

Self-Evaluation Report
Texas Council for Developmental Disabilities



Sunset Advisory Commission
September 1, 2025

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Texas Council for Developmental Disabilities Self-Evaluation Report

I. Agency Contact Information

A. Please complete the following table.

**Texas Council for Developmental Disabilities
Exhibit 1: Agency Contacts**

	Name	Address	Telephone	Email Address
Agency Head	Beth Stalvey, Executive Director	6201 E. Oltorf, Suite 600 Austin, Texas 78741	512-437-5440	Beth.Stalvey@tcdd.texas.gov
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Table 1 Exhibit 1 Agency Contacts

II. Key Functions and Performance

Provide the following information about the overall operations of your agency. More detailed information about individual divisions and programs will be requested in Section VII.

A. Provide an overview of your agency's mission, objectives, and key functions.

The mission of the Texas Council for Developmental Disabilities (TCDD) is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives. TCDD helps people with developmental disabilities (DD) achieve independence, productivity and integration into their communities by working to enhance comprehensive systems of services and support in Texas communities and facilitating opportunities for individuals with DD and their families to receive the training and information they need to achieve their goals.

TCDD is one of 56 State Councils on Developmental Disabilities, one in each state, the District of Columbia, and each of the five territories. All are authorized by [The Developmental Disabilities Assistance and Bill of Rights Act of 2000 | ACL Administration for Community Living](#) (Public Law 106-402). The DD Act authorizes funding for state DD Councils to engage in advocacy, capacity building and systemic change activities that "contribute to a coordinated, consumer and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms or assistance that promote self-determination for individuals with developmental disabilities and their families." TCDD is further established in state statute (Texas Human Resources Code Chapter 112) to comply with requirements of the DD Act. (See Electronic Attachments – Enabling Statute)

The governing body for TCDD is a 27-member Council appointed by the Governor. Per the DD Act, 60% (or 19) of those members are individuals with developmental disabilities or family members of people with developmental disabilities, and at least one of those members must be an individual residing in or who previously resided in an institution, or a family member of such persons. Other members represent key state agencies that provide or pay for services for individuals with developmental disabilities; representatives from other programs created by the DD Act; and representatives of local and non-governmental organizations concerned with services for individuals with developmental disabilities.

The DD Act allows states to designate another state agency to receive, account for and disperse funds on behalf of the Council, and provide other administrative support as requested by and negotiated with the Council, or to designate the Council itself to carry out those functions. The Texas Education Agency has provided fiscal and administrative support to TCDD since becoming the designated state agency in 2004 by Executive Order RP-37 of Governor Rick Perry. [Governor Designates TEA to Provide Administrative Support - TCDD](#)

TCDD carries out its responsibilities for advocacy, capacity building and systems change by engaging in a variety of public policy, communications, and grants activities that:

- support participation of self-advocates and family members in state policy discussions.
- educate communities and foster public awareness and community acceptance.
- provide funding for, monitor, and share information gained from innovative projects that demonstrate models for service delivery in the future.
- assist a wide variety of community-based organizations to expand their capacity to support people with developmental disabilities in their activities.
- fund training and disseminate information so that self-advocates, families and providers can gain skills and knowledge that will allow for more self-sufficiency and involvement in making decisions about their own lives; and
- seek consumer involvement in Council activities as it carries out its responsibilities under the Act to ensure that TCDD's activities reflect the needs and preferences of Texans with developmental disabilities.

TCDD advocacy, capacity building and systemic change activities are guided by a federally approved State Plan developed by the Council in compliance with the requirements of the DD Act and guidelines provided by the Administration for Community Living, Office of Intellectual and Developmental Disabilities (ACL). The Plan may be updated and amended yearly. The current Plan includes goals and objectives that focus on:

- Development and demonstration of model programs that support educational success for students with developmental disabilities in primary and postsecondary programs,
- Development and establishment of meaningful competitive employment opportunities,

- Education of health care professionals so they may better support and care for individuals with developmental disabilities,
- Initiation of collaborative efforts to improve availability and affordability of community support and caregiver options that will enable people with developmental disabilities to live, work, and participate more actively in their communities,
- Establishment of opportunities for people with developmental disabilities and their families to take leadership roles and to advocate for their needs, and

The DD Act specifically provides that Councils may conduct a range of activities, such as:

- Outreach,
- Training,
- Technical assistance,
- Supporting and educating communities,
- Interagency collaboration and coordination,
- Eliminating barriers and redesigning systems,
- Coalition development and citizen participation,
- Providing information and recommendations to federal, state and local policymakers,
- Demonstration of new approaches to services and supports, and
- Other activities.

The majority of State Plan objectives are addressed through sub-grant projects with funds awarded through a competitive process to state agencies, universities, non-profit organizations, and for-profit businesses. TCDD awards 70% of its funds to approximately 30 grant projects each year with the remainder supporting related activities conducted by staff and Council members. TCDD staff monitor project activities, progress and spending closely; an independent auditor reviews this process and reports findings to the Council through an Audit Committee to assure that monitoring is thorough and that all related risks are minimized. The Council reviews the State Plan annually and determines which projects and activities to continue or discontinue, given available funds and progress towards goals.

In addition to awarding grant funding to implement activities, TCDD staff review Strategic Plans and reports from state agencies that provide services and support to individuals with disabilities to better understand the array of available services and supports. Staff also gather input directly from individuals with DD and their families about needs and barriers that limit their ability to fully participate in their communities. TCDD staff monitor various policy initiatives in the state and uses this information to provide education and recommendations to state agencies and legislators about ways to improve the services and supports available in Texas. TCDD also shares this information with grantees and others so that they may have a full understanding of existing barriers and opportunities and to participate in the development of possible solutions.

B. What clear and ongoing objective(s) do the agency's key functions serve? Explain why each key function is still needed.

TCDD's key functions of advocacy, capacity building and systems change continue to support clear objectives consistent with the needs of Texans with DD and their families, the goals of state programs that their services, as well as the role and responsibilities of developmental disabilities council established in federal law. Although the systems that support people with DD to live in their communities have made tremendous gains, much work remains to be done to ensure that people with DD are included and fully involved in their communities in ways that maximize independence and productivity among Texas residents.

Advocacy:

DD Councils are responsible for "ensuring that individuals with developmental disabilities and their families participate in the design of and have access to" needed community services and supports that promote independence, productivity and participation in all facets of community life. This charge recognizes a long history in this country and others of providing services for people with significant disabilities mostly in large, congregate, segregated settings. Beginning in the late 1800's, nearly all states began to develop large institutions for individuals with significant disabilities, often in rural and remote locations. That trend peaked in 1967 when nearly 195,000 individuals resided in 165 state-operated institutions across the United States, mostly individuals with intellectual and developmental disabilities. Most states began developing community programs during the 1970's which resulted in the number of individuals with DD residing in large state-operated institutions declining to about 100,000 residents by 1980. In 2024, Texas operated 13 large State Supported Living Centers with a combined census of 2,602.

Today, most states provide services to individuals with DD primarily in community settings. In Texas, individuals with DD can apply for six Medicaid community-based waivers: CLASS, DBMD, HCS, MDCP, STAR+, and TxHmL. The lists have been managed on a first-come, first-served basis, with placement on lists for one or more programs prior to the assessment of eligibility for services. The combined interest lists for the waivers currently exceed 191,000 unduplicated individuals with estimated wait times for services up to 12 years. As a result, the Texas Health and Human Services Commission (HHSC) has routinely requested that the Texas Legislature provide appropriations to expand the availability of community placements funded by Medicaid waivers. The final appropriations typically come up much shorter than requested.

Based on analysis that included studies of nine states, HHSC offered three sets of strategies to improve the management of the lists: address gaps in and accuracy of information about individuals currently on waiver interest lists; prioritize certain populations and/or individuals with the highest level of service needs; and target interest list reduction allocation for certain populations. No formal recommendations were provided by the agency, and few significant changes have been made. The number of additional waiver slots approved by lawmakers has failed to keep up with demand, with 1,831 approved for the 2024-25 biennium.

The DD Act and TCDD recognize that being included in "all facets of community life" involves more than just having a residence in the community. DD Councils are responsible to promote opportunities for people with DD and their families to have a "voice at the table," and to support those self-advocates and family members so that they are knowledgeable and effective

as they participate in discussions about the design of services and supports they need in terms of transportation, employment, education, and health care.

TCDD Council members charge staff with participating as members of many state agency advisory committees, councils, and task forces to advocate directly on behalf of persons with developmental disabilities. TCDD is not aware of any other state agency charged with ensuring that the interests of people with developmental disabilities and their families are represented in policy-making decisions, or expected to provide training to assure that the individuals providing input and participating in service design are informed and effective.

Capacity Building:

TCDD continues to initiate activities designed to build the capacity of communities and providers to offer services and supports that are DD-informed and responsive to individual needs. These efforts include training and replication of best practice models and activities intended to support and guide communities as they gain a better understanding of how to fully include individuals with developmental disabilities. Organizations and individuals with whom TCDD works indicate that these activities are important and should be continued as these activities are not consistent with the responsibilities of other state agencies or entities. TCDD serves the entire state, is connected to DD Councils in other states and territories, and collaborates with small, medium, and large agencies, businesses, and community organizations as well as individuals and families, and is therefore in a unique position of being able to gather information from a diverse array of perspectives and build connections.

Systems Change:

Even if the capacity to provide more community-based services and support to a greater number of individuals and families currently existed, a need remains to address both policy-related and attitudinal barriers to community life. The DD Act provides flexibility to Councils to conduct outreach, facilitate collaboration between entities, and fund demonstration projects. This flexibility allows Councils to not only advocate and build capacity for systems change, but also to explore, develop and test new approaches that, once supported by evidence, may be adopted by state agencies or other entities.

C. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions? Does statute present any barriers or gaps in authority for your agency to carry out its mission? If so, please describe.

Chapter 112 of the Texas Human Resource Code establishes the Texas Council for Developmental Disabilities to carry out the purposes of the DD Act. This statute continues to reflect the intent and purposes of federal law, reflects TCDD's mission and objectives and allows TCDD to continue performing its key functions. TCDD has not recommended any changes to state legislation related to improving TCDD operations since this section of law was last amended in 1999.

D. Have you recommended changes to the Legislature to improve your agency's operations in recent years? If so, briefly explain the recommended changes, whether they were adopted, and if adopted, when.

TCDD has not recommended changes to the Legislature regarding agency operations in recent years.

E. Do any of your agency's functions overlap with those of another local, state, or federal agency? If so, how do you coordinate to avoid duplication of efforts? Explain if, and why, each of your key functions is most appropriately placed within your agency.

The responsibilities of TCDD with respect to individuals with developmental disabilities at times result in TCDD and other entities having similar or overlapping disability priorities. However, the unique role and responsibilities vested in TCDD clearly separate activities such that TCDD functions do not overlap or duplicate those of other state or federal agencies. TCDD does not provide direct services and therefore does not duplicate the services provided by Health and Human Services, State Health Services, Workforce Commission, Education Agency, and other agencies. TCDD is the only entity in Texas that meets the DD Act requirements and is authorized to receive the federal funds available through the Act to carry out those responsibilities.

Other state entities that have responsibilities for similar or overlapping constituencies with TCDD include:

- The Governor's Committee on People with Disabilities, within the Governor's Office, is established to further opportunities for persons with disabilities to enjoy full and equal access to lives of independence, productivity, and self-determination. The Governor's Committee recommends changes in disability policies and programs in the areas of accessibility, communication, education, emergency preparedness, health, housing, recreation, transportation, veterans and workforce. The Committee also supports a network of committees on people with disabilities, issues awards to promote greater awareness, and promotes compliance with disability related laws.
- Health and Human Services Commission (HHSC) Office of Disability Prevention for Children (ODPC) works to prevent developmental disabilities while also seeking to minimize the losses developmental disabilities may cause. ODPC strives to prevent developmental disabilities in utero to age 12 through provider and public education, partnerships with other state agencies and stakeholders, and evaluating state efforts to prevent developmental disabilities.
- A number of Councils and Task Forces address issues for children with special needs and/or disabilities and their families (see list of advisory groups in public policy division section)

Each of these entities coordinates some activities that are focused on constituencies that include in part individuals with developmental disabilities. However, none of these entities are authorized to specifically focus on individuals with developmental disabilities and to address

issues that impact any area of their lives in the manner of the responsibilities and authority of the DD Act. TCDD is aware of disability-related efforts of other state entities, coordinates where appropriate, and defers to those entities related to their areas of focus and expertise to avoid overlapping efforts.

F. In general, how do other states carry out similar functions?

Each state and territory has a state council on developmental disabilities that is established within the framework of the federal DD Act. Each Council develops and implements a five-year State Plan developed by the Council based on the same requirements; however, councils are directed to prioritize uniquely different issues and strategies given the characteristics of their own state and territory. The DD Act prohibits the state from assigning staff working for the Council to activities not included in the approved State Plan. This restriction results in Councils in each state and territory being separate entities rather than part of a consolidated effort that might address related constituencies and/or issues, although Councils from different states or territories occasionally collaborate on a joint effort.

Some states supplement their DD Councils with state funds, while others rely solely on federal allocations.

The DD Act allows states and territories to establish a state council on developmental disabilities as a separate state entity, and to designate another state entity to provide fiscal and administrative support to the council. Of the 56 state and territorial councils on developmental disabilities, almost 40 receive administrative support from a state agency (designated state agency) much in the same manner as the support provided to TCDD by the Texas Education Agency. Some councils are established as separate, independent state agencies or entities. A few state DD councils are established as non-profit organizations although federal funds for each flow to the council from another state agency.

G. Discuss any changes that could impact your agency's key functions in the near future (e.g., changes in federal law or outstanding court cases).

There are no proposed federal law changes or outstanding court cases that would impact TCDD directly. As a 100% federally funded agency, the continued fiscal uncertainty nationally could result in further reductions in federal funds available to TCDD. Our program may also move from the federal Administration for Community Living to the Administration for Children, Families, and Communities administrative support as a result of federal government consolidation.

H. Overall, how does the agency monitor and measure its effectiveness in carrying out its functions and objectives?

TCDD electronically submits an Annual Program Performance Report (APPR) to ACL and provides a summary of this report to the public in an electronic format, printable upon request. (See Electronic Attachments – 2-23 APPR) Through these reports and in updates to the State Plan, TCDD provides: narrative updates of the “State of the State” related to the services and

supports available to and utilized by Texans with developmental disabilities; narrative reports of progress on each Goal and Objective in the approved Five-Year State Plan (See Electronic Attachments – 27- Five Year State Plan); data corresponding to selected Performance Measures determined by ACL (See measures listed below); and results of surveys of consumer and stakeholder satisfaction with Council Activities. TEA also submits an annual financial report (425) concerning federal funds available to and expended by TCDD (See Electronic Attachments 3-15 Financial Documents).

Annually, ACL reviews and offers feedback regarding the State Plan and APPR and may also provide Councils with technical assistance to improve performance issues if necessary or desired. There have been no compliance issues for TCDD, and all reviews consistently show that TCDD is implementing the approved State Plan as expected.

To measure meaningful outcomes related to State Plan goals, TCDD analyzes trends in data already gathered and used by state entities to evaluate the quality of services received by people with developmental disabilities. Other strategies used to evaluate efficiency and effectiveness include developing goals and objectives at the beginning of each activity and evaluating whether those are reached during the lifetime of a grant project. Grants staff monitor grantees' spending patterns and implementation of planned activities and ensure that outputs and outcomes are reported accurately and in a timely manner. Grants staff may recommend changes to project work plans if necessary to reach the goals for the project. Updates on progress are provided to Council members at least quarterly. The Council also reviews accomplishments and issues at least annually, determining whether activities should be continued for the following year.

In the following table, provide information regarding your agency's performance measures, including outcome, output, efficiency, and explanatory measures. See Exhibit 2 Example. Please provide both key and non-key performance measures set by the Legislative Budget Board and any other performance measures or indicators the agency tracks. For any particular measures the agency has not been able to meet, please explain or provide context as needed about why.

There are no performance measures specific to TCDD in the state appropriations pattern. Federal funds available to TCDD are provided by annual appropriations according to the congressional and continuing resolution budget process. Funds received are reflected in various strategies of the TEA appropriations pattern. Performance measures reported annually by TCDD to ACL in the APPR. (See Electronic Attachment – 2-23 – Annual Program Performance Report)

- Councils respond to performance measures defined by ACL each year. TCDD establishes additional performance targets that pertain to the goals in the five-year State Plan and report performance yearly.
- The federal Health and Human Services Office of Grants Management and Budget requires ACL reporting on these measures by each goal and objective. These measures

are defined by federal statute and can only be changed through the federal rule-making process.

- The data from all objectives has been combined and should not be considered unduplicated measures.
- Individuals counted in these measures are primarily people who have developmental disabilities or family members of people with developmental disabilities as self-reported. In FY 2024, TCDD recorded a 68% survey response rate.
- TCDD performance numbers are reported for a 12-month period of activities in the prior fiscal year. Measures are divided into individual outcomes and systems change per ACL instruction.
- Please see the FY 2024 APPR for performance measures (starting on page 78).

ACL Performance Measures:

INDIVIDUAL and FAMILY ADVOCACY ANNUAL PERFORMANCE MEASURES

IFA 1: Output Measures

IFA 1.1 The number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems

IFA 1.2 The number of family members who participated in Council supported in activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems

IFA 2: Outcome Measures

IFA 2.1 After participation in Council supported activities, the percent of people with developmental disabilities who report increasing their advocacy as a result of Council work.

IFA 2.2 After participation in Council supported activities, the percent of family members who report increasing their advocacy as a result of Council work

IFA 2.3 The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them

IFA 2.4 The percent of people who are participating now in advocacy activities

IFA 2.5 The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

IFA 3.1 The percent of people with developmental disabilities satisfied with a project activity

IFA 3.2 The percent of family members satisfied with a project activity.

SYSTEMS CHANGE ANNUAL PERFORMANCE MEASURES

SC 1: Output Measure The number of Council efforts to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote

self- determination, independence, productivity, and integration and participation in all facets of community life.

SC 1.1 The number of policy and/or procedures created or changed.

Definitions:

- *Policy*: A statement of how an organization or entity intends to conduct its services, actions, or business. Policies provide a set of guiding principles to help with decision making.
- *Procedure*: A description of how each policy will be put into action. Procedures often outline who will do what; what steps will be taken, and which forms to use.
- *Policy and/or procedure change*: A policy and/or procedure change reflects a course of action that has the potential to create or improve policies and/or procedures regarding services and supports that promote self-
- determination, independence, productivity, and integration and participation in all facets of community life.
- *Change*: The act of making or becoming different
- *Created*: To cause to come into being.

SC 1.2 The number of statute and/or regulations created or changed

Definitions:

- *Statute*: A law or other enactment made by a legislature and expressed in a formal document.
- *Regulation*: A rule or administrative code issued by governmental agencies at all levels, municipal, county, state, and federal. Regulations are not laws, but have the force of law since they are adopted under authority granted by statutes.
- *Statute and/or regulation change*: A law and/or rule or administrative code that has the potential to improve laws, rules, or administrative codes regarding services, supports, and other assistance that promote self-
- determination, independence, productivity, and integration and participation in all facets of community life.
- *Change*: The act of making or becoming different
- *Created*: To cause to come into being.

SC 1.3.1 The number of promising practices created

SC 1.3.2 The number of promising practices supported through Council activities

SC 1.3.3 The number of best practices created

SC 1.3.4 The number of best practices supported through Council activities

Definitions:

- *Promising Practice*: a practice with an innovative approach that improves upon existing practice and positively impacts the area of practice. The practice should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.
- *Best Practice*: A technique or methodology that, through experience and research, has proven to reliably lead to a desired result.
- *Created*: To cause to come into being.
- *Supported*: Activities funded by the Council as based on the State Plan; Activities planned and funded by the Council as based on the State Plan.

SC 1.4 The number of people trained or educated through Council systemic change initiatives

Definition: *Trained, or educated:* Training is an organized activity designed to give information and/or instructions to improve performance or help attain knowledge or skill; educated means to give information about something. This number would not include general public education (web-site hits, newspaper, social media, etc.)

SC 1.5 The number of Council supported systems change activities with organizations actively involved.

SC 2.1 The number of Council efforts *that led to the creation or improvement of best or promising practices, policies, procedures, statute or regulation changes.* (sub-measures 2.1.1; 2.1.3)

SC 2.2 The number of Council efforts *that were implemented* to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and participation in all facets of community life. (sub-measures 2.1.2; 2.1.4)

SC 2.1.1 The number of policy, procedure, statute, or regulation changes **improved** as a result of systems change.

SC 2.1.2 The number of policy, procedure, statute, or regulation changes **implemented**

SC 2.1.3 The number of promising and/or best practices **improved** as a result of systems change activities

SC 2.1.4 The number of promising and/or best practices that were **implemented**

Definitions

- *Change:* The act of making or becoming different
- *Created:* To cause to come into being.
- *Implemented:* To put into effect, put into action, put into practice, carry out, enact.
- *Improved:* To make or become better, to raise to a more desirable condition, or quality.

I. Please list all “mission critical” data resources (e.g., spreadsheets, databases, IT systems, and cloud-hosted applications) your agency maintains to collect, track, or display agency program data. By “mission critical,” we mean the main systems necessary for the day-to-day functioning of core and/or client-facing agency functions and services. Please do *not* include any statutorily required data collection upon which agency funding is contingent but which does not impact daily program functionality. As a companion to the list below, please provide additional information on each data resource using the template provided for Attachment 21 in that section of the instructions.

In 2024, TCDD utilized Microsoft Office Suite, Google suite, Qualtrics survey software, and QuickBase software (now closed) to track agency contacts, approval workflows, and program data related to:

- Public policy and legislative activity tracking
- Public presentations, letters, public comments submitted
- Sub-grant reports of activity performance and participant counts (by project- no personal information is collected)
- Trainee knowledge gains and advocacy activities performed

- Other activity data to calculate the performance measures required by ACL

Examples are not considered client-facing mission critical but can be provided as requested.

J. Does the agency use any analytics software or platforms to collect, store, transform, or analyze agency data?

TCDD does not collect, store, or transform any data.

III. History and Major Events

Provide a timeline of your agency's history and key events, including:

- **The date your agency was established**
- **The original purpose and responsibilities of your agency**
- **Major changes in responsibilities or statutory authority**

Also consider including the following information if beneficial to understanding your agency:

- **Changes to your policymaking body's name or composition**
- **Significant changes in state/federal legislation, mandates, or funding**
- **Significant state/federal litigation that specifically affects your agency's operations**
- **Key changes in your agency's organization (e.g., the major reorganization of the Health and Human Services Commission and the Department of State Health Services' divisions and program areas or the Legislature moving the Prescription Monitoring Program from the Department of Public Safety to the Texas State Board of Pharmacy).**

1963 - With more than two million persons in the United States with developmental disabilities, Congress passed Public Law (P.L.) 88-164, the Mental Retardation Facilities and Community Health Centers Construction Act of 1963, to provide assistance to states to assist persons with developmental disabilities. Funds were initially made available to states for training personnel for community programs as most states begin to develop alternatives to large state-operated institutions, and later for construction of facilities for community programs. Texas began developing what we know today as the network of community centers for persons with mental illnesses and intellectual disabilities across the state. This Act also required states to establish an advisory body to the state mental retardation agency.

1970 - Developmental Disabilities Services and Facilities Construction Act of 1970 (P.L. 91-517) amended the Mental Retardation Facilities and Community Health Facilities Construction Act of 1963. This Act added to federal law a definition of "developmental disabilities" defined to mean individuals with mental retardation, cerebral palsy, epilepsy, or certain other neurological conditions that begin before age 18. This Act modified requirements for a state mental retardation advisory committee so that those bodies became a State Planning and Advisory Council for persons with developmental disabilities and required each state to submit an annual plan related to requirements of the State DD Planning and Advisory Council. Following passage

of this Act, a state interagency Task Force and Interim Advisory Council in Texas was established by Governor Preston Smith. This Ad Hoc Advisory council functioned until July 29, 1971, when the Governor designated the Texas Department of Mental Health and Mental Retardation (TDMHMR) as the state agency responsible for administration of the developmental disabilities program. At that time, the Governor also appointed the first members of the new Texas Developmental Disabilities Planning and Advisory Council.

1975 - Developmental Disabilities Assistance and Bill of Rights Act (P.L. 94-103). In 1975, the DD Act first established the role of the state developmental disabilities council to advocate for persons with developmental disabilities. The Act added autism and dyslexia to the definition of developmental disabilities, required DD Councils to prepare plans on deinstitutionalization in each state, and required “individualized habilitation plans” for individuals receiving services in DD funded grant projects. The Act also required members of each DD Council to be appointed by the state’s governor, and established the “projection and advocacy system” for persons with developmental disabilities in each state. Advocacy, Inc. (now Disability Rights Texas) was established as the DD P & A program in Texas.

The DD Act of 1975 also established state protection and advocacy systems to protect and advocate the rights of persons with developmental disabilities. State protection and advocacy systems were authorized to pursue legal, administrative, and other appropriate remedies to insure the protection of the rights of persons with developmental disabilities receiving treatment, services, or habilitation within the state.

1977 - In 1977, Advocacy, Inc. (now Disability Rights Texas), opened its doors as the Texas state protection and advocacy organization, designated by Governor Dolph Briscoe.

1978 - Developmental Disabilities Amendments (P.L. 95-602). These amendments revised the definition of developmental disabilities to a functional definition that describes individuals with developmental disabilities as persons with a mental or physical disability that begins by age 22, is likely to continue indefinitely, results in substantial functional limitations in at least three major life areas, and requires a coordinated array of services in order for the individual to be included in all aspects of community life. The amendments required that at least 50% of each state DD Council be self-advocates with a developmental disability or family members of individuals with developmental disabilities.

1981 - Developmental Disabilities Act Amendments (through Omnibus Reconciliation Act (P.L. 97 35) reauthorized the DD Act with minimal changes.

1983 - Governor William Clements transferred responsibility for the DD Program from TDMHMR to the Texas Rehabilitation Commission (TRC) effective January 1, 1983. At that time, the responsibilities of the state administering agency as provided by the DD Act were to administer or supervise the administration of the state’s DD program.

The 68th Legislature established the Texas Planning Council for Developmental Disabilities through H.B.1985, effective August 29, 1983. As passed, H.B. 1985 provided for a 25-member governor board (council), including 14 members with developmental disabilities and their

family members, and representatives of seven agencies. H.B. 1985 allowed for the Council to elect a chair and vice-chair from among the members; to develop the State Plan as required by the DD Act; and required the governor to designate a state agency to receive and administer federal and state funds for the developmental disabilities program. The administering agency was responsible to provide staff assigned to assist the council, and to make final decisions regarding awarding of grants. H.B. 1985 also incorporated into state law a legislative finding that “the treatment, services, and habilitation for a person with developmental disabilities must be designed to maximize the developmental potential of the person and must be provided in the setting that is least restrictive of the person’s personal liberty.” (Texas Human Resource Code Ann. § 112.002(b) (West 2013).

1984 - Developmental Disability Act of 1984 (P.L. 98-527) required DD Councils to include “employment related activities” in State Plans, modifying the previous optional priority area of “non-vocational developmental services” in recognition of the capabilities of individuals with significant disabilities to be successful in meaningful, gainful employment. The values of “independence”, “productivity” and “integration” were included in the purposes of the Act, and amendments incorporated “People First Language” for the first time.

DD Act Amendments of 1978 added requirements that the state protection and advocacy system be able to obtain access to records of individuals with developmental disabilities residing in facilities in the state.

1985 - The 69th Texas Legislature amended Chapter 112, Human Resources Code through S.B. 118 which became effective September 1, 1985. S.B. 118 streamlined the state statute by removing provisions repeating language in the federal DD Act; removed the requirement for the number of members of the council; provided for the Governor to designate a member of the Council as chair; and provided for the federally required State Plan to be developed jointly with the administering agency in a manner that conforms to requirements of the DD Act. S.B. 118 also added Section 112.021 providing for the protection and advocacy system in the state to have access to records of individuals with developmental disabilities receiving services as required by the DD Act.

1987 - Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1987 (P.L. 100-146). These Amendments included a statement about the importance of focusing on the “capabilities, competencies, and preferences” of individuals with developmental disabilities in addition to their needs. Responsibilities were delegated to Councils to focus on “systems change” efforts and the role of the Council to engage in public policy advocacy activities and to educate policymakers was strengthened. Councils were also directed to review the services and support needs of individuals with developmental disabilities who were historically underserved or unserved in each state and complete reports of those studies by January 1, 1990.

These amendments also established that the agency designated by the state to provide fiscal and administrative services **not** be an agency that provides or pays for services for individuals with disabilities, recognizing the inherent conflict of interest in those situations. References to the “administering agency” were revised to the “designated state agency” responsible to

receive, account for and disburse funds consistent with the Council's State Plan. Those amendments allowed current agency designations to remain if the Governor of the state reviewed the current agency relationships and made a determination that it was in the Council's best interest to remain with the existing agency providing that the Governor's review determined that the relationship did not interfere with the Council's ability to advocate on behalf of individuals with disabilities. The amendments required any new designation be to an agency that does not provide or pay for services to individuals with developmental disabilities.

1988 - Pursuant to requirements of the DD Act Amendments of 1987, Governor Clements determined in June 1988 that it was in the best interest of the Council that TRC remain as the designated state agency.

1990 - Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1990 (P.L. 100-496) further strengthened the independence of Councils to manage their own affairs and clarified the responsibilities of the designated state agency from those of the Council. Values of "inclusion" and "interdependence" were added to the Act, and the definition of developmental disabilities was revised regarding its application to children under age 5.

1994 - Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1994 (P.L. 103-230) reorganized and simplified the Act, revised Principles to refer to the importance of integration "and inclusion", and added an emphasis on cultural diversity and culturally competent services throughout the Act. A definition of "personal attendant services" was added, and councils were renamed "state councils on developmental disabilities", dropping the word "planning". Amendments added language that the Act does not "preclude a council from engaging in systemic change, capacity building, and advocacy activities for individuals other than developmental disabilities, where appropriate", and responsibilities of the designated state agency were further clarified to indicate that the DSA was responsible to provide other support services "as requested by and negotiated with the Council", and requiring the DSA to enter into a Memorandum of Understanding with the Council if requested by the Council.

1999 - The Council was reviewed during the state's Sunset Review process resulting in H.B. 1610 which was passed by the 76th Texas Legislature and signed into law effective September 1, 1999. That bill continued and renamed the Council the Texas Council for Developmental Disabilities, and incorporated into state law many revisions of the DD Act over the preceding 14 years. In particular, H.B. 1610 followed the pattern in the DD Act for responsibilities of the Council versus those of the designated state agency. Following passage of HB 1610, the Governor's Office reduced the number of Council members from 30 to 29 to achieve an odd number of total members as required H.B. 1610.

2000 – Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 106-402) revised requirements for Council State Plans, requiring that plans be for five years rather than three, and added nine optional areas of emphasis for Council activities rather than the four previous priority areas. A definition of "self determination" was added to the Act, the DD definition was again revised regarding its application to children, birth to age 9, and Councils were required to report on waiting lists in each state. The Act requires Councils to support self-advocacy organizations in the state and to support leadership training activities. The Act

requires at least 60% of the members of the Council to be self-advocates with developmental disabilities or family members (previously 50%) and requires councils to report annually on consumer satisfaction with Council-sponsored activities.

The DD Act of 2000 also provided authority for the state protection and advocacy system to have access to individuals with developmental disabilities in the location where services, supports or other assistance are provided to the individual, and have access to records of those individuals.

2004 – The reorganization of health and human services agencies and functions required by H.B. 2292 passed by the 78th Texas Legislature became effective in 2004 consolidating the former Texas Rehabilitation Commission, Commission for the Blind, Commission for the Deaf, and the Early Childhood Intervention Council into a new Department of Assistive and Rehabilitative Services. This reorganization required a new designation of the Council’s DSA when TRC was abolished. Consistent with provisions of the DD Act that prohibit any new designations to be an agency that provides or pays for services to persons with developmental disabilities, the federal Administration on Developmental Disabilities determined that a designation to the Health and Human Services Commission, or another agency within the “enterprise”, would not be allowable. After considerable discussions with Council members, ADD and others, Governor Rick Perry issued Executive Order RP 37 designating the Texas Education Agency as the “designated state agency” for TCDD effective September 9, 2004.

The consolidation of various agency functions required by HB 2292 also allowed the reduction of the number of agency members of the Council, reducing the total members from 29 to 27.

2015 - Texas Health and Human Services was again reorganized by Senate Bill 200 during the 84th Texas Legislature. This legislation restructured service delivery by transferring functions from multiple agencies to the Texas Health and Human Services Commission (HHSC). Key changes included the abolishment of the Department of Aging and Disability Services (DADS) effective September 1, 2017, with all responsibilities moved to HHSC; the transfer of regulatory functions from the Department of State Health Services (DSHS) to HHSC. As a result, TCDD received new membership appointments from required state service delivery programs.

2015 - The Council was reviewed during the state’s Sunset Review process resulting in H.B. 1679 which was passed by the 84th Texas Legislature and signed into law effective September 1, 2015. That bill continued the Texas Council for Developmental Disabilities, and incorporated into state law many revisions of the DD Act over the preceding years

IV. Policymaking Structure

A. Complete the following table to provide information on members of your policymaking body.

The Governor appoints individuals to the 27-member Council in accordance with applicable federal laws. At least 60% of the Council’s members must be persons with developmental

disabilities, a parent or family member of children with developmental disabilities, or relatives or guardians of individuals with developmental disabilities who are not able to represent themselves. The DD Act also requires Council membership to include representatives of key state agencies that provide or pay for services for people with developmental disabilities, and a representative from the University Centers for Excellence in Developmental Disabilities at Texas Center for Disability Studies, the Center on Disability and Development at Texas A&M University, and the state's protection and advocacy system (Disability Rights Texas). Members of the Council serve staggered six-year terms as specified in state statute. A Council member may not serve more than two consecutive six-year terms. Additional member information is provided in electronic attachments (9).

**Texas Council for Developmental Disabilities
Exhibit 5: Policymaking Body**

Member Name	Current Term / Appointment Dates / Appointed By (e.g., Governor, Lt. Governor, Speaker)	Previous Terms Served (if applicable)	Qualification (e.g., public member, industry representative)	City
Andrew Crim	TCDD Council Chair - Term at Pleasure of the Governor 3/3/25 – 2/1/31 Appointed by Governor	12/23/08 – 2/1/13 10/9/14 – 2/1/19 6/27/19 – 2/1/25	Public Member / Parent of Child with a Developmental Disability	Fort Worth
Edward Baffoe	First Term 3/3/25 – 2/1/31 Appointed by Governor		Public Member / Parent of Child with a Developmental Disability	Forney
Deborah Carlisle	First Term 1/18/22 – 2/1/27 Appointed by Governor		Public Member / Immediate Relative/Guardian of Individual now/ever in institution	San Antonio
Kyle Cox	First Term 1/18/22 – 2/1/27 Appointed by Governor		Public Member / Person with a Developmental Disability	College Station
Beatrice Degree	First Term 5/22/24 – 2/1/29 Appointed by Governor		Public Member / Person with a Developmental Disability	Missouri City
Roni Jo Frazier	First Term 5/22/24 – 2/1/29 Appointed by Governor		Public Member / Non-Governmental / Provider organization	Porter
Shana Halvorsen	First Term 5/22/24 – 2/1/29 Appointed by Governor		Public Member / Parent of Child with a Developmental Disability	Sugar Land

Self-Evaluation Report

Member Name	Current Term / Appointment Dates / Appointed By (e.g., Governor, Lt. Governor, Speaker)	Previous Terms Served (if applicable)	Qualification (e.g., public member, industry representative)	City
Barbara Knighton	First Term 5/22/24 – 2/1/29 Appointed by Governor		Public Member / Immediate Relative/Guardian of Adult with Mental Impairment	Spring
Abigail Maddux	First Term 3/3/25 – 2/1/31 Appointed by Governor		Public Member / Person with a Developmental Disability	North Richland Hills
Wendy Maurer	First Term 3/3/25 – 2/1/31 Appointed by Governor		Public Member / Parent of Child with a Developmental Disability	Conroe
Scott McAvoy	2 nd Full Term 1/18/22 – 2/1/27 Appointed by Governor	2/23/12 – 2/1/15 (filled unexpired term) 6/27/19 – 2/1/21	Public Member / Non-Governmental / Provider organization	Cedar Park
Amanda Miles	First Term – currently serving in holdover capacity 1/18/22 – 2/1/25 Appointed by Governor		Public Member / Individual now/ever in Institution	Alvin
Angela Panzica	First Term 1/18/22 – 2/1/27 Appointed by Governor		Public Member / Person with a Developmental Disability	Houston
Ashley Sattler	First Term 3/3/25 – 2/1/31 Appointed by Governor		Public Member / Person with a Developmental Disability	Beaumont
Robert Schier III	Second Term 5/22/24 – 2/1/29 Appointed by Governor	6/27/19 – 2/1/23	Public Member / Person with a Developmental Disability	Elgin
Eric Shahid	Second Term 3/3/25 – 2/1/31 Appointed by Governor	6/27/19 – 2/1/23	Public Member / Person with a Developmental Disability	Somerville
Meridith Silcox	First Term 1/31/22 – 2/1/27 Appointed by Governor		Public Member / Parent of Child with a Developmental Disability	Splendora
Jamie Thomas	First Term 1/18/22 – 2/1/27 Appointed by Governor		Public Member / Parent of Child with a Developmental Disability	Abilene
Vacant			Public Member	
Sean Jackson	Appointed March 29, 2022, to represent Disability Rights Texas		Represents the State Developmental Disabilities Protection and Advocacy System	Austin

Member Name	Current Term / Appointment Dates / Appointed By (e.g., Governor, Lt. Governor, Speaker)	Previous Terms Served (if applicable)	Qualification (e.g., public member, industry representative)	City
Sandra Magaña	Appointed April 19, 2021, to represent the Center for Disability Studies at UT-Austin		Represents the University Center for Excellence in Developmental Disabilities	Austin
Dalun Zhang	Appointed May 26, 2015, to represent the Center for Disability and Development at Texas A&M		Represents the University Center for Excellence in Developmental Disabilities	College Station
Vacant	Appointed by the Executive Commissioner of the Health and Human Services Commission		Represents the state agency that administers funds provided under Title XIX of the Social Security Act	Austin
Sara Damiano	Appointed June 14, 2024 by the Executive Commissioner of the Health and Human Services Commission		Represents the state agency that administers funds provided under the federal Older Americans Act	Austin
Vacant	Appointed by the Commissioner of the Department of State Health Services		Represents the state agency that administers funds provided under Title V of the Social Security Act	Austin
Elizabeth Danner	Appointed May 21, 2024, by the Commission of Texas Education Agency		Represents the state agency that administers funds provided under the federal Individuals with Disabilities Education Act	Austin
Jonas Schwartz	Appointed June 3, 2024, by the Executive Director of Texas Workforce Commission		Represents the state agency that administers funds provided under the federal Rehabilitation Act of 1973	Austin

Table 5 Exhibit 5 Policymaking Body

B. Describe the primary role and responsibilities of your policymaking body.

Pursuant to state statute (Tex. Hum. Res. Code Ann. § 112.020) and Rules adopted in Administrative Code (§876.4) the Council is responsible for establishing the policy framework through which the agency carries out its statutory responsibilities. The Council shall:

- Exercise the authority provided by law to adopt policies and rules governing Council activities.

- Develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff on the Council.
- Approve the state plan and amendments.
- Serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law.
- Oversee operations of the council for integrity, effectiveness, and efficiency.
- Approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff.
- Ensure projects and activities comply with all applicable federal and state requirements.
- Other responsibilities as provided by Council policies.

The governor-appointed Council is responsible for overseeing the implementation activities that carry out its responsibilities under the DD Act as well as applicable state statutes. The Council has adopted Policies indicating that the Council is responsible for establishing the policy framework through which the agency carries out its statutory responsibilities. Staff of the Council receive directions from the Council through the Executive Director. Specifically, the Council shall:

- adopt administrative rules that guide the staff in administering Council activities and projects;
- approve the State Plan and Plan amendments;
- approve an annual operating budget for the Council (including staff positions and funds for grants);
- approve funding activities to be initiated with grant funds;
- approve an annual internal audit plan, and review completed audits;
- approve public policy Position Statements <https://tcdd.texas.gov/policy/position-statements/> ;
- approve contracts, exclusive of grants, in excess of \$15,000;
- approve new and continuation grants awards;
- oversee operations of the Council for integrity, effectiveness and efficiency;
- approve personnel policies for Council staff;
- approve staff positions; and
- provide input to the Chair for the annual performance appraisal of the Executive Director.

Rules adopted in Texas Administrative Code, §876.6, provide that the executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council-approved activities consistent with policies approved by the Council. The executive director may delegate responsibilities to Council staff as appropriate. Policies adopted by the Council further detail the responsibilities of the Executive Director:

- select, organize, and direct the staff of the Council consistent with personnel policies approved by the Council;

- establish the operating budget for the Council and allocate funds among strategies, programs, and projects within the limits of statutory authority and as set forth in the General Appropriations Acts of the legislature;
- approve expenditures of funds within the budget approved by the Council in accordance with law;
- approve grant awards for stipends grants and provide timely notice of such actions to the Executive Committee and Council;
- coordinate requests for proposals, proposal review, negotiation of initial and continuation work-plan and grant awards, and provide technical assistance, support and monitoring of grant activities;
- represent the Council and report on behalf of the Council to the Governor, Legislature, the public, or other organized groups as required;
- report in a timely manner all relevant information, first to the Chair and subsequently to all members of the Council, endeavoring to report to members of the Council in such a manner that the members are equally well informed on matters that concern the Council;
- enter into Interagency Agreements and Memorandums of Understanding with other agencies and organizations, exclusive of the Memorandum of Understanding with the Council's designated agency, to implement the policies and positions of the Council;
- collaborate with the Council's designated agency for efficient and effective administrative support pursuant to the Memorandum of Understanding;
- represent the Policy Positions of the Council, and oversee staff activities to ensure consistency with Policy Positions of the Council;
- coordinate development of the Council's State Plan, amendments, annual reports, and other state or federal planning and reporting activities;
- act as the Secretary for all Committees and the Council for purposes of certification of the Minutes of the Committees and Council following approval; and

C. How is the chair selected?

The Chair is appointed by the Governor from among the members.

D. List any special circumstances or unique features about your policymaking body or its responsibilities.

The DD Act requires that not less than 60 percent of the membership of the Council shall be individuals with developmental disabilities; parents or guardians of children with developmental disabilities; or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves. One member must be currently living or has lived in a residential facility serving individuals with DD, and two representatives must be from community based non-governmental entities who are concerned with providing direct services to individuals with DD. Of the 27 Council members, 19 are public members representing these qualifications.

E. In general, how often does your policymaking body meet? How many times did it meet in fiscal years 2020 through 2024? Explain if the policymaking body met in-person or virtually during this time.

The Council meets quarterly in regular session on dates set by the Council Chair. Special meetings of the Council may be called by the Chair, the Executive Committee, or through the written request of five or more Council members. All meetings follow state open meeting requirements. During the years 2020-2024, the Council hosted a total of sixteen meetings held the first week of February, May, August, and November of each year.

F. Does the policymaking body broadcast and archive its meetings?

TCDD meets the requirements under the Open Meetings Act by:

1. **Posting Notice:** Providing written notice of the date, hour, place, and subject of each meeting at least 72 hours in advance.
2. **Open Meetings:** Ensuring that meetings are open to the public, except for specific closed sessions allowed under the Act.
3. **Minutes or Recordings:** Keeping minutes of each open meeting available for public inspection on the website.

Based on a review of the Chapter 551 Open Meetings of the Texas Government Code and the Open Meetings Act Handbook 2024, TCDD is not required to broadcast and archive its meetings if a quorum is physically present at the posted location and the location is open to the public. TCDD does offer the availability for the public to view Council meetings through a Zoom webinar option where the physical meeting as well as online participants can be viewed by the public.

G. Briefly describe all the training the members of the agency's policymaking body receive. How often do members receive this training or updated materials?

TCDD coordinates with all new members upon their appointment to schedule time for orientation and training. Section 112.0163 of Texas Human Resources Code, Title 7 specifies the orientation topics which include an overview of the Council, the history of the DD Act and of TCDD, Council, Committee and member responsibilities. The orientation also reviews the Council's State Plan, Position Statements, Public Policy Priorities, current grant projects, current approved budget and financial report. During orientation new members also are made aware of the Memorandum of Understanding with TEA, state laws as required by state statute, TCDD policies, procedures, recent audit reports and internal audit plan, as well as other relevant information at that time. This training occurs prior to the first quarterly Council meeting. Members are provided with copies of the orientation presentation as well as links to relevant documents. Members also complete Open Government Trainings provided by the Office of the Attorney General and certificates of those trainings are kept in TCDD files. Additional training is provided for members as needed throughout their term of appointment.

All Governor-appointed and agency appointed members must complete this training before voting on Council business. A copy of the training is provided in the electronic attachments 10. Council Member Orientation.

G. What information is regularly presented to your policymaking body to keep them informed about the agency's operations and performance?

The Council and its primary Committees meet quarterly for regular meetings. Considerable information is reviewed at those meetings to advise the Council and Committees about key business matters and performance. The Executive Committee quarterly reviews a financial report, makes final decisions about proposals for new projects, and approves new and continuation grant awards for projects. The Project Development Committee guides development of the State Plan and annual amendments, monitors the status of requests for proposals for new projects until those projects are initiated, and reviews status updates on State Plan Objectives and Activities. The Public Policy Committee updates Public Policy Priorities and Position Statements as appropriate, monitors staff activities to address those issues, and monitors staff communications activities. The Audit Committee annually reviews the updated agency risk assessment; audit reports, and proposed internal audit plan for the coming year. All Committees report on their discussions to the Council. Additional information is provided to Council members between meetings as appropriate or as requested.

H. How does your policymaking body obtain input from the public regarding issues under the agency's jurisdiction? How is this input incorporated into the operations of your agency?

Rules adopted by the Council in Texas Administrative Code indicate that opportunities for public comments will be provided at each Council and Committee meeting and are included on each meeting agenda (40 TAC Part 21). Comment cards are made available for those wishing to make public comments at each meeting. Written comments are accepted electronically and made available to members. Public comments are generally scheduled at the beginning of each meeting but may be provided at different times necessary to accommodate those wishing to address the Council or Committee. Individuals may also request in advance to make a presentation to a committee or the Council. If approved, those presentations will be included on the Committee or Council meeting agenda.

TCDD makes additional efforts to solicit input on certain topics or at certain times to inform the Council or Committee discussions and activities. As a part of the process to develop the State Plan, TCDD solicits input through in-person conversations with individuals; attending public events; conducting focus groups; meeting with self-advocacy groups; distributing online and paper surveys; and reviewing input gathered by other DD Network partners. The Council also reviews unsolicited ideas from the public (if submitted); reports from grantees; information provided by Council members; and available data as "public input" that is used to develop the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis which leads to the development of the Council's State Plan activities.

All Council discussions and decisions about planned activities take place in open meetings. TCDD posts any proposed changes to the State Plan for public comments for at least 45 days prior to

taking action. TCDD also maintains a free electronic subscription service through which individuals or organizations receive announcements of meetings and other important events.

I. If your policymaking body uses subcommittees, advisory committees, councils, or other groups to carry out its duties, fill in the following table. *See Exhibit 6 Example.* For any advisory committees established in statute, please note the date of creation for the committee as well as the abolishment date as required by Texas Government Code, Section 2110.008.

In addition, please attach a copy of any reports your agency filed under Texas Government Code, Section 2110.007 regarding an assessment of any statutory advisory committees as Attachment 28.

**Texas Council for Developmental Disabilities
Exhibit 6: Subcommittees and Advisory Committees**

Name of Subcommittee or Advisory Committee	Size / Composition / How are members appointed?	Purpose / Duties	Legal Basis for Committee (statute or rule citation)	Creation and Abolishment Dates
Executive Committee	Five members: Council Chair, Vice-Chair, the Chair of the Project Development and Public Policy Committees, and a Self-Advocate member-at-large elected by the full Council. Council Chair is designated by Governor; Vice-Chair and Self-Advocate member-at-large are elected by the Council; Committee Chairs are recommended by Council Chair and approved by Council.	Develops & monitors Memorandums of Understanding, policies and procedures. Supervises and evaluates the Executive Director. Approves grant awards. Monitors grant award and monitoring process. Acts for full Council on emergency matters.	Council Policies	Council Policies approved on November 10, 2000 show Committee in existence. Still in existence.
Project Development Committee	12-13 members. Council Chair recommends members for approval by Council	Oversees planning and funding activities; develops State Plan and annual amendments; monitors implementation of State Plan; recommends new funding activities; reviews grantee activities and accomplishments	Council Policies	Council Policies approved on November 10, 2000 show Committee in existence. Still in existence

Name of Subcommittee or Advisory Committee	Size / Composition / How are members appointed?	Purpose / Duties	Legal Basis for Committee (statute or rule citation)	Creation and Abolishment Dates
Public Policy Committee	12-13 members. Council Chair recommends members for approval by Council	Coordinates public policy advocacy and public information activities; develops public policy position statements; identifies key health and human services policy issues and recommends activities	Council Policies	Council Policies approved on November 10, 2000 show Committee in existence. Still in existence
Audit Committee	No more than 5 members. The Council Vice-Chair serves as Chair; other members recommended by Council Chair and approved by Council; Council Chair is non-voting ex-officio member	Recommends internal audit charter and annual audit plan; reviews internal audit reports and monitors corrective actions; recommends special audits	Council Policies	Council Policies approved on November 10, 2000 show Committee in existence. Still in existence
Nominating Committee	Three to five members. Each standing committee except the Executive Committee selects one member; the Council selects one member-at-large plus a second member if needed so that the Committee is comprised of an odd number of members	Presents a recommendation to the full Council for the office of Council Vice-Chair at the winter Council meeting. Presents a recommendation to the full Council for a primary Self-Advocate delegate-at-large to the Executive Committee at the winter Council meeting	Council Policies	Council Policies approved on November 10, 2000 show Committee in existence. Still in existence

Table 6 Exhibit 6 Subcommittees and Advisory Committees

V. Funding

A. Provide a brief description of your agency's major sources of funding.

Federal funds are made available to each state and territory for a state developmental disabilities council pursuant to provisions of the DD Act by formula based on the state's population, the extent of need for services for individuals with developmental disabilities, and financial need of the respective states. Funds are allotted by the U.S. Department of Health and Human Services, Administration for Community Living, Office of Intellectual and Developmental Disabilities.

TCDD does not receive any state appropriated funds.

B. List all riders that significantly impact your agency's budget.

There are currently no riders in the General Appropriations Act that impact the TCDD budget or ability to use available federal funds.

C. Show your agency's expenditures, including transfers, broken down into clear and easy-to-understand categories, as shown in the examples provided. This information forms the basis of the "Agency at a Glance" section of Sunset's reports. See *Exhibit 7 Example*. Please ensure the totals provided for Expenditures and Sources of Revenue are equal.

**Texas Council for Developmental Disabilities
Exhibit 7: Expenditures — Fiscal Year 2024 (Actual)**

Category	Amount Spent	Percentage of Total	Contract Expenditures Included in Total Amount
Operating Expenses- Non-State Plan	\$1,111,170	18%	See Contract List in Attachments (Financial Documents)
Operating Expenses – State Plan	\$888,830	14%	See Contract List in Attachments (Financial Documents)
Program Grant and Sub-Award	\$4,175,796	68%	
GRAND TOTAL:	\$6,175,796	100%	

Table 7 Exhibit 7 Expenditures

Federal CFR rules mandate State Developmental Disabilities operate activities on a 24-month performance and activity cycle with an additional 12 months to liquidate funds. TCDD manages an annualized budget according to TEA rules, however funds can be transferred across fiscal years to eliminate prior year funding first.

D. Show your agency's sources of revenue broken down into clear and easy-to-understand categories, as shown in the examples provided. This information forms the basis of the "Agency at a Glance" section of Sunset's reports. Include all local, state, and federal appropriations; all

professional fees (for licensure and certification) and operating fees (charged to agency customers for services); and all other sources of revenue collected by the agency, including taxes and fines. *See Exhibit 8 Example.* Please ensure the totals provided for Expenditures and Sources of Revenue are equal.

**Texas Council for Developmental Disabilities
Exhibit 8: Sources of Revenue — Fiscal Year 2024 (Actual)**

Source	Amount
100% Federal Funds- State Councils for Developmental Disabilities	\$6,175,796
TOTAL	\$6,175,796

Table 8 Exhibit 8 Sources of Revenue

E. If you receive funds from multiple federal programs, show the source agency and type of federal funding. *See Exhibit 9 Example.*

State Councils for Developmental Disabilities were given a one-time grant to address health care access for persons with disabilities following the COVID-19 pandemic (*Expanding the Public Health Workforce within the Disability Network: DD Councils Award Authority: P.L. 117-2 and P.L. 116-131*). Funds were directed to be used solely for staff/personnel expenses. These federal grant funds are reported to the Administration on Community Living separate from our annual program allotment and 425 report.

**Texas Council for Developmental Disabilities
Exhibit 9: Federal Funds — Fiscal Year 2024 (Actual)**

Source/Type of Fund	Description of Fund	State / Federal Match Ratio	State Share	Federal Share	Total Funding
100% Federal Funds	(SCDD) DD Act State Councils on Developmental Disabilities Award Authority: P.L. 106-402 (DD Act)	0	0	\$6,175,796	\$6,175,796
100% Federal Funds	One-time Federal Grant: (SCPH) Expanding the Public Health Workforce within the Disability Network: DD Councils Award Authority: P.L. 117-2 and P.L. 116-131	0	0	\$95,319	\$95,319
	TOTAL	0	0	\$6,271,115	\$6,271,115

Table 9 Exhibit 9 Federal Funds

F. If applicable, provide detailed information on the fees your agency collects. Please explain how much fee revenue is deposited/returned to the General Revenue Fund and why, if applicable. *See Exhibit 10 Example.*

TCDD does not collect any fees.

VI. Organization

- A. Provide an organizational chart that includes major programs and divisions and shows the number of FTEs in each program or division. Detail should include, if possible, division heads with subordinates and actual FTEs with budgeted FTEs in parentheses.**

The TCDD organizational chart is included with the attachments as a PDF file.

- B. Complete the table below listing the agency's headquarters and number of FTEs and, if applicable, field or regional offices. *See Exhibit 11 Example.***

TCDD does not have a regional or field office.

Texas Council for Developmental Disabilities
Exhibit 11: FTEs by Location — Fiscal Year 2025 (as of SER submission)

Headquarters, Region, or Field Office	Location	Number of Budgeted FTEs FY 2025	Number of Actual FTEs (as of SER submission)
Texas Council for Developmental Disabilities Headquarters	6201 E. Oltorf, Suite 600 Austin, Texas 78741	19	16
		TOTAL: 19	TOTAL: 16

Table 11 Exhibit 11 FTEs by Location

- C. What are your agency's FTE caps for fiscal years 2023-27?**

TCDD does not have an FTE cap in the appropriations pattern. TCDD positions are included in the FTE's available for Texas Education Agency as TCDD's designated state agency. TCDD and TEA have currently agreed in the joint Memorandum of Understanding that 20 FTEs are available for TCDD.

- D. How many temporary or contract employees did your agency have in fiscal year 2024? If use of contractors is significant, please break out totals by program or department. Please provide a short summary of the purpose of each position type, amount of expenditures per position type, and procurement methods used.**

TCDD had no temporary or contract employees in FY 2024.

- E. List each of your agency's key programs or functions, along with expenditures and FTEs by program. *See Exhibit 13 Example.* (If you have already completed the "Agency Program**

Information” spreadsheet in advance, you do not need to replicate any duplicative information below.)

TCDD activities are summarized in five function areas with the number of FTE’s for each function listed below. However, TCDD expenditures are divided in two main functions: 1) Grants Management; and 2) Administrative Operations. Expenditures shown for Operations includes funds available to the designated state agency (TEA) per federal law of \$50,000. All TCDD staff salaries and benefits are included in the Operations function and are split by tasks that are conducted to implement our federally approved state plan, and tasks that are general administration. For a detailed explanation of administrative operation expenses, please see attachments.

Texas Council for Developmental Disabilities
Exhibit 13: List of Program FTEs and Expenditures — Fiscal Years 2024 and 2025

Program	Actual FTEs FY 2024	Budgeted FTEs FY 2025	Actual Expenditures FY 2024	Budgeted Expenditures FY 2025
Council Business Operations	3	4	\$256,303	\$327,992
Public Policy	3	4	\$319,232	\$312,199
Finance and Grants Management	5	5	\$415,031	\$421,156
Community Engagement	5	4	\$410,870	\$349,642
Executive Management	1	2	\$171,629	\$232,813
TOTAL	17	19	\$1,573,065	\$1,643,802

Table 13 Exhibit 13 List of Program FTEs and Expenditures

VII. Guide to Agency Divisions and Programs

Please fill out the information below for **each** agency division, program, activity, or service as appropriate. *(If you have already completed the “Agency Program Information” spreadsheet in advance, you do not need to replicate any duplicative information below.)* Copy and paste questions A through M as many times as needed to discuss each division or program. If there is overlap in the information provided across various agency divisions or programs, please reference the relevant page/section rather than repeating the information. Contact Sunset staff with any questions about completing this section for your agency.

Division: Council Business and Operations

Location within the agency: 6201 E. Oltorf, Suite 600, Austin, Texas 78741

Contact name: Koren Vogel, Director

Statutory citation: Texas Human Resource Code Chapter 112; Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106-402.

B. What is the objective of this division or program? Describe its major activities.

TCDD Council Business and Operations activities include tasks across all agency divisions to ensure efficient day-to-day operations that include contract management and procurement cycles, property management, human resources, timesheets, travel, information technology, and other agency supports including Open Records Requests, and internal audits. The Council Business Director acts as a liaison with our designated state agency (DSA) on compliance with state and federal governance rules.

The Council Business Director also serves as the liaison between Council members and the Executive Team and provides guidance and direction to Council members concerning TCDD Council policy, procedures, and operations. This function includes the Council Business Director, Council Business Support Specialist, and Data Analyst who are responsible to:

- Support Council members during and between quarterly meetings; manage communications with members on Council business, direct and plan meeting logistics to include location contracts and member accessibility needs. Coordinate across agency divisions to record all official action taken by the Council including minutes. Compiles reports of Council member activities and conflicts of interest in accordance with state and federal requirements.
- Manage and oversee general operational support functions of the agency to meet agency goals and objectives. Acts as the agency's liaison to the Designated State Agency for contract management and procurement cycles, property management, human resources, timesheets, travel, information technology, and other agency supports including records retention, open records requests and internal audits.
- Coordinate agency intake, public input, and reporting systems across divisions and functions that include tasks related to grants monitoring and performance, communications, and policy, budget and accounting, and project archives. Ensure data and tracking systems are compatible and identify cross-divisions' efficiencies.
- Manage the updates to agency policies and procedures for both staff and Council members according to the designated state agency, other state and federal regulations, and documents compliance. Manage short-and long-range strategic plan schedules needed to implement the Council's five-year state plan and assist in preparing annual federal and state reports.
- Coordinate with Internal Auditor to update the annual Audit Risk Assessment and provide management input for the TCDD Internal Audit Plan, including coordinating a meeting of the Council's Audit Committee to review audit documents and recommend Council approval of the annual Audit Report and Internal Audit Plan.
- Coordinate the TCDD Survey of Employee Engagement and follow-up staff training related to areas of concern.

C. What information does the agency collect/use to assess the effectiveness and efficiency of this division or program? If applicable, briefly note any LBB performance measures (from Section II, Exhibit 2) but also provide any other metrics of program effectiveness and efficiency. Please provide the data source and/or methodology behind how each statistic or performance

measure was determined. If you do not track measures of effectiveness for a given division, department, or program, please explain why.

The effectiveness and efficiency of this function is best reflected by considering the transparent overall management of all program functions to ensure that all program areas work together and operate together to meet the goals of the Council. Meetings of the Council and standing committees are coordinated each year in an efficient manner ensuring that meeting materials are prepared, coordinated and distributed in a timely fashion and in accessible, plain language; that member quorums are met in order to take necessary actions. Members maintain compliance with conflicts of interest and public meetings.

This function is also measured by the rates and quality of the sub-grantee performance data submissions as required by the DD Act. This past year, grantee response rates were 68%- well above the typical 30% average.

D. Describe any important history regarding this division or program not included in the general agency history section, including how the functions or services have changed over time. If the response to Section III of this report is sufficient, please leave this section blank.

The history of the DD Act in Section III of the SER highlights changes in the authority and responsibility of the Council versus those of the designated state agency over the past thirty years. During this period, the Council's Business function has assumed increased responsibility to coordinate and manage various activities now delegated to the Council. Changes to federal performance measures have required new methods to collect data from sub-awards. In response to these changes, TCDD has modified its reporting structure and is developing enhanced electronic reporting systems to collect information in a more efficient manner.

E. List any qualifications or eligibility requirements for persons or entities affected by this division or program (e.g., licensees, consumers, and landowners). Provide a statistical breakdown of persons or entities affected.

TCDD Council Business and Operations staff activities affect, directly and indirectly, the estimated 600,000 Texans who have developmental disabilities, their families, friends, and communities. In addition, TCDD efforts affect agencies and organizations with whom the Council works. The efforts of this function affect more directly the 27 members of the Council (governing board), TCDD staff, and various state agencies and disability advocacy organizations. This function also impacts the Texas Education Agency serving as our Designated State Agency, TCDD employees, and the volunteer members who are appointed to serve as Council members.

F. Describe how the division or program is administered, including a description of key processes involved. If you have existing documentation (e.g., flowcharts, timelines, and other illustrations) to describe agency policies and procedures, please include them as attachments. Indicate how field/regional services are used, if applicable.

The TCDD Council Business Director works under the direction of the Executive Director and is responsible for the supervision of division staff and activities as reflected on the staff

organization chart included in this SER. The role of the Director and Support Specialist in this program function provides overall support for Council members and ensures staff functions are coordinated to provide support of approved Council and committee activities while supporting the Executive Director and other divisions to maintain compliance of applicable federal and state requirements. The Council Business and Operations Director also oversees the collection of performance data across agency divisions and sub-grant awards to include in required federal reports. TCDD does not have regional or field operations except for grant funded projects described elsewhere in this report.

Council Business and Operations Function	Timeline
Council meetings	Quarterly
Texas Administrative Code Review	Every four years
Staff Operating Policies and Procedures	As needed per TEA
Survey of Employee Engagement	Every two years
Employee Performance Evaluations	Annually
Internal Audit and Audit Plan	Annually
Data Systems Licenses	Annually and as needed

G. If key to understanding the division or program, identify funding sources and amounts, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. Please specify state funding sources (e.g., general revenue, appropriations rider, budget strategy, and fees/dues). (If you have already submitted funding source info through the “Agency Program Information” spreadsheet, please limit your response to funding formulas or funding conventions.)

All funds available to TCDD are federal funds authorized by the DD Act. TCDD does not receive any pass-through monies. Section 122 of the DD Act provides for state allotments to be determined for Councils each fiscal year based on population; the extent of the need for services for individuals with developmental disabilities; and the financial need of the respective states and territories.

H. Briefly discuss any memoranda of understanding (MOU), interagency agreements, or interagency contracts the agency uses to coordinate its activities and avoid duplication or conflict with other entities that provide similar or identical services or functions to the target population.

Both the DD Act and state law required the designed state agency to enter a Memorandum of Understanding with the DD Council if requested by the Council. TCDD and the Texas Education Agency (TEA) jointly developed a Memorandum of Understanding describing the responsibilities of TEA in providing administrative services and supports for TCDD in the agency’s role as the “designated state agency” (DSA). Consistent with requirements for the Council’s DSA in law, TEA is responsible to receive, account for and disburses funds for activities as approved by TEA and provides budget, salary, human resources, procurement, information technology and other administrative services for TCDD.

TCDD also has an Interagency Agreement with the Attorney General's office to provide legal consultation.

TCDD is not aware of other agencies or programs with similar functions or activities. There is therefore no duplication of efforts or conflict of interests concerning TCDD activities on behalf of individuals with developmental disabilities.

I. If the division or program works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The Council and Staff Support function coordinates directly with Texas Education Agency serving as TCDD Designated State Agency. This function also coordinates with the Governor's Appointments Office concerning public members appointed by the Governor as members of the Council. The division also supports the Executive Director who communicates with the Administration for Community Living, Office of Intellectual and Developmental Disabilities as the federal agency to coordinate activities for state developmental disabilities councils.

J. Are there any barriers or challenges that impede the division or program's performance, including any outdated or ineffective state laws? Explain.

There are no barriers that impede the division in performing its functions.

K. Provide any additional information needed to gain a preliminary understanding of the division or program.

There is no additional information to provide.

L. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, piece of equipment, or other entity (e.g., a facility). For each regulatory program, if applicable, describe:

- Why the regulation is needed
- The scope of, and procedures for, inspections or audits of regulated entities
- Follow-up activities conducted when non-compliance is identified
- Actions available to the agency to ensure compliance
- Procedures for handling consumer/public complaints against regulated entities

There are no regulatory programs relating to licensing, registration, certification, or permitting of person, business or entity.

M. For each regulatory program, if applicable, provide detailed information on complaint and regulatory actions, including investigations and complaint resolutions. The data should cover the last five fiscal years and give a complete picture of the program's regulatory activity, including comprehensive information from initiation of a complaint to resolution of a case. The purpose of the table is to create uniformity across agencies under review to the extent possible, but you may make small adjustments to the table headings as needed to better reflect your

agency's particular programs. If necessary to understand the data, please include a brief description of the data source and/or methodology supporting each measure. In addition, please briefly explain or define terms as used by your agency such as complaint, grievance, investigation, enforcement action, jurisdictional scope, etc.

TCDD does not have any regulatory responsibilities. There is no complaint information to be provided for any of the programs for this function.

Division: Public Policy

Location within the agency: 6201 E. Oltorf, Suite 600, Austin, Texas 78741

Contact name: Scott Daigle, Director

Statutory citation: Texas Human Resource Code Chapter 112; Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106-402.

B. What is the objective of this division or program? Describe its major activities.

The Public Policy function analyzes key issues affecting people with developmental disabilities in Texas and manages public input concerning the priority issues to develop strategies and provide information to advance Council positions. The program prepares issue papers or briefing materials on key topics; monitor disability policy discussions of state agency boards, advisory committees and the Texas Legislature, and represents these positions to state and federal policy makers including legislators and Congress. The program develops public policy communications to external audiences on behalf of TCDD and the Public Policy Committee. The Public Policy function includes a Director and three public policy analysts with major activities that include:

- Provide information and technical assistance to Council members to support decision-making of the Council, and to assist individual members in advocacy activities,
- Provide support and coordination for the Council's Public Policy Committee,
- Research and provide input on policies and legislation as requested,
- Develop and offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice,
- Represent Council positions by participating in workgroups at the state and national level,
- Produce required reports and policy analyses,
- Provide grantees and other stakeholders with information, technical support and information related to policy, legislation, and/or advocacy strategies,
- Provide people with developmental disabilities and family members with support to advocate for the services and support they need to be fully included in community life.

C. What information does the agency collect/use to assess the effectiveness and efficiency of this division or program? If applicable, briefly note any LBB performance measures (from Section II, Exhibit 2) but also provide any other metrics of program effectiveness and efficiency. Please provide the data source and/or methodology behind how each statistic or performance measure was determined. If you do not track measures of effectiveness for a given division, department, or program, please explain why.

Every year TCDD Public Policy staff collaborate with and provide support to TCDD's grantees to enhance their work on projects related to State Plan Goals. Outcomes achieved through their activities are reported in the Annual Program Performance Report under the related Goal.

During legislative sessions, TCDD tracks bills that relate to DD Act and Council Public Policy Priorities. TCDD staff provide information to elected officials and staff on the impact policies may have on individuals with DD and their families. Information is provided through written and verbal public comments on proposed policies, weekly legislative news bulletins, and a Bill of the Week feature that summarizes legislation that impacts individuals with DD. In the 88th Legislative session, public comments were made in 66 legislative hearings, 23 updates in our Legislative News publications, and 19 featured Bill of the Week summaries.

Staff provide support to TCDD's Public Policy Committee to incorporate and condense the information gained and "lessons learned" through grant activities into TCDD's Public Policy Priorities.

The Public Policy Priorities for the 89th Legislative Session included:

- **Increase the protections for the personal and civil rights of Texans with disabilities.** Texans with disabilities deserve to understand and exercise their personal and civil rights to lead safe and successful lives as independently as possible, and they deserve equal protection when their rights are infringed upon.
- **Ensure Texans with disabilities have access to competitive and integrated employment opportunities.** Texans with disabilities deserve access to competitive and integrated employment opportunities. Texas should strictly adhere to the state- adopted Employment First Policy and address barriers to community- based employment by expanding training, supported employment, and opportunities for advancement, including funding Medicaid waivers that offer employment support.
- **Raise accessibility standards in Texas to promote community inclusion and ensure equal access.** Texans with disabilities deserve to live in communities which are accessible to them in all aspects of their lives, including meeting basic

needs in places outside of the home and utilizing the various modes of transportation.

- **Ensure Texans with disabilities have equal access to and are proactively included in using all community resources designed to maintain and improve individual and public health and safety, including during public health emergencies.** Texans with disabilities deserve health care that is available, accessible, and affordable, as well as emergency planning that is responsive to their needs.
- **Ensure children with disabilities ages 0-22 receive necessary services to promote healthy growth and development to support long-term success and independence.** Children with disabilities in Texas deserve access to quality care and education such as inclusive childcare, therapy and case management services, special education services, and transition planning, which meet or exceed federal standards to increase childhood and long-term outcomes.
- **Ensure that current funding levels for vital programs that support Texans with disabilities are maintained and increased.** Texans with disabilities deserve access to services and supports that are sufficiently funded by state lawmakers.
- **Raise the minimum requirement for rates and wages of community attendants in Texas who work with people with disabilities, and provide training to better prepare them to meet the needs of those they assist.** Community attendants deserve fair and livable wages. Increasing attendant wages and standardizing training will reduce workforce turnover rates and provide more opportunities for Texans with disabilities to be fully included within their communities and exercise control over their own lives.

Measures of effectiveness is gathered by:

- Host in-person and virtual focus groups and public forums on relevant topics on a statewide or regional level to obtain input on specific needs and barriers to accessing services and supports.
- Conduct structured interviews with elected officials, state rule making partners, and other collaborators to identify policy strategies for systems change
- Develop formal tracking systems to monitor public policy activity and record contacts with legislative offices, requests from the public on policy topics, public input provided by staff and other collaborators, and other activity and outcomes related to progress on Council Public Policy Priorities.

TCDD staff provide additional input by participating in workgroups, task forces, committees and meetings and provide summaries of these activities to Council members at least quarterly. In FY 2024, staff participated in the following:

- Baylor Center for Developmental Disabilities Community Advisory Council
- Coalition of Texans with Disabilities Raise Your Voice Calls
- Cover Texas Now (an ad hoc healthcare advocacy coalition)
- Governor's Committee on People with Disabilities Subcommittee on Guardianship
- HHSC Aging and Disability Resource Center and Lifespan Respite Services Advisory Committee
- IDD Systems Improvement Workgroup
- Policy Council for Children and Families
- Public-Private Partners Workgroup
- Purchasing from People with Disabilities Advisory Committee
- SAFE Disability Advisory Committee
- Special Education Advocates Group
- Texas APSE
- Texas Higher Education Coordinating Board Advisory Council on Intellectual and Developmental Disabilities
- Texas Disability Task Force on Emergency Management (charged with providing input to the Texas Preparedness Advisory Council; assuring inclusion planning for Texans with disabilities; and enhancing the state and local emergency management plans to include planning for functional needs)
- Texas A&M University Center on Excellence for Developmental Disabilities Community Advisory Committee
- University of Texas Center on Excellence for Developmental Disabilities Community Advisory Committee
- Various National Association of Councils on Developmental Disabilities workgroups

Additional policy activities include:

- Successfully worked with lawmaker's office to add adult incontinence products to a bill regarding sales tax exemptions for certain family care items
- Submitted interim charge recommendations to the Texas House and Senate on topics related to dental health, mental health, accessible transportation inclusive childcare and enhancing workforce productivity.
- Provided invited testimony to the House Committee on Judiciary & Civil Jurisprudence regarding an interim charge on guardianship;
- Provided support to legislative staff in their efforts implement the TCDD Public Policy Recommendation relating to Employment
- Submitted public comments to state agencies on issues related to prevocational services, juvenile justice suicide alerts

D. Describe any important history regarding this division or program not included in the general agency history section, including how the functions or services have changed over time. If the response to Section III of this report is sufficient, please leave this section blank.

There has been no major change in history or changes to how functions have changed from the original intent that is not included in the general agency history section.

E. List any qualifications or eligibility requirements for persons or entities affected by this division or program (e.g., licensees, consumers, and landowners). Provide a statistical breakdown of persons or entities affected.

TCDD public policy efforts affect directly and indirectly, the estimated 600,000 Texans who have developmental disabilities, their families, friends, and communities. In addition, TCDD efforts affect agencies and organizations with whom the Council works.

F. Describe how the division or program is administered, including a description of key processes involved. If you have existing documentation (e.g., flowcharts, timelines, and other illustrations) to describe agency policies and procedures, please include them as attachments. Indicate how field/regional services are used, if applicable.

The Council reviews and revises, as needed, Public Policy Position Statements during quarterly meetings in even numbered years to ensure that public policy staff has adequate guidance about how to handle issues. Public Policy Priorities are adopted during the Council meeting immediately preceding a legislative session. In both cases, public policy staff solicit recommendations for revisions from Council members in advance of the Council meeting when the item will be taken up by the Council. Public policy staff prepare drafts including staff and Council member revision recommendations for the Public Policy Committee to consider. The Public Policy Committee makes recommendations to the full Council for approval and the Council votes to concur with the Public Policy Committee recommendations, makes a motion to amend the recommendation or rejects the recommendation with or without instructions for reconsideration.

Public Policy Position Statement, Public Policy Priorities along with the DD Act, inform staff activities as they relate providing public input and representing the Council in discussions with other advocacy organizations, state agencies or with legislative staff. TCDD staff monitors priority issues, under the direction of the Public Policy Director, to determine whether input is necessary. Public policy staff prepare public input, in coordination with the Public Policy Director, and approval from the Executive Director. When an issue arises that is beyond the scope of the guidance described above, guidance is sought from the Council Chair.

The following workflow and timelines are provided:

Month	Key Events/Milestones <i>(directly involving the Public Policy Director)</i>	Associated Key Activities/Responsibilities <i>(direct accountability of the Public Policy Director)</i>
January	Legislative Session: Legislature convenes 2 nd Tuesday <i>(odd-numbered years)</i> Grantees: Review applications and continuations	Public policy advocacy (includes monitoring, attending hearings, providing input, responding to legislature requests, coordinating with other advocates) Have legislative tracking system in place; coordinate monitoring of key issues.
February	Session: Quarterly Council Meeting Grantees: Review applications and continuations Attend workgroup and advisory meetings.	Public Policy Advocacy; Council meeting prep (public policy materials and planned presentations); Coordinate Council member legislative visits. Provide members' information re: Senator and

		Representative.
March	Legislative Session: Grantees: Review applications and continuations	Public Policy Advocacy; Coordinate monitoring of key issues.
April	Legislative Session: Quarterly workgroup meetings Grantees: Review applications and continuations Disability Policy Seminar;	Public Policy Advocacy; Coordinate monitoring of key issues. Meeting prep Make presentation @statewide disability conference
May	Legislative Session: Quarterly Council Meeting Grantees: Review applications and continuations Initial discussion of Biennial Report focus (<i>odd-numbered years</i>)	Public Policy Advocacy; Council Meeting prep (public policy materials and planned presentation) Prepare discussion materials.
June	End of Session: Texas Legislature adjourns (<i>odd-numbered years</i>) Grantees: Review applications and continuations	End of session wrap-up; finish summaries of key issues;
July	Quarterly Workgroup Meetings Summary of key issues from legislative session Grantees: Review applications and continuations	Meeting prep Coordinate monitoring of key issues.
August	Quarterly Council Meeting Council review of impact of bills passed and signed by Governor in legislative session years.	Council Meeting prep (public policy materials and planned presentation) Prepare discussion materials; coordinate monitoring of key issues.
September	Legislation effective Grantees: Review applications and continuations	Monitor development of program rules, etc. Coordinate monitoring of key issues.
October	Agencies start developing rules Grantees: Review applications and continuations	Coordinate monitoring of key issues.
November	Quarterly Council Meeting Council Approval of Public Policy Priorities (<i>even-numbered years</i>) Grantees: Review applications and continuations	Meeting prep Prepare discussion materials
December	Quarterly Workgroup Meetings Grantees: Review applications and continuations	Meeting prep Oversee and coordinate monitoring of key issues.

G. If key to understanding the division or program, identify funding sources and amounts, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. Please specify state funding sources (e.g., general revenue, appropriations rider, budget strategy, and fees/dues). (If you have already submitted funding source info through the “Agency Program Information” spreadsheet, please limit your response to funding formulas or funding conventions.)

All funds available to TCDD are federal funds authorized by the DD Act. TCDD does not receive any pass-through monies. Section 122 of the DD Act provides for state allotments to be determined for Councils each fiscal year on the basis of population; the extent of the need for services for individuals with developmental disabilities; and the financial need of the respective states and territories.

H. Briefly discuss any memoranda of understanding (MOU), interagency agreements, or interagency contracts the agency uses to coordinate its activities and avoid duplication or conflict with other entities that provide similar or identical services or functions to the target population.

TCDD is not aware of other agencies or programs with similar functions or activities. There is therefore no duplication of efforts or conflict of interests concerning TCDD activities on behalf of individuals with developmental disabilities.

I. If the division or program works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The TCDD Public Policy function provides public comments to federal agencies on disability policy matters. For example, comments to the Centers for Medicare and Medicaid Services (CMS) regarding proposed rules, waiver applications, and amendments submitted to CMS by Texas HHS agencies, or comments to Department of Labor and the Department of Housing and Urban Development on a variety of disability related issues. This function works with state elected officials and staff, and regional Council of Governments and other public and private entities at the local level entities that are concerned with services for individuals with DD.

J. Are there any barriers or challenges that impede the division or program's performance, including any outdated or ineffective state laws? Explain.

There are no barriers that impede the division in performing its functions.

K. Provide any additional information needed to gain a preliminary understanding of the division or program.

TCDD does not lobby for or against any legislation. Per statute, TCDD's role is a source of information and advice in helping legislators and other policymakers to identify and evaluate the best practices and available alternatives for meeting the needs of individuals with developmental disabilities. The following guidance was provided by the Administration for Developmental Disabilities (ADD) [now the Office of Intellectual and Developmental Disabilities (OIDD)] in 2001 on the role of DD Councils in advocacy:

"ADD grantees have been authorized to undertake action in order to assist policymakers to improve the services and opportunities available to individuals with developmental disabilities and their families. In addition, State Councils have the responsibility under the Act to advocate on behalf of individuals with developmental disabilities. [See Sections 121(1) and for enactment or amendment of legislation at the State level affecting individuals with developmental disabilities. Notwithstanding the Congressional authorization of activities to "educate," "advise" or "inform" Federal, State and local policymakers and to be "advocates," there are prohibitions on certain considered to be lobbying which are applicable to all ADD grantees. These restrictions are:

- The prohibitions applicable to nonprofit grantees in OMB Circular A-122, Attachment B, Paragraph 25a (1) and (2) on using funds to influence the outcome of a Federal, state or local election or for contributions to political parties;*
- The prohibition under 45 C.F.R. Part 93 on the use of grant funds to pay any person for influencing or attempting to influence a Member of Congress, any agency*

official, or other category of person enumerated in the regulations concerning the “awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement” and the similar provision in OMB Circular A-87, Attachment B, Paragraph 27, which applies to State and local governments and Indian tribes (www.whitehouse.gov/omb/circulars/).

There are also specific restrictions on the use of grant funds to influence the enactment of legislation and related activities that are applicable to ADD grantees, Section 503 of Pub. L. 106-554, the Consolidated Appropriations Act, 2001 Web Page: (www.access.gpo.gov) and OMB Circular A-122, Attachment B, Paragraph 25, which is applicable to nonprofit grantees. The provision of the 2001 appropriation statute is similar to provisions adopted in earlier years.

Congress may enact similar provisions in future years. There is, however, an issue of how the restrictions imposed by the appropriation statute and OMB Circular 122, Attachment B, Paragraph 25 are to be reconciled with the responsibilities of ADD grantees to educate, inform and advise policymakers, including Federal and State legislators. ADD believes that grantees will be able to meet their responsibility to inform, educate or advise policymakers under the Act and avoid violating the applicable limitations on lobbying by emphasizing nonpartisan analysis, study and research. The exception to this position would be those Projects of National Significance that have not been funded to educate policymakers. Under Section 161 of the Act, Projects of National Significance can be funded for a number of purposes, one of which is to “provide education for policymakers.” Those Projects of National Significance not designated by ADD as having that function are subject to the requirements of Section 503 of Pub. L. 106-554, the Consolidated Appropriations Act, 2001, and, if a nonprofit organization, the requirements of OMB Circular A-122, Attachment B, Paragraph 25, in the same way as other grants under HHS programs. Grantees funded to operate Projects of National Significance, which are unclear about whether their authorized functions include providing education for policymakers should ask ADD for clarification. Using a nonpartisan approach, grantees would be free to advocate a particular position or viewpoint so long as there is a sufficiently full and fair exposition of the pertinent facts to enable the policymaker to form an independent opinion or conclusion. In such an analysis, a grantee would refrain from presenting unsupported opinions, distorted facts, inflammatory and disparaging terms, or conclusions based more on strong emotional feelings than on objective factual conclusions. Grantees advising legislators and others concerning adoption of legislation should approach the task in a balanced way, discussing the advantages and disadvantages of the legislation and comparing it with other proposals that may also be under consideration. A nonpartisan approach to informing legislators does not require that grantees be neutral about outcomes for individuals with developmental disabilities. Rather, grantees would have to demonstrate an unbiased attitude when considering alternatives for meeting the needs of such persons.”

L. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, piece of equipment, or other entity (e.g., a facility). For each regulatory program, if applicable, describe:

- **Why the regulation is needed**
- **The scope of, and procedures for, inspections or audits of regulated entities**
- **Follow-up activities conducted when non-compliance is identified**
- **Actions available to the agency to ensure compliance**
- **Procedures for handling consumer/public complaints against regulated entities**

There are no regulatory programs relating to licensing, registration, certification, or permitting of person, business or entity.

M. For each regulatory program, if applicable, provide detailed information on complaint and regulatory actions, including investigations and complaint resolutions. The data should cover the last five fiscal years and give a complete picture of the program's regulatory activity, including comprehensive information from initiation of a complaint to resolution of a case. The purpose of the table is to create uniformity across agencies under review to the extent possible, but you may make small adjustments to the table headings as needed to better reflect your agency's particular programs. If necessary to understand the data, please include a brief description of the data source and/or methodology supporting each measure. In addition, please briefly explain or define terms as used by your agency such as complaint, grievance, investigation, enforcement action, jurisdictional scope, etc.

TCDD does not have any regulatory responsibilities. There is no complaint information to be provided for any of the programs for this function.

Division: Finance and Grants Management

Location within the agency: 6201 E. Oltorf, Suite 600, Austin, Texas 78741

Contact name: Rey Maldonado, Director

Statutory citation: Texas Human Resource Code Chapter 112; Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106-402.

B. What is the objective of this division or program? Describe its major activities.

The DD Act outlines the philosophy, programmatic requirements, and activity guidelines that TCDD must follow. The Council approves the State Plan and Plan amendments, including projects and activities to implement the Plan; approves all funding activities to be initiated with grant funds; and approves new and continuation awards.

The primary activities of grants management staff are to:

- Support the Project Development Committee and Executive Committee in conducting business.
- Provide information and technical assistance to grantees and/or organizations applying for a grant from TCDD to help grantees reach goals and to support use of best practices.
- Provide information and assistance to Council members to facilitate oversight of grant projects.
- Monitor grant projects to ensure that budgetary requirements are met and program activities are implemented as planned and according to federal regulations.
- Work with other staff to develop and implement strategies to maximize the impact of grantee projects.

Approximately 70% of the TCDD funds are awarded as grants each year to organizations that are approved to implement specific projects.

In addition to grant management, this function performs the financial management and reporting of expenditures. Financial tasks include:

- Management of financial operations, including budgeting, accounting, procurement, and expenditures of both Operations and Grant Program dollars.
- Liaison with designated state agency on the draw, accounting, disbursement, and reporting of federal funds.
- Collect and manage required cost-sharing and match funds of external grants and contracts and share with designated state agency for annual reporting.
- Oversight of TEA payments and deliverables of TCDD contracts and vendors.

C. What information does the agency collect/use to assess the effectiveness and efficiency of this division or program? If applicable, briefly note any LBB performance measures (from Section II, Exhibit 2) but also provide any other metrics of program effectiveness and efficiency. Please provide the data source and/or methodology behind how each statistic or performance measure was determined. If you do not track measures of effectiveness for a given division, department, or program, please explain why.

In FY 2024 TCDD grants management staff provided support and oversight to approximately 28 current projects, and an additional 21 consumer and speaker stipends to support community education. (attachment 17 grants and stipends) To evaluate the outputs and outcomes achieved through individual project objectives, TCDD engages in activities to:

- Specify outputs and outcomes in all sub-grantee Requests for Applications and require sub-grantees to submit data in quarterly reports to determine progress on expected program goals are reached.
- Collect participant counts in all TCDD funded activities
- Administer satisfaction surveys for all participants in TCDD funded activities

- Administer leadership and advocacy surveys for all participants in training programs. Grantees are instructed to conduct surveys at the time of training (pre-test) and within 3-6 months following the training (post-test) to determine if the training increased advocacy activity and led to systems change outcomes
- Collect personal stories about the impact project activities have on individual participants, if relevant to the project.
- Collect specific data on project activities related to the implementation of the program (process evaluation) to assess whether best and promising practices were implemented as planned and whether expected outputs and outcomes for persons with DD were produced.
- Follow up with projects 3-5 years after funding ends to evaluate the extent of project sustainability and overall community impact.

The grants active in FY 2024 received varying levels of ongoing monitoring using a scoring matrix developed in collaboration with TCDD's Internal Auditor. The risk score, which is reviewed annually with TCDD staff and internal auditor, suggests monitoring strategies based on the grant award amount plus characteristics of the grantee organization or the project design that might impact the risk to the spending of TCDD funds. Characteristics include status as a new grantee; award within an award; prior compliance issues; prior performance issues; organization legal actions; and no financial audit prior to grant award.

Grants are divided into four levels of monitoring strategies:

- Low Risk: requires TCDD staff perform basic oversight functions to ensure supervisory and operating controls are in place
- Moderate Risk: requires that TCDD supervisory staff reporting to the Executive Director perform oversight function to ensure that supervisory and operating controls are working, and an independent review by a CPA is required; and
- High Risk: requires that audit work is performed, an audit desk review is performed by an independent contractor, and the TCDD Executive Director performs oversight via a quarterly report.

No current TCDD grantee has a High Risk score.

Grants staff provide quarterly updates to the Council regarding grant awards and significant state plan milestones reached. Staff also coordinate grantee presentations to the Council and work with grantees to coordinate visits to projects from Council members. Grants staff work with Communication, Public Policy, and Data Management staff to provide technical assistance to grantees to maximize the impact of project achievements and gather information about grants activities as requested by NACDD, state legislators and other policymakers, or other stakeholders.

D. Describe any important history regarding this division or program not included in the general agency history section, including how the functions or services have changed over time. If the response to Section III of this report is sufficient, please leave this section blank.

Some federal regulations have been consolidated. Some project management tasks have been automated from word to electronic, but the process has remained the same. Otherwise, there has been no major change in history or how functions have changed from the original intent that is not included in the general agency history section.

E. List any qualifications or eligibility requirements for persons or entities affected by this division or program (e.g., licensees, consumers, and landowners). Provide a statistical breakdown of persons or entities affected.

The Council does not provide direct services, and all individuals who have developmental disabilities and their family members (and/or friends) are eligible to participate in grant project activities. The Council has had grant projects in East Texas, North Texas/Panhandle, Far West Texas, South Texas, Central Texas, and the Gulf Coast. The majority of the Council's projects have been in major metropolitan areas. The program directly affects agencies and organizations that receive Council funds. In FY2024 the Council distributed funds through grants or contracts to state agencies, universities, non-profit organizations, and others.

F. Describe how the division or program is administered, including a description of key processes involved. If you have existing documentation (e.g., flowcharts, timelines, and other illustrations) to describe agency policies and procedures, please include them as attachments. Indicate how field/regional services are used, if applicable.

Council State Plan: The Council or one of the Committees directs staff to develop proposed strategies to implement state plan goals and objectives including main activities, intended outcomes, the maximum funding amount per year, and the duration of each proposed project. That information assists the Council to decide whether or not to approve a specific project or activity. Activities from Council discussion to a funded project takes approximately nine months which at times can be a barrier in responding to the needs of Texas residents.

The Project Development Committee will review "Unsolicited Ideas" twice a year for possible development into a project. TCDD does not accept Unsolicited Proposals. Given the expectation in the DD Act that projects funded are strategies to implement the approved State Plan, the Council instead solicits proposals that address specific State Plan activities following competitive state procurement practices.

Request for Application: Once a project is approved by the Council, TCDD begins the procurement through the Texas Register and the Request for Application process (8 week postings), an external/independent review of applications (3-5 reviewers) conducted by self-advocates and/or parents, as well as subject-matter experts who have been pre-approved by the Executive Committee to be in a "pool" of possible review panel members. Following external and staff review, the application is presented to the Council who makes the final funding decision. In FY 2024, the Council developed and approved 8 new project ideas; 6 Requests for Applications were posted and 3 new grants were started. New grant awards require grants staff to negotiate with each organization individually to assure that an acceptable workplan and budget were agreed to prior to the Notice of Grant Award being signed.

Grant Award: Grants with TCDD range from one to five years depending on outcomes; for example, the study of gaps in service delivery related to DD and substance use and abuse may only require one year, while testing new models of dental care may need additional years to test methods with patients with DD. Each sub-award must apply and be reviewed and approved by the Council to continue to the next year. In FY 2024, 30 continuation grant awards were processed; and six project closeouts were completed. Final project reports are reviewed all staff.

An organization who receives TCDD funding receives a 12-month Notice of Grant Award contract, completes four quarterly performance reports, an annual continuation application, and a closeout and final report at the end of the grant term. Organizations do receive multiple grants from TCDD over time, however an entity may not have more than three active TCDD grant awards at one time.

Grants staff maintain and update a Grants Manual containing guidance for grantees consistent with federal, state and TCDD program and fiscal requirements. Grants staff conduct new grantee orientation and training; monitors and reviews procedures for TCDD grantees, including on-site monitoring and technical assistance; follow-up regarding concerns or irregularities; and assists with training opportunities to TCDD funded projects concerning emerging best practices or programmatic concerns.

An overview of the grants management process is provided in the ShareFile attachments.

G. If key to understanding the division or program, identify funding sources and amounts, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. Please specify state funding sources (e.g., general revenue, appropriations rider, budget strategy, and fees/dues). (If you have already submitted funding source info through the "Agency Program Information" spreadsheet, please limit your response to funding formulas or funding conventions.)

All funds available to TCDD are federal funds authorized by the DD Act. TCDD does not receive any pass-through monies. Section 122 of the DD Act provides for state allotments to be determined for Councils each fiscal year on the basis of population; the extent of the need for services for individuals with developmental disabilities; and the financial need of the respective states and territories.

H. Briefly discuss any memoranda of understanding (MOU), interagency agreements, or interagency contracts the agency uses to coordinate its activities and avoid duplication or conflict with other entities that provide similar or identical services or functions to the target population.

TCDD is not aware of other agencies or programs with similar functions or activities. There is therefore no duplication of efforts or conflict of interests concerning TCDD activities on behalf of individuals with developmental disabilities.

Both the DD Act and state law required the designed state agency to enter into a Memorandum of Understanding with the DD Council if requested by the Council. TCDD and the Texas Education Agency (TEA) jointly developed a Memorandum of Understanding describing the responsibilities of TEA in providing administrative services and supports for TCDD in the agency's role as the "designated state agency" (DSA). Consistent with requirements for the Council's DSA in law, TEA is responsible to receive, account for and disburses funds for activities as approved by TEA and provides budget, salary, human resources, procurement, information technology and other administrative services for TCDD. All grantees are reimbursed and receive payment directly from TEA.

I. If the division or program works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The Council and Staff Support function coordinates directly with Texas Education Agency serving as TCDD Designated State Agency. The division also supports the Executive Director who communicates with the Administration for Community Living, Office of Intellectual and Developmental Disabilities as the federal agency to coordinate activities for state developmental disabilities councils. TCDD also communicates with government entities in other states as part of the 56-state DD Network. Staff work with government entities who may be affiliated with grant funded projects at local and regional levels.

J. Are there any barriers or challenges that impede the division or program's performance, including any outdated or ineffective state laws? Explain.

TCDD's limitations are related to the overall federal funding received which determines the scope of grant activities. There are no other barriers that impede the division in performing its functions.

K. Provide any additional information needed to gain a preliminary understanding of the division or program.

TCDD recognizes the importance of tracking the long-term impact of its funded projects after the grant period ends. This extended monitoring can provide valuable insights into sustainability, systemic change, and continued benefits to individuals with developmental disabilities. However, once projects move beyond TCDD's direct oversight, financial and management barriers often occur. Grantees may lack the resources or infrastructure to maintain data collection, and TCDD may face limitations in accessing updated information or engaging stakeholders who are no longer contractually obligated. These challenges can hinder comprehensive follow-up, despite the Council's commitment to accountability and continuous improvement.

TCDD grants are designed to pilot innovative approaches that address the needs of individuals with developmental disabilities, rather than to provide ongoing program funding. Sustainability is built into the model by capturing lessons learned and applying them to future initiatives. While TCDD does not continue funding programs indefinitely, it maintains strong relationships with partners and grantees across the disability community to stay informed about activities

that persist beyond the grant period. These sustained efforts often reflect the lasting impact of TCDD's investments, even though they may evolve independently.

L. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, piece of equipment, or other entity (e.g., a facility). For each regulatory program, if applicable, describe:

- **Why the regulation is needed**
- **The scope of, and procedures for, inspections or audits of regulated entities**
- **Follow-up activities conducted when non-compliance is identified**
- **Actions available to the agency to ensure compliance**
- **Procedures for handling consumer/public complaints against regulated entities**

There are no regulatory programs relating to licensing, registration, certification, or permitting of person, business or entity.

M. For each regulatory program, if applicable, provide detailed information on complaint and regulatory actions, including investigations and complaint resolutions. The data should cover the last five fiscal years and give a complete picture of the program's regulatory activity, including comprehensive information from initiation of a complaint to resolution of a case. The purpose of the table is to create uniformity across agencies under review to the extent possible, but you may make small adjustments to the table headings as needed to better reflect your agency's particular programs. If necessary to understand the data, please include a brief description of the data source and/or methodology supporting each measure. In addition, please briefly explain or define terms as used by your agency such as complaint, grievance, investigation, enforcement action, jurisdictional scope, etc.

TCDD does not have any regulatory responsibilities. There is no complaint information to be provided for any of the programs for this function.

Division: Community Engagement

Location within the agency: 6201 E. Oltorf, Suite 600, Austin, Texas 78741

Contact name: Genessee Klemm, Director

Statutory citation: Texas Human Resource Code Chapter 112; Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106-402.

B. What is the objective of this division or program? Describe its major activities.

The TCDD community engagement division serves as the bridge between government agencies and the public, ensuring that programs, policies, and services are informed by and responsive to the needs of individuals with developmental disabilities. The Community Engagement team includes the website coordinator, two communication specialists, and the Leadership and Advocacy Manager responsible for implementing all external training programs. The major activities initiated by community engagement team consistent with federal and state law and include:

- Provide information and technical assistance to Council members to support Council decision-making and to identify specific strategic communication goals.
- Develop and maintain productive relationships with representatives from other organizations to maximize the impact of outreach and strategic communication efforts.
- Coordinate external communications related to staff, Council member, and grantee activities to implement the strategic communication plan.
- Coordinate messaging, marketing, and branding activities as directed by the Council.
- Create and disseminate required reports, brochures and information packets.
- Maintain the TCDD website and social media accounts and ensure that accessibility requirements are met.
- Evaluate the effectiveness of specific strategic communication activities; review increases in audience engagement as a measure of progress; and provide recommendations to the Council for improvement as necessary.
- Provide grantees with information, technical support, and information related to products, training, communication, and outreach.
- Provide people with developmental disabilities and family members with informational materials that will support them to advocate for themselves.
- Coordinate outreach activities to ensure that Council members and TCDD staff receive relevant and timely public input from diverse audiences.

The Leadership Training Program Manager is responsible for implementing best practices and sharing national trends pertaining to the development, implementation, and evaluation of training curriculum to engage, educate, and empower people with developmental disabilities and their families to advocate for themselves and educate policymakers. In this role, the Leadership Training Program Manager engages with grantees on training programs and leads evaluation of performance measures to meet state plan reporting requirements on behalf of TCDD. The Leadership Training Program Manager also plans and implements all aspects of TCDD advanced training programs such as *Partners in Policymaking*, *Disability Policy Academies*, and the *Disability Advocacy Summit* to include agendas, speakers, participants, curriculum materials, and program evaluation.

Training: TCDD supports disability advocates through the Texas Partners in Policymaking — our advanced leadership training program — to expand their connections, skills, and confidence in creating policy change to improve services and support for people with DD. More than 180 alumni continue to connect for further education, leadership development, and coalition-building through the Partners Alumni Program.

TCDD provides a series of interactive Training “Sprints” and networking opportunities to advance participants’ advocacy skills in a fast-paced environment. Training topics included:

1. Passion to Presentation: public speaking skills
2. Seek, Secure, and Serve: leadership skills; resume and cover letter building; personal brand development; connecting with disability organizations seeking leadership
3. Talk the Talk: expand public speaking skills
4. Take the Lead: learn how to serve on a leadership team; build vision board and goal statement; Roberts Rules of Order
5. Social Media Advocacy: learn effective advocacy skills for social media; learn how to create content
6. 89th Legislative Session Lift-Off: Practice Makes Policy Change: learn about legislative process and resources in preparation for the 89th Texas Legislative Session

Information Dissemination: Employing a multifaceted set of communication tools to share updates on grant funding opportunities, statewide leadership and advocacy opportunities, and disability-related news. <https://tcdd.texas.gov/news/> TCDD also maintains a website to share Council goals and objectives, funded projects and outcomes, policy priorities, public input, and other requested resources for individuals with DD, families, and professionals.

Public Input: TCDD staff allocated time to gather insights directly from self-advocates and family members across the state through surveys distributed to the general public.

- Input on experiences related to Council policy priorities in preparation for the 89th Texas Legislative Session.
- Personal impact stories about Texans with disabilities and their families participating in grantee programs.
- Input on issues that impact Texans with DD and families daily. This information helps shape Council goals for the next Five-Year State Plan.
- Staff provided additional technical assistance to our grantees to improve the way participant experiences were collected and reported. As a result, grantees are more qualified to demonstrate how their efforts impact daily lives.

Sub-grantee Products: Staff shared product developed through grantee programs. Examples include:

- Pathways to Adulthood program website and virtual resources
- Caregiver Health Passport to manage stress among aging parents of individuals with DD
- Accessible transportation state report and policy recommendations
- Infographics and resources on mental health policy related to people with DD

- Videos that discuss important considerations for teachers working with students dually diagnosed with a developmental disability and a mental health condition.
- Online resource tool to help transition-aged Texans with disabilities.
- Self-paced training modules to teach financial skills and money management

C. What information does the agency collect/use to assess the effectiveness and efficiency of this division or program? If applicable, briefly note any LBB performance measures (from Section II, Exhibit 2) but also provide any other metrics of program effectiveness and efficiency. Please provide the data source and/or methodology behind how each statistic or performance measure was determined. If you do not track measures of effectiveness for a given division, department, or program, please explain why.

The effectiveness and efficiency of this function is best reflected by audience engagement to meet the information sharing goals of the Council.

- TCDD reached approximately 4,000 subscribers in FY2024 who could select information categories tailored to their interests, including state legislative news, grant funding opportunities, training opportunities, and general TCDD news, resources, and events.
 - This year, active engagement as measured by "open rates" soared by nearly 50 percent, indicating a rise in the percentage of subscribers accessing and reading our newsletters. Moreover, our "click rate" more than doubled, signifying increased interactions with newsletter links.
- Engagement is also tracked via resources such as:
 - Bill of the Week
 - Texas Legislative News
 - TCDD Extra Newsletter
 - YouTube channel with videos focusing on legislative advocacy with viewership increased by over 53 percent.
 - Among our most popular videos was an animated short crafted by a TCDD policy fellow, illustrating the legislative process through the narrative of a father and daughter advocating for legislation funding accessible and inclusive parks and playgrounds.
 - Educational campaigns that coincided with DD Awareness Month, Mental Health Awareness Month, Older Americans Month, Older Texans Month, and National Disability Employment Awareness Month.
 - Disability Policy Academies on topics related to policy priorities and legislative action (session wrap up resulted in over 350 registered participants).
 - Tips for Texans with disabilities to prepare for hurricane season, ice storms, and general emergency preparedness.

Community Engagement activities develop and maintain relationships with advocacy organizations, professional groups, and individual stakeholders across the state including self-

advocates, family members, trainees, professionals, elected officials. A more detailed list of partners is included in this report.

TCDD has a partnership with Texas A&M University AgriLife Extension to work with Regional Coordinators and agents in all 254 counties to disseminate information on employment, early childhood education, health, caregiving and aging, and recreation. TCDD's regional partners orchestrated and engaged in community events and training sessions, connecting with approximately 1,500 participants, including individuals with developmental disabilities, family members, and professionals. This outreach team had over 800 contacts with community-based organizations across the state with entities such as the Master Gardeners, 4H, Texas A&M Forest Service, Partners Resource Network, and others. This team has more than 300 active partnerships with community-based organizations statewide.

There's been an increase in requests for guidance on accessible programming and activities. These requests originate from multiple non-grant entities in the community, reflecting a growing interest in the community. There are similar trends among employers and recreation providers actively seeking guidance on accessible practices.

D. Describe any important history regarding this division or program not included in the general agency history section, including how the functions or services have changed over time. If the response to Section III of this report is sufficient, please leave this section blank.

There have been no major change in history or changes to how functions have changed from the original intent that is not included in the general agency history section. The primary changes over time include increased media channels and enhancements in technology that have become available to communicate with the public. TCDD Community Engagement division stays informed of evolving best practices and methods to connect with our audiences.

E. List any qualifications or eligibility requirements for persons or entities affected by this division or program (e.g., licensees, consumers, and landowners). Provide a statistical breakdown of persons or entities affected.

TCDD community engagement activities affect, directly and indirectly, the estimated 600,000 Texans who have developmental disabilities, their families, friends, and communities. In addition, the program affects agencies and organizations with whom the Council works.

F. Describe how the division or program is administered, including a description of key processes involved. If you have existing documentation (e.g., flowcharts, timelines, and other illustrations) to describe agency policies and procedures, please include them as attachments. Indicate how field/regional services are used, if applicable.

The TCDD Community Engagement Director and staff review legislative activity, current events, sub-grant activities and products, and public input to develop educational strategies. All activities and strategies are shared with the Council during quarterly meetings. Staff often solicit

recommendations from Council members to refine messages and discuss dissemination methods.

A general timeline of community engagement activities is provided below:

Month	Key Events/Milestones	Associated Key Activities/Responsibilities
January	Legislative session support; TCDD grantees (review proposals & continuations; provide technical assistance; media announcement of new projects); Finalize annual report for public	Coordinate, create supporting materials for Session; provide public information-related input; media outreach
February	Legislative session support; quarterly Council meeting; TCDD grantees (review proposals & continuations; provide technical assistance; media announcement of new projects)	Coordinate, create supporting materials for Session; PI documents, reports for meetings; provide PI-related input; media outreach
March	DD Awareness Month; Legislative session support; TCDD grantees (review proposals & continuations; provide technical assistance; media announcement of new projects)	Create plan for building awareness; coordinate with other disability organizations; provide public information-related input; media outreach
April	Legislative session support; TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects)	Coordinate, create supporting materials for Session; provide public information-related input; media outreach
May	Older Americans month, Mental Health Awareness, Legislative session support; quarterly Council meeting; TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects)	Coordinate, create supporting materials for Session; PI documents, reports for meetings; provide public information related input; media outreach
June	TCDD grantees (review proposals & continuations; provide technical assistance; media announcement of new projects)	Research new info for Guide; coordinate public information staff work; provide public information-related input; media outreach
July	TCDD grantees (review proposals & continuations; provide technical assistance; media announcement of new projects)	Provide public information-related input; media outreach
August	Quarterly Council meeting; TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects)	Public information documents, reports for meetings; provide public information-related input; media outreach
September	TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects)	Review, edit report; provide public information-related input; media outreach
October	National Employment Awareness Month; TCDD Annual Grantee Summit, ongoing technical assistance.	Create plan for building awareness; coordinate with other disability organizations; provide public information-related input; media outreach
November	TCDD Annual Report work begins; quarterly Council meeting; TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects)	Create plan, coordinate public information staff work; public information documents, reports for meetings; provide public information-related input; media outreach
December	TCDD grantees (review proposals and continuations; provide technical assistance; media announcement of new projects); submit annual report to ACL	Provide public information-related input; media outreach

G. If key to understanding the division or program, identify funding sources and amounts, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. Please specify state funding sources (e.g., general revenue, appropriations rider, budget strategy, and fees/dues). (If you have already submitted funding source info through the “Agency Program Information” spreadsheet, please limit your response to funding formulas or funding conventions.)

All funds available to TCDD are federal funds authorized by the DD Act. TCDD does not receive any pass-through monies. Section 122 of the DD Act provides for state allotments to be determined for Councils each fiscal year on the basis of population; the extent of the need for services for individuals with developmental disabilities; and the financial need of the respective states and territories.

H. Briefly discuss any memoranda of understanding (MOU), interagency agreements, or interagency contracts the agency uses to coordinate its activities and avoid duplication or conflict with other entities that provide similar or identical services or functions to the target population.

TCDD has an interagency agreement with Texas A&M AgriLife Extension Service to connect with individuals with DD and family members through their existing network of county extension agents and other professionals who are present in all 254 counties in our state. The goals of this partnership are to: 1) to better understand the diverse needs of persons with DD, their families and the professionals who serve them; 2) educate individuals with DD, family members, and professionals about disability-related topics, services, supports, and policies ; 3) leverage their presence in communities for Extension professionals, coalitions, and grantees; and 4) promote greater access to community participation in programs, practices, policies. There are no contract expenditures made through Community Engagement function--all contract expenditures are made in Council Business and Operations program area.

TCDD is not aware of other agencies or programs with similar functions or activities. There is therefore no duplication of efforts or conflict of interests concerning TCDD activities on behalf of individuals with developmental disabilities.

I. If the division or program works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The Community Engagement function coordinates with state agencies and other disability organizations to complement one another's efforts and ensure there is no overlap in activities. TCDD often collaborates with public and private groups to align strategies for sharing information on important topics, celebrate state and national observances related to people with disabilities, and share resources and ideas. The Community Engagement staff also work with peers at other state Developmental Disability Councils to share specific disability messages, best practices, learned lessons and activities around specific events and advocacy opportunities.

J. Are there any barriers or challenges that impede the division or program's performance, including any outdated or ineffective state laws? Explain.

There are no barriers that impedes the division in performing its functions.

K. Provide any additional information needed to gain a preliminary understanding of the division or program.

There is no additional information to provide.

L. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, piece of equipment, or other entity (e.g., a facility). For each regulatory program, if applicable, describe:

- **Why the regulation is needed**
- **The scope of, and procedures for, inspections or audits of regulated entities**
- **Follow-up activities conducted when non-compliance is identified**
- **Actions available to the agency to ensure compliance**
- **Procedures for handling consumer/public complaints against regulated entities**

There are no regulatory programs relating to licensing, registration, certification, or permitting of person, business or entity.

M. For each regulatory program, if applicable, provide detailed information on complaint and regulatory actions, including investigations and complaint resolutions. The data should cover the last five fiscal years and give a complete picture of the program's regulatory activity, including comprehensive information from initiation of a complaint to resolution of a case. The purpose of the table is to create uniformity across agencies under review to the extent possible, but you may make small adjustments to the table headings as needed to better reflect your agency's particular programs. If necessary to understand the data, please include a brief description of the data source and/or methodology supporting each measure. In addition, please briefly explain or define terms as used by your agency such as complaint, grievance, investigation, enforcement action, jurisdictional scope, etc.

TCDD does not have any regulatory responsibilities. There is no complaint information to be provided for any of the programs for this function.

Division: Executive Management

Location within the agency: 6201 E. Oltorf, Suite 600, Austin, Texas 78741

Contact name: Beth Stalvey, Executive Director

Statutory citation: Texas Human Resource Code Chapter 112; Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106-402.

B. What is the objective of this division or program? Describe its major activities.

TCDD Council and staff support the Council in its mission *to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives*. The DD Act outlines the philosophy, programmatic requirements, and activity guidelines that TCDD must follow. However, the 27-member Council makes decisions regarding TCDD activities, including developing a Five-Year State Plan, overseeing TCDD operations, approving public policy priorities and position statements, and approving advocacy-related activities.

The Executive Director is the Secretary to the Council and oversees staff and multiple other grantees and contractors to ensure they perform the activities, goals and objectives of TCDD's State Plan and mission. Specific Executive program functions include:

- Provides direction, guidance and oversight to public policy and planning, communications, grants and administrative operations to ensure each division has the required resources needed to accomplish the goals and objectives of the DD Act, the State Plan, directives of the Council, and support TCDD's mission.
- Coordinate development and submission of TCDD's 5 Year State Plan, Annual Amendments, and the Annual Program Performance Report.
- Provides oversight and guidance to the fiscal affairs of the agency, including development and forecasting of the operating and program budget, and new initiatives of the Council and ensures obligation and liquidation of federal funds and timely reporting of federal dollars.
- Supervises and leads up to 20 full-time staff; hires, terminates, evaluates and counsels direct reports. Establishes and assures staff, contractors, and grantee compliance with agency operating procedures and the goals, directives, and priorities of the Council.
- Provides support to the Council chair, council members, and committees and assures council members are adequately and timely informed of agency activities. Provide information and technical assistance to Council members to facilitate planning, project development and evaluation activities.
- Coordinates, plans and prepares agendas for quarterly council meetings, secures speakers and assures council business is conducted in an effective manner.
- Serves as agency point of contact and maintains effective relationships with key stakeholders in the community, state and federal agencies, Governor's office, legislators, grantees, advocacy agencies and the designated state agency. Represents the agency and Council in a professional manner and informs, educates and represents TCDD positions.

A health policy advisor was budgeted in FY 2025 for the Executive program to advance the policies identified by the Council and our health access grantees. This position has not yet been filled due to uncertainty of future federal funding.

C. What information does the agency collect/use to assess the effectiveness and efficiency of this division or program? If applicable, briefly note any LBB performance measures (from Section II, Exhibit 2) but also provide any other metrics of program effectiveness and efficiency.

Please provide the data source and/or methodology behind how each statistic or performance measure was determined. If you do not track measures of effectiveness for a given division, department, or program, please explain why.

The effectiveness and efficiency of this function is best reflected by management of program functions as a whole making sure that all program areas and staff work together and operate together to meet the goals of the Council.

The efficiency of monitoring federal funds is evident by assuring federal funds available to TCDD are fully obligated by the end of performance period and liquidated by the end of the project period; with unspent funds being zero each year.

Effectiveness is also evident in the success of sub-grant awards in meeting the state plan outcome targets projected each year and reported to federal funding agency in the annual performance report with zero compliance issues noted. Details of the performance measures are provided in the ShareFile.

D. Describe any important history regarding this division or program not included in the general agency history section, including how the functions or services have changed over time. If the response to Section III of this report is sufficient, please leave this section blank.

Since the initial passage of the DD Act, State Councils have been leaders in informing policy and innovative models that not only increase choice among individuals with DD and families, but also save money. As the population of Texans with developmental disabilities continues to increase and funding for services and supports declines, the work of this Council to achieve its mission becomes more complex.

The history of the DD Act in Section III of the SER highlights changes in the authority and responsibility of the Council versus those of the designated state agency over the past thirty years. During this period, the Council's executive management function has assumed increased responsibility to coordinate and manage various activities now delegated to the Council.

Performance measures are directed by ACL can be changed by the federal OMB rule-making process. Measures were significantly changed in 2016 and are scheduled for review in 2026.

E. List any qualifications or eligibility requirements for persons or entities affected by this division or program (e.g., licensees, consumers, and landowners). Provide a statistical breakdown of persons or entities affected.

TCDD Council and Staff Support activities affect, directly and indirectly, the estimated 600,000 Texans who have developmental disabilities, their families, friends, and communities. In addition, TCDD efforts affect agencies and organizations with whom the Council works. The efforts of this function affect more directly the 27 members of the Council (governing board), TCDD staff, and various state agencies and disability advocacy organizations.

F. Describe how the division or program is administered, including a description of key processes involved. If you have existing documentation (e.g., flowcharts, timelines, and other illustrations) to describe agency policies and procedures, please include them as attachments. Indicate how field/regional services are used, if applicable.

TCDD does not have regional or field operations except for grant funded projects described elsewhere in this report.

State Plan: A primary Executive function is supporting the Council to develop and implement the Five-Year State Plan. The Council typically begins reviewing and considering a new State Plan approximately 18 months before it is due to ACL. (attachment 27) The next state plan is due August 2026 for the 2027-2031 Federal Fiscal years.

The DD Act provides a framework for how DD Councils develop State Plans, specifically:

- The Plan must be developed through data driven strategic planning
- The Plan shall include goals for advocacy, capacity building, and systemic change
- The Plan must be derived from the needs of individuals with developmental disabilities and their families
- The Plan must include a goal to establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities
- Build objectives and workplans based on the outcomes and lessons learned through grant projects and staff activities.
- Obtain input from grantees, individuals benefitting from grant projects, and other stakeholders
- Solicit public comments that have been collected in various ways, as guided by the Council, concerning issues and concerns of individuals with developmental disabilities in Texas
- Review data collected from a variety of sources, including state and federal entities

The Council Staff posts the goals and objectives for public input before submission to ACL. The Council then reviews the input received and determines if they wish to make changes in response to public input received.

TCDD follows the state process for public appointments as administered by the Governor's Office. TCDD follows the human resource policies of Texas Education Agency (designated state agency) to hire employees.

G. If key to understanding the division or program, identify funding sources and amounts, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. Please specify state funding sources (e.g., general revenue, appropriations rider, budget strategy, and fees/dues). *(If you have already submitted funding source info through the "Agency Program Information" spreadsheet, please limit your response to funding formulas or funding conventions.)*

All funds available to TCDD are federal funds authorized by the DD Act. TCDD does not receive any pass-through monies. Section 122 of the DD Act provides for state allotments to be determined for Councils each fiscal year on the basis of population; the extent of the need for services for individuals with developmental disabilities; and the financial need of the respective states and territories.

H. Briefly discuss any memoranda of understanding (MOU), interagency agreements, or interagency contracts the agency uses to coordinate its activities and avoid duplication or conflict with other entities that provide similar or identical services or functions to the target population.

TCDD is not aware of other agencies or programs with similar functions or activities. There is no duplication of efforts or conflict of interests concerning TCDD activities on behalf of individuals with developmental disabilities.

I. If the division or program works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The Executive Director coordinates directly with the Administration for Community Living, Office of Intellectual and Developmental Disabilities as the federal agency to coordinate activities for state developmental disabilities councils. This function also coordinates with the Governor's Appointments Office concerning public members appointed by the Governor as members of the Council.

Staff also seek input from various state agencies and local and regional units of government when gathering information for the development of the State Plan and associated projects. Staff provides technical assistance to staff from local, regional, and federal units of government as requested. Our Council includes representatives from five state programs that deliver services to individuals with DD and their families.

J. Are there any barriers or challenges that impede the division or program's performance, including any outdated or ineffective state laws? Explain.

There are no barriers that impede the division in performing its functions.

K. Provide any additional information needed to gain a preliminary understanding of the division or program.

There is no additional information to provide.

L. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, piece of equipment, or other entity (e.g., a facility). For each regulatory program, if applicable, describe:

- Why the regulation is needed
- The scope of, and procedures for, inspections or audits of regulated entities

- **Follow-up activities conducted when non-compliance is identified**
- **Actions available to the agency to ensure compliance**
- **Procedures for handling consumer/public complaints against regulated entities**

There are no regulatory programs relating to licensing, registration, certification, or permitting of person, business or entity.

M. For each regulatory program, if applicable, provide detailed information on complaint and regulatory actions, including investigations and complaint resolutions. The data should cover the last five fiscal years and give a complete picture of the program’s regulatory activity, including comprehensive information from initiation of a complaint to resolution of a case. The purpose of the table is to create uniformity across agencies under review to the extent possible, but you may make small adjustments to the table headings as needed to better reflect your agency’s particular programs. If necessary to understand the data, please include a brief description of the data source and/or methodology supporting each measure. In addition, please briefly explain or define terms as used by your agency such as complaint, grievance, investigation, enforcement action, jurisdictional scope, etc.

TCDD does not have any regulatory responsibilities. There is no complaint information to be provided for any of the programs for this function.

VIII. Statutory Authority and Recent Legislation

A. Fill in the following tables, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies such as the Public Information Act, the Open Meetings Act, or the Administrative Procedure Act. Provide information on Attorney General opinions from fiscal years 2020-2024 or earlier significant Attorney General opinions that affect your agency's operations.

Texas Council for Developmental Disabilities Exhibit 15: Statutes / Attorney General Opinions

Statutes

Citation / Title	Authority / Impact on Agency (e.g., "provides authority to license and regulate nursing home administrators")
Developmental Disabilities Assistance and Bill of Rights Act - 42 U.S.C. 15001	Authorizes funding for states to establish a state developmental disabilities council and establishes requirements for the Council and program. Requires states to establish a state protection and advocacy system to qualify for funds for the state developmental disabilities council.
Chapter 112 Human Resources Code V.T.C.A.	State Law which establishes a developmental disabilities program consistent with applicable federal law, the Developmental Disabilities Assistance and Bill of Rights Act; and provides for the Council to meet quarterly in regular session and on the call of the Chair when necessary for the transaction of Council business.

Table 21 Exhibit 15 Statutes

B. Provide a summary of significant legislation regarding your agency by filling in the tables below or attaching information already available in an agency-developed format. Briefly summarize the key provisions. For bills that did not pass but were significant, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee or high cost of implementation). Place an asterisk next to bills that could have a major impact on the agency. *See Exhibit 16 Examples.*

There has not been any legislation directly affecting TCDD introduced in recent Texas Legislatures.

IX. Major Issues

Issue #1: Representation of Individuals with DD in State Government

An issue facing disability policy and program development in Texas is the insufficient participation of self-advocates in the design and oversight of services that directly affect them. While many self-advocates are increasingly capable of representing themselves and their peers on statewide advisory bodies, barriers to full participation remain. These barriers include inadequate travel funding, insufficient training and support for advisory roles, and exclusionary policies like restricted virtual participation or bans on AI notetaking tools. Additionally, some state agencies, particularly those outside the health and human services sector, do not consistently include self-advocates on their advisory boards. DD Councils were created to “sit in state’s government” to ensure that individuals with DD were not inadvertently excluded. Addressing these gaps is essential to ensure that programs are informed by lived experience and reflect the needs and priorities of the communities they serve.

B. Discussion

Policies and services designed without the input of those directly affected often fail to address real needs, overlook critical barriers, and perpetuate systemic inequities. Self-advocates bring lived experience, insight, and practical knowledge that can shape more inclusive, effective, and empowering solutions. Their absence not only weakens the relevance and impact of programs but also signals a lack of respect for their autonomy and expertise. Representative policymaking ensures that decisions reflect the voices of those they aim to support, fostering trust, accountability, and meaningful change.

C. Possible Solutions and Impact

TCDD urges all Texas state entities to actively promote and support self-advocacy in every possible way. For example, TCDD encourages the Governor’s Appointments Office to continue prioritizing the appointment of well-qualified self-advocates to the Council and other gubernatorial positions. Additionally, the Legislature should direct state agencies—especially those whose constituents include individuals with developmental disabilities—to ensure self-advocates are meaningfully included on advisory boards and workgroups. This includes agencies beyond health and human services, such as the Texas Department of Housing and Community Affairs, Texas Education Agency, Texas Department of Criminal Justice, and the Texas Department of Transportation. For example, Texas has recently passed educational savings accounts (e.g., school vouchers) which has a statutory focus on students with disabilities, yet no individuals with disabilities or family members have been strategically included in the rule-making process for this important program. In addition, state entities should provide training and support to self-advocates serving on advisory boards to foster their full and effective participation. Travel reimbursement and individual support should also be provided to reduce barriers to getting self-advocates to the table.

Issue #2: Travel Support and Reimbursement for Policy Groups

Numerous advisory bodies are established under Texas state law to provide input on issues affecting people with disabilities. However, a significant barrier to equitable participation remains: many of these bodies lack the authority or funding mechanisms to reimburse travel expenses for public members. As a result, individuals—particularly self-advocates and family members—may be unable to participate fully due to financial constraints, limiting the lived experience represented in critical policy discussions. These limitations also extend to state agency staff who are not permitted to travel to other parts of the state to participate in policy discussions. Addressing this gap is essential to ensure informed and representative decision-making.

B. Discussion

Legislative approval to reimburse travel expenses for public members serving on many key advisory committees has not been granted, creating a significant barrier to inclusive participation. In some cases, sponsoring agencies have been hesitant to request additional authority for travel reimbursement, partly due to concerns that such requests might prompt legislative scrutiny or even lead to the dissolution of the advisory body—eliminating a vital channel for stakeholder input. Compounding this issue, some state agency representatives themselves face restrictions on travel, limiting their ability to attend meetings in person and engage meaningfully with public members. This is a specific issue for TCDD, whose Council is federally mandated to include state representatives from five government service programs. The Council is designed to serve as a bridge between state agencies and the disability community—to create a forum for people with DD and their families to share daily life experiences, while state program experts offer advice on improving policies and developing new care models. Lack of permission from agency administration and travel barriers hinder the effectiveness of our Council discussion and reduce opportunities for collaboration between state agencies and the communities they serve.

C. Possible Solutions and Impact

To ensure equitable and meaningful participation in advisory bodies that influence policies and programs affecting individuals with developmental disabilities, the following actions are recommended:

1. **Authorize Travel Reimbursement for Public Members** The Texas Legislature should grant explicit authority for advisory bodies to reimburse travel expenses for public members, including self-advocates and family members. This support is essential to remove financial barriers that prevent qualified individuals from contributing their lived experience to policymaking.
2. **Allow Use of Technology to Support Participation** State agencies should support emerging technologies that enhance independence for people with disabilities. This

includes mobility aids, voice-activated devices, AI notetaking, health and safety monitoring systems, and other assistive applications that promote autonomy.

3. **Permit Travel for State Agency Representatives** State agencies should revise internal policies or seek legislative approval to allow staff to travel for advisory board meetings, including TCDD. This will promote collaboration between agency personnel and public members, ensuring that discussions are informed by both operational expertise and community perspectives.
4. **Monitor and Report Participation** Agencies should track and report on the composition and participation of advisory boards, including the presence of self-advocates and the availability of travel support. This transparency will help identify gaps and guide future improvements.

D. What key obstacles impede your agency's ability to achieve its objectives?

TCDD has identified the following obstacles that impact TCDD's ability to be more effective in producing its outcomes:

- Reductions in federal funds through sequestration, rescissions, and other means limit TCDD's ability to develop new project models.
- Difficult fiscal realities in Texas and the disbursement process federally (e.g., continuing resolutions) limit the state's ability to respond to emerging needs and/or develop different practice models in a timely manner.
- Public attitudes and perceptions about individuals with disabilities are difficult to impact and limit the ability of the state/providers to develop innovative options
- Transportation barriers that result in people not being able to participate in Council initiatives, attend work, or participate in other community activities. Unlike most other disability policy issues, transportation planning decisions occur primarily at a local level and have often been less familiar with the perspectives of people with disabilities in the planning process.

E. What, if any, agency or program functions does your agency perform that are no longer serving a clear and ongoing purpose? Could any agency functions be eliminated so agency resources could be better directed elsewhere? If so, which?

There are no agency functions that are no longer serving a clear purpose.

F. Aside from acquiring additional staff or funding, what are your agency's biggest opportunities for improvement in the future? For example, are there other programs or duties the agency could take on to better carry out its mission?

One of the greatest opportunities for TCDD is to be consistently and meaningfully included in the state government's policymaking process. As a federally authorized advisory body with expertise and direct connections to individuals with developmental disabilities, and who is also restricted from lobbying, TCDD is uniquely positioned to inform policies that promote accessibility and independence. By integrating TCDD's insights early in the development of legislation, regulations, and agency initiatives, Texas can ensure that its programs are shaped by lived experience and grounded in community needs. Formalizing TCDD's role in cross-agency planning, rule-making, budget development, and legislative review would strengthen the state's commitment to stakeholder-driven governance and improve outcomes for people with DD across Texas.

X. Other Contacts

A. Fill in the following tables with updated information on people with an interest in your agency. Be sure to include their most recent email address.

TCDD partners with multiple state, regional, and local partners through public policy and grant administration. A complete list of grantees is provided in attachments. Contacts listed below reflect ongoing relationships with frequent contact.

Texas Council for Developmental Disabilities Exhibit 17: Other Contacts

Interest Groups

(groups affected by agency actions or that represent others served by or affected by agency actions)

Group or Association Name/ Contact Person	Address	Telephone	Email Address
The Arc of Texas, Jennifer Martinez	8001 Centre Park Drive Austin, TX 78754	512-454-6694 & 800-252-9729	http://www.thearcoftexas.org
The Autism Society of Texas, Jacquie Benestante	300 E. Highland Mall Blvd, Suite 205, Austin, TX 78752	(512) 479-4199 Ext 1	https://www.texasautismsociety.org/
Coalition of Texans with Disabilities, Chase Bearden	316 W. 12th Street, Ste. 405 Austin, TX 78701	512-478-3366	http://www.txdisabilities.org

Self-Evaluation Report

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Disability Rights Texas, Sean Jackson	2222 West Braker Lane Austin, Texas 78758	(512) 454-4816	http://www.disabilityrightstx.org
Down Syndrome Association of Central Texas, Julia Forslund	4006 N. Lamar Blvd, Austin, TX, 78756	512-323-0808	https://dsact.org/
Every Child, Elizabeth Tucker	8400 N Mopac Expy STE 201, Austin, TX 78759	(512) 342-8847	https://everychildtexas.org/
Every Texan, Michelle Smith	5900 Balcones Dr. Suite 21646 Austin, TX 78731	512-320-0222	info@everytexan.org
National Alliance on Mental Illness Texas Greg Hansch	Austin State Hospital Campus Building 781, Room 428	512-693-2000 & 800-633-3760	http://www.namitexas.org
Private Providers Association of Texas, Carole Smith	8711 Burnet Road, E-53 Austin, TX 78757	512-452-8188	http://www.ppat100.com
Providers Alliance for Community Services of Texas, Sandy Frizzell Batton	3616 Far West Blvd Suite 117, Austin Tx 78731	512-328-8632	http://pacstx.org
Texas Advocates, Brooke Hohfield or Deborah Wallace	8001 Centre Park Drive, Austin, TX 78754	800-252-9729, ext.12	www.texasadvocates.org
Texas Chapter: Association for Individuals with Developmental Disabilities (AIDD) Pat Holder	PO Box 28076 Austin, TX 78755	(512) 349.7470	www.aaidtx.org
Texas Council of Community Centers, Lee Johnson	Westpark Building 3, Suite 225 8140 N. Mopac Expwy. Austin, TX 78759	512-794-9268	www.txcouncil.com
Texas Parent to Parent, Ellen Bauman	8500 Shoal Creek Blvd., Unit117 Austin, TX 78757	512-458-8600	info@txp2p.org

Table 25 Exhibit 17 Interest Groups

Interagency, State, or National Associations*(that serve as an information clearinghouse or regularly interact with your agency)*

Group or Association Name/ Contact Person	Address	Telephone	Email Address
AgriLife Extension, Andrew Crocker	Family & Community Health 6500 Amarillo Boulevard, West Amarillo, TX 79106	806.677.5600	abcrocker@tamu.edu
Texas A&M University Center on Disability and Development	Dept. of Educational Psychology 4225 Texas A&M University College Station, TX 77843-4225	Tel: 979-845-4612	http://cdd.tamu.edu
University of Texas Center for Disability Studies, Sandy Magana, Director	University of Texas at Austin, L4000 Commons Learning Center 10100 Burnet Road Austin, Texas 78758-4445	512-232-0745 & 800-828-7839	http://tcds.edb.utexas.edu
Texas State Independent Living Council	5555 N. Lamar Blvd., #J-103 Austin, TX 78751	512-371-7353	http://www.txsilc.org
Medicaid, Texas Health and Human Services, Kate Layman	4601 W. Guadalupe Street Austin, TX 78751	512-424-6500	https://www.hhs.texas.gov/
Older Americans Act, Texas Health and Human Services Sara Damiano	701 West 51st Street Austin, Texas 78751		sara.damiano@hhs.texas.gov
Maternal and Child Health, Texas Department of Health Services	1100 West 49th Street Austin, TX 78756-3199	512 776-7111	Contact no longer in position
Individuals with Disabilities Education Act, Texas Education Agency Elizabeth Danner	1701 N. Congress Avenue Austin, Texas, 78701	512-463-9325	Elizabeth.Danner@tea.texas.gov

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Vocational Rehabilitation, Texas Workforce Commission Jonas Schwartz	101 E. 15th St. Austin, Texas 78778	(512) 936-3533	jonas.schwartz@twc.texas.gov
Texas Higher Education Coordinating Board, Waylon Metoyer, College Completion	1801 Congress Ave. Suite 12.200, Austin, TX 78701	512 427 6216	Waylon.Metoyer@highered.texas.gov
National Association of Councils on Developmental Disabilities, Jill Jacobs	1825 K St NW STE 1250, Washington, DC 20006	(202) 506-5813	www.nacdd.org

Table 26 Exhibit 17 Interagency, State, and National Associations

Liaisons at Other State Agencies

(with which your agency maintains an ongoing relationship, e.g., the agency's assigned analyst at the Legislative Budget Board or attorney at the Attorney General's office)

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Office of Attorney General, Legal Consultation, Melissa Juarez	300 W. 15th Street Austin, TX 78701	PH: (512) 475- 3209	Melissa.juarez@oag.texas.gov
Governors Committee for Persons with Disabilities	P O Box 12428 1100 San Jacinto Austin, TX 78701	512-463-5739	http://www.governor.state.tx.us/disabilities

Table 27 Exhibit 17 Liaisons at Other State Agencies

XI. Additional Information

A. Texas Government Code, Section 325.0075 requires agencies under review to submit a report about their reporting requirements to Sunset with the same due date as the SER. Include a list of each agency-specific report the agency is required by statute to prepare and an evaluation of the need for each report based on whether factors or conditions have changed since the statutory requirement was put in place. Please do not include general reporting requirements applicable to all agencies, reports that have an expiration date, routine notifications or notices, posting requirements, federally mandated reports, or reports required by G.A.A. rider. If the list is longer than one page, please include it as an attachment. *See Exhibit 18 Example.*

TCDD has no agency reporting requirements.

B. Does the agency’s statute use “person-first respectful language” as required by Texas Government Code, Section 325.0123? Please explain and include any statutory provisions that might supersede or create challenges in implementing these changes.

TCDD has incorporated People First language in its printed materials for over 20 years and requests DD funded grantees to do the same in their materials. TCDD and other disability organizations have contributed to removing the “R-word” from state statutes, policies, and materials as outlined in HB 1481 (82nd Texas Legislature), aiming to use language that references individuals rather than disabilities. Statutory changes are not required to continue supporting TCDD’s work or initiatives related to person-first language.

C. Please describe how your agency receives and investigates complaints about the agency and its operations.

TCDD does not provide direct services and does not have any regulatory responsibilities. Therefore, there is no process to receive and investigate complaints.

Complete the following table detailing information on complaints received about your agency and its operations. Do not include complaints received about people or entities the agency regulates, if applicable.

N/A

C. Fill in the following tables detailing your agency’s historically underutilized business (HUB) purchases. Sunset is required by law to review and report this information to the Legislature. If your agency has set specific goals and not statewide goals, please provide the goal percentages and describe the method used to determine those goals. (TAC Title 34, Part 1, Chapter 20, Rule 20.284)

TCDD follows the guidelines of TEA in regard to HUB goals. TCDD does not have a separate HUB plan. Data for TEA HUB purchases can be pulled from TEA's HUB data from the Comptroller's website as required.

F. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy? (Texas Government Code, Section 2161.003; TAC Title 34, Part 1, Rule 20.286c)

TCDD follows the HUB policy of the Texas Education Agency, the designated state agency. Information regarding the TEA's HUB policy can be found at <http://ritter.tea.state.tx.us/tea/hub/>. TCDD has awarded grants and contracts to Historically Underutilized Businesses.

G. For agencies with contracts valued at \$100,000 or more: Does your agency follow a HUB subcontracting plan to solicit bids, proposals, offers, or other applicable expressions of interest for subcontracting opportunities available for contracts of \$100,000 or more? (Texas Government Code, Section 2161.252; TAC Title 34, Part 1, Rule 20.285)

TCDD follows the HUB subcontracting policy for soliciting bids and proposals outlined by the Texas Education Agency's HUB policy at <http://ritter.tea.state.tx.us/tea/hub/>

H. For agencies with biennial appropriations exceeding \$10 million, answer the following HUB questions:

TCDD does not receive biennial appropriations exceeding \$10 million.

- 1. Do you have a HUB coordinator? If yes, provide name and contact information. (Texas Government Code, Section 2161.062; TAC Title 34, Part 1, Rule 20.296)**
- 2. Has your agency designed a program of HUB forums in which businesses are invited to deliver presentations that demonstrate their capability to do business with your agency? (Texas Government Code, Section 2161.066; TAC Title 34, Part 1, Rule 20.297)**
- 3. Has your agency developed a mentor-protégé program to foster long-term relationships between prime contractors and HUBs and to increase the ability of HUBs to contract with the state or to receive subcontracts under a state contract? (Texas Government Code, Section 2161.065; TAC Title 34, Part 1, Rule 20.298)**

I. Fill in the tables below detailing your agency's Equal Employment Opportunity (EEO) statistics. Sunset is required by law to review and report this information to the Legislature. Please use only the categories provided below. For example, some agencies use the classification "paraprofessionals," which is not tracked by the state civilian workforce. Please reclassify all employees within the appropriate categories below.

TCDD positions are included in the EEO statistics for TEA as TCDD's designated state agency that manages staffing and human resources. TCDD and TEA have currently agreed in the joint Memorandum of Understanding that 20 FTEs are available for TCDD.

J. Does your agency have an equal employment opportunity policy? If yes, please provide an attachment. How does your agency address performance shortfalls related to the policy?

TCDD follows the Texas Education Agency policies as part of the joint Memorandum of Understanding as the Designated State Agency. TEA has OP 07-17, a non-discrimination policy that addresses equal employment opportunities. TEA addresses performance shortfalls related to OP 07-17 in making a concerted effort to recruit and ensure the availability of applicants from diverse groups as candidates for consideration and the best-qualified individuals for every vacant position.

Vacancies are announced through advertisement of postings at the TEA agency website, the TEA agency bulletin board, the Work-in-Texas website, and at times, advertising vacancies in local newspapers, professional, trade, and industry publications, as deemed necessary. In addition, if needed, TEA will attend job fairs to recruit in major markets. TEA does include the "Equal Opportunity Employer" statement on recruitment literature and advertising.

XII. Agency Comments

Provide any additional information needed to gain a preliminary understanding of your agency.

TCDD assumes a unique role in state government—executing a state level mission with no state allocation of funds. TCDD has been successful for over 55 years of collaboration operating solely on federal support. However, TCDD cannot effectively fulfill its mission without a formal and statutory role within state government. As the federally designated state council, TCDD is responsible for guiding policy, and coordinating systems change to improve the lives of individuals with developmental disabilities in our state. These responsibilities require direct access to state agencies, legislative processes, and executive decision-making. Without a seat in state government, TCDD’s ability to inform policy and allocate resources to grant programs is significantly diminished—undermining its capacity to drive meaningful change and uphold its federal mandate.

Federal Definition of Developmental Disability

Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402)

DEVELOPMENTAL DISABILITY.—

(A) IN GENERAL. -- The term ‘developmental disability’ means a severe, chronic disability of an individual 5 years of age or older that--

(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) is manifested before the individual attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity--

(I) Self-care;

(II) Receptive and expressive language;

(III) Learning;

(IV) Mobility;

(V) Self-direction;

(VI) Capacity for independent living; and

(VII) Economic self-sufficiency; and

(v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are lifelong or extended duration and are individually planned and coordinated.

(B) INFANTS AND YOUNG CHILDREN. – An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

[Title I, Sec. 102 (8)]

ATTACHMENTS ---

Attachments Relating to Key Functions, Powers, and Duties: See Electronic folder in ShareFile

1. If the agency publishes a version of its enabling statute and/or rules, please include an electronic copy.
2. Annual reports published by the agency from fiscal years 2020-24.
3. Biennial Operating Plans from fiscal years 2020-24.
4. Internal or external newsletters published by the agency in fiscal year 2024. **(Link provided in report – Community Engagement Division)**
5. **N/A** List of studies the agency is required to do by legislation or riders.
6. **N/A** List of legislative or interagency studies relating to the agency that are being performed during the current interim.
7. **N/A** List of studies from other states, the federal government, or national groups/associations that relate to or affect the agency or agencies with similar duties or functions. Provide links if available.
8. **N/A** If applicable, a list describing the type of personal information of license holders the agency publishes on its website. Please also explain if and how license holders can opt out of this publication.

Attachments Relating to Policymaking Structure

9. Biographical information (e.g., education, employment, affiliations, and honors) or resumes of all policymaking body members. **See Attachment 9 Example.**
10. Board training manuals and copies of any policies related to the board's duties and responsibilities.
11. Employee manuals and copies of any policies related to staff's duties and responsibilities. **(see link in document)**
12. Copies of any other significant policies adopted by the board.

Attachments Relating to Funding

13. Agency's Legislative Appropriations Request for fiscal years 2026-27.
14. Annual financial reports from fiscal years 2020-24.
15. Operating budgets from fiscal years 2020-24.

16. List of all contracts awarded in fiscal years 2020-24, with details provided in the attached template. Do not include purchase orders in this list.
17. List of all grants awarded in fiscal years 2020-24, with details provided in the attached template.

Attachments Relating to Organization

18. **N/A** If applicable, a map that illustrates the regional boundaries, headquarters location, and field or regional office locations.
19. Any flowcharts showing the operations of the agency such as complaint resolution processes, disciplinary or enforcement procedures, etc. **(See Grant Management Process)**
20. If applicable, a list and brief explanation of all active memoranda of understanding and information-sharing agreements the agency has entered into. Indicate whether these are required by statute, rule, or something else.

Attachments Relating to Agency Performance Evaluation

21. **N/A** Information on the agency's "mission critical" data resources (per Section II, Exhibit 3), with details provided in the attached template.
22. Quarterly performance reports completed by the agency in fiscal years 2020-24.
23. Performance reports presented to the agency's board of directors in fiscal years 2020-24, if different from the reports in Attachment 22.
24. **N/A** Performance reports submitted to the Legislative Budget Board from fiscal years 2020-24.
25. Any recent studies on the agency or any of its functions conducted by outside management consultants or academic institutions.
26. Agency's current internal audit plan.
27. Agency's current strategic plan.
28. List of internal audit reports from fiscal years 2020-24 completed by or in progress at the agency.
29. List of State Auditor reports from fiscal years 2020-24 that relate to the agency or any of its functions.
30. **N/A** Any customer service surveys conducted by or for your agency in fiscal years 2020-24.
31. **N/A** Any reports created under Texas Government Code, Section 2110.007 regarding the usefulness and costs of the agency's advisory committees.

32. A description of the agency's review of existing rules as required by Texas Government Code, Section 2001.039, and for the last eight years, a brief description of the rules reviewed by date and the result of the review.