Leasing	4,122	450	4,572
VI. Utilities	900	0	900
VII. Other (Indirect Costs)	5,873	0	5,873
Budget period totals	\$74,988	\$24,979	\$99,967

Attachment 8

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

Date: 10/23/2012

Review of Proposed Activities & Budget

ITEM: F

Grantee: Texas Tech University

Year: 1 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: West Texas

Website: none

TCDD RFP Intent:

The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

Authorized Funding: TCDD has approved up to \$150,000 for up to five years.

Expected Results: The West Texas Community Network (WTCN) originated as a partnership among the Burkhart Center, High Point Village, and the HALI Project established to increase access to community-based and strength-based supports and services for individuals with developmental disabilities and their families. A strategic plan has been developed to encourage higher expectations for individuals with DD to live, work and play in more inclusive communities that value their contributions and unique gifts.

Project Goals and Accomplishments for Planning Year:

Goal: Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network.

Accomplishments per goal:

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD review.

Proposed Goals and Objectives for Year 1:

Goal: Identify supports, services and programs that are in the community and develop a resource list accordingly. Research and partner with local and state stakeholders to determine location of individuals with DD and assess their needs.

Staff Recommendations:

Public Policy Considerations: Public Policy staff identified several concerns regarding the activities completed thus far with the overall assessment that the project did not adequately research and identify the primary reasons why individuals with DD become institutionalized.

Grant Management Considerations: In addition to the above, grants staff cited problems with the needs assessment, lack of involvement from key community stakeholders, lack of input from individuals with DD, and lack of diversity, both ethnic and economic.

Staff Recommendation: TCDD staff recommends funding for Phase 2 of this project with heightened involvement from the Grants Management Specialist to address the issues identified above.

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Planning Year: (8 months) (Consultant:\$8,860)	\$74,996 / \$42,226	\$25,226/\$14,203	\$100,222/ \$56,429
Amount requested for Year 1 budget:			
I. Personnel services	87,707	0	87,707
II. Travel	6,359	0	6,359
III. Purchased Services (\$38,000 consultants)	41,383	0	41,383
IV. Property/Materials	915	0	915
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	13,636	50,455	64,091
Budget period totals	\$150,000	\$50,455	\$200,455

Executive Director's Report

Tab 2

Background:

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to approve applications for Events Stipends and Presentation Support Stipends. Eight (8) stipend applications were approved during the quarter to the following organizations. Summaries are enclosed.
 1. **Texas Department of Aging & Disability Services (DADS)** for the *Annual ICF/DD Provider and Surveyor Conference* February 5-6, 2014, in Austin. (Presenters)
 2. **The Arc of Texas** for the *21st Annual Inclusion Works Conference* February 9-11, 2014, in Arlington. (Event Stipends)
 3. **Attention Deficit Disorders Association – Southern Region** for the *Strategies for Life with ADHD, 26th Annual Conference* February 22, 2014, in Houston. (Event Stipends)
 4. **Jewish Family Services** for the *Photography Experience for Individuals with Disabilities and Genetic Differences at Reelabilities Houston Disabilities Film Festival* Feb. 9-13, 2014, in Houston. (Presenters)
 5. **Austin Travis County Integral Care** for the *Central Texas African American Family Support Conference* February 25-26, 2014, in Austin. (Presenters)
 6. **Austin Travis County Integral Care** for the *Central Texas African American Family Support Conference* February 25-26, 2014, in Austin. (Event Stipends)
 7. **Family to Family** for the *Special Education and Transition Conference* March 22 & April 5, 2014, in Houston. (Event Stipends)
 8. **Family to Family** for the *Special Education and Transition Conference* March 22 & April 5, 2014, in Houston. (Presenters)
- **State and Federal Affairs Update** – TCDD staff will provide updates about federal appropriations for DD Councils and other state and federal matters during the meetings.
- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Important Terms:

Events Stipend 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.

Disability-Related Presentation Support Stipend Grants: Sponsoring organization of the meeting, conference, workshop, or seminar may apply for up to \$6000 per event for transportation, meals, and lodging for speakers, expenses for an attendant, respite care or other accommodations, as well as speaker fees.

Executive Committee

Agenda Item 5.

Expected Action:

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

Council

Agenda Item 10.

Expected Action:

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

CONSUMER STIPENDS PROPOSALS

Date: 12/19/13

Executive Director Review

ITEM: 8

Organization: Family to Family (Speakers)
City, State: Houston, TX

Federal: \$ 2,477
Match: \$ 300

Event: Conference: Special Education & Transition Conference
Date: March 22-April 5, 2014
Hotel: Houston Baptist University
City, State: Houston, Texas

Previously Funded: **No**
Comments: A two day conference that focuses on improving advocacy skills of family members & youth with disabilities to improve post school outcomes for youth and/or educate them about the variety of options in employment, post secondary education/training and independent living using a person centered approach.

Considerations: The conference sponsors propose to provide stipends to cover:
Speakers – 10 individuals
(Rick Broussard @ \$46, James Parker @ \$28, Sam Smith @ \$24, Mark Meadon @ \$28, Josh Beaton @ \$24, James Williams @ \$164, Laura Buckner @ \$582, DeAnn Lechtenberger @ \$738, Cheryl Grenweldge @ \$105 and Jam Page @ \$738) = \$2,477.00

Total cost (federal): = \$2,477.00

Applicant match covers speaker fees:
Speakers – 10 individuals
(10 @ \$50/individual) = \$ 300.00

Total cost (match): = \$ 300.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/1 /14

Executive Director Review

ITEM: 7

Organization: Family to Family (Conference)
City, State: Houston, TX

Federal: \$ 6,000
Match: \$ 673

Event: Conference: Special Education & Transition Conference
Date: March 22-April 5, 2014
Hotel: Houston Baptist University
City, State: Houston, Texas

Previously Funded: **No**
Comments: A two day conference that focuses on improving advocacy skills of family members & youth with disabilities to improve post school outcomes for youth and/or educate them about the variety of options in employment, post secondary education/training and independent living using a person centered approach.

Considerations: The conference sponsors propose to provide stipends to cover:
Registration - 136 individuals
(96 @ \$50.00/family member = \$4,800 & 40 @ \$30/individual = \$1,200) = \$6,000.00

Total cost (federal): = \$6,000.00

Applicant match covers conference materials:
Conference materials - 136 individuals
(136 @ \$2) = \$ 272.00

Refreshments - 136 individuals
(136 @ \$0.65) = \$ 88.00

Printing & Reproduction of Conference materials - 136 individuals
(136 @ \$2.30) = \$ 313.00

Total cost (match): = \$ 673.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 12/4/13

Executive Director Review

ITEM: 6

Organization: Austin Travis County Integral Care
City, State: El Paso, TX

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

Event: Conference: Central Texas African American Family Support Conference
Date: February 25-26, 2014
Hotel: Hilton Austin Hotel
City, State: Austin, Texas

Previously Funded: Yes: 2013

Comments: The conference provides information and educational opportunities to consumers, families and the community about mental health, developmental and intellectual disabilities, chemical dependence, co-occurring disorders, and physical health issues.

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

Registration - 50 individuals (50 @ \$10.00/individual)	= \$ 500.00
Meals - 50 individuals (50 @ \$45.00/day for 2 days)	= \$4,500.00
Transportation - 50 individuals (50 @ \$10/day for 2 days)	= \$1,000.00
Total cost (federal):	= \$6,000.00
Applicant match covers lodging and travel:	
Lodging - 23 individuals (23 @ \$211/day)	= \$4,853.00
Transportation - 23 individuals (23 @ \$50.00/person)	= \$1,150.00
Total cost (match):	= \$6,000.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 12/2/13

Executive Director Review

ITEM: 5

Organization: Austin Travis County Integral Care
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 1,500

Event: Conference: Central Texas African American Family Support
Conference
Date: February 25-26, 2014
Hotel: Hilton Austin Hotel
City, State: Austin, Texas

Previously Funded:

Comments: The conference provides information and educational opportunities to consumers, families and the community about mental health, developmental and intellectual disabilities, chemical dependence, co-occurring disorders, and physical health issues.

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

Speakers – 3 individuals
(@ \$5,000 and @ \$500) = \$ 6,000.00

Total cost (federal): = \$ 6,000.00

Applicant match covers speaker fees, travel and lodging expenses:

Speakers – 3 individuals = \$ 1,500.00

Total cost (match): = \$1,500.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 12/2/13

Executive Director Review

ITEM: 4

Organization: Jewish Family Service
City, State: Houston, TX

Federal: \$ 6,000
Match: \$ 4,600

Event: Conference: Photography Experience for Individuals with Disabilities and Genetic Differences at Reelabilities Houston Disabilities Film Festival
Date: February 9-13, 2014
Location: Nicole Longnecker Gallery & Jewish Community Center
City, State: Houston, Texas

Previously Funded: No
Comments: Jewish Family Service in Houston, TX, is collaborating with Rick Guidotti, in order to bring this cultural awareness opportunity focused on promoting inclusiveness for people with disabilities to the Houston community. The overall goal of this unique event is to bring about a systemic change in the culture of our families, institutions, places of work and communities to become more inclusive of adults and children with disabilities.

Considerations: The conference sponsors propose to provide stipends to cover speaker fees, travel, meals and lodging:
Speaker Fee – 1 individual
(1 @ \$3,000.00) = \$3,000.00
Speaker Travel, Meals & Lodging – 1 individual
(1 @ \$1,150.00) = \$1,150.00
Projector/Presentation for Exhibition and Signage for Event
(1 @ \$1,850.00) = \$1,850.00
Total cost (federal): = \$6,000.00

Applicant match covers speaker fees, travel, meals and lodging:
Speaker – 1 individual
(1 @ \$4,600.00/individual) = \$ 4,600.00
Total cost (match): = \$ 4,600.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 11/20/13

Executive Director Review

ITEM: 3

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

Federal: \$ 5,912
Match: \$ 1,008

Event: Conference: 26th Annual ADDA-SR Conference
Date: February 22-23, 2014
Hotel: Double Tree Hotel
City, State: Houston, Texas

Previously Funded: **Yes:** 2013, 2012, 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 –30 individuals (30 @ \$100.00/individual/day for 1 days)	= \$ 3,000.00
Lodging –14 individuals (14 @ \$89.00/night + \$15 tax for 2 nights double occupancy)	= \$ 2,912.00
Total cost (federal):	= \$ 5,912.00

Applicant match covers registration fees:	
Registration – 8 individuals (8 @ \$100.00/individual/day for 2 days)	= \$ 800.00
Lodging – 2 individual (2 @ \$89.00/night + \$15 tax for 1 nights)	= \$ 208.00
Total cost (match):	= \$1,008.00

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

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

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 11/13/13

Executive Director Review

ITEM: 2

Organization: The Arc of Texas
City, State: Austin, TX

Federal: \$ 5,982
Match: \$ 2,400

Event: Conference: The Arc of Texas 21st Annual Inclusion Works Conference
Date: February 9-11, 2014
Hotel: Sheraton Arlington and Arlington Convention Center
City, State: Arlington, Texas

Previously Funded: 2012, 2013
Comments: The Arc of Texas Inclusion Works Conference will provide opportunities for people with developmental disabilities and family members of people with developmental disabilities to learn about inclusive education practices for students with developmental disabilities in Texas.

Considerations: The conference sponsors propose to provide stipends to cover:
Lodging –24 individuals
 (24 @ \$80.88/individual for 2 nights) = \$3,882.00
Registration – 21 individuals
 (21 @ \$100/individual) = \$2,100.00
Total cost (federal): = \$5,982.00

Applicant match covers registration expenses:
Registration –24 individuals
 (24 @ \$100.00/individual) = \$2,400.00
Total cost (match): = \$2,400.00

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

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 10/30/13

Executive Director Review

ITEM: 1

Organization: Department of Aging and Disability Services
City, State: Austin, TX

Federal: \$ 1,983
Match: \$ 220

Event: Conference: Annual ICF/IID Provider and Surveyor Conference
Date: February 5-6, 2014
Hotel: Commons Conference Center
City, State: Austin, Texas

Previously Funded: No
Comments: DADS ICF/IID Provider & Surveyor Conference is mandated by law to be held annually and has an estimated 300 registrants each year.

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

Speakers – Dr. Richard Smith, Carla Smith, BCBA & Dr. Karen Toussaint = \$ 1,983.00
(1 @ \$869.00, 1 @ \$607 and 1 @ \$507)
Total cost (federal): = \$ 1,983.00

Applicant match covers break sponsorship:
Break Sponsorship @ \$220 = \$ 220.00
Total cost (match): = \$ 220.00

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

Approved: yes no _____ Date: _____

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
February 2012 – October 2013**

Council Member	10/13	8/13	5/13	2/13	10/12	7/12	5/12	2/12
H. Adkins	P	P	EA	P	P	P	P	P
K. Blackmon	P	P	EA	P	P	EA	P	P
K. Clark	EA	EA	P	EA	P – Th EA – Fr	P	EA	P
G. Cortez	P	P	P	P	EA	P	P	P
K. Cox	P	EA	P	P	P	P	P	P
A. Crim	P	P	EA	EA	P	EA	P – Th EA – Fr	P
M. Delgado	EA	EA	P	EA	P	P	EA	EA
M. Durham	P – Th EA – Fr	P	P	P	P	P	P	EA
S. Gersuk	P – Th EA – Fr	P	P	P	P	NA	NA	NA
C. Johnston	EA	P	P	EA	EA	P	P	P
D. Kern	P	EA – Th P – Fr	P	P – Th EA – Fr	P	EA	P	EA
S. McAvoy	P – Th EA – Fr	P	P	P	EA	P	P	NA
J. Morris	P – Th EA – Fr	EA	P	P	P	P	EA	P
D. Perry	EA	P	EA	EA	EA	P	P	P
J. Rivas	P	P	P – Th EA – Fr	P	P	P	P	P
D. Taylor	P	P	P	P	P	P	P	NA
L. Taylor	EA	EA	P	P	P	P	P	P
R. Tisch	P	EA	P	P	P	P	P	P
S. Vardell	P – Th EA – Fr	EA	EA	EA	P – Th EA – Fr	P	P	P
DRT (AI)	P	P	P	P	P	P	EA	P
UT CDS	P	P	P – Th EA – Fr	P	P	P	EA	P
A&M CDD	EA – Th P – Fr	P	EA	P	P – Th EA – Fr	P	EA	P
DADS	P	P	P	P	P	P	P	P
DARS	P	P	P	P	P	P	EA	P
DSHS	P	P	P	P	P	P	P	P
HHSC		P	P	P	P	P – Th EA – Fr	P	P
TEA	P	P	P	P	P	P	P	P

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

Grants Activities Reports

Tab 3

Background: Grants Management Staff will review these reports:

- **Independent Audit Status Report** – summarizes the status of desk reviews of annual independent audits submitted by grantees.

Note: Effective September 27, 2013, TCDD entered into contract with Abi-Bankole, P.C. to provide Audit Quality Monitoring Services. TCDD may extend the contract for four (4) additional years under the same or different terms.

- **Grants Monitoring Exceptions Report** – summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment Report** – summarizes the risk assessment matrix for continuation grant awards and new grant awards.

Executive Committee

Agenda Item 6.

Expected Action:

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

Council

Agenda Item 10. 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
Educational Programs Inspiring Communities, Inc.	12/31/2012	10/23/2013	McConnell & Jones LLP	None.	None/Done.
Region 17 ESC	8/31/2013	1/7/2014	Bolinger, Segars, Gilbert & Moss, LLP	None.	Forward for Desk Review.
The Arc of Texas	12/31/2011	10/17/2013	Dunagan & Jack LLP	None.	None/Done.
The Arc of Texas	12/31/2012	10/17/2013	Dunagan & Jack LLP	None.	None/Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). 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 PROJECT TITLE	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
Imagine Enterprises <i>(Promoting Self Advocates at Conferences)</i>	Initial	7/09/13	Facilities Checklist; PARs; PAC; Ledger; Photocopy and verify match claimed for salaries.	Documents requested: 8/2/13 Documents received: 11/14/13	Complete
VSA Arts of Texas <i>(Promoting Self Advocates at Conferences)</i>	Initial	8/14/13	Personnel Activity Reports (PARs); Organizational chart; Ledgers; Travel logs/Reimbursements; Photocopy log; Equipment list; Phone bills and Volunteer logs.	Documents requested: 8/20/13 Documents received: 10/10/13	Complete
Department of Assistive and Rehabilitative Services (DARS) <i>(Higher Education)</i>	Follow-up	8/15/13	Equipment list	Documents requested: 8/29/13 Documents received: 10/2/13	Complete
Strategic Educational Services <i>(Enabling Technology)</i>	Follow-up	10/18/13	Personnel Activity Reports (PARs); Audit; Contract; Match documentation.	Documents requested: 10/25/13 Documents received: 11/15/13	Complete
Region 17 Education Service Center <i>(Families In Schools)</i>	Initial	11/19/13	Annual audit; service agreements; equipment list; utility cost; and volunteer time.	Documents requested: 12/16/13 Some documents received: 12/19/13 Additional documents requested: 1/7/14	Pending

Date of report – 1/15/14

**RISK ASSESSMENT FOR CONSIDERATION OF CONTINUATION AWARDS
06/01/13 – 05/31/14**

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Any Baby Can (<i>Health & Fitness</i>)	\$205,749	\$0	2	
B	Texas A & M University (<i>Higher Education</i>)	\$225,000	\$244mil	2	
C	Texas Parent to Parent (<i>Public Policy Collaboration Activities</i>)	\$55,800	\$97,500	2	
D	TX SILC (<i>Health & Fitness</i>)	\$245,000	\$315,000	2	
E	The Arc of Dallas (<i>NDLAST</i>)	\$75,000	\$0	2	
F	VSA Arts of Texas (<i>Self- Advocacy as Speakers</i>)	\$125,000	\$10,000	2	

OUTREACH & DEVELOPMENT - NEW AWARDS

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Nuevos Horizontes de Starr County	\$10,000	\$0	NA	NA
B	Baylor Autism Resource Center	\$10,000	\$0	NA	NA

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 2013**

<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
Risk Activities ↓				
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 or Review Determination:

	Red indicates areas to be audited or reviewed by independent CPA.
	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 2013**

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

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

Mini-Grants (\$10,000. Or less):

Orientation	Program Performance Review = Six Months
Technical support (Senior Specialist)	Final Program Performance Report
RAR & Supplemental Report	Approvals (e.g., dissemination, etc)
RAR Documentation Review = Six Month	

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

Consideration of Continuation Grant Awards

Tab 5

Background:

Executive Summaries for six (6) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee (Items A-F). Grants monitoring strategies are noted under staff recommendations which follow the grants risk assessment report. Note that grantee organizations' names below are "hyperlinks" to summary information about each project on the TCDD website.

- A. [Any Baby Can](#) – Health & Fitness
- B. [Texas A&M University](#) – Higher Education
- C. [Texas Parent to Parent](#) – Public Policy Collaboration Activities
- D. [Texas Statewide Independent Living Council](#) – Health & Fitness
- E. [The Arc of Dallas](#) – New Leadership Development and Advocacy Skills Training
- F. [VSA Arts of Texas](#) – Self-Advocates as Speakers

Grants Risk Assessment Report – The Grants Risk Assessment Report enclosed summarizes the risk assessment matrix for consideration of grant awards.

Important Terms:

Continuation Grant Awards: For each grant project funded by TCDD, the Council authorizes the number of years of funding available (usually 3 to 5 years), 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 each continuation award.

Council

Agenda Item 10. B.

Expected Action:

The Council will receive a report on Executive Committee decisions and may be asked to consider approving increased funding for the project.

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

Date: 2/5/2014

Review of Proposed Activities & Budget

ITEM: A

Grantee: Any Baby Can of San Antonio

Year: 3 of 5

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

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

Website: anybabycansa.org/services/health-wellness

TCDD RFP Intent:

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

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

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

Project Goals and Accomplishments for Years 1-2:

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

Accomplishments per goal: The project participated in outreach activities such as the Mayor's Fitness Council and SiClovvia, at which staff gave live demonstrations of program exercises. The program features an 8 month curriculum with progress documented via pre- and post-program surveys. The curriculum, developed prior to program inception, has been certified by the National Strength and Conditioning Association, which allows Any Body Can staff to train YMCA and San Antonio Parks and Recreation staff on working with individuals with developmental disabilities. As of December 2013, 75 families (Year 2 target was 50 families) have been enrolled and are actively participating. 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 3:

Goal: Same as above.

Objectives: 1) Enroll 60 new families, of which at least 50 will complete the 32 week training and 2) Establish new partnerships with and train staff in at least 2 recreational venues

Council Considerations: Public Policy Considerations: The project is influencing attitudinal barriers to inclusion while improving health and physical fitness and impacting policy and practice by partnering with traditional fitness providers, special education programs and community change efforts (Mayor's Fitness Council and San Antonio 2020). **Grant Management Considerations:** No concerns; high risk monitoring (awards within award). TCDD staff has frequent contact on a quarterly basis and annual onsite reviews.

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

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$228,610/\$228,610	\$93,250/\$95,640	\$321,860/\$324,250
Expended Year 2 (8 months)(Consultant: \$23,450)	\$228,610/\$157,831	\$76,203/\$52,470	\$304,813/\$210,301
Amount requested for Year 2 budget:			
I. Personnel services	173,905	38,975	212,880
II. Travel	0	9,776	9,776
III. Purchased services (\$16,400 consultants)	28,715	17,525	46,240
IV. Property/Materials	376	2,307	2,683
V. Rental/Leasing	0	0	0
VI. Utilities	2,753	0	2,753
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$205,749	\$68,583	\$274,332

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

Date: 2/5/14

Review of Proposed Activities & Budget

Item: B

Grantee: Texas A&M University

Year: 3 of 5

Project Title: Bridge to Career in Human Services

Project Location: Statewide

Website: None

TCDD RFP Intent: The project intent is to seek to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or vocational/technical programs that were originally designed for students without disabilities. TCDD has approved funding of up to \$225,000 per year for up to five years.

Authorized Funding: TCDD has approved up to \$225,000 for up to 5 years.

Expected Results: The Bridge to Career in Human Service program will train 50 students in the human service area leading to a certificate and job placement by the end of year 5.

Project Goals and Accomplishments for Year 2:

Goal: To recruit, admit, and support students with developmental disabilities in the Bridge to Career in Human Services postsecondary program.

Accomplishments per goal: There were 20 students admitted to the 5-week summer program and 18 of these students completed the training which consisted of independent living skills, self-determination, familiarity with the online curriculum, disability and development and professionalism. In May 2013, 9 students graduated from the program and are currently working. Currently there are 23 students in the program for the 2013 academic year. Students receive independent living skills training, self-determination, mentoring, tutoring, in-class support, in-class curriculum, practicum placement and job placement assistance.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Recruit 20 and admit 10 students with developmental disabilities to attend the Bridge to Career in Human Services postsecondary program; and, teach and support students to help them complete the program.

Staff Recommendations:

Public Policy Considerations: The Texas A&M project will expand its reach this year with a Bridge to Career in Human Service how-to manual for other higher education institutions and entities that provide vocational training to adopt or replicate the program. This project is anticipated to provide outcome and evaluation data for legislative advocacy to maintain current and enhance future public education policies.

Grant Management Considerations: No concerns; high risk monitoring (awards within awards, grantee required to submit RAR's monthly).

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

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$225,000/\$225,000	\$80,476/\$89,284	\$305,476/\$314,284
Expended Year 2 (6 months) (Consultant: \$4531)	\$225,000/\$180,590	\$69,104/\$58,648	\$294,104/\$239,238
Amount requested for Year 2 budget:			
I. Personnel Services	130,411	7,051	137,462
II. Travel	2,475	0	2,475
III. Purchased Services (Consultants: \$25,435)	61,980	0	61,980
IV. Property/Materials	1,993	0	1,993
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Graduate Student Tuition	8,544	0	8,544
VIII. Other (Indirect Costs)	19,597	67,947	162,536
Budget period totals	\$225,000	\$74,998	\$299,998

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 2/5/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas Parent to Parent (TxP2P)

Year: 4 of 5

Project Title: Public Policy Collaboration

Project Location: Austin

Website: <http://www.txp2p.com>

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."

Authorized Funding: The Council did not establish specific funding amounts for the project; TCDD has approved funding for up to five years

Year 1: \$65,588 Year 2: \$61,780 Year 3: \$58,700 Year 4: \$55,800 requested

Expected Results: Advocates of all ages and abilities will be trained to participate in the legislative process.

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

Goal year(s) 1-3: 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. In year two, TxP2P staff provided 6 face-to-face trainings in 6 Texas cities; 160 total participants. 89 advocates made legislative visits and/or attended stakeholder meetings. In year three, the grantee provided trainings at several conferences and coordinated 9 one-on-one trainings and legislative visits with parents who met them at the Capitol. The grantee has hosted 29 conference calls to date that cover a variety of topics related to advocacy. 15 Volunteer advocates participated in the "My Medicaid Matters" rally. 81 advocates attended stakeholder meetings and legislative hearings. Two volunteer advocates were able to successfully add amendments to bills.

Proposed Goals and Objectives for Year 4:

Goal(s): Same as above

Objective(s): Create program documents, training curriculum, advertise program, and recruit family volunteers; Train up to 85 parents, grandparents, young self-advocates, and/or siblings to advocate for community-based issues; Stay current on state issues around community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities. Create a video of advocacy training to distribute to individuals in rural areas.

Staff Recommendations: Public Policy Considerations: Texas Parent to Parent's Advocacy Network's goal to have every Texas Representative engaged with volunteer disability advocates that include parent, young self-advocates, and siblings. Advocates in each district will meet with their local representative and then have monthly interactions with them or their staff to advocate for community-based issues in health and human services, accessible transportation and housing, meaningful employment, and appropriate education for people with disabilities. The project has bi-lingual staff and has a plan to address barriers to reaching the volunteer advocates in rural districts by employing teleconference calls and webinars.

Grant Management Considerations: No concerns; low risk monitoring.

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

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1 (Consultant: \$375)	\$65,588/\$65,588	\$29,698/\$39,482	\$95,286/\$105,070
Expended Year 2 (Consultant: \$375)	\$61,780/\$61,780	\$41,473/\$47,101	\$103,253/\$108,881
Expended Year 3 (7 months) (Consultant: \$375)	\$58,700/\$32,545	\$29,237/\$54,082	\$87,937/\$86,627
Amount requested for next year budget:			
I. Personnel services	36,941	1,216	38,157
II. Travel	975	0	975
III. Purchased services (\$8,375 consultants)	13,968	44,168	58,136
IV. Equipment/Supplies	1,200	0	1,200
V. Rental/leasing	2,232	0	2,232
VI. Utilities	484	200	684
VII. Other	0	0	0
Budget period totals	\$55,800	\$45,584	\$101,384

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

Date: 2/5/2014

Review of Proposed Activities & Budget

ITEM: D

Grantee: Texas Statewide Independent Living Council (TX SILC)

Year: 3 of 5

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

Project Location: Brazos Valley; Lubbock; El Paso

Website: <http://www.txsilc.org/healthandfitness/>

TCDD RFP Intent:

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

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

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

Project Goals and Accomplishments for Years 1-2:

Goal 1: Improve the overall health and fitness of people with developmental disabilities by providing access to appropriate programs for at least 150 individuals

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. TX SILC has added Volar CIL (El Paso) as a partner in addition to Brazos Valley CIL and LIFE/RUN. 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 served 61 participants and LIFE/RUN CIL 147 while Volar, having recently established a program, is serving 15 for a grand total of 223 individuals. 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 2 report.

Proposed Goals and Objectives for Year 3:

Goals: Same as above.

Objectives: 1) Continue in-house and community-based health and fitness programs at LIFE/RUN, BVCIL and Volar; 2) 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.

Grant Management Considerations: This grantee has had difficulty producing the required match in Year 2. The grant specialist has suggested additional ways to generate match.

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

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (Consultant \$97,208)	\$219,472/\$219,472	\$54,868/\$55,741	\$274,340/\$275,213
Expended Year 2 (8 months)(Consultant \$133,876)	\$250,000/\$124,919	\$65,000/\$10,629	\$315,000/\$135,548
Amount requested for Year 2 budget:			
I. Personnel services	80,020	0	80,020
II. Travel	3,267	0	3,267
III. Purchased services (\$133,876 consultants)	151,931	52,000	203,931
IV. Property/Materials	705	0	705
V. Rental/Leasing	4,404	0	4,404
VI. Utilities	4,673	0	4,673
Budget period totals	\$245,000	\$52,000	\$297,000

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 02/05/14

Review of Proposed Activities & Budget

ITEM: E

Grantee: The Arc of Dallas

Year: 3 of 3

Project Title: Exp-Leadership Development and Advocacy Skills Training

Project Location: Dallas

Website: <http://www.arcdallas.org>

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 stated in the original RFP under which they were funded.

Authorized Funding: TCDD has approved funding up to \$75,000 for up to 3 years

Expected Results: The advocacy training curriculum will be used to further expand this grassroots network of advocates. Trainees and other supporters will actively engage in advocacy and work to effect public policy.

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

Goal year(s) 1-2: 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: 77 individuals have graduated from iLead classes. A new training program was launched this grant year (iLead 2) for graduates of the introductory course. A “train the teachers” component of iLead was newly implemented and will allow the curriculum to be taught by other Arc teachers and teachers in Independent School Districts (ISDs). Duncanville ISD will pilot the “train the teachers” program in January, 2014. Duncanville serves a large African American and Hispanic population, two target groups for this project. A Public Relations (PR) consultant was hired to develop a strategic marketing plan for the Grassroots Advocacy & Information Network (GAIN). 9 graduates of iLead traveled to Houston to attend the Texas Advocates Convention. 1 graduate was elected to the board of Texas Advocates.

Proposed Goals and Objectives for Year 3:

Goal(s): Same as above

Objective(s): Prepare at least 80 advocates annually, whether people who have disabilities, their families, or community partners to engage government and systems in effective self-advocacy. Develop and maintain a community of at least 100 grassroots self-advocates who can remain informed and interact with each other as they choose and facilitate their choice of advocacy goals. Facilitate the group of self-advocates in their engagement of policy-makers by coordinating and encouraging 4 or more self-determined advocacy activities/projects. Implement sustainability plan by generating memberships, in-kind donations, volunteer support, contributions, sponsorship fees.

Staff Recommendations: Public Policy Considerations: At the end of its second year, the Arc of Dallas has graduated 77 more advocates from iLead: Leadership Institutes 1 and 2. Graduates are expected to apply for volunteer leadership roles in the Grassroots Advocacy & Information Network (GAIN) that has community events and uses web-based technology for public policy advocacy projects. The Arc is meeting project goals of an organized strategy that is engaging the whole community in public policy advocacy to bring about change to better the opportunity of people with IDD to live self-determined lives in the community.

Grant Management Considerations: Key staff were replaced midway through year 2. New staff made slight revisions to the training curriculum and modified some project activities in order to allow time to fully acquaint themselves with the project.

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

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1 (Consultant: \$66,419)	\$75,000/\$75,000	\$49,606/\$49,602	\$124,606/\$124,602
Expended Year 2 (8 months) (Consultant: \$66,419)	\$75,000/\$42,703	\$79,420/\$44,128	\$154,420/\$86,831
Amount requested for next year budget:			
I. Personnel services	31,164	12,710	43,874
II. Travel	3,631	4,250	7,881
III. Purchased services (\$33,855 consultants)	36,855	54,517	91,372
IV. Equipment/Supplies	3,350	1,911	5,261
V. Rental/leasing	0	8,623	8,623
VI. Utilities	0	2,661	2,661
VII. Other	0	0	0
Budget period totals	\$75,000	\$84,672	\$159,672

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

Date: 2/5/14

Review of Proposed Activities & Budget

Item: F

Grantee: VSA arts of Texas

Year: 2 of 4

Project Title: Opening Minds, Opening Doors: Promoting Self-Advocates as Speakers

Project Location: Travis, Hays, Williamson, El Paso, Bexar, and Harris Counties **Website:** None

TCDD RFP Intent: The project intent is to recruit a diverse group of self-advocates who will become public speakers, facilitators or mentors in an effort to increase the number of organizations that include self-advocates as speakers, facilitators and mentors at in-state conferences or trainings.

Authorized Funding: TCDD has approved up to \$125,000 for up to 4 years.

Expected Results: Conferences and trainings will use self-advocates as speakers, facilitators, or mentors.

Project Goals and Accomplishments for Year 1:

Goal: To increase the number of self-advocates who are speakers, facilitators and mentors at conferences held in Texas.

Accomplishments per goal: A 6-week training course that focused on story-telling, interview practice and using a microphone was piloted with a group of 9 self-advocates. An autobiographical story was written by each self-advocate which was crafted into a short speech and presented to a live audience. Of the initial 9 participants, 6 of them will continue to the next phase of training. The training course was revised and expanded to include two additional phases, one phase concentrates on writing toward common themes and ensemble writing and the other course is on the practice of presentation techniques/styles and incorporating multimedia. A database was created of interested self-advocates, disability professionals and conference providers to use as a tool to recruit potential participants. A web page was created about the project to add to the VSA Texas website

Proposed Goals and Objectives for Year 2:

Goal: Same as above.

Objectives: Create program documents and training curriculum, advertise program and recruit PAC members and 12 self-advocates; train self-advocates to become speakers, mentors and facilitators and provide ongoing support and technical assistance to these self-advocates; and, support self-advocates as speakers and presenters at conferences in Texas.

Staff Recommendations:

Public Policy Considerations: The Opening Minds, Opening Doors Self-Advocates as Speakers project is teaching people with disabilities how to use storytelling and acting to give presentations at conferences and meetings on public policy issues that impact their lives. By giving self-advocates the tools to identify and encourage policy changes, the trained presenters may change public perceptions, political bias for institutional settings and anything else they choose to address. This project also will elevate the status of people with disabilities in these venues and may lead to opportunities for paid speaking engagements.

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

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

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (8 months)(Consultants: \$18,550)	\$125,000/\$59,027	\$41,666/\$18,023	\$166,666/\$77,050
Amount requested for Year 2 budget:			
I. Personnel Services	71,562	18,431	89,993
II. Travel	\$6160	\$0	6160
III. Purchased Services (Consultants: \$21,652)	31,895	19,330	51,225
IV. Property/Materials	383	3605	3988
V. Rental/Leasing	13,950	0	13,950
VI. Utilities	1050	300	1350
VII. Other (Indirect Costs)			
Budget period totals	\$125,000	\$41,666	\$166,666

Background:

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

- **Summary of Funds FY 2011-2014** – The report summarizes funds budgeted from the federal allotment for each fiscal year and actual or projected expenditures for each of those years. From those amounts, a projected balance of funds available for each year is shown. Note that expenditures are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year when they are available. This report reflects a small amount of FY 11 funds were not fully expended (lapsed) by grantees (\$14,180, or 0.28% of total funds available), and also projects a deficit of funds for FY 2014. However, funds not spent by current grantees or for staff operations and other funds management strategies are expected to address that concern.
- **FY 2013 Expense Budgets** – This report compares the approved budget for fiscal year 2013 (Oct. 1, 2012, thru Sept. 30, 2013) with expenses year-to-date (Oct. 1, 2012 thru Sept. 30, 2013), and provides year-to-date projected expenses for each category if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and indicate that expenses are within the approved budget for the year.
- **FY 2014 Expense Budgets** – This report compares the approved budget for fiscal year 2014 (Oct. 1, 2013, thru Sept. 30, 2014) with expenses year-to-date (Oct. 1, 2013 thru Dec. 31, 2013), and provides year-to-date projected expenses for each category if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and indicate that expenses are within the approved budget for the year.
- **2011, 2012 and 2013 Grants & Contracts Awards Reports** –The Grants and Contracts Awards Reports provide simplified information of active grantees during each funding year. The reports include the budget period for each award; approved RFP amounts; awarded amounts (regardless of the year of funds used); expended amounts to date; and balances to be spent before the current budget period ends. Amounts shown as expended year to date are based on requests for reimbursements from grantees that have been processed. That data is usually 1-2 months behind actual expenditures on most grants.
- **Stipends Expenditures** – Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants also received TCDD 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.

Executive Committee

Agenda Item 9.

Expected Action:

The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.

Council

Agenda Item 10. C.

Expected Action:

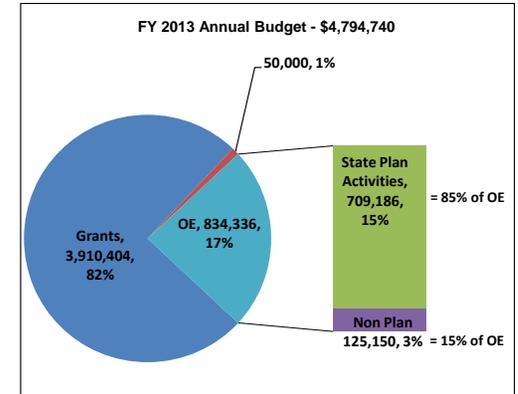
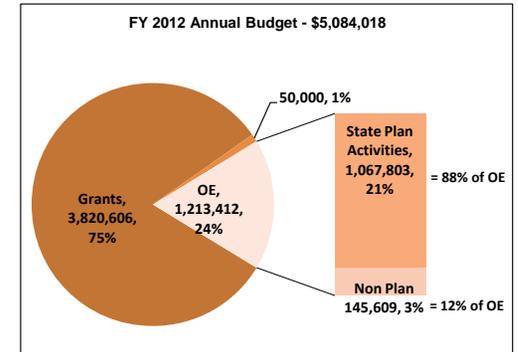
The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.

Texas Council for Developmental Disabilities
 Summary of Funds FY 2011 - 2014
 January 2014

Model Key				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
Line Item	10/1/2009-9/30/2012	10/1/2010-9/30/2013	10/1/2011-9/30/2014	10/1/2012-9/30/2015
Line Item	FY 2011	FY 2012	FY 2013	FY 2014
REVENUES				
Federal Funds				
Estimate of Federal Award	\$5,095,817	\$5,084,018	\$4,794,740	\$4,794,740
Actual Award ¹	\$5,095,817	\$5,084,018	\$4,794,740	\$4,794,740
Prior year difference (Current FY Award - Prior FY Award)	(\$10,213)	(\$11,799)	(\$289,278)	\$0
EXPENDITURES				
Operating Expenses				
Approved by Council	\$1,813,039	\$1,788,829	\$1,782,379	\$1,678,208
Expenses ²	\$1,440,554	\$1,263,412	\$884,336	\$1,412,556
Balance of Operating Expense funds	\$372,485	\$525,417	\$898,043	\$265,652
Grants and Projects Expenses				
Available from Current Fiscal Year	\$3,655,263	\$3,820,606	\$3,910,404	\$3,382,184
Actual/Estimated Grant Awards ^{3 & 4}	\$3,641,083	\$3,814,438	\$3,941,624	\$2,799,699
Current Projects Difference (Available - Actual)	\$14,180	\$6,168	(\$31,220)	\$582,485
Prior Year Funds Available	\$0	\$0	\$0	(\$51,220)
BALANCE OF FUNDS AVAILABLE	\$0	\$0	(\$31,220)	\$531,265
Planned Projects ⁵	\$0	\$0	\$20,000	\$1,010,000
BALANCE AFTER PLANNED PROJECTS ⁶	\$14,180 ⁷	\$6,168 ⁷	(\$51,220)	(\$478,735)

NOTES:

- ¹ Final FY13 NOGA \$4,794,740; FY14 estimated NOGA level funding.
- ² FY11 operating expenses charged to FY10 funds resulting in FY12-14 operating expenses partially charged to prior year funds.
- ³ Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.
- ⁴ Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.
- ⁵ Planned Grants & Projects Expenses include projects planned and approved but not initiated.
Total amounts authorized are reflected although actual awards approved may be less.
- ⁶ 2012 Balance was fully obligated by the end of Sept. 2013.
- ⁷ FY 11 and FY 12 balance lapsed by grantee, not available for future years.



Texas Council for Developmental Disabilities

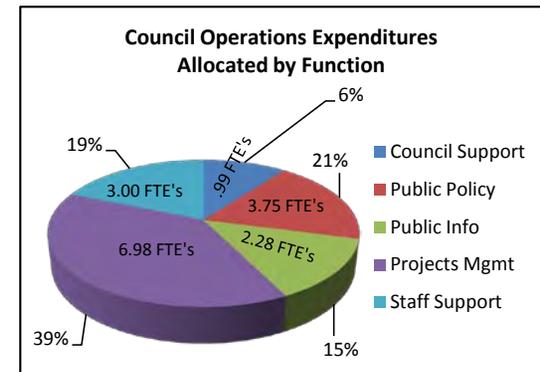
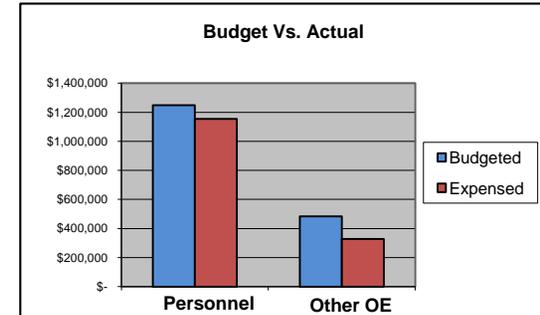
FY 13 Admin & Expense Budget

Oct. 1, 2012 thru
Sep. 30, 2013

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance	
Personnel (17 FTEs)					
Salaries	960,403	960,403	887,984	72,419	
Benefits	287,138	287,138	265,255	21,883	
Total Personnel	\$ 1,247,541	\$ 1,247,541	\$ 1,153,238	\$ 94,303	
Operating					
Professional Services ¹	82,000	82,000	62,488	19,512	
Out-of-State Travel ²	26,050	26,050	18,415	7,635	
In-State Travel ³	63,000	63,000	53,485	9,515	
Supplies	10,000	10,000	13,117	(3,117)	
Utilities	41,700	41,700	26,729	14,971	
Rent - Building - Space	79,618	79,618	63,450	16,168	
Rent - Computers - Equip ⁴	64,220	64,220	25,639	38,581	
Capital Expenditures	-	-	-	-	
Other OE ⁵	118,250	118,250	64,557	53,693	
Total Operating	\$ 484,838	\$ 484,838	\$ 327,879	\$ 156,959	
Total Expenses	Budget	YTD Budgeted	Actual	Variance	
	1,732,379	1,732,379	1,481,117	251,262	
Admin Reim to TEA	50,000	100.0%	85.5%		
TOTAL	\$ 1,782,379		\$ 1,531,117		
Expenses by Function					
	Council Support	Public Policy	Public Info	Projects Mgmt	Staff Support
\$	152,054	\$ 278,443	\$ 199,889	\$ 573,978	\$ 276,754

NOTES:

- ¹ Auditor - \$25,000/\$22,913; CPA Desk Reviews - \$8,000/\$4,500; Legal Svs - \$3,000/\$1,934
 Web Hosting - \$2,000/\$1,800; Data Center Services - \$15,000/\$9,260
 Other Professional Services - \$13,000/\$10,246; Reviewers - \$10,000/\$1,905; Temp Services - \$0/\$9,931
- ² Travel - Out-of-State Council - \$14,200 /\$13,264; Travel - Out-of-State Staff - \$13,050 /\$5,150
- ³ Travel - In-State Council - \$45,000 /\$39,504; Travel - In-State Staff - \$18,000 /\$13,980;
- ⁴ Computer lease - \$22,800/\$1,816; AV Equipment - \$35,000/\$19,118; Copier - \$6,420/\$4,672
- ⁵ Other OE - NACDD Dues - \$20,834, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services-\$43,723.



Texas Council for Developmental Disabilities

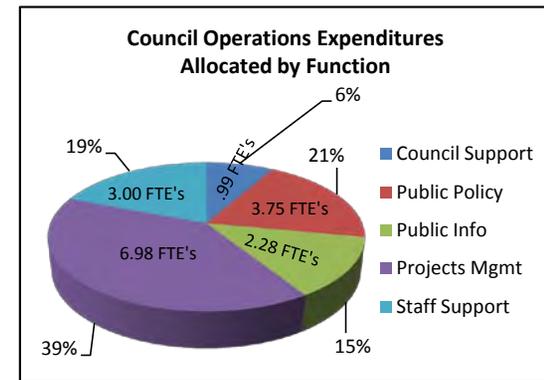
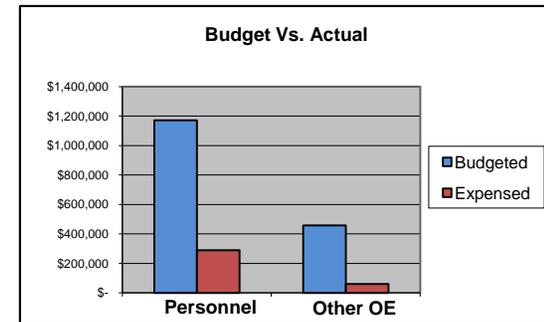
FY 14 Admin & Expense Budget

Oct. 1, 2013 thru
Dec. 31, 2013

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance	
Personnel (17 FTEs)					
Salaries	909,359	227,340	221,978	5,362	
Benefits	261,249	65,312	65,907	(595)	
Total Personnel	\$ 1,170,608	\$ 292,652	\$ 287,885	\$ 4,767	
Operating					
Professional Services ¹	75,000	18,750	14,820	3,930	
Out-of-State Travel ²	27,000	6,750	-	6,750	
In-State Travel ³	63,000	15,750	11,945	3,805	
Supplies	10,000	2,500	1,242	1,258	
Utilities	35,000	8,750	5,346	3,404	
Rent - Building - Space	69,450	17,363	11,416	5,946	
Rent - Computers - Equip ⁴	46,000	11,500	7,750	3,750	
Capital Expenditures	-	-	-	-	
Other OE ⁵	132,150	33,038	6,239	26,799	
Total Operating	\$ 457,600	\$ 114,400	\$ 58,759	\$ 55,642	
Total Expenses	Budget	YTD Budgeted	Actual	Variance	
	1,628,208	407,052	346,643	60,409	
Admin Reim to TEA	50,000	25.0%	21.3%		
TOTAL	\$ 1,678,208		\$ 396,643		
Expenditures by Function					
	Council Support	Public Policy	Public Info	Projects Mgmt	Staff Support
\$	28,432	\$ 68,396	\$ 45,232	\$ 138,205	\$ 66,378

NOTES:

- ¹ Auditor - \$25,000/\$3,439; CPA Desk Reviews - \$8,000/\$1,950; Legal Svs - \$3,000/\$0
 Web Hosting - \$2,000/\$450; Data Center Services - \$15,000/\$2,781
 Other Professional Services - \$13,000/\$0; Reviewers - \$10,000/\$660; Temp Services - \$0/\$5,540
- ² Travel - Out-of-State Council - \$14,200 /\$0; Travel - Out-of-State Staff - \$13,050 /\$0
- ³ Travel - In-State Council - \$45,000 /\$7,830; Travel - In-State Staff - \$18,000 /\$4,115;
- ⁴ Computer lease - \$22,800/\$1,482; AV Equipment - \$35,000/\$5,478; 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-\$6,239.



2011 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Apalachicola Creek Indians		Outreach & Development 1		
1/1/2011 - 12/31/2011	\$10,000	\$10,000	\$10,000	\$0
Barbara Jordan Endeavors Corp		Outreach & Development 4		
8/1/2011 - 7/31/2012	\$10,000	\$9,855	\$8,919	\$936
Community Healthcore		Self-Employment 1		
6/1/2011 - 8/31/2012	\$125,000	\$112,704	\$112,704	\$0
Easter Seals		ASSET		
10/1/2010 - 10/31/2011	\$100,000	\$100,000	\$96,307	\$3,693
Family to Family Network Inc		L&A Local Basic Advocacy Training 1		
6/1/2011 - 5/31/2012	\$75,000	\$75,000	\$75,000	\$0
Friends and Families of Asians with Special Needs		Outreach & Development 3		
2/1/2011 - 3/31/2012	\$10,000	\$10,000	\$9,866	\$134
Region 17 ESC		PBS-ID		
6/1/2011 - 5/31/2012	\$115,000	\$115,000	\$115,000	\$0
Region 17 ESC		PBS-HS		
6/1/2011 - 5/31/2012	\$120,000	\$120,000	\$120,000	\$0
Region 19 ESC		Youth Leadership Training 5		
2/1/2011 - 6/30/2011	\$50,000	\$50,000	\$46,055	\$3,945
SafePlace		Meaningful Relationships		
4/1/2011 - 4/30/2012	\$125,000	\$105,475	\$105,475	\$0
Texas A&M University		L&A Statewide Advanced Training		
7/1/2011 - 6/30/2012	\$150,000	\$150,000	\$111,226	\$38,774
Texas Parent to Parent		Public Policy Collaboration Activities		
2/1/2011 - 2/29/2012	\$0	\$65,588	\$65,588	\$0
Texas Tech University		Teacher Preparation for Inclusive Education Project		
9/16/2011 - 11/30/2011	\$200,000	\$199,999	\$199,915	\$84

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
The Arc of Greater Houston		Outreach & Development 2		
1/1/2011 - 12/31/2011	\$10,000	\$7,170	\$7,170	\$0
The Arc of San Angelo		Alternatives to Guardianship-Volunteer Advocate Pilot Program		
4/1/2011 - 4/30/2012	\$75,000	\$74,922	\$74,922	\$0
The Arc of Texas		Texas Microboard Collaboration		
10/1/2010 - 9/30/2011	\$0	\$85,059	\$85,059	\$0
Totals:	\$1,175,000	\$1,290,772	\$1,243,206	\$47,566

2012 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
A Circle of Ten		Capacity Building (Contract)		
1/2/2012 - 12/31/2012	\$25,000	\$25,000	\$24,996	\$4
Any Baby Can of San Antonio, Inc		Health & Fitness 1		
3/1/2012 - 2/28/2013	\$250,000	\$228,610	\$228,610	\$0
Austin Travis County Integral Care		Central Texas African American Family Support Conference (Contract)		
11/1/2011 - 8/31/2012	\$6,355	\$6,355	\$300	\$6,055
Austin Travis County Integral Care		Central Texas African American Family Support Conference (Contract)		
9/1/2012 - 8/31/2013	\$8,060	\$8,060	\$2,027	\$6,033
Brighton School, Inc.		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
Centro di Mi Salud		Outreach & Development 6		
9/1/2012 - 9/30/2013	\$10,000	\$10,000	\$10,000	\$0
Community Healthcare		Self-Employment 1		
9/1/2012 - 11/30/2012	\$37,635	\$37,635	\$32,062	\$5,573
Department of Assistive and Rehabilitative Services		Higher Education 3		
1/1/2012 - 1/31/2013	\$225,000	\$225,000	\$225,000	\$0
Educational Programs Inspiring Communities, Inc.		Enabling Technology 1		
4/1/2012 - 5/31/2013	\$225,000	\$225,000	\$225,000	\$0
Epilepsy Foundation Texas		Health & Fitness 2		
4/1/2012 - 5/31/2013	\$250,000	\$249,538	\$249,538	\$0
Helpful Interventions		Gulf Coast African American Family Support Conference		
9/1/2012 - 9/30/2013	\$75,000	\$75,000	\$75,000	\$0
Imagine Enterprises Inc		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3)		
10/1/2011 - 12/31/2012	\$40,000	\$40,000	\$40,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Jewish Family Service of Dallas		Inclusive Faith-Based Symposium 3		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
Morningside Research and Consulting, Inc.		Biennial Report (Contract)		
3/1/2012 - 12/31/2012	\$25,000	\$24,960	\$24,960	\$0
NAMI Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 3)		
2/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
OneStar Foundation		Inclusive Faith-Based Symposium 1		
2/1/2012 - 4/15/2013	\$75,000	\$71,453	\$71,453	\$0
Paso del Norte Children's Development Center		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 1)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
Region 17 ESC		PBS-HS		
6/1/2012 - 5/31/2013	\$120,000	\$120,000	\$120,000	\$0
Region 17 ESC		PBS-ID		
6/1/2012 - 5/31/2013	\$115,000	\$115,000	\$115,000	\$0
Region 19 ESC		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
SafePlace		Meaningful Relationships		
5/1/2012 - 7/31/2013	\$125,000	\$117,022	\$117,022	\$0
SER Jobs for Progress		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 5)		
12/1/2011 - 11/30/2012	\$40,000	\$40,000	\$39,754	\$246
Strategic Education Solutions, LLC		Enabling Technology 2		
4/1/2012 - 4/30/2013	\$225,000	\$224,967	\$224,967	\$0
Texas A&M University		Higher Education 1		
1/1/2012 - 2/28/2013	\$225,000	\$225,000	\$225,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Texas A&M University		New Leadership Development & Advocacy Skills Trng (NLDAST 2)		
6/1/2012 - 7/31/2013	\$75,000	\$75,000	\$75,000	\$0
Texas A&M University		L&A Statewide Advanced Training		
7/1/2012 - 4/30/2013	\$150,000	\$214,742	\$213,923	\$819
Texas Advocates		New Leadership Development & Advocacy Skills Trng (NLDAST 1)		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
Texas Center for Disability Studies		Support for Advisory Committee Member Travel		
11/1/2011 - 10/31/2012	\$38,546	\$38,546	\$44,704	(\$6,158)
Texas Parent to Parent		Public Policy Collaboration Activities		
3/1/2012 - 2/28/2013	\$0	\$61,780	\$61,780	\$0
Texas State Independent Living Council		New Leadership Development & Advocacy Skills Trng (NLDAST 7)		
2/1/2012 - 1/31/2013	\$75,000	\$75,000	\$75,000	\$0
Texas State Independent Living Council		Health & Fitness 3		
4/1/2012 - 3/31/2013	\$250,000	\$219,472	\$219,472	\$0
Texas Tech University		Higher Education 2		
10/1/2011 - 11/30/2012	\$225,000	\$209,384	\$209,054	\$330
Texas Tech University		Teacher Preparation for Inclusive Education Project		
12/1/2011 - 9/30/2012	\$200,000	\$199,999	\$199,915	\$84
The Arc of Dallas		New Leadership Development & Advocacy Skills Trng (NLDAST 4)		
4/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of Greater Tarrant County		Inclusive Faith-Based Symposium 2		
5/1/2012 - 6/30/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of San Angelo		Alternatives to Guardianship-Volunteer Advocate Pilot Program		
5/1/2012 - 4/30/2013	\$75,000	\$73,941	\$73,941	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
The Arc of Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 5)		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of Texas		Texas Microboard Collaboration		
10/1/2011 - 9/30/2012	\$0	\$76,834	\$76,834	\$0
The Sower Foundation		Outreach & Development 7		
9/1/2012 - 8/31/2013	\$10,000	\$10,000	\$10,000	\$0
VSA Arts of Texas		Self-Employment 2		
6/1/2012 - 7/31/2012	\$25,000	\$25,000	\$25,000	\$0
West Central Texas Regional Foundation		Inclusive Faith-Based Symposium 4		
2/1/2012 - 1/31/2013	\$75,000	\$74,894	\$74,894	\$0
Totals:	\$3,870,596	\$3,993,192	\$3,980,206	\$12,986

2013 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
A Circle of Ten		Building Community Capacity through Collaboration Projects-1		
1/1/2013 - 1/31/2014	\$75,000	\$75,000	\$75,000	\$0
A Circle of Ten		Capacity Building (Contract)		
1/2/2013 - 12/31/2013	\$16,000	\$16,000	\$27,855	(\$11,855)
A Circle of Ten		Capacity Building (Contract)		
1/2/2013 - 12/31/2013	\$21,000	\$21,000	\$27,855	(\$6,855)
Advocacy for Living in Mainstream America (ALMA)		Outreach & Development 8		
1/1/2013 - 12/31/2013	\$10,000	\$10,000	\$7,677	\$2,323
Any Baby Can of San Antonio, Inc		Health & Fitness 1		
3/1/2013 - 2/28/2014	\$250,000	\$228,610	\$176,547	\$52,063
ARCF Community Services		Outreach & Development 9		
7/1/2013 - 6/30/2014	\$10,000	\$7,367	\$441	\$6,926
Austin Travis County Integral Care		Central Texas African American Family Support Conference (Contract)		
9/1/2013 - 8/31/2014	\$6,870	\$6,870	\$0	\$6,870
Brighton School, Inc.		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2)		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$20,000	\$0
Community Healthcore		Building Community Capacity through Collaboration Projects-2		
2/1/2013 - 7/31/2014	\$75,000	\$75,000	\$17,227	\$57,773
Data Momentum		Support for Advocacy U (Contract)		
3/1/2013 - 2/28/2014	\$15,000	\$15,000	\$5,067	\$9,933
Department of Assistive and Rehabilitative Services		Higher Education 3		
2/1/2013 - 3/31/2014	\$225,000	\$225,000	\$138,226	\$86,774
East Texas Center for Independent Living		Building Community Capacity through Collaboration Projects-3		
1/1/2013 - 2/28/2014	\$75,000	\$74,640	\$54,020	\$20,620

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Educational Programs Inspiring Communities, Inc.		Enabling Technology 1		
6/1/2013 - 5/31/2014	\$225,000	\$225,000	\$152,348	\$72,652
Epilepsy Foundation Texas		Health & Fitness 2		
6/1/2013 - 5/31/2014	\$250,000	\$249,750	\$79,499	\$170,251
Imagine Enterprises Inc		Self-Advocacy as Speakers 2		
5/1/2013 - 4/30/2014	\$125,000	\$124,999	\$41,873	\$83,126
Imagine Enterprises Inc		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3)		
1/1/2013 - 12/31/2013	\$20,000	\$20,000	\$15,830	\$4,170
Jewish Family Service of Dallas		Inclusive Faith-Based Symposium 3		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$20,502	\$54,498
NAMI Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 3)		
4/1/2013 - 3/31/2014	\$75,000	\$74,971	\$40,133	\$34,838
OneStar Foundation		Inclusive Faith-Based Symposium 1		
4/16/2013 - 4/30/2014	\$75,000	\$64,833	\$41,458	\$23,375
Paso del Norte Children's Development Center		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 1)		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$19,872	\$128
REACH Families		Outreach & Development 10		
9/1/2013 - 8/31/2014	\$10,000	\$9,903	\$1,515	\$8,388
Region 17 ESC		Families in Schools		
6/1/2013 - 5/31/2014	\$300,000	\$300,000	\$55,430	\$244,570
Region 19 ESC		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4)		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$19,716	\$284
SafePlace		Meaningful Relationships		
8/1/2013 - 3/31/2014	\$125,000	\$123,527	\$35,212	\$88,315
SER Jobs for Progress		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 5)		
12/1/2012 - 11/30/2013	\$20,000	\$20,000	\$0	\$20,000

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Strategic Education Solutions, LLC		Enabling Technology 2		
5/1/2013 - 4/30/2014	\$225,000	\$225,000	\$140,805	\$84,195
Texas A&M University		Higher Education 1		
3/1/2013 - 2/28/2014	\$225,000	\$225,000	\$205,332	\$19,668
Texas A&M University		L&A Statewide Advanced Training		
4/1/2013 - 10/31/2013	\$150,000	\$214,742	\$213,923	\$819
Texas A&M University		New Leadership Development & Advocacy Skills Trng (NLDAST 2)		
8/1/2013 - 7/31/2014	\$75,000	\$75,000	\$20,570	\$54,430
Texas Advocates		New Leadership Development & Advocacy Skills Trng (NLDAST 1)		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$39,790	\$35,210
Texas Center for Disability Studies		Support for Advisory Committee Member Travel		
10/1/2012 - 10/31/2012	\$38,546	\$38,546	\$44,704	(\$6,158)
Texas Center for Disability Studies		Support for Advisory Committee Member Travel		
11/1/2012 - 9/30/2014	\$45,747	\$45,747	\$32,065	\$13,682
Texas Parent to Parent		Public Policy Collaboration Activities		
3/1/2013 - 2/28/2014	\$0	\$58,700	\$35,574	\$23,126
Texas State Independent Living Council		New Leadership Development & Advocacy Skills Trng (NLDAST 7)		
2/1/2013 - 1/31/2014	\$75,000	\$75,000	\$72,008	\$2,992
Texas State Independent Living Council		Health & Fitness 3		
4/1/2013 - 3/31/2014	\$250,000	\$250,000	\$146,331	\$103,669
Texas Tech University		Project SEARCH		
10/1/2012 - 9/30/2013	\$175,000	\$174,854	\$174,844	\$10
Texas Tech University		Project SEARCH		
9/1/2013 - 9/30/2013	\$175,000	\$174,854	\$174,844	\$10
Texas Tech University		Building Community Capacity through Collaboration Projects-4		
1/1/2013 - 12/31/2013	\$75,000	\$74,996	\$49,038	\$25,958

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Texas Tech University		Higher Education 2		
12/1/2012 - 1/31/2014	\$225,000	\$217,079	\$138,888	\$78,191
The Arc of Dallas		New Leadership Development & Advocacy Skills Trng (NLDAST 4)		
4/1/2013 - 3/31/2014	\$75,000	\$75,000	\$49,576	\$25,424
The Arc of Greater Tarrant County		Inclusive Faith-Based Symposium 2		
7/1/2013 - 6/30/2014	\$75,000	\$75,000	\$8,333	\$66,667
The Arc of San Angelo		Alternatives to Guardianship-Volunteer Advocate Pilot Program		
5/1/2013 - 3/31/2014	\$75,000	\$75,000	\$27,024	\$47,976
The Arc of Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 5)		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$32,876	\$42,124
The Arc of Texas		Texas Microboard Collaboration		
10/1/2012 - 9/30/2013	\$0	\$62,596	\$62,596	\$0
Volar Center for Independent Living		Building Community Capacity through Collaboration Projects-5		
1/1/2013 - 6/30/2014	\$75,000	\$75,000	\$57,494	\$17,506
VSA Arts of Texas		Self-Advocacy as Speakers 1		
5/1/2013 - 4/1/2014	\$125,000	\$125,000	\$59,027	\$65,973
West Central Texas Regional Foundation		Inclusive Faith-Based Symposium 4		
2/1/2013 - 1/31/2014	\$74,000	\$74,322	\$59,157	\$15,165
Totals:	\$4,522,163	\$4,663,906	\$2,918,101	\$1,745,805

PLANNED GRANTS/CONTRACTS

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Texas Center for Disability Studies		DADS PCT Training		
1/1/2014 - 12/31/2014	\$20,000	\$0	\$0	\$0
Totals:	\$20,000	\$0	\$0	\$0

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 9-30-13					
ADTRC	Oct-2012	4,566	19	1	✓
Volar Center for Independent Living	Oct-2012	6,000	53	11	✓
Community Options, Inc.	Nov-2012	6,000	6	0	✓
NAMI Texas	Nov-2012	5,890	62	0	✓
Austin Travis County Integral Care	Feb-2013	5,500	16	0	Speakers ✓
ADDA-SR	Feb-2013	5,912	47	0	✓
The Arc of Texas	Feb-2013	3,556	20	9	✓
Austin Travis County Integral Care	Feb-2013	6,000	16	0	✓
Jewish Family Services of Houston	Feb-2013	5,000	500	0	✓
Texas A&M University	Feb-2013	5,813	34	3	✓
Coalition of Texans with Disabilities	Mar-2013	1,893	7	4	✓
Harris County Department of Education	Jun-2013	4,102			Speakers ✓
University of North Texas	Jul-2013	4,750	50	0	✓
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2013	3,775	10	1	✓
Texas Parent to Parent	Jul-2013	6,000	37	5	✓
Texas Advocates	Aug-2013	5,988	54	19	✓
The Arc of Greater Beaumont	Aug-2013	3,664			Speakers ✓
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2013	5,000	246	0	Speakers ✓
TOTALS:		\$89,409	1,177	53	

FYE 9-30-14

Volar Center for Independent Living	Oct-2013	6,000	75	25	✓
Barbara Jordan Endeavors Corp	Oct-2013	4,912	94	0	✓
A Circle of Ten	Oct-2013	3,553	87	0	✓
The University of Texas at El Paso	Oct-2013	5,000			Speakers ✓
Area Network on Disabilities & Aging	Oct-2013	2,600	55	6	✓
Austin Travis County Integral Care	Feb-2014	6,000			
Austin Travis County Integral Care	Feb-2014	6,000			
ADDA-SR	Feb-2014	5,912			
Jewish Family Services of Houston	Feb-2014	6,000			
The Arc of Texas	Feb-2014	5,982			
DADS	Feb-2014	1,983			
TOTALS:		\$53,942	311	31	

NOTE: Budgeted amount used if stipend is not closed.

Background:

Minutes of the October 24, 2013, Project Development Committee meeting are included for your review.

**Project Development
Committee**

Agenda Item 3.

Expected Action:

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

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

PROJECT DEVELOPMENT COMMITTEE

THURSDAY, October 24, 2013

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

Gladys Cortez, Chair
Kimberly Blackmon
Andrew Crim
Manda Hall

Diana Kern
Scott McAvoy
John C. Morris
Cindy Swain, TEA

David Taylor
Rick Tisch
Susan Vardell

COMMITTEE MEMBERS ABSENT

Kristine Clark
Dana Perry

STAFF PRESENT

Jeri Barnard
Martha Cantu
Joanna Cordry
Cynthia Ellison

Sonya Hosey
Wendy Jones
Susan Mihalik

CALL TO ORDER

The Project Development Committee met on Thursday, October 24, 2013, at the Wyndham Garden Hotel at 3401 South IH-35, Austin, Texas 78741. Committee Chair Gladys Cortez called the meeting to order at 1:30 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. APPROVAL OF MINUTES

The Committee reviewed minutes of the August 8, 2013, Project Development Committee meeting.

MOTION: To approve the minutes of the August 8, 2013, Project Development Committee meeting minutes as presented.

MADE BY: Rick Tisch

SECOND: John C. Morris

The motion **passed** unanimously.

4. CHAIR'S REMARKS

Chair Cortez reminded the Committee how important it is to pay attention and read the information in the binder to make sure they know what they are voting on and approving.

5. MEMBER UPDATES

The Committee received member updates from Rick Tisch and Andrew Crim.

6. STAFF REPORTS

A. Public Information Report

Planning Coordinator Joanna Cordry presented the Public Information Report, which included recent public information staff activities related to creating awareness and building connections on Twitter and Facebook.

B. Status of New/Approved Projects

Chair Cortez reported on the status of the Outreach and Development and Accessible Parking Awareness Campaign grant proposals that were approved and the six continuations that were approved by the Executive Committee. Grants Management Director Sonya Hosey reminded the Committee that there are only five Outreach and Development proposals active at any one time.

C. Projected Available Funds

Operations Director Martha Cantu reviewed staff projections of Projected Available funds for FY13-FY14.

D. Other Updates

Cordry reported on the Positive Behavior Supports efforts ending, and noted that, as planned, the Public Policy Committee discussed these and the related outcomes from the session. The Public Policy Committee recommended no new related project be developed at this time. They instead recommended publicizing and promoting Project IDEAL materials and the Region 17 Positive Behavior Support projects.

Cordry reviewed the document in the binder describing the DADS Person Centered Thinking Training Project. Chair Mary Durham informed the Executive Committee that she and Vice-Chair Andrew Crim approved funding for this project via her authority as chair.

Cordry also reviewed the FY 2012 - 2016 State Plan progress and next steps and called Committee members attention to the summary and position statement in the binder regarding the Council's work on guardianship issues and noted TCDD's Alternatives to Guardianship project is in its final year.

Cordry reported that she is currently researching possibilities around a project to increase the access that people with developmental disabilities living in the community have to high quality dentistry services that meet their needs. She hopes to bring enough information to the next meeting to serve as a basis for a discussion about whether the Council wishes to develop a project to address this issue. The Committee discussed possible pros and cons related to taking on this idea, and Rick Tisch and Manda Hall stated that they have some knowledge about the issue that might be helpful.

7. SELECTION OF NOMINATING COMMITTEE MEMBER

Committee member Cindy Swain from TEA volunteered to be on the Nominating Committee. The Committee accepted her self-nomination.

8. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

A. Accessible Transportation Project

The Committee reviewed and recommended Council approval of the Executive Summary for the Accessible Transportation Project for funding up to \$150,000 per year for years 1, 2, and 3; up to \$125,000 for year 4; and up to \$100,000 for year 5.

MOTION: To recommend Council approval of the Executive Summary as presented for the Accessible Transportation Project for funding up to \$150,000 per year for years 1, 2, and 3; up to \$125,000 for year 4; and up to \$100,000 for year 5.

MADE BY: John C. Morris

SECOND: Scott McAvoy

The motion **passed** unanimously.

B. Understanding Employment Options and Supports Conference

The Committee reviewed and recommended Council approval of the Executive Summary for the Understanding Employment Options and Supports project for up to \$150,000 per year for up to 2 years. The Committee also recommended that it be a requirement to have employed self advocates, individually and as a part of focus groups, involved in content creation of the project.

MOTION: To recommend Council approval of the Executive Summary for the Understanding Employment Options and Supports project for up to \$150,000 per year for up to 2 years.

MADE BY: Scott McAvoy

SECOND: Susan Vardell

The motion **passed** unanimously.

C. Assistive Technology in Education

The Committee reviewed and discussed the Executive Summary for the Assistive Technology in Education. The Committee recommended Council approval of the deletion of State Plan Objective 1.4.

MOTION: To recommend Council approval of the deletion of the State Plan Objective 1.4.

MADE BY: John C. Morris

SECOND: Diana Kern

The motion **passed** with Cindy Swain opposed.

5. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and changed the prioritization of the Future Project Funding Priorities List to the following:

1. Understanding Employment Options and Supports
2. Self Advocate Community Organizing
3. Culturally Competent Family Support
4. Partnership with African American Clergy to Support Families
5. Accessible Transportation.

The Committee also noted that the Funders Roundtable and the Public Education and Outreach Campaign-Accessible Parking projects will be taken off the list as they are in the process of starting.

MOTION: To recommend acceptance of changing and prioritization of the Future Funding Priorities in the order of #1 Understanding Employment Options and Supports; #2 Self Advocate Community Organizing; #3 Culturally Competent Family Support; #4 Partnership with African American Clergy to Support Families; and #5 Accessible Transportation.

MADE BY: Scott McAvoy

SECOND: John C. Morris

The motion **passed** unanimously.

ADJOURN

There being no further business, Chair Gladys Cortez adjourned the meeting at 3:02 p.m.

Roger A. Webb, Secretary to the Council

Date

Background:

Staff will provide updates to the Project Development Committee regarding public information activities, the status of new or recently approved projects, and projected available funds. Meeting materials include the following items for your review prior to the meeting:

- Grant Project Highlights – This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. The Project Highlights for Project SEARCH will be presented by grants staff at the Committee of the Whole

Staff may also refer to the following printed materials, found behind other Tabs:

- Public Information Report - includes recent public information staff activities that create awareness and build connections. Tab 13
- TCDD Quarterly Financial Report –summarizes TCDD’s approved budget and year-to-date expenditures and is used in projecting funds available for additional projects in future years. Tab 6

Project Development Committee

Agenda Item 6.

Expected Action:

Information items only; no action is anticipated.

Council

Agenda Item 11. A.

Expected Action:

The Council will receive a report on key discussions of the Committee on these items. No action is anticipated.

TCDD Project Highlights

February 2014

Project SEARCH

RFP Intent: The project intent is to provide support for school districts, businesses, and/or other entities who wish to contract with Project SEARCH. Project SEARCH is a business-led school-to-work transition model with demonstrated success in developing internships for students with developmental disabilities.

Grantee: Texas Tech University

Project Title: TechWorks for Texas!
Project Location: Statewide

Year: 2 of 5
TCDD Budgeted: \$175,000

The Burkhart Center at Texas Tech University will implement a statewide initiative, TechWorks for Texas, to facilitate development of newly licensed Project SEARCH sites across Texas in collaboration with the Project SEARCH national office, the Texas Department of Assistive and Rehabilitative Services (DARS) and other state/local agencies. Project SEARCH is a transition program that trains individuals with disabilities to perform complex jobs and supports the intern in finding competitive employment.

Accomplishments:

- Planning and preliminary project implementation activities took place in the first year, including conference calls with the Project SEARCH national office and the Department of Assistive and Rehabilitative Services (DARS).
- After long negotiations, a contract was finalized between the Texas Tech University and the Project SEARCH national office that can be utilized for the remainder of the project period.
- Communities for the first sites were selected: Lewisville, Garland, and Fort Worth; training and technical assistance were provided to all.
- All of the first cohort sites have developed their local teams, including school districts that provide a teacher and aide and DARS for a community rehabilitation provider (CRP) and job coach.
- All sites have arranged internships for 8-10 students each.
- A total of 4 communities have applied for Cohort 2: Houston ISD, College Station ISD, United Healthcare and Fort Bend ISD (together), and Brenham ISD.
- TechWorks for Texas will support the development of at least ten (10) newly certified sites in Texas by the end of Year 5 of this project and provide support as needed to veteran Texas sites located throughout the state.
- Project SEARCH sites will serve individuals with developmental disabilities who are ready to transition into adulthood and competitive employment opportunities.

Sustainability:

The long-term primary objective of TechWorks for Texas is to prepare individuals with disabilities to be equally qualified for competitive employment as their non-disabled peers. The variable that will determine the degree of sustainability will be how well Project SEARCH sites are supported across Texas as they work to provide vocational training experiences that are equally valuable to the interns with disabilities and the hospitals or businesses that provide internship experiences. That is, what will ultimately determine the degree of sustainability is the degree to which the project can demonstrate that both groups (interns and internship sites) benefit financially and in terms of societal attitudes about people with disabilities in the workforce.

TechWorks for Texas hopes to influence the vocational training system for individuals with disabilities in Texas and that system change will follow after the benefits and potential advantages of employing individuals with disabilities are made obvious to employers in Texas and across the country. As consumers and families become more accustomed to interacting with individuals with disabilities in the workforce, this will become the societal norm and expectation – to live, play, and work with individuals with disabilities in inclusive communities.

Future Funding Priorities

Tab 9

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 8.

Expected Action:

The Committee may revise the priority order for new projects approved for funding.

Council

Agenda Item 11. C.

Expected Action:

The Council will consider recommendations from the Project Development Committee and make decisions as appropriate.

TCDD Future Funding Activities Priority List

As of January 14, 2014

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
N/A	Outreach & Development Projects – 2.0 Projects for up to 18 months	5/yr	\$10,000/project	10/25/13	TBD	FY 14-16	Variable
N/A	Developmental Disability Policy Fellows Program Award up to 2 two-year Fellowships in each of Year 1 and Year 2 up to 3 yrs	1	Year 1 up to \$135k Year 2 up to \$270K Year 3 up to \$135K	8/09/13	1/31/14	6/1/14	5/31/17
1.	Understanding Employment Options and Supports Conference up to 2 yrs	1	\$150,000/yr	10/25/13	1/31/14	6/1/14	5/31/16
2.	Self-Advocate Grassroots Community Organizing up to 3 yrs	1	\$100,000/yr	5/03/13	1/31/14	9/1/14	5/31/17
3.	Culturally Competent Family Support up to 4 yrs	5	\$75,000/yr/project	5/03/13	2/28/14	10/1/14	9/30/18
4.	Partnership with African American Clergy to Support Families up to 5 yrs	1	\$75,000/yr	5/03/13	N/A	TBD	TBD
5.	Accessible Transportation Project Year 1 -3 funding up to \$150k; Year 4 up to \$125k; and Year 5 up to \$100k up to 5 yrs	1	\$150,000/yr	10/25/13	TBD	TBD	TBD
N/A	Accessible Parking Awareness Campaign Phase 2 – two proposals to be reviewed by TCDD in approximately 6 months	TBD	TBD	TBD	N/A	TBD	TBD
N/A	Support for Full Participation of Self-Advocates on Workgroups up to 1 yrs	1	\$50,000/yr	8/09/13	N/A	9/1/13	8/31/14

Legend	Open RFP or Proposals received are under review at time of printing.
	Proposals have been approved, awarded or project is in process of beginning since last Council meeting.

Background:

Minutes of the October 24, 2013, Public Policy Committee meeting are included for your review.

Public Policy Committee

Agenda Item 3.

Expected Action:

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

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
October 24, 2013**

COMMITTEE MEMBERS PRESENT

Kristen Cox, Chair	Stephen Gersuk	Joe Rivas
Hunter Adkins	Jeff Kaufmann, DADS	Penny Seay, TCDS
Mary Faithfull, DRTx	Sara Kendall, DARS	Nancy Walker, HHSC

COMMITTEE MEMBERS ABSENT

Amy Sharp	Mateo Delgado
Cindy Johnson	Lora Taylor

GUESTS PRESENT

Anne Bradley, Sunset Advisory Commission	Susanne Elrod, Texas Council for Community Centers	Susan Murphree, DRTx
Garth Corbett, DRTx	Erick Fajardo, Sunset Advisory Commission	April Young, HHSC

STAFF PRESENT

Roger A. Webb, Executive Director	Belinda Carlton Celina Galván	Jessica Ramos Lucy Walker
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CALL TO ORDER

The Public Policy Committee convened on Thursday, October 24, 2013, in the Lake LBJ Room of the Wyndham Garden Hotel, Austin, Texas 78741. Public Policy Committee Chair Kristen Cox called those present to order at 1:35 p.m.

1. INTRODUCTIONS

Committee Chair Kristen Cox asked Committee members and staff to introduce themselves, and to get to know each other more personally she asked that those present share 1) about someone, other than family, who has informed your work on disability policy; or 2) a legislative issue that is affecting your current life. All Council members, guests and staff responded.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF AUGUST 8, 2013, MINUTES

The Committee reviewed the minutes from the August 8, 2013, Public Policy Committee meeting.

MOTION: To approve the minutes of the August 8, 2013, Public Policy Committee meeting, as presented.

MADE BY: Hunter Adkins

SECOND: Joe Rivas

ABSTENTIONS: Mary Faithfull

The motion **passed** unanimously.

4. CHAIR'S REMARKS

This being Councilmember Joe Rivas' last meeting, Chair Cox presented him with a Certificate of Appreciation for recognition of 10 years of service, and outstanding and lasting contribution as member and chair of the Public Policy Committee.

5. MEMBER UPDATES

No additional member updates were offered.

6. SELECTION OF NOMINATING COMMITTEE MEMBER

Ms. Cox reviewed the procedure for the Public Policy Committee and Project Development Committee to each select a member of the Council's Nominating Committee. The Council selects the third member of the Nominating Committee at the Council meeting.

MOTION: To select Jeff Kaufmann as the Public Policy Committee's representative to the Nominating Committee.

MADE BY: Joe Rivas

SECOND: Stephen Gersuk

7. PUBLIC POLICY ISSUES

Public Policy staff provided updates regarding public policy activities including the implementation of legislation related to Senate Bill 7 Advisory Committee Appointments, PASRR interim settlement and guardianship advocacy activities.

Public Policy Director Jessica Ramos reported on SB 7 relating to the redesign of the long term services and supports system for people with intellectual and developmental disabilities and the appointment of four advisory committees. Ms. Ramos reported that a number of self advocates had been appointed to the various advisory committees but indicated that more self advocates are needed. Mr. Ramos reported that self advocates had been contacted to determine their support needs, but that at the time of contact they all had plans in place. Ms. Cox expressed concern that the western region of the state was not well represented on advisory committees.

Ms. Ramos reported that the Employment First Task Force application process has not been initiated and that it was not clear how the task force would be implemented. Council member Nancy Walker reported that there were a number of options under consideration and expressed confidence that a final process would be approved by the Health and Human Services Commission soon.

Public Policy Specialist Belinda Carlton reported on interim advocacy activities on guardianship issues. Ms. Carlton reported that a Guardianship and Supported Decision-Making workgroup has been formed and is meeting monthly. Ms. Carlton reported on policy recommendations related to a bill of rights for wards, formalizing supported decision making agreements, alternatives to guardianship and a respectful language recommendation that would change the term ward to person in state law that addresses guardianship.

Ms. Ramos reviewed the Preadmission Screening and Resident Review (PASRR) interim settlement agreement that was finalized just prior to the August meeting. PASRR is a federally mandated process for persons admitted to, or at risk of admission to, Medicaid-certified nursing facilities. Three guest presenters provided context about PASRR in relation to the U.S. Supreme Court decision in *Olmstead v. L.C.* 527 U.S. 581 (1999) and the Promoting Independence waiver services that were appropriated by the 83rd Texas Legislature for 360 people with intellectual and developmental disabilities, living in or at risk of admission to a nursing home.

Guest presenters were Susanne Elrod, associate director for Texas Council for Community Centers, and from Disability Rights Texas Susan Murphree, public policy director and Garth Corbett, general counsel. The presenters addressed how the redesign of the PASRR process had changed, their roles, the effects of PASRR on people with developmental disabilities in nursing facilities, barriers to achieving outcomes, and the next steps for the state's implementation.

Ms. Ramos updated the Committee on the State Supported Living Centers (SSLCs), reporting that 3,547 persons remained in SSLCs in Texas. Ms. Ramos highlighted the Council's work with the Institute for Person-Centered Thinking, a collaboration between the UT Center for Disability Studies and Texas A&M Center for Disability and Development, to support training for staff at SSLCs in an ongoing "culture change" effort.

Ms. Ramos updated the Committee on the effects of the Federal government shutdown, and acknowledged the potential cuts to current services in January 2014 because of sequestration.

8. TCDD POSITION STATEMENT REVIEW

Ms. Ramos reviewed a proposed Position Statement review schedule and led a preliminary discussion of the review process and the purpose of the position statements. Ms. Ramos indicated that the position statement review was a laborious process and she hoped to solicit substantive input from all Council members and staff. Ms. Cox asked members to review the Position Statements before the meeting instead of during the meeting. The Public Policy Committee expressed support for the proposed review schedule.

Ms. Ramos called attention to sample infographics behind Tab 18 of the binder. Infographics are graphic visual representations of information or data intended to present complex information quickly and clearly. Ramos hopes to develop an infographic as a companion document for each position statement.

9. PUBLIC INFORMATION REPORT

Ms. Ramos reported on recent public information activities including social media, articles, and materials distribution, and mentioned that the Higher Education Resource Guide continues to be TCDD's top requested item. Ramos indicated that TCDD staff are moving ahead with TCDD's social media strategy.

Ms. Ramos brought to the Committee's attention ADAPT's Disability Voting Action Project (DVAP), a new nonpartisan disability voting project that intends to increase the education and involvement of people with disabilities in the election process. The intent is not to duplicate other group's efforts, but to lead people to other helpful voting resources. Executive Director Roger Webb noted that

TCDD will not be facilitating voter education projects or voter organizing, but would instead be providing tools to local advocacy organizations.

ADJOURN

There being no further business, Committee Chair Cox adjourned the meeting at 4:15 p.m.

Roger A. Webb
Secretary to the Council

Date

Background:

The Council reviews TCDD’s Position Statements during even numbered years. Staff solicited input this quarter regarding proposed revisions for the following Position Statements: Employment, Guardianship, Public Transportation and Aging with Developmental Disabilities.

The following Position Statement drafts are attached:

- A. **Employment**
 - A. **Current Employment Position Statement**
 - B. **Employment Position Statement with Edits**
 - C. **Proposed Final Employment Position Statement**
- B. **Guardianship**
 - A. **Guardianship Position Statement with Edits**
 - B. **Proposed rewrite of the Guardianship Position Statement (NOT IN BINDER)**
- C. **Public Transportation**
 - A. **Public Transportation Position Statement with Edits**
- D. **Aging with DD**
 - A. **Aging with Developmental Disabilities Position Statement with Edits**
 - B. **Proposed rewrite of Aging with Developmental Disabilities Position Statement**

Revisions suggested by Council members and/or staff are included in the draft materials. Comments in **PURPLE** represent input from Council members; comments in **RED** represent suggestions from TCDD staff.

<p><u>Public Policy Committee</u></p> <p><u>Agenda Item 6.</u></p>	<p><u>Expected Action:</u></p> <p>The Committee will consider suggested changes to four Position Statements and recommend revisions to the Council.</p>
<p><u>Council</u></p> <p><u>Agenda Item 9.</u></p>	<p><u>Expected Action:</u></p> <p>The Council will consider revisions to TCDD Position Statements recommended by the Public Policy Committee and determine final action.</p>



Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to job training, employment at competitive wages, and career growth as lifelong learners. The Council further supports the position that employment opportunities should be open to people with disabilities in the community job market without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their community, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- Students with disabilities should receive a sound foundation in their public school education from which to transition to post secondary education and/or a career path after graduation. This foundation must include futures planning. Secondary education must provide a range of choices in career preparation such as vocational skills, career and technology education, preparation for post secondary education and opportunities for employment in the community.
- People with disabilities have the right to self determination and choice in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- The employment needs of people with disabilities should be effectively addressed by a collaborative effort among businesses, professional organizations, state and local governments, and people with disabilities themselves and their support networks.
- Entities involved in statewide employment initiatives should disseminate information about civil rights laws that protect people with disabilities, about resources to support people with disabilities in the workplace, and about the tangible benefits that accompany employment of people with disabilities in regular jobs.
- Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.



Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to employment at competitive wages, job training, employment at competitive wages, and career growth as lifelong learners. ~~The Council further supports the position that e~~ Employment opportunities in the community job market should be open to people with disabilities ~~in the community job market~~ without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- ❑ State agencies should revise policies to align with the state's Employment First Policy that competitive employment at a living wage in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities.
- ❑ Students with disabilities should receive a sound foundation in their public school K-12 education. ~~from which to transition to post-secondary education and/or a career path after graduation.~~ This foundation should include person centered planning and support the student's transition into higher education or a career after graduation. must include futures planning. ~~Secondary High school~~ education must provide a range of choices in career preparation such as vocational training skills, career and technology education, preparation for post-secondary higher education and opportunities for employment in the community.
- ❑ Transition plans should identify individualized goals that reflect each student's highest potential and should be pursued ambitiously.
- ❑ People with disabilities have the right to self-determination ~~and choice~~ in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- ❑ People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- ❑ People with disabilities should be able to participate in employment without losing necessary public benefits, especially access to health care.
- ❑ Employment opportunities and the benefits of employment should be fully accessible to people with disabilities beginning with recruitment and continuing through retirement. Employers should

Comment [STA1]: Reordered so "employment at competitive wages" is the first item, rather than "job training."

Comment [STA2]: Reordered this sentence for clarity. No substantive change.

Comment [COU3]: Added Employment First language from TCDD policy recommendation.

Comment [STA4]: Added because fear of a loss of public benefits or an actual loss of benefits are some of the largest obstacles to employment for people with disabilities.

strive to make the physical environment accessible, use accessible technology, and provide individualized reasonable accommodations.

Comment [STA5]: Added because accessibility and reasonable accommodations were not mentioned explicitly.

- ❑ The employment needs of people with disabilities should be effectively addressed ~~by-through~~ a collaborative effort ~~among by~~ businesses, professional organizations, state and local governments, and people with disabilities ~~themselves~~ and their support networks.
- ❑ Entities involved in statewide employment initiatives should disseminate information about civil rights laws that guarantee the rights of ~~protect~~ people with disabilities, ~~about~~ resources to support people with disabilities in the workplace, ~~and about the tangible benefits that accompany employment of people with disabilities in the general regular jobs.~~
- ❑ Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to explain the benefits and incentives or hiring people with disabilities.
- ❑ Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.

Comment [STA6]: Emphasizes that civil rights laws guarantee the rights that people already have, rather than referring to the laws as providing “protection,” which can sound paternalistic.

Tangible benefits addressed in next bullet.

Reviewed ~~July 26, 2012~~ February 6, 2014



Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to employment at competitive wages, job training, and career growth as lifelong learners. Employment opportunities in the community job market should be open to people with disabilities without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- State agencies should revise policies to align with the state's Employment First Policy that competitive employment at a living wage in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities.
- Students with disabilities should receive a sound foundation in their K-12 education. This foundation should include person centered planning and support the student's transition into higher education or a career after graduation. High school education must provide a range of choices in career preparation such as vocational training, career and technology education, preparation for higher education and opportunities for employment in the community.
- Transition plans should identify individualized goals that reflect each student's highest potential and should be pursued ambitiously.
- People with disabilities have the right to self-determination in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- People with disabilities should be able to participate in employment without losing necessary public benefits, especially access to health care.
- Employment opportunities and the benefits of employment should be fully accessible to people with disabilities beginning with recruitment and continuing through retirement. Employers should strive to make the physical environment accessible, use accessible technology, and provide individualized, reasonable accommodations.

- ❑ The employment needs of people with disabilities should be effectively addressed through a collaborative effort by businesses, professional organizations, state and local governments, and people with disabilities and their support networks.
- ❑ Entities involved in statewide employment initiatives should disseminate information about civil rights laws that guarantee the rights of people with disabilities, resources to support people with disabilities in the workplace.
- ❑ Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to explain the benefits and incentives of hiring people with disabilities.
- ❑ Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.

Reviewed February X, 2014



Guardianship Position Statement

The appointment of a guardian is a legal proceeding designed to promote and protect the well-being of the person.¹ Establishing a guardianship removes rights and privileges from the individual and assigns control to someone else. The Council believes guardianship should be granted only if all other alternatives are insufficient, and only to the extent and only for the length of time determined to be necessary, with annual reviews to determine if the guardianship can be terminated or reduced. The Council supports the position that individuals should receive support, education or training to develop their capacity to make decisions for themselves, so that the guardianship may be averted.

The Texas Probate Code requires that all guardianships be as limited as possible. The Council also supports the position that guardianship must be demonstrated to be the most appropriate and least restrictive alternative. When determined to be necessary, a guardianship should be tailored such that it is limited to only those specific areas in which surrogate decision making is likely to be needed. The individual’s ability to make decisions should be developed and supported to the maximum extent possible, and guardianship should not decrease an individual’s dignity or the right to make choices if there is no undue risk.

According to Texas Probate Code, Chapter XIII, a court may appoint a guardian with full authority over an “incapacitated person” or may grant a limited authority over an “incapacitated person” as indicated by the person’s actual physical or mental limitations and only as necessary to promote and protect the well-being of the person. Texas Probate Code further defines “incapacitated person” to mean (A) a minor; (B) an adult who, because of a physical or mental condition, is substantially unable to provide for their own food, clothing or shelter; to care for their own physical health; or to manage their financial affairs; or (C) a person who must have a guardian appointed to receive funds due the person from any government resource.

The Council supports the position that such limitations in abilities must be carefully evaluated, with a presumption that persons with disabilities are competent and individual’s decision-making abilities can be supported with education, training and/or assistance. Individuals may require assistance from others or accommodations based on their disability but still be able to make informed decisions based on their own preferences. **Most importantly, the presence of a physical or mental disability or the age of an individual does not indicate the need for guardianship.** The Council supports the position that the evaluation of a person’s mental status must take into consideration and rule out any reversible conditions that can cause confusion and seeming incapacity before certifying the need for a guardian.

(Continued)

¹ Texas Probate Code, Sec. 602. Purpose of Guardianship.

Comment [COU1]: This sentence does not seem necessary as the last sentence ended with the provision of assistance.

Comment [COU2]: Can we highlight: **Most importantly, the presence of a physical or mental disability or the age of an individual does not indicate the need for guardianship.**

The vast majority of people with disabilities, including intellectual disabilities, do not need guardians. An in-depth capacity assessment must be conducted prior to any guardianship hearing, focusing on the person's decision-making skills, experience, capacity and support system. The assessment should be conducted by a professional trained to administer and interpret an appropriate instrument related to need for guardianship. Additionally, there must be a mechanism for individuals to provide input during their own capacity assessment and guardianship reviews.

Comment [COU3]: I think this point has been made already.

There are a number of alternatives to guardianship that should be explored before proceeding with a guardianship hearing. In the financial area, multi-party contracts, trusts, powers of attorney, representative payees, and money management programs may enable an individual to successfully manage financial issues without the necessity of having a **guardian of the estate** appointed. For health and programmatic concerns, the use of advance directives or surrogate decision-makers (under the Health and Safety Code) might prevent the need to establish a **guardian of the person**. Consideration should be given to providing education and support to develop decision-making skills and opportunities for additional experience.

If the alternatives are not sufficient to protect the interests of the individual, a guardianship hearing may be necessary. It is important that a judge carefully evaluates the qualifications and interests of a proposed guardian and gives special consideration to the nature of the relationship. It is also essential that an appointed **attorney ad litem** adequately represent the interests of the person for whom guardianship is being proposed, and that all attorneys ad litem appointed by judges in guardianship proceedings have been certified in guardianship law by the State Bar of Texas as required by the Texas Probate Code. Further, a professional evaluation of the individual by a physician or ~~psychologist~~ psychiatrist must clearly indicate how the individual's disability affects his or her ability to make and communicate informed decisions and what proactive measures have been taken to maximize the ability of that individual to make and communicate informed decisions.

The Council supports the position that if a **guardianship of the person** is granted, it should be of the limited type in which the specific areas of needed assistance are listed in the order by the judge. The guardianship should encourage the development of maximum self-reliance and independence for the individual. Further, the required annual review of the guardianship must involve a serious consideration of whether it needs to be continued, modified or terminated, and a yearly report of this review must be filed in each guardianship. It is essential that annual reviews are not limited to a financial review, but also consider the individual's capacity and needs. Additionally, the judicial system must have the resources needed to make and review guardianship assessments. The Council further recommends that participants in the annual review should include, but not be limited to, the individual, the guardian, attorney ad litem, and an outside advocate/ombudsman.

It is estimated that many of the Texans with disabilities who do not have the capacity to provide informed consent for services, treatments or legal issues have no one to provide assistance in decision-making or even to serve as a guardian. Financial barriers (bonds and court costs) often prevent family members from serving in this role. The Council supports the position that the state of Texas should remove these barriers. Local guardianship and money management programs (supported in part by the Health and Human Services Commission) plus surrogate consent committees (for ICF-MR residents only) fill part of this gap, as do services provided by the Texas Department of Family and Protective Services. However, more resources are sorely needed in this area. Additionally, the Council believes that the state needs to establish statutory authority to regulate private professional guardians more closely.

Comment [COU4]: So much is addressed in this position statement, but I don't see anywhere that we are advocating for a process to ensure that the guardian is able to fulfill their responsibilities. A hot topic right now is guardian abuse. I don't want to lengthen this position statement but would like to see something in there about this problem.

Reviewed May 3, 2012



Public Transportation Systems Position Statement

The Texas Council for Developmental Disabilities supports the position that a public transportation system must meet the needs of citizens in an accessible, safe, reliable and affordable manner. 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~~ one system with ~~a pedestrian infrastructure~~ walkways 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.

People with disabilities cannot enjoy the basic right to freedom of movement when they must depend on transportation systems that are limited, do not exist, or the transportation and walkways are not connected and accessible.

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

- combine all transportation services and funding into one system to be universally accessible and effective;
- ~~seamlessly~~ coordinated and computerize dispatch at state, federal and local levels among all modes of transportation;
- ~~expanded~~ capacity 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.;
- include alternative routes for people with disabilities and specifically in wheelchairs, during construction; and
- be fully accessible to all people with disabilities.

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

For the promise of full integration into the community to ~~come true~~ be real for people with disabilities they must have access to affordable, accessible transportation to connect them where they live with where they need to go.

~~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 ~~February 9, 2012~~



Aging with Developmental Disabilities Position Statement

The number of older adults in America is rapidly increasing ~~overall~~ and becoming a larger percentage of the general population. Included in this aging population are people with disabilities. The number of older adults with intellectual and developmental disabilities is expected to triple over the next twenty years and the majority of Texans waiting for services have a primary caregiver who is between 31 and 59 years of age.¹ ~~Estimates indicate that over 640,000 Americans age 60 and older had developmental disabilities in 2000. That number has been projected to double to over 1.2 million by 2030 as the baby boom generation ages.~~

While the aging process brings significant changes to all individuals and their families, these changes are often intensified by the presence of a developmental disability. Many people with developmental disabilities continue to rely on their families for natural supports throughout their adult life. This support is often provided by aging parents, spouses, and other family members, and the quality of the care often becomes compromised by the caregivers' own aging process. Individuals with disabilities and their families each face challenges and transitions caused by the aging process.

The Texas Council for Developmental Disabilities supports the position that older adults with disabilities should have:

- the same opportunities as other older citizens to live, work, enjoy leisure time and retire in the community of their choice with the services and supports they need;
- people representing the disability community be placed on any committee developing or reviewing initiatives and policies related to aging;
- the same rights and dignity as other older people; and
- assistance in establishing a comprehensive retirement plan to encompass any or all of the following concerns:
 - access to health care
 - advanced directives relating to health care
 - counseling services
 - financial issues
 - guardianship/alternatives to guardianship
 - housing
 - legal issues
 - leisure time activities
 - long-term services and supports plan
 - retirement or employment options
 - self advocacy training
 - transportation

Therefore the Council believes supports the position that Texas has a responsibility to ensure that the state's service delivery systems develop the capacity to meet the projected needs of older Texans with disabilities. To meet these challenges, the Texas Council for Developmental Disabilities calls for:

¹ Texas Biennial Disability Report, The Texas Council for Developmental Disabilities, 2010.

- ❑ the current service delivery systems to increase ~~their~~ its capacity to provide for a larger number of older Texans with disabilities who need assistance to maintain a high quality of life in the most integrated setting, including the ability to age well in their homes and communities; and
- ❑ coordinating and integrating to the maximum extent possible the delivery systems that traditionally provide services to ~~the~~ aging ~~population~~ Texans and the delivery systems that traditionally provide services to people with developmental and other disabilities. In so doing, older individuals with developmental disabilities will be better served and more fully included in their communities.

Reviewed ~~October 25, 2012~~



Aging with Developmental Disabilities Position Statement

The job of the Texas Council for Developmental Disabilities is to advocate for all people with disabilities to be fully included in their communities. Many people with developmental disabilities are supported throughout their lives by family caregivers. The number of older adults with intellectual and developmental disabilities is expected to triple over the next twenty years and the majority of Texans waiting for services have a primary caregiver who is between 31 and 59 years of age.¹ As people with developmental disabilities and their caregivers age, they have the right to continue to live in the community. Each faces challenges caused by the aging process and needs flexible support systems equipped to meet their changing needs.

Therefore the Council supports the position that Texas has a responsibility to ensure that the state's long-term services and supports system can meet the needs of older Texans with disabilities and their aging family caregivers by:

1. Ensuring that long-term services and supports are available and flexible enough to allow each aging individual to remain in their home and community;
2. Building expertise among service providers to assist people with developmental disabilities who are aging and their family caregivers in actively planning for their future long-term care needs; and
3. Increasing funding for respite services for aging caregivers of people with developmental disabilities.

Texas leads the nation in promoting independence of people with disabilities and can continue to set the standards as its population ages.

Reviewed XX

¹ Texas Biennial Disability Report, The Texas Council for Developmental Disabilities, 2010.

Background:

A. State Policy Issues

TCDD staff will provide updates relating to recent public policy activities, including the implementation of legislation.

Discussion topics include:

- Senate Bill 7 - Timeline for Transitioning to Managed Care
- Employment First Implementation

B. Update on State Supported Living Centers

The Committee will receive updates on two SSLC projects in which the Council is involved.

C. 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.

Public Policy Committee

Agenda Item 7.

Expected Action:

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

Council

Agenda Item 12. B.

Expected Action:

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

Managed Care Initiatives What Happens Next?



- **September 1, 2014** - Waiver participants, 21 years and older, will begin to receive their medical benefits through the STAR+PLUS managed care program.
 - ❑ People currently using intellectual and developmental disabilities waivers [Home and Community-based Services (HCS), Community Living Assistance and Support Services (CLASS) and Deaf Blind Multiple Disability (DBMD)] may continue to receive long term services and supports from their waiver until at least 2020.
- **September 1, 2015** – Children and young adults, up to 21 years, receiving Social Security Income and children and young adults participating in waivers [Medically Dependent Children Program (MDCP), Youth Empowerment Services (YES), HCS, CLASS and DBMD] are expected to begin to receive their medical benefits from the STAR KIDS managed care program.
 - ❑ Children and young adults, up to 21 years, using the Medically Dependent Children Program (MDCP) will begin to receive long term services and supports from STAR KIDS.
 - ❑ Children and young adults, up to 21 years, using IDD waivers (HCS, CLASS, DBMD) may continue to receive long term services and supports from their waiver, but their medical benefits are expected to be provided by STAR KIDS.
- **September 1, 2017** – Parts of the Texas Home Living (TxHmL) waiver are expected to become entitlement services in the STAR+PLUS program. Persons with IDD with incomes up to 100% of SSI will have access to some long term services and supports without a wait. The services included as entitlements are currently unknown.
- **September 1, 2020** – Parts of the HCS, CLASS and DBMD waiver programs are expected to roll into the STAR+PLUS managed care program.

Speak Up About Jobs for People with Disabilities

December 9, 2013

Do you have something to say about jobs for people with disabilities in Texas? If your answer is “yes,” then your Texas leaders want to hear from you.

This summer, Texas leaders started talking about an important idea. The idea was that all people with disabilities in Texas should be able to find and keep a job if they want one. They called this idea “Employment-First” because having a job, or employment, should be every person’s first option.

Now it’s time to hear from you. People with disabilities and their family members know what people with disabilities need to find and keep jobs. Please think about signing up to be part of a group that will make suggestions about how to make getting a job and keeping a job easier for people with disabilities.

You do not need to be an expert to join this group. You do need to want to talk about jobs for people with disabilities and changes that will make things better. You also need to be able to come to Austin for meetings. To sign up to be a part of this group, fill out this application: PDF Application (2 pages, 425KB) / Word Application (2 pages, 51KB).

Not everyone who signs up will be chosen for the group. To get help signing up to join the group or to get more information, contact Ginger Mayeaux at 1-800-252-9729, extension 7746.



Over head view of the State of Texas State Capitol building dome rotunda

For More Information

- Texas Department of Aging and Disability Services, [Call for Applications: Texas Employment First Task Force](#)
- The Arc Texas, [Speak Up for People with Intellectual and Developmental Disabilities](#)

Trainers Instructed in Person-Centered Thinking

January 13, 2014

The Texas Department of Aging and Disability Services is partnering with the Institute for Person-Centered Practices and Texas Council for Developmental Disabilities so 58 individuals, who include staff from DADS, state supported living centers and local authorities, can become certified trainers in Person Centered Thinking. The individuals will be trained by the Institute for Person-Centered Practices, which is a collaborative initiative of the Texas Center for Disability Studies at The University of Texas and the Center on Disability and Development at Texas A&M University.

This training is part of a culture change initiative at DADS, which involves a long-term commitment to look at what services people want and where they want to receive services. The agency wants to increase the number of people trained in person centered practices to ensure that individuals with intellectual and developmental disabilities and their legally authorized representatives are actively involved in determining how they live.



Laura Buckner explains how to use Person Centered Thinking to plan for an individual's future, based on personal needs, interests and desires. Buckner is one of the Mentor Trainers already certified in Texas.

The training started in December 2013 and will be provided over two years. Individuals who complete the training will be certified by the international Learning Community for Person

Centered Practices. Once certified, they can, in turn, train more people from their organization.

“There are about six to eight certified trainers in Texas now,” said Penny Seay, director of the Texas Center for Disability Studies. “This collaborative effort will help the people achieve desired outcomes, based on individual preferences and personal choices regarding what will make their life better. The critical piece in person centered practices is finding out what is important to and important for people, and figuring out the balance between them.”

“I believe that all people who work with persons with intellectual and developmental disabilities would benefit from PCT training, and I'm glad the training is being expanded,” said Susan Payne, president of PART, the association of family members supporting state supported living centers. About 3,547 individuals currently reside in SSLCs in Texas.

What Is Person Centered Thinking?

Person centered thinking is an ongoing approach in planning for an individual's future, based on personal needs, interests and desires. This includes how and where a person wants to live, as well as services and supports needed to reach the desired outcome. The individual must be involved in all aspects of the planning process, such as identifying what is important to the individual, personal preferences, abilities, choices, natural supports and services needed. This is usually done by talking with the individual, any legally authorized representative and other people who know and support the individual, such as caregivers, close family members, current provider staff, friends or teachers.

Who Will Be Trained?

The following individuals are targeted for training under the project

- 2 staff members from each of the 13 SSLCs
- 1 staff member from the Ombudsman Office at each SSLC
- 2 staff members from the DADS Office for Independent Ombudsman
- 2 staff members from the DADS SSLC State Office Support
- 2 staff members from the DADS Access and Intake Division
- 1 staff member from the DADS Center for Policy and Innovation
- 12 staff members from intellectual and developmental disabilities local authorities

What Is Required to be Certified as a Trainer?

Some of the main requirements to be certified as a Person Centered Thinking trainer are

- Work with a mentor who is a certified trainer during the training period
- Attend a 2-day Person Centered Thinking training as a participant
- Attend a second 2-day training while using the trainer's manual, to experience it from that viewpoint
- Demonstrate training skills by working with a partner to provide a 2-day Person Centered Thinking training, twice, while being observed by a mentor



Self Advocates create their own person centered

Additional Training Opportunities

The Institute of Person Centered Practices also offers a variety of training opportunities open to the public, including professional certification of individuals who can train others in Person Centered Practices. Additionally, the institute has partnered with DADS in the past to provide Person Centered Thinking training at various state supported living centers, including a 2-day training at the Austin SSLC in May 2013 for 40 individuals.

Resources for More Information

- [Institute for Person Centered Practices](http://person-centered-practices.org) at <http://person-centered-practices.org>
- [The Learning Community for Person Centered Practices](http://www.learningcommunity.us) at <http://www.learningcommunity.us>
- [DADS Person Directed Planning Guidelines](https://www.dads.state.tx.us/providers/mra/PersonDirectedPlanningGuidelines.pdf) (pdf) at <https://www.dads.state.tx.us/providers/mra/PersonDirectedPlanningGuidelines.pdf>
- [Requirements for becoming a Person-Centered Thinking Trainer](http://person-centered-practices.org/uploads/Trainer%20Certification%204%20steps%20table.docx) (Microsoft Word docx) at [http://person-centered-practices.org/uploads/Trainer Certification 4 steps table.docx](http://person-centered-practices.org/uploads/Trainer%20Certification%204%20steps%20table.docx)

Background:

The quarterly Public Information Report is enclosed that summaries recent staff activities to create awareness and build community connections.

<u>Project Development Committee</u> <u>Agenda Item 6. A.</u>	<u>Expected Action:</u> The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<u>Public Policy Committee</u> <u>Agenda Item 8.</u>	<u>Expected Action:</u> The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<u>Council Meeting</u> <u>Agenda Item 12. A.</u>	<u>Expected Action:</u> The Council will receive a report of Committee discussions on this item. No action is anticipated.

February 2014 Public Information Update

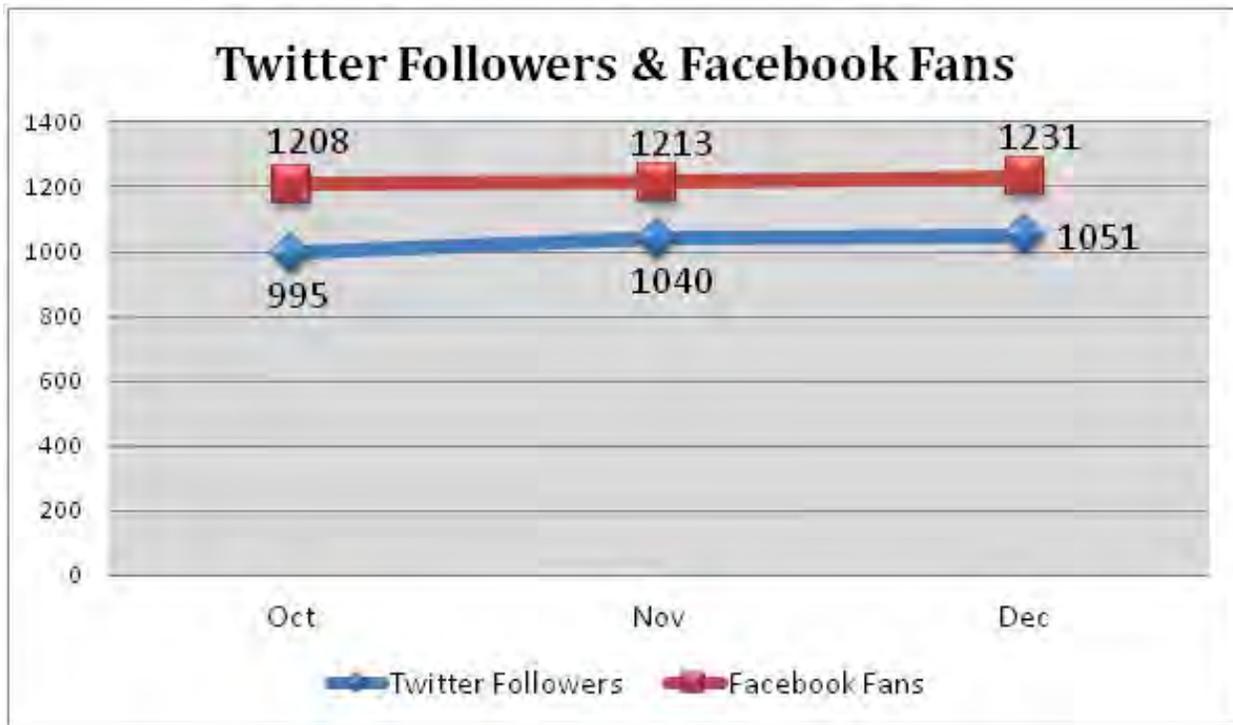
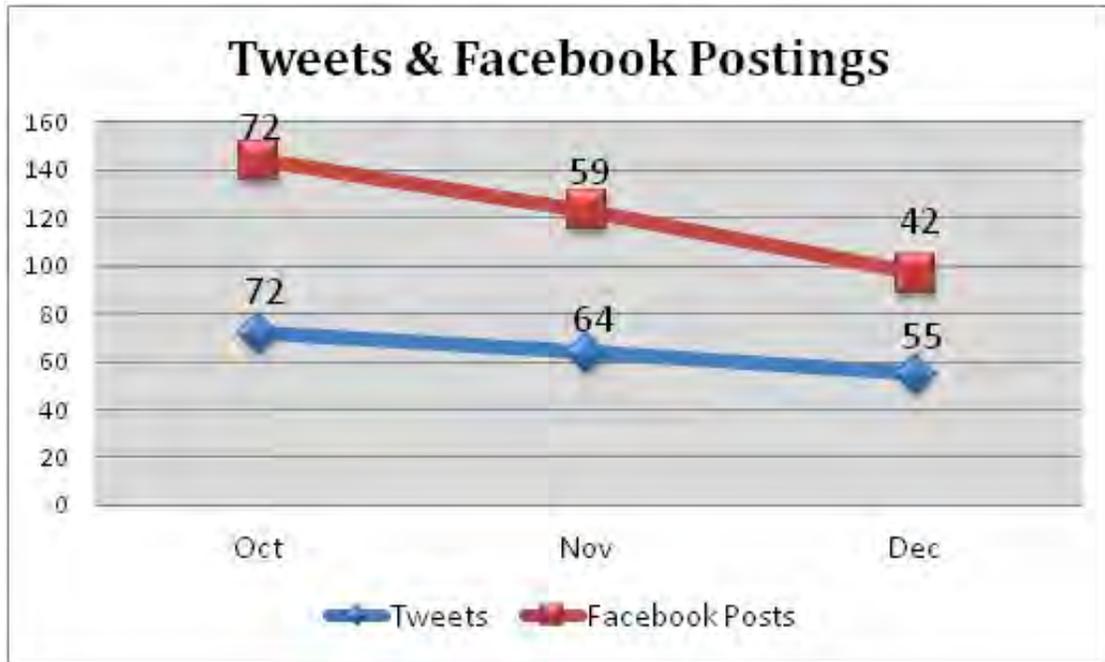
Creating Awareness and Building Connections

- TCDD **posted profiles for three new grant projects** during the last quarter, which all started on January 1. Profiles for all TCDD projects are online at <http://www.tcdd.texas.gov/grants-rfps/grant-awards-grantees>. The new projects are:
 - Two Cultural Outreach and Development projects awarded to the Moody Clinic in Brownsville and The Arc Del Paso in El Paso. The Moody Clinic received coverage in the [Brownsville Harold](#) newspaper and [KVEO TV](#) in the Rio Grande Valley.
 - The Accessible Parking Awareness Project awarded to Travis County Constable Precinct 5.
- Several grant projects received **publicity**, such as:
 - DeAnn Lechtenberger with Texas Tech University offered **presentations on two TCDD projects** at the Consortium of State Organizations for Texas Teacher Education Fall 2013 [Teacher Education Conference](#), Oct. 20-22, in San Antonio – [Project CASE](#) and [Project IDEAL](#) (TCDD grant funding ended September 2012 but TTU continues to add new information to this website).
 - A **speaker/presentation stipend** to Jewish Family Services in Houston for a Photography Experience for Individuals with Disabilities and Genetic Differences generated a variety of web coverage, such as publicity by the Houston Arts Alliance’s [ArtsHound](#) and [ReelAbilities](#).
- Staff is working on TCDD’s Annual Report for fiscal year 2013, which will be done soon.
- The following **TCDD materials were requested** and distributed to other organizations:
 - 456 [People First handouts](#)
 - 669 [Higher Education Resource Guides](#)
 - 174 [Next Step Higher Ed DVDs](#)
 - 102 [Every Member Matters Information and Resource Kit](#) produced by the [Austin Interfaith Inclusion Network/OneStar](#)
 - 21 [Biennial Reports](#)
 - 21 TCDD brochures
- The [October edition of Field Notes](#), an Information and Technical Assistance Center for Councils for Developmental Disabilities (iTACC) newsletter, included an article (see page 2) with photos about the TCDD funded Bridge to Career in Human Services project at Texas A&M University that prepares individuals with developmental disabilities to be certified as direct support professionals.
- Staff responded to more than **102 requests for information and referral** in the past quarter.

February 2014 Public Information Update

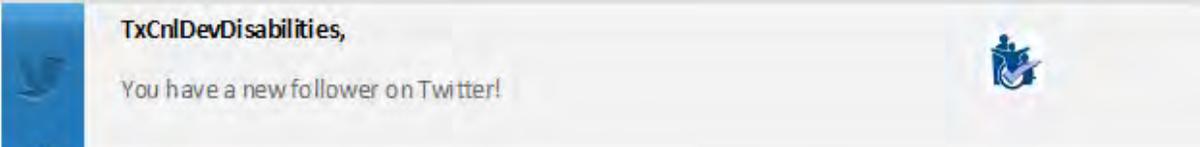
Social Media Update

TCDD uses its Facebook fan page and Twitter account on a daily basis to share and learn about pertinent news stories, resources and policy information.



February 2014 Public Information Update

Samples of TCDD Tweet:



TxCnlDevDisabilities,
You have a new follower on Twitter!




John H Bucy III @BucyForTexas
*Democratic candidate for Texas House District 136.
Founder and president of TCSAAL, LLC.
#LeadingtheWay*

Followed by [Capital Metro](#) and [The Hill](#).
Following: 1320 · Followers: 361

 [Follow](#) [Report for spam](#)

Background:

The Council will review the minutes from the October 25, 2013, Council meeting and October 24, 2013, 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 October meetings.

**COUNCIL MEETING
DRAFT MINUTES
OCTOBER 25, 2013**

COUNCIL MEMBERS PRESENT

Andrew Crim,
Council Vice-Chair
Hunter Adkins
Kimberly Blackmon
Gladys Cortez
Kristen Cox

Mary Faithfull, DRT
Manda Hall, DSHS
Diana Kern
Joe Rivas
Penny Seay, UT CDS
Amy Sharp, A&M CDD

Cindy Swain, TEA
David Taylor
Richard Tisch
Susan Welch, DADS

COUNCIL MEMBERS ABSENT

Mary Durham, Council Chair
Kristine Clark
Mateo Delgado
Stephen Gersuk
Cindy Johnston

Sara Kendall, DARS
HHSC Representative
Scott McAvoy
John Morris
Dana Perry

Lora Taylor
Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb,
Executive Director
Martha Cantu
Belinda Carlton
Joanna Cordry

Cynthia Ellison
Celina Galvan
Sonya Hosey
Wendy Jones
Susan Mihalik

Jessica Ramos
Koren Vogel
Lucy Walker

GUESTS PRESENT

Anne Bradley,
Sunset Commission
Amanda Dunnavant
Ron Garza, DARS
Leigh Anne Godinez, DARS

Erick Fajardo,
Sunset Commission
Celina Limon
Gabriella Martinez, DARS
Nancy McCallen, DARS

Rebecca Ortiz
Janette Robles
Jaye Stepp, Rupert & Assoc
Kevin Warren, DARS

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, October 25, 2013, in the Lady Bird Lake Room of the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Vice-Chair Andrew Crim called the meeting to order at 8:34 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Council.

3. CONSENT ITEMS

No revisions to the minutes were offered. Executive Director Webb reviewed the absences for the meeting to include Kristine Clark, Mateo Delgado, Cindy Johnston, Dana Perry, Lora Taylor, Amy

Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only).

MOTION: To approve the excused absences as noted and the minutes of the August 9, 2013 Council and August 8, 2013, Committee of the Whole meetings.

MADE BY: Gladys Cortez

SECOND: Diana Kern

The motion **passed** unanimously.

4. CHAIR'S REPORT

Vice-Chair Crim and Executive Director Webb recognized Council Member Joe Rivas for his years of service to the Council and Texans with disabilities.

Webb noted that the Council Chair Durham has had conversations with the Governor's Appointments office and that new Council member appointments are not likely before spring 2014.

Webb discussed the recent funding approval by Council Chair Mary Durham to the UT Center for Disability Studies to providing training to Texas Department of Aging and Disability Services (DADS) staff at State Supported-Living Centers and Central Office to become Person-Centered Thinking trainers. TCDD will provide up to \$30,000 over two years for this collaborative effort with DADS, the Center for Disability Studies and the Center on Disability and Development at Texas A&M. Council policies allow the Council Chair to make decisions when necessary for time constraints. Durham consulted with Vice-Chair Crim in this matter. Members indicated support for the initiative.

5. EXECUTIVE DIRECTOR'S REPORT

Webb provided an update on the federal budget noting that Congress passed a Continuing Resolution to fund programs at FY 2013 levels through January 15, 2014. This is 29% of the fiscal year or approximately \$1.4 million for TCDD. Webb also noted that FY 2014 staff and office expenses will be expended to FY 2013 funds likely through January 1, 2014.

6. PRESENTATION: DARS PROJECT HIRE

Grants Management Specialist Wendy Jones introduced Project Coordinators Leigh Ann Godinez and Gabriella Martinez from the Texas Department of Assistive and Rehabilitative Services (DARS) Project HIRE project. DARS is collaborating with South Texas College and the University of Texas-Pan American for Project HIRE to provide higher education services for students with significant or severe disabilities including assessments and evaluations, assistive technology assessments, training, campus supports, and job placement and mentoring. Godinez and Martinez discussed project activities including "kick-off" events for the two cohorts of students that were attended by many local dignitaries, college and university staff as well as students and their families. This project is viewed as a great success in the Rio Grande Valley and has received considerable positive publicity.

7. SELECTION OF NOMINATING COMMITTEE MEMBER

Vice-Chair Crim and Executive Director Webb reviewed the process to select the Nominating Committee that will nominate a Council Vice-Chair and Consumer Member-at-Large to the Executive Committee. Crim is serving his first term as Vice-Chair and is therefore eligible for a second term.

Diana Kern is currently in her first consecutive year as the Consumer member of the Executive Committee and eligible for another term. The Project Development Committee elected Cindy Swain to the Nominating Committee and the Public Policy Committee elected Jeff Kaufmann. Joe Rivas nominated Hunter Adkins as the third member of this Committee and she accepted the nomination.

MOTION: To select Hunter Adkins as a member of the TCDD Nominating Committee.

MADE BY: Amy Sharp

SECOND: Mary Faithfull

The motion **passed** unanimously.

8. FY 2014 INTERNAL AUDIT CHARTER

Council Vice-Chair and Audit Committee Chair Andy Crim discussed the Audit Committee meeting noting that there was significant discussion on audit activities including the responses to the member survey for the governance audit. He also noted that all reports were accepted without revisions. Crim introduced TCDD Internal Auditor Jaye Stepp who first discussed the FY 2014 Internal Audit Charter. Stepp noted that the Charter defines the purpose of internal audit activities as well as policies and procedures surrounding those activities.

MOTION: To accept the FY 2014 TCDD Internal Audit Charter as presented.

MADE BY: Andy Crim for the Audit Committee
(Motions from a Committee do not need a second.)

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

9. FY 2013 INTERNAL AUDIT REPORTS

Crim reported that the Audit Committee reviewed three Internal Audit Reports from FY 2013. TCDD Report #2013-1 reviews Stepp's survey of TCDD staff communications with grantees. This was a positive report for TCDD as grantees were complimentary of staff efforts. TCDD Report #2013-2 reviewed various governance activities including Council Member compliance with training requirements, required filings, etc. This report also included responses from the member survey. The TCDD Annual Internal Audit Report for FY 2013 summarizes the findings of both reports and provides additional information as defined by the State Auditor's Office (SAO). This report must be approved by the Council before it is submitted to the SAO by the November 1 deadline. Stepp reviewed the audit activities contained in all reports. She noted that there were no major areas of concern and that all recommendations based on the findings are being implemented by staff.

MOTION: To approve the TCDD Annual Internal Audit Report for FY 2013.

MADE BY: Andy Crim for the Audit Committee

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

10. FY 2014 INTERNAL AUDIT PLAN

The final item reviewed by the Committee was the TCDD Internal Audit Plan for FY 2014. Stepp explained the TCDD Risk Assessment methodology and noted that this is reviewed annually by TCDD executive staff to determine any changes, new risks, possible impact, etc. Proposed audit activities for FY 2014 will focus on an advisory project to identify potential ways to streamline processes to develop requests for proposals.

MOTION: To approve the TCDD FY 2014 Internal Audit Plan.

MADE BY: Andy Crim for the Audit Committee.

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

11. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Project Development Committee Chair Gladys Cortez reviewed that Committee's discussion of an Accessible Transportation project. A previous Request for Proposals (RFP) did not result in an executed project but Council members and staff confirmed a desire by local organizations to improve community access to accessible transportation. An executive summary was presented to the Committee for a project that would coordinate and host transportation summits to encourage collaboration by local entities to address transportation issues, gather data for use by transportation authorities and engage in collaborative efforts with the Texas Department of Transportation. Proposed funding levels for the 5-year project are \$150,000 for years 1-3, \$125,000 for year 4, and \$100,000 for year 5.

MOTION: To approve the Executive Summary for an Accessible Transportation project as presented.

MADE BY: Gladys Cortez for the Project Development Committee.

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

Cortez further reviewed Project Development Committee discussion of an executive summary for an employment project. This project would coordinate training that addresses risks associated with competitive employment for people with disabilities such as the risk of losing public benefits, and provide education on employment models to decrease those risks. Committee members requested that the Request for Proposals for this project clearly indicate that self-advocates and focus groups are included in the activities to develop the training presented through this project.

MOTION: To approve the Executive Summary for an Understanding Employment Options and Supports as discussed.

MADE BY: Gladys Cortez for the Project Development Committee.

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

Cortez reviewed the Committee's recommendation to delete State Plan Objective 1.4 related to an assistive technology in schools project. None of the projects funded under the Enabling Technology RFP are focusing on technology applications in schools. Planning Coordinator Joanna Cordry further

explained that there was a lack of response to the RFP on this subject and little to no perceived interest by the public.

MOTION: To remove State Plan Objective 1.4 from the TCDD State Plan.

MADE BY: Gladys Cortez for the Project Development Committee.

The motion **passed** without opposition. Cindy Swain and Penny Seay abstained from voting.

Ms. Cortez reviewed the Committee's discussion on Future Funding Priorities. The Committee recommends changes adding the Employment project as #1, Self-Advocate Community Organizing project moves to #2, Culturally Competent Family Support becomes #3, Partnership with African American Clergy to Support Families becomes #4, and Accessible Transportation becomes #5. All other projects on the existing list are currently in progress.

MOTION: To approve the listed changes to the TCDD Future Funding Activities Priorities List.

MADE BY: Gladys Cortez for the Project Development Committee.

The motion **passed** unanimously. Executive Director Webb noted that the DD Public Policy Fellowships project previously approved by the Council will be added to the list next quarter.

12. EXECUTIVE COMMITTEE REPORT

Vice-Chair Crim reported that the Executive Committee reviewed the Independent Audit and Grants Exceptions Reports and found no concerns. Executive Director Webb discussed the follow-up activities from the Arc of Texas misappropriation of funds. TCDD was notified in late June of fraudulent activity within the Arc of Texas Master Pooled Trust and that investigations were taking place. TCDD provided grant funding for the trust several years ago at its inception but now only funds other projects with the Arc of Texas. An internal forensic audit of the trust was conducted by Arc-Texas and TCDD was notified by email on October 18, 2013, that no Council funds were compromised. It was determined that the fraud took place from dormant accounts in the Trust. TCDD continues to monitor and conduct on-site visits per policy in accordance with the risk assessment for grant projects. TCDD Internal Auditor Jaye Stepp has also been consulted for recommendations on this issue and is currently reviewing the documentation from Arc-Texas.

Crim also reported on new and continuation grant awards. Awards were approved for these projects:

- Access Empowerment for up to \$40,000 to develop an Accessible Parking Campaign
- Travis County for up to \$40,000 to develop an Accessible Parking Campaign
- Moody Clinic (Brownsville) for up to \$10,000 for an Outreach and Development project
- The Arc Del Paso (El Paso) for up to \$10,000 for an Outreach and Development project
- A Circle of Ten, Inc., for up to \$25,000 for the third and final year of a contract on Increasing Capacity of current TCDD projects
- DARS for up to \$225,000 for the third year of a higher education project (Project HIRE)
- Texas Tech University for up to \$220,089 for the third year of a higher education project (Project CASE)

- Texas Statewide Independent Living Council for up to \$75,000 for the third and final year of a Leadership Development and Advocacy Skills Training project
- West Central Texas Regional Foundation for up to \$74,988 for the third and final year of an Inclusive Faith-Based Communities Symposium
- Texas Tech University for up to \$150,000 for Phase 2 Implementation (year 1 of 5) of a Building Community Capacity through Collaboration project

Executive Director Webb further discussed the project with A Circle of Ten, Inc. A proposal was presented to the Executive Committee for expanding that project to include a Funder's Forum for TCDD grantees.

MOTION: To award up to \$25,000 additional funding to A Circle of Ten, Inc., to expand activities and coordinate a Funder's Forum for TCDD grant projects.

MADE BY: Andy Crim for the Executive Committee.

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

Webb and Operations Director Martha Cantu reviewed quarterly financial reports. Although a small negative balance shows for FY 2013 and a large negative balance shows for FY 2014, they expect unspent funds from grants to cover the deficit for FY 2013 and savings in operating expenses and unexpended funds from other projects will cover the deficit for FY 2014.

The Executive Committee reviewed the Conflict of Interest Disclosure reports for members and staff and found no concerns. Members were encouraged to report any changes to their disclosures

13. AUDIT COMMITTEE REPORT

Audit Committee Chair Crim did not have any further reports.

14. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Cortez did not have any further reports.

15. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Kristen Cox reported that the Committee received a presentation on the progress of activities from the Settlement Agreement between DADS and the Department of Justice concerning state supported living centers. Cox also reported that the Committee approved a Position Statement review schedule.

16. ANNOUNCEMENTS AND UPDATES

Council members discussed the dates of the 2014 meetings which include February 5-7, at the Hilton Austin Airport, May 7-9, August 6-8, and October 22-24.

ADJOURN

Vice-Chair Crim adjourned the Council meeting at 11:07 AM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1



**TEXAS COUNCIL FOR
DEVELOPMENTAL DISABILITIES**

INTERNAL AUDIT CHARTER

Fiscal Year 2014

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

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities – FY-2014

INTRODUCTION

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.¹

The internal audit charter is a formal document that establishes the internal audit function's position within the organization; authorizes access to records, personnel, and physical properties relevant to any activity 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.

¹ Institute of Internal Auditors Practice Advisory 1000-1: Internal Audit Charter (1/1/09)

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.
- Employee actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- 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 ACCOUNTABILITY

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.

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities – FY-2014

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 _____ 24th _____ day of _____ October _____, 2013.

Roger Webb, Executive Director

Mary Durham, Council Chair

Andrew Crim, Audit Committee Chair

Jaye Stepp, Chief Audit Executive

Attachment 2



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ANNUAL INTERNAL AUDIT REPORT

Fiscal Year 2013

Presented to
The TCDD Audit Committee
October 24, 2013

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

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Texas Council for Developmental Disabilities (TCDD)
Annual Internal Audit Report (AIAR) FY-2013

The Texas Internal Auditing Act requires agencies to file an annual report on their internal audit activities and the internal audit reports prepared for your governing board. The purpose of the Annual Internal Audit Report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual internal audit report assists oversight agencies in their planning and coordination efforts. According to Texas Government Code, Sections 2102.009 and 2102.0091, the annual internal audit report for fiscal year 2013 is due November 1, 2013.

I. Compliance with House Bill 16: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site

TCDD will comply with the provisions of House Bill 16 by posting their Annual Internal Audit Report and their Annual Internal Audit Plan on their website, within 30 days after approval by the Council. The risk footprint in the annual plan includes a summary of the high risk areas identified in the risk assessment process. The risk management tables in our risk workbooks provide a summary of actions taken to address concerns. Actions resulting from audits are included in the individual audit reports and are followed up in the audit recommendation tracking schedule. These summaries and tables are updated annually.

II. Internal Audit Plan for Fiscal Year 2013

The following list represents the Texas Council for Developmental Disabilities (TCDD) reports generated from the fiscal year 2013 audit plan. There were no deviations from the audit plan that was submitted in the FY-2012 Annual Internal Audit Report. Completed audit reports for FY-2013 included:

#2013-1	05/31/13	Grantee Communications
#2013-2	07/30/13	Governance Audit

III. Consulting Engagements and Non-Audit Services Completed

The Internal Auditor did not perform any advisory projects which would be considered consulting engagements, as defined in *The International Standards for the Professional Practice of Internal Auditing*, and non-audit services, as defined in *Government Auditing Standards, 2011 Revision*, Sections 3.33 – 3.58, that were completed during fiscal year 2013.

IV. External Quality Assurance Review (Peer Review)

An external quality assurance review was performed in June of 2012 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period June 2009 through May 2012. The contracted internal audit function at TCDD was found to ‘fully conform’ 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). No significant weaknesses were identified during the review, but the following opportunity for improvement was identified:

Opportunity for Improvement – Plan Future Internal Audit Projects Evaluating Organizational Governance

The internal auditor should incorporate the evaluation of ethics and governance into future audit plans.

Internal Audit Response updated 2013:

A governance project was included in the FY-13 Internal Audit Plan submitted to the Audit Committee for approval in October, 2012. The audit was completed and reported to the Council at their October meeting 2013.

V. Internal Audit Plan for Fiscal Year 2014

The fiscal year 2014 Audit Plan will be presented for review and approval at the October 24, 2013 meeting of TCDD’s Audit Committee and Council. The report will be submitted to oversight agencies and posted on their website within 30 days after approval.

Based on the updated risk assessment, the proposed internal audit plan for FY-2014 is:

1. An advisory project to identify potential ways to streamline processes for the development of requests for proposals.
2. Follow up on prior year audit recommendations.

Annual Internal Audit Report FY-2013
Texas Council for Developmental Disabilities (TCDD)

The budgeted time for all internal audit activities is approximately 192 hours. A rough estimate of how these hours might translate into specific activities follows:

- | | |
|--|---------|
| • Risk Assessment and Internal Audit Plan | 40 hrs |
| • Annual Internal Audit Report | 10 hrs |
| • Audit Report Tracking Schedule | 8 hrs |
| • Project Planning, Fieldwork, and Reporting | 120 hrs |
| • Administration and Quality Control | 8 hrs |
| • Board Meetings | 6 hrs |

Additional high risk areas that are not included in the fiscal year 2014 audit plan include:

- the risk of staff departures and loss of skills and knowledge base;
- the risk of insufficient monitoring of grant expenditures (last audited 2012); and
- the risk of violations of state and/or federal rules / regulations.

The risk assessment methodology consists of an annual meeting with management to update the risk assessment footprint and control tables. The risk footprint is updated and used to guide the selection of specific audit areas for the current year. The risk assessment methodology is described in greater detail in the Internal Audit Plan document that is also provided to oversight agencies.

VI. External Audit Services

External audit services procured in fiscal year 2013 consisted of:

- the internal audit function, and
- independent CPA services for performing desk reviews on grantee audit reports.

VII. Reporting Suspected Fraud and Abuse

In accordance with the requirements of Section 7.09, and the General Appropriations Act (83rd Legislature, Conference Committee Report) Article IX, and Texas Government Code, Section 321.022, TCDD has placement of a link on the website <http://www.txddc.state.tx.us/> to connect users directly to the State Auditor's 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.

Report Distribution List

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Committee Chair
Jeffrey Kaufmann, Member
Scott McAvoy, Member
John Morris, Member
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director

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TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Internal Audit Report #2013-1

Grantee Communications

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
- QPPR Quarterly Project Performance Report
- RAR Request for Advance or Reimbursement
- RFP Request for Proposals
- 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)



Audit Report

May 31, 2013

Audit Committee and Council Members
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit of the TCDD's grantee communications processes and controls, conducted in fiscal year 2013. Included in this report are the purpose, scope, results, and recommendations of the project, as well as management's responses to those recommendations.

The internal audit was conducted in accordance with the Institute of Internal Auditors' (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 plan developed for TCDD for fiscal year 2013 included an audit to assess the effectiveness of TCDD's outreach and communications efforts with their grantees. The audit identified the current processes and controls for communicating with grantees, from the initial orientation, to technical support, monitoring, and reporting on the status of grantee projects, and evaluated the effectiveness of those practices.

Key Observations

1. TCDD has procedures and resources in place to guide staff in their communications with grantees related to the management and reporting requirements for their projects. TCDD processes include various modes of communication, an online Grants Manual and web-based reporting capabilities for grantees. The processes and controls are functioning and effective.
2. A survey of grantees provided some insight into areas where grantees have encountered problems in the communication process, including website accessibility problems, and a need for more guidance on grants that operate on different time schedules, and more guidelines to fit a for-profit grantee model.

Significant Recommendations

Improvements to the grantee communication process can be made by improving on some processes and forms, as well as identifying and improving the issues that lead to website access issues.

Management Response

TCDD concurs with the audit review recommendations. TCDD will develop guidance for staff communications with grantees; review comments from the grantee survey to identify areas of improvement; and will solicit additional input from grantees about specific concerns and strategies for improving grants related forms, procedures and website access.

Report to Staff

BACKGROUND & PURPOSE

The Texas Council for Developmental Disabilities awards grant funds to projects to promote independence, productivity, and community integration for people with disabilities. The achievement of TCDD's mission, goals and objectives requires effective and timely communications with the grantees to help ensure successful grant projects. In the agency risk assessment, the risk of providing ineffective or untimely guidance to grantees was identified as a risk with a high impact and low probability. TCDD believes there is a low probability because of their activities to ensure grantees are informed, but if communications were not sufficient and timely, the impact could be high. Therefore, an audit was undertaken to evaluate the effectiveness and efficiency of TCDD's communication efforts and to make recommendations for improvements, as appropriate.

SCOPE, METHODOLOGY, & OBJECTIVES

The scope of the project was limited to an evaluation of TCDD's current communications processes and controls for effectiveness and efficiency. To assess the effectiveness of grantee communications, a survey tool was developed and participation was requested of 36 grantees that were active with TCDD in the last two years.

The audit methodology included interviews, questionnaires, and discussions with various personnel at TCDD. Research was undertaken to identify best practices, and methods and resources used by others to communicate with their grantees. TCDD's operating procedures and controls related to monitoring grantees have been reviewed in previous audits; this audit focused on evaluating communication processes.

The objectives of the engagement were –

- A. Review current communication activities between TCDD staff and grantees.
- B. Survey grantees for their assessment of the TCDD staff communication efforts.
- C. Evaluate processes and controls; make recommendations for improvements.

RESULTS BY AUDIT OBJECTIVE

Audit Objective A – Review current communication activities between TCDD staff and grantees:

Identify communication processes and controls currently in place and in use by TCDD staff for benchmark and comparisons.

Results and Conclusions:

We were provided information and sample documentation to illustrate the new grantee orientation process, in addition to policies and procedures at TCDD related to the grantee communications process. Our goal was to review the processes and make recommendations to improve and possibly streamline the processes. In addition to orientation, trainings, and communication channels by telephone, mail, email, and face-to-face meetings, there are online tools to guide grantees in preparing required reports on their activities. Research was also conducted to identify common grantee communication practices for activities that might enhance TCDD's communication efforts.

The information provided by TCDD on their processes was summarized and compared to guidance from OMB Circulars and the State's UGMS to test for compliance with standards, such as pre-award policies, award notices, site visits, technical assistance, etc. TCDD has processes, controls and resources in place to fully comply with those standards.

Research found several articles on best practices in communicating with grantees. This information was shared more fully with TCDD staff. Following are some promising practices identified in research:

- Regularly discuss grantee communications challenges, best practices, and the results of customer satisfaction surveys, such as during staff meetings;
- Incorporate grantee communications and the results of customer satisfaction surveys into staff performance appraisals;
- Develop key messages for staff and Council to describe the organization, respond to current issues, and explain changes in strategy or guidelines;
- Convene grantees and potential grantees (for example, in listening tours, community meetings, town hall meetings, and focus groups), both to learn from them and to update them on organization plans or changes;
- Document the grantmaking processes by creating a grantmaking manual or other standards;
- Develop "pledges" to grantees that outline what grantees can expect from the organization and what the organization expects of grantees, as well as the organization's distinctive way of working with grantees;
- Ensure consistent grantee communications with all TCDD staff, using tools such as communications standards or checklists;
- Ensure effective and timely feedback from grants staff to communications staff, so that changes can be made to websites, funding guidelines, and other grantee resources;

Audit Objective B – Survey grantees for their assessment of the staff communication efforts:

Through a survey process, evaluate the effectiveness of TCDD’s communication activities by requesting input from grant recipients.

Results and Conclusions:

The survey response rate was 44% - 16 responses, out of the 36 requests for participation sent out. The majority of respondents, 68%, had been working with TCDD for a year or more, with 32% having less than one year of experience. The questions and non-identifiable responses were provided in full to TCDD for evaluation. This report will briefly summarize the survey results.

All grantees acknowledged receiving an orientation that discussed TCDD’s organization and structure, including the role of the Grants Management Team and the project’s fiscal, administrative and reporting requirements. The majority rated the orientation process as excellent or satisfactory. Some recommended additional help for those projects that operate on different time periods than most grantees. The majority also rated the information and materials provided during the orientation process as excellent or satisfactory. Comments included that the material was comprehensive, but could be better organized. A quick reference guide to required approvals, reports, deadlines, was suggested.

All of the respondents reported they have used the online TCDD Grants Manual. A majority, 88%, rated the ease of finding information in the Manual as excellent or satisfactory. The same majority rated the helpfulness of the information found in the Manual as excellent or satisfactory. Commenters would like to see more information for exception items, such as more direction and input on “how to calculate performance measures”; more guidance to grantees that are on a different time schedule; and some clarification on financial review requirements.

There were some comments about problems with accessing the Manual to download information. The problems identified are access issues rather than Manual content issues. There have been problems with multiple log-ins required, or with password problems. Another issue identified is the need to use different logins for each grant when one organization is reporting on multiple grants.

All respondents stated that they would know who to contact at TCDD if they had questions. Most had contacted TCDD 10 or more times in the last year, including contacts by mail, telephone, e-mail, or face-to-face contacts.

We asked participants to rate the difficulty of using the various forms, reports, and processes required on their projects. For each process the responses seemed to follow experience levels – staff of newer grantees had more problems with the forms and processes than staff of more experienced grantees. A summary of results by inquiry is presented below:

	<i>Easy</i>	<i>Difficult</i>	<i>N/A</i>
New Grant Award Application - Continuation Workplan	68.8%	31.2%	0.0%
Project Performance Reports (QPPR)	93.8%	6.3%	0.0%
Financial Reports (Grant Awards, RAR, Budget Revisions)	50.0%	37.5%	12.5%

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report #2013-1 Grantee Communications

Most survey responses rated their organization's preparedness for and comfort with the onsite review process based on TCDD's communications and available resources as either excellent (37.5%) or satisfactory (44%). Other responses included average and not applicable (because someone else does it).

A few questions were posed to assess the grantee's knowledge of various processes they may encounter in the management of their project. This question sought to evaluate if grantee's staff are familiar with what actions are triggered by certain project activities.

<i>Do you know when / what to submit for the following?</i>	Yes	No
Budget Revisions	75.0%	25.0%
Personnel Changes	91.3%	18.8%
Audit Requirements	87.5%	12.5%
Final Closeout Reports	87.5%	12.5%

For the most part the negative responses were from the newer grantees, although there were some more experienced grantees who also responded negatively to some of these.

We requested respondents to tell us about what types of technical assistance they have requested from TCDD. 80% had requested assistance with budget revisions and with quarterly grant reports. 40% had requested assistance with personnel revisions and with final reports. Comments added these other topics on which they've requested assistance: Financial Review guidelines, Advisory Council nominees, and Requests for Reimbursement. They also noted that assistance was obtained through various communication channels, including by phone, email, and through the website.

We followed up by asking responders to provide a rating on their overall communications experience with TCDD staff. All responses were positive, as shown below.

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Strongly Agree</i>	<i>Agree</i>
Courteous	0.0%	0.0%	87.5%	12.5%
Responsive	0.0%	0.0%	81.3%	18.7%
Knowledgeable	0.0%	0.0%	56.3%	43.7%
Timely	0.0%	0.0%	68.8%	31.2%

We asked if there were any particular concerns that survey respondents would like to share. Comments included the following:

- Website issues – out of order when information deadline is near
- Outcomes to report are not always compatible with grant award
- Guidelines were written with nonprofits and universities in mind; small business is different and adapting to requirements is time-consuming. If TCDD plans to continue working with small for-profit businesses, it might be worth taking a closer look at some of these issues.
- The continuation / grant application form itself is cumbersome due to the formatting
- We seem to have complex funding for the program that TCDD funds which can make it difficult to communicate with the financial staff at TCDD.

We closed the survey by asking if respondents had any suggestions for enhancing the quality of the TCDD communications process. Comments included:

- I appreciate the personal attention we receive for our project. No concerns and no suggestions other than to continue the personal approach with us grantees!
- Have a webmaster fix the website or create a new one for outcomes reporting. Also, clarify with grantees what outcomes are to be reported BEFORE you determine what is required. We might be able to advise you on more appropriate outcomes to report.
- I think tailoring the process somewhat, to the individual starting points of each grantee, flagging specific points where reports or expectations will be out of synch with the original timetable, and informing grantees proactively, rather than after they are late, would alleviate a great deal of frustration.
- I have always found TCDD staff to be prompt and courteous in responding to questions and concerns. I really appreciate the atmosphere that is fostered at TCDD – "We all want the best for our stakeholder, so let's work together to make it happen!"

Audit Objective C – Evaluate process and controls; make recommendations for improvements:

TCDD Procedures include outreach to grantees in the forms of orientation, training, various communication channels, and monitoring of grant projects. The survey suggests that while there are some problems in some areas, these concerns were relatively few and were generally from new grantees. The overall response to the survey was very positive. Some grantees did identify areas where they have had some problems, and these areas will be addressed individually. Major changes are not needed, but rather clarification on some issues, and perhaps a quick reference guide that would provide a ‘quick glance’ reference as to what items require approvals, when reports are due, or when special forms or approvals are required.

In addition some useful information was gathered from the internet research of logical techniques that TCDD should consider adapting. Some of the items listed below are already in place at TCDD. They were not removed in order to highlight that some best practices are already utilized by TCDD.

Written grantee communications guidance in the form of standards or a checklist is recommended. An example was provided to TCDD for use as a guide if they decide to implement. Some other promising practices identified include:

Setting Expectations

- Review all of the required proposal documentation with every applicant (proposal questions, budget template, reporting questions, etc.);
- Explain the process and timeframe for approving or non-approved of grants;
- Use the RFP and grant negotiation process to clarify scope, timeline, expectations, deliverables, and requests for reimbursement schedule;
- Determine how (email, phone, mail, and face-to-face meetings) and how often the TCDD grants staff and grantee will communicate;
- Let the grantee know what is expected in terms of final report questions, specifying the deliverable, etc.

Communication During the Grant

- Schedule and conduct periodic check-ins with grantees;
- Use email to communicate with grantees when appropriate, because this allows the TCDD grants staff to document and track communication, as well as to copy program assistants;
- Summarize and document key decisions made with grantees, as well as next steps;
- Coordinate with other TCDD communications staff as needed, including setting up a process and procedures for interactions to support grantee activities; and
- Meet with grants staff regularly to discuss the status of proposals and grants and to determine communication needs.

Reviewing Reports and Deliverables

- Send reminders of deliverable deadlines in advance to new or at-risk grantees;
- Review outlines and early drafts of reports to ensure the grantee is on track;
- Email questions about reports in advance of discussions with grantees; and
- Discuss interim and final reports with grantees and request revisions if needed.

RECOMMENDATION:

Recommendation #2013-1-01: Use the survey results to identify and review processes, forms, and website access issues to improve the grantee communications process. Consider developing written guidance on grantee communications for staff, periodic grantee surveys, follow up with grantees on problem areas; encourage electronic communications, and other communication tools to enhance the process, as deemed appropriate.

#2013-1-01 Management Response: TCDD concurs with the audit review recommendations. TCDD will develop guidance for staff communications with grantees; review comments from the grantee survey to identify areas of improvement; and will solicit additional input from grantees about specific concerns and strategies for improving grants related forms, procedures and website access.

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Chair
Jeffrey Kaufmann, Member
Scott McAvoy, Member
John Morris, Member
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

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TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Internal Audit Report #2013-2

Governance Audit

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
- ED Executive Director
- GAO Government Accountability Office, US
- IIA Institute of Internal Auditors, International
- OAG Office of Attorney General, TX
- OMB Office of Management & Budget, US
- OP Operating Procedures
- RAR Request for Advance or Reimbursement
- RFP Request for Proposals
- SAO State Auditor’s Office, Texas
- TAC Texas Administrative Code
- TCDD Texas Council for Developmental Disabilities
- TEA Texas Education Agency
- TGC Texas Government Code



Audit Report

September 20, 2013

Audit Committee and Council Members
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit project on governance conducted in fiscal year 2013. Included in this report are the purpose, scope, and results of the audit. There were no significant findings or recommendations resulting from this audit.

The internal audit was conducted in accordance with the Institute of Internal Auditors' (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 plan developed for TCDD for fiscal year 2013 included a governance audit. The audit purpose is to verify board member compliance with training and filing requirements. The Report to Staff following this summary provides details on the audit work.

Key Observations

- The Council has policies in place that include procedures for implementation and control steps. The policies cover a range of topics, including complaints, absences, public input, adoption of rule, conflict of interest disclosures, etc. These policies were last reviewed in 2006. The TCDD website has information to guide Council members in conducting efficient meetings.
- Council members were found to be in general compliance with training and filing requirements. Open Meetings Act training records should be maintained and made available for public inspection in accordance with Texas Government Code §551.005(c). Administrative records supporting the completion of training or timely filing of disclosures had a few missing documents. A checklist has been developed and the missing documentation has been addressed.
- Survey responses provide some insight into areas that may need to be emphasized or revisited. The best practices provided are for information purposes only. Many of these best practices can be identified as practices that are already in place at TCDD.

Recommendations - None

The Open Meetings Act requires that board members' open meetings training certificates be available for public inspection. Best practices recommend that required training records and periodic filings be maintained. A checklist for information to be included in a member's file has been developed and an audit of the files has taken place to ensure consistency and completeness.

The cooperation and assistance from staff and the Council members' participation in the survey facilitated an effective audit process. The input provided by staff during the audit fieldwork is always helpful and appreciated.

Report to Staff

BACKGROUND & PURPOSE

The purpose of the audit was to ensure compliance and promote best practices in governance. Good governance is a means to building an effective and performing organization, able and equipped to pursue its mission and serve those individuals and communities it is there to serve.

Some signs of a governing board performing its role well are:

- It keeps out of management issues and decisions and lets the Executive Director manage all operational matters;
- It provides strategic direction and clear policies for the Executive Director to work to;
- It advocates effectively on behalf of the organization and of the communities the organization is there to serve;
- It ensures that the organization is in a financial situation to keep operations running in the long term; and
- It provides leadership to the organization and operates according to agreed ethical standards.

The Board's focus is on the decision making process, planning, and providing resources for goal achievement. The ability of the board to perform these duties effectively is determined by their knowledge and recognition of the separation of their role from that of the Executive Director. The Executive Director serves as the administrative leader responsible for policy implementation and daily operations. The Executive Director supports the council's responsibility as policy maker and helps council members fulfill their duties by providing training opportunities and instituting procedures that facilitate effective board meetings, open communications, and timely transfer of information.

SCOPE, METHODOLOGY, & OBJECTIVES

The scope of the audit was limited to current criteria that relate to Council functions and training requirements. These included timely filing of personal financial disclosures with the Texas Ethics Commission, statement of appointed official and oath of office filed with the Secretary of State's Office, and required training components, including an initial orientation, and training on the Open Meetings Act and Open Records (Texas Public Information Act).

The objectives of our audit were to provide an overall assessment of the governance activities and the extent to which controls have been applied, with the intent of providing an opinion on the extent to which risks are managed. During the course of the audit we incorporated a survey tool developed by the Institute of Internal Auditors into the engagement. The survey tool was modified to better address the governance function at TCDD.

The audit methodology included interviews, observations, surveys, a review of best practices and documentary evidence obtained from staff and other Texas State agencies.

RESULTS BY AUDIT OBJECTIVE

Audit Objective A –Compliance: Review the information, identified rules, laws, regulations, and information from other sources to determine specific Council member filing responsibilities. State statutes and internal policies and procedures, were used to test compliance. These included the Open Meetings Act (TGC §551) and the Personal Financial Disclosure, Standards of Conduct and Conflict of Interest (TGC §572).

The Texas Council for Developmental Disabilities is one of 56 state councils. TCDD receives federal funding through the US Department of Health and Human Services on a formula basis, mostly related to the state's population. TCDD is governed by a 27 member Council. Members include individuals with developmental disabilities, parents of individuals with developmental disabilities, and representatives designated by the Executive Director of several state agencies and organizations. Governor appointed members serve six-year staggered terms and may serve no more than two consecutive six-year terms. The Governor also designates a member of the Council to serve as chair.

The full Council and committees meet quarterly, in accordance with state law and Council Policy. Meetings are conducted in accordance with the Open Meetings Act. All members have received training on open meetings and further guidance is available online. Minutes are distributed, reviewed, and approved by the members at each meeting.

The TCDD Council has developed policies and procedures and reviews and updates them as needed. The Council Policies define the powers and responsibilities of the Council and the Executive Director. The Council authorizes and approves the annual budget, the State Plan, grants projects and public policy priorities. Council Policies also address Committees, their authority and duties, conflict of interest disclosures, and other processes. The Council has the following committees:

- Audit Committee
- Executive Committee
- Nominating Committee
- Project Development Committee
- Public Policy Committee

The Council oversees the financial resources by periodically reviewing budget reports, audit reports, and management reports at their regularly scheduled meetings. In accordance with the Internal Audit Act (§2102.006), Council Policies provide for the Council to approve the Internal Audit Charter (IV (B)(6), and provide for the Audit Committee to recommend the selection of the Internal Auditor to the Council for approval (VIII. (D)(1)(d)). The Internal Audit Charter provides for the Internal Auditor to report directly to the Council through the Audit Committee.

Texas Council for Developmental Disabilities (TCDD)
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The Open Meetings Act (§551.005(c)) General Provisions states “The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training required by this Section. A governmental body shall maintain and make available for public inspection the record of its members' completion of the training”. Individual folders have been organized for each member’s training items and disclosure preferences for certain information. The files were inspected to test members’ compliance with training requirements. Various elements tested on the nineteen members yielded the following compliance rates:

Annual Conflict of Interest Statement (TCDD Policy)	18/19	94%
Open Meetings Training certificate	15/19	78%
Public Information / Open Records Training certificate	15/19	78%
Statement of Officer filed with Secretary of State	19/19	100%
Oath of Office filed with Secretary of State	19/19	100%
Personal Financial Statement filed with Ethics Comm.	19/19	100%

The Executive Director has established an effective communication process with the board members. Email provides an open communication channel that is both efficient and accessible. Emails are provided to the members by the Executive Director as needed to keep Council members abreast of serious or newsworthy events between scheduled board meetings. TCDD staff support the needs of the board.

There were no findings on the compliance portion of the audit, and no recommendations. Some general indicators of strong governance, as well as examples of problem areas for governance are provided below for reference only.

Some indicators of strong governance include:

- A policy framework that provides for policies approved by the board to govern all the organization’s major risks and activities.
- Board and committee structure with defined charters and mandates for the chairs.
- An oversight matrix that defines the board’s responsibilities and tasks and guides the agenda-setting flow of information to board members.
- A framework for board approval and oversight of significant transactions, new initiatives, and change management.
- Executive Director selection and recruiting criteria and standards.
- Orientation and continuous education program for Council members and Executive staff.
- A board, committee, and Executive Director assessment process.
- An ethics program and activities.
- A whistleblower hotline and a mechanism to handle complaints.

Some examples of problems that might be identified include:

- Organizational strategies approved by the board and management without reliable, current, and useful information.

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- Board oversight limited by directors who lack the required business, industry, technical, IT, or other experience.
- Board dynamics that don't include sufficient challenges and skeptical inquiry by independent directors.
- Board-approved strategies that are not linked to the individual goals of operating department managers.

Audit Objective B – Board Survey: Evaluate the Board's perspective of their responsibilities as a board and how their activities satisfy those responsibilities. Identify areas for improvement and provide the Board with feedback.

Guidance from the Institute of Internal Auditing (IIA) defines Governance as "the combination of processes and structures implemented by the board to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives". The IIA developed a Governance checklist that was used as a guide to developing our survey instrument. We distributed the survey to all current Council members for completion, including state agency alternate representatives. The request was sent to a total of 35 recipients and we received responses from 13, for a response rate of 37%. Of the thirteen participants, almost half were parent-representatives and about 30% were individuals with developmental disabilities. One agency representative participated. It should be noted that the thirteen respondents did not necessarily respond to every question, so percentages will vary on some answers.

The purpose of the survey was to obtain feedback from Council members about current governance activities and their knowledge of and comfort with the roles and responsibilities of the governance function. The results were received in confidence and communicated to TCDD in this report, without identifying factors.

A discussion of the result, conclusions, and recommendations follows:

The first question asked for some identifying information from the respondents. This allowed us to consider variances in responses that may stem from a lack of experience with the Council or participation on a specific committee.

A) *Board knowledge and awareness - The first questions were intended to assess whether individual Council members receive the appropriate information regarding the organization and its area of work. This type of information helps the Council members to be clear about WHAT it is governing.*

1. Do you, as a Council member, have a basic understanding of the roles and responsibilities of the Council?

Yes, we undertake this work / activity

100.0%

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2. Do you, as a Council member, have a basic understanding of the responsibilities and activities of the TCDD staff organization and how they operate?

Yes, we undertake this work / activity 100.0%

Best practices include:

- Providing essential governing documents to new members (strategic plan, Council policies, etc)
- Training updates for existing members
- Inviting outside experts to fill gaps in members' knowledge, and
- Visiting sites where the organization is implementing a program

B) Member integrity and collective responsibility. The next section of the survey was to assess whether the governing board ensures member integrity and collective responsibility. The intent was to assess whether there are guidelines and mechanisms in place to ensure that Council members act for the collective good of the agency and its mission.

3. Are you familiar with the Council's Conflict of Interest policy and disclosure procedures?

Yes, we undertake this work / activity 100.0%

Comments indicate regular discussion at Council meetings.

4. Are you, as a Council member, committed to the TCDD's mission and guiding principles and actively involved in promoting and enhancing the public standing of TCDD?

Yes, we undertake this work / activity 92.3%
N/R – not relevant to our work 7.7%

The N/R respondent was a state agency representative, whose role is somewhat different from the public members.

Best practices include:

- Working with the Council to develop a code of conduct
- Reviewing Council members' responsibilities
- Discussing the importance of acting as one and of individual members not showing public disagreement with a decision the Council has taken; and
- Providing advocacy training for Council members and developing an advocacy plan in partnership with the Executive Director and key staff.

Texas Council for Developmental Disabilities (TCDD)
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C) Strategic direction and policies. *The next section covered the governing body's participation in the agency's strategic direction and policies. These questions were meant to help the Council Members reflect on the extent to which they are involved in setting the strategic direction of the agency and developing policies to guide how the agency operates.*

5. Was there sufficient Council involvement in the development of TCDD's State Plan?

Yes, we undertake this work / activity 100.0%

6. Do you, as a Council member, keep abreast of developments that might affect TCDD's capacity to pursue its mission?

Yes, we undertake this work / activity 100.0%

Comments included praise for the Executive Director and staff for being very good at presenting external and internal potential barriers to achieving outcomes. Executive Director updates are helpful.

7. Has the Council approved a set of policies that provide sufficient guidance for how the Council conducts business?

Yes, we undertake this work / activity 100.0%

8. Are you confident that there is a sufficient mechanism in place to report potential misuse of TCDD funds?

Yes, we undertake this work / activity	83.3%
Insufficient, in preparation, or being considered	8.3%
No, we have not yet tackled this work	8.3%

One commenter stated that although it has not been an issue that has come up, the transparency of the staff/council allows one to be certain that there are sufficient mechanisms in place to report potential misuse of funds.

Best Practices:

- Reviewing the State Plan with members who are not acquainted with it;
- Engaging the members in thinking strategically about TCDD's work and their own role;
- Reviewing existing policies to ensure they are up to date and identify areas where policies are needed; and
- Ensuring that a fraud workplace policy is in place that is in line with best practice and is being enforced.

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D) Council members relationship with the Executive Director. This section is intended for the board to review how it appoints and supports the Executive Director and their relationship to the operational side of TCDD. A good working relationship between the governing body and the Executive Director is essential to all agencies and is one worthy of careful and continuous cultivation.

9. Who has primary responsibility for the development of a job description for the position of Executive Director, defining its powers and duties?

Council	30.8%
Executive Committee	61.5%
TEA	0.0%
Council Chair	23.1%
None of the above	0.0%

Comments show members believe TEA and the Council Chair work together to do this, and in conjunction with guidelines from TEA.

10. Has the Council established a recruitment procedure for the position of the Executive Director, should the position become vacant?

Yes, we undertake this work / activity	30.8%
Insufficient, in preparation, or being considered	23.1%
No, we have not yet tackled this work	7.7%
N/R – not relevant to our work	0.0%
DK – Don't know	30.8%

Comments included one that this was recently reviewed and approved during an Executive Committee meeting, and that staff and council have done extensive work on succession planning. One of the 'don't know' responses came from an agency representative and was not included.

11. Is there a process for evaluating the Executive Director annually and in writing?

Yes, we undertake this work / activity	84.6%
Insufficient, in preparation, or being considered	7.7%
No, we have not yet tackled this work	0.0%
N/R – not relevant to our work	0.0%
DK – Don't know	7.7%

Comments include some who have not experienced this, or may know of the process, but was not an active participant.

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Best practices:

- Reviewing the Executive Director's job description to make sure it is up to date and gives sufficient powers for the Executive Director to effectively manage the organization;
- Reviewing the reward package to ensure it is competitive for the sector;
- Establishing an appraisal system for the Executive Director;
- Reviewing or developing policies defining the Council's relationships with the Executive Director and the agency's staff, and limitation to executive powers; and
- Reviewing whether and how well those policies are followed in practice.

E) How Council members monitor and review the agency's performance. This section relates to how well the Council members know where the organization is in relation to its strategic plan and annual program.

12. Are you, as a Council member, satisfied that the timeliness, quality and clarity of the periodic reports received enables the Council to make informed decisions regarding TCDD's performance?

Yes, we undertake this work / activity	92.3%
Insufficient, in preparation, or being considered	7.7%

Comments include one who is very impressed with the efficiency of the staff and Executive Director in reporting to Council. Another noted that "staff is always asking for suggestions on report content and presentation methodology to ensure members are getting and understanding information that is important to them. Staff is also open to questions and requests for more detail or clarification."

13. Do Council and Committee meeting minutes reflect discussion and decisions made?

Yes, we undertake this work / activity	100.0%
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14. Does the Council review at least annually the progress of activities in relation to the State Plan?

Yes, we undertake this work / activity	100.0%
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Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report #2013-2 on Governance

Best Practices:

- Reviewing whether reports to the Council give sufficient and succinct information regarding the implementation of TCDD's program and budget;
- Ensuring that reports are sent to Council members in advance of meetings and that these are read and understood by them;
- Developing a calendar that makes it clear which matters will be discussed at future meetings; and which reports members can expect to receive and when; and
- Setting aside time during at least one meeting per year to review how well the agency's performance measures up to its agreed strategic objectives

F) Effective oversight of the agency's financial health. *This section is concerned with the finances of TCDD and the Council's capacity to monitor them. It must satisfy itself that the internal control systems in place are adequate to protect the agency from loss and waste; and that it has taken the steps necessary for operations to continue in the future.*

15. Do meeting minutes reflect approval of the annual budget and review of subsequent spending?

Yes, we undertake this work / activity 100.0%

16. Do the Council meeting minutes reflect the appointment of internal auditors and review of the audit reports and recommendations?

Yes, we undertake this work / activity 100.0%

20. Has TCDD identified and recorded the risks of various acts and functions and taken appropriate action to manage those risks?

Yes, we undertake this work / activity 90.9%
N/R – not relevant to our work 9.1%

Comments indicate that some respondents did not fully understand the question, or were not sure if TCDD does this. One commenter states that TCDD has done a great job at this within the organization and with the grantees. "Their system is clear, easy to understand, and well documented. It is also shared regularly with council members."

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Best practice:

- Setting aside adequate time to review organizational and audit reports and agree on actions to address any recommendations made;
- Developing a resource mobilization plan in partnership with the agency's staff;
- Establishing a risk register, regularly reviewing it for accuracy, completeness and the monitoring of identified high risk activities;
- Reviewing the internal control framework of the agency and identify any areas that need strengthening; and
- Asking the auditor to review specific areas of the agency's internal controls

G) The Governing Body ensures its own review and renewal. *These last questions focus on the performance of the board itself. It is generally accepted that an effective board is one where the individual members come from diverse backgrounds and possess a wide range of skills. Board work needs to be rewarding for each member; to achieve that the members need supporting as they learn more about TCDD and how best they can contribute to its work.*

21. Does the Council make effective use of the time and skills of its members and ensure that their capabilities are enhanced through development and training?

Yes, we undertake this work / activity	83.3%
Insufficient, in preparation, or being considered	8.3%
No, we have not yet tackled this work	8.3%

Three comments:

"As members we are continuously given the opportunity to participate in conferences and such that enhance our understanding."

"Yes. Continued training is, however, important. It is too easy to stagnate without development!"

"No ongoing training after orientation; some meetings are not well managed (time wise); missing a key opportunity to conduct more business when they have us all in Austin and dismiss early."

Texas Council for Developmental Disabilities (TCDD)
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22. Does the Council encourage individuals with DD and/or family members to consider applying for appointment to serve in a governance role?

Yes, we undertake this work / activity	84.6%
Insufficient, in preparation, or being considered	7.7%
No, we have not yet tackled this work	7.7%

23. Does the Council formally assess its own performance annually?

Yes, we undertake this work / activity	75.0%
Insufficient, in preparation, or being considered	8.3%
No, we have not yet tackled this work	16.7%

Comments include one who is unsure, and another who does not believe the Council has adequately reviewed its own performance with regard to activities.

Best practice:

- Conducting a board profile review to identify skills and background currently missing on the board
- Developing a board calendar that clearly identifies what topics each meeting will address
- Ensuring that meetings are held at times and locations suitable for members.

The objective of the survey was to promote thought and conversation among Board members, and to present some ideas for consideration. Strong agreement on a question indicates areas of strength, and the areas with a broad difference in responses indicate areas that could be looked at for future training or further discussion.

There are no recommendations resulting from this audit objective.

TCDD Internal Audit FY-2013
 Audit Recommendation Tracking Schedule (ARTS)

Updated: 8/1/13

Report # - Date	High-Level Audit Objective(s)	Observations/Findings and Recommendations	Current Status	Impact
#2012-1 -- 8/31/12 Advisory Project: Federal Funds Monitoring				
Objective A	To identify current monitoring activities at TCDD. Evaluate processes for tracking the money from planning to awards to liquidation, including processes for monitoring the status of obligations and projects. Identify any trends analysis, various reporting capabilities, and other tools used for monitoring spending.	Recommendation #2012-1-01 – Written Guidance: Review and update the existing Policies and Procedures for the funds monitoring process. Policies should define principles, rules, and guidelines formulated to achieve TCDD’s goals and objectives. Develop written procedures to ensure funds monitoring processes and control activities are understood and consistently completed. All aspects of monitoring should be included, with roles and responsibilities defined. Functional job descriptions should include position responsibilities for monitoring of funds that coincide with the procedure.	Implemented: TCDD procedures have been reviewed; designations of roles and responsibilities have been made; better communication activities are in place; and more frequent reviews of financial status have been implemented.	Effectiveness and efficiency of processes
Objective B	Information and Communication – determine the roles and responsibilities for the flow of communications on funds monitoring. Identify timelines for staff communication to ensure funds are appropriately monitored and new projects are ready to move forward when and as needed.	Establish a team of staff who each play a part in the monitoring of grant funds. They should share current information and monitoring reports on a regular basis. They should communicate at least monthly after activity updates to more closely monitor, evaluate, and be prepared to make budget adjustments as needed to ensure complete liquidation of federal grant funds prior to the end of the period. Team meetings at least quarterly are also recommended.	Implemented: The management team of staff who play an important role in the process include the Budget Support Specialist, Grants Director, Operations Director, Planning Coordinator and Executive Director. Communications between management staff regarding current expenditures, and strategies to fully obligate funds have strengthened and occur more frequent. Roles and responsibilities as clarified have been updated in job descriptions of the Grants Director and Operations Director.	Improved fiscal monitoring process.
		Develop a ‘toolbox’ of alternatives for fast-tracking final obligation and re-obligation of funds as needed. Options could include a streamlined continuance process for established, successful grantees; a queue of potential projects at a variety of funding levels on stand-by; and initiating larger, longer term projects with successful grantees.	Implemented: TCDD staff developed a “toolbox” of strategies that could allow funds to be obligated more quickly. Staff will further develop those ideas that were supported by Council members so that the “tool box” has more options in the future that can be used if needed. Current monitoring reports suggest that we likely will not need these options in the near future, thus other projects have taken a priority.	Improved fiscal monitoring process.

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Committee Chair

Jeffrey Kaufmann, Member

Scott McAvoy, Member

John Morris, Member

Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director

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Oversight Agencies

Kate McGrath

Governor's Office of Budget, Planning, and Policy

Ed Osner

Legislative Budget Board

Internal Audit Coordinator

State Auditor's Office

Ken Levine

Sunset Advisory Commission



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT PLAN

Fiscal Year 2014

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

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RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

September 25, 2013

Members of the Council,
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2014 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 internal audits performed in prior years at TCDD.

The FY 2014 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-14, and establishes the foundation for the Internal Audit Plan presented in the next section.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2013. 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 review the identified 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 relate to activities in Executive and Administrative functions, Grant Administration, 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 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: 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 the current year is:

1. An advisory project to identify potential ways to streamline processes for the development of requests for proposals.
2. Follow up on prior year audit recommendations.

**Section 3:
HISTORY OF
INTERNAL AUDITS AT TCDD**

2013	Grantee Communications Governance Audit
2012	Funds Monitoring Quality Assurance Review
2011	Grantee Monitoring
2010	Information Security TAC 202
2009	Contracts Administration and Management Quality Assurance Review
2008	Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management (database and hard copy files)
2007	Grantee Monitoring: Onsite Reviews Internal Administrative Operating Procedures
2006	Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls Quality Assurance Review
2005	Grantee Risk Assessment Model & Master Records Maintenance Fraud Prevention and Reduction Policy Administrative & Project Development Procedures
2004	Follow-up on MATRS Review Findings Grantee Risk Assessment Model & Electronic Grants Manual Review
2003	Grants Manual Compliance Review TRC Performance Audit Review
2002	Grants Administration

Exhibit 1: RISK FOOTPRINT - Texas Council for Developmental Disabilities (TCDD)

CONSOLIDATED ACTIVITY		RISKS			RISKS			RISKS			RISKS			RISKS			RISKS									
		IMPACT RATING	PROBABILITY RATING		IMPACT RATING	PROBABILITY RATING		IMPACT RATING	PROBABILITY RATING		IMPACT RATING	PROBABILITY RATING		IMPACT RATING	PROBABILITY RATING		IMPACT RATING	PROBABILITY RATING								
		1	2	3	4	5	6	7	8																	
1	Executive and Administrative	H	H	Staff departures (loss of skills; knowledge-base)	H	M	Violation of state and/or federal rules or regulations	M	M	Inadequate monitoring of funding obligations and liquidations (2012)	M	M	Inadequate monitoring of fiscal reporting system	M	L	Insufficient succession planning for executive management	L	L	Ineffective governance functions							
5	Grant Administration	H	M	Insufficient monitoring of grant expenditures	H	L	Providing inadequate or inappropriate guidance to grantees (2013)	H	L	Non-compliance with federal or state regulations (OMB / UGMS)	H	L	Fraud and/or inappropriate use of federal funds													
4	Public Policy and Information	H	M	Violation of state or federal rules	M	M	Negatively impact relationships	M	M	Communication risks of mis-information; lack of control	M	L	Inaccurate policy interpretations provided to constituents													
6	Information Technology	H	L	Unauthorized access to data set	H	L	Loss of data / data integrity	M	M	Ineffective design of data system monitoring	M	L	Unauthorized access to TCDD website	L	M	Increased vulnerability from social networking										
3	Project Development	M	M	Non-compliance with approved procedures	M	M	Insufficient investment options	M	L	Poorly planned																
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	
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													
9	Designated State Agency (DSA) Operational Relationship	M	L	DSA / Council Separation of Authority	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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Scott McAvoy, Member
John Morris, Member
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Attachment 4

Funding Proposal Executive Summary Building Community Capacity: Accessible Transportation

Background

Texans with developmental disabilities and their families experience significant barriers to full inclusion in their communities because they do not have adequate transportation. In general, public transportation frequently may be too limited in availability, may not meet individual needs, and/or may be inordinately difficult to navigate. Using private transportation may not be an option due to the expense or because it is not accessible. Other barriers that may be felt more strongly in some geographic areas of the state than in others may include:

- A lack of interagency coordination for transportation needs
- Inadequate transportation options in rural areas
- Difficulty coordinating transportation from urban areas to suburban areas
- Language barriers in finding and accessing transportation
- Challenges to pedestrian travel, including absence of curb cuts, sidewalks and accessible transit stops

The Texas Council for Developmental Disabilities' (TCDD) Five Year State Plan places a high priority on improving transportation for Texans with disabilities. TCDD recognizes that successfully influencing transportation planning requires collaboration between diverse partners to organize local communities. Previous TCDD grant projects demonstrated that establishing and supporting local transportation alliances that include people with developmental disabilities and their allies in transportation planning can be an effective method of creating systems change in transportation systems.

TCDD's previous project coordinated and assisted with community recruitment, training, and organizing. The project also provided the initial funding and technical assistance to facilitate the self-sufficiency of each alliance. Alliances linked together and developed commitments from a wide range of partners who might positively influence transportation planning at the state level. 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.

In 2012, TCDD posted Request for Proposals 2012-4: Accessible Transportation, Accessible Communities, intending to provide funds for one entity to implement an ambitious project to improve availability of accessible transportation over a wide geographic area. The RFP process did not result in a project being funded but it did confirm that local organizations seek access to or want to develop the resources to effectively address transportation issues in their own communities. This could be accomplished by providing opportunities for these organizations to come together in a learning environment where they can share as well as receive technical assistance and information from recognized experts. A grantee organization with sufficient knowledge, skill, and funding could arrange support for groups actively working on finding solutions to local transportation problems, without being required nor expected to coordinate community organizing activities.

State Plan Goal

Goal 4: In at least one Health and Human Service (HHS) region, increase by 1% 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 the selected Region to provide transportation training to people with developmental disabilities by 9/30/2016.

Expected Outcome

At least two collaborative groups will create a measurable increase in the percent of people with developmental disabilities who report they have better access to the transportation they need.

Project Description

The TCDD grantee organization would coordinate and host at least 3 transportation summits for organizations and individuals who will actively collaborate with others in their community to address local transportation issues. Prior to each summit, the grantee will gather information from local groups regarding their experiences and their goals before determining what activities and presentations will occur at the summit. At the summit, local groups will receive support to develop, adapt, or revise plans to guide what they are doing at a local level, and they will share this information with other groups. The grantee organization will also maintain contact with local groups between summits to assist them to access any additional information, training, or technical assistance they need to reach their goals. The initial summit should cover the following topics:

- Relevant policies that support or impede increasing accessible, reliable and coordinated public transportation systems
- Models that have been used successfully in other locations to address common transportation barriers
- Tools that can help with data gathering and evaluation of project activities and outcomes
- Technical assistance to ensure that local groups fully include people with disabilities in meaningful ways
- Methods of coordinating outreach activities
- Ways to develop non-traditional partnerships

TCDD expects that the grantee organization will develop a relationship with the Texas Department of Transportation (TXDOT) to assure their involvement in the project, and would give preference to organizations applying for grant funds that are able to demonstrate a likelihood of partnering with TXDOT in developing the summits.

The grantee must gather and share the following data, at a minimum:

- Results of pre- and post- evaluations of Summit activities to demonstrate knowledge gained
- Personal stories from local communities
- Number of people attending each summits
- Percent of people who report they remain active 9-12 months after the summit
- Number of people in local communities reporting improved access to transportation
- Policies identified by local communities that supported or impeded improved access to transportation
- Total dollars leveraged through project activities
- Names of the organizations collaborating
- The number of individuals with disabilities directly involved in project activities and descriptions of how they were involved.

Proposed Funding Amount

Up to \$150,000 per year, for years 1, 2, and 3; up to \$125,000 for year 4; and up to \$100,000 for year 5.

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state. To encourage sustainability, TCDD strongly recommends match amounts or funds leveraged to increase each year of the project after year 2.

Proposed Duration

Up to five years.

Other Considerations

As stated previously, TCDD would give preference to organizations applying for grant funds that are able to demonstrate a likelihood of partnering with TXDOT in developing the summits.

Funding Proposal Executive Summary Understanding Employment Options and Supports

Background

TCDD has invested and continues to invest heavily in initiatives to expand employment options for Texans with developmental disabilities. Community Healthcore and VSA Texas both recently completed grant projects demonstrating effective customized self-employment models. Other TCDD Grant employment related projects that currently receive funding include:

- One project to collaborate with the Project SEARCH® national office and local organizations to increase the number of Project SEARCH sites in Texas and to gather information about barriers encountered across the state.
- Two projects to demonstrate how affordable, widely available technology can assist people with developmental disabilities to gain and maintain competitive employment.
- Three projects to develop systems of supports that can help individuals with developmental disabilities to complete post-secondary education that leads to them reaching their employment goals.

Additionally, TCDD collaborated with other organizations and agencies to provide technical assistance to legislative offices around two new employment-related bills passed by the Texas Legislature in 2013:

- SB 1226 (Employment First) affirms that it is the policy of the state that the priority and preferred outcome for working-age individuals with disabilities who receive public benefits is earning a living wage through competitive employment in the general workforce.
- SB 45 requires employment assistance and supported employment to be available services in all Medicaid waivers.

While TCDD's projects have received media attention, many people across the state are still not aware of the range of opportunities that can assist individuals with developmental disabilities to become competitively employed. Also, staff from the Department of Assistive and Rehabilitative Services (DARS), advocates, and families report a widespread misunderstanding about social security options – many individuals and families mistakenly believe that an adult with disabilities who becomes employed may no longer receive SSI/SSDI and health benefits, and others do not fully appreciate the impact that work has on SSI/SSDI benefits until their benefits are reduced. DARS provides training about various options that allow individuals to retain SSI/SSDI benefits when working; however, their capacity to train all those who may need this information is limited.

State Plan Goal

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 3-5 years of TCDD funding, by 9/30/2016.

Objective 4: Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.

Expected Outcome

The desired long-term outcome is that an increased number of individuals, families, and service providers will use SSI/SSDI programs, waiver programs, and other formal and informal supports effectively to help individuals with disabilities to gain and maintain competitive employment without losing necessary benefits.

Project Description

This project would increase the availability of presentation-style training that effectively addresses the risks associated with competitive employment for individuals with developmental and other significant disabilities, including the loss or reduction of public benefits like Medicaid and SSI/SSDI.

The project would work with agencies that provide such training to:

- refine, package, add to, or otherwise adapt existing training as necessary;
- confirm that the method of presentation is effective and appropriate by asking representatives of the target audience – a diverse group of individuals with disabilities, family members, and service providers – to view the presentation and complete pre- and post- tests; and
- record and package the training for later use by individuals or by groups that wish to incorporate the presentations into an event they are hosting.

The project could also simultaneously inform individuals and families about the employment-related models that TCDD and others have developed and continue to develop. Materials, translated into multiple languages, might also need to be edited or adapted to accompany those presentations.

Examples of topics to be addressed include:

- income disregards
- how to maintain SSI/SSDI and/or Medicaid benefits
- available employment services through waiver programs through DADS
- available employment services available from DSHS
- available employment services available from DARS
- the application process related to Impaired Work Related Expenses (IWRE)
- Customized Self Employment
- Ticket to Work
- the Plan to Achieve Self-Support (PASS) Program
- implications of the Affordable Care Act
- financial management skills
- Texas' Medicaid Buy-in options
- other available tools or programs that assist people in becoming more financially self-sufficient

- becoming an employment provider

The organization preparing these presentations will be expected to gather input from other TCDD grantees that have employment- related projects; state agency staff; and other stakeholders as requested by TCDD.

Grant funds could be used to:

- involve recognized experts in the adaptation of the materials and as presenters on different topics (note: “recognized experts” would include self-advocates and family members with personal experience as well as professionals)
- create and edit video/audio recording of the presentations
- provide necessary captioning, subtitles and translation into another language
- purchase available materials as appropriate
- adapt and translate materials as appropriate

Proposed Funding Amount

Up to \$150,000 per year

Proposed Duration

Up to two years

Other Considerations

Organizations implementing this project may choose to hold an “Understanding Employment Options and Supports Conference” as an opportunity to conduct the majority of the video recording. However, a conference would not be required.

Executive Summary

Assistive Technology in Schools – Discussion Guide

Background

The TCDD FY 2012-2016 State Plan includes Objective 1.4: “Demonstrate how appropriate assistive technology can enable students with developmental disabilities to reach their educational goals, by 3/31/2016.” When the Plan was developed, the Council was interested in funding projects to demonstrate how technology could improve job performance by, and increase employment options for, individuals with developmental disabilities (this is Objective 2.2 of the Plan). Then, when the Council authorized funding for an Executive Summary that led to RFP 2011-5: “Enabling Technology,” the scope was broadened to allow submission of proposals for projects to demonstrate assistive technology in either employment or education settings. Objective 1.4 was drafted as a “placeholder” in the plan for education-related projects that were expected to be funded by this RFP.

While one of the proposals funded is developing technology applications intended to assist students with disabilities be successful in employment, none of the proposals submitted addressed technology applications in specific only to education settings as envisioned by the Plan Objective. Other than two inquiries regarding TCDD funding to develop programs to teach or expand the use of American Sign Language, TCDD has received neither public input nor inquiries about the use of assistive technology in schools. Additionally, TCDD is unaware of any data repository that outlines the unmet need for assistive technology.

Anecdotal reports suggest that the primary need related to the use of assistive technology in schools is that students who depend on assistive technology in school may not have access to the same technology in other environments. Although public agencies must permit a child to use school- purchased assistive technology devices at home or in other settings if the IEP team determines that this is needed to receive a Free and Appropriate Public Education, it appears that schools sometimes do not allow students to remove assistive technology from the school. Unfortunately, families may not be able to afford to buy equipment for their child’s use. This barrier would not likely be resolved by a project that demonstrates the benefits of assistive technology.

In Texas, there are two programs that are responsible for addressing the assistive technology needs of people with disabilities: the Texas Technology Access Program and the Texas Assistive Technology Network.

The Texas Technology Access Program coordinates Texas’ work related to the federal Assistive Technology Act of 2004 and works to improve awareness of and access to Assistive Technology. TTAP supports demonstration centers, operates a technology loan program that is available to any Texan, and works with a medical equipment reutilization program to provide refurbished equipment through long-term loans to persons with disabilities who can demonstrate financial need.

Within the public school system, Region IV Education Service Center (ESC) has the responsibility for establishing and supporting the Texas Assistive Technology Network. The network, which includes all 20 ESCs and the Texas Education Agency, promotes collaboration and provides technical assistance, training and information to support school districts that provide students with assistive technology.

Staff recommend deleting Objective 1.4 from the TCDD FY2012 – 2016 State Plan. If the Council decides to develop additional projects in the future related to the use of assistive technology in education, a partnership could be developed with the Texas Technology Access Program and the Texas Assistive Technology Network.

Attached, for the Committee's information, is the Executive Summary that authorized funding for the original "Enabling Technology" project.

Future Funding Proposal
Executive Summary
Enabling Technology: Collaborative Design for the Future – Revised
May 6, 2011

Background

Almost all Americans use technology on a daily basis to increase their physical comfort, to travel across long distances, to connect with others, to entertain themselves, to enable them to reach goals, and/or to overcome environmental barriers. Technology provides tools that can improve quality of life and productivity for everyone, including people with developmental disabilities. Some of the technological tools most frequently used by people with developmental disabilities are specialized and disability-specific – these typically fall in the category of “assistive technology.” However, many of the tools that improve the quality of life for people with developmental disabilities are generic; they are the same products widely used by consumers with diverse characteristics who don’t necessarily have disabilities. Examples of this type of technology include cell phones, subtitles for language translation, voice-recognition software; global positioning system (GPS) satellite tracking that helps people navigate city streets; talking books; computers; and the internet (including social networking technologies). Additionally, technology is being developed for specific uses not necessarily related to disability, such as robotic tools that are operated remotely; long-range monitoring and sensing equipment; and microchip-enhanced cards (or wearable items such as wristbands) that contain information, allow access to restricted areas, or serve as cashless debit cards.

Although an obvious financial benefit exists to ensuring that new technology being marketed to the general public appeals to and/or meets the needs of people with developmental disabilities, this group is not often considered a target market and is rarely taken into account during the development of these products. However, this may change as technology companies strive to stay competitive by being responsive to the changing needs and desires of baby boomers who are aging and of soldiers who have returned from Iraq with significant disabilities. Companies that develop devices for the “typical” public will be confronted with the reality that more and more “typical” people have disabilities, including individuals who acquire a disability as part of the aging process. Forward-thinking, successful technology-focused companies may realize that tweaking their existing products or building accessibility into the initial design of new products will result in a broader customer base – especially if the increased manufacturing and availability of these products results in a cost reduction for individuals.

Currently, the input of people with developmental disabilities frequently is not valued – nor even solicited - in the initial design of new technology that is intended for the general public. Instead the development of and funding for “assistive technology” typically occurs separate from the development of technology for the general public, and technology developed for the general public frequently has to be adapted after the fact for use by people with developmental disabilities. There would be

tremendous benefit for the developers of new technology to consult - early in the design process - with people who have developmental disabilities or who have family members who have developmental disabilities. A person who has lived a full life with a disability frequently has had to become very creative at finding ways to meet their needs with whatever is available to them. Many have a lot of expertise at “making things work” and know what is more or less likely to be helpful. Designers may find that collaboration with people who have developmental disabilities enables them to create technology that is more functional and appeals to a wider range of people. For example, there are agencies that support people with developmental disabilities to live semi-independently by using commonly available monitoring and communication devices to enable their clients to do more in their own homes with less intrusion by direct support staff. This same type of technology might interest parents of “latch-key kids” were they aware of its existence. Simple robots – such as those that vacuum or entertain – are now widely available, and that technology could be used to create robots that “fetch” items for people with mobility impairments. Cell phone, voice recognition, and GPS technology, if adapted to be simpler and easier to use, might enable a person who has a cognitive disability to move around their neighborhood or city more independently.

The Texas Council for Developmental Disabilities (TCDD) would like to explore how collaboration between companies that develop or produce technology and people who have developmental disabilities might enable developers to increase their creativity in designing new technology. As a part of this effort, TCDD intends to demonstrate how those devices might enable people to live more independently and to reach personal goals.

State Plan Goal and Objective

Goal 10 People with developmental disabilities and family members will have the supports and services they need to be able to participate actively in their communities.

Objective 7 Explore and promote new technologies, multi-media tools, assistive equipment, and/or barrier removal/home modifications that may enable people with developmental disabilities to live more independently within local communities and/or to participate more fully in advocacy efforts, by September 30, 2011.

Expected Outcome(s)

TCDD will facilitate exploration and/or demonstration of the benefits of using new technology – or using “old” technology in an innovative way – to support the independence of people with developmental disabilities.

TCDD will promote collaboration between people with developmental disabilities and developers of affordable, widely available, technology.

Project Description

This project will require a partnership between at least two entities:

1. One must have considerable experience in developing and/or providing reliable technology for individuals or companies to improve quality of life, to facilitate effective communication between individuals, or to improve business practices.
2. One must have considerable experience providing support and/or services to people with developmental disabilities and/or their families.

The partnership may involve additional organizations. People with developmental disabilities and/or their family members must be involved in the project design, implementation, and evaluation. Although one partner must be designated the lead applicant to receive grant funds and to comply with all reporting requirements and assurances, the partners should contribute equally to the creative process, making maximum use of their strengths.

The partners will work together to implement an innovative model demonstrating how technology can be used, in a cost-effective way, to enable people with developmental technologies to have increased independence in their daily lives. A model may be considered “innovative” if it is not currently in existence in Texas but has been demonstrated to be effective – and may even be widely used – in other states or countries to support people with developmental disabilities.

The project must serve at least 10 people (plus their families, if relevant) and must be committed to ensuring that participants will continue to receive the same level of service/support after TCDD funding has ended. The project may serve more than 10 people, and the additional people reached may include people without developmental disabilities if the intent is to demonstrate that the same product would have a wide range of potential users. TCDD expects that this project will show how “generic” technology might be employed to support people with developmental disabilities and also appeal to a diverse market, so that for-profit companies might aspire to produce the product on a wide-scale basis, at an affordable cost to individuals.

The partnership must ensure that an evaluation of the project is provided to TCDD upon project completion. The evaluation should include benefits and drawbacks as perceived by the individual served and by all project partners, as well as a discussion of possible implications (both positive and negative) of wide-spread implementation of the project.

Applicants will be responsible to develop and outline the type of project proposed and provide information to support the probable success of the project. Applicants are encouraged to be creative in the development of a project idea; TCDD fully intends to demonstrate a new, or relatively unknown, approach and may choose not to fund any proposal if none meet this requirement. Examples of the types of projects that would be considered appropriate to be funded under this RFP include:

1. The use of remote monitoring/sensing technology, accessible communication equipment, and professional direct care staff to support – as non-intrusively as possible - individuals with developmental disabilities living in their own homes.
2. The creative use of robots to reduce reliance on other individuals or to enable individuals with developmental disabilities to exert more control over their environment.

3. An expansion of the availability and successful use of social connectivity technology to individuals who have not had access previously (for example, individuals living in institutions) in such a way as to bring about significant and tangible changes in their daily lives.
4. The demonstration of how face recognition software and/or gaming technology may support or develop skill in recognizing and responding appropriately to social cues for people who need this type of assistance due to a disability.
5. The development of a model to promote interest in university students in engineering, computer science, or other related disciplines, by creating an annual “enabling technology” design competition.

This list is intended to serve as examples only and is non-inclusive. Applicants may choose to develop one of these ideas into a project or may submit a proposal entirely unrelated to any of these examples.

Proposed Funding Amount

Because of the range of types of projects that might be proposed under this RFP, the Council is not committed to providing a set amount of funding for any particular project. If multiple proposals are viewed favorably, the Council may choose to fund several promising projects if they require relatively small amounts. The Council may also decide to fund one project for the full amount. Funding will be authorized for up to three projects for a total of \$750,000 per year for all projects combined.

Proposed Duration

TCDD funding would be offered for up to 5 years subject to annual review of project accomplishments.

Other Considerations

The original Executive Summary authorized a funding amount of up to \$200,000 per year for all projects funded under this Request for Proposals. However, on May 5, 2011, the Project Development Committee revisited the Executive Summary and noted that the scope of the project was broadly defined and that outcomes would be determined based on the proposals received. Because this meant it was likely that some projects might require more funding than others, the Committee recommended to the Council that the funds be increased, and that a total of up to three projects be funded. The recommended funding amount was a total of up to \$750,000 per year for up to five years for all projects combined. On May 6, 2011, the Council approved voted to revise this Executive Summary to reflect the approval of funds for up to three projects for a total of \$750,000 per year for up to five years for all projects combined. That revision has been made to this Executive Summary.

Attachment 5

Funding Proposal Executive Summary Understanding Employment Options and Supports

Background

TCDD has invested and continues to invest heavily in initiatives to expand employment options for Texans with developmental disabilities. Community Healthcore and VSA Texas both recently completed grant projects demonstrating effective customized self-employment models. Other TCDD Grant employment related projects that currently receive funding include:

- One project to collaborate with the Project SEARCH® national office and local organizations to increase the number of Project SEARCH sites in Texas and to gather information about barriers encountered across the state.
- Two projects to demonstrate how affordable, widely available technology can assist people with developmental disabilities to gain and maintain competitive employment.
- Three projects to develop systems of supports that can help individuals with developmental disabilities to complete post-secondary education that leads to them reaching their employment goals.

Additionally, TCDD collaborated with other organizations and agencies to provide technical assistance to legislative offices around two new employment-related bills passed by the Texas Legislature in 2013:

- SB 1226 (Employment First) affirms that it is the policy of the state that the priority and preferred outcome for working-age individuals with disabilities who receive public benefits is earning a living wage through competitive employment in the general workforce.
- SB 45 requires employment assistance and supported employment to be available services in all Medicaid waivers.

While TCDD's projects have received media attention, many people across the state are still not aware of the range of opportunities that can assist individuals with developmental disabilities to become competitively employed. Also, staff from the Department of Assistive and Rehabilitative Services (DARS), advocates, and families report a widespread misunderstanding about social security options – many individuals and families mistakenly believe that an adult with disabilities who becomes employed may no longer receive SSI/SSDI and health benefits, and others do not fully appreciate the impact that work has on SSI/SSDI benefits until their benefits are reduced. DARS provides training about various options that allow individuals to retain SSI/SSDI benefits when working; however, their capacity to train all those who may need this information is limited.

State Plan Goal

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 3-5 years of TCDD funding, by 9/30/2016.

Objective 4: Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.

Expected Outcome

The desired long-term outcome is that an increased number of individuals, families, and service providers will use SSI/SSDI programs, waiver programs, and other formal and informal supports effectively to help individuals with disabilities to gain and maintain competitive employment without losing necessary benefits.

Project Description

This project would increase the availability of presentation-style training that effectively addresses the risks associated with competitive employment for individuals with developmental and other significant disabilities, including the loss or reduction of public benefits like Medicaid and SSI/SSDI.

The project would work with agencies that provide such training to:

- refine, package, add to, or otherwise adapt existing training as necessary;
- confirm that the method of presentation is effective and appropriate by asking representatives of the target audience – a diverse group of individuals with disabilities, family members, and service providers – to view the presentation and complete pre- and post- tests; and
- record and package the training for later use by individuals or by groups that wish to incorporate the presentations into an event they are hosting.

The project could also simultaneously inform individuals and families about the employment-related models that TCDD and others have developed and continue to develop. Materials, translated into multiple languages, might also need to be edited or adapted to accompany those presentations.

Examples of topics to be addressed include:

- income disregards
- how to maintain SSI/SSDI and/or Medicaid benefits
- available employment services through waiver programs through DADS
- available employment services available from DSHS
- available employment services available from DARS
- the application process related to Impaired Work Related Expenses (IWRE)
- Customized Self Employment
- Ticket to Work
- the Plan to Achieve Self-Support (PASS) Program
- implications of the Affordable Care Act
- financial management skills
- Texas' Medicaid Buy-in options
- other available tools or programs that assist people in becoming more financially self-sufficient

- becoming an employment provider

The organization preparing these presentations will be expected to gather input from other TCDD grantees that have employment- related projects; state agency staff; and other stakeholders as requested by TCDD.

Grant funds could be used to:

- involve recognized experts in the adaptation of the materials and as presenters on different topics (note: “recognized experts” would include self-advocates and family members with personal experience as well as professionals)
- create and edit video/audio recording of the presentations
- provide necessary captioning, subtitles and translation into another language
- purchase available materials as appropriate
- adapt and translate materials as appropriate

Proposed Funding Amount

Up to \$150,000 per year

Proposed Duration

Up to two years

Other Considerations

Organizations implementing this project may choose to hold an “Understanding Employment Options and Supports Conference” as an opportunity to conduct the majority of the video recording. However, a conference would not be required.

Attachment 6

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

Date: 10/23/13

ITEM: A

Grantee: A Circle of Ten, Inc. (C10)

Year: 3 of 3

Project Title: Increasing Capacity in the Existing Development and Advocacy Skills Training Project

Project Location: Austin, Houston, Dallas &/or San Antonio

TCDD RFP Intent:

TCDD initially posted an RFP for activities to train and assist TCDD grantees that provide leadership development and advocacy skills training to successfully obtain funding or other resources that increase the ability of those training activities to be sustained when grant support from TCDD terminates. The Contractor will provide training and assistance to 10-17 grants within Houston, Dallas, and Austin. TCDD approved funding up to \$25,000 to provide training to increase the capacity expecting to review after year one for possible continuation. TCDD later approved up to 2 additional years; the second award period will end December 2013.

TCDD is seeking this grantee to continue contract and to incorporate some activities beyond the current contract in the building community capacity contract. Additional activities include training additional TCDD grantees; and coordinating a Funder's Forum & conference that includes public policy issues and advocacy opportunities (pre-session); an opportunity to provide input into state plan objectives & activities; and a meeting of the Texas Funders Roundtable. Council approval is requested for an increased amount to include these additional activities in addition to continuing activities from the current contract.

Current Authorized Funding: TCDD has approved up to \$25,000 for up to three years.

Expected Outcomes: Funding leveraged to assist sustainability efforts of various TCDD grant projects; evidence of projects sustained with various types of funding and resources past TCDD grant funds; C10 will identify specific outcomes/accomplishments for each of 10-17 TCDD grantees; and C10 will provide information about grantees that need additional support to sustain their programs.

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

Goal: To build the capacity of 10-17 TCDD grantees in three locations (Austin, Houston, Dallas &/or San Antonio) through leadership training and support to 20-34 staff &/or family members of people with developmental disabilities to leverage TCDD funding and sustain programs with various types of funding and resources past TCDD grants.

Accomplishments per goal: Year One: Worked with 16 of 17 TCDD leadership and advocacy grantees to offer three 3-day seminars on grant writing and incorporating collaborative grant ideas. Had thirty-seven (37) participants in capacity building training, capacity building surveys, and phone interviews. Identified statewide and regional grant resources; and involved additional partners to gain State, Federal and private funding to leverage funds. The Meadows Foundation funded Circle of Ten and the City of Houston Parks & Recreation finalized a Memorandum of Understanding to include TCDD grantees and non-TCDD agencies in their services and grants with an option to host the Funders' Forum. The funding and memorandum brings together 10 partners to address veterans, people with disabilities, and at-risk youth.

Year Two: Offered 7 TCDD grantees: 1) Six 3-day seminars with 30 representatives; 2) 3-day seminar incorporating collaborative grant ideas; and 3) submitted eight new grants that included existing/potential TCDD grantees and complimentary agencies and identified finalization of program and budget development for at least one large collaborative effort. As a result, partners received two awards for TCDDs BC3 Expanding Community Collaborative Capacity grants; TCDD stipend award for DiversAbility Event; and submitted grant proposals to Houston Endowment, US Department of Agriculture Rural Utility Services, Kresge Foundation, and the US Department of Housing & Urban Development for Asian Housing Initiative in Harris & Ft. Bend Counties.

Texas Council for Developmental Disabilities

Proposed Goals and Objectives for Year 3:

Goal: Build the capacity of the 5-10 TCDD select grantees from Years One/Two and an additional *10-15 TCDD grantee agencies in existing/new networks; and host Funders Forum & Conference. *New TCDD grantees identified by TCDD.

Objectives: 1) Provide a 3-day Process of Collaboration Seminar on Linking Leadership, Grassroots Community Organizing, Innovative Program Development, Grant Research, and Grant Writing; 2) Part II – The Next Step, incorporates real grant ideas into the curriculum; 3) Guided Alliance will guide from concept through next steps of finalization of program development, budget development and completion/submission of grant application (s) for at least one collaborative effort; and 4) Present the 10th Annual Funder’s Forum & Conference to 75-100 staff and/or family members of people with developmental disabilities to leverage funding and sustain programs with various resources past TCDD grants.

Council Considerations: No staff concerns, match not required per contract; If recommended favorably by the Executive Committee, the Council will be asked to consider funding to continue contract and additional \$25,000 to incorporate additional activities for final year of contract. Staff included 2-separate budgets to include the current capacity building contract and additional budget to include the Funders Forum and Conference Event.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (no consultants)	\$25,000/\$25,000	\$0/\$0	\$25,000
Amount expended in year 2	\$25,000/\$15,947	\$0/\$0	\$15,947
Amount requested for year 3 contract:			
I. Personnel Services	22,559	10,098	32,657
II. Travel	1690	0	1690
III. Purchased Services	550	500	1050
IV. Property/Materials	200	0	200
V. Rental/Leasing	0	1,500	1,500
VI. Utilities	0	0	0
VII. Other	0	0	0
Budget period totals	\$24,999	12,098	37,097
Amount requested for Funders Forum/Conference			
I. Personnel Services	21,048	10,098	31,146
II. Travel	2520	0	2520
III. Purchased Services	550	0	550
IV. Property/Materials	522	0	522
V. Rental/Leasing	0	7500	7500
VI. Utilities	360	0	360
VII. Other	0	0	0
Budget period totals	\$25,000	\$17,598	\$42,598

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: B

Grantee: Department of Assistive & Rehabilitative Services (DARS)

Year: 3 of 5

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

Project Location: Hidalgo County

Website: <http://drsprojecthire.com>

TCDD RFP Intent:

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

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

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

Project Goals and Accomplishments for Years 1-2:

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

Accomplishments per goal:

Contracts were developed between DARS and the University of Texas-Pan American (UTPA), STC, Dr. Paul Wehman, Access Granted, and Dr. Lynn Fischer, who, with the project advisory committee (PAC), conducted program design and planning meetings. Participant applications were developed and orientations were conducted at STC in English, Spanish, and American Sign Language. Individual meetings with potential participants and their families took place. PAC members developed an applicant scoring mechanism and counselors prepared packets for the interview team, which met with each applicant along with parents and school personnel. Assistive Technology (AT) Evaluations were completed for each of a total of 27 participants. All completed the summer training and began classes at STC. A total of 12 long-term business mentors have been secured. The project has presented at hearings, conferences, and has garnered considerable publicity. There are currently 23 actively enrolled participants, 13 with business mentors and it is expected that 2 participants from the first cohort will graduate spring 2014.

Proposed Goals and Objectives for Year 3:

Goal: Select a minimum of 10 additional individuals with developmental disabilities for Cohort 3.

Objectives: Continue to work with project partners to provide assistive technology and business mentors; Continue the post-secondary programs.

Staff Recommendations:

Public Policy Considerations: This project has elevated disability policy issues in their community, improving educational opportunities and access to accommodations beyond expectations. Other higher education institutions would benefit from learning about their experiences. The "money follows the person" approach to providing supported higher education is as innovative as it is exciting.

Grant Management Considerations: No concerns; high risk monitoring (awards within award).TCDD staff frequently participate in trainings and annual onsite reviews.

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

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$225,000 / \$225,000	\$31,425 / \$32,093	\$256,425 / \$257,093
Expended Year 2 (6 months) (Consultant:\$81,326)	\$225,000 / \$89,458	\$15,060 / \$4,270	\$240,060 / \$93,728
Amount requested for Year 3 budget:			
I. Personnel Services	0	0	0
II. Travel	0	0	0
III. Purchased Services (\$196,812 consultants)	200,700	14,760	215,460
IV. Property/Materials	3,845	0	3,845
V. Rental/Leasing	0	300	300
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	20,455	0	20,455
Budget period totals	\$225,000	\$15,060	\$240,060

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas Tech University

Year: 3 of 5

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

Project Location: Statewide

Website: none

TCDD RFP Intent:

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

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

Expected Results: Project CASE will create a replicable, sustainable higher education model that will build a collaborative partnership with the Burkhart Center, TX Tech University, South Plains College, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in their field of choice.

Project Goals and Accomplishments for Years 1-2:

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

Accomplishments per goal:

A totally of 23 participants have been enrolled in Project CASE. Of those, 2 have graduated and one has transferred to the Sul Ross Gaming Program in Alpine, TX. The remaining participants are expected to complete their programs between 2014-2017 and 1 will have completed a Master's Degree in Architecture. Several business mentors have been secured. Most students request to do their internships in the summer due to heavy study and tutoring schedules, but 4 students have found full- or part-time employment in their field of choice.

Proposed Goals and Objectives for Year 3:

Goal: Select a minimum of 10 additional individuals with developmental disabilities for Cohort 3.

Objectives: Maintain a caseload of 10 Project CASE participants per Learning Specialist.

Staff Recommendations:

Public Policy Considerations: This grantee is encouraged to leverage the project's positive outcomes to enhance local community awareness of and support for sustainability and expansion.

Grant Management Considerations: No concerns; high risk monitoring due to award amount. TCDD staff will conduct annual onsite reviews.

Staff Recommendation: TCDD staff recommends continued funding for this project

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$209,384/\$209,054	\$79,725/\$98,256	\$289,109/\$307,310
Expended Year 2 (9 months) (Consultant:\$13,686)	\$217,079/\$117,638	\$72,377/\$45,874	\$289,456/\$163,512
Amount requested for Year 3 budget:			
I. Personnel services	190,144	0	190,144
II. Travel	11,107	0	11,107
III. Purchased Services (\$13,788 sub awards)	16,838	0	16,838
IV. Property/Materials	2,000	0	2,000
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	0	73,363	20,455
Budget period totals	\$220,089	\$73,363	\$293,452

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

Date: 10/23/2013

Review of Proposed Activities & Budget

ITEM: D

Grantee: Texas Statewide Independent Living Council (TX SILC)

Year: 3 of 3

Project Title: New Leadership Development and Advocacy Skills Training

Project Location: Statewide

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.

Authorized Funding: TCDD has approved up to \$75,000 for up to 3 years.

Project Goals and Accomplishments for Years 1-2:

Goal: Provide a comprehensive Statewide Independent Living Conference targeting consumers, family members, service providers, rehabilitation counselors, and other stakeholders in the disability community for the purpose of networking, information sharing, and advocacy training.

Accomplishments per goal:

The project specialist conducted extensive planning activities prior to the conference, collected registrations and stipend applications, sought new and previous conference sponsors, and promoted the conference via e-mail blasts and weekly newsletters. The "Connected to Independent Living" conference was held March 3-5, 2013. Attendees received 2 full days of sessions with 30 exhibitors, including community partners. Conference evaluation and other follow-up activities were conducted to determine needs, growth areas, and consumer satisfaction, which will guide planning for the 2014 conference. In Year 2, the SILC used social media and web-based communication applications. The project facilitated the experience of 60 individuals with disabilities at the conference. TCDD funds allows the offering of stipends to at least 48 people with developmental disabilities to attend the conference; cover expenses for a full-time employee to coordinate activities and to network with the community; and create an active advisory committee that provides input, advocacy and leadership initiatives that has helped with planning and outreach activities.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: Recruit diverse community partners, associations, and stakeholders; research and develop agency, identifying keynote speakers; create a marketing plan to provide extensive statewide outreach; and create evaluation tools and disseminate findings.

Staff Considerations:

Public Policy Considerations: Because DARS failed to receive funding for new Independent Living Centers and in order to ensure statewide access to IL services, all entities associated with ILCs should concentrate efforts on identifying, developing and articulating ILD outcomes in every available venue, including the Statewide Independent Living Conference. **Grants Management Considerations:** No concerns; moderate risk monitoring due to award amount and sub-awards. **Staff Recommendations:** TCDD staff recommends continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$75,000/\$75,000	\$25,000/\$27,530	\$100,000/\$102,530
Expended Year 2 (7 months)(Consultants \$1200)	\$75,000/\$53,685	\$29,000/\$23,884	\$104,000/\$77,569
Amount requested for Year 2 budget:			
I. Personnel Services	42,707	0	42,707
II. Travel	2,124	0	2,124
III. Purchased Services (\$1,200 consultants)	22,779	29,000	51,779
IV. Property/Materials	1,040	0	1,040
V. Rental/Leasing	3,633	0	3,633
VI. Utilities	2,717	0	2,717
VII. Other	0	0	0
Budget period totals	\$75,000	\$29,000	\$104,000

Texas Council for Developmental Disabilities`

Executive Committee

Date: 10/23/13

Review of Proposed Activities & Budget

Item: E

Grantee: West Central Texas Regional Foundation

Year: 3 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Abilene (Callahan, Jones, & Taylor Counties)

Website: www.wctcoq.org

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 of up to \$75,000 per year for up to three years.

Authorized Funding: TCDD has approved up to \$75,000 for up to three years
 Year 1: \$74,894 Year 2: \$74,322 Year 3: \$74,988

Expected Results: Faith communities will understand the benefit of inclusion.

Project Goals and Accomplishments for Year 2:

Goal: To work with faith-based community organizations, community partners and persons with disabilities to more fully include underserved people with disabilities in outreach and programming across the rural region and within the metropolitan area, ensuring active participation within faith-based communities for all.

Accomplishments per goal: Held first faith inclusion symposium on April 13, 2013. Several media were developed for this event: program of events, booth registration form, attendee registration form, and a satisfaction survey. Staff secured a keynote speaker for the event as well as sign language interpreters and community members to lead the required breakout sessions. Developed a self-evaluation survey to distribute to representatives of faith-based organizations. Turnout to the symposium was lower than expected; Therefore, project staff worked with the PAC to develop a corrective action plan to address difficulties in reaching project goals. The action plan includes hosting several smaller events leading up to the next symposium (April 2014) as well as an information session for community members and the leadership of faith-based organizations.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: Hold a series of good quality workshops as well as a symposium that encourages attendance from faith based and community based organizations in an effort to advocate for and support Faith based Organizations that currently have programming for the disabled community or those organizations that are attempting to create such programming.

Staff Recommendations:

Public Policy Considerations: Over 15 million Texans belong to a faith-based group. Increasing exposure of members of faith communities to persons with developmental disabilities will make it more likely that members of faith communities will have awareness about issues important to persons with disabilities. Having people who are not connected with the service delivery system in the lives of persons with developmental disabilities also is a significant protective factor. Finally, faith leaders typically also are leaders in the broader community with access to decision makers. **Grant Management Considerations:** The grantee is not in compliance with the requirements of the Request for Proposal (RFP). However, project staff has developed a comprehensive corrective action plan to address these concerns. **Staff Recommendations:** TCDD staff recommends continuation funding for this project with increased programmatic monitoring if the grantee successfully achieves corrective action plan goals.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (Consultant: \$0)	\$74,894/\$74,894	\$20,193/\$20,794	\$95,087/\$95,688
Expended Year 2 (4 months) (Consultant: \$748)	\$74,322/\$22,822	\$24,576/\$7,113	98,898/\$29,935
Amount requested for Year 2 budget:			
I. Personnel Services	58,731	16,518	75,249
II. Travel	750	0	750
III. Purchased Services (\$748 consultants)	4,112	7,551	11,663
IV. Property/Materials	500	460	960
V. Rental/Leasing	4,122	450	4,572
VI. Utilities	900	0	900
VII. Other (Indirect Costs)	5,873	0	5,873
Budget period totals	\$74,988	\$24,979	\$99,967

Texas Council for Developmental Disabilities`

Executive Committee

Date: 10/23/2012

Review of Proposed Activities & Budget

ITEM: F

Grantee: Texas Tech University

Year: 1 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: West Texas

Website: none

TCDD RFP Intent:

The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

Authorized Funding: TCDD has approved up to \$150,000 for up to five years.

Expected Results: The West Texas Community Network (WTCN) originated as a partnership among the Burkhardt Center, High Point Village, and the HALI Project established to increase access to community-based and strength-based supports and services for individuals with developmental disabilities and their families. A strategic plan has been developed to encourage higher expectations for individuals with DD to live, work and play in more inclusive communities that value their contributions and unique gifts.

Project Goals and Accomplishments for Planning Year:

Goal: Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network.

Accomplishments per goal:

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD review.

Proposed Goals and Objectives for Year 1:

Goal: Identify supports, services and programs that are in the community and develop a resource list accordingly. Research and partner with local and state stakeholders to determine location of individuals with DD and assess their needs.

Staff Recommendations:

Public Policy Considerations: Public Policy staff identified several concerns regarding the activities completed thus far with the overall assessment that the project did not adequately research and identify the primary reasons why individuals with DD become institutionalized.

Grant Management Considerations: In addition to the above, grants staff cited problems with the needs assessment, lack of involvement from key community stakeholders, lack of input from individuals with DD, and lack of diversity, both ethnic and economic.

Staff Recommendation: TCDD staff recommends funding for Phase 2 of this project with heightened involvement from the Grants Management Specialist to address the issues identified above.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Planning Year: (8 months) (Consultant:\$8,860)	\$74,996 / \$42,226	\$25,226/\$14,203	\$100,222/ \$56,429
Amount requested for Year 1 budget:			
I. Personnel services	87,707	0	87,707
II. Travel	6,359	0	6,359
III. Purchased Services (\$38,000 consultants)	41,383	0	41,383
IV. Property/Materials	915	0	915
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	13,636	50,455	64,091
Budget period totals	\$150,000	\$50,455	\$200,455

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
OCTOBER 24, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair	Stephen Gersuk	Joe Rivas
Hunter Adkins	Manda Hall, DSHS	Penny Seay, UT CDS
Kimberly Blackmon	Jeff Kaufmann, DADS	Cindy Swain, TEA
Gladys Cortez	Sara Kendall, DARS	David Taylor
Kristen Cox	Diana Kern	Richard Tisch
Andrew Crim	Scott McAvoy	Susan Vardell
Mary Faithfull, DRT	John Morris	

COUNCIL MEMBERS ABSENT

Mike Benz/Amy Sharp, A&M CDD	Andrew Crim	Cindy Johnston
Kristine Clark	Mateo Delgado	Dana Perry
	HHSC Representative	Lora Taylor

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Joanna Cordry	Jessica Ramos
Jeri Barnard	Celina Galvan	Koren Vogel
Martha Cantu	Sonya Hosey	Lucy Walker
Belinda Carlton	Wendy Jones	
	Susan Mihalik	

GUESTS PRESENT

Patty Anderson, DRT	Linda Harmon
Susie Angel, OneStar Foundation	Debbie Kizer, Imagine Arts
Chris Bugbee, OneStar Foundation	Rebecca Ortiz
Amanda Dunnivant	Suzanne Potts, OneStar Foundation
Erik Fajardo, Sunset Commission	Judith Sokolo, OneStar Foundation

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, October 24, 2013, in the Lady Bird Lake Room of the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Vice-Chair Andy Crim called the meeting to order at 10:39 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

Debbie Kizer, Imagine Arts, spoke to the Council about her Austin-based arts ministry which is a creative community of artists with and without disabilities and provides inclusive settings for creativity. She is attempting to work with residents of the Austin State Supported Living Center and has assisted with Person Centered Planning for one resident who is transitioning to the community.

Patty Anderson, Disability Rights Texas, spoke to the Council about recent priority topics for that agency including changes in state law requiring voter identification, an upcoming event for female veterans with disabilities, and a survey being conducted by Disability Rights Texas to determine priority issues for people with disabilities. Individuals with disabilities and families are encouraged to complete the survey which is available online at www.disabilityrightstx.org.

3. GRANTEE PRESENTATION: ONESTAR FOUNDATION

Grants Specialist Susan Mihalik introduced Suzanne Potts, Project Director for the OneStar Foundation Inclusive Faith-Based Communities Symposium project. Potts introduced Chris Bugbee, Chief Operating Office of OneStar Foundation in addition to Susie Angel and Judith Sokolow who are participants in the project. OneStar Foundation has established the Austin Interfaith Inclusion Network (AIIN) as an on-going network to convene faith-based and disability communities to discuss inclusion in faith-based settings. AIIN has coordinated two annual symposiums and developed a resource kit "Every Member Matters" for faith-based organizations. Faiths represented in AIIN include Evangelical Christian, Catholic, Protestant, Jewish, Buddhist, Hindu, Muslim and non-denominational.

4. GRANT PROJECT HIGHLIGHTS

Grants Specialist Mihalik provided highlights of two TCDD funded Inclusive Faith-Based Communities Symposiums projects: OneStar Foundation and from West Central Texas Regional Foundation.

5. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Executive Director Roger Webb reviewed the excused member absences for these meetings including Mateo Delgado, Kris Clark, Cindy Johnston, Dana Perry, Lora Taylor, Amy Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only). Webb reminded members that this is Joe Rivas's last meeting.

Webb also included an update on TCDD staff to note that Peggy Oster began as TCDD Web Administrator in September and Erin Lawler will begin as a Public Policy Specialist on November 1, 2013. Jeri Barnard was recognized on her planned retirement from TCDD October 31, 2013.

6. OTHER UPDATES

Planning Coordinator Joanna Cordry updated members on TCDD State Plan progress.

ADJOURN

Council Vice-Chair Crim adjourned the Committee of the Whole at 12:45 PM.

Roger A. Webb
Secretary to the Council

Date

Background:

During the October Council meeting, Hunter Adkins, Cindy Swain and Jeff Kaufmann were selected as member of the Nominating Committee. Those members selected Ms. Adkins to Chair the Committee this year and report the Committee’s nominations to the Council. The 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 summary outlining Nominating Committee Procedures and the Council’s election process is included.

Council

Agenda Item 7-8.

Expected Action:

The Council will receive nominations for Council Vice-Chair and for the Consumer (Self-Advocate) Delegate at Large to the Executive Committee, and will elect individuals to each position.

Texas Council for Developmental Disabilities (TCDD) Nominating Committee Information

Hunter Adkins, Cindy Swain and Jeff Kaufmann were selected during October meetings as the Nominating Committee to bring forward nominations during the February 2013 meeting for Council Vice-Chair and for the Consumer Delegate-at-Large to the Executive Committee. Those members have selected Hunter Adkins to serve as Chair of the Committee.

We are sending this email to solicit nominations from the members at large. A few sections from TCDD Policies are pasted below that describe the qualifications and duties of officers, provisions for nominating the Vice- Chair, responsibilities of the Nominating Committee, and provisions for nominating the primary consumer delegate-at-large who is a member of the Executive Committee. A few notes for your consideration:

- Council members may indicate their interest in serving in either or both positions provided they meet the qualifications.
- Council Procedures do **not** allow members of the Nominating Committee to be nominated for Vice-Chair or the consumer delegate-at-large position.

Action Required:

Please send you're an email expressing your interest in a position and explaining why you or someone you wish to nominate would be a good choice to fill this position. Refer to the resource information below in making your decision. Please return your email no later than January 6th, if at all possible.

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, Disability Rights Texas, the Center for Disability Studies at UT-Austin, and the TX A&M Center for Disability and Development).
- TCDD policies stipulate that Council members may serve no more than two consecutive, one-year terms as Vice-Chair.
- Current Committee Chairs are eligible for nomination to serve as Vice-Chair as well as newly appointed Council members, excluding the agency representatives.
- Andrew Crim is currently serving his first term as vice chair and is eligible to serve a second term.
- The chart that follows lists Council members eligible to be nominated for the office of Vice-Chair.
- Note: The Nominating Committee cannot nominate a member of the Committee. However, a Council member may nominate a member of the Nominating Committee members from the floor.

Council Members Eligible to be Nominated for the Office of Council Vice-Chair

Council Member	Term Expires	From	Can be Reappointed
Hunter Adkins	2015	Lakeway	Nom. Comm.
Kimberly Blackmon	2015	Ft. Worth	
Kris Clark	2017	San Antonio	
Gladys Cortez	2017	McAllen	
Kristen Cox	2015	El Paso	
Andrew Crim	2013	Ft. Worth	Yes
Mateo Delgado	2013	El Paso	Yes
Stephen Gersuk	2013	Plano	Yes
Cindy Johnston	2013	Dallas	Declined

Diana Kern	2015	Cedar Creek	
Scott McAvoy	2015	Cedar Park	
John Morris	2013	Austin	No
Dana Perry	2015	Brownwood	
David Taylor	2017	El Paso	
Lora Taylor	2013	Houston	Yes
Rick Tisch	2015	Spring	
Susan Vardell	2013	Whitesboro	No

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.
- Diana Kern 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.
- Hunter Adkins, Cindy Johnston, and John Morris have each previously served one or more terms as the Consumer Member-At-Large.

**Consumer Council Members Eligible for Nomination for
Consumer Delegate-at-Large to Executive Committee**

Council Member	Term Expires	From	Can be Reappointed
Hunter Adkins	2015	Lakeway	Nom. Comm.
Kimberly Blackmon	2015	Ft. Worth	
Mateo Delgado	2013	El Paso	Yes
Cindy Johnston	2013	Dallas	Declines
Diana Kern	2015	Cedar Creek	
John Morris	2013	Austin	No

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 7-9, 2014

August 6-8, 2014

October 22-24, 2014 or November 5-7, 2014

February 4-6, 2015

Council Meeting

Agenda Item 13.

Expected Action:

Discussion only; no action is anticipated.