

<b>Executive Committee Meeting Minutes</b>	<b>Tab 1</b>
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**Background:**

Minutes of the August 6, 2014, Executive Committee meeting are included for your review.

<b><u>Executive Committee Agenda Item 3.</u></b>	<b><u>Expected Action:</u></b> The Committee will review, revise as appropriate, and approve.
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**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
AUGUST 6, 2014**

**COMMITTEE MEMBERS PRESENT**

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

**COUNCIL MEMBERS PRESENT**

Amy Sharp	Lora Taylor
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**STAFF PRESENT**

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

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, August 6, 2014, in the Wildflower Room at the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. 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.

**3. CONSIDERATION OF MINUTES**

The minutes were reviewed and no revisions were offered.

**MOTION:** To approve the minutes of the May 7, 2014, Executive Committee meeting.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham reviewed expected Council member absences this quarter of Cindy Johnston, Dana Perry and David Taylor. HHSC representatives also expect to be absent for the Committee of the Whole meeting.

Durham reported that she, Council Vice-Chair Andy Crim and Council member Hunter Adkins attended the NACDD Annual Conference and the Administration on Developmental Disabilities (AIDD) Technical Assistance Institute in Washington, DC, July 7-9, 2014. Executive Director

Roger Webb, Public Policy Director Jessica Ramos and Grants Management Specialist Susan Mihalik also attended. TCDD grantees OneStar Foundation and DARS Project HIRE gave presentations at the NACDD conference and Crim reported that both presentations were very well received although Project HIRE “dominated” the event. Durham also noted that TCDD Planning Coordinator Joanna Cordry was elected to a 2-year term on the NACDD Board of Directors beginning October 2014.

#### 4. EXECUTIVE DIRECTOR’S REPORT

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

- Texas Advocates: Events stipend for up to \$5,930 for the *2014 Texas Advocates Annual Convention* August 22-24, 2014, in San Marcos.
- Helpful Interventions: Speakers stipend for up to \$6,000 for the *Gulf Coast of Texas African American Family Support Conference* November 7, 2014, in Houston.
- Providers Alliance for Community Services of Texas: Speakers stipend for up to \$6,000 for the *PACSTX 2014 Annual Conference* September 17-19, 2014, in San Marcos.
- Helpful Interventions: Events stipend for up to \$5,943 for the *Gulf Coast of Texas African American Family Support Conference* November 7, 2014, in Houston.
- Volar Center for Independent Living: Events Stipend for up to \$6,000 for the *Our Lives Disabilities Conference & Service Providers Expo* October 30, 2014, in El Paso.

Webb provided an update on the Sunset Review of TCDD. Meetings have taken place with Sunset Commission staff over the summer. Sunset staff will be provide a draft report to TCDD in early September for review and comments prior to an exit conference September 16, 2014. The final report will be released the first week of October. The Sunset Commission will conduct public hearings for TCDD and other agencies November 12 & 13, 2014. Council members may wish attend that hearing in Austin. Webb noted that potential discussion items concerning TCDD include the advocacy role of TCDD, sustainability of grant projects, and the pattern in law concerning the Council’s designated state agency. The Commission will make final decisions at a meeting in December.

Webb introduced Joshua Ryf as Communications Coordinator and noted recent departures of Public Policy Specialist Erin Lawler and Project Management Assistant Theresa Esquivel. Lawler accepted a position with the Texas Council fo Community Centers as Associate Director for I/DD and Esquivel accepted an offer for career advancement with her former agency.

Webb reported the Governor’s Appointments office expects to finalize appointments of new Council members and reappointments of eligible members in September. Webb noted that this would likely be the last meeting for John Morris, Cindy Johnston and Susan Vardell who are not eligible for reappointment. Members eligible for another term include Andy Crim, Mateo Delgado, Stephen Gersuk and Lora Taylor. Chair Durham continues to serve in a holdover capacity as Chair. Webb also noted that Department of Aging and Disability Services (DADS) representative Jeff Kaufmann recently transferred to a position with the Depratment of Assitive and Rehabilitative Services and will no longer be on the Council. DADS has appointed Penny Larkin as the agency’s representative. Webb and Durham also noted that they received a heartfelt letter from Kathy Griffis-Bailey regarding her retirement from the Department of State

Health Services (DSHS). Griffis-Bailey has been replaced by Ivy Goldstein as the alternate representative from DSHS.

Webb discussed two other changes regarding TCDD contract services. George Noelke, who has provided legal services to TCDD from the Office of the Attorney General for more than a decade, has retired and TCDD will be appointed a new attorney for consultation. Jaye Stepp is leaving Rupert and Associates for full-time state employment. Since Rupert does not have other qualified auditors, the contract for internal auditing services will not be renewed for the final year. Operations Director Marha Cantu is beginning the procurement process for internal audit services so that a final decision can be made at the November meeting. Stepp will complete the FY 2014 Internal Audit Report and the new auditor will develop the FY 2015 Internal Audit Plan.

**6. GRANT AND PROJECTS REPORT**

Grants Management Director Sonya Hosey updated members that the DD Fellows projects with the Arc of Texas and Coalition of Texans with Disabilities began August 1, 2014. Outreach and Development projects with Growing Roots began August 1, 2014, and with Nuevos Horizontes September 1<sup>st</sup>. Hosey also reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report. There were no exceptions or concerns noted with either report.

**7. REVIEW PANEL RECOMMENDATIONS**

Planning Coordinator Joanna Cordry provided a summary of review panel recommendations for two projects. Cordry first discussed the Self-Advocate Grassroots Community Organizing project. The intent of the Request for Proposals (RFP) for this project is to support self-advocates with intellectual disabilities to learn advanced leadership skills by working with experts to identify and change programs or policy to encourage more inclusive communities. The Council approved one project for up to \$100,000 per year for up to three years. The review panel felt the strongest proposal came from Texas Advocates and it “reflects the essence of self-advocacy”.

**MOTION:** To award project funding of \$100,000 per year for up to three years to Texas Advocates for a Self-Advocates Grassroots Community Organizing project.

**MADE BY:** Andy Crim

**SECOND:** Gladys Cortez

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

Cordry next discussed review panel recommendations for the Phase 2 implementation of the Accessible Parking Campaign projects. That review panel consisted of two Council members, two staff members and two marketing professionals. The grantees gave presentations to the panel on their proposals prior to the panel discussing each proposal. Reviewers were advised that recommendations could be made to award funding to both, either or neither grantee. Cordry reviewed the recommendations which were to approve funding for the proposal from Access Empowerment but not the proposal from Travis County.

Access Empowerment proposed marketing for increased use of a smartphone application (APP) by volunteers who can use the APP to issue citations if they have been deputized by law enforcement. Violators can receive a reduced fine for completing an online training course developed by Access Empowerment. The APP also provides data about the owner of the vehicle. Access Empowerment provide data gathered from use of the APP in Hays County that shows that there has been a reduction in accessible parking violations in Hays County since use of the APP began. The data also provided TCDD with demographics of the most frequent parking violators, which would enable TCDD to develop a public awareness campaign that would be effective with this demographic. Access Empowerment proposes the use of TCDD funds during the first year for outreach and marketing of the application to more law enforcement agencies with additional years' funding to provide outreach and education for the general public. The review panel noted the proposal was somewhat vague about plans for the public awareness campaign aspect of the project, but that this would be more detailed if a workplan (using TCDD forms) had been submitted with the proposal. The review panel recommends funding for this project but requested a more strategic public awareness campaign. The Committee further discussed the grantee, their plans for expansion of the Parking Mobility APP including outside of Texas, and the potential impact on the public.

**MOTION:** To not approve funding to Access Empowerment for this proposal but invite Access Empowerment to resubmit their proposal using the TCDD proposal forms, with additional details regarding the public awareness campaign, for a second review by the Executive Committee at the November meeting.

**MADE BY:** Kristen Cox

**SECOND:** Diana Kern

The motion **passed** with Andy Crim opposed. No members abstained from voting.

Cordry next reviewed the proposal from Travis County to implement a "Need It or Leave It" campaign regarding accessible parking. The review panel determined this proposal did not show evidence of market research before developing the materials and that the effectiveness and appropriateness of the materials was not tested on people who have violated accessible parking laws or who might be likely to violate them. Travis County indicated in both the proposal and during the review panel presentation that the campaign intends to target "all drivers," but did not provide demographics of past accessible parking violators to show that "all drivers" is an appropriate target audience. The review panel noted that there was no evidence in the proposal that would allow the review panel to assess whether the proposed plan would change the behavior of parking violators. Reviewers were also very concerned that the "Need it or Leave it" slogan could be misinterpreted, and that people might decide that they were justified in taking a spot if they felt they "needed" it, even if they did not have a placard or license plate.

**MOTION:** To not award Phase 2 funding to Travis County for the Accessible Parking Awareness Campaign.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

The motion **passed** unanimously.

8. **CONTINUATION GRANT AWARDS**

TCDD staff reviewed executive summaries for eight projects eligible for continuation grant funding. Committee member Andy Crim noted that several of the projects have no concerns from staff or changes from the previous year. Crim recommended approving those for continuation funding as a group unless other members have questions to discuss.

**MOTION:** To approve continuation grant funding for the following projects:

- Helpful Interventions for up to \$50,000 for the third and final year of the Gulf Coast of Texas African American Family Support Conference.
- Texas Tech University for up to \$174,716 for the third of a five-year Project SEARCH administrative support project.
- Community Healthcore for up to \$138,046 for the first year of Phase 2 funding for Building Community Capacity through Collaboration project.

**MADE BY:** Andy Crim

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachments 2-4)

Grants Management Specialist Susan Mihalik reviewed the Inclusive Faith-Based Symposium project from the Arc of Greater Tarrant County. She noted that this project held a symposium in May 2013 and has planned a second symposium in November 2014. The project has had significant staff turnover and has required increased TCDD grant staff support with little accomplished in year two. TCDD staff recommended consideration by the committee of a reduced amount instead of the \$75,000 requested by the grantee which will allow the grantee to host the November 2014 symposium but conclude the project in December 2014.

**MOTION:** To award continuation grant funding to the Arc of Greater Tarrant County for up to \$59,000 for the Inclusive Faith-Based Symposium project and to conclude the project in December 2014.

**MADE BY:** Andy Crim

**SECOND:** Diana Kern

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

The Committee next discussed a proposal for a six-month extension to the Arc of San Angelo Alternatives to Guardianship project. Grants Management Specialist Wendy Jones acknowledged that although some goals of the project were not achieved, a great deal was learned about court-appointed guardianship as well as the issues of advanced directives and communication between residential providers and treatment facilities. Staff recommend the six-month extension for the project to develop 10 original stories illustrating successful alternatives to guardianship as well as barriers and concerns for supported-decision making. These stories will be presented as 1-page documents to be used in advocacy efforts during the next legislative session.

**MOTION:** To recommend Council approval of up to \$25,000 for a six-month extension of The Arc of San Angelo Alternatives to Guardianship project as discussed.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

The motion **passed** unanimously.

Mihalik next reviewed the proposal from East Texas Center for Independent Living for Phase 2 funding of the Building Community Capacity through Collaboration project. She noted that this proposal was initially submitted in February. TCDD staff communicated with the grantee to clarify a number of questions in the proposal which resulted in an extension being approved to allow the grantee time to address concerns noted in the initial staff reviews. Mihalik indicated that the grantee still has not provided some of the information items requested. Some of the information requested relates to activities expected by the RFP for this project.

**MOTION:** To not approve funding to East Texas Center for Independent Living for Phase 2 of the Building Community Capacity through Collaboration due to failure to comply with the requirements for the project.

**MADE BY:** Gladys Cortez

**SECOND:** Diana Kern

The motion **passed** unanimously.

Mihalik reviewed the executive summary from VOLAR Center for Independent Living for Phase 2 funding of the Building Community Capacity through Collaboration project. She noted that the grantee has requested \$150,000 for 6 sub-projects that focus on behavioral supports, respite, supported employment, day habilitation, youth leadership and continuing education. The

Committee discussed concerns related to the day habilitation component as this is a segregated activity and not consistent with Council positions. Committee members discussed approving a reduced level of funding that does not include the day habilitation activities.

**MOTION:** To approve funding of up to \$125,000 to VOLAR Center for Independent Living for Phase 2 of the Building Community Capacity through Collaboration project without funding for the day habilitation component.

**MADE BY:** Gladys Cortez

**SECOND:** Andy Crim

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

**9. TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. She discussed a summary of funds for FY 2012 – FY 2015 and noted that FY 2012 funds have now been closed out with a very small portion not fully expended by grantees. This amount of \$2,844, or .07% of the budget, was not identified by the grantee until after the point TCDD could re-obligate those funds to other grant projects. The final balance of FY 2013 funds have been obligated. Cantu noted that the summary indicates projected deficits for FY 2014 and FY 2015, but staff believe funds will be available from staff operations or from various grantees that will offset those projected deficits. 72% of the administrative budget had been expended through June 30, 2014, and any unused funds at the end of the fiscal year will become available for grant projects. Members did not have concerns regarding the financial reports.

**10. FY 2015 OPERATING BUDGET**

Cantu next reviewed the proposed operating expense budget for FY 2015, September 1, 2014 – August 31, 2015. Cantu explained that improved accounting in each category allowed reductions from the FY 2014 budget of \$67,000. This proposed budget includes \$1,560,928 for staff operations and council support, or 32.5% of the total TCDD budget. This includes staff salaries and benefits, professional services, Council member and staff travel expenses, Council meeting arrangements, supplies, office space and utilities and rental of computer equipment. \$50,000 is also allocated to the Texas Education Agency for administrative support. Any budgeted amounts not expended at the end of the fiscal year become available for grant projects.

**MOTION:** To recommend Council approval of the FY 2015 Operating Expense budget as presented.

**MADE BY:** Andy Crim

**SECOND:** Kristen Cox

The motion **passed** unanimously.

**11. MEMORANDUM OF UNDERSTANDING WITH TEA**

Cantu reviewed the Memorandum of Understanding with TEA. She noted this document is reviewed annually with the designated state agency to establish its roles and responsibilities. No revisions have been recommended this year by TCDD or TEA.

**MOTION:** To recommend Council approval of the Memorandum of Understanding with TEA as presented.

**MADE BY:** Diana Kern

**SECOND:** Andy Crim

The motion **passed** unanimously.

**12. SUCCESSION PLANNING PROCEDURES UPDATE**

In an effort to streamline the selection process for the TCDD Executive Director should the position become available, Committee members continued to discuss updating various items in order to be prepared in the event of a vacancy. Executive Director Webb provided members with the current job description for the TCDD Executive Director and some descriptions of key activities gleaned from positions descriptions from other Councils that might be considered by the Committee. Possible interview questions taken from other Councils that have recently recruited an executive director were also shared. Committee member Andy Crim agreed to review the materials and share proposed revisions with other members of the committee.

**13. CONFLICT OF INTEREST DISCLOSURES**

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

**14. OTHER DISCUSSION ITEMS**

The Committee reviewed the schedule of the meetings and discussed future meeting dates and locations.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 6:39 PM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

# **Attachment 1**



6201 E. Oltorf, Suite 600, Austin, TX 78741  
E-Mail [TXDDC@txddc.state.tx.us](mailto: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:** July 31, 2014

TCDD staff convened two review panels to evaluate proposals submitted in response to TCDD's Self-Advocate Grassroots Community Organizing Request for Proposals (RFP) and for Phase II funding for up to two Accessible Parking Awareness Campaigns. Funding recommendations are noted below and summaries of the comments are attached.

### **Self-Advocate Grassroots Community Organizing Proposals**

The Self-Advocate Grassroots Community Organizing RFP announced availability of up to \$100,000 per year, for up to three years, for one grant to be awarded to a group of self-advocates. The goal of the grant is to support self-advocates with intellectual disabilities to learn advanced leadership skills by working with a trained community organizer and other experts to identify and change a program, policy, or practice so that people with intellectual disabilities are more included in their community. The RFP specified that TCDD expects the group to keep working together after the grant is over, and that a project funded from this RFP may be able to receive funding for up to 2 more years after the project is over if certain conditions are met. The RFP also specified that people with intellectual disabilities are to make all decisions about what issues to work on and how to work on them.

The review panel consisted of four people, including both parents and self-advocates with varied professional backgrounds. The panel reviewed five proposals and recommended the proposal submitted by Texas Advocates for funding.

The panel also noted that several of the other proposals presented interesting ideas that the Council may wish to explore further:

- Imagine Art's idea to repurpose the Austin State Supporting Living Center campus into an arts district with an affordable live-work artist residency could result in the development of a fluid, inclusive community that would meet housing needs of people with disabilities.
- MHMR of Tarrant County – Intellectual and Developmental Disabilities, Authority (MHMRTC-IDDA) proposed a peer-to-peer support model in which self-advocate Navigators would connect with and help individuals with developmental disabilities who are living in nursing homes to

explore community living options. The panel felt this was a creative way to improve the quality of the services being provided by local authorities as part of a court mandate.

- PEN Texas, in partnership with Decoding Dyslexia Texas and Eye to Eye, proposed activities that might be seen as necessary precursors to the larger grassroots work described in the RFP. This is similar to the type of activities TCDD is supporting through \$10,000 Outreach and Development grants, and the review panel saw this as a legitimate need that TCDD might consider addressing on a broader scale.

### **Accessible Parking Awareness Campaigns**

Two proposals were submitted for Phase 2 funding for the Accessible Parking Awareness Campaign. Both proposers had received \$40,000 over six months through a competitive process for Phase 1 to develop the campaigns. The RFP placed no restrictions on the funding amount, did not define the duration of funding, and stated that either or both campaigns could be implemented. As stated in the RFP, the goals of the campaign(s) are to educate drivers about the impact parking violations have on people with accessible parking placards and license plates and to decrease the number of accessible parking violations. TCDD's goals in funding this type of project are to demonstrate that an ongoing educational campaign can decrease violations and to gain a better understanding of the activities and information necessary to conduct a successful educational campaign.

Both organizations submitted written proposals and had the opportunity to present in person to the review panel, which consisted of two Council members, two marketing professionals, and two TCDD staff. The panel recommended the proposal submitted by Access Empowerment for funding and did not recommend funding for the proposal submitted by Travis County.

## **Texas Advocates**

Located in the Austin Area

Requesting \$100,000 for Year 1

### **Strengths**

The proposal submitted by Texas Advocates reflects the essence of self-advocacy and does an excellent job of adhering closely to the intent and purpose of the Request for Proposals. The proposal places individuals with intellectual and developmental disabilities (IDD) at the core of its grassroots efforts and decision making. Persons with IDD are responsible for establishing focus areas and are taught how to advocate effectively by the supporting staff and partner agencies in the grant, and there is a strong emphasis on directly involving individuals with disabilities in the project's activities, including decision making roles. The proposal is inclusive in accordance with disability identifiers, age, race, and economics.

The proposer has a long and successful history of advocacy and of organizing and empowering people with disabilities to practice self-determination. They are a statewide organization with a strong networking system and some very capable partners, and they appear to be diverse in terms of membership and participation. They do not have a staff of their own, but the individuals identified as being involved in the project appear to be well-qualified.

The narrative is rich in detail and the goals and objectives are consistent with the narrative description of the project. The applicant is very thorough in describing an overarching goal and specific steps for achieving its goal. The plan that is described is focused and has a careful and logical structure. The applicant has also identified and linked with a number of appropriate partners that will expand the project's potential. The products that are proposed by the applicant are appropriate and should be of value in replicating the success of the project.

### **Weaknesses**

Forty one-on-one meetings in the first quarter seems aggressive - that would be one meeting every three days. Later in the objectives it says these meetings would occur during the first and second quarter – that seems more realistic. Additionally, more one-on-one meetings may be needed.

A more thorough evaluation plan for the project is needed. It does not directly address project outcomes in terms of the effectiveness of involving self-advocates in impacting barriers and issues that directly impact them.

The Project Advisory Committee will only have one face-to-face meeting. This may mean they are not sufficiently available to the self-advocates. They may need to be more “hands-on” than this would allow.

### **Additional Note(s)**

None.

# **Attachment 2**

**Texas Council for Developmental Disabilities  
Executive Committee**

**Review of Proposed Activities & Budget**

**ITEM: A**

**Date:** 8/06/14

**Year: 3 of 3**

**Grantee:** Helpful Interventions, Inc

**Project Title:** Gulf Coast African American Family Support Conference (GCAAFSC)

**Location:** Houston

**Website:** <http://gcaafsc.net/>

**TCDD RFP Intent:**

**Primary Goal:** To establish a sustainable Gulf Coast of Texas African American Family Support Conference (modeled on the Central Texas African American Family Support Conference) and having the goals of strengthening family and individual awareness of available behavioral and physical health care services through culturally sensitive education, supports, and partnerships; reducing stigma, and eliminating health disparities).

**Authorized Funding:** Increased amount (original amount)

Year 1: \$75,000 (\$35,000)      Year 2: \$75,000 (\$35,000)      Year 3: \$50,000 (\$15,000).

**Expected Results:** To become a sustainable network to unite the African American community in the Houston area. At least 200 participants will attend the GCAAFSC.

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

**Goal:** To strengthen individual and family awareness of available behavioral and physical healthcare services.

*Accomplishments per goal:* Year one, Helpful Interventions, in collaboration with diverse community stakeholders, hosted a "Family Breakfast Summit" with keynote speaker Representative Garnett Coleman, District 147, Texas House of Representatives, in December 2012. The summit attracted 80 attendees, including 20 community-based agencies, social, health and faith based organizations, advocates, consumers and families. Year two, hosted a Faith-based Luncheon Summit with over 60 attendees and conference with over 300 attendees with keynote speakers' former NFL player, Earl Campbell and his son who presented on their perspective of mental health, stigma and family. Recruited fiduciary sponsorship for the conference with People's Trust Credit Union and Walgreen Pharmacy.

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

**Goal 1:** Same as above.

**Objectives:** 1) To integrate research, data, resources and practice to plan an annual conference; 2) 200 conference attendees to express an overall increase in awareness about life wellness and risk factors; 3) To identify a life and wellness factor to apply in practical life situations; 4) To convey an increased awareness about the purpose of the conference; 5) To report a contrast in the conference attendance from 2011, 2013, and 2014; 6) To engage in activities that support the sustainability of having an annual conference; and, 7) To identify an activity to increase wellness and decrease overall health disparities among African Americans..

**Council Considerations:**

**Public Policy Considerations:** The conference addresses disproportionality and disparity in the Houston area African American community in a culturally appropriate and accessible manner. It fosters commitment and collaboration to build upon the community's natural supports and strengths and provides a safe forum for real and difficult conversations. As the result, the community is benefiting from already available resources and is increasing knowledge and service accessibility to those in need. Grantee is encouraged to set achievable policy related goals during planning activities. **Grants Management Considerations:** Risk Assessment: Moderate Risk (awards within award); TCDD staff frequently participates in PAC and committee meetings. **Staff Recommendations:** TCDD staff recommends Committee consideration of continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Expended Year 1 (Consultant: \$47,771)	\$75,000 / \$75,000	\$40,421 / \$48,584	\$115,421 / \$123,584
Expended Year 2 (6 months) (Consultant: \$59,855)	\$75,000 / \$51,125	\$39,169/ \$15,330	\$114,169/ \$66,455
<b>Amount requested for Year 2 budget:</b>			
<b>Personnel services</b>	0	0	0
<b>Travel</b>	850	522	1372
<b>Purchased services (Consultant \$27,204)</b>	44,784	23,454	68,238
<b>Equipment/Supplies</b>	450	0	450
<b>Rental/leasing</b>	3100	5340	8440
<b>Utilities</b>	816	2400	3216
<b>Other</b>	0	0	0
<b>Budget Period Total</b>	<b>\$50,000</b>	<b>\$31,716</b>	<b>\$81,716</b>

# **Attachment 3**

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

**Date:** 8/06/2014

**Review of Proposed Activities & Budget**

**ITEM: B**

**Grantee:** Texas Tech University

**Year: 3 of 5**

**Project Title:** Project SEARCH

**Project Location:** Statewide

Website: www.projectsearch.us

**TCDD RFP Intent:**

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

**Authorized Funding:** TCDD has approved up to \$175,000 for up to five years.

**Expected Results:** TechWorks for Texas (TWT) will support the development of 10 newly certified Project SEARCH sites in Texas by the end of Year 5 of this grant.

**Project Goals and Accomplishments for Years 1-2:**

**Goals:** 1) Develop the infrastructure and leadership team who will be responsible for the development and implementation of a strategic plan. 2) Develop a marketing plan to identify and recruit communities who wish to establish a site. 3) Assist entities across the state indicating an interest to establish a site to receive technical assistance and training. 4) Provide evaluative information on the implementation of Project SEARCH® in Texas community sites to TCDD, DARS and other relevant stakeholders

*Accomplishments per goal:*

Planning and preliminary project implementation activities took place in the first year with the Project SEARCH® national office and the Department of Assistive and Rehabilitative Services (DARS). Selected and trained the first sites in the communities of Lewisville, Garland, and Forth Worth. A difficult negotiation process to contract with the Project SEARCH® national office was completed. All 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. The Garland site completed the first year of implementation with Atlas Copco Drilling Solutions for their business and Dallas Metro-care Services as their Community Rehabilitation Provider for job coaching interns on site. The Lewisville site completed the first year with Medical Center of Lewisville as their business and Quest Employment Services as their Community Rehabilitation Provider for job coaching interns on site. The Fort Worth site completed their first year with Texas Wesleyan University as their business and Goodwill Industries as their Community Rehabilitation Provider for job coaching interns on site. A total of 11 students are employed or have paid internships

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

**Goal:** Same as above.

**Objectives:** 1) Solicit letters of interest from local communities in the DARS 3 region, which includes central and east Texas. 2) Select 2-3 sites and provide training and technical assistance

**Council Considerations: Public Policy Considerations:** In order to address a known barrier to employment relating to the loss of Medicaid health coverage as a result of increased earnings, the grantee indicates a plan to study New York's Medicaid Buy-In Program for Working People with Disabilities as a model. More information is needed to determine whether the grantee is aware of Texas' Medicaid Buy-In Program or if they have identified problems with the Texas program and therefore prefer the New York model. Deliverables associated with identification of barriers to and opportunities for employment should be forwarded to public policy staff upon receipt for use in Employment First efforts. **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 Council to consider continued funding for this project

**Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Expended Year 1</b>	\$174,854/\$174,854	\$59,523/\$58,784	\$234,377/\$233,638
<b>Expended Year 2 (7 months)(Consultant: \$45,000)</b>	\$52,420/\$174,666	\$18,634/\$58,751	\$71,054/\$233,417
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	81,501	0	81,501
<b>II. Travel</b>	18,514	0	18,514
<b>III. Purchased services (\$45,000 consultants)</b>	56,940	0	56,940
<b>IV. Property/Materials</b>	1,878	0	1,878
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	15,883	58,768	74,651
<b>Budget period totals</b>	<b>\$174,716</b>	<b>\$58,768</b>	<b>\$233,484</b>

# **Attachment 4**

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

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

**ITEM: E  
Year: 1 of 5**

**Grantee:** Community Healthcare

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** Longview (Gregg, Harrison, Marion, Panola, Upshur) **Website:** [www.communityhealthcore.org](http://www.communityhealthcore.org)

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

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

**Expected Results:** The East Texas Community Living Network (ETCLN) will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

**Project Goals and Accomplishments for Planning Phase:**

**Goal:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

*Accomplishments per goal:* Established a 46 member ETCLN; conducted Community Assessment using surveys, facilitating focus groups, and engaging in "learning conversations" with members of the community as part of the Asset-Based Community Development (ABCD) process; hired a consultant to advise and assess on the ABCD process; used a literature and case review to inform the network's plan, as well as a review of 2-1-1 calls for assistance and Community Resource Coordination Group input; and, conducted 53 "Learning conversations" with Local IDD Authority staff, state agency staff, residential providers, community partners, as well as many family members and self-advocates. The Project Advisory Committee (PAC) was given an overview of Person Centered Thinking through the University of Texas Center for Disability Studies and The Arc of Texas provided an overview on Planning Alternative Tomorrows with Hope (PATH) facilitation.

**Proposed Goals and Objectives Phase 2 - Year 1:**

**Goal 1:** To increase awareness about the ETCLN and effectively communicate what new resources exist

**Goal 2:** To build collaboration within the five-county area by focusing on Positive Behavioral Supports, Respite, Person and Family Centered Healthcare, Asset Based Community Development, and Effective Communication.

**Objectives:** Promote Person Centered Thinking and PATH through training; Provide PATH facilitation to residents in one Integrated Care Facility (ICF); Contract with Board Certified Behavioral Analyst/Organization (BCBA) to provide BCBA and BCaBA services to ten individuals; Create a self-assessment for Healthcare providers; Survey Healthcare providers about how to better serve people with disabilities; Create a video and other media to highlight important topics related to Healthcare; Create and maintain at least two Strong 8 groups; Host a Leadership Academy to help promote and strengthen Strong 8 groups; Assist in the expansion of respite by an area provider; Apply Asset Based Community Development (ABCD) process with faith based organizations to develop volunteer respite programs; Effectively communicate what new resources exist and promote the ETCLN; Develop web presence that features stories and project highlights; Create two short video stories to post on the website.

**Council Considerations:**

**Public Policy Considerations:** By focusing on positive behavior supports for persons in crisis and those at risk of challenging behavior and by building the community's capacity to address those needs in the future, the plan has a good chance of achieving its goals. Expanding respite opportunities to be available when and where people need it may delay and even prevent institutionalization

**Grant Management Considerations:** The original strategic plan met the criteria outlined in the evaluation tool provided by TCDD. Staff notes minor concerns related to grantee spending patterns; considerable risk monitoring (awards within awards; award amount)

**Staff Recommendation:** Based on the review of the strategic plan, TCDD staff recommends Council consideration of Phase 2 funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 (15 months) (Consultant: \$14,700)</b>	\$75,000/\$32,019	\$21,691/\$12,494	\$96,691/\$44,513
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	51,832	11,890	63,722
<b>II. Travel</b>	1,008	0	1,008
<b>III. Purchased Services (\$46,523 consultants)</b>	69,092	26,174	95,266
<b>IV. Property/Materials</b>	941	0	941
<b>V. Rental/Leasing</b>	1,404	3,200	4,604
<b>VI. Utilities</b>	1,219	0	1,219
<b>VII. Other (Indirect Costs)</b>	12,550	0	13,944
Budget period totals	\$138,046	\$41,264	\$179,310

# **Attachment 5**

# Texas Council for Developmental Disabilities`

## Executive Committee

**Date:** 8/06/14

### Review of Proposed Activities & Budget

**ITEM: C**

**Grantee:** The Arc of Greater Tarrant County

**Year: 3 of 3**

**Project Title:** Inclusive Faith-Based Symposium

**Project Location:** Fort Worth

**Website:** www.arcgctc.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 for up to three years.

**Expected Results:** Faith communities will understand the benefits of inclusion.

**Project Goals and Accomplishments for Years 1 & 2:**

Goal for years 1&2: Faith based and IDD Communities will collaborate to increase inclusive opportunities for individuals and their families with IDD to worship in a location and manner of their choosing. In year 1, the grantee conducted outreach to various faith communities, disability service providers, and individuals with intellectual and developmental disabilities. The program for a three-day symposium was developed and the event was held in May of 2013 with roughly 20-30 participants.

*Accomplishments per goal:* The project struggled in year 2 due to significant and unexpected changes in the organization's leadership and infrastructure. For this reason, many activities and objectives slated for year 2 have not been completed. The new project director met with the Project Advisory Committee 3 times in May and June of 2014 to discuss plans for the second symposium. Currently, the projected date for the second symposium is November of 2014. In addition, the director met with an event planner who will assist with marketing and organizing the symposium.

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

**Goal 1:** To build awareness of IDD among the faith community and thereby create opportunities for inclusion in the faith community and strengthen networks between the IDD communities and the faith community.

**Objectives:** To identify and recruit a core group of 8 participants from both the IDD and faith communities to guide, convene, and expand on the Second Symposium in November 2014; To identify and recruit 10 Work Groups of no fewer than 6 members from the faith community to participate in the November Symposium and to implement their Action Plans for Inclusion post-Symposium; To develop a high-quality Community Inclusion Tool Kit, whose information and inspiration will remain available after TCDD funding ends; To define, identify, and measure the success of the project and its collective impact; To complete applicable financial and administrative requirements.

**Council Considerations:**

**Public Policy Considerations:** Obstacles to the creation of fully-inclusive faith communities include lack of awareness of inclusive practices for community members with IDD. The grantee plans to address this through networking and collaborative partnerships, culminating in the grantee's second annual Symposium in November 2014. Lessons learned from the Symposium and information gathered later as participants put their action plans to work could be beneficial to other groups looking to increase their inclusiveness, especially small employers, private schools, and membership organizations that generally fall outside the scope of federal anti-discrimination law.

**Grant Management Considerations:** Significant concerns related to fiscal management, procedural implementation and internal controls systems to adhere to TCDD grants management requirements. Moderate risk monitoring (awards within awards), with extensive grants monitoring. **Staff Recommendation:** TCDD staff recommends Council ~~to consider~~ *consideration of* a reduced award amount for this project in order to allow project staff to complete scheduled events through November 2014.

Continuation Budget Detail Summary			
	Federal	Match	Totals
<b>Expended Year 1 ( 14 months) (Consultant: \$0)</b>	\$75,000/\$75,000	\$25,000/\$25,000	\$100,000/\$100,000
<b>Expended Year 2 ( 12 months) (Consultant: \$0)</b>	\$75,000/\$53,862	\$36,475/\$2,639	\$111,475/\$56,501
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	26,185	9,909	36,094
<b>II. Travel</b>	3,226	0	3,226
<b>III. Purchased Services (\$18,585 consultants)</b>	32,575	16,286	48,861
<b>IV. Property/Materials</b>	7,550	0	7,550
<b>V. Rental/Leasing</b>	3,420	0	3,420
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$72,956	\$26,195	\$99,151

# **Attachment 6**

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

**Date:** 8/06/14

**Review of Proposed Activities & Budget**

**ITEM: G**

**Grantee:** Volar Center for Independent Living

**Year: 1 of 5**

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** El Paso

**Website:** www.volarcil.org

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

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

**Expected Results:** The Upper Rio Grande Intellectual and Developmental Disabilities Community Support Network will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

**Project Goals and Accomplishments for Planning Phase:**

**Goal:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

*Accomplishments per goal:* Established the Network which includes representation from 21 agencies and organizations as of June, 2014. The strategic planning consultant held 6 workshops for network partners to discuss strategic planning, conducting needs/strengths assessments, identifying gaps in service, prioritizing needed services, identifying and utilizing relevant research, and creating an accountability plan for the network to meet its goals. Based on their assessment, the Network identified eight service areas to address in their plan. The Network systematically voted to support five community organizations to provide a variety of services including behavioral supports, respite, supported employment, day habilitation, youth leadership, and continuing education.

**Proposed Goals and Objectives for Phase 2 - Year 1:**

**Goal 1:** Address service gaps and align Strategic Plan to each service area value proposition.

**Goal 2:** Increase awareness and sensitivity to needs in our community to persons with disabilities through outreach, advocacy, and awareness.

**Objectives:** Annually measure consumer satisfaction with each service area with at least 50% satisfaction in year 1; Design integrated healthcare model; Provide environment that builds high-quality day program network focused on personal growth and development; Measure consumer satisfaction with their personal growth and development plan; Offer access to quality, sustainable employment opportunities; Decrease unemployment rates annually for persons with IDD; Increase URG service registrations by people with IDD; Develop community-wide training and education plan; Network members participate in annual self-assessment.

**Council Considerations:**

**Public Policy Considerations:** The Transitional Plan Specialist and respite proposals will likely mitigate risk of institutionalization. The plan appears to indicate that policy implications will be identified throughout the process and relayed to policy makers. **Grant Management Considerations:** The original strategic plan met many of the criteria outlined in the evaluation tool provided by TCDD, but staff reviewers cited some concerns with the plan. Staff concerns have been communicated to the grantee and additional information has been requested. Considerable risk monitoring (awards within awards; award amount). **Staff Recommendation:** Based on final review of strategic plan, TCDD staff recommends Council consideration of Phase 2 funding for all or part of this project pending the receipt of additional information from the grantee which meets and addresses the concerns outlined.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 ( 16 months) (Consultant: \$28,002)</b>	\$75,000/\$71,128	\$26,788/\$27,338	\$101,788/\$98,466
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	37,059	12,287	49,346
<b>II. Travel</b>	1,796	0	1,796
<b>III. Purchased Services (\$ 84,358 consultants)</b>	107,915	7,196	115,111
<b>IV. Property/Materials</b>	808	0	808
<b>V. Rental/Leasing</b>	1,881	0	1,881
<b>VI. Utilities</b>	541	0	541
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$150,000	\$19,483	\$169,483