

Originally Processed With FOIA(s):

FOIA Number:
S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Frieden, Lex, Collection
Series: Disability Rights Organizations
Subseries:

OA/ID Number: 52054
Folder ID Number: 52054-006

Folder Title:
HCIL [Houston Center for Independent Living] '83-'84 [1]

Stack:	Row:	Section:	Shelf:	Position:
	5	3	1	5

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

January 5, 1984

Mr. Ted Thayer, Program Specialist
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Enclosed please find the HCIL Budget Request for February 1984. I believe that this budget request is correct, although at this point, I no longer am willing to make any guarantees. We have corrected the errors that you and your staff identified in the previous budget request and hopefully, there will be no further problems.

Please contact me if you identify any problems with this request. Should that occur, I will be glad to submit my immediate resignation and turn this job over to someone else. Thank you for your cooperation.

Sincerely,



Quentin W. Smith, Executive Director
Houston Center for Independent Living

Enclosures

cc: Joyce Frieden
Lee Ann Meisner
Rand Metcalfe
File

QWS/lf

TEXAS REHABILITATION COMMISSION
118 East Riverside Drive
Austin, Texas 78704

TITLE VII, PART B, CENTERS FOR INDEPENDENT LIVING GRANTS

REQUEST FOR FUNDS

Coalition for Barrier Free Living
(Name of Grantee)

January 5, 1984

(Date)

6910 Fannin, Suite 120
(Address)

TRC-IL-4-1- 83

Houston, Texas 77030
(City)

Classification of Cost	Column 1 Amount Approved in Grant	Column 2* Cumulative Requests To Date	Column 3** Amount Requested This Period
Total \$212,500	\$212,500	\$ 99,358	\$ 19,252

I certify that this report is true and correct to the best of my knowledge, that expenditures are made in accordance with the approved grant project, and the amount requested this period, as shown in Column 3, will be obligated or expended within 30 days after receipt.

Prentice W. Smith
(Signature)

Executive Director
(Title)

- * Column 2. Cumulative receipts from date of grant approval to date of this report.
** Column 3. Amount of grant funds required for the month the report is prepared (dated).

Example: If report is dated August 7, 1980, grant funds requested are for the month of August, 1980. The request should be received by Texas Rehabilitation Commission no later than the 7th day of the month for which funds are requested.

Grant Period: July 16, 1983 -
 July 15, 1984
 Grant Amount: \$212,500

HOUSTON CENTER FOR INDEPENDENT LIVING
 REQUEST FOR ADVANCE OR REIMBURSEMENT
 TITLE VII (INDEPENDENT LIVING) PROGRAM

Payment Period: December 31, 1983

Category	Budgeted	December 31, 1983		Unobligated Funds	February 1984	
		Funds Received	Funds Expended		Amount Required	Amount Requested
Personnel	129,560	50,473	51,553	(1,080)	12,001	13,081
Fringe Benefits	22,000	8,092	8,365	(273)	2,300	2,573
Travel	3,400	1,379	986	393	275	(118)
Equipment & Maintenance	3,400	1,960	1,776	184	275	91
Office Supplies	2,500	923	832	91	240	149
Rent	22,800	9,680	9,680	--	1,760	1,760
Telephone	14,400	5,852	5,293	559	1,200	641
Liability Insurance	1,500	1,210	1,358	(148)	--	148
Postage	2,400	768	611	157	150	(7)
Fees for conference	600	210	60	150	50	(100)
Staff Development	1,000	112	112	--	100	100
Publication & Printing	2,000	1,000	385	615	1,550	935
Consultants	5,000	--	--	--	--	--
In-Town Travel	1,940	126	75	51	50	(1)
Totals	\$212,500	81,785	81,086	699	19,951	19,252

		COST	SUB-TOTAL	TOTAL
PERSONNEL	EXECUTIVE DIRECTOR	\$ 1,833		
	ACCOUNTANT	\$ 1,417		
	ADMIN. SECRETARY	\$ 1,333		
	RECEPTIONIST/CLERK TYPIST	\$ 1,083		
	DEAF SERVICES COORDINATOR	\$ 1,417		
	EDUCATIONAL PROGRAMS COORD	\$ 1,417		
	COMMUNITY SERVICES COORD.	\$ 1,417		
	COMMUNITY SERVICES COORD.	\$ 1,417		
	STAFF INTERPRETER (50%)	\$ 667	\$ 12,001	
FRINGE BENEFITS			\$ 2,300	
TRAVEL			\$ 275	
EQUIPMENT MAINTEN.			\$ 275	
OFFICE SUPPLIES			\$ 240	
RENT			\$ 1,760	
TELEPHONE			\$ 1,200	
LIABILITY INSURANCE			--	
POSTAGE			\$ 150	
CONFERENCE FEES			\$ 50	
STAFF DEVELOPMENT			\$ 100	
PUBLICATION/PRINT.			\$ 1,550	
CONSULTANTS			--	
IN-TOWN TRAVEL			\$ 50	\$ 19,951

Report on Interfund
Receivable and Payable for
the period 1983-84

Interfund Receivable 1983

Date	Title VII	Deaf Services	General	CBFL
12/31/82	8775.72	----	3564.33	---
12/31/83	8549.72	---	3664.28	1800.00
Increase/(Decrease)	(226.00)	---	99.95	1800.00

Interfund Payable 1983

12/31/82	12345.55	2083.33	3501.69	---
12/31/83	12345.55	2183.28	5075.69	---
Increase/(Decrease)	---	99.95	1574.00	---

EXPLANATION

Aug. 31, 1983 The advance of \$226.00 to the General Fund was paid back to Title VII.

Dec. 31, 1984 The amount of \$99.95 is an audit adjustment.

CBFL made an advance of \$1800.00 to the General Fund.

Interfund Receivable 1984

12/31/83	8549.72	---	3664.28	1800.00
10/31/84	8549.72	---	3825.43	11800.00
Increase/(Decrease)	---	---	161.15	10000.00

Interfund Payable 1984

12/31/83	12345.55	2183.28	5075.59	---
1-31/84	12610.59	2183.28	15075.69	---
Increase/(Decrease)	265.04	---	10000.00	---

EXPLANATION

July 31, 1984 CBFL made an advance of \$10000.00 to the General Fund.

 Title VII owes the General Fund the following:

ACCRUED SALARIES CK 591	4475.69]
OFFICE SUPPLIES CK 569	166.05
FICA PAYABLE CK 598	776.34
W/H TAX PAYABLE CK 598	734.30
OFFICE SUPPLIES CK 603	38.74
ACCRUED SALARIES CK 605	5004.58
TELEPHONE CK 607 & 608	1032.69
POSTAGE CK 611	100.00
PUBLICATIONS CK 620	14.14
EQUIPMENT MAINTAINANCE CK 623	40.00
ACCRUED SALARIES CK 643	4475.69
LOCAL TRAVEL MILEAGE CK 646	88.66
INTERFUND RECEIVABLE	200.00
FICA PAYABLE CK 647	776.34
W/H TAX PAYABLE CK 647	734.40
STAFF DEVELOPMENT CK 683	150.00

AUG 31, 1984

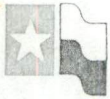
SEPT 30, 1984

INTERFUND PAYABLE 18,807.52

TITLE VII paid back \$18,542.48 to the General Fund.

TITLE VII now owes the General Fund (\$18807.52-
\$18,542.48) \$265.04.

The balance of \$161.15 in the General Fund
Interfund Receivable reflects the \$265.04 TITLE VII
OWES minus \$103.89 misclassified in the month
of February.



"A HUMAN ENERGY AGENCY"

Joyce Frieden



TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services • 118 E. Riverside Dr. • (512) 445-8285 • Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

October 18, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the month of November, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$21,861.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner
Jean Foley



August 1, 1984

Mr. Quentin W. Smith
Coalition For Barrier Free Living
6910 Fannin
Houston, Texas 77030

Dear Mr. Smith

This will confirm our understanding of the arrangements for our examination of the financial statements of Coalition for Barrier Free Living for the year ending December 31, 1983.

We will examine the balance sheet of the Coalition For Barrier Free Living at December 31, 1983, and the related statements of revenues, expenses and changes in fund balance and changes in financial position for the year then ended, for the purpose of expressing an opinion on them. Our examination will be made in accordance with generally accepted auditing standards and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors, legal counsel and banks. At the conclusion of our examinations, we will request certain written representations from you about the financial statements and matters related thereto.

Our engagements are subject to the inherent risk that material errors, irregularities, or illegal acts, including fraud or defalcations, if they exist, will not be detected. However, we will inform you of any such matters that come to our attention.

Further, we will be available during the year to consult with you on the effects of any proposed transactions or contemplated changes in business policies.

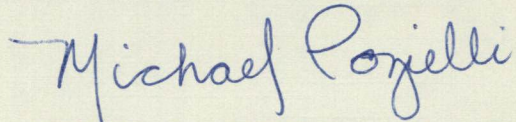
Mr. Quentin W. Smith
Coalition for Barrier Free Living
August 1, 1984
Page 2

Our fees for these services will be at our regular per diem rates, plus travel and other out-of-pocket costs, estimated to be \$5,000.

We are pleased to have this opportunity to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,

A handwritten signature in blue ink that reads "Michael Pozzelli". The signature is written in a cursive style with a large, stylized "M" and "P".

ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

APPROVED:

By _____

Date _____



August 1, 1984

Mr. Quentin W. Smith
Coalition For Barrier Free Living
6910 Fannin
Houston, Texas 77030

Dear Mr. Smith

This will confirm our understanding of the arrangements for our examination of the financial statements of Coalition for Barrier Free Living for the year ending December 31, 1983.

We will examine the balance sheet of the Coalition For Barrier Free Living at December 31, 1983, and the related statements of revenues, expenses and changes in fund balance and changes in financial position for the year then ended, for the purpose of expressing an opinion on them. Our examination will be made in accordance with generally accepted auditing standards and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors, legal counsel and banks. At the conclusion of our examinations, we will request certain written representations from you about the financial statements and matters related thereto.

Our engagements are subject to the inherent risk that material errors, irregularities, or illegal acts, including fraud or defalcations, if they exist, will not be detected. However, we will inform you of any such matters that come to our attention.

Further, we will be available during the year to consult with you on the effects of any proposed transactions or contemplated changes in business policies.

Andrew G. Shebay & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

6445 High Star / Houston, Texas 77074 (713) 777-4524

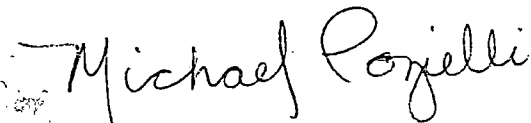
Mr. Quentin W. Smith
Coalition for Barrier Free Living
August 1, 1984
Page 2

Our fees for these services will be at our regular per diem rates, plus travel and other out-of-pocket costs, estimated to be \$5,000.

We are pleased to have this opportunity to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,



ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

APPROVED:

By _____

Date _____



"A HUMAN ENERGY AGENCY"

Joyce Frieden



VERNON M. ARRELL
Commissioner

TEXAS REHABILITATION COMMISSION

Independent Living Services ■ 118 E. Riverside Dr. ■ (512) 445-8285 ■ Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

November 14, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the month of December, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$17,760.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner
Jean Foley

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of the Coalition for Barrier Free Living)

October 1, 1984

Ms. Mary Wilson
Admission Specialist
P.A.I.R. Division
United Way of the
Texas Gulf Coast
P.O. Box 13668
Houston, Texas 77219

Dear Ms. Wilson:

Enclosed please find the Applicant Agency Profile for the Coalition for Barrier Free Living (CBFL) and its service component the Houston Center for Independent Living (HCIL). I believe that it is complete and meets your requirements for initial application for United Way funding. Also enclosed please find the supporting documentation requested in the application packet.

As noted on the checklist, all requested documents are submitted with the exception of needs assessment forms (needs for proposed programs were determined based upon requests for services from HCIL rather than by a formal needs assessment survey); a current fee schedule (all services of the Center are currently provided free of charge with the exception of interpreter services which are billed according to rates established by the Texas Commission for the Deaf); and the 1983 financial audit which will be ready for review by October 15, 1984. It should also be noted that the copy of the Bylaws submitted is currently being amended to reflect recent changes in the Board composition. The copy submitted with this application is marked in areas where changes are being made. A corrected copy will be forwarded to you by the fifteenth of October along with a copy of the 1983 Financial Audit summary.

With the exceptions noted, I believe that all other relevant data is included with this application. I have included each component requested in a separate manilla folder rather than binding them together. I hope that this will make duplication of the material easier for your staff. If any additional information is required, please feel free to contact me. Thank you for your time and effort in reviewing this agency profile.

Sincerely,

Quentin W. Smith
HCIL Executive Director

Enclosures

cc: CBFL Board of Directors

5. Summary of Request

A. How much money is the agency requesting from the United Way?

\$ 152,050 (for annual review)

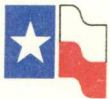
B. For what purpose/program(s) is the money to be used?

<u>PROGRAM/PURPOSE</u>	<u>AMOUNT</u>	<u>ADMINISTRATION</u> <u>(Management & General)</u>	<u>PRIORITY</u>
Deaf Peer Counseling Services	<u>47,667</u>	<u>21% Management; 79% General</u>	<u>1</u>
TTY/Voice Exchange Services	<u>53,366</u>	<u>19% Management; 81% General</u>	<u>2</u>
Head Injury Program	<u>51,017</u>	<u>20% Management; 80% General</u>	<u>3</u>

C. Are there areas in which the agency's Board and/or staff feel that the agency may not comply with United Way's Guidelines for Funding or Agreement of Participating Agencies?

 YES X NO

If YES, specify areas of concern.



"A HUMAN ENERGY AGENCY"



TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services ■ 118 E. Riverside Dr. ■ (512) 445-8285 ■ Austin, TX 78704

TED M. THAYER, Director

September 7, 1984

Joyce Frieden, President
Coalition for Barrier Free Living
9667 Meadowvale
Houston, TX 77063

Dear Joyce:

Attached are copies of an amendment to the agreement between our respective agencies. This amendment covers several different areas but, generally speaking, its primary purpose is to comply with recommendations from the Commission's Internal Audit Section and to bring our agreement into compliance with recent policies and procedures developed for the Independent Living Program.

As you will note, one item in the amendment is designed to allow your center to generate program income without having to absorb a reduction in grant and contract funding from the Commission.

If you have any questions concerning this amendment, please contact me at 512/445-8285. If not, please sign and date all four copies of the amendment, return two signed copies to me and retain two copies for your files and those of the center.

Your cooperation in implementing this amendment is appreciated and I look forward to hearing from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: John Wylie
David MacCabe
Quentin Smith

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

AMENDMENT NO. FOUR TO THE AGREEMENT BETWEEN
THE TEXAS REHABILITATION COMMISSION AND
THE COALITION FOR BARRIER FREE LIVING

It is hereby agreed upon by the Texas Rehabilitation Commission and the Coalition for Barrier Free Living that the agreement signed by CBFL on March 12, 1980, and by the Commission on March 13, 1980, should be amended as follows effective on signature by both parties:

1. Sections II.G., II.H., and II.I., under "TERMS AND CONDITIONS" are revised as follows:

II. CBFL hereby agrees to:

- G. Provide the Commission with a monthly report of cash transactions and estimated needs for the following month.
- H. Provide the Commission with a quarterly program and financial report of center activities and progress in meeting objectives outlined in the agreement and the program narrative of the grant. This will include statistical information regarding the clients served, the specific services provided, a narrative discussion of center activities during the quarter, and a copy of the center's Cash Disbursements Journal entries for the quarter.
- I. Provide the Commission with an annual report of center program and financial activities. This report is to be received by the Commission within forty-five (45) days from the end of the budget year. It must include both a statistical and narrative program performance report of progress in meeting objectives outlined in this agreement and the program narrative of the grant. It must also include a detailed financial status report for the budget year. Finally, it must contain a report of the center's annual equipment inventory. The format and content of the annual report must be in accordance with the current written policies and procedures published by the Commission in regard to reporting by centers for independent living. Unexpended and unobligated funds provided by the Commission and related to the budget year must be reimbursed to the Commission at the time that the annual report is submitted.

2. Section XI. under "GENERAL PROVISIONS" is added as follows:

- XI. An independent financial and compliance audit of center activities must be performed by a certified public accountant licensed by the Texas State Board of Public Accountancy for all fiscal years that include any portion

of a grant or contract period. The audit report should be submitted to the Commission within 180 days after the end of the center's fiscal year(s) for which the audit is being performed. The format and content of the audit report must be in accordance with the current written policies and procedures published by the Commission in regard to independent audits of centers for independent living.

3. Section XII. under "GENERAL PROVISIONS" is added as follows:

XII. Any program income from federal funds as defined in the Education Department General Administrative Regulation 34 CFR Part 74, Subpart F, as well as any program income from state general revenue funds provided by the Commission, may be used by CBFL for allowable program costs to include those program expansion costs indicated by sound management practices as provided in 34 CFR Part 74, Appendix F. Such use of program income is without reduction of state general revenue funds or federal Title VII, Part B funds that are provided to CBFL by the Commission so long as such utilization is in keeping with the purposes, goals, and objectives of CBFL as described in Title VII, Part B Grant Application, and this contract. Program income cannot be counted, however, as cost sharing or matching funds for federal purposes unless permitted by the terms of the grant.


Deputy Commissioner
Texas Rehabilitation Commission

Date


President
Coalition for Barrier
Free Living

9/17/84

Date

AUDIO VISUAL CLEARANCES

All audio visual materials to be developed with grant funds must receive approval of the Department of Education prior to the issuance of the grant award.

Grantees who have received clearance for training purposes must have additional prior approval before public showing or media transmission. For such clearance, the grantee must submit release print or dub of product(s) together with a memorandum to the Grants Officer, stating the intended use of the product(s). The review process is the responsibility of the appropriate Program Office, Office of Public Affairs and the Grants Office.

The grantee will be notified in writing of approval or disapproval by the Grants Officer.

Notice on the Utilization of Small, Minority, and Women-Owned Concerns

It is a national policy to place a fair share of purchases with small, minority, and women-owned business firms. The Education Department is strongly committed to the objectives of this policy and reminds all recipients of its grants and cooperative agreements that in accordance with 34 CFR 74.164(d) positive efforts must be taken to use such firms as sources of supplies and services. In particular, recipients should:

1. Place small, minority, and women-owned business firms on bidders mailing lists.
2. Solicit these firms whenever they are potential sources of supplies, equipment, construction, or services.
3. Where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms.
4. Use the assistance of the Minority Business Development Agency of the Department of Commerce, the Small Business Administration, the Office of Small and Disadvantaged Business Utilization (ED), and similar State and local offices, where they exist.



Albert Riskin

Acting Director, Policy Division
Assistance Management and
Procurement Service

SPECIAL GRANT TERMS AND CONDITIONS
" FOR
PROGRAM INCOME

Program income is defined in the Education Department General Administrative Regulations (EDGAR), 34 CFR 74.40-47.

General program income earned by the recipient from activities paid for, in whole or in part, by this grant shall be used for allowable costs which further the objectives of the applicable segment of the statute under which this grant was made.



"A HUMAN ENERGY AGENCY"



TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Programs ■ 118 East Riverside Drive ■ (512) 445-8122 ■ Austin, Texas 78704
DOYLE WHEELER, Deputy Commissioner

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

October 1, 1984

Joyce Frieden, President
Coalition for Barrier Free Living
9667 Meadowvale
Houston, TX 77063

Dear Ms. Frieden:

I am pleased to inform you that your independent living grant for \$230,000 has been approved. The effective date of the grant is July 15, 1984.

A Statement of Grant Award and the Education Department General Administrative Regulations (EDGAR) are enclosed. Also enclosed are specific stipulations concerning anti-lobbying provisions; the necessity for audiovisual clearances; utilization of small, minority, and women-owned concerns; and terms and conditions related to program income. Please review these carefully prior to expenditure of grant funds.

In the event the Texas Rehabilitation Commission can be of assistance in the implementation or administration of your grant project, please do not hesitate to call on us. Your contact person concerning all matters related to this project is Ted M. Thayer.

Sincerely,

Doyle Wheeler
Deputy Commissioner

dk

Attachment

cc: Quentin Smith
John Wylie
Ted M. Thayer
Bob Young
Doug Jourdan
Linda Allen

David MacCabe
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner
Jean Foley

TEXAS REHABILITATION COMMISSION

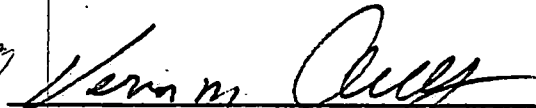
STATEMENT OF GRANT AWARD

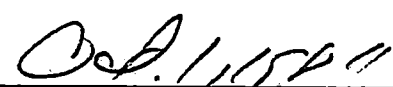
This Award is to implement the grant project as described in the grant application submitted by the grantee which was approved by the Texas Rehabilitation Commission.

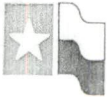
Grantee Coalition for Barrier Free Living The APC Building 6910 Fannin #120 Houston, TX 77030	Project Director Quentin Smith
Type Grant Independent Living	Grant Number TRC-IL-4-1-84
Type Award New Supplemental	Continuation ☒
Detail of Grant Award	Action FY 84
Grantee Share \$	Budget Period 7/15/84--7/14/85
Federal/State Share \$230,000	Duration 12 months
Total Grant \$230,000	Project Period 7/15/83--7/14/85

Remarks: Since funding cannot be assured beyond the budget period, the grantee should prepare to assume the cost of the project after the budget period. This award is for the development of a center for independent living in Houston and all funding provided by the Texas Rehabilitation Commission and utilized in this project must be administered in accordance with relevant Federal Regulations provided to the grantee by the Texas Rehabilitation Commission.

Date Approved by TRC Board Board approval not needed.


Vernon M. Arrell, Commissioner


DATE



"A HUMAN ENERGY AGENCY"

TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services • 118 E. Riverside Dr. • (512) 445-8285 • Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

September 14, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the month of October, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$16,515.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,


Ted M. Thayer
Director of Independent Living

dk

~~Attachment~~

cc:  Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

September 4, 1984

Ms. Kay Beneke
Public Information Director
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Kay:

In response to your telephone alert concerning nominations for the Client Assistance Program (CAP) to be operated under the auspices of Advocacy Inc., I am submitting the names of three persons for consideration for inclusion on the Advisory Board. Each of these three persons can make a considerable contribution to the Advisory Board and each is being recommended by me without reservation. Below I have provided the names and addresses and a brief amount of biographical information on each nominee.

Melissa Bruce, Clinical Coordinator; Speech, Language and Hearing Clinic; Communications Disorders Program; the University of Houston NOA-132, 4800 Calhoun, Houston, Texas 77004. Ms. Bruce has a Master of Science Degree in Speech Pathology from the Purdue University and has been in her current position at the University of Houston for three years. Prior to coming to Houston, Ms. Bruce was on the staff of the University of Arkansas for Medical Sciences in Little Rock. Ms. Bruce is a member of the American Speech-Language-Hearing Association as well as being a member of the Texas Speech-Language-Hearing Association. Ms. Bruce is also a member of the Registry of Interpreters for the Deaf with certification as an oral interpreter. She serves on the Deaf Services Advisory Board for the Houston Center for Independent Living and has been active as a volunteer at HCIL for more than one year. Because of Ms. Bruce's knowledge of service delivery to persons with speech, language, and hearing problems and her sincere interest in rehabilitation and independent living, I can strongly recommend her for inclusion on the Advisory Board for the CAP.

Linda Ferguson, Administrative Assistant, the Houston Center for Independent Living, 6910 Fannin, Suite 120 Houston, Texas 77030. Ms. Ferguson is a graduate of Lighthouse of Houston for which she was chosen as Student of the Year for 1983. Ms. Ferguson has been with the Houston Center for Independent Living since September of 1983, starting as receptionist and, following a superb job in that position, being promoted to Administrative Assistant in November 1983. She has become very active in disability issues in the community, serving on the Transportation Committee of the Coalition for Barrier Free Living (CBFL) and participating in several educational programs on 504 compliance. Ms. Ferguson can represent both the consumer and service provider perspective and would indeed be an asset to the CAP Advisory Board.

Joyce Frieden, President, Coalition for Barrier Free Living, 6910 Fannin, Suite 120, Houston, Texas 77030. Ms. Frieden has been active in disability rights activities in Houston for more than ten years. She was a charter member of the Coalition for Barrier Free Living when it was formed in 1975 and has since served in a variety of offices for CBFL. Ms. Frieden is nationally known for her work in advocating for disabled persons' rights and has co-authored a monograph on independent living in Sweden and the Netherlands. She currently serves on the Allocations Committee of the Gulf Coast United Way and has been active in many other advocacy and service delivery groups in the Houston area. Ms. Frieden's reputation in the area of rehabilitation and independent living is such that no further elucidation is required. As with the other two persons recommended for nomination in this letter, I can unequivocally recommend Ms. Frieden for a position on the CAP Advisory Board.

Should you require additional information about any of these people, the telephone numbers where they can be reached during the day are:

Melissa Bruce - (713) 749-2547

Linda Ferguson - (713) 795-4252

Joyce Frieden - (713) 781-8949

Thank you for the opportunity to have input into the nomination process. I hope that the information that I have provided is adequate. Should you have any questions concerning these recommendations, please contact me. Also please forgive my rather sloppy grammar and somewhat haphazard sentence structure. I confess that I put this letter together rather hurriedly. Thanks for your continued support.

Sincerely,



Quentin W. Smith
HCIL Executive Director

cc: Melissa Bruce
Joyce Frieden
Linda Ferguson



"A HUMAN ENERGY AGENCY"

TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services • 118 E. Riverside Dr. • (512) 445-8285 • Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

August 20, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the month of September, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$16,926.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner



"A HUMAN ENERGY AGENCY"

TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services • 118 E. Riverside Dr. • (512) 445-8285 • Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

August 20, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the month of August, 1984, has been forwarded for processing and payment. The total amount of the request has been increased from \$17,331 to \$17,381 due to an apparent computational error.

Copies of the revised funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner



"A HUMAN ENERGY AGENCY"

TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Independent Living Services • 118 E. Riverside Dr. • (512) 445-8285 • Austin, TX 78704

TED M. THAYER, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

William C. Morrow
Wendell D. Faulkner
Ernestine Washington

August 20, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-84

Dear Quentin:

Your request for independent living funds for the period from July 15-31, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$9,101.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner



August 1, 1984

Mr. Quentin W. Smith
Coalition For Barrier Free Living
6910 Fannin
Houston, Texas 77030

Dear Mr. Smith:

This will confirm our understanding of the arrangements for our examination of the financial statements of Coalition for Barrier Free Living for the year ending December 31, 1983.

We will examine the balance sheet of the Coalition For Barrier Free Living at December 31, 1983, and the related statements of revenues, expenses and changes in fund balance and changes in financial position for the year then ended, for the purpose of expressing an opinion on them. Our examination will be made in accordance with generally accepted auditing standards and, accordingly, will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors, legal counsel and banks. At the conclusion of our examinations, we will request certain written representations from you about the financial statements and matters related thereto.

Our engagements are subject to the inherent risk that material errors, irregularities, or illegal acts, including fraud or defalcations, if they exist, will not be detected. However, we will inform you of any such matters that come to our attention.

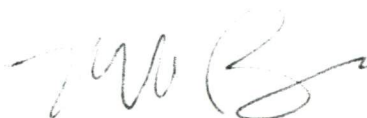
Further, we will be available during the year to consult with you on the effects of any proposed transactions or contemplated changes in business policies.

Mr. Quentin W. Smith
Coalition For Barrier Free Living
August 1, 1984
Page 2

Our fees for these services will be at our regular per diem rates, plus travel and other out-of-pocket costs, *Not to exceed \$5000. in total.*
We are pleased to have this opportunity to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,



ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

APPROVED:

By _____

Date _____



"A HUMAN ENERGY AGENCY"

Joyce Frieden

TEXAS REHABILITATION COMMISSION

VERNON M. ARRELL
Commissioner

Program and Facility Services ■ 118 E. Riverside Dr. ■ (512) 445-8305 ■ Austin, TX 78704

JOHN WYLIE, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
Anne R. Race, M.D.
William C. Morrow
Wendell D. Faulkner
Ernestine Washington

June 25, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: Grant #TRC-IL-4-1-83

Dear Quentin:

Your request for independent living funds for the period from July 1-14, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$16,456.00.

The only revision made to the information you submitted concerned an apparent typographical error in the "Funds Expended" column for the "Equipment & Maintenance" category. The amount was changed from \$5,564 to \$5,584.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: *Joyce Frieden*
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner

OUTREACH

Community education, public relations, consultation on accessibility, and the speakers bureau (which makes HCIL staff and disabled people in the area available to speak to civic groups, agencies, churches, etc.) are among our many services that reach the Houston community.



Convenient hours are 9 a.m. to 5 p.m. Monday through Friday. We are located on Fannin, just south of the Medical Center. Please visit us soon!

HOUSTON CENTER FOR INDEPENDENT LIVING

6910 Fannin, Suite 120
Houston, TX 77030
795-4252 (TTY/V)
TTY/Voice Exchange
528-5646 (TTY)
795-5261 (V)

Printing donation from
Houston Parking Association.

HOUSTON CENTER FOR INDEPENDENT LIVING
6910 Fannin, Suite 120
Houston, TX 77030



INDEPENDENT LIVING IS MORE THAN JUST WORDS.

Our Mission

The Houston Center for Independent Living provides information, referral, and educational services to the disabled people of Houston. We can help them to live as independently as possible. Our services aid the disabled in their efforts to arrange their own affairs, participate fully in the community, and make their own decisions about how to live with a minimum of physical and psychological dependence on others. HCIL assists people with all types of disabilities. The Center is also devoted to making Houston area residents sensitive to issues affecting disabled persons.

Our History

The Houston Center for Independent Living is a service of the Coalition for Barrier-Free Living. The Coalition was organized in 1975 to break down the physical, attitudinal, and legal barriers that have prevented disabled people from being full participants in the life of the community.

HCIL, which opened in 1980, is an integral part of the independent living movement that has grown in the United States during the last decade. Our staff is composed of both disabled and nondisabled people. Their expertise and firsthand knowledge of the problems their clients face qualify them to show the disabled how to overcome the problems of daily living.



PEER COUNSELING/ INDEPENDENT LIVING SKILLS TRAINING

Our Services

You will have a personal interview so that we can assess your problems and accomplishments, and offer emotional support and guidance. We have qualified disabled counselors to help you make your own decisions in reaching your independent living goals.

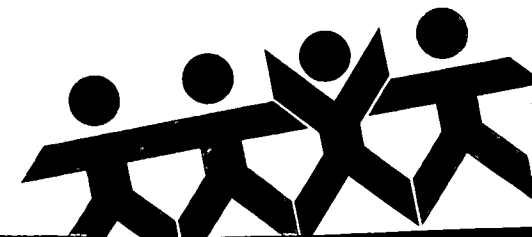
The Center provides assistance in locating housing, transportation, community resources, and job placement.

DEAF SERVICES

TTY/Voice Exchange (allowing deaf persons to communicate by phone with friends, businesses, doctors, etc.), information and referral, interpreter coordination services, and counseling are among the many services we now offer at the center.

INFORMATION AND REFERRAL

A comprehensive data bank is available to you. We make the appropriate referrals and follow-up with both you and the service to ensure that the assistance requested is obtained.





"A HUMAN ENERGY AGENCY"

TEXAS REHABILITATION COMMISSION

JOYCE FRIEDEN
VERNON M. ARRELL
Commissioner

Program and Facility Services ■ 118 E. Riverside Dr. ■ (512) 445-8305 ■ Austin, TX 78704

JOHN WYLIE, Director

BOARD MEMBERS

Jerry Kane
CHAIRMAN

George McCullough, M.D.
Anne R. Race, M.D.
William C. Morrow
Wendell D. Faulkner
Ernestine Washington

May 16, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

RE: TRC-IL-4-1-83

Dear Quentin:

Your funding request for the month of June, 1984, has been forwarded for processing and payment. Please note that the total amount of the request has been decreased from \$25,643.00 to \$19,179.00. As per our agreement by telephone, the specific reasons for the reduction are as follows:

1. The amount requested for "Consultants" has been eliminated for the present pending specific information concerning the consultant amounts to be utilized, purposes for the consultation, and specific amounts for each consultation. Please provide this information concerning each consultant to be utilized as soon as possible and I will respond shortly thereafter.
2. The amounts requested for "Fringe Benefits", "Rent", "Liability Insurance", and "Fees for Conferences" have been reduced to \$3,290.00, \$2,640.00, \$92.00, and \$75.00, respectively. These reductions were made to coincide with the maximum balance remaining in the budget for each line item. If you desire to revise the budget to place more funding in these line items, please advise me as to the specific amounts and categories to be changed and rationale for the change.

Copies of the revised funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden, John Wylie, David MacCabe, Gwen Guyton, Ken Vogel,
Jim Muhlhauser, Jan Skinner, Leigh Ann Meissner

Cultural Arts Council
of Houston
1930 West Gray, Suite 6
Houston, Texas 77019
713/527-9330

Board of Directors

John F. Carter II, *President*
Mrs. Robert H. Allen, *Vice President*
James L. Marshall, *Vice President*
Robert A. Rowland III, *Treasurer*
James Falick, *Secretary*
Martha Armstrong
Scott J. Atlas
Jim Bernhard
Jody Blazek
Atanacio Davila
Sissy Kempner
Sharon Lotenzo
Guadalupe Quintanilla
Andrew J. Rudnick
Alvia J. Wardlaw

Steering Committee
Advisory Board of Directors

Toni Beauchamp
Lynn Bordin
Joan Fleming
Roberta Harris
Carol Neuberger

Honorary Members

Frank W. Matresh
*Chairman, Business Committee
for the Arts*
Houston Chamber of Commerce

John Utsey
*Chairman, Greater
Houston Convention
and Visitors Council*

Gregory Lallou
*Chairman, Houston
Municipal Art Commission*

Staff

Mary Anne Piacentini
Executive Director

April 20, 1984

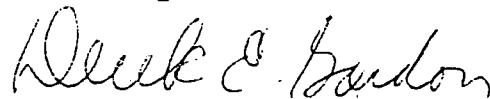
Mr. Quinten Smith
6910 Tannen, Suite 120
Houston, TX

Dear Mr. Smith:

As per our conversation, the Cultural Arts Council of Houston must require the repayment of \$1,200 to CACH from your organization. This figure represents advances of \$325 on project #6181-41E and \$875 on project #6181-50E. The unpaid balances of the original awards have been returned to CACH and available for distribution to other projects.

Repayment of the \$1,200, must be received by May 15, at which time the projects will be officially terminated. It is unfortunate that these projects could not be completed. I hope that we will have the opportunity of working with your organization on other projects in the future.

Sincerely,



Derek E. Gordon
Assistant Director

DEG/tc

September 11, 1981

Ms. Janette Norman
Coalition for Barrier Free Living
P. O. Box 13505
Houston, Texas 77019

Board of Directors

S. A. Morris, *Chairman*
Jonathan Day, *President*
Martha Armstrong, *Vice-President*
James C. Cooper, *Treasurer*
Alfred Blair, *Secretary*
Ann Kiddle, *Past Chairman*
Patsy Archibald
D. V. Flores
Stephen E. Gubitz
Erwin Heinon
Artie Lee Hinds
Diana Huddy
Lewis Hufferker
John Lindsey
Karen Stephens

Advisory Board of Directors

J. E. Mastromanni
Arnold Morand
Margaret Mun
Mary Rose Taylor
Homer Young III

Ex-Officio

James A. Elkins, Jr.
*Chairman, Business Committee
for the Arts*
Houston Chamber of Commerce

C. D. Sanyal
*Chairman, Greater
Houston Convention
and Visitors Council*

Isabel Brown Wilson
*Chairman, Houston
Municipal Arts Commission*

Staff

Mary Anne Pavesini
Executive Director

Grant # 6181- 41E

Dear Ms. Norman

The Board of Directors of the Cultural Arts Council of Houston is pleased to award your organization financial support in the amount of \$1,300 for your project Video Tape Series.

Enclosed please find two copies of the Letter of Agreement between the Arts Council and The Coalition for Barrier Free Living. Please fill in the requested information, and note any necessary corrections. If the requested information is not available at this time, please add the following statement under the section marked "Further Stipulations": As such information becomes available, it will be transmitted to the Arts Council in writing.

Please review the document carefully before signing. Sign both copies in ink and return them to this office. One copy will be returned to you for your files upon execution by the Arts Council. In returning this letter of agreement, you are agreeing to abide by all the guidelines included in the agreement.

Also included in this packet are final budget and evaluation report forms. (Note that copies of all invoices, cancelled checks, etc. are now required with your final report). These documents must be submitted before final payment of grant funds can be made. Please note however, that you may receive up to 75% of the total grant during the implementation period; the remainder will not be transmitted until receipt of the final financial and evaluation reports by this office. Please indicate if advance payment (1/4 of the total grant) is needed. If so, this amount will be remitted as soon after the beginning date of the implementation period (9/10/81) as possible. Any advances after the first 1/4 must be requested by using the CACH Reimbursement Request Form. If your project was funded at less than the amount requested, or if the panel recommended any amendments to your application, please complete the attached Project Amendment Form and return it with the completed contracts. This amendment will become a part of your contractual agreement with the Cultural Arts Council of Houston.

CULTURAL ARTS COUNCIL OF HOUSTON
 1950 WEST GRAY, SUITE 6 713-527-9330
 HOUSTON, TEXAS 77019

3195

12/16/81 19

35-51
1130

PAY TO THE ORDER OF COALITION FOR BARRIER FREE LIVING/INTERNATIONAL DEAF ARTS CENTER \$ 325.00

THE SUM 325 DOLS 00 CTS

DOLLARS



First International Bank
 in Houston, N.A.
 First International Plaza, (713) 652-6211
 P.O. Box 2555, Houston, Texas 77001

CULTURAL ARTS COUNCIL OF HOUSTON

Marganne Piacentini

[Signature]

⑈003195⑈ Ⓞ ⑆113000515⑆

12 8694⑈

DELUXE CHECK PRINTERS

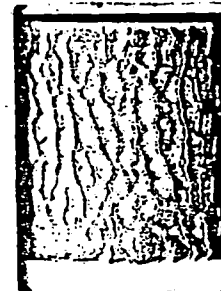
DETACH AND RETAIN THIS STATEMENT
 THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW.
 IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

CULTURAL ARTS COUNCIL
 OF HOUSTON

DELUXE FORM DVC-2 V-3

DATE	INVOICE NUMBER	DESCRIPTION	AMOUNT	DEDUCTIONS		NET AMOUNT
				PARTICULARS	AMOUNT	
12/16/81	letter of agreement	First 25% advance on grant 6181-41E for videotape.	\$325.00	-----	-----	\$325.00
		The amount now remaining in this account is \$975. Of this amount, \$325 (25% of the total award) must remain with CACH until final project documentation has been approved.				
		SOSP				

V-3



Cultural Arts Council of Houston
1950 West Gray, Suite 6
Houston, Texas 77019 (713) 527-9330

Project Grant Application

I. Applicant Organization (name and address with zip)
Coalition for Barrier Free Living
for: International Deaf Arts Center
P.O. Box 13505, Houston, TX 77019
Phone 713/528-6316 or 850-6847

II. Category under which support is requested:
Multi-Media

III. Period of support requested

Project beginning October 81

Project ending March 82

IV. Summary of project (Complete in space provided. DO NOT attach additional pages.)

Project title The Beginning: The International Deaf Arts Center

During the period from November 81 to March 82, there will be a series of four meetings in Houston of six of the nation's most accomplished deaf artists. Each of the artists are coming from distinct artistic fields (see attached resumes). The purpose of the meetings is to achieve an exchange of information between the artists concerning their artistic and facility needs and the IDAC Board and staff concerning architectural planning. This will constitute the training necessary for these deaf artists to assume leadership in extending the exchange to deaf artists nationwide. What proceeds from these meetings will be an initial data base for the formation and recognition of the culture of the deaf as expressed through the arts. Because the language of the deaf is visual, it is crucial to the purpose of these meetings to have visual documentation. This request is for the production of a record of the beginning of IDAC. Because of the emphasis on deaf leadership in this comprehensive endeavor, the video tape will also serve as an example to cultural institutions and other organizations as to the necessity and viability of leadership by deaf professionals. The tape will be made available to Houston cultural institutions, public schools, television stations, and the AIA. Additionally, the media project includes the creation of a photo file of these sessions and the beginning of a catalog of accomplished deaf artists and a slide registry of their works.

V. Estimated number of persons to benefit from this project 80 direct participants

VI. City Council Representative Lance Lalor Council District C

VII. Name and location of facility Various

Facility is accessible to handicapped individuals ☐ Yes ☐ No

VIII. Summary of estimated costs

	CACH Funds	Applicant's Funds		Total
		Cash	In-Kind	
Administrative salaries and wages	\$ 3,000	\$ 4,292	\$ 0	\$ 7,292
Professional services	1,000	1,160	3,400	5,560
Supplies and materials	300	100	0	400
Production costs	0	575	1,000	1,575
Promotion and publicity	0	0	0	0
Other	0	1,200	1,000	2,200
Totals	\$ 4,300	\$ 7,327	\$ 5,400	\$ 17,027

Total amount requested from CACH \$ 4,300 Percentage of total cost requested 25.3 %

Organization's total fiscal activity

A. Expenses

Last Fiscal Year

1. \$ 18,513.26

Estimated current

2. \$ 550,531.00

B. Revenues, grants, contributions

1. \$ 18,513.26

2. \$ 550,531.00

IX. Applicant is a non-profit, tax exempt organization ☒ Yes ☐ No

☒ Attach IRS letter. ☒ Attach IRS 990 form for most recently completed fiscal year

X. Budget breakdown of summary of estimated costs
2
A. Administrative salaries and wages

Title	Number of persons	Annual salary	Percentage of time devoted to project	CACH Funds	Applicant's Funds Cash	In-kind	Total
Director	1	25,000	33%	3,000	1,813	0	4,813
Administrator	1	12,000	25%	0	1,750	0	1,750
P-T Clerical	1	5,000	25%	0	729	0	729
Subtotal				\$ 3,000	\$ 4,292	\$ 0	\$ 7,292

B. Professional services

Title	Number of persons	Annual salary	Percentage of time devoted to project				
Editor	1	2 wks	100%	1,000	0	1,000	2,000
Video Crew	2	6 days	100%	0	0	2,400	2,400
Still Photographer	1	6 days	100%	0	600	0	600
(200 x 2 x 6) = \$2,400							
Transcriber (2 wks x \$7 x 40 hrs.)				0	560	0	560
Subtotal				\$ 1,000	\$ 1,160	\$ 3,400	\$ 5,560

C. Supplies and materials

Video Cassettes	300	0	0	300
B/W Paper	0	100	0	100
Subtotal				
	\$ 300	\$ 100	\$ 0	\$ 400

D. Production costs

Layout/Design	0	375	0	375
Printing	0	0	1,000	1,000
Prints	0	200	0	200
Subtotal				
	\$ 0	\$ 575	\$ 1,000	\$ 1,575

E. Promotion and publicity

Subtotal				
	\$	\$	\$	\$

F. Other

Scriptwriter/Editor	0	1,200	1,000	2,200
Subtotal				
	\$ 0	\$ 1,200	\$ 1,000	\$ 2,200

Total expenditures **\$ 4,300 \$ 7,327 \$ 5,400 \$ 17,027**

September 11, 1981

Ms. Janette Norman
Coalition for Barrier Free Living
P. O. Box 13505
Houston, Texas 77019

Dear Ms. Norman:

Grant # 6181-40E

The Board of Directors of the Cultural Arts Council of Houston is pleased to award your organization financial support in the amount of \$3,500 for your project Artistic Enrichment Forum.

Enclosed please find two copies of the Letter of Agreement between the Arts Council and Coalition for Barrier Free Living. Please fill in the requested information, and note any necessary corrections. If the requested information is not available at this time, please add the following statement under the section marked "Further Stipulations": As such information becomes available, it will be transmitted to the Arts Council in writing.

Please review the document carefully before signing. Sign both copies in ink and return them to this office. One copy will be returned to you for your files upon execution by the Arts Council. In returning this letter of agreement, you are agreeing to abide by all the guidelines included in the agreement.

Also included in this packet are final budget and evaluation report forms. (Note that copies of all invoices, cancelled checks, etc. are now required with your final report). These documents must be submitted before final payment of grant funds can be made. Please note however, that you may receive up to 75% of the total grant during the implementation period; the remainder will not be transmitted until receipt of the final financial and evaluation reports by this office. Please indicate if advance payment (1/4 of the total grant) is needed. If so, this amount will be re-mitted as soon after the beginning date of the implementation period (9/10/81) as possible. Any advances after the first 1/4 must be requested by using the CACH Reimbursement Request Form. If your project was funded at less than the amount requested, or if the panel recommended any amendments to your application, please complete the attached Project Amendment Form and return it with the completed contracts. This amendment will become a part of your contractual agreement with the Cultural Arts Council of Houston.

Board of Directors

S. I. Morris, *Chairman*
Jonathan Day, *President*
Martha Armstrong, *Vice-President*
James C. Cooper, *Treasurer*
Alfred Blair, *Secretary*
Ana Riddle, *Past Chairman*
Patsy Anichini
D. V. Hines
Stephen E. Galtz
Erwin Heinen
Artie Lee Hinds
Diana Holby
Lewis Hoffacker
John Lindsey
Karen Stephens

Advisory Board of Directors

J. E. Mastromaria
Arnold Merrick
Margaret Mum
Mary Ross Taylor
Horace Young III

Ex-Officio

James A. Elkins, Jr.
*Chairman, Business Committee
for the Arts*
Houston Chamber of Commerce

G. D. Sanyal
*Chairman, Greater
Houston Convention
and Visitors Council*

Isabel Brown Wilson
*Chairman, Houston
Municipal Arts Commission*

Staff

Mary Anne Piacentini
Executive Director

Janette Norman

CULTURAL ARTS COUNCIL OF HOUSTON

1950 WEST GRAY, SUITE 6 713-527-9330

HOUSTON, TEXAS 77019

3194

12/16/81 19

35-51
1130

PAY TO THE ORDER OF COALITION FOR BARRIER FREE LIVING/INTERNATIONAL DEAF ARTS CENTER \$ 875.00

THE SUM 875 DOLLARS

DOLLARS



First International Bank

in Houston, N.A.

First International Plaza, (713) 652-6211
P.O. Box 2555, Houston, Texas 77001

CULTURAL ARTS COUNCIL OF HOUSTON

Maryann Piacentini

Robert P. Gentry

⑈003194⑈ ⑆113000515⑆

12 8694⑈

DELUXE CHECK PRINTERS

DETACH AND RETAIN THIS STATEMENT
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW.
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

CULTURAL ARTS COUNCIL
OF HOUSTON

DELUXE FORM DVC-2 V-3

DATE	INVOICE NUMBER	DESCRIPTION	AMOUNT	DEDUCTIONS		NET AMOUNT
				PARTICULARS	AMOUNT	
12/16/81	letter of agreement	First 25% advance on grant 6181-40E for deaf arts forums.	\$875.00	-----	-----	\$875.00
		The amount now remaining in this account is \$2,625.00 Of this amount, \$875 (25% of the total award) must remain with CACH until final project documentation has been approved.				
		SOSP				



Cultural Arts Council of Houston
1950 West Gray, Suite 6
Houston, Texas 77019 (713) 527-9330

Project Grant Application

I. Applicant Organization (name and address with zip)

Coalition for Barrier Free Living
for: International Deaf Arts Center
3110 Shephard Houston, Texas
Phone ~~713/528-6316~~ 850-6847

II. Category under which support is requested:

Expansion Arts-Project Support

III. Period of support requested

Project beginning October 81

Project ending April 82

IV. Summary of project (Complete in space provided. DO NOT attach additional pages.)

Project title A series of Forums on Mutual Artistic Enrichment:
Houston's Cultural Institutions and the Hearing Impaired

Since the inception of the International Deaf Arts Center in Houston, numerous requests for information have been received concerning arts and the deaf. The Cultural institutions not only wish to be in compliance with the 504 mandate but they also recognize the value of developing relationships with a virtually untapped population for audiences and artists - 125 thousand hearing impaired citizens of Houston. IDAC wishes to provide this information by drawing from its most authoritative resource - six deaf artists affiliated with the center - who have national reputations as leaders in their individual artistic endeavors (see attached resumes). The series of forums, conducted over a seven month period from November 81 until March 82 will directly involve three main constituencies - the cultural institutions of Houston, the deaf community, and the practicing artists within that community. Sites will include the Museum of Fine Arts of Houston, A Houston Theater, Center on Deafness, and the Regional School for the Deaf HISD. The Forums will be designed so that those constituents with interest only in a specific artistic field will have the opportunity for exchange with the centers representative from that field. In these and the general forums the objective will be: to inform and educate regarding the needs and accomplishments of deaf arts; encourage increased accessibility of the arts to hearing impaired audiences and artists; to discuss the issues and technology connected with the development of IDAC; and to guide the deaf community and deaf artists to greater participation in the artistic activities of Houston. The participants at each forum site will evaluate each session and the evaluations will be available to the public and become part of the center's records.

V. Estimated number of persons to benefit from this project 5,000

VI. City Council Representative Lance Laylor Council District

VII. Name and location of facility Coalition for Barrier Free Living - 3110 S. Shepherd

Facility is accessible to handicapped individuals ☒ Yes ☐ No

VIII. Summary of estimated costs

	CACH Funds	Applicant's Funds		Total
		Cash	In-Kind	
Administrative salaries and wages	\$ 42,000	\$ 0	\$ 42,000	\$
Professional services	12,000	2,000	17,500	
Supplies and materials	0			
Production costs				
Promotion and publicity	700	0	700	
Other				
Totals	\$	\$	\$	\$

Total amount requested from CACH \$ 3,500 Percentage of total cost requested 5.7 %

Organization's total fiscal activity

A. Expenses	1. \$ 18,513.26	2. \$ 550,631.00
B. Revenues, grants, contributions	1. \$ 18,513.26	2. \$ 550,631.00

IX. Applicant is a non-profit, tax exempt organization ☐ Yes ☐ No

☐ Attach IRS letter ☐ Attach IRS 990 form for most recently completed fiscal year

X. Budget breakdown of summary of estimated costs

2

A. Administrative salaries and wages

Title	Number of persons	Annual salary	Percentage of time devoted to project	CACH Funds	Applicant's Funds Cash	In-kind	Total
Director	1	25,000	25%	0	25,000		25,000
Administrator	1	12,000	50%	0	12,000		12,000
P-Time Clerical		5,000	25%	0	5,000		5,000
Subtotal				\$ 0	\$42,000	\$	\$ 42,000

B. Professional services

Title	Number of persons	Annual salary	Percentage of time devoted to project	CACH Funds	Applicant's Funds Cash	In-kind	Total
Consultants*	6	2,500 each (15,000)		3,000	12,000		15,000
Interpretors				500		2,000	2,500
see attached (minimum 3 day stay, travel and per diem)							
Subtotal				\$3,500	\$12,000	\$2,000	\$17,500

C. Supplies and materials

Subtotal				\$	\$	\$	\$

D. Production costs

Subtotal				\$	\$	\$	\$

E. Promotion and publicity

Invitations		200	200				
Posters/Printing		500	500				
Subtotal				\$ 0	\$ 700	\$ 700	\$

F. Other

Subtotal				\$	\$	\$	\$

Total expenditures \$ 3,500 \$54,700 \$ 2,000 \$60,200

Joyce Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

April 13, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

RE: TRC-IL-4-1-83

Dear Quentin:

Your funding request for the month of May, 1984, has been forwarded for processing and payment. Please note that the total amount of the request has been decreased from \$20,302 to \$20,231. The specific reason for the reduction is because the amount requested for "Equipment and Maintenance" has been reduced to \$1,673 because that is the maximum amount remaining in this budget line item. This correction subsequently changed the total amount requested to \$20,231.

Copies of the revised funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ted M. Thayer".

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

April 9, 1984

Mr. Ted Thayer
Independent Living Director
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

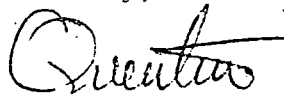
Dear Ted:

Enclosed please find HCIL's budget request for May 1984. Included with the budget request is a revised budget listing for the remainder of the grant period. Because we have incurred some fairly large expenses in the Equipment and Maintenance category, I have taken funds from the Postage and Local Travel categories and reallocated those funds to the Equipment and Maintenance category. I hope that this does not present any problem.

Please don't assume that this revision represents a "hardening of the categories." As we wind down the grant budget year, I am sure that I will be making additional adjustments to cover unanticipated expenditures. I will keep you posted as these changes are made.

Thanks for your ongoing assistance and support. I enjoyed seeing you on April 2nd.

Sincerely,



Quentin W. Smith
HCIL Executive Director

Enclosures

cc: Leigh Ann Meissner
Joyce Frieden
Rand Metcalfe
File

TEXAS REHABILITATION COMMISSION
118 East Riverside Drive
Austin, Texas 78704

TITLE VII, PART B, CENTERS FOR INDEPENDENT LIVING GRANTS

REQUEST FOR FUNDS

Coalition for Barrier Free Living
(Name of Grantee)

April 9, 1984
(Date)

6910 Fannin, Suite 120
(Address)

TRC-IL-4-1- 83

Houston, Texas 77030
(City)

Classification of Cost	Column 1 Amount Approved in Grant	Column 2* Cumulative Requests To Date	Column 3** Amount Requested This Period
Total \$212,500	\$212,500	\$156,634	\$20,302

I certify that this report is true and correct to the best of my knowledge, that expenditures are made in accordance with the approved grant project, and the amount requested this period, as shown in Column 3, will be obligated or expended within 30 days after receipt.

Peacetur W. Smith
(Signature)

Executive Director
(Title)

- * Column 2. Cumulative receipts from date of grant approval to date of this report.
** Column 3. Amount of grant funds required for the month the report is prepared (dated).

Example: If report is dated August 7, 1980, grant funds requested are for the month of August, 1980. The request should be received by Texas Rehabilitation Commission no later than the 7th day of the month for which funds are requested.

Grant Period: July 16, 1983 -
 July 15, 1984
 Grant Amount: \$212,500

HOUSTON CENTER FOR INDEPENDENT LIVING
 REQUEST FOR ADVANCE OR REIMBURSEMENT
 TITLE VII (INDEPENDENT LIVING) PROGRAM

Payment Period: March 31, 1984

Category	Budgeted	March 31, 1984		Unobligated Funds	May 1984	
		Funds Received	Funds Expended		Amount Required	Amount Requested
Personnel	129,560	88,636	87,556	1,080	12,001	10,921
Fringe Benefits	22,000	15,887	14,080	1,807	4,000	2,193
Travel	3,400	1,618	1,322	296	350	54
Equipment & Maintenance	5,050	2,327	3,571	(1,244)	500	1,744
Office Supplies	2,500	1,394	1,449	(55)	100	155
Rent	22,800	14,960	16,074	(1,114)	1,760	2,874
Telephone	14,400	7,901	8,915	(1,014)	1,830	2,844
Liability Insurance	1,540	1,358	1,483	(125)	--	125
Postage	1,500	954	1,001	(47)	100	147
Fees for conference	600	110	260	(150)	125	275
Staff Development	1,000	237	277	(40)	100	140
Publication & Printing	2,150	2,104	622	1,482	150	(1,332)
Consultants	5,000	--	--	--	--	--
In-Town Travel	1,000	124	236	(112)	50	162
Totals	\$212,500	137,610	136,846	764	21,066	20,302

CBFL/HCIL

REVISED BUDGET FOR 7/16, 1983 - 7/15, 1984

Personnel	\$ 129,560
Fringe Benefits	22,000
Travel	3,400
Equipment & Maintenance	5,050
Office Supplies	2,500
Rent	22,800
Telephone	14,400
Liability Insurance	1,540
Postage	1,500
Fees for Conferences	600
Staff Development	1,000
Publication & Printing	2,150
Consultants	5,000
In-Town Travel	1,000
TOTAL	\$ 212,500

Date of Revision April 9, 1984

		COST	SUB-TOTAL	TOTAL
PERSONNEL	EXECUTIVE DIRECTOR	1,833		
	ACCOUNTANT	1,417		
	ADMIN. SECRETARY	1,333		
	RECEPTIONIST/CLERK TYPIST	1,083		
	DEAF SERVICES COORDINATOR	1,417		
	EDUCATIONAL PROGRAMS COORD	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	STAFF INTERPRETER (50%)	667	12,001	
FRINGE BENEFITS			4,000	
TRAVEL			350	
EQUIPMENT MAINTEN.			500	
OFFICE SUPPLIES			100	
RENT			1,760	
TELEPHONE			1,830	
LIABILITY INSURANCE			--	
POSTAGE			100	
CONFERENCE FEES			125	
STAFF DEVELOPMENT			100	
PUBLICATION/PRINT.			150	
CONSULTANTS			--	
IN-TOWN TRAVEL			50	21,066

Joyce Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

March 16, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

RE: Grant #TRC-IL-4-1-83

Dear Quentin:

Your request for independent living funds for the month of April, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$19,024.00.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer

Ted M. Thayer
Director of Independent Living

(dk)

Attachment

cc: ☒ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Mithauser
Jan Skinner
Leigh Ann Meissner

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

March 6, 1984

Mr. Ted Thayer
Independent Living Director
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Enclosed please find HCIL's budget request for April 1984. It may appear that some of the figures are inconsistent with the previous submission. The inconsistencies stem from a comprehensive review of the year's expenditures by Rand Metcalfe and myself prior to the visit of Ms. Cynthia Howard in late February. That review revealed a number of expenditures that had been previously misclassified. Subsequent to the review and the identification of the misclassifications, Rand and I reclassified the expenditures and have made appropriate adjustments in the ledgers. You will note inconsistencies in the columns for travel, postage, and publication and printing. These columns now show lower figures than in the previous budget request. Items that had been incorrectly categorized in these budget areas have now been properly posted.

I trust that you will find no problems with this request. Thank you for your time and effort in processing the request.

Sincerely,



Quentin W. Smith
Executive Director

Enclosures

cc: Leigh Ann Meissner
Joyce Frieden
Rand Metcalfe
File

TEXAS REHABILITATION COMMISSION
118 East Riverside Drive
Austin, Texas 78704

TITLE VII, PART B, CENTERS FOR INDEPENDENT LIVING GRANTS

REQUEST FOR FUNDS

Coalition for Barrier Free Living
(Name of Grantee)

March 6, 1984
(Date)

6910 Fannin, Suite 120
(Address)

TRC-IL-4-1-83

Houston, Texas 77030
(City)

Classification of Cost	Column 1 Amount Approved in Grant	Column 2* Cumulative Requests To Date	Column 3** Amount Requested This Period
Total \$212,500	\$212,500	137,610	19,024

I certify that this report is true and correct to the best of my knowledge, that expenditures are made in accordance with the approved grant project, and the amount requested this period, as shown in Column 3, will be obligated or expended within 30 days after receipt.

Quentin W. Smith
(Signature)

Executive Director
(Title)

- * Column 2. Cumulative receipts from date of grant approval to date of this report.
** Column 3. Amount of grant funds required for the month the report is prepared (dated).

Example: If report is dated August 7, 1980, grant funds requested are for the month of August, 1980. The request should be received by Texas Rehabilitation Commission no later than the 7th day of the month for which funds are requested.

Grant Period: July 16, 1983 -
 July 15, 1984
 Grant Amount: \$212,500

HOUSTON CENTER FOR INDEPENDENT LIVING
 REQUEST FOR ADVANCE OR REIMBURSEMENT
 TITLE VII (INDEPENDENT LIVING) PROGRAM

Payment Period: February 29, 1984

Category	Budgeted	February 29, 1984		Unobligated Funds	April 1984	
		Funds Received	Funds Expended		Amount Required	Amount Requested
Personnel	129,560	73,971	75,555	(1,584)	12,001	13,585
Fringe Benefits	22,000	13,459	12,239	1,220	1,850	630
Travel	3,400	1,690	984	706	800	94
Equipment & Maintenance	3,400	2,322	2,922	(600)	450	1,050
Office Supplies	2,500	1,072	1,353	(281)	150	431
Rent	22,800	13,200	13,200	--	1,760	1,760
Telephone	14,400	6,904	7,203	(299)	1,000	1,299
Liability Insurance	1,540	1,518	1,483	35	--	(35)
Postage	2,400	795	701	94	400	306
Fees for conference	600	130	135	(5)	135	140
Staff Development	1,000	237	142	95	100	5
Publication & Printing	2,150	2,104	212	1,892	1,500	(392)
Consultants	5,000	--	--	--	--	--
In-Town Travel	1,750	125	226	(101)	50	151
Totals	\$212,500	117,527	116,355	1,172	20,196	19,024

MONTH April 1984

		COST	SUB-TOTAL	TOTAL
PERSONNEL	EXECUTIVE DIRECTOR	1,833		
	ACCOUNTANT	1,417		
	ADMIN. SECRETARY	1,333		
	RECEPTIONIST/CLERK TYPIST	1,083		
	DEAF SERVICES COORDINATOR	1,417		
	EDUCATIONAL PROGRAMS COORD	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	STAFF INTERPRETER (50%)	667	12,001	
FRINGE BENEFITS			1,850	
TRAVEL			800	
EQUIPMENT MAINTEN.			450	
OFFICE SUPPLIES			150	
RENT			1,760	
TELEPHONE			1,000	
LIABILITY INSURANCE			--	
POSTAGE			400	
CONFERENCE FEES			135	
STAFF DEVELOPMENT			100	
PUBLICATION/PRINT.			1,500	
CONSULTANTS			--	
IN-TOWN TRAVEL			50	20,196



February 27, 1984

Michele Bailey
Quentin Smith
Mary Sawyer
c/o Houston Center for Independent
Living, Suite 120
6910 Fannin Street
Houston, Texas 77030

Dear Friends,

Thank you for your letter of February 2, 1984 regarding an evaluation of your center made by the Texas Rehabilitation Commission (TRC). I agree with your implied assertion that peer counselors do not need to be trained psychologists. However, I believe it is important for case workers (peer counselors, vocational rehabilitation counselors, psychologists, social workers, or otherwise) to obtain as much relevant background data on their clients as may be readily available. Since I have not seen a copy of the evaluation report itself, it is impossible for me to comment further on the issues which you raise.

Your assumption that the consumer consultation committee of TRC established the standards or criteria which were used in the Houston Center for Independent Living (HCIL) evaluation is incorrect. Neither our committee nor the independent living subcommittee which functions as a part of our committee was consulted in the development of criteria which TRC apparently used to evaluate HCIL. I believe that the independent living subcommittee should be consulted on such matters prior to the fact, and I have communicated my feelings in this regard to TRC administrators. In the future, I trust the independent living subcommittee will be involved in such matters to the extent that criteria which is inconsistent with the independent living philosophy will not be used as a basis for evaluating independent living programs.

For your information, I have appointed Ms. Janie Farris of Baytown to chair the independent living subcommittee of the consumer consultation committee. Ms. Farris has indicated to me her interest in visiting HCIL and discussing pertinent issues with the HCIL staff and directors. I suggest that you may want to invite Ms. Farris to visit your center on some occasion in the near future.

Thank you for your letter. Please contact me any time I can be of assistance to you in my capacity as chairman of the consumer consultation committee.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Lex Frieden", with a stylized flourish at the end.

Lex Frieden
Director

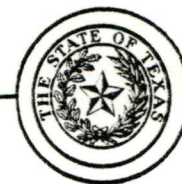
LF:rms

cc: Ted Thayer
Kaye Beneke
Vernon M. Arrell

bcc: D. Wheeler
J. Wylie
✓ T. Thayer
L. Frieden

Lex Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

February 23, 1984

Michele Bailey, CBFL Vice President
Mary Sawyer, Chairperson, CBFL Committee on
Service Provision
Quentin W. Smith, HCIL Executive Director
6910 Fannin
Suite 120
Houston, TX 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

Dear Ms. Bailey, Ms. Sawyer, and Mr. Smith:

Thank you for your letter dated February 9, 1984, regarding the recent program evaluation report concerning the Houston Center for Independent Living. Since this same letter has been sent to other TRC staff, please consider this response as also representing the other TRC staff who received your letter.

I appreciate your comments regarding the thoroughness and objectiveness with which the evaluation was conducted and am pleased that the CBFL Board is in general agreement with the findings of the evaluation. In regard to the one item (a part of #9) with which you took issue, the following clarification is offered. It appears that the rest of the clause from which you quoted is important to understanding the intent of the evaluation team. Please note that the actual wording stated that "...in some cases, it appeared that appropriate medical and psychological information should have been requested from treatment resources in order to acquire better diagnostic and background information regarding the client's situation". This was not intended as a general statement regarding casework for all HCIL clients. It was instead intended to apply only in situations where acquisition of additional diagnostic and background information would assist in understanding the client's needs and planning appropriate services; hence, the phrase "...in some cases, it appeared..." was used.

The Commission is certainly aware of the fact that peer counselors are often not trained counseling professionals; however, an understanding of the disabilities of clients is often important to the provision of meaningful, appropriate services. Acquisition of the above-referenced diagnostic information would certainly not be necessary or appropriate in all cases served by HCIL. It would, however, appear to be quite helpful when an understanding of the client's disability is a major issue.

This issue may also represent, in part, a staff development need with which the Commission could help. We periodically conduct statewide workshops that focus upon understanding of medical and psychological problems for staff who are not professionally trained in those areas. The Commission has invited staff from your center (through the executive director) as well as all other centers in Texas to participate in these workshops in the past. Several staff members from centers for independent living have participated in these workshops for the very purpose of better acquainting themselves with the disability issues affecting their clients. We would certainly be happy for HCIL staff to participate in such training in order to increase expertise in understanding client's disability-related problems.

Also, the TRC liaison counselor to your center could be a valuable resource in providing consultation regarding disability-related issues when necessary. You alluded to the fact that in the case of TRC clients, pertinent information should be available from the referring TRC counselor and I would encourage you to utilize our staff in that regard.

You mentioned a question regarding HCIL's legal justification for requesting medical and psychological information. This should not represent a problem so long as you have appropriate policies related to this issue and follow them appropriately. Specifically, you must have written permission from the client to acquire medical and/or psychological information. This is usually accomplished through a "Release of Information" form signed and dated by the client giving you the authority to request such information. It is also important that such information be maintained strictly confidential and used for the purposes intended. Of course, the confidentiality issue would also apply to other information acquired by the center regarding your clients in the course of service provision.

Finally, your assumption that this issue has been addressed by the Commission's Consumer Consultation Committee is incorrect. As mentioned above, this is not a generalized policy that applies to all case management practices in centers for independent living. It is merely a procedure that would appear to be helpful in better understanding the disability-related problems of some clients.

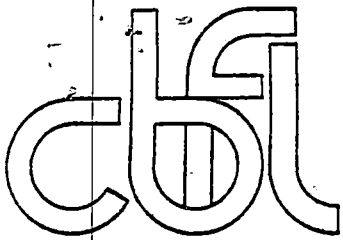
I hope this information proves helpful in clarifying the issue and if we can be of further assistance, please let us hear from you.

Sincerely,



Vernon M. Arrell
Commissioner

TMT/dk



COALITION FOR BARRIER FREE LIVING

February 9, 1984

Mr. Vernon M. Arrell, Commissioner
Texas Rehabilitation Commission
118 E. Riverside Drive
Austin, Texas 78704

Dear Mr. Arrell:

The Board of the Coalition for Barrier Free Living (CBFL) is in receipt of the Program Evaluation of the Houston Center for Independent Living dated January 26, 1984 and has reviewed said document. It is obvious that a thorough and objective evaluation of center programs and procedures was completed. The Board is in general agreement with the findings of the reviewers, and the time and effort that went into the review process are sincerely appreciated.

Notwithstanding the positive tone of the evaluation, there is, however, one component of the evaluation with which the Board takes issue. Item number nine in the evaluation report deals with case management and documentation. Some legitimate deficiencies in past case management procedures were cited and are being addressed. Item number nine, however, also refers to the need to request "... medical and psychological information ... from treatment resources ...". In light of the mission and goals of HCIL and the training and qualifications of the counseling personnel in the Center, the Board questions the validity of requesting the aforementioned information.

The counseling personnel employed by the Center at this time function as peer counselors and are not qualified by either education or experience to interpret or utilize diagnostic information provided by medical and psychological professionals. Furthermore, HCIL's legal justification for requesting medical and psychological information is open to question. In the case of TRC clients, pertinent information required by the peer counselor should be available from the referring TRC counselor.

Mr. Vernon M. Arrell
February 9, 1984
Page 2

It is the assumption of the Board of CBFL that the Consumer Advisory Committee approved requesting psychological and medical information as part of the case management process. If this is the case the Board of CBFL would like to know the rationale for this decision. Because this is a substantive issue, the Board of CBFL is requesting a written response to this inquiry. Your attention to this matter is appreciated.

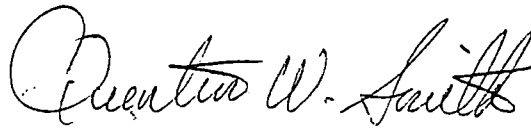
Sincerely,



Michele Bailey
CBFL Vice President



Mary Sawyer
Chairperson, CBFL Committee on
Service Provision



Quentin W. Smith
HCIL Executive Director

QWS:nw

Joyce Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

February 15, 1984

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

RE: Grant #TRC-IL-4-1-83

Dear Quentin:

Your request for independent living funds for the month of March, 1984, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$20,083.00.

The only revision made to the information you submitted concerned an apparent typographical error in the monthly salary of the executive director on the sheet indicating current monthly needs. The amount was changed from \$1,883 to \$1,833.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer

Ted M. Thayer
Director of Independent Living

(dk)

Attachment

cc: ☒ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

February 9, 1984

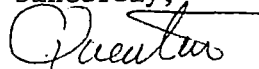
Mr. Ted Thayer
Program Specialist
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Enclosed please find HCIL's budget request for the month of March 1984. I don't believe that there are any errors in it. Also enclosed is a copy of the revised budget that you requested indicating the reallocation of funds in certain categories to cover receipts to date.

Should there be any problem with this request, please don't hesitate to contact me. Thank you for your attention to this matter.

Sincerely,



Quentin W. Smith
HCIL Executive Director

Enclosures

cc: Joyce Frieden
Leigh Ann Meissner
Rand Metcalfe
File

REVISED BUDGET FOR 7/16, 1983 - 7/15, 1984:

Personnel*	\$ 129,560
Fringe Benefits	22,000
Travel	3,400
Equipment & Maintenance	3,400
Office Supplies	2,500
Rent	22,800
Telephone	14,400
Liability Insurance	1,540
Postage	2,400
Fees for Conference	600
Staff Development	1,000
Publication & Printing	2,150
Consultants	5,000
In-Town Travel	1,750
TOTAL	\$ 212,500

*See attachment for detailed personnel budget

NOTE: This revision completed February 9, 1984.

TEXAS REHABILITATION COMMISSION
118 East Riverside Drive
Austin, Texas 78704

TITLE VII, PART B, CENTERS FOR INDEPENDENT LIVING GRANTS

REQUEST FOR FUNDS

Coalition for Barrier Free Living
(Name of Grantee)

February 9, 1984
(Date)

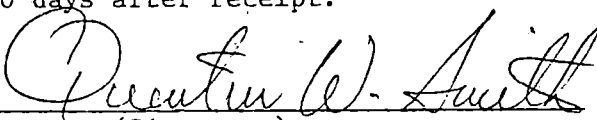
6910 Fannin, Suite 120
(Address)

TRC-IL-4-1- 83

Houston, Texas 77030
(City)

Classification of Cost	Column 1 Amount Approved in Grant	Column 2* Cumulative Requests To Date	Column 3** Amount Requested This Period
Total \$212,500	\$212,500	\$117,527	\$20,083

I certify that this report is true and correct to the best of my knowledge, that expenditures are made in accordance with the approved grant project, and the amount requested this period, as shown in Column 3, will be obligated or expended within 30 days after receipt.


(Signature)

Executive Director
(Title)

- * Column 2. Cumulative receipts from date of grant approval to date of this report.
** Column 3. Amount of grant funds required for the month the report is prepared (dated).

Example: If report is dated August 7, 1980, grant funds requested are for the month of August, 1980. The request should be received by Texas Rehabilitation Commission no later than the 7th day of the month for which funds are requested.

Grant Period: July 16, 1983 -
 July 15, 1984
 Grant Amount: \$212,500

HOUSTON CENTER FOR INDEPENDENT LIVING
 REQUEST FOR ADVANCE OR REIMBURSEMENT
 TITLE VII (INDEPENDENT LIVING) PROGRAM

Payment Period: January 31, 1984

Category	Budgeted	January 31, 1984		Unobligated Funds	March 1984	
		Funds Received	Funds Expended		Amount Required	Amount Requested
Personnel	129,560	60,890	63,554	(2,664)	12,001	14,665
Fringe Benefits	22,000	10,886	11,464	(578)	1,850	2,428
Travel	3,400	1,808	986	822	750	(72)
Equipment & Maintenance	3,400	2,231	1,776	455	460	5
Office Supplies	2,500	923	1,045	(122)	200	322
Rent	22,800	11,440	11,440	--	1,760	1,760
Telephone	14,400	6,263	6,260	3	1,000	997
Liability Insurance	1,540	1,518	1,358	160	--	(160)
Postage	2,400	802	811	(9)	150	159
Fees for conference	600	230	60	170	150	(20)
Staff Development	1,000	137	112	25	25	--
Publication & Printing	2,150	2,104	385	1,719	1,719	--
Consultants	5,000	--	--	--	--	--
In-Town Travel	1,750	126	75	51	50	(1)
Totals	\$212,500	99,358	99,326	32	20,115	20,083

MONTH March 1984

		COST	SUB-TOTAL	TOTAL
PERSONNEL	EXECUTIVE DIRECTOR	1,883		
	ACCOUNTANT	1,417		
	ADMIN. SECRETARY	1,333		
	RECEPTIONIST/CLERK TYPIST	1,083		
	DEAF SERVICES COORDINATOR	1,417		
	EDUCATIONAL PROGRAMS COORD	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	COMMUNITY SERVICES COORD.	1,417		
	STAFF INTERPRETER (50%)	667	12,001	
FRINGE BENEFITS			1,850	
TRAVEL			750	
EQUIPMENT MAINTEN.			460	
OFFICE SUPPLIES			200	
RENT			1,760	
TELEPHONE			1,000	
LIABILITY INSURANCE			--	
POSTAGE			150	
CONFERENCE FEES			150	
STAFF DEVELOPMENT			25	
PUBLICATION/PRINT.			1,719	
CONSULTANTS			--	
IN-TOWN TRAVEL			50	20,115

TEXAS REHABILITATION COMMISSION
OFFICE MEMORANDUM

Joyce Frieden

TO: John Wylie

FROM: Ted M. Thayer *TM*

SUBJECT: PROGRAM EVALUATION OF THE HOUSTON CENTER FOR INDEPENDENT LIVING

DATE: January 26, 1984

RE:

Attached for your review is the report of program evaluation activities conducted at the Houston Center for Independent Living. These activities included an on-site review of HCIL programs and subsequent review of written reports submitted by the center.

If you have any questions concerning this report, please advise.

dk

Attachment

cc: ✓ Joyce Frieden, CBFL Board President
Quentin Smith, HCIL Executive Director
Vernon M. Arrell
Doyle Wheeler
David MacCabe
Cindy Howard
Kenneth Vogel
Jim Muhlhauser
Jan Skinner
Leigh Ann Meissner

Al Wilder
Thursday 1:30

11:45

#9
Criteria for evaluation should
be developed by consumers who
are knowledgeable about the Center.
Letter from CBFL Board

to MAX, titles
Ted,
Lex,

mailed to be
reviewed before
2/20/84

PROGRAM EVALUATION REPORT
HOUSTON CENTER FOR INDEPENDENT LIVING
November 15, 1983

INTRODUCTION

On the above-referenced date, program evaluation activities were conducted at the Houston Center for Independent Living by the following TRC staff members: Ted M. Thayer, Jim Muhlhauser, Mary Valentini, Leigh Ann Meissner, and Jim Brindley. These activities focused upon re-evaluation of the program requirements for continued participation by the Commission in HCIL activities cited in the report dated July 6, 1983, that was subsequently presented to the board of the Coalition for Barrier Free Living. Specific attention was given to the degree of progress made in alleviating deficiencies and implementing recommendations made in the July 6, 1983, report. The results of this re-evaluation were discussed with Quentin Smith, Executive Director of HCIL.

FINDINGS

The following observations and recommendations resulted from the re-evaluation and are reported chronologically in accordance with the program issues cited in the July 6, 1983, report:

- complied*
1. The substance and content of quarterly reports has significantly improved from previous reports. Although the reports were somewhat delayed because of the change in administrative staff, the center is now current in its reporting of quarterly progress.
 2. An appropriate annual report has been received from the center that is an improvement over previous reports. Although the report was somewhat delayed because of changes in administrative staff, the center is current in regard to its annual reporting requirements. One problem was noted in terms of statistical data regarding the total number of clients served and that problem was the result of incomplete data collected during the tenure of the previous administration. The report did, however, report an apparently accurate number of clients served and the above-referenced discrepancy has been resolved.
 3. Some problems related to submission of funding requests were noted for a short period of time due to the change in both executive directors and fiscal officers. These problems were a matter of orientation of new staff to the established system. Recent reports indicate that these problems have been largely resolved.
 4. Other than the above-referenced reporting delays, contractual obligations between the Coalition for Barrier Free Living and the Texas Rehabilitation Commission have been related to appropriately.
 5. Significant improvement has occurred regarding the development and maintenance of effective telephone and receptionist procedures. This has been accomplished through reassignment of
- complied*
- compliance*
- OK*

staff positions within the center and it appears to be appropriate in meetings the needs of the center.

- OK. 6. Communication and coordination with other major service providers in the community has been significantly improved. This is particularly true of the relationships with the Texas Commission for the Deaf and TRC counselors serving the deaf. These represented significant problems involving numerous complaints in the past and these issues have been addressed in such a manner as to reduce complaints from the deaf community to a small number, particularly in view of the volume of deaf clients served. HCIL currently provides the deaf community with approximately 1,000 voice exchange call services per month and approximately 200 interpreter coordination services per month. It has also been noted that the information and referral services to the deaf community have increased.
- OK. 7. During the time that the program requirements were first established, the center was functioning with an acting executive director who had made a commitment to the center for only a short period of time. Since that time, HCIL has hired a full-time executive director and that position has remained stable. The only significant turnover has involved the fiscal officer position. In that instance, the fiscal officer was recalled to his previous job with NASA and that move was entirely understandable. That position was refilled on a timely basis and, hopefully, will function effectively in the future. It should be noted that the administration of the center is keenly aware of the need for staff stability in the maintenance of an effective program and appear to be doing the best they can to maintain a stable staff. Program positions in the center have remained reasonably stable during the report period. It should be noted that Jim Brindley, Liaison Counselor for HCIL at the time of the evaluation, reported that his contacts with HCIL staff members indicated that they were receiving much better guidance in terms of their job responsibilities than in the past.
- OK. 8. Considerable improvement has been made in the area of outreach. Television coverage of center activities has been utilized effectively and referrals to the center have increased significantly.
- OK. 9. Some improvement was noted as a result of review of documentation in HCIL case records. Case records were generally better organized than during previous reviews; however, some improvement is still needed in this area. Specifically, it was noted that in some instances independent living plans were not signed by either the case manager or the client and, in some cases, it appeared that appropriate medical and psychological information should have been requested from treatment resources in order to acquire better diagnostic and background information regarding the client's situation.

ask at
board meeting
about case
management.

62- 10. Requests for approval from the Commission regarding items requiring approval have been accomplished on a timely basis.

2 wks 11. Although an HCIL Operational Manual exists, it is in need of significant revision to reflect and guide the operational procedures of the center. Revision of this manual should be established as a high priority for the near future. FRANK BARLY

OK → 12. Job descriptions exist for all positions in the center. Several new job descriptions have been developed since Quentin Smith became the HCIL executive director and they are of good quality. Planned activity includes revision of the remaining job descriptions to accurately reflect current staff responsibilities. Program descriptions are in need of revision to reflect current program activities in the center. 1 wk

OK 13. Improvement was noted in the center's records concerning clients served, services provided, client characteristics, etc. Particular improvement was noted in the record keeping related to the deaf services component. It is recommended that records related to other service components in the center be upgraded in quality in a similar manner as that accomplished for the deaf services component.

Follow up 14. A client questionnaire regarding the effectiveness of HCIL services has been developed but had not been utilized at the time of our visit to the center. It is recommended that this be implemented in the very near future to assist in evaluating the effectiveness of program activities.

OK 15. Significant improvement has been noted in the monitoring of HCIL activities by the CBFL Board of Directors. Considerable care should be taken by the CBFL Board that such monitoring remains an ongoing process to preclude the center relapsing into the problems of the past.

OK 16. Formal grievance procedures are available for all clients of the center. Care should be taken to assure that these procedures are utilized in all major complaints by clients, staff, and the community.

OK 17. Considerable improvement has been noted in the number of referrals to the center and this should have a positive effect upon the active caseload of clients receiving HCIL services.

2 wks 18. At the time of our visit, goals and objectives were in the process of discussion and development but had not been finalized. It is recommended that appropriate goals (both short-term and long-range) be developed as a basis for the center's activities in the near future.

OK 19. The administration of HCIL is currently working on development of planned in-service training activities for staff members. At the time of our visit, these plans had not been completely developed and it is recommended that this be accomplished in the near future.

OK 20. Considerable progress was noted in the public relations activities of the center. Good use is being made of television spots, brochures, etc., and this should have a positive effect upon referral development and the image of HCIL and the community.

OK 21. A significant increase in fund-raising activities was noted. Proposals have been developed and submitted to Exxon, Gemco, and United Way. In addition, \$5,000 has been received from the Houston Parking Association; \$1,000 has been received from the Baylor College of Medicine; and the Houston Area Rehabilitation Association has donated a TTY.

In summary, it appears that significant progress has been made in improvement of the center's program activities. Significant work, however, remains to be done and it is recommended that both the CBFL Board and the HCIL administration continue to aggressively address areas of deficiency until they are alleviated.