

Attachment 1



TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES

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Mary Durham, Chair
John Morris, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee

FROM: Joanna Cordry, Planning Coordinator
Sonya Hosey, Grants Management Director

SUBJECT: Summary of Review Panel Recommendations

DATE: May 2, 2012

TCDD staff recently convened a panel consisting of 3 people to review 1 proposal received in response to TCDD's Gulf Coast of Texas African American Family Support Conference (GCTAAFSC) Request for Proposals (RFP).

TCDD developed and posted this particular RFP in order to identify an organization that, as a member of the community hosting the GCTAAFSC, can organize and support the various types of community partners who must be involved to develop this conference into a sustainable annual event. Eligibility for this project was restricted to those organizations that were actively involved in planning and coordinating the 2011 Gulf Coast of Texas African American Family Support Conference.

The three individuals serving on the review panel have all been actively involved in planning and implementation of the Central Texas African American Family Support Conference, the conference on which the GCTAAFSC is modeled. One of the review panel members was also involved in the planning of the GCTAAFSC as a technical assistance provider. Additionally, Sonya Hosey, TCDD Grants Management Director, was also actively involved in the planning of that conference. Both the review panel member and Ms. Hosey have had direct experience with all potential eligible applicants.

The panel reviewed the proposal received; their recommendations for funding are summarized in the attached document. Additionally, the risk assessment used to determine the level of monitoring this project would require has been completed for this proposal and is attached.

Staff concur with the review panel that the workplan requires additional detail, but that the applicant organization, with technical assistance, is capable of working with their community partners to reach the Council's intended goal and is highly committed to the effort. Additionally, the review panel, staff, and the technical assistance providers from Austin Travis County Integral Care believe that continued support to establish the GCTAAFSC provides an important service to the community and the state.

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary

RFP: # 2012-1 Gulf Coast of Texas African American Family Support Conference

Applicant Organization:	Helpful Interventions
Key Project Staff:	Project Director: Jerrilyn Hayes Project Coordinator: Vacant
Project Location:	Greater Houston Area

Project Abstract: The disparity in access of care and services among the African American population is a significant phenomenon. The disparity extends to a stigma associated with mental health, developmental and intellectual disabilities, substance disorders, and complex physical and social health concerns. Additionally, disparity in education, social economics, power, and resources are concerning as well. There appears to be a need for sensitive educational and supportive care systems to eliminate disparity in access of care and services. A conference with a focus on educational opportunities to strengthen family and individual awareness is needed in the Houston Gulf Coast Region of Texas.

Year 1 Project Cost: \$43,750.00
Funding amount requested: \$35,000.00
Match: \$ 8,750.00

Strengths:

The proposal demonstrates that the applicant actively participated in the planning and implementation of the 2011 Gulf Coast of Texas African American Family Support Conference (GCTAAFSC), and it is clear that there would be continuity between the previous conference and the proposed 2013 conference.

It is clear that the applicant “gets it” – i.e., understands the goal of the conference, the principles of self-determination, and the need for the community to have information and support.

Ms. Hayes, the Project Director, is part of an existing well-developed network in the Houston area. Faith-based communities are included as partners, which is appropriate.

The proposal includes a listing of previous committee members, their contact information, and provides information regarding how these previous members might participate in the funding and implementation of the conference. The proposal includes letters of support from organizations who intend to be involved in the conference.

Needs:

The workplan, timeline, speaker recruitment, sustainability, and evaluation plans require more detail to be able to ensure that the goal will be reached, and inconsistencies and other issues with the budget must be corrected or clarified (including how much will directly support the conference and the speakers; how travel costs are broken down). Additional information needs

to be provided throughout the proposal to describe how families and individuals will be included in the conference planning committee and in the actual hosting of the conference.

It is not clear if this proposal was developed collaboratively or if one person alone wrote the proposal. There is not enough evidence of non-professional community involvement, and it isn't clear if the professionals involved are also self-advocates and/or family members. Families and people with disabilities need to be an active part of the planning and implementation. Everyone involved should have the opportunity to provide input into and understand all aspects of the conference (including the budget).

The applicant organization needs to ensure that they have the resources to work with partners to support the conference. The amount of staff time allocated to support the administration of the project is low; the applicant will need to meet with members of the planning committee more than they currently estimate (which is once per quarter). It appears that partner organizations may have capabilities and strengths that would support the project implementation (e.g., could the university partner conduct the evaluation), but that have not been specifically identified in the proposal. Additionally, the applicant should reach out to Mental Health Advocacy groups (6 in Houston, including 2 that are predominantly African American).

Questions/Concerns:

The proposal doesn't specify inclusion of families and self-advocates on the Project Advisory Committee; however, the original Request for Proposals did not clearly indicate this expectation. *(TCDD staff note: staff are aware that two of the individuals suggested for PAC membership are parents of children with disabilities).*

It is not clear that the applicant has the infrastructure to develop the conference "from scratch." However, templates and the website content from the previous conference will be provided to the applicant if funded. Additionally, Austin Travis County Integral Care expects to provide technical support to ensure model fidelity, as per a contract with TCDD.

Final Recommendation:

The proposal itself does not include sufficient detail for a reviewer unfamiliar with the applicant's involvement in the previous conference to determine that this proposal is fundable. Additional work will be required to provide the needed information. However, it is evident that they understand the purpose and goal of the conference and have a well-developed network of strong partners. Additionally, the applicant was highly involved in the planning and implementation of the previous conference. The review panel recommends TCDD staff work with the applicant to add the necessary detail to the workplan, and that the Council award funding to the applicant pending agreement on the workplan.