

TCDD Grant for Self-Advocate Grassroots Community Organizing Request for Proposals #2014-2

Are you in a self-advocate group? Does your group want to help your community?

The Texas Council for Developmental Disabilities (TCDD) wants to **award a grant** to one group of self-advocates to work with others to make changes so that people with intellectual and developmental disabilities are included in their community. TCDD may give up to \$100,000 per year, for up to three years, to one organization to do the work described in this document. This document is called a “Request for Proposals” or RFP. TCDD will provide funds for only one project with this RFP.

To apply for this grant:

1. Read this RFP or get support to read it.
2. Fill out all parts of the proposal. TCDD will have telephone or video meetings to explain how to do this.
3. Get your complete and signed proposal to TCDD by the due date. You cannot be awarded the grant if your proposal is not complete or is late.

What does it mean to “award a grant”?

This means TCDD makes a promise to give money (a “**grant**”) to an organization to pay for people, training or tools the organization needs to complete a project. The organization also promises to complete certain activities, finish the project by a certain date, and to follow specific rules. The organization that receives the money is the “**grantee.**”

For more details on applying, see “How to Submit a Proposal” on page 13.

TCDD awards the grant to the organization that turns in the best proposal. TCDD plans to provide funding for this grant project for three years, if TCDD has the money available. To keep the grant for all three years, the **grantee** must do the work it promises to do in the proposal, follow the rules of the grant, and give TCDD the correct forms and reports on time.

Grantees do not receive the money all at one time. They are paid for work that has been completed after work is done. Grantees may ask to be paid for work done as often as every month.



Only organizations that can legally do business (and receive money) in Texas can receive a grant. Self-advocate groups may ask another organization to fill out the forms, file the reports, or to manage the money for them. **Self-advocates will still make the decisions about the grant and do the work.**

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What do you need to know before you submit a proposal?

Federal and state law created the Texas Council for Developmental Disabilities (TCDD). TCDD receives its funding from the federal government. TCDD creates change so that all people with disabilities are fully included in their communities and have control over their own lives. TCDD's Goals and Objectives are the steps we are taking to create this change. TCDD awards grants to organizations to do work that will help us reach our Goals and Objectives.

Helpful links:

[TCDD Goals and Objectives](#)

[TCDD Grants Manual](#)

[About TCDD](#)

Organizations that receive these grants – called “grantees” - must

follow TCDD policies and state and federal laws. Grantees work with a TCDD grant specialist who explains the policies and the laws. Grantees are responsible if laws or policies are not followed, so it is important that you understand them. If laws or policies are not followed, you may need to repay some of the money. If you do not do the things you agreed to do when you received your grant award, you may not receive all the funding and TCDD may end the grant.

A self-advocate group is a group of people who have disabilities working to improve opportunities for people with disabilities. Self-advocate groups are run by self-advocates. They may have an advisor.

Terms: Things you need to understand before you write a proposal

- The organization that submits the proposal must tell us if any members or employees of the self-advocate group or of the organization that helps the self-advocate group:
 - work for or are appointed members of the Texas Council for Developmental Disabilities; or
 - have family members who work for TCDD or are appointed members of the Texas Council for Developmental Disabilities.
- You must use respectful language in everything, including your proposal. Usually, this means using People First Language. However, if self-advocates who work on this proposal believe People First Language is not respectful, explain this briefly in your proposal.
- Things you make or use must be available in a format that people with disabilities can use. You may have to make things available electronically, in a tagged PDF, in Braille or in large print. Videos must have captions and distance learning activities must be accessible.
- You must translate things into Spanish if someone needs it in Spanish to understand it.
- If you create an article, book, video, or something else using money from this grant, TCDD has the right to use any of these without paying you more money. TCDD also has the right to let others use them without paying you.
- TCDD may decide not to award a grant or to provide funding for less than three years.
- The Texas Public Information Act requires TCDD to allow others to see proposals if they ask.
- Grantees must support the project in some way. This is called “match.” See “Other Important Information” on page 8 for more information about match.

Why is TCDD awarding a Self-Advocate Grassroots Organizing grant?

When the self-advocacy movement began in the 1960s, many people did not listen to what people with intellectual disabilities said that they wanted for themselves or their communities. Now, self-advocates are working together to make important changes in their communities. Although many people still do not view people with intellectual disabilities as equal partners and leaders, people who have intellectual disabilities have ideas and opinions that are important and need to be heard. TCDD is awarding this grant to support self-advocates with intellectual disabilities to show others how they can improve their community.

TCDD expects that this grant will help self-advocates with intellectual disabilities:

- learn advanced leadership skills;
- work together with a trained community organizer and other experts to identify and change a program, policy, or practice (“practice” means how something is done) so that people with intellectual and developmental disabilities are included in their community; and
- keep working together to make the community better after this grant is over.

Community organizing means people coming together to talk about and find ways to solve issues in their community that are important to them. An example is when neighbors work together to make their community safer for people to walk or bike by convincing the city to build sidewalks or trails.

Someone who has had training in community organizing is an expert at helping people work together to make change, without telling you what you should do or making decisions for you.

With this grant, people who have intellectual disabilities will make decisions about what issues to work on and how to work on them. Also, the leaders who talk publicly about issues and about what the group wants should be people with intellectual disabilities. The community organizer will help, but will not do these things for them.

People who do not have disabilities may work on this grant as contractors, paid staff, or volunteers. They may provide training, information, and mentoring. They may complete the evaluation, reporting, and financial management activities for the grant project. The community organizer may be a person with or without a disability.

What is an Intellectual Disability?

This is a term that refers to a diagnosis that people may receive, usually at a young age, when they have significant challenges in learning and often communication. Often, the most serious challenges people with intellectual disabilities face are stereotypes, negative perceptions and discrimination by others in response to unique or different ways of learning and communicating.

What will you need to do if TCDD awards you this grant?

You may want to use this list to complete the Objectives and Activities section in your proposal.



1. Create a Project Advisory Committee (PAC) that includes self-advocates, members from local neighborhood organizations, active community members, local government decision-makers (like city council members), advocates, and people who can evaluate the project. The PAC may include people without disabilities. The PAC should have staff support which may be paid through the grant. PAC members must meet at least every three months and will:
 - support what the self-advocates want to do;
 - help self-advocates report on progress, issues, and plans;
 - meet with the self-advocate group when the group asks;
 - share information and advice with the community organizer; and
 - role-play with self-advocates when asked.



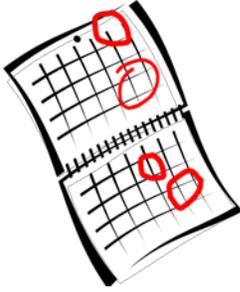
2. Choose a community organizer to support you. This person must be someone from your local community and must sign a contract to commit to work with you until the grant has ended. If the person you choose needs training, he or she can receive training from the [Midwest Academy](#) or a similar organization. The community organizer's salary, training, and travel may be paid by the grant.



3. Find people who are interested in working with you and hold individual meetings (this means a self-advocate from the group and the community organizer will meet with another person). At least 40 individual meetings will probably be needed to get a start-up group together. Travel for these meetings may be paid by the grant.



4. After the individual meetings, the community organizer will help you identify leaders for your group and arrange the first large organizing meeting. At this meeting, everyone will talk about desired goals and what the group will be doing.



5. After the first meeting, hold organizing meetings at least twice a month.

During these meetings, people will learn more about community organizing, different leadership roles, building relationships, negotiating with people and compromise. You will talk about how to create change and what things you think might be problems. You may also want to do other activities related to the project or to help you get to know each other.



6. When you all agree on what you think is the most important issue, invite experts on that issue to give you information or training. You can ask the experts for their advice on the issue you want to work on. You might learn information that will make you want to change your ideas or plans, and this is okay. You also do not have to follow the experts' advice if you disagree, or think another way to do something is better.



7. When you have enough information to create a good plan to reach your goal, work together on that plan. Different members of your group may work on different parts of the plan, but all members should have a role.

It is important that you pick a goal you can reach, so that people will want to work together on the next goal. Celebrate each success because what you are doing can be very hard!

Your TCDD grants specialist will help you understand exactly when and how you must report on your progress. It is important that you understand before you apply that you will have to tell TCDD about your progress at least every three months. Information you must provide will include:

- How many self-advocates are working together and who the leaders are
- What the goals of your group are
- What issues (or problems) you want to fix in your community and why you chose them
- How you are working to create change (for example, if you are holding rallies or meeting with people in your community who make decisions for your community)
- Whenever you successfully fix an issue or problem
- What may be keeping you from being successful

Who can apply for this grant?

TCDD may award this grant to an organization that is a public agency, a nonprofit organization, a school or a private business. The organization, agency, school or business that receives this grant must be able to pay all bills for activities and expenses that are part of this grant, complete TCDD's forms correctly and on time, and be legally able to receive grant funds. The organization that receives this grant may not have more than two other grants from TCDD at the same time.

The grantee may be the same organization as the self-advocate group, or the grantee and the self-advocate group can be different. The self-advocate group must make the decisions and do the work related to this grant. **Proposals will not be considered from organizations that are not supporting a self-advocate group lead by people with intellectual disabilities.**

To receive this grant, the self-advocate group must be working support community inclusion of people with developmental disabilities.

TCDD cannot award this grant to an individual.

Important Dates

Some of these dates may change. TCDD will announce any changes on the TCDD website. Please email Grants2@tcdd.texas.gov to receive information about participating in the information sessions.

ACTIVITY	DATE(s)
Information sessions for potential applicants	Dates to be announced. Email Grants2@tcdd.texas.gov for more information.
Last date to submit questions	Friday, May 23, 2014
Questions and Answers posted at http://www.tcdd.texas.gov/grants-rfps/funding-available-for-grants/	Friday, May 30, 2014
Proposals due to TCDD (due date)	Friday, June 13, 2014
Applicants notified of decision	August 11, 2014 – August 22, 2014
Earliest expected project start date	November 1, 2014

Other Important Information

Match

Match may come from money given for project activities, items donated, or volunteer time. If your project is located in a county that is not a “federal poverty area” according to the US Census, you must provide at least \$1 in match for every \$3 requested from TCDD. That means \$33,333 worth of match per year if \$100,000 is requested from TCDD for this project. If your project is located in a county that is a federal poverty area, you must provide at least \$1 for every \$9 requested from TCDD. That means \$9,999 each year as match if \$100,000 is requested from TCDD for the project. TCDD will help you figure out what can be used as match. To find out if you are in a poverty area, go to this website: <http://quickfacts.census.gov/qfd/states/48/48029.html> and enter the name of your county.

Continuation Funding

“Continuation funding” is funding TCDD provides to continue the project for more than one year. Projects funded under this RFP may be able to receive funding for up to 2 more years after the first year, for 3 years total. However, TCDD awards funds for each year separately and will not automatically provide funding for all three years. You will have to reapply each year, and funding for the project may be stopped early if activities are not progressing as expected. Before deciding if the project will get funding to continue, TCDD reviews what projects have done, how close they are to reaching their goals, and how well the projects are being managed. TCDD will also look at how the project might be funded in another way and whether TCDD has enough funding to pay for the project as well as other projects.

When TCDD reviews the original proposal, we assume that the amount you say you need for years two and three are correct. Do not expect to ask for more money for those years than you said you needed in the proposal you first submit in response to the RFP.

If you do everything you state you will do each year and reach certain goals, you **may** be able to receive some additional funding for two more years after the first three years are finished. Please note that you “may” be able to receive more funding; this means that TCDD does not promise that this money will be provided. However, if the money is available and you want TCDD to consider providing funding for additional years, you must show that:

- with a part-time community organizer you can continue to do the work you have been doing;
- you can use the funding to help many more people and other groups; and
- your group will become stronger and larger, and you will have more leaders to continue the work you are doing, even if you do not receive any more grants from TCDD in the future.

TCDD State Plan Goal, Objective, and Activity addressed by this RFP

TCDD has a five year [State Plan](#), and TCDD grants are awarded to do work that will help us reach the Goals, Objectives, and Activities in that plan. This grant project is expected to help TCDD fulfill Goal 6, Objective 1, Activity 2: At least once every 2 years, offer funding to support individuals with developmental disabilities to work with a state self-advocacy organization to implement a grassroots effort to organize and/or educate members of their community.

Definitions for this RFP

Community organizing means working with people to help them to come together to talk about and find ways to solve problems in their community that are important to them. An example is when neighbors work together to make their community safer for people to walk or bike by convincing the city to build sidewalks or trails.

Developmental Disability generally means a severe disability that:

- started before the person was 22 years old;
- will probably last most of a person’s life; and
- results in limitations in three or more areas of daily life.

The specific definition in the [Developmental Disabilities Assistance and Bill of Rights Act 2000](#):

- A. The term “developmental disability” means a severe, chronic disability of an individual that—
- i. is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - ii. is manifested before the individual attains age 22;
 - iii. is likely to continue indefinitely;
 - iv. results in substantial functional limitations in 3 or more of the following areas of major life activity:
 - I. Self-care.
 - II. Receptive and expressive language.
 - III. Learning.
 - IV. Mobility.
 - V. Self-direction.
 - VI. Capacity for independent living.
 - VII. Economic self-sufficiency; and
 - v. reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
- B. INFANTS AND YOUNG CHILDREN.—An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the

individual, without services and supports, has a high probability of meeting those criteria later in life.

Grantee describes an organization that receives a grant and is responsible for sending TCDD reports on time, paying people who are hired or on contract to work on the grant, making sure that the people doing work for the grant have supplies or accommodations that they need, and for sending TCDD the paperwork necessary for TCDD to pay the grantee for project expenses. The grantee may be the same organization as the self-advocate group, but they can also be two different organizations. If they are two different organizations, the self-advocate group must be responsible for making the decisions related to the grant.

Grassroots means something that involves ordinary people; “regular” people are making something happen because it is what they want. This is different from something happening because a person who has a position of power says it must happen.

Intellectual Disability is a term used to refer to the challenges that some people face, usually from a young age, in learning and often communication. Often the most serious challenges people with intellectual disabilities face are stereotypes, negative perceptions and discrimination by others in response to unique and different ways of learning and communicating. (from the Canadian Association for Independent Living, <http://www.cacl.ca/about-us/definitions-terminology>).

Match generally describes the portion of the total project costs that are contributed by someone other than TCDD. This can include donated time by volunteers who do some of the work, or by getting other people or groups to donate things or money to the project. The match amount depends on the cost of the project and whether or not the area in which the project is located is a federal poverty area. If a grantee has another federal grant, anything that is reported as match for that grant cannot also be reported as match for a TCDD grant.

TCDD requests that grantees try to provide more match each year of the grant. If more of the project is supported by other people, other organizations, or money that does not come from TCDD, it is more likely that the project will be able to continue after the grant from TCDD ends.

Non-Traditional Partners Organizations, businesses, agencies, clubs, or other entities that are not typically involved in initiatives related to people with developmental disabilities.

Organization, in this RFP, means a legally recognized business, non-profit entity, agency, or school that can receive this grant and pay all bills for activities and expenses that are part of this grant. Only organizations may receive a grant from TCDD. Individuals or groups that are not organizations may not receive TCDD grants.

A **proposal** is the document that people submit to TCDD in order to request this grant. This may also be referred to as the “application,” and organizations that submit proposals may be called “applicants.”

Self-advocate group is a group of people who have disabilities and work together to improve opportunities for people with disabilities. Self-advocate groups are run by self-advocates, although they may have an advisor. To be eligible for this grant, the self-advocate group must be led by people with intellectual disabilities.

Unserved or underserved (as defined in the DD Act Amendments of 2000)

Includes such individuals from racial and ethnic minority backgrounds, are disadvantaged, have limited English proficiency, live in rural or urban areas that are underserved, or who belong to specific groups within the population of individuals with developmental disabilities.

How to Submit a Proposal

1. **Get the correct proposal form.** You may do this one of two ways:

Download the proposal forms for this RFP at <http://tcdd.texas.gov/grants-rfps/funding-available-for-grants/rfp-application-packet-request/>

Or

Send a written request by U.S. mail, fax or email to Theresa Esquivel, Texas Council for Developmental Disabilities, 6201 E. Oltorf, Suite 600, Austin, TX 78741-7509; fax (512) 437-5434; Grants2@tcdd.texas.gov.

2. **Consider participating in an information session to find out more information.**

TCDD will hold optional information sessions to help people understand the grant proposal process and the requirements of this RFP. You do not have to participate to submit a proposal for this grant; however, if you would like to participate, please email Grants2@tcdd.texas.gov.

3. **Fill out the proposal form.** If you have questions about the RFP and/or the proposal, email them to Joanna.Cordry@tcdd.texas.gov by the date stated under "Important Dates." TCDD will post questions and answers on our website and will notify people who have expressed interest in this RFP in writing.

4. **Send TCDD one signed, printed copy and one electronic copy of your proposal no later than 4 p.m. Central Time on the due date (see "Important Dates" for the due date).**

Electronic copies (in PDF or MS Word format) must be sent to Grants2@tcdd.texas.gov. The time and date stamp on the email containing the electronic copy must show it was sent prior to 4 p.m. Central Time on the date due.

Signed, printed copies of proposals must be mailed or hand-carried to:

Theresa Esquivel
Texas Council for Developmental Disabilities
6201 E. Oltorf, Suite 600, Austin, TX 78741-7509

If the printed copy is mailed, the postmark must be prior to midnight on the due date.

If the printed copy is hand-carried, TCDD staff must receive it by 4 p.m. Central Time on the due date.

TCDD will not accept faxed proposals.

How Proposals are Evaluated

Reviewers will evaluate proposals submitted to TCDD based on the following questions.

Narrative

1. Is the outcome described in the narrative consistent with TCDD's goal in posting this RFP?
2. Does the proposer demonstrate a solid understanding of the subject matter related to this project?
3. Does the narrative clearly explain the steps (milestones) that will be taken to reach the desired outcome?
4. If each milestone described is reached, will the desired outcome be achieved?
5. Is the timeline for reaching the milestones realistic?
6. Are there enough resources available to successfully reach the milestones?
7. Will the partners play active roles in the project?
8. Will people with developmental disabilities be involved in meaningful ways throughout the project?
9. Will people who are considered "unserved or underserved" be involved in meaningful ways throughout the project?
10. Will be non-traditional partners included in meaningful ways?

Goals, Objectives, and Activities

11. Is the information in the Goals, Objectives, and Activities consistent with the Narrative?
12. Are the Goals and Objectives in this section consistent with TCDD's goal(s) for this project?
13. Are the activities logical steps that will lead to meeting the objectives?
14. Are the objectives logical steps that will lead to meeting the objectives?
15. Is the timeline provided in the Goals and Objectives realistic?
16. Will people with developmental disabilities be included in the project activities in meaningful ways?
17. Will people who are unserved or underserved be included in the project activities in meaningful ways in the activities?

Organizational Structure, Experience, and Qualifications of Personnel

18. Is there evidence the organization's leadership and decision-makers will fully support this project?
19. Does the organization have the experience needed to implement this project successfully?
20. Does the organization have infrastructure to support this project successfully?
21. Will the partnership(s) identified in this proposal help the project be more successful?

22. Does it appear that partners will be able to collaborate effectively with each other?
23. Do the project personnel have the qualifications to implement this project effectively?
24. Will project staff have sufficient time on the project to make this project successful?
25. Does it appear that project staff, their partners, and the consultants named in the proposal will be able to carry out activities as planned?

Financial Information

26. Is the funding allocated to staff appropriate?
27. Is the funding allocated to consultants appropriate?
28. Is the funding allocated to subcontracts appropriate?
29. Does the budget include all the resources needed to complete the activities under Goals and Objectives?
30. Will other organizations, agencies, or individuals contribute funding or other resources?

General Comments

31. How well does the proposal promote self-determination and full inclusion of people with developmental disabilities? Does the proposal demonstrate respect for the experience and talents that people with disabilities can bring to the project?
32. Is the overall approach consistent with one or more of the following? Explain briefly.
 - accepted “best” or “promising” practice
 - accepted person- or family- centered standard of care
 - accepted business practices or other standard practice within an industry
33. Is there reason to believe that this applicant had a disadvantage that may have impacted the quality of the written proposal but would not impact their ability to implement the project? If yes, please explain.
34. Are there other components of the project described in this proposal that offer “value added” to TCDD or will bring about additional benefit not anticipated in the Request for Proposals (RFP). Examples might include such things as:
 - Raised public awareness;
 - Expansion of long-term employment opportunities for people with disabilities;
 - Creation of additional support or resources for long-term services;
 - Implementation of an innovative idea supported by evidence or a solid logic model;
 - Expectation of a larger impact than originally planned for;
 - Development of an exceptionally strong collaborative effort;
 - Evidence of support by a leader in a position to increase the impact of the project;
 - Evidence that the organization actively seeks and takes advantage of unexpected opportunities to create positive change.

35. Please circle those that apply (all of these will not be relevant to all proposals):

- A. The proposal identifies major barriers to achieving the outcomes.
- B. The proposal identifies existing additional resources or opportunities.
- C. The proposal includes accurate information about existing policy-related barriers.
- D. The information about policy-related barriers is sufficient to inform the project plan.
- E. The proposal's plan addresses the barriers and makes good use of identified resources.
- F. The proposal identifies a "champion" who can take action to remove barriers.
- G. The proposal reflects meaningful input from the following stakeholders:
 - Persons with disabilities
 - Family members of persons with disabilities
 - People who have ethnic minority backgrounds
 - People who are economically disadvantaged
 - People living in underserved areas (rural or urban)
 - People with limited English proficiency
 - Paid advocates
 - Representatives of community-based organizations
 - Professionals not employed by the organization submitting the proposal
 - Other relevant stakeholders

36. Provide any additional comments about the Narrative; Goals, Objectives, and Activities; Organizational Structure, Experience, and Qualifications of Personnel; and Financial Information Sections.

37. Provide any additional comments about the proposal as a whole.